



Institute of Open and Distance Education

Faculty of Commerce

Windows & MS Office

Windows & MS Office



2 BCOM6CA



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LESSON

1

KNOW THE WINDOWS XP

CONTENTS

- 1.0 Aims and Objectives
- 1.1 Introduction
- 1.2 What is Windows XP?
- 1.3 Evolution of Windows Operating System
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- 1.10 Keywords
- 1.11 Questions for Discussion
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1.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Acquire knowledge on windows XP
- Discuss about the history of windows operating system
- Discuss the importance of tools and accessory in XP

1.1 INTRODUCTION

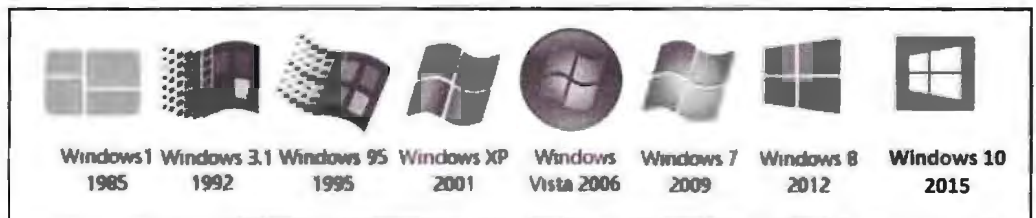
Windows XP is an **operating system** made for windows platform. It is one of the most user friendly **operating system** which was most widely used in earlier years after 2001. This operating system had many other version under the name of XP itself like XP home edition, XP professional edition, XP media center edition, etc.

1.2 WHAT IS WINDOWS XP?

Windows XP is an **operating system** made on windows platform. It is one of the most powerful and most used **operating system**. This operating system was introduced in the year 2001, the **previous operating** available before XP was Millennium popularly known as windows ME. This operating system had **compatibility and stability** issues. Windows XP has made **huge improvement** over all previously available OS version, it provides **easy navigation, easy internet access** and many other features to ease and enhance its user experience.

1.3 EVOLUTION OF WINDOWS OPERATING SYSTEM

Windows operating system have a huge impact on world computing technology in last 25 years. It is almost **impossible to imagine** our life without windows base operating system but this success was not easy to achieve, it took a long time for team Microsoft to achieve this fame and success. Windows operating system have evolved in phases starting with MSDOS to windows10 up till now. Early age operating system had very less GUI [Graphic User Interface]. Earlier operating system was command based like we use commands in MSDOS to operate work, so this is not an easy thing for user to operate on this OS. Later windows introduced GUI based OS [Operating System] with click and surf technology where user will be provided with icons and graphic to enhance user experience.

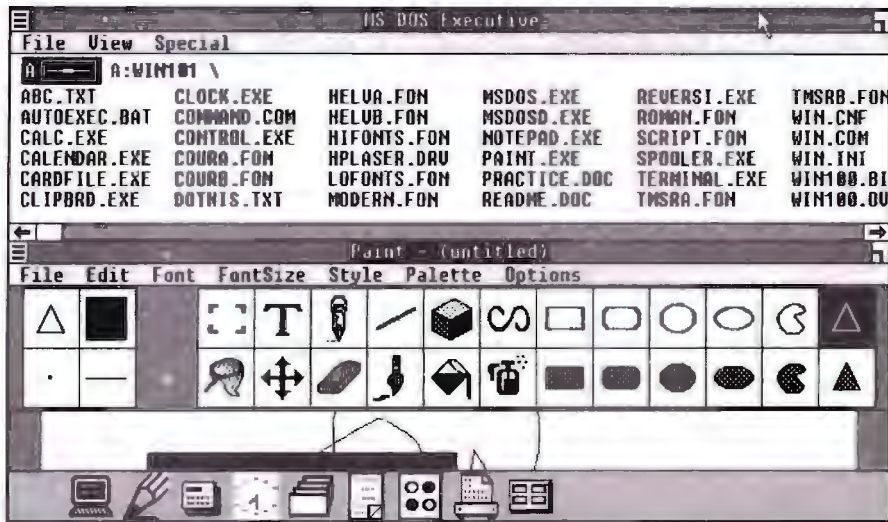


Window Icons

1.3.1 Windows 1.0

Working on MSDOS was tough for its users as it was command base OS. To overcome this problem Microsoft announced its first edition of windows in the year 1983 known as windows 1.0. This OS supported pointing device like mouse. By using the mouse, now the user can click on various icons and options available on screen, option like dropdown menus, icon, dialog boxes helped user to learn the program easily.

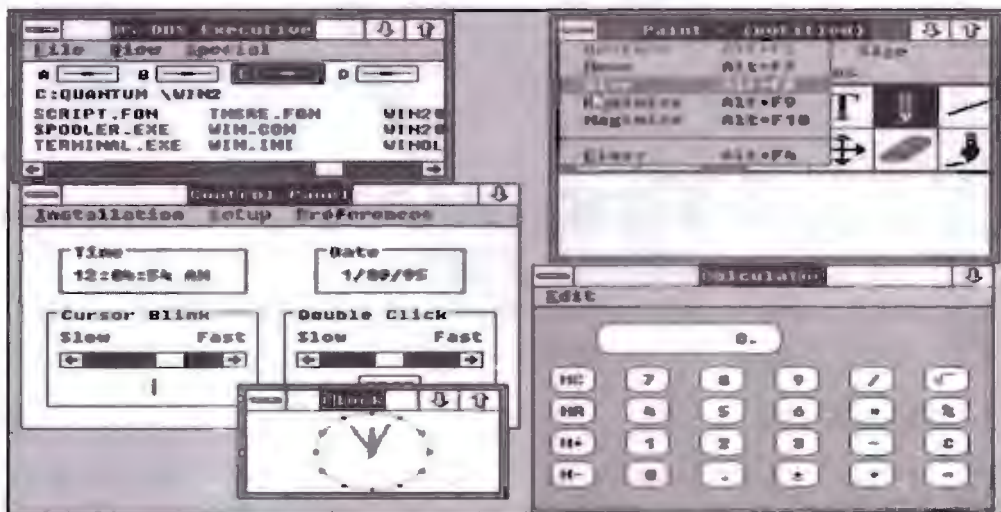
MS-DOS file management, Paint, Notepad, Calculator, and a Calendar, these features were a part of the introductory Operating System. A game called "Reverse" was also included in the first edition.



DOS 1.0

1.3.2 Windows 2.0

This OS was introduced on December 9, 1987, in this OS processing speed and reliability was tremendously improved and from here on computers had started becoming a part of our day to day life. Use of desktop icons and keyboard shortcut help speedup work for its user. Control panel was first introduced in this operating system.



DOS 2.0

1.3.3 Windows 3.0

This OS was launched on 22nd May, 1990. It was once the most popular version of OS of its time and the reason of its success was its advance graphics with 16 colours, improved icon support, reliability. This edition had 386 bit processor. Program manager, file manager, print manager were some new features which were introduced in this OS. Games like Heart, Solitaire and Minesweeper were also first introduced in this version of windows.

1.3.4 Windows 95

This is one of the most popular versions of windows operating system which remained in existence for very long time. This version was launched on 24th August, 1995. This

OS had Start button and start menu for very first time. This OS had many powerful features that laid the foundation for upcoming windows OS, apart from very powerful GUI it was more fast, accurate and reliable. This OS laid the foundation for e-mail, fax, modem and multimedia games. This version of windows allowed the auto update since it was compatible with previous version of windows. The upgrade can be done by both floppy and CDROM. This version supports 12 different languages as well as Win95 had built-in support for internet, dial-up network. This OS also support plug and play capability for various hardware that made it very easy for its user to install hardware and software.

1.3.5 Windows 98

This OS was launched on 25th June, 1998. This version of OS was designed to meet the needs of general consumer, it was consumer oriented OS. By this time so called computers were becoming PC's computer designed to meet the personal and professional need of consumers. Now the computers were seen more commonly in places like café, home, work, etc. The major improvement in this version of windows was that it was capable of opening and closing function much more quickly. The version brought support of DVD's, USB [Universal Serial Bus] into existence. It was the last version to be based on MS-DOS.



Window 98 Icon

1.3.6 Windows ME

This version of OS was launched on 1st September, 2000. ME here stands for millennium. This OS had features like internet explorer 5.5, window media player 7 and movie maker. Movie maker allowed users to record video and also helped them to edit and redesign it. Although the lifespan of windows ME was very short. This OS was very slow and had lots of bugs that made it unsuitable for rising user needs. This OS was soon replaced by Windows NT and later by Windows XP.

1.3.7 Windows XP

This version of windows was launched on 25th October, 2001. It was one of the best selling Operating system in world, this version came up with the fresh look and it focused on usability that it had built in help and support centre. This era of computation suffers from virus attacks and increasing trade on internet also lead to increase in practices like hacking. This OS emphasized on help and support which upto a certain extent helps user to overcome and protect themselves from outer world treat like hacking and viruses.



Window XP Icon

In addition, Navigation simplicity of the start menu, taskbar and control panel were more intuitive in this edition of Windows. Windows XP was available in 25 different languages and had several editions like Windows XP 64-bit Edition (2001), Windows XP Media Centre Edition (2002) and Windows XP Tablet PC Edition (2002).

1.3.8 Windows Vista

This OS was launched on 30th January, 2007. This OS was more secured and had user account control feature which helped its user to protect computers from such software that make changes in functionality without owner knowledge. In Vista Ultimate it also had features like Bit Lockers, Device Encryption which provide excellent data security. This OS also had 35 different languages. Fresh new look of start button and many new features like border around window etc., also first came in existence in this version of windows. Not only the new look of this version of OS focussed on better file system and faster processing algorithms which aided user in fast and efficient search of required files.

1.3.9 Windows 7

This OS was launched on 22nd October, 2009. This OS have touch screen compatibility and had major improvements over previous windows version. It came with a fresh new look of overall windows and came up as much efficient as OS. This OS also had touch and handwriting recognition popularly known as “touch and type” which help the new generation user to experience touch screen technology whereas it continue to serve its old consumer with traditional type experience. This OS also have virtual hard disk feature which is a concept of cloud computing and have kernel for direct access function. Windows 7 support multiple heterogeneous graphics cards to meet the needs of increased computing experience of different customer. “Your most unhappy customers are your greatest source of learning”, Bill Gates, the founder of the giant company quoted himself. Windows 7 is available in following editions:

- Windows 7 Home Premium
- Windows 7 Professional
- Windows 7 Ultimate

Windows 7 was the only operating system that was evaluated by 8 million tester world wide before it's released.

1.3.10 Windows 8.0

This operating system was launched in October, 2012. This version came up with totally new interface and the focus of this OS was on touch screen totally new start

menu was launched in this version of application, files, websites were also being attached to this new start menu to provide easy navigation.



Windows 8

These are the following edition of Windows 8.

- Windows 8
- Windows 8 Pro
- Windows 8 Enterprise

1.3.11 Windows 8.1

The vision of Windows 8 to provide powerful apps and cloud connectivity let the upgrade to Windows 8.1. Changes in user interface and desktop, online services and functionality, security and hardware compatibility, etc. are improvements to name a few. In addition, some very interesting apps were also shipped in Windows 8.1, some of them are, Bing Smart Search so you can find what you're looking for across the PC or the web, Bing Food & Drink, Bing Health & Fitness, and great utility apps like Reading List, Calculator and Alarms.

Windows 8.1 Operating System has the following editions:

- Windows RT 8.1
- Windows 8.1 Edition
- Windows 8.1 Pro Edition
- Windows 8.1 Enterprise Edition

1.3.12 Windows 10

This version of windows was launched on 29th July, 2015. A number of new functions like Windows store app, Microsoft edge, virtual desktop, action centre, revamped core app, the Xbox app, continuum, unified settings, etc., first made their existence in this edition. Microsoft edge is a new web browser of windows family specially designed for light weight web browsing. Windows 10 also have many new version subsequently launched and one of most special feature of Windows 10 is that if you are a genuine Windows 10 holder then you can upgrade to new versions for free unlike older days consumer don't have to buy new version every time they wish to upgrade.

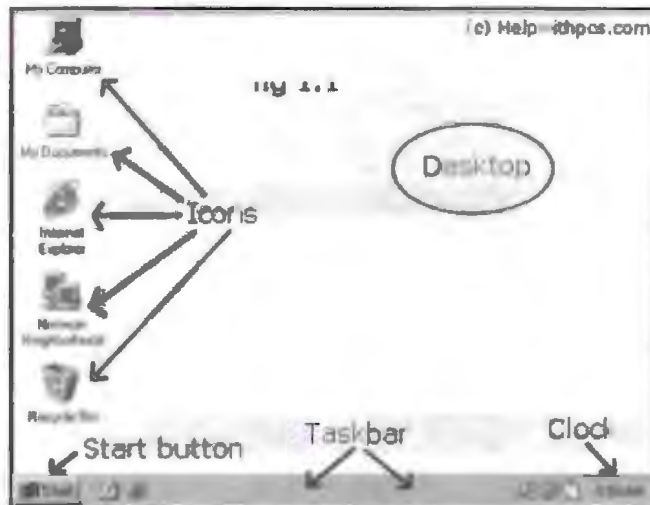


Windows 10

1.4 FEATURES OF WINDOWS XP

Desktop: This is the first screen of computer we see as soon as when we turn it on. It is also a placeholder from where the user navigates through different application. The desktop can be customised by its user, like a user can copy paste files and folders on desktop for easy and quick retrieval.

Icons: It is a small representation of program, file, folder, etc. They are the small picture found on desktop. Each icon is always associated with one program.



Desktop Icons and Folder

1.5 DESKTOP ANATOMY

My Computer: This icon provides a complete insight of what is stored in the computer. It gives you access to everything that a computer has like hard drives, floppy drives, CD-ROM drives, files, program and document, etc.

Recycle Bin: This is the place where deleted files and folder get stored initially. If a user wishes to restore some file or folder removed accidentally can do so but once the user empty recycle bin then file or folder cannot be retrieved again.

My Network Places: This option provides the full information of network resources if a computer is connected to any network. Through this option, the user can share

hardware over the network, hardware like printer and drives. User can also play games with other computer connected on the network.

Internet Explorer: This is one of the most commonly used option. Using internet explorer, a user can navigate through internet and various websites. Internet explorer is also known as web browser.

Start Button: It is the button which is found on lower left corner of desktop. It is used to open various programs and files, this button also have the information of program and file most recently used or most frequently used.

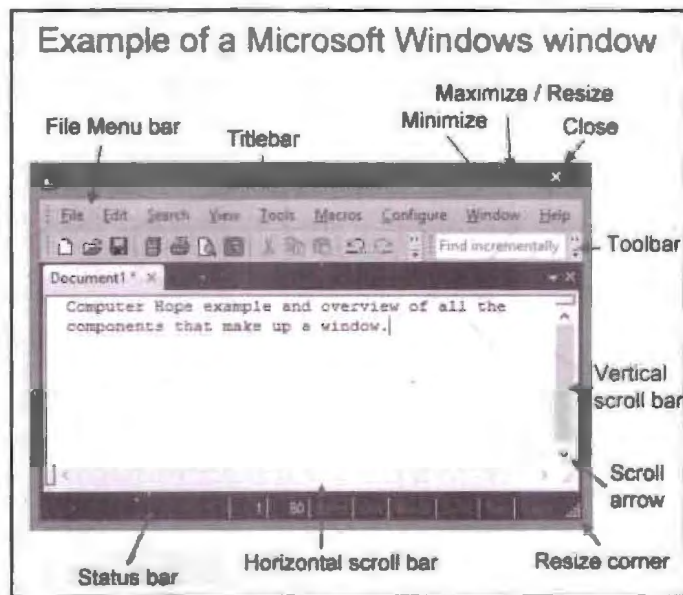
Taskbar: It is horizontal bar found at the bottom of desktop screen. It contains the information of programs currently in use. It can contain the information of more than one program currently running.

Quick Launch Bar: This provides an easy way to launch a program with just one click. Sometimes this is hidden, to display it, right click on the task bar and choose Toolbars, then click on Quick Launch.

Wallpaper: Using this option, one can customize the background of computer screen.

1.6 WINDOWS AND ITS ELEMENTS

A typical window will have multiple features to aid its user needs. A window consist of multiple drop down menus and horizontal and vertical bars every window have one working area where user performs various task.



Every window will have following elements:

File Menu Bar: This bar will have all dropdown menu related to file operations, using these options from the menu the user can add, modify or delete any existing file.

Title Bar: This option will display the name of file currently open, if the file is a new file then title bar will display no name or untitled.

Minimize, Maximize and Close: This option helps its user to customise the size of window. Minimize option will pull the window down to taskbar, maximize option will open the window on full size of desktop and close option will close a window currently being opened.

Tool Bar: This bar will contain a variety of tools to make a file. These tools help the user to customise there file and also help making work more professional.

Horizontal and Vertical Scroll Bar: This allow user to traverse through a file as the size of file increase horizontal and vertical bar also appear.

Resize Corner: This option help user to customise the size of file as per his or her need.

1.7 WHAT'S NEW IN WINDOW XP?

Windows XP came to market in the year 2001, it had following great new features that made it legendary and best selling product of Microsoft.

- It came with new design and feel to its user interface.
- This OS was built on windows 2000 kernel.
- It was more reliable and safe.
- It was faster and had plug and play for wireless network.
- XP started to support DVD burner.
- XP was not launched in server version. It came in two edition home and professional which make it very suitable for home based user.
- Professional version was very well suited for small and large organisation.

Check Your Progress

Fill in the blanks:

1. XP OS was introduced on _____.
2. OS stands for _____.
3. Pointing device was introduced in _____ OS.
4. Icon is _____.
5. Internet explorer is used for _____.

1.8 LET US SUM UP

- In this chapter, we saw various versions of operating system.
- We also saw how windows have evolved from command line operating system to application based operating system.
- We also saw what windows is all about.
- Now we know in brief about the anatomy of windows.
- We have explored about the features and functionality of windows XP.

1.9 LESSON END ACTIVITY

Why we need so many operating systems? Why updated versions of operating systems are important? Use internet to find it out.

1.10 KEYWORDS

DOS [Disk Operating System]: It is a kind of operating system used in early days.

OS: It is a short form for operating system.

MS: It is the short form of Microsoft.

PC [Personal Computer]: It stands for personal computer popularly known as desktop.

CD-ROM [Compact Disc Read Only Memory]: It is a short for CD drive you use for storing data.

DVD [Digital Versatile Disc]: It is a kind of CD having better features than typical CD.

XP [Windows XP]: It stands for Windows "experience", because XP is supposed to be a whole new great experience with Microsoft.

1.11 QUESTIONS FOR DISCUSSION

1. Write a short note on the new features of Windows XP.
2. What are the significant changes brought in Windows 98 and 95?
3. Differentiate between DOS operating system and Windows XP.
4. Write a detailed note on Windows XP.
5. What do you understand by windows anatomy?
6. Explain the evolution of operating system in detail.

Check Your Progress: Model Answer

1. 24th August, 2001
2. Operating system
3. Windows 95
4. Representation of program
5. Web browsing

1.12 SUGGESTED READINGS

O'Hara, Shelley, 2003, *Absolute Beginner's Guide to Microsoft Windows XP*.

Covers connecting to the Internet, maintenance, applications, and multimedia features.

Harry L. Phillips, 2012, *New Perspectives on Microsoft Windows 7 for Power Users*.

Without assuming prior knowledge of the operating system, this text allows students to quickly review the basics, and move on to cover more advanced concepts and features.

Guy Hart Davis, 2007, *Mastering Microsoft Windows Vista Home: Premium and Basic*.

The FTP site appears in the Internet Explorer *window* as a series of links: Click the Up to Higher Level Directory link to go ... *Windows Live Spaces* was formerly known as MSN Spaces before *Microsoft* brought it into the fold of Live services.

LESSON

2

ACCESSORIES AND TOOLS

CONTENTS

- 2.0 Aims and Objectives
- 2.1 Introduction
- 2.2 Calculator
 - 2.2.1 How to Open a Calculator?
 - 2.2.2 How to Use Calculator?
- 2.3 Character Map
 - 2.3.1 How to Open Character Map?
- 2.4 Using Outlook Express
- 2.5 Address Book
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 - 2.7.1 How to Open Notepad?
 - 2.7.2 How to Create & Save a Document with Notepad?
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- 2.13 MS-DOS
 - 2.13.1 What is Command Line Operating System?
 - 2.13.2 Advantages and Disadvantages of DOS
- 2.14 Control Panel
 - 2.14.1 How to Open Control Panel?

Contd...

2.15	Windows Picture and Fax Viewer Overview
2.16	HyperTerminal and Windows Messenger
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2.19	Let Us Sum Up
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2.21	Keywords
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2.23	Suggested Readings

2.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Learn about windows accessories and tools
- Know how to use the tools
- Learn about the need for tools

2.1 INTRODUCTION

This lesson is all about windows XP features, programs and tools that allow us to customize our computing experience. In this lesson, we will explore about different tools and their working capabilities.

Every window operating system contains a vast variety of tools and supporting program to aid its user. These tools, accessories and program are very useful in order to make work more professional. Tools have a huge role in every computer program. These tools and accessory programs are very important in increasing the productivity. They save a lot of time and money of its user because by using these tools a user can do a lot of tasks in very short span of time.

2.2 CALCULATOR

Windows calculator is an application included in all windows version operating system. It is used for performing various types of calculation like simple calculation, scientific calculation or programming calculations.

Calculation application was first introduced in Windows 1.0 as a simple calculator. In Windows 3.0, scientific mode was added in which the user could perform exponents and root, logarithms, factorial base function, etc.

In Windows 1, more features were added to the calculator like statistics, unit conversion, date calculation and worksheet mode calculator was remodelled for the first time since its introduction.



Calculator in MS Window

2.2.1 How to Open a Calculator?

First Method

Click on start menu—go to programs—click on Accessories—then select Calculator to start calculator.

Second Method

We can also use Run dialog box [start—Run] type calc in Run dialog box and press enter.

2.2.2 How to Use Calculator?

Step 1

Open Calculator program using any of the above stated method.

Step 2

From view drop down menu choose the type of calculator [Standard, Scientific, Programmer or Statistical] by default standard mode open at first.

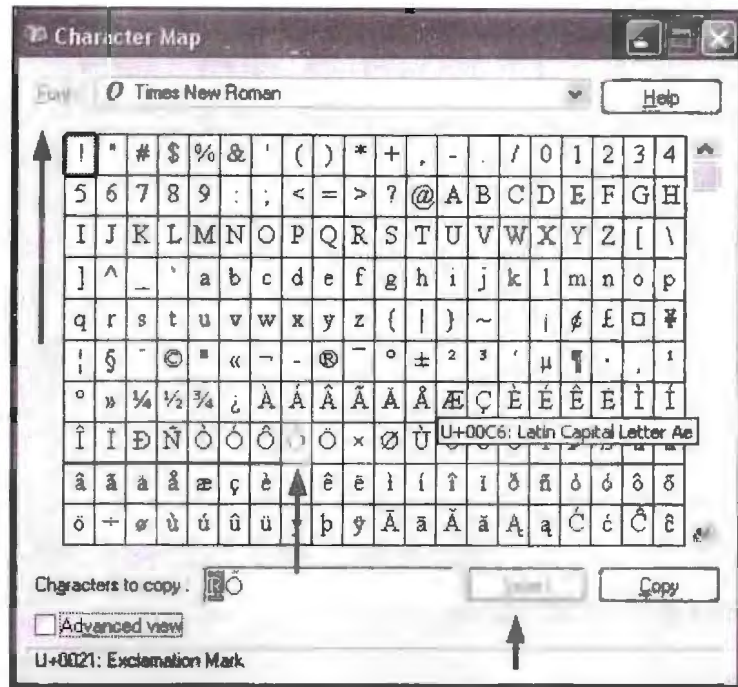
Step 3

Type the required calculation to be performed in the dialog box. Copy paste command can also be used to input numbers in calculator by users and also copy the result from calculator to another application.

2.3 CHARACTER MAP

Character map is free feature included in all version of windows operating system. The feature allows you to see and copy special character in your document instead of typing them.

We use character map to copy paste special symbols such as trademark, special mathematical characters or any other symbol coming from any foreign language.



Character Map Window

2.3.1 How to Open Character Map?

Take the following steps to open character map:

- Click on start.
- Point to All Programs folder.
- Select Accessories folder.
- Select system tools.
- Double click character map or press enter.

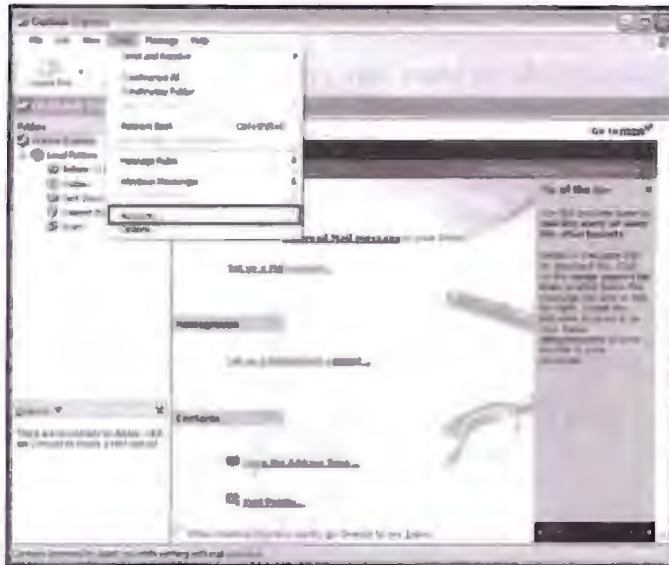
2.4 USING OUTLOOK EXPRESS

Outlook express is a windows application used for e-mailing. This application was first introduced in Windows 95. But later after Windows XP this application was discontinued for multiple reasons and one of the most strong reason was it that it was way too complicated and very error prone. In Windows 7, outlook express was replaced with windows mail and later windows mail was replaced by windows live mail.

If your computer is still using Windows 95, 98, ME, 2000 or XP take following steps to open outlook express.

Step 1

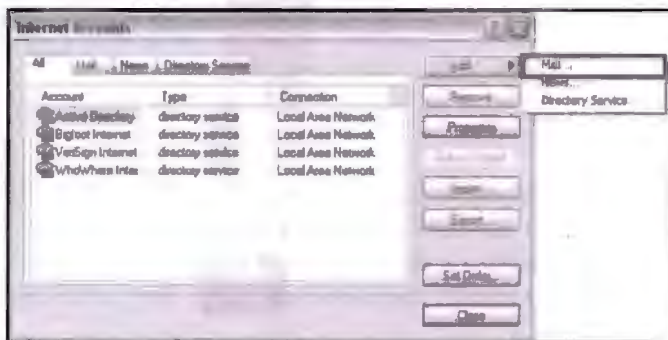
Click on Start menu to launch Outlook Express select Tools drop down menu then — Accounts. Then following screen will appear.



Outlook Express Window

Step 2

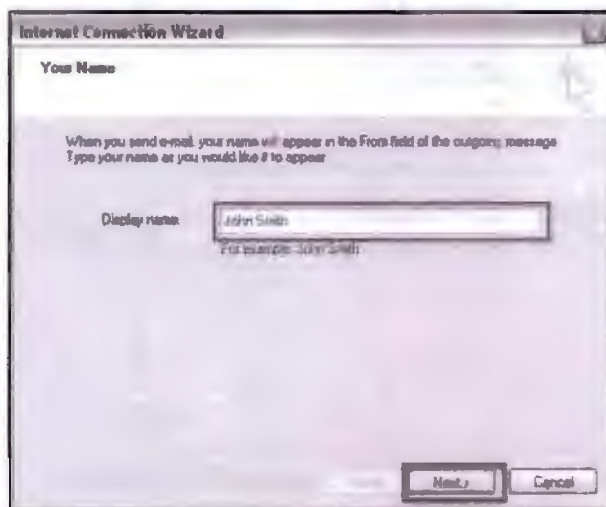
Click on the Add button and select Mail option.



Internet Account Dialog Box

Step 3

Enter your display name. Display is that name which will appear to receiver when the mail is sent from your account. Now, Click on Next button to continue.



Connection Wizard Dialog Box

Step 4

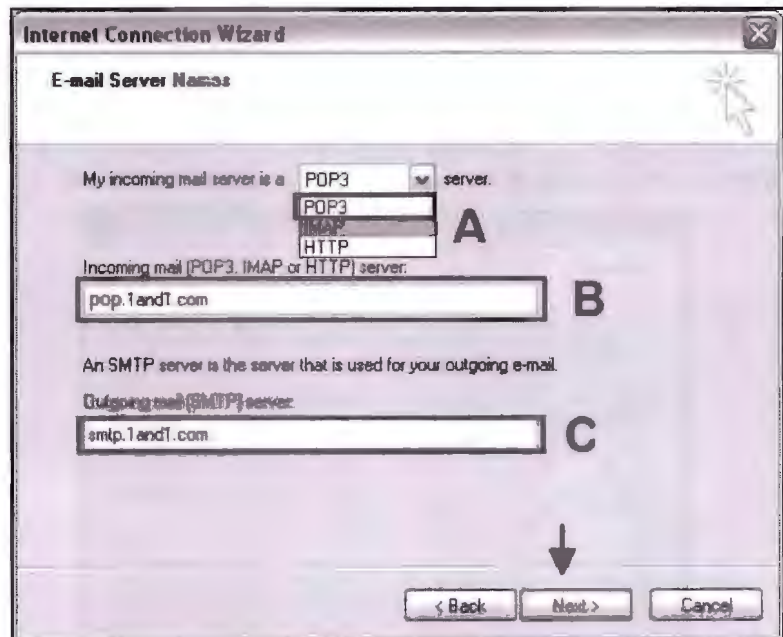
Now enter your e-mail address. Make sure you enter a valid e-mail address otherwise this step will not complete. Now click on next to proceed.



Connection Wizard and Its Options

Step 5

In this step, select the protocol to send and receive mail. Select POP3 or HTTP for incoming mails and select SMTP for outgoing mails. This step is very important in order to configure your outlook express account because by only choosing the right protocol we can send and receive mails conveniently. Now, click on Next button to continue.



Connection Wizard and Its Options

Step 6

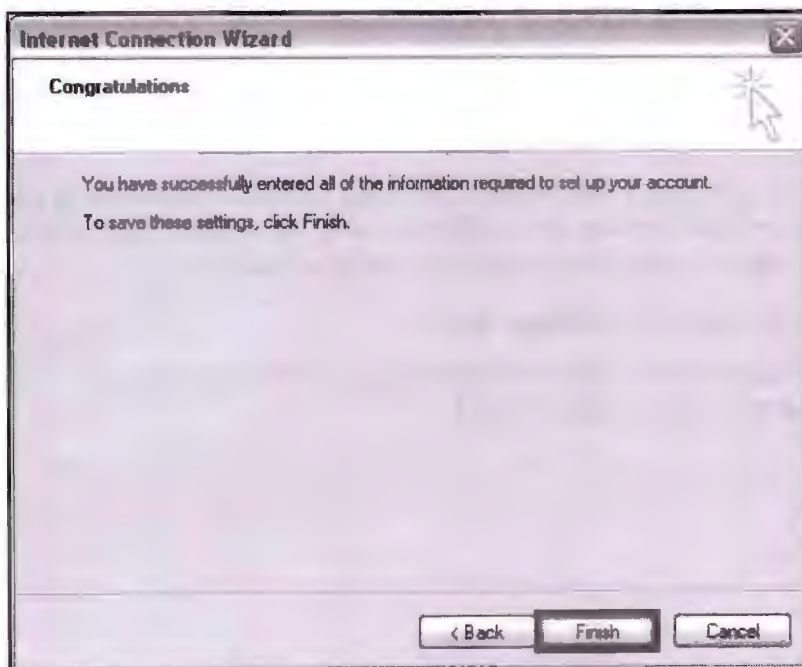
In this step, you will enter your full e-mail address as your account name and your password associated with your above stated e-mail. If you don't want to enter your password every time, you send or receive e-mail check on "Remember password" option. Once your are done with all formalities click on Next to continue.



Connection Wizard and Its Options

Step 7

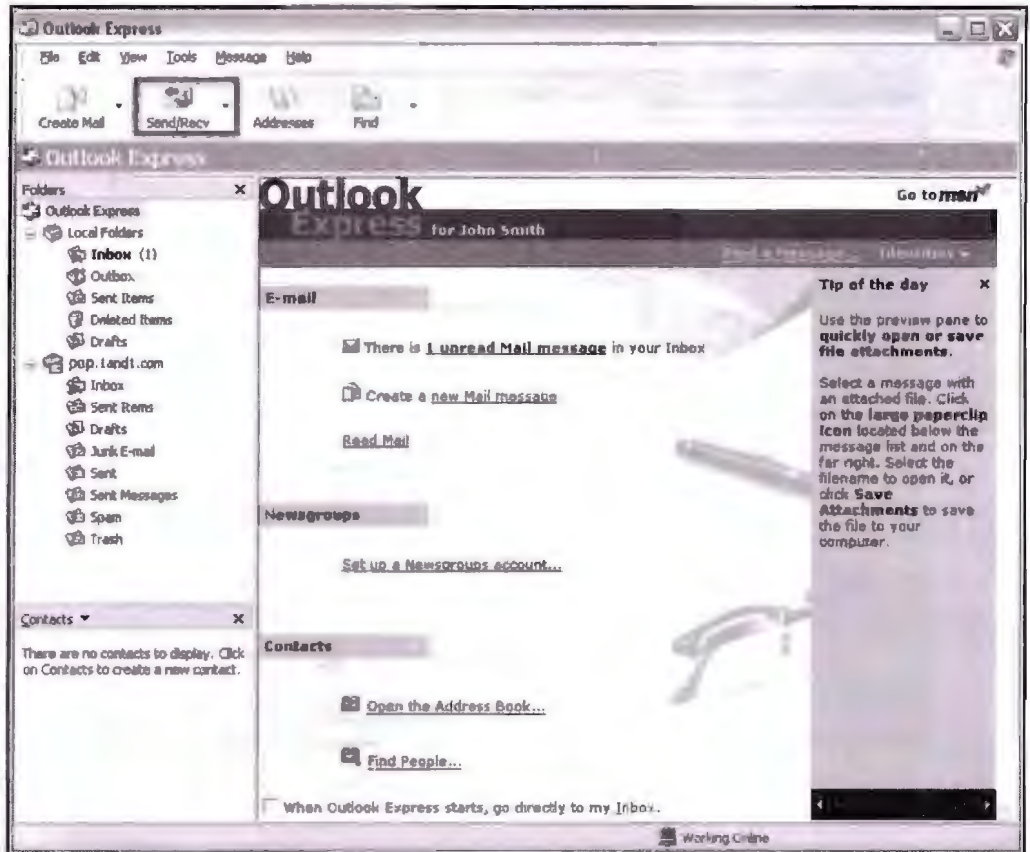
Now your e-mail is configured to your outlook express, click on Finish to exit the wizard.



Connection Wizard and Its Options

Step 8

Now you can send and receive e-mail by clicking Send/Receive button on the top of the outlook express window.



Outlook Express Window

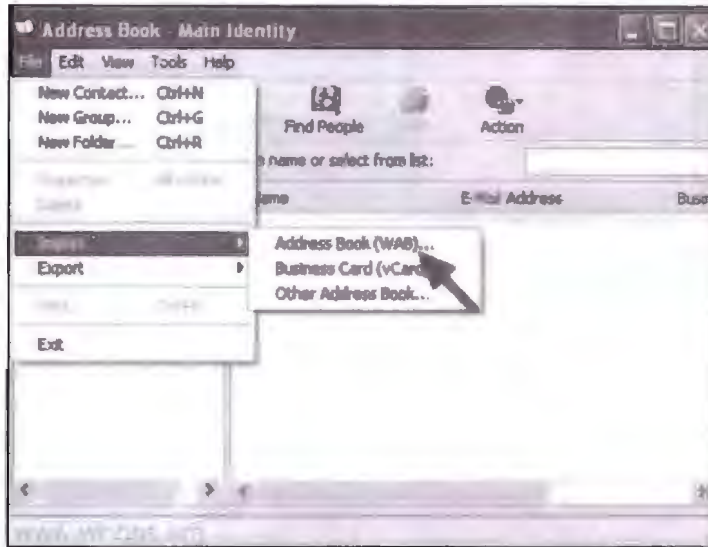
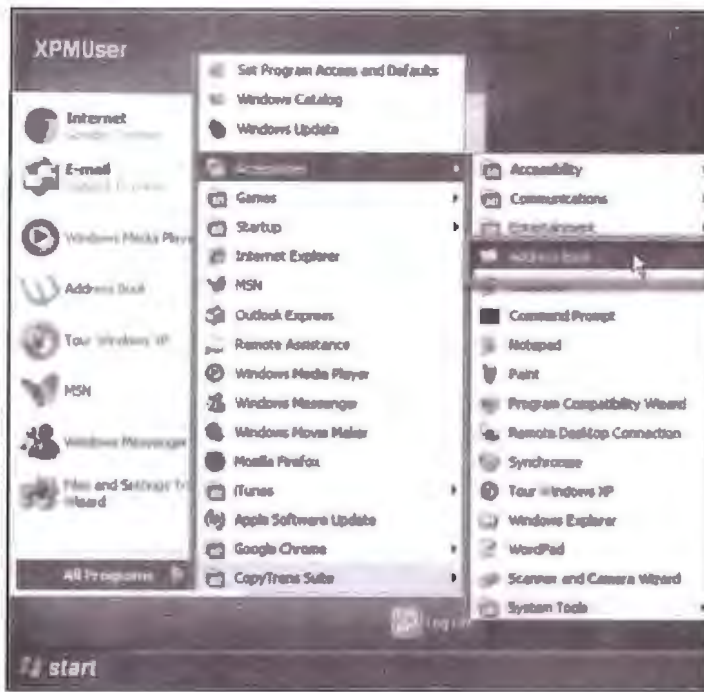
2.5 ADDRESS BOOK

The Address Book is a windows utility program used for creating a single list of contact information and this list can later be used by multiple programs. The program that most commonly uses this information is outlook express.

Address book provides a very convenient option to store information of your friends and family and also provide easy retrieval. Using the Address book utility, you can create mailing group, send and receive electronic business cards, etc.

2.5.1 How to Open the Address Book?

To open Address Book Click on Start Button – select All Programs – then select Accessories then click on Address Book.



Address Book Window

2.6 MICROSOFT PAINT

MS Paint is an application available in all Microsoft Windows version. It is a basic graphic based painting application. This application is used for drawing, colouring pictures, editing pictures, etc. This application provides the facility of browsing pictures even from digital medium such as digital camera. We cannot only edit pictures but can also create pictures of our own wish. This is a very fun application. Even kids like playing with MS Paint, it helps them to explore their creative side.

Using MS paint, we can save creations in standard .JPG and .bmp format. To paint using MS paint all we need to do is drag the mouse in paint area of MS paint. Different type of artistic brush, colours, shapes are available is paint tool box to make colouring more fun activity.

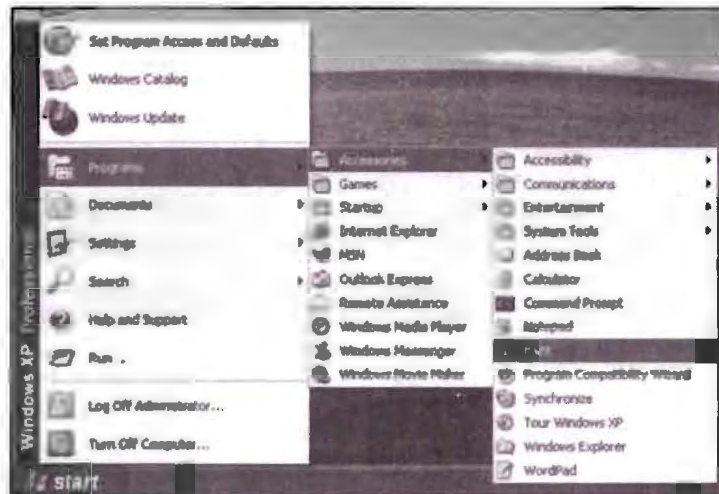
One of the most exciting thing about MS paint is that you can never run out of colours and brushes. Paint allows you to pick vast variety of colours ranging from basic to

advance colour selection. It also has features like pencil art and airbrushing. It allows you to enter text, shapes, different types of lines, etc. It also has the function of erasing something that went wrong. We can increase and decrease size of image by using magnifier tool.

2.6.1 How to Open MS Paint?

To open MS paint follow the given steps:

- Click on Start button.
- Select Accessories folder.
- Select MS-Paint.
- Click on MS-Paint or press enter.



2.6.2 MS Paint Menu

MS Paint has the following menus:

- **File Menu:** This menu is used for creating new file, saving your creations, printing your creation, setting your creation as background, etc. Using file menu, we can open pre-existing images saved in any location of your computer's hard disk and later can edit it, and then you can save it as completely new creation. Whenever we open Paint it shows as untitled - paint on the top of the window. Later we can give name to our creation by using save option.



MS Paint Window



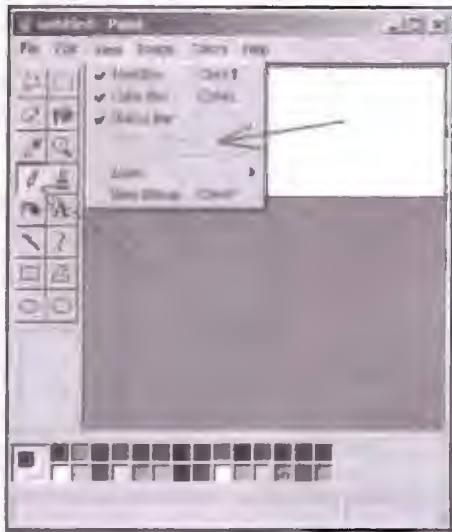
File Option of MS Paint

- **Edit Menu:** Edit menu is used to undoing the complete set of operation currently performed or for redoing the current operation this menu also have copy and paste option. Paste from option in edit menu let you paste image from any location of your computer.



Edit Menu

- **View Menu:** This menu allows you to customize your view or look of MS-paint you add and remove items like tool box, colour box, status bar, text box, zooming and viewing bitmap. If you uncheck any item in the view menu then it will disappear from your MS-paint screen or may be deactivated.



View Menu

- **Image Menu:** This menu is used for performing various operations on current image like starching a image or flipping a image, or inverting the colours. This menu is also used for clearing the currently open image.

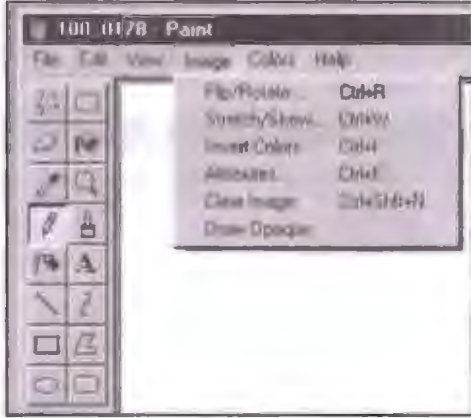


Image Menu and Its Options

- **Colours Menu:** This menu is used for editing colours. When we select this menu a separate window pop ups that allow you to modify colours.



Colour Formatting Dialog Box

- **Help Menu:** This menu is for support and comprehensive help associated with MS Paint program.

2.6.3 MS Paint Tool Box

The tool box is a very useful part of paint. It contains a lot of tools that help in making graphic paintings. Tool box have the following tools:

- *Free from selection and select tool:* This tool is used for selecting specific part of image, we can copy and paste selected part of an image in some other part of image. We can also use this tool to delete specific part of image.
- *Erase or colour erase:* This tool is used to remove your drawing or a part of image. We can select the size of eraser as per requirement manually.
- *Pick colour:* This tool helps us to pick any specific colour and make it as the actively available colour by default.
- *Pencil:* This tool is used for drawing, there are a variety of pencil art available in paint we can choose thickness of pencil.
- *Airbrush:* This tool is used for spraying colour in your creation. We can select the thickness of airbrush manually.
- *Line tool:* This tool helps us to draw a variety of lines with different measures of thickness. We can choose what kind of line we want in our creation manually. To make line, hold mouse click and stretch it to the length you are looking for. Select thickness of line from toolbox.
- *Rectangle tool:* This tool is used for making rectangle shape in our creation. We can also draw a square shape by press holding the shift key. To make a shape hold your mouse and stretch the pointer till desired size is not achieved.
- *Ellipse tool:* This tool is used for drawing ellipse in drawing. We can also draw circle using this tool by press holding the shift key before you start dragging your mouse.
- *Fill with colour:* This tool is used to fill specific colour in an object drawn in your creation.
- *Magnifier:* This tool is used for zooming purpose. We can zoom any specific part of drawing. We can select the size of zoom simply by clicking on drawing until desired zoom is not achieved.
- *Brush:* This tool is used for painting. There are a variety of brushes available in Paint, we can select the kind of brush as per requirement.
- *Text:* This tool is used for inserting text in drawing We can choose a variety of font, style, colours and different font size also.
- *Curve, Polygon, Rounded rectangle:* These tools allow the user to create different shapes with respective to the names given to tool.
- *Colour box:* This tool helps you to choose different colours in drawing.

2.7 NOTEPAD

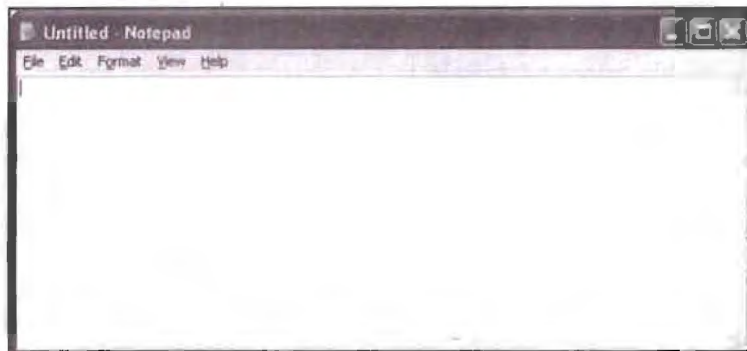
Notepad is a text editor. “What is Text editor?” Text editor is an application program that helps you to type and create simple text document. Even if you write numbers text editor will treat it as text only. Now let’s get back to Notepad - it is an application program. “What is an application program?” An application program is a kind of software which is developed to accomplish a specific task for which only like text editor can be used to create text documents. Now, again let’s get back to NOTEPAD.

Notepad is an application program used for creating simple text document. Notepad is used for reading and writing .txt files only, we can never insert an image in a notepad

file. Notepad is also used for script programming. We can create web pages in notepad HTML “Hypertext markup Language” is used for creating web pages.

Notepad only supports basic text formatting although you can have a variety of text style in notepad, also like you can have Ariel, Times New Roman, etc. font style in notepad. We can also have variety of font size in a notepad file.

We can save a notepad file in variety of formats like Unicode, ASCII, UTF8, java, Cpp, etc., this feature of notepad provides great flexibility while working with documents of different character set or with different programming language.

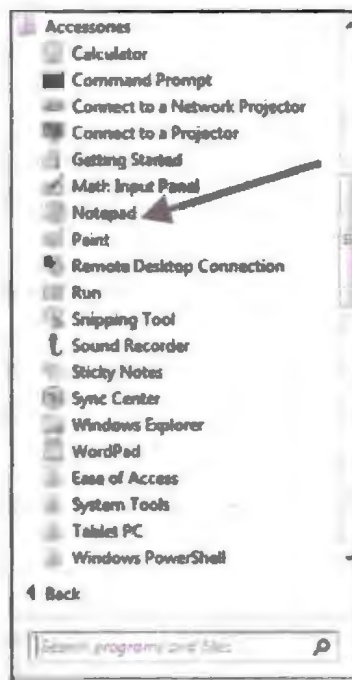


Notepad Window

2.7.1 How to Open Notepad?

To open notepad follow the given steps:

- Click on the start menu.
- Select Accessories folder.
- Now place mouse cursor on “notepad” option available in the list.
- Double click or press enter to open notepad.



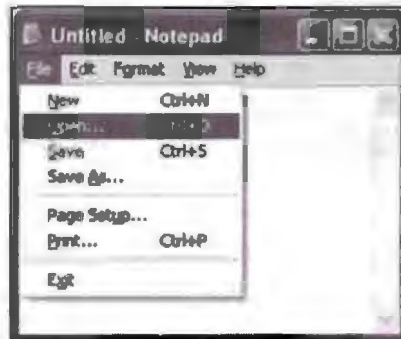
One more easy option is also available just type “notepad” in Start Menu search box to open notepad.

2.7.2 How to Create & Save a Document with Notepad?

To create a text document using notepad is very easy, all we need to do is to open notepad and start typing. It is always recommended to turn word wrap on so you don't have to scroll to the right side of document to see end of the line. You can choose font style as you like. Once you chosen the font style, then entire document will have same font.

By using File drop down Menu, you can start a new page once if you are done with current page to do so, just click on the New option available in File menu. Using Open option available in file menu we can open a pre-existing file. Print option of note page lets you have a hardcopy of document you have currently opened. By default every page in notepad is titled as untitled until it is not saved.

Once you are done with text editing you can save the file using Save as option available in notepad file menu. By default "My Document" is a folder where all notepad files get saved, you can choose different location to save file by browsing it. All Notepad file will have the extension .txt so if you are working with some programming or encoding always be careful with extension of file while saving it.



Notepad File Menu

2.8 WORDPAD

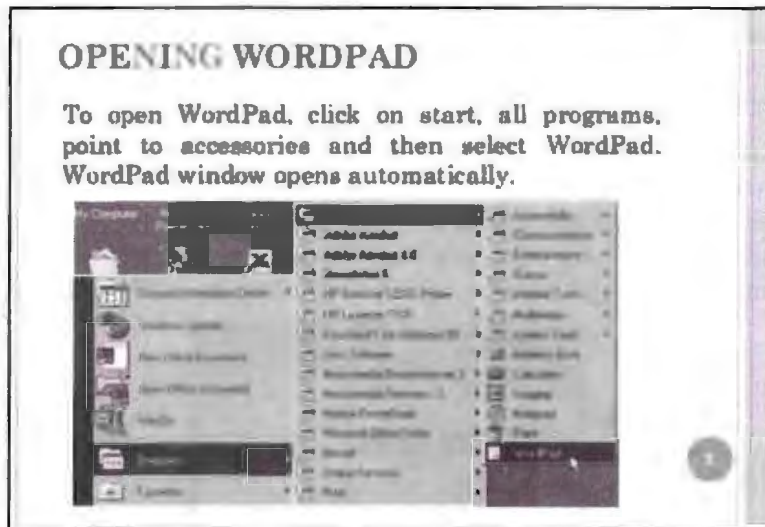
WordPad is text editor available in all windows version operating system. It has more advance text formatting features called "rich text formatting". Files saved in WordPad get saved with extension ".rtf". We can have variety of text style, colours, images, etc. in WordPad.



WordPad Window

To open WordPad take the following steps:

- Click on Start Button.
- Select Programs folder.
- Select Accessories.
- Select WordPad.
- Or just type WordPad search dialog box of Start menu.



Following are the operations available in WordPad:

- We can specify the page layout for a document like paper size and margin settings.
- We can type, edit or delete any part of text using WordPad.
- We can modify font style, colour or size as per our needs. We can also modify page indent and alignment.
- WordPad also have find and replace option.
- We can create documents containing rich text, images, spreadsheets, etc.
- We can also link videos created in other application to a WordPad document.

2.8.1 Working with Documents

- *To create a new document:* To create new file in WordPad, click on File menu then click on New option. Check the file type you want to create before. Now click on OK and start typing.

File Menu—New—file type—OK

- *To save a file:* To save a new file on WordPad, click on the File Menu then select Save As Option available in file dropdown menu and then enter the name you want to give to your WordPad document and then Click on Save. You can also specify the location where you want to save your document. By default document gets saved in My Document folder.

To save new changes made in a currently pre saved document, all you need to do is click on File Menu—select Save option available in file menu.

- *To open a document:* To open a pre-existing document in WordPad, all we need to do is to click on File Menu select Option available in file menu. Another

window will pop up asking you to pick up a file from list of files available. You can also browse the location of file saved on different drive or folder. After selecting appropriate file, click on Open button or press enter to open.

- **Specifying page layout:** Setting page layout means setting page size, orientation, margin, etc. Page size start from A4 to many other different sizes. Page orientation have modes like landscape, portrait, etc. To change page setup settings click on file menu then select page setup, another window will pop up containing page settings. This setting will only be applicable on the current document you are working on. Press OK or enter to apply settings.



Page Setup Dialog Box

- **Printing Documents:** When you wish to have a hardcopy of the work done in WordPad, we choose the Printing option. Printing option is available in File menu of WordPad. It is suggested to have print review before printing a document.

Using Print Preview, we can see how the page appearance will look like after printing. If you are not happy with current page look, you can change the settings again. To have Print Preview click on the File menu—and select Print Preview option. To return on current working document click on close button.

To change printers and printing options, enter name and settings of new printer. To change page specification enter page settings under it and then print hardcopy of your document.

2.9 DIFFERENCES BETWEEN NOTEPAD AND WORDPAD

Notepad	WordPad
1. It is a simple text editor.	It is a text editor with rich text.
2. Notepad is used for creating web based pages.	Word Pad is not very suitable for it.
3. In notepad linking of videos and images is not possible.	In WordPad we can link images and videos.
4. File saved in notepad will have extension .txt by default.	File saved in WordPad will have extension .rtf by default.
5. We have very limited text formatting options.	We have a lot of text formatting options.
6. Notepad has no find and replace option	WordPad has find and replace option.

2.10 NETMEETING

As name suggest it is an application which allows its users to talk virtually. NetMeeting is a conferencing program featured in Windows XP professional with service pack2[SP2].

Computers running on Windows 95, 98, ME, NT, 2000 or XP can use this application to communicate using internet. This program is very useful for small and large organisation running on remote locations.

This software has voice technology, video technology, electronic whiteboard, file transfer protocol text base chat program. This application is used widely by many organisations to share data and files. This application also has remote desktop sharing feature which make it very useful for organisations making conferencing through internet.

To connect using NetMeeting all we need is some connecting medium to internet such as modem, ISDN, LAN or TCP IP to send and receive data from source to destination. Security feature of NetMeeting is very strong and that makes it very useful. This program uses H.323 protocol for video conferencing.

NetMeeting was very popular program till free conferencing solutions came in market like Skype, Yahoo Messenger, MSN, etc., it lost its popularity because it lacked fun features. GUI of NetMeeting is very old fashioned and dull. Later Microsoft launched its new video conferencing called Windows Messenger and Microsoft live Meeting these new program is as good as any other chat program.



NetMeeting Wizard

2.11 MICROSOFT INTERNET EXPLORER

Internet explorer is a web browser used for browsing pages and websites on internet. Microsoft internet explorer ruled the market in web browsing for a very long time in late 90s. It was the only popular browser to explore web pages. Internet explorer is also used for streaming live video and audio content.

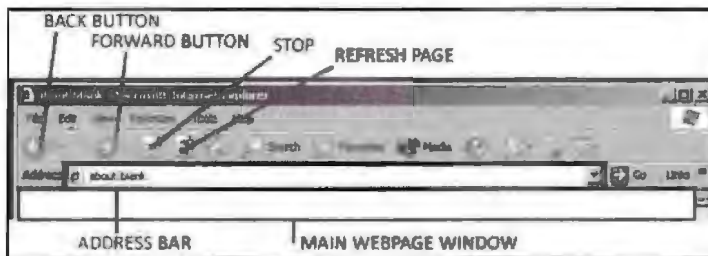
Internet explorer was first introduced in August, 1995 as Internet Explorer 1.0 and was included with Microsoft Windows 95. IE explorer is included in all the versions of windows operating system as till now. Windows recently launched new internet explorer called "Microsoft Edge".

Need for new explorer is to compete with other available explorer like Chrome, Firefox, Mozilla, etc.



2.11.1 Basic Structure of Internet Explorer

Internet explorer consists of various elements. These elements are responsible for smooth internet exploring experience.



Internet Explorer Buttons

Internet Explorer has four main bars:

1. Title bar
 2. Menu bar
 3. Address bar
 4. Tool bar
1. **Title bar:** This bar is located at the top of the window. This bar shows the name of web page currently running. At the beginning, it display “about blank” which means no page is under processing currently.
 2. **Menu bar:** Menu bar contains a variety of options to customize your navigation. By using these menus, you can perform many functions such as change language, open new internet explorer window, print web page currently open, etc.
 3. **Address Bar:** Address bar is also known as URL “uniform resource locator”. URL bar contains the web address of page currently open, address bar contain three elements:
 - (i) Protocol
 - (ii) Name of the web page
 - (iii) And extension of web page that describe its type

Syntax of address bar

Protocol://www. {name of the page}. [extension]

Example: [https:// www.google.com](https://www.google.com)

Here https stand for “hyper text transfer protocol” this is a standard protocol used by all web browser to open a page. www stands for “word wide web”. Name of

page could be any valid web page available over the network. Every web page will have some extension and every extension have its respective significance like .com stands for commercial web page, .gov stands for government web pages, .edu is for educational web pages, .in stands for India, etc.

4. *Tool bar*: Internet explorer has fine quality of tools available in tool bar. These tools aid its user while exploring the internet.

(a) *Forward and backward button*: This tool allows the user to traverse between pages. Internet explorer is capable of storing sessions so if the user wishes to go back to the page previously viewed, the user can go back to it using back button and if user wishes to come back to the page before going back, then the user can use forward button to come back to the point where he started from.

(b) *Refresh and stop button*: The refresh button is used to reload a page whereas the stop button is used when a user wishes to stop processing going on in internet explorer.

(c) *Home and search buttons*: The Search button will take you to the page that you have set as default search page, if you haven't set any page as default search page then it will take you to Microsoft default search page. If you press back button after clicking the home button then internet explorer will take you to the page that you just left behind.

Home button will take you to the page that you set as default home page. You can choose any website or most commonly used webpage as home page.

(d) *Favourites, history and media button*: Favourites button will show you the list of web pages that you visit most often. Before viewing this list, we need to enter the web pages which we like the most, so to do so we need to click on add to favourites option available in tool bar to add any page to favourites list.

History button will display the list of pages open in internet explorer. IE keeps track of history by itself, no one need to add pages to history. But yes we need to empty history from time to time to keep the internet explorer healthy. If we don't remove history of internet explorer then it becomes heavy and hence leads to slower processing.

Media button will play online streaming audio and video using Windows Media Player.

(e) *Mail and print button*: Print button allows you to print the current page. Mail button will open the e-mail box set as default, if no mail id is set as default then it will traverse page to MSN.com

2.11.2 Advantages of Internet Explorer

- Internet explorer is free.
- Internet explorer is most popular.
- It is very simple to use.
- It is very less error prone.
- We can stream live audio and video in internet explorer.
- We can traverse between pages move back to previous session and can go forward.
- Internet explorer saves old sessions.
- Saves pages offline.

- Internet explorer open applications without any special plugins.
- Internet explorer supports a broad array of applications and scripts that modern explorer might not support.
- It is capable of very fast processing.
- Internet explorer allows its user to restrict viewing of some specific sites.

2.11.3 Disadvantages of Internet Explorer

- IE have no add on support.
- It is slower in comparison with chrome and other internet explorer.
- Security feature of newer version in IE explorer is very poor so it can be easily targeted by hackers.
- It offers very limited extensions and plugins.
- It is very difficult to customize internet explorer.
- The users find it less attractive as it continues to have same interface since beginning.
- Internet Explorer often fails to read the scripts in some particular CSS.
- There is no tab feature.
- Internet Explorer often slows down which make it unsuitable for small bandwidth condition.
- Internet explorer is not a very suitable option for mobile internet because it is heavy and occupies a lot of space.

2.12 WINDOWS MEDIA PLAYER

The windows media player is a utility program of Microsoft used to play audio and video. This media player is capable of playing any media format. This is one of the most popular media players till now, its compatibility with audio and video makes it unique in its own way.

The most common format for audio is MP3 which is supported by windows media player. It also support formats like WMV, WMA and WAV for audio format. Window media player have online radio feature which stream live radio using internet.



Window Media Player

For videos, the common format is AVI and MPEG4 which is supported by windows media player. We can also use window media player to watch live TV, news, online videos, movies, etc. using internet.

Windows Media Player works on two modes for playing songs and videos:

1. Now playing.
2. Players library.

“Now playing” mode will simply start playing song randomly by choosing it from library whereas “players library” will keep the track of artist and it also allows the user to choose specific artist.

Windows media player has evolved over a period of time. It allows the users to create different playlist as per their mood. It can pick media from external drive also. Windows media player cannot only play CD and DVD but can also create custom DVD's for its user.

2.12.1 History of Windows Media Player

Windows media player was first introduced in the year 1991 with Windows 3.0 at that time it was known as media player. That time it had limited features and was capable of playing very limited audio and video. But with every new version windows media player kept on improving and is still standing strong after so much of competition.

Microsoft recently developed a new media player for its mobile user called “windows media player mobile” and this version also supports many media format as well. We can also configure windows media player with other external devices like digital camera. Movie making is also possible using windows media player. This feature is not available in many popular media players.

One of the biggest disadvantage of windows media player is its inability to stream videos online, it gets very slow on low bandwidth internet. It is also seen that this media player can not get sync with other devices like iPod.

2.12.2 How to Open Windows Media Player?

Take the following steps to open windows media player:

- Click start.
- Select All Program folder.
- Double click “Windows media player” or press enter.

Or

Type “windows media player” in search text box and click on “search” button select windows media player from search result.

2.13 MS-DOS

MS-DOS stands for Microsoft disk operating system. MS-DOS is a command line operating system. DOS is non graphical operating system. MS DOS was developed by Tim Paterson and was introduced by Microsoft in August 1981. The last update for DOS OS came in 1994 when DOS 6.22 was released.

2.13.1 What is Command Line Operating System?

Command line operating system are those kind of OS which work on command for doing a single operation user have to write corresponding command to execute that operation. Users do not get interactive graphic environment to work. Command line OS are very difficult to handle and it demands its user to get trained before start

working on it. To work on command line OS users are expected to remember all the commands to perform tasks.

2.13.2 Advantages and Disadvantages of DOC

Advantages	Disadvantages
It is a small size operating system.	It is a command line OS that makes it not very user friendly.
It supports many disks type such as floppy, CD and hard disk.	Difficult to operate on.
The OS is one of the most safest OS, it have very few chances of external threats.	Supports very less external devices.
It supports many computer languages.	Unsuitable for modern computing.
Being an old fashioned editor but still has text editor.	It is a single command taking OS which means that only one task can be done at a time.

2.14 CONTROL PANEL

The control panel is a centralized feature of windows used for editing computer settings. Control panel contains all the tools related to your computer customization at one place only.

2.14.1 How to Open Control Panel?

- Click on the start button.
- Select “control panel”.
- Double click or press enter.



When you select to open control panel, the following screen will appear at your computer screen showing a variety of customization tools and function. Make sure you remember the changes you are making so in case of a mistake you can undo the

previously done changes. Control panel contain many tools like tools for changing desktop, removing preinstalled program, adding and removing hardware, etc.



Control Panel Window

Following are the tools for customizing your computer and it's working:

- **Accessibility Options:** By using this option, we can change the settings of keyboard, mouse, display and sound.
- **Add Hardware:** When we select this option, a new window will pop up called "Add Hardware Wizard" which will look for any newly connected hardware and then show step by step procedure to install plugins and hardware functions.
- **Add or Remove Programs:** By using this tool, we can add and remove software from our computer. We must always uninstall a software program instead of deleting from hard drive.
- **Administrative Tools:** This tool is used for managing administrative functions of computer. By using this option, we can monitor system performance, edit security policies, administrate computer service, etc.
- **Automatic Updates:** This option is used to tell about windows when to take updates from the internet. We can set our preference whether to update it automatically or ask before updating.
- **Bluetooth Devices:** This option is for managing Bluetooth devices if you have any. You can add or remove using this option.
- **Date and Time:** This option is for managing your system's date, time and region, etc.
- **Display:** This tool is used for editing your display properties such as background (wallpaper), resolution and screen saver.
- **Folder Options:** This option is used to adjust your view for files and folder.
- **Fonts:** This option allows you to add new fonts to your computer. By selecting this option, you get the information of pre installed font in your computer.
- **Game Controllers:** If you have any gaming devices such as joystick or steering wheel, you can use this tool to add and remove or to troubleshoot it.

- *Internet Options:* This tool helps to change settings of internet explorer such as history, connections and security.
- *Keyboard:* Here you can adjust the settings such as how fast the keyboard will repeat a character when a key is held down and the cursor blink rate.
- *Mail:* This tool allows you to change settings of outlook express.
- *Mouse:* This option is used to adjust the mouse settings. We can change mouse pointer and effects (e.g., processing effect will have rotating round, we can change that effect using mouse option available in control panel).
- *Network Connections:* This tool is used for customizing your network settings. It will show you all the active network connections. If you wish to set up new connection use this option to do so.
- *Phone and Modem Options:* This tool is used for changing settings of your modem and computer calls.
- *Printers and Faxes:* This tool is used to add a new printer to your system or to change printing properties.
- *Scheduled Tasks:* This tool helps you to run some task at certain time of a day.
- *Security Centre:* This tool keeps a check of your windows security, firewall, virus protection, etc. It tool helps you to set your security check on auto update.
- *Sounds and Devices:* This tool is used to adjust sound settings of your computer. By using this option, you can set different sounds on different occasion. This tool is also used to troubleshoot your sound hardware.
- *Speech Properties:* This tool will adjust properties of speech input that is used for reading text in computer voice.
- *System:* This tool gives you detailed information of your computer hardware and software configuration.
- *User Accounts:* This option is used to change the user settings who are logging in your computer. By using this tool, you set programs and features that a particular user can view.
- *Wireless Network Setup Wizard:* This tool allows you to set devices that can use your wireless access point.

2.15 WINDOWS PICTURE AND FAX VIEWER OVERVIEW

This program is a windows utility program used for viewing images coming from digital or any other external medium. This is a default program that opens up every time when we open an image, to view this program have no drop down menu. All it has is set of some tools that allow you to view, traverse, zoom, rotate, print, save with new name, delete and edit image currently viewing.

To open windows image and fax viewer all you need to do is to double click image in “my picture folder” and as a result image will open in fax and image viewer.

If you don't want to open an image in this program then select and left click on the image, then choose option “open with” and then choose the program that you wish the picture to open in. If you don't choose any program then picture will open in image viewer by default.



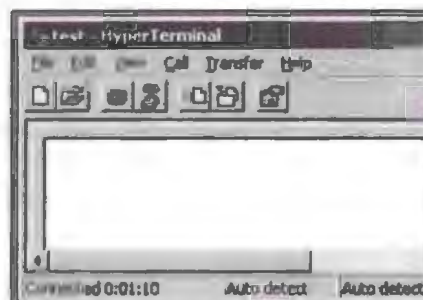
Window Picture and Fax Viewer

Image viewer will give following options and tools when you open an image in it:

- Allows you to traverse between images of current open folder.
- View image in full screen. To exit full screen press esc. key.
- View images as a slide show one after another.
- Zoom size of image, it provide increase and decrease zoom.
- You can rotate the image in 90 degrees.
- You can delete the image that you don't want to keep. Photo will get deleted from currently open folder.
- You can print the current open image.
- You can save the current open image with some different name. When you take this option what actually happens is that the new copy of image with new name gets saved and old copy also exists, so if you don't wish to keep both copies then you can delete the old copy of the image.
- We can edit an image. By default, an image will open in paint where you can edit it as per your requirements.
- In new version of image viewer, you can modify image like increase and decrease contrast, increase brightness, add text and clipart to image, etc.

2.16 HYPERTERMINAL AND WINDOWS MESSENGER

This program is used to connect with other computers. This program is used to send and receive data over network. To make HyperTerminal connections all you need is modem or Ethernet connection. HyperTerminal is more than just connecting computers, it is also capable of sending large files over a network. It can also be used to control remote terminal. It can communicate with character based computers. It keeps the record of messages sent from other end. By using HyperTerminal, we can send text messages.

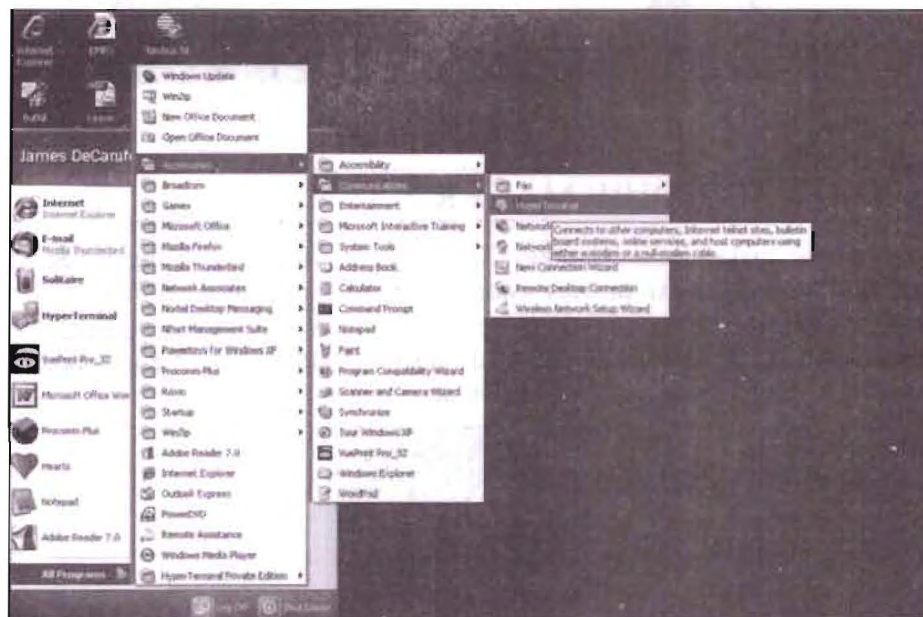


HyperTerminal Window

2.16.1 How to Open HyperTerminal?

To open HyperTerminal follow the given steps:

- Click on the start button.
- Go to All Programs.
- Select accessories folder.
- Set mouse focus on the communication folder.
- Select HyperTerminal.
- Double click or press enter.



2.17 WINDOWS MESSENGER

Windows messenger was launched with Windows XP in October, 2001. This messenger was very popular in late 90s. It is a pre installed feature of windows XP, users don't have to download it separately. This messenger has features like presence awareness. It uses SIP protocol "session initiation protocol" to send and receive instant messages.

While chatting users can send winks, nudges and custom emotions which make the whole chatting experience more fun.

This messenger had some major drawbacks like it was very error prone and it was considered as slow. Hence, it got discontinued afterwards. Later windows launched its new messenger called "Windows Live Messenger" that is as good as any other messenger. This new window messenger is also very suitable for mobile data processing.



MSN Messenger

2.18 WINDOWS MOVIE MAKER

Windows movie maker is a windows XP program used for editing video. This program allows you to make movies using your computer. To make movies all you need to do is to copy images or videos to your computer. A movie made in movie maker can have sound effects, background music, narration, etc. We can customize the movie by adding titles, translations and video effects.



This software is easy to use, it guides its user's step by step process to develop movies using movie maker. The process of making movie is divided into three steps precisely.

Step 1 Capturing video. You can import videos from your digital camera, hard drive, mobile, etc.

Step 2 Assemble the video clips, edit it as per your need.

Step 3 View the movie and save it in easy to share format.

To open movie maker go to start menu then select "All Program folder" then choose "windows movie maker".

Check Your Progress

Fill in the blanks:

1. Calculator is a _____ program used for _____ purpose.
2. Character map is found in _____.
3. Outlook express was replaced by _____ after XP.
4. Notepad is _____ program.
5. Refresh button in internet explorer is used for _____.

2.19 LET US SUM UP

- This lesson is all about windows tools and accessory.
- We have seen how these tools are helpful.
- We explored various drop down menus of various programs.
- We have also discussed a bit about text editor.
- In windows, we have WordPad and Notepad as basic text editor.
- Now we know about the basic structure of internet explorer.
- We are also aware about the advantages and disadvantages of internet explorer.
- We know now how windows media player and windows movie maker work.

2.20 LESSON END ACTIVITIES

1. Use WordPad and Notepad to create a file and see what extension your file has. Also try to find out all media extension using internet. Try to customize your internet explorer.
2. Use internet to find all DOS commands and its syntax.

2.21 KEYWORDS

.txt [for text file]: It is the format used for text files.

.exe [executable file]: By using this file, we run installation of any program in computer.

OS [Operating System]: OS is a program that acts as a base to run any application it provide user and user friendly GUI to work on.

IE [Internet Explorer]: This is the program used for accessing web pages available on internet.

MP3 [Moving Picture Experts Group Phase 3]: This is the extension used for video files.

URL [Uniform Resource Locator]: A Uniform Resource Locator (URL), colloquially termed a web address is a reference to a web resource that specifies its location on a computer network and a mechanism for retrieving it.

MSN [Microsoft Network]: It was a kind of messenger service used in older days.

LAN [Local Area Network]: It is a type of network topology.

TCIP [Transmission Control Internet Protocol]: It is a protocol used to sending and receiving files trough e-mail.

IP [Internet Protocol]: It is a protocol used for internet browsing.

MS [Microsoft]: This is a casual name used for Microsoft.

2.22 QUESTIONS FOR DISCUSSION

1. List all the difference between Notepad and WordPad.
2. What is MS Paint? Explain in detail.
3. What are the various tools available in MS Paint?
4. Write a short note on Text Editor.

5. List out the differences between Windows Media Player and Windows Movie Maker.
6. Describe how to use Outlook Express and NetMeeting?'
7. Write a short note on MSN and HyperTerminal.
8. Write short notes on:
 - (a) Internet explorer
 - (b) Calculator
 - (c) Character map
 - (d) Control panel
 - (e) DOS

Check Your Progress: Model Answer

1. Application, calculations
2. Accessory folder
3. Windows mail
4. Text editor
5. Restart session

2.23 SUGGESTED READINGS

Shelley O'Hara, 2003, *Absolute Beginner's Guide to Microsoft Windows XP*.

Covers connecting to the Internet, maintenance, applications, and multimedia features.

Harry L. Phillips, 2012. *New Perspectives on Microsoft Windows 7 for Power Users*.

Without assuming prior knowledge of the operating system, this text allows students to quickly review the basics, and move on to cover more advanced concepts and features.

Guy Hart Davis, 2007, *Mastering Microsoft Windows Vista Home: Premium and Basic*.

The FTP site appears in the Internet Explorer window as a series of links: ◇ Click the Up to Higher Level Directory link to go ... Windows Live Spaces was formerly known as MSN Spaces before *Microsoft* brought it into the fold of Live services.

LESSON

3

MANAGING FILE AND FOLDER

CONTENTS

- 3.0 Aims and Objectives
- 3.1 Introduction
- 3.2 What is File and What is Folder?
- 3.3 Viewing Files and Folders
- 3.4 Arranging Files and Folders
- 3.5 Creating a New Folder
 - 3.5.1 Creating a Folder on Desktop
 - 3.5.2 Creating a Folder using Windows Explorer Task Panel
- 3.6 Creating a File using Shortcut
 - 3.6.1 What is a Shortcut?
 - 3.6.2 How to Create a Shortcut?
 - 3.6.3 Create a Shortcut using Microsoft's Wizard
 - 3.6.4 Windows System Key Combination
- 3.7 Let Us Sum Up
- 3.8 Lesson End Activities
- 3.9 Keywords
- 3.10 Questions for Discussion
- 3.11 Suggested Readings

3.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Define file and folder
- Learn how to create files and folders
- Explain the differences between files and folders
- Discuss the various methods of opening files and folders

3.1 INTRODUCTION

In this lesson, we will learn about how to create a file and folder in Windows XP. In this lesson, we will explore different shortcuts used to create files in windows. We will also gain knowledge about arranging of files and folder in different order.

3.2 WHAT IS FILE AND WHAT IS FOLDER?

A file is a collection of facts, data and information. Everything stored in the computer is in terms of file. There are different kinds of files like software files, operating system files, program files, etc. Folder is like a place holder to keep our files and data. A file can have a variety of extension. Every software installed in computer will have an associated folder and folders have no extensions. A file can be of .txt, .bat, .sys, etc. the last three alphabets after (.) tell us about type of file whereas a folder is just a folder nothing more then that. If we remove the file, then information stored in that file will be lost forever but if we remove the folder containing files then the group of information and associated file will be lost forever. A folder can contain subfolders but file are always single and unique.

3.3 VIEWING FILES AND FOLDERS

Viewing any file and folder is about viewing the content stored in it. Windows have a variety of file and folder options. All files and folder in our computer system are not available for our view some files and folder can be kept hidden. Some file also can be a read only form which means that it cannot be edited by any other user.

If you have different login modes in windows then file created by one user from another login cannot be viewed by other user login until the first user gives permission to other user to view it. But on other hand, administrator can view all the files created by all users. To view any file or folder we can perform the following set of actions.

Double Click Method

To view any file or folder using this method is very easy, all we need to do is to select the file that we wish to open and double click file to open it.

If you wish to open a file of specific type, make sure its supporting software is properly installed. If you open a file whose appropriate application is not installed in computer then file open in unreadable format mostly is in ASCII format or some time in some strange unreadable format.

Mouse Right Click Method

This method is used for opening a file or folder. In this method, we select the file or folder that we wish to open and then right click the mouse as we press mouse right click different pop up menu will appear showing variety of options. Choose open or press O key from keyboard to open associated file.



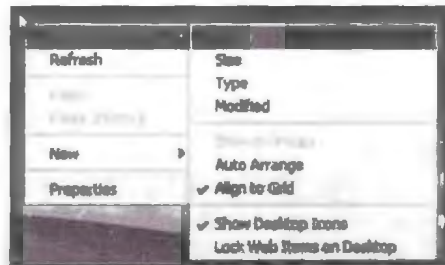
Example to show - How to Open a File

3.4 ARRANGING FILES AND FOLDERS

It is almost impossible to work without folders and files in computers. Keeping them in order is equally important in order to retrieve files or folders when required. To arrange files and folders in computer is called sorting and it can be done in many ways.

We can arrange files and folders manually. To do so we have to keep track of all the files and folders manually, and also need to remember when they are created which seems to be like a difficult task.

Other option available is to right click the mouse at empty space of windows explorer on desired location where the group of files and folders is stored and then select "Arrange Icons By" option from pop up menu.



Property Dialog Box

"Arrange Icons By" menu will display multiple options choose one sorting option which you find most suitable for you.

- Name option will sort icon alphabetically.
- Size will sort files and folder according to its size (smallest to largest).
- Type will sort files and folder to their type like application, configuration and so on.
- Modified on option will sort files and folders by date they are last modified on.

When we are sorting files and folders in windows explorer, we can sort files and folders in groups. This grouping option will sort similar files at one place. We can also sort file in alphabetical order like all folders or files starting with alphabet "A" will be at one place and so on and so far. We can customize our complete file viewing experience by sorting it in appropriate order. Sorting files and folder makes work easy while extracting them.

3.5 CREATING A NEW FOLDER

A folder is also called a Directory. It is the place where we keep our files organised and ordered. A folder can be created anywhere in the computer but it is very important to remember the location of folder on hard disk. A folder can be created with following options:

- Creating Folder on desktop.
- Creating folder using file menu.
- Creating folder using windows explorer task panel.

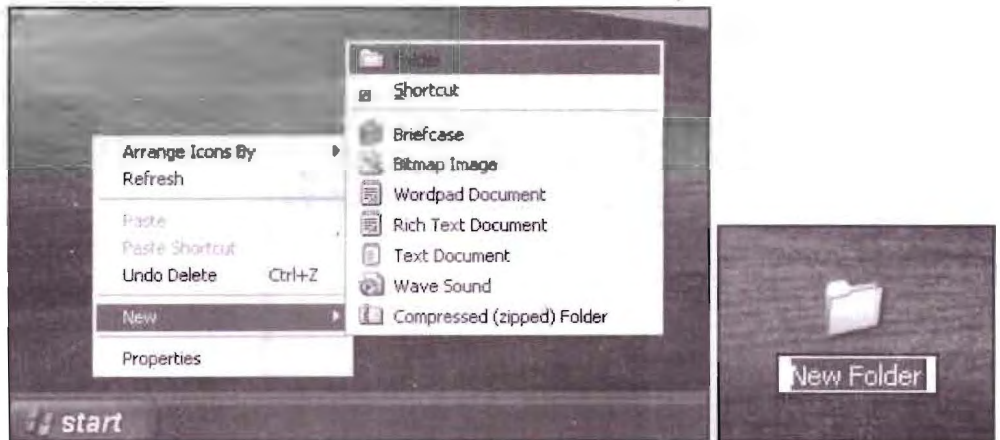
3.5.1 Creating a Folder on Desktop

To create folder on desktop right click on the desktop working area. A pop-up menu will appear with multiple options. Set mouse focus on New option and then select the

folder option as soon as you press enter a new folder will appear on your desktop with blue highlight text saying "New Folder".

By default all folders at first are called New Folder we can modify this name with any other name of our choice.

It is always recommended to give folder that name which gives a brief description of its content like if in a folder you are keeping songs, give it the name of music or songs.

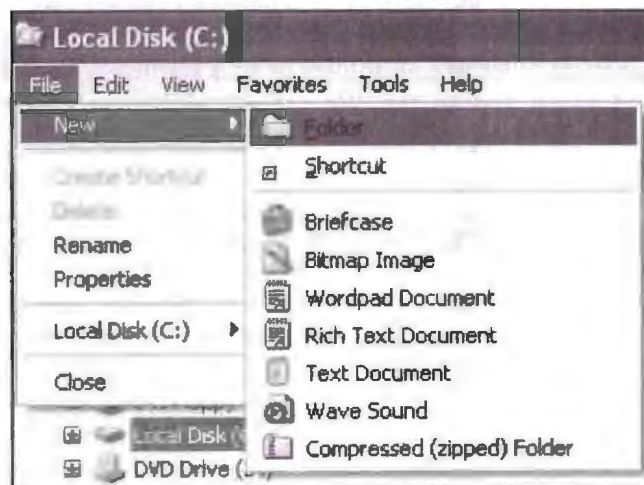


Property Dialog Box

Creating Folder Using File Menu

Creating folder in hierarchical view will always be a subfolder no matter whatever location you choose. Folders can be created using file menu. To do so you have to select File drop down menu available in windows explorer. Then select new option under file menu and at last click on Folder option available in that menu.

Hence, the new folder is created. This folder will also be named as New Folder in beginning and we can always change the name. Make sure you choose right location to create folder other wise you have to move folder from one place to another.



File Menu to Create Folder

3.5.2 Creating a Folder using Windows Explorer Task Panel

For using this method also it is very important to choose right location of folder. Using this method, we have to click on "Make a new folder" option available on left

side of windows explorer, as soon as we click on this option a new folder will be created on the current location.



Example to Create New Folder

With this method we get following sub-options that we can use to modify current folder action.

- Rename the folder option will allow its user to create new name for a folder
- Move the folder option allows you to move folder from one location to another.
- Copy the folder will create a copy to currently made folder. You can paste this copied folder in any other location of your hard drive or desktop.
- Publish folder on the web will allow its user to share the content for folder over the internet.
- Share folder will let you share folder over the network.
- E-mail the folder's file option will let you mail the content files of folder through e-mail. Remember you are just mailing files not folder.
- Delete the folder option will remove the folder currently made. This option is very helpful when you make a folder accidentally.

3.6 CREATING A FILE USING SHORTCUT

In this section, we will learn about how to create a shortcut for files and folders. Before we learn to create shortcut we must know what is a shortcut?

3.6.1 What is a Shortcut?

Shortcut gives a quick access to files and folders buried several levels down the file hierarchy. We create shortcut usually for those files and folders that we use most often. By creating we don't change the location of file or folder we just create a quick access. Choose location of shortcut wisely, most commonly we place shortcut on desktop.

3.6.2 How to Create a Shortcut?

Take the following steps to create shortcut using

- Choose the file or folder using windows explorer whose shortcut you wish to create.
- Right click the file or folder for which you want to create the shortcut for.
- Select "Create Shortcut" option from the pop up menu.

- Press enter.
- Drag newly created shortcut to desired location or cut the shortcut by opening its properties and paste it on desired location.

3.6.3 Create a Shortcut using Microsoft's Wizard

To create a shortcut using Microsoft wizard takes the following steps:

- Choose the location where you want to create shortcut on for example; on desktop.
- Right click on the empty space available.
- Select New option given in pop-up menu.
- From New select "Shortcut option. Double click or press enter.
- Browse the location of file for which you want to create shortcut.

File Shortcuts

While working on files some of the common shortcuts are used to perform tasks more quickly. For example, if we want to select entire content of file we drag the mouse by holding left mouse button to the end of file instead of this we can use keyboard shortcut "Ctrl+A" to select full content of file, this method is quick and efficient.

Using shortcut for file manipulation gives a quick and faster file processing solution. All we need to do is remember all the shortcuts while working on files and folders. Files and folders will have separate set of keyboard shortcuts. Still some are common for both.

Windows XP keyboard shortcuts are given ahead.

3.6.4 Windows System Key Combination

F1: Help

CTRL+ESC: Open Start menu

ALT+TAB: Switch between open programs

ALT+F4: Quit program

SHIFT+DELETE: Delete item permanently

Windows Logo + L: Lock the computer (without using CTRL+ALT+DELETE)

Program Key Combination

CTRL+C: Copy

CTRL+X: Cut

CTRL+V: Paste

CTRL+Z: Undo

CTRL+B: Bold

CTRL+U: Underline

CTRL+I: Italic

Windows Explorer for Selected Object

F2: Rename object

F3: Find all files

CTRL+X: Cut

CTRL+C: Copy

CTRL+V: Paste

SHIFT+DELETE: Delete selection immediately, without moving the item to the Recycle Bin

ALT+ENTER: Open the properties for the selected object.

General Folder Shortcut

F4: Selects the Go To A Different Folder box and moves down the entries in the box (if the toolbar is active in Windows Explorer).

F5: Refreshes the current window.

F6: Moves among panes in Windows Explorer.

CTRL+G: Opens the Go To Folder tool (in Windows 95 and Windows Explorer only)

CTRL+Z: Undo the last command

CTRL+A: Select all the items in the current window

BACKSPACE: Switch to the parent folder

SHIFT + click + Close button: For folders, close the current folder plus all parent folders

Reference: Microsoft MSDN

Check Your Progress

Fill in the blanks:

1. F1 shortcut key is used for _____.
2. Folder is _____.
3. Every file will have _____.
4. Shortcut provides _____ to programs.
5. A folder will never have _____.

3.7 LET US SUM UP

- Now we know what is file and what is folder.
- We know the various methods of creating files and folders.
- We know now the difference between file and folder.
- We can now make shortcuts to gain quick access to mostly used programs.

3.8 LESSON END ACTIVITIES

1. Create folder and subfolders and try making folder with no name and note the output. Try creating file having link of some other file, make its shortcut on desktop.
2. Try using all shortcut keys on files and folder and see what happens. Note the output.

3.9 KEYWORDS

Exe [executable file]: Using this file, we run installation of any program in computer.

Txt [text file] extension is used for text files only.

OS: It is the short form used for operating system.

Ctrl [control key]: It is a key present on keyboard for performing various operations.

Alt [alternate key]: It is a key present on keyboard for performing various operations.

3.10 QUESTIONS FOR DISCUSSION

1. What is a file? Explain.
2. Write a note on folder.
3. How to create a shortcut?
4. What are shortcut keys?
5. Why do we create shortcut for files and folders?
6. Is it possible to create a file without any extension? If no, then explain why?
7. Write in detail all the methods for creating files and folders.

Check Your Progress: Model Answer

1. Help
2. Place holder
3. Extension
4. Quick access
5. Extension

3.11 SUGGESTED READINGS

Shelley O'Hara, 2003, *Absolute Beginner's Guide to Microsoft Windows XP*.

Covers connecting to the Internet, maintenance, applications, and multimedia features.

Harry L. Phillips, 2012, *New Perspectives on Microsoft Windows 7 for Power Users*.

Without assuming prior knowledge of the operating system, this text allows students to quickly review the basics, and move on to cover more advanced concepts and features.

Guy Hart Davis, 2007, *Mastering Microsoft Windows Vista Home: Premium and Basic*.

The FTP site appears in the Internet Explorer *window* as a series of links: Click the Up to Higher Level Directory link to go ... *Windows Live Spaces* was formerly known as MSN Spaces before *Microsoft* brought it into the fold of Live services.

LESSON

4

CUSTOMIZING YOUR COMPUTER

CONTENTS

- 4.0 Aims and Objectives
- 4.1 Introduction
- 4.2 Customizing Your Desktop
- 4.3 Customize Desktop Button
- 4.4 Changing the Start Menu Style
 - 4.4.1 Two Styles of Start Menu
- 4.5 Advance Customization of Start Menu
- 4.6 Setting a Screensaver
 - 4.6.1 What is Screensaver?
 - 4.6.2 How to Set a Screensaver?
- 4.7 Reversing Your Mouse Buttons and Changing the Appearance of Your Mouse Pointer
 - 4.7.1 Reversing Your Mouse Buttons
 - 4.7.2 Changing the Appearance of Your Mouse Pointer
- 4.8 Adding a New Font to Your Computer and Adding or Removing of Programs
 - 4.8.1 Adding a New Font
 - 4.8.2 Adding or Removing Programs
- 4.9 Logging off from the Computer
 - 4.9.1 How to Create a New User Account?
- 4.10 Hiding and Displaying Quick Launch Bar
 - 4.10.1 How to Display Quick Launch?
 - 4.10.2 How to Hide Quick Launch?
- 4.11 Let Us Sum Up
- 4.12 Lesson End Activities
- 4.13 Keywords
- 4.14 Questions for Discussion
- 4.15 Suggested Readings

4.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Understand how to customize your Desktop and its button
- Discuss how to change the start Menu Style
- Understand customization of Start Menu

- Know how to set a screensaver
- Discuss how to add a new font and remove the programs from your computer
- Know how to log off from the computer
- Discuss how to hide and display Quick Launch Bar

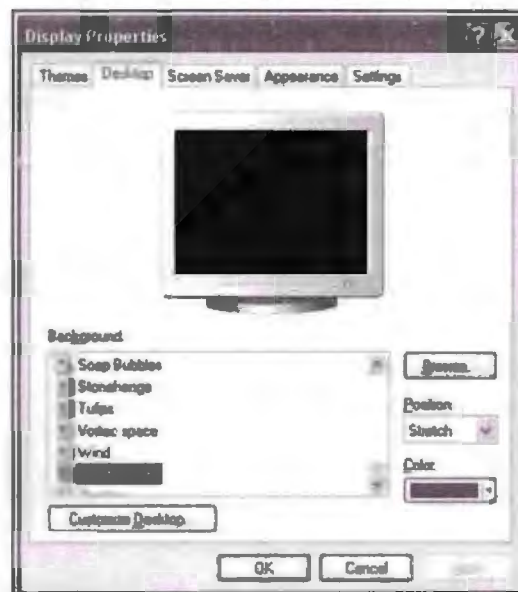
4.1 INTRODUCTION

This lesson is all about changing the display of your computer, GUI as per your need. In this lesson, we will learn about why and how to customize your computer. Customizing windows is a great feature of Windows XP which provides you great flexibility to experience new colour schemes and various display options.

4.2 CUSTOMIZING YOUR DESKTOP

Customization of desktop stands for changing the properties of desktop, set as default by windows. Microsoft Windows provides a lot of options and features to change windows colour scheme and windows pattern. To customize the desktop all we need to do is to right click using mouse on empty area of the desktop. Take the following steps to customize windows desktop using desktop property menu:

- Right click on desktop will open the property menu.
- Select properties from pop-up menu.
- Now display properties will appear.
- Now select different tabs to customize your desktop display.



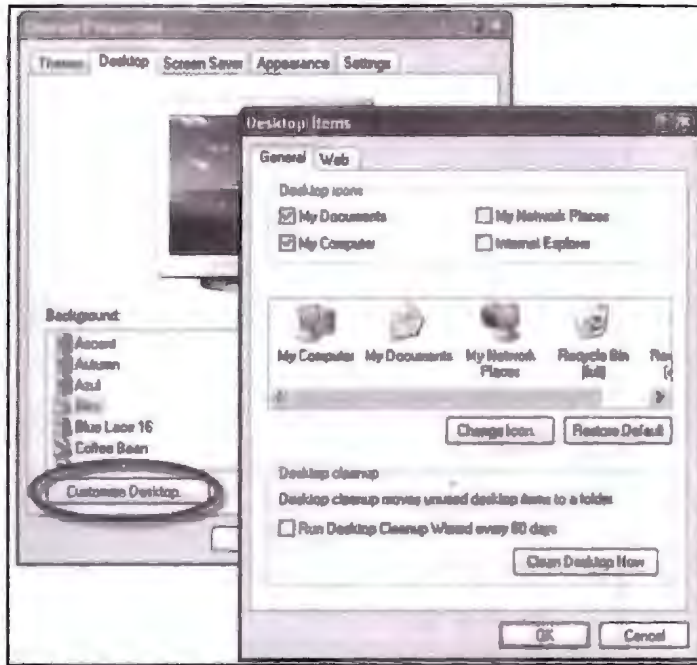
Desktop Property Window

By default desktop will open first when we will right click on desktop to open its properties. From this tab, we can change desktop backgrounds. The windows is loaded with some wallpapers, we can browse images and pictures and set them as wallpaper.

We can set wallpaper in three modes stretch, centre and tiles. We can choose different colours for desktop background. Once done with settings that you wish to change press enter or click on apply to see the new settings. Clicking on cancel button will wash out all the changes made and will bring you back to the previously applied settings.

4.3 CUSTOMIZE DESKTOP BUTTON

If you wish to recover some lost item from desktop use this button. This button will open a new window containing important folders and small check boxes. Choose the option that you want to keep on desktop and click on restore default button. This button will take you back to the standard configuration.

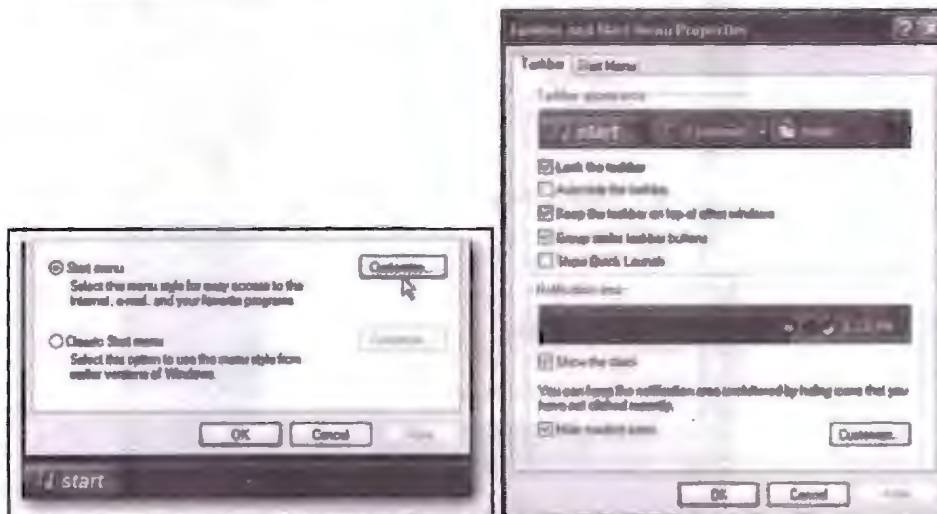


Desktop Item Dialog Box

4.4 CHANGING THE START MENU STYLE

We can customize start menus style by right clicking on task bar placed on the bottom of windows screen. When we right click on the task bar a new window will pop up showing two tabs "Taskbar and Start menu" select Start Menu tab to change settings. Start menu in Windows XP comes in two styles:

1. Classic style menu
2. Start menu style [style menu of XP]

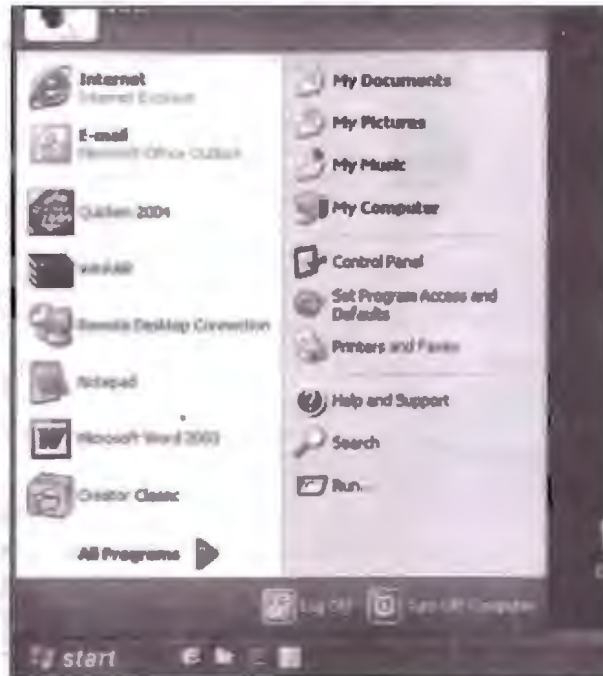


Desktop Customization Dialog Boxes

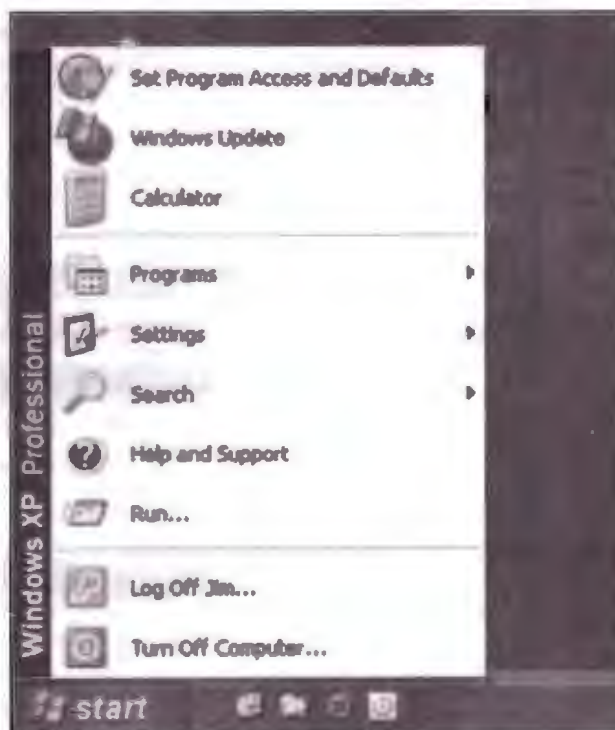
4.4.1 Two Styles of Start Menu

The classic menu will display limited options like we use to have in the earlier version of windows. This menu is particularly helpful for those who are not familiar to the new menu and find it difficult to work on it.

On other hand, default menu has more features and also gives flexibility to user to have quick access to some of the very useful programs.



Default Start Menu



Classic Start Menu

4.5 ADVANCE CUSTOMIZATION OF START MENU

Apart from setting start menu on classic default mode we can also have some advance settings to fine tune our start menu. To open advance settings click on “customize button” in Start Menu tab. When we click on this button another window will pop up with two tabs “General” and “Advance”.

- **General tab:** By using this tab, we can decide the size of icons we want on start menu. We can decide the number of shortcuts to get pinned on start menu. We can also choose either we want internet explorer or not.



Customized Start Menu Dialog Box

- **Advance tab:** This tab gives more advance settings of start menu. By using this tab, we can choose options like either to display recently open document in start menu or not. We can also choose to either we want to highlight the newly installed program or not. We can also customize start menu items as per users need.



Customized Start Menu Dialog Box

4.6 SETTING A SCREENSAVER

4.6.1 What is Screensaver?

A screensaver is a program that saves computer screen from over heating. A screensaver can be of many types. It can be a constant moving image or some graphics running on computer constantly or can be a complete blackout. Screensaver stops immediately when computer notices some movement like mouse click or key board key press.

4.6.2 How to Set a Screensaver?

To set screensaver all we need to do is to open display properties of desktop by right clicking mouse on empty screen area. When display property window pop-up select "screen saver" tab to set screensaver.

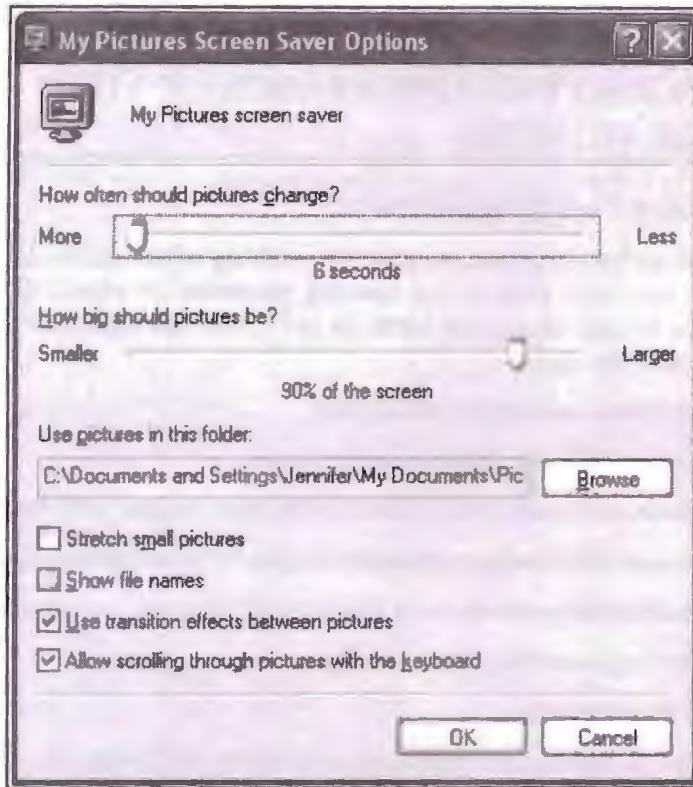


Desktop Property Window

In this tab, we have many options to set screensaver, choose appropriate option. To choose various available options click on "screen saver" drop down button. We can also set slide show of pictures as screensaver. To do so choose "My Picture Slide show" from drop down and select the pictures you want on your slideshow.

We can also choose the size of picture and how often picture should change in slide show screensaver. To stretch size of small picture check the check box available on the bottom of setting window.

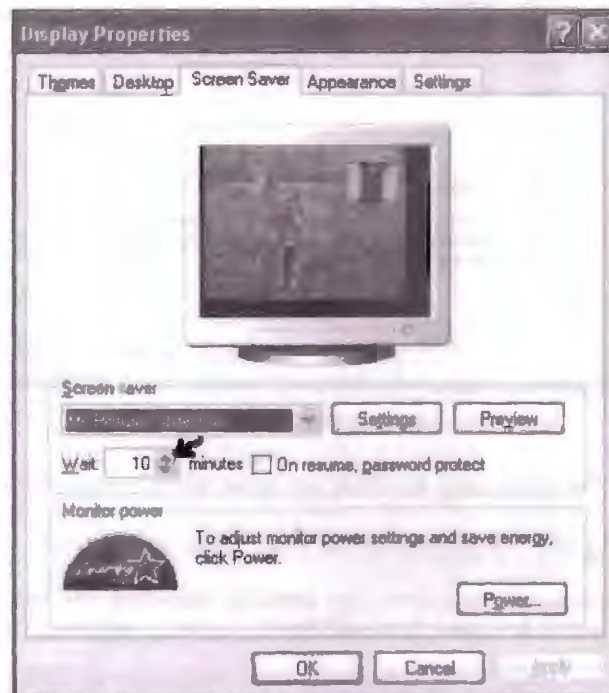
Transition effects between pictures check box will create visual effects on selected images. And allow scrolling through check box allow you to change pictures of screensaver without stopping it. Once done with all settings click on "OK" to return to main display setting window.



Screen Saver Dialog Box

To view all the changes made previously click on preview button. To stop preview all we need to do is to move mouse position and screensaver will stop and will return back to display property window.

In screensaver tab, we can also set duration which a computer should wait before starting screensaver. We can also set password protect on resume in order to avoid unauthorized access.



Desktop Property Window

4.7 REVERSING YOUR MOUSE BUTTONS AND CHANGING THE APPEARANCE OF YOUR MOUSE POINTER

4.7.1 Reversing Your Mouse Buttons

Reversing mouse button means swiping the working of mouse by default left click is for selection and right click is for opening properties of object. We can swap the properties like we can change left click for properties and right click for selection. To do take the following steps:

- Click Start Menu and open control panel
- Select mouse option available in control panel.
- When you select mouse option mouse properties window will open.
- Select buttons tab in mouse properties in order to swap mouse buttons.
- Select button configuration check box to switch default configuration.
- Once your done selecting button configuration.
- Click on Apply button.
- Press enter ok and exit the settings to experience the change.



Mouse Property Window

Swiping mouse button is very essential for those users who work with there left hand.

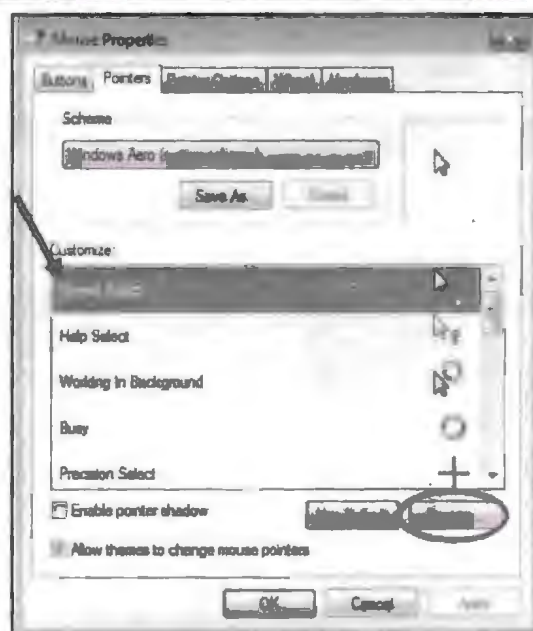
4.7.2 Changing the Appearance of Your Mouse Pointer

Mouse pointer classically is a aero sign used for selecting various objects. This pointer can be customized in window. It would be fun to see a different pointer for change. To do take the following steps:

- Click Start Menu and open control panel
- Select mouse option available in control panel.

- When you select mouse option mouse properties window will open.
- Select “pointer options” tab in mouse properties in order to swap mouse buttons.
- Select one pointer of your choice from “customize” list menu.
- You can also use browse button to select pointer from all the pointer available in your computer.
- Once you are done selecting mouse pointer click on apply
- As soon as you apply new settings new pointer will appear to you
- Click ok and exit settings.

We can also select various pointer scheme from scheme drop down menu. Using this drop down menu, we can change pointer for various occasion. Like while processing some application or in busy state the pointer turn into a sand watch or a rotating wheel. We can change pointer behaviour on various occasion. Once done changing scheme for pointer don't forget to apply settings.



Pointer Tab under Cursor Property Window

Take the following steps to remove program using control panel “Add or Remove” Program:

- Open control panel.
- Select Add or Remove Program option.
- Once you choose the above stated option, a pop up window will appear showing the list of all the programs and software installed in computer.
- Choose the program that you wish to remove.
- Click on “Change or Remove” button.
- Follow the instructions that your computer asks for.
- Wait for the process to finish itself, computer will prompt you once done after uninstalling program.
- Do not stop the process in middle because then the program won't be uninstalled properly nor be available for reuse.
- Once done close the Add or Remove Program window.

4.9 LOGGING OFF FROM THE COMPUTER

Logging off computer never means that you are shutting it down. This option is available in the start menu along with “Shut Down” button. If you are having a user login mode in your computer, you can use “Log off” option to come out of your login and let other to use your computer.

It is always recommended to have your own user login in order to protect your privacy from unauthorized access.



Logoff Button in Start Menu

4.9.1 How to Create a New User Account?

To create new user account follow these steps:

- Open control panel.
- Select “User Accounts”.
- Click on create new account.
- Enter the name and password that you would like to have as a new user.

- The name you **choose** will appear at welcome window.
- Select account type.
- Remember administrator will have all the rights to **change** or **delete** any user account.
- And at last click on **create account**.

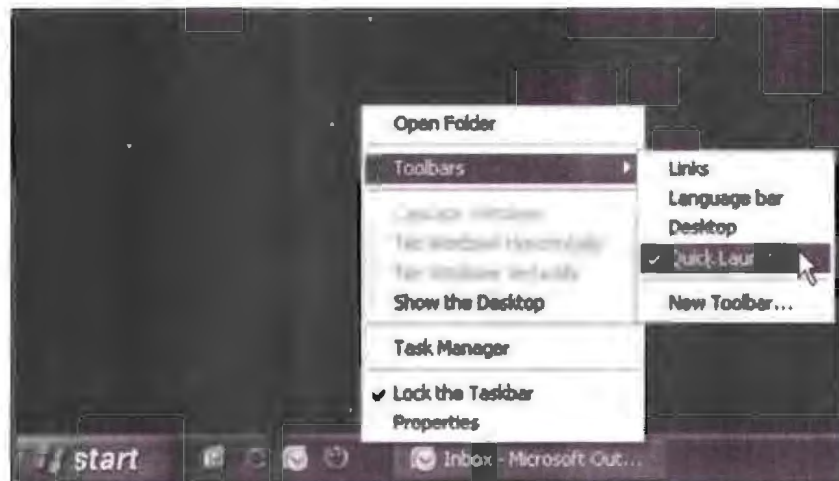
4.10 HIDING AND DISPLAYING QUICK LAUNCH BAR

Quick launch bar give its user an ability to launch **programs** themselves. In quick launch bar, user can **pin shortcut** of programs and files that **they** use most often. The quick launch bar was **first introduced** in Windows 98 and **ever since** has been an integral part of windows operating system. All we need to do is to drag and drop shortcut to quick launch menu.

4.10.1 How to Display Quick Launch?

To have quick launch bar in your desktop take the following steps:

- Click on task bar.
- Open task bar properties.
- Check on “Quick Launch”.



Example to Demonstrate How to Launch Quick Tool Bar

4.10.2 How to Hide Quick Launch?

To hide quick launch follow the same procedure and **uncheck** the “Quick Launch” option of task bar.

Check Your Progress

Fill in the blanks:

1. Desktop is _____.
2. There are _____ and _____ type of start menu.
3. Screen saver is _____.
4. Mouse pointer is used for _____.
5. _____ is used for adding and removing font.
6. Logging off computer can be done by _____.

4.11 LET US SUM UP

- This lesson is all about changing the appearance of your computer screen, mouse, background, etc.
- We also saw how to use control panel to add and remove fonts.
- By using control panel, we also learn to change mouse settings.
- Now we know what is logging off from computer and how to perform it.
- We also learnt about the significance of quick launch bar and about various options available at quick launch bar.

4.12 LESSON END ACTIVITIES

1. Use control panel to install a new font in computer. Download new font from internet and create a file in WordPad using new font downloaded.
2. Try changing appearance of your mouse pointer. Make it cascade style.

4.13 KEYWORDS

GUI [Graphic User Interface] basic idea of GUI is to show user their working area on which they can perform various functions.

XP [Extended Procedure]: It is a kind of an operating system.

Exe. [executable file]: Using this file, we run installation of any program in computer.

4.14 QUESTIONS FOR DISCUSSION

1. How to hide and display quick launch menu?
2. Mention the step by step process of changing wallpaper.
3. How to create custom screensaver?
4. What is log off? Explain its importance.
5. How to install a new font without control panel?
6. What do you understand by customizing your computer?

Check Your Progress: Model Answer

1. Working area [GUI]
2. Default start menu, classic start menu
3. Option to save desktop from overheating
4. Pointing objects to open them
5. Control panel
6. Log off button at start menu

4.15 SUGGESTED READINGS

Shelley O'Hara, 2003, *Absolute Beginner's Guide to Microsoft Windows XP*.

Covers connecting to the Internet, maintenance, applications, and multimedia features.

Harry L. Phillips, 2012, *New Perspectives on Microsoft Windows 7 for Power Users*.

Without assuming prior knowledge of the operating system, this text allows students to quickly review the basics, and move on to cover more advanced concepts and features.

Guy Hart Davis, 2007, *Mastering Microsoft Windows Vista Home: Premium and Basic*.

The FTP site appears in the Internet Explorer *window* as a series of links: Click the Up to Higher Level Directory link to go ... *Windows Live Spaces* was formerly known as MSN Spaces before *Microsoft* brought it into the fold of Live services.

LESSON

5

MICROSOFT OFFICE XP SUITE WITH OTHER OFFICE SUITES

CONTENTS

- 5.0 Aims and Objectives
- 5.1 Introduction
- 5.2 What is Office Suite?
- 5.3 Different Office Suites
- 5.4 Microsoft Office XP Suite
 - 5.4.1 What's Special about Office XP?
- 5.5 Voice Dictation and Voice Commands
 - 5.5.1 How to Insert Voice Dictation?
- 5.6 Smart Tags
 - 5.6.1 How to Use Smart Tag?
 - 5.6.2 How to Insert Smart Tag? And how it Works?
- 5.7 Ask a Question Box
 - 5.7.1 How to Use Ask a Question Box?
- 5.8 Document Recovery
 - 5.8.1 Why to Save a Document?
 - 5.8.2 How to Recover a Document?
- 5.9 Product Activation
- 5.10 Let Us Sum Up
- 5.11 Lesson End Activities
- 5.12 Keywords
- 5.13 Questions for Discussion
- 5.14 Suggested Readings

5.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Learn about various office suites
- Focus on why MS Office is best
- Explore and acquire knowledge on various software program that come along with MS Suite package

5.1 INTRODUCTION

Office suite is a **software program** used for office work. It is a tool for making office documents **professional**. In this lesson, we will learn about office suites and what all tools and features a **typical office suite** has.

In this lesson, we will **also focus** on how XP office suite is different from other office suite available in market.

5.2 WHAT IS OFFICE SUITE?

Office suite is a **software application program** that **encompasses** a variety of applications used for office work. It typically contains **word processing tools**, **data base management tools**, **presentation tool**, **data sheet tools**, etc.

Each tool has its own **significance** in office work. These tools are very easy to use and have a very **user friendly interface** which gives its users an **environment** to make a document more **professional**.

5.3 DIFFERENT OFFICE SUITES

In market these days **there are** a variety of office automation tools are available, one of the most popular office suite application is “**Microsoft Office**”. This application is widely used for its **simplicity** and great efficiency. **There are** many office suite applications available **today in market** with their own **set of pros and cons**. Some popular office suite applications are as follows:

Google App for Business [G Suite]

This office suite is from **Google**. This office suite have **business version** of Gmail, google talk, google calendar, google docs, etc.

Libre Office Productivity Suite

This is a free office suite **which** came from an NGO. **This application** has tools like draw, impress, writer, **math**, etc. The only problem with it is that the support is very limited and comes from the **community** working for NGO.

Open Office

This suite is developed by **oracle**, it include tools like **write**, **draw**, **math**, etc.

Microsoft Office

This is the most **commonly** used suite by users worldwide it have many versions starting from home to students and business to industry. **This suite** can be customized as per requirement. **This suite** typically includes **word**, **excel**, **power point**, **access**, **outlook**, etc. **This application** is not free but users get **limited time period trial** version.

Word Perfect Office X5

This office suite gets **customized** as per user requirement. **This application** includes tools like **word processing**, **spread sheets**, **slide show** and **presentation**, etc. This is not a free application but user may get **limited time period trials**.

ZOHO

This office suite does not come in form of package. In this suite, applications are individual. This suite is **free** for its home and student user. But for business version users have to pay. It includes tools like **write**, **sheet show** and **calendar**.

K Office

This is a free office suite. This application includes K word for word processing, K cell for spreadsheet and show case for presentation. Since it's a free tool it largely depends on volunteer for update and maintenance.

Soft Maker

This productivity tool includes Text Maker for word processing, Plan Maker for spread sheet application and presentation. This application is not a free application.

5.4 MICROSOFT OFFICE XP SUITE

Office suites are the applications sold in a package with almost same interface but with different properties. One the most popular office suite application is "Microsoft Office".

This application has versatility encompassing a vast variety of tools and support for its users. The reason for its popularity comes from its simplicity and its strong support that makes it a user friendly application. A typical Microsoft office suite contains the following application:

- MS Word
- PowerPoint Presentation
- MS Excel
- MS Access
- One Note
- Outlook Express, etc.

MS Word

It is a word processing tool that offers tools for text formatting and text processing. It lets its user to create creative word document. File created in word is called document. MS Word is a very popular tool. It is very simple to use. It allows us to create document containing pictures, sound and videos. Files created in word are saved with .DOC extension.

MS PowerPoint

This tool is used for creating presentation. Presentations are created using slides. A slide is like a page that can contain special text, image, animation, sound effects, etc. By using this tool, we can present ideas in a creative way. Files created in PowerPoint are saved with .PPT extension.

MS Excel

This tool is used for mathematical calculations. A file created in excel is called a worksheet. We can store related information in one file. A single unit in which data is stored is called "cell". We can apply various advance mathematical formulas in a work sheet to perform calculation. Files created in excel are saved with .XLS extension.

MS Access

This tool is used for database management [DBMS]. This tool gives its users an integrated environment [GUI] to create, update and relate data. DBMS is created in tabular form which can be edited easily in care of any error. Unlike other DBMS tools it is very simple to use. It also gives its user a set of very useful tools to make data base.

5.4.1 What's Special about Office XP?

Microsoft Office Suite is a package that has all the possible facility to and tools to accomplish office tasks easily. What make is so special is its simplicity and support that makes it most user friendly office suite. Another factor that makes it so popular is its cost. Every middle class user can afford this office suite since it is not that expensive. Following are the points that make Microsoft Office a very special and most user office suite:

- **Multiple versions:** This suite comes in a variety of versions that satisfy specific user need. It has versions like home and professional. All these versions come under very nominal price.
- **Simplicity:** This GUI of this product is very user friendly and hence makes it very easy for any user, even if he has very limited computer knowledge.
- **Multiple programs:** This suite contains multiple programs to satisfy the general to business user need. It has programs like word for text processing, excel for data entry and calculation, access for DBMS, etc.
- **Support and help:** This product comes with great documentation and online support. So if a user gets stuck in some trouble, he can take assistance from help menu or even can take online help from Microsoft MSDN to troubleshoot problem.
- **Global tool:** Files created in Microsoft suite are readable on all platforms. If in some specific platform file is not readable then Microsoft provides plug-ins to open document. Files created on MS suite are accepted worldwide as a standard professional document.

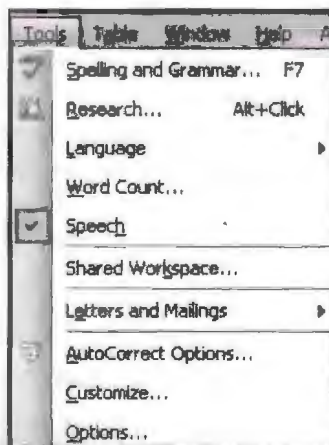
5.5 VOICE DICTATION AND VOICE COMMANDS

Voice dictation and voice command is an inbuilt function of Microsoft office suite. This tool allows the users to give dictation instead of writing all the time. This tool is particularly helpful for physically handicap users. To use this tool all we need is a good microphone that can take your commands to computer.

This built in software will convert your speech into text in a respective program currently open in MS Office Suite.

5.5.1 How to Insert Voice Diction?

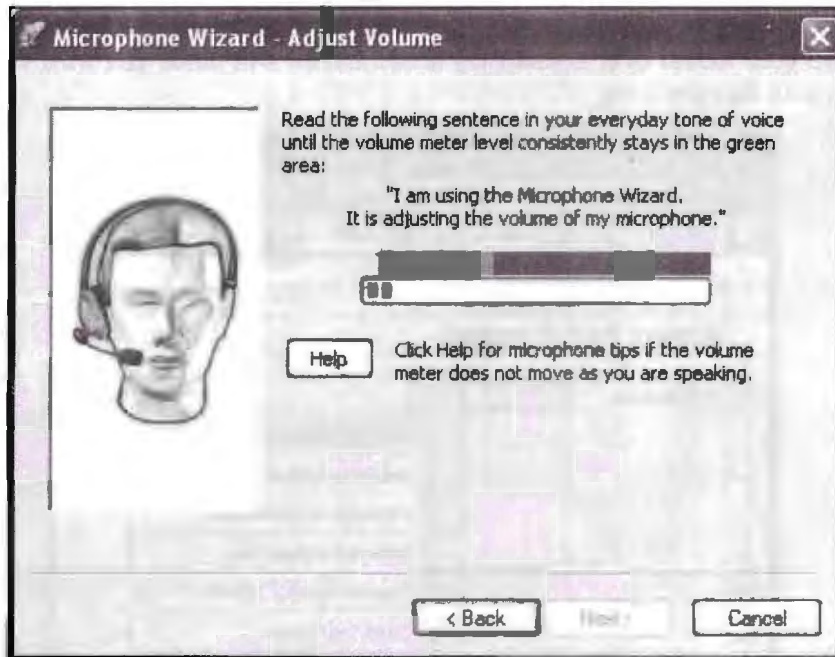
To insert voice dictation take the following steps for example in word, we insert voice dictation like this



Tool Menu Speech Option

- Open MS office suite.
- Select the program that you want to use.
- Go to Tools drop down menu.
- Check Speech option.
- Make sure your microphone is connected to your computer.

Before you start using voice command to input text, you must enroll with speech recognition programs. Take the following steps to enroll in voice recognition program:



Voice Training Wizard

- Click on “Start” to open “control panel”.
- Select “Speech Recognition” to open speech.
- Connect your microphone and follow the steps that wizard is asking you to accomplish.
- Setup wizard will ask you to perform certain task in order to enroll with voice recognition.
- Once you are done with your training then click on “Start Speech Recognition”.
- A small window will open containing small window with microphone will open.
- Now launch your Microsoft office program in which you want to insert voice.

This program gives you the option to modify text when understood by computer incorrectly. This tool is not very popular as hands free tool since it require specific accent to insert voice and data. Asian users have different accent compared to US accent or UK accent.

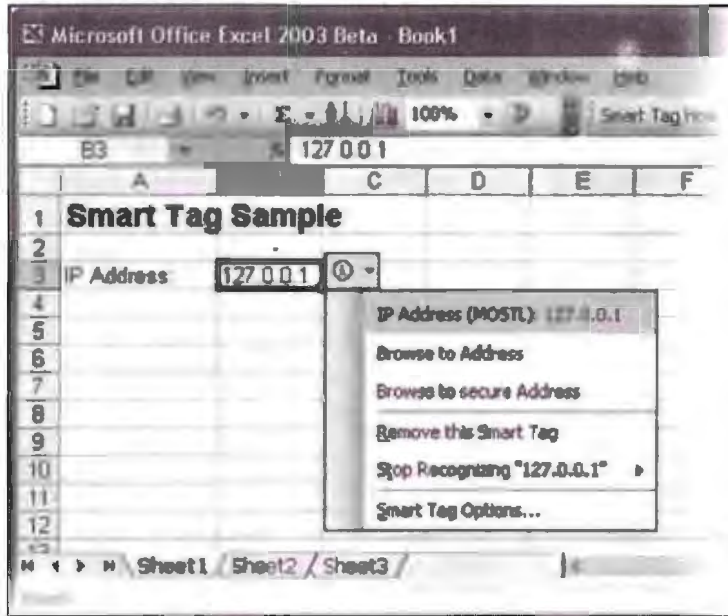
There are very fair chances of errors which need to be modified manually. Hence, this tool is not very commonly used.

5.6 SMART TAGS

Smart tags are also referred as action tags. This tool helps us to increase productivity and often save a lot of time when the smart tags are string with the text containing some information associated with that tag. When some instance occurs matching that string then smart tag gets triggered.

5.6.1 How to Use Smart Tag?

Smart tags are denoted by purple dotted underline. To know what action you can take with a smart tag all you need to do is move your mouse to that purple underline. When you move your mouse over it smart tag action button will guide you what action you can take with that smart tag.



Smart Tags

5.6.2 How to Insert Smart Tag? And how it Works?

To insert a smart tag take the following steps:

- Open any office suite program in which you want to add a smart tag.
- Go to "Tools" drop down menu.
- Select "Auto correct options command".
- Select now "smart tag" tab.

Tools > AutoCorrect Options command > Smart Tags tab

Each smart tag recognizer identifies a type of data such as name, date, or telephone number, and is designed to provide one or more actions for each data type.

When you type a text with which a smart tag data type is associated with, then it denotes it with purple dotted underline and gives the list of possible action associated with data type.

For example, if you have created a smart tag with "Name" and then you enter name in "name data type" then smart tag will get trigger and gives you option and possible actions that can be taken on name data type.

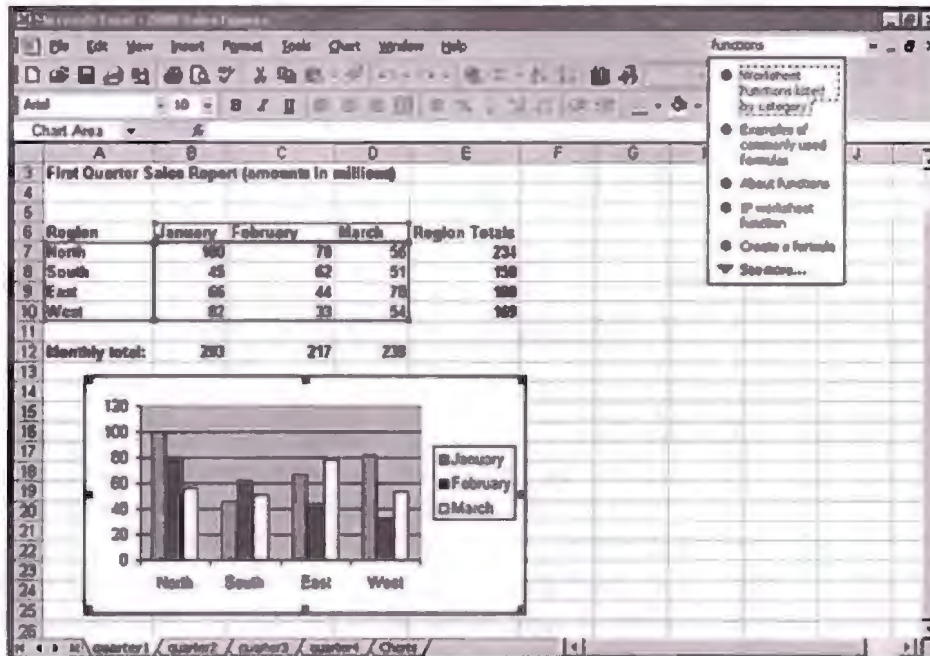
5.7 ASK A QUESTION BOX

The ask question box is a new way of finding help for MS office suite applications. The ask box is the most convenient way to get instant help. This box is placed at the top right corner of every window application.

5.7.1 How to Use Ask a Question Box?

To use ask a question box all we need to do is type a question associated with office application. Every application will be able to provide answers to its own application not of any other software of MS suite.

For example, if you are having trouble with “functions” in excel then you need to type functions in ask question box to get all the help with reference to function.



- Ask a question box provides the list of all possible help quickly.
- This method will match the typed string with all possibility.
- To access help referring to the topic typed click on the available option that matches you need the best.
- It is recommended to type question more clearly to get appropriate help.

5.8 DOCUMENT RECOVERY

This feature is the most helpful feature of office suite. It allows its user to recover the document not saved properly. Depending on the version of MS office, there is more than one way to recover information of a document being lost.

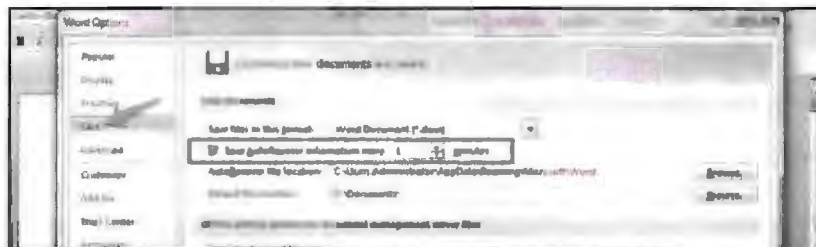
5.8.1 Why to Save a Document?

It is very important to save a document in order to read it again. If we will not save the document then it won't be available for further use. It is seen very often that work done on a particular application does not gets saved properly which may result in serious loss of information. To overcome this we use “Recovery tool”.

5.8.2 How to Recover a Document?

In Word 2007 and below we have a feature called “Auto Save”. This tool keeps on saving updates made on document in every 10 minutes. We can increase or decrease the time period for “auto save”. Take the following steps mentioned ahead to do so.

This helps a lot in saving information lost happen due to malfunction of computer system.



Word Option Dialog Box

- Open any office application for example word.
- Click on the word menu on top left side.
- Click on save tab.
- Now change the time.
- Close the tabs and start working again.

But what if malfunction occurs before the auto save triggers?

If a malfunction occurs then all you can do is to re-launch the office application. The software program will search for the “Auto save” file while starting if found any, then it will show the auto recovered file on left side of the window and you can resave this like following the normal procedure. And hence the file is recovered.

Remember that this is not a sure short method to recover information, so it is very important to reduce the recovery time [using above method] in order to reduce the chances of loss.



5.9 PRODUCT ACTIVATION

This is the first step of installing any product on your computer. This process requires the product setup that you need to execute on your computer to achieve all the tools and function of product. Setup file is called .exe file. .exe stands for executable file. Before activating a software product in your computer you need to buy the license of it. Some software versions allow you to download the product directly from internet and also let you to use the product for limited free trial period after experiencing its productivity. You can decide whether you want to buy it or not. While some software product comes on CD's and DVD's which you need to buy from market.

Every software product will have one product key which will remain unique to product. This key is used to activate the product. This key is also responsible for validating your product authenticity. To install MS Office take the following steps:

- Click Start, point to Settings, and then click Control Panel.
- Double-click Add/Remove Programs, click Add New Programs, and then click CD or Floppy.
- Click Next.
- Click Browse.
- Locate the root folder of the Office source location, click Setup.exe, and then click Open. Setup.exe is added to the command line that appears in the Open box of the Run Installation Program dialog box.
- Click Finish to run Office Setup.
- If requested, type your customer name and product key (CD key) information in the appropriate boxes, and then click Next. Note The Next button is not available until you type a valid product key.
- Accept the End User License Agreement, and then click Next.
- Specify the location where you want to install Office, and then click Next.
- On the Choose which applications for setup to install page, click Next.

If you click

Choose detailed installation options for each application on the Choose which applications for setup to install page, and then click Next, the feature tree appears on the Choose installation options for all Office applications and tools page. Because Office Setup detects that you are using Terminal Services, only the installation states that are available are Not Available and Run from My Computer.

Common Elements of the Suite, Introduction, Different Integrated Items in Office Suite, Menu Bars and Toolbars, Shared Tools, Objects, Linking, Embedding, Office Assistant and Online Help.

Check Your Progress

Fill in the blanks:

1. Office is a _____ software.
2. Office suite contains _____ and _____ fundamental programs.
3. MS Word is used for _____.
4. MS Office is popular because _____.
5. Voice dictation and voice commands are feature of _____.
6. Office task pane provides quick access to _____.

5.10 LET US SUM UP

- This lesson is all about office suite package programs.
- This office suite programs are used for helping user to do task much efficiently.
- There are various kind of office suite package available, among those also MS office is one the most popular option.

- This suite has options like voice dictation and voice command.
- Voice command and dictation are particularly helpful for physically handicap users.
- By using smart tag, we can gain quick help, by using task pane, we gain quick access to most frequently options and files.

5.11 LESSON END ACTIVITIES

1. Use internet to find out all the pros and cons of all available office suite application.
2. Create a document using voice command.

5.12 KEYWORDS

MS short form of Microsoft

G suite short form used for google office.

NGO [Non-profit organization] works on no profit no loss basis mostly for social causes.

.DOC [extension of document file] extension used for MS Word files.

.PPT [extension of power point file] extension used for MS Power Point files.

.XLS [extension of excel file] extension used for MS Excel files.

.DBMS [extension of access file] extension used for MS Access files.

GUI [Graphic User Interface] basic idea of GUI is to show user their working area on which they can perform various functions.

5.13 QUESTIONS FOR DISCUSSION

1. How to activate a product in computer? Explain in step by step process.
2. What is office suite?
3. What is task pane and smart tag?
4. Explain all the methods of file recovery in MS office.
5. Explain the significance of ask question box.
6. Write a brief note on all office suites available in marker.

Check Your Progress: Model Answer

1. Application program
2. Text manipulation, data manipulation
3. Text manipulation
4. It is simple and easy to use
5. MS Office suite
6. Frequently used programs

5.14 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

6

COMMON ELEMENTS OF THE SUITE

CONTENTS

- 6.0 Aims and Objectives
- 6.1 Introduction
- 6.2 Different Integrated Items in Office Suite
- 6.3 Menu Bars and Toolbars
 - 6.3.1 Menu Bar
 - 6.3.2 Toolbar
- 6.4 Shared Tools
- 6.5 Object Linking and Embedding
 - 6.5.1 When to Use Linking of an Object?
 - 6.5.2 When to Use Embedding of an Object?
- 6.6 Office Assistant and Online Help
- 6.7 Let Us Sum Up
- 6.8 Lesson End Activities
- 6.9 Keywords
- 6.10 Questions for Discussion
- 6.11 Suggested Readings

6.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Focus on anatomy and menus of MS office suite
- Learn about the significance of office suite application tools and menus
- Focus on tools that are common in all office suite of Microsoft

6.1 INTRODUCTION

This lesson is all about the anatomy of office suite application. We will focus on various available tool bars and menu bars. We will also learn about how to take help for office suite application using internet. We will see how to correlate files created in different applications of office suite.

6.2 DIFFERENT INTEGRATED ITEMS IN OFFICE SUITE

Office suite software's come in package. So all program will contain some common features that make us call it a package. Integrated items are those programs or options that every software under one suite must have. Integrated items are also those items

that every software **will have**. Every office suite **will have the following compulsory features**:

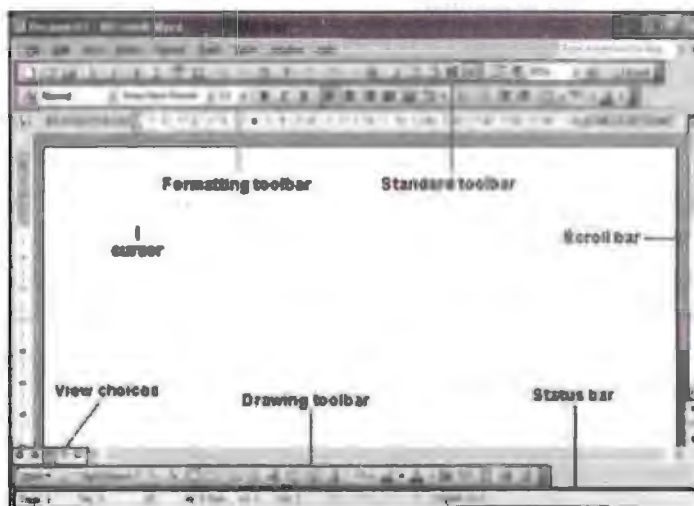
- Word processing
- DBMS
- Information processing
- Presentation
- Online support
- E-mail, etc.

Every office suite **will have** the following mandatory **functions that remain common in all the programs of office suite**.

- Create
- Update
- Delete

Every office suite **will allow its user to make new documents, this is called create operation. User can update or modify pre existing file, this method is called update. Deletion of files allow user to remove file from computer.**

Since there are **many kinds of office suite available in market, some software will have some functions and some will have some other functions. Anatomy of every office suite program will have following features**:

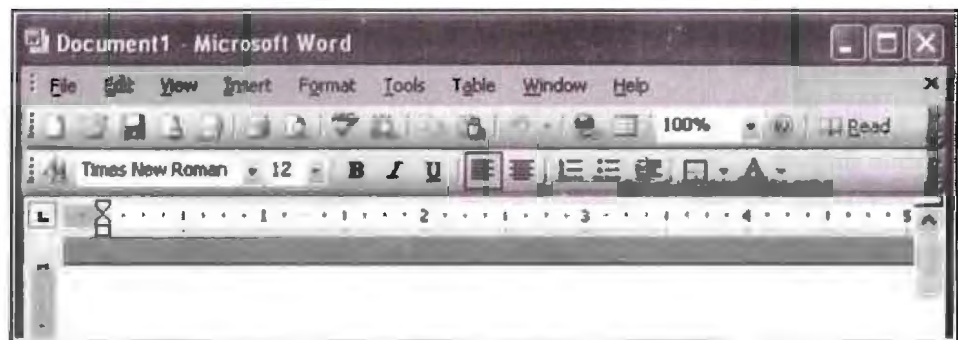


Typical Window of MS Office

- Every program **will have** a title bar to display the title of **currently open document**.
- Every program **will contain** drop down menus like **File, Edit, Help, etc.**
- Every program **will contain** tool bar that **allows you to format a file as per requirement**.
- Every program **will have** a status bar that **will display the current status of currently open file like word count, language, zoom, etc.**
- Every program of office suite **will contain help tool to enable support of product. Support can be online and offline.**
- Office suite **contains linking and embedding tools to link your file with internet or with other files in other program. This allows the user to navigate from one part to another part without actually opening it.**

6.3 MENU BARS AND TOOLBARS

Menu bar and toolbar are very important to any office suite application. Using these toolbar and menu bars, we can make files more professional and productive.



Example of Menu Bar and Toolbar

6.3.1 Menu Bar

This bar is located at the top of the window below title bar in any typical application. This bar will contain multiple dropdown menus for text and data formatting. Menu bars are also known as dropdown list since it drops down when clicked. Every menu bar will contain the following options:

- *File*: This menu will contain options like open, save, close, new, etc. options differ from one version to another.
- *Edit*: This menu will contain options like cut, copy and paste. It will also contain options like redo and undo. By using this menu, you can select the entire content of a file. Although all these function can also be performed with keyboard shortcut key.
- *View*: This option contains the command that control the view of document. Like layout, zoom, header and footer, etc.
- *Insert*: This menu will allow you to insert pictures, clip art, hyperlinks, footnotes, chart and tables, etc. By using this menu, we can make a file more interactive.
- *Format*: This menu contains commands for editing the layout of your document. This menu contains options like font, text effects, etc.
- *Tools*: This menu contains functional tools that are applied on an entire document like it have options of spell check, auto correct, etc. that enables the corrections on document automatically.
- *Windows*: This menu contains commands from the currently opened window. It has options like minimize, zoom, etc.
- *Help*: This menu will bring the help as per user requirement. This menu can work both online and offline.

6.3.2 Toolbar

Toolbar is a horizontal bar just below the file menu. This tool tray contains various tools for file modification and helps its user to perform a variety of task with ease.

Every office application is loaded with multiple tools for helping the user. Tools differ from application to application, like for example excel tool tray will contain tools for inserting formula whereas PowerPoint application will contain tools for slide modification and insertion. There are basically two kind of toolbars one functional toolbar or main toolbar the other one is object toolbar.

- *Functional or main toolbar*: This tool bar contains tools such as print, save, help, zoom, etc. this toolbar has the basic function on a file.
- *Object toolbar*: This tool bar contains object tools with reference to current open file, like for example if you make the font bold in your file then bold font will appear in your current opened file only and not in any other file. These toolbar are objectified for specific file only that is they are called object tools.

6.4 SHARED TOOLS

Shared tools in office suite are those tools that are available in all the versions of office suite. Shared tools are also those tools that every application in office suite will have. For example, print, this tool is found in all the applications of office suite package. Shared tools have changed with increasing needs for consumers, some got discontinued, some got modified whereas some remained the same as when introduced. Some common shared tools are as follows:

- *Equation Editor*: This tool is used for making mathematical equations. This tool is included in all commercial applications of Microsoft Office. This tool is no longer a default tool for making equations.
- *Microsoft Graph*: This is originally known as Microsoft Chart. This tool is used for making charts in applications like Excel and Access. Office supports many types of chart. In office 2007, new graph engine was introduced which support 3D graphs to make visualization of graphs more interesting.
- *Word art*: This tool is available in 30 different styles of Microsoft Office suite. This tool enables us to create text with various effects such as starched, rotated, etc. This tool is available from a very long time though it can be modified using customize tool bar.
- *Smart art*: Smart art is special form of a graph that shows hierarchy. It allows user to insert text in it to show what this graph is about. There are about 115 smart art available in Microsoft Office suite. Smart art is available in under smart tab of MS Office. smart art changes its colour, theme, style, etc. to match current document formatting.

6.5 OBJECT LINKING AND EMBEDDING

Object linking and embedding is supported by Microsoft Office. By using this method, we can access the content of one program in another program. For example, you can link excel file in word document or vice versa. We can create object of only those program that supports object linking. Link remains as a separate file, it cannot be updated. Like if you linked a X file in a Y file and later you made changes in X file then those changes will not be brought to X file. Anyways we can remove the link and can also relink the file in order to get updates.

6.5.1 When to Use Linking of an Object?

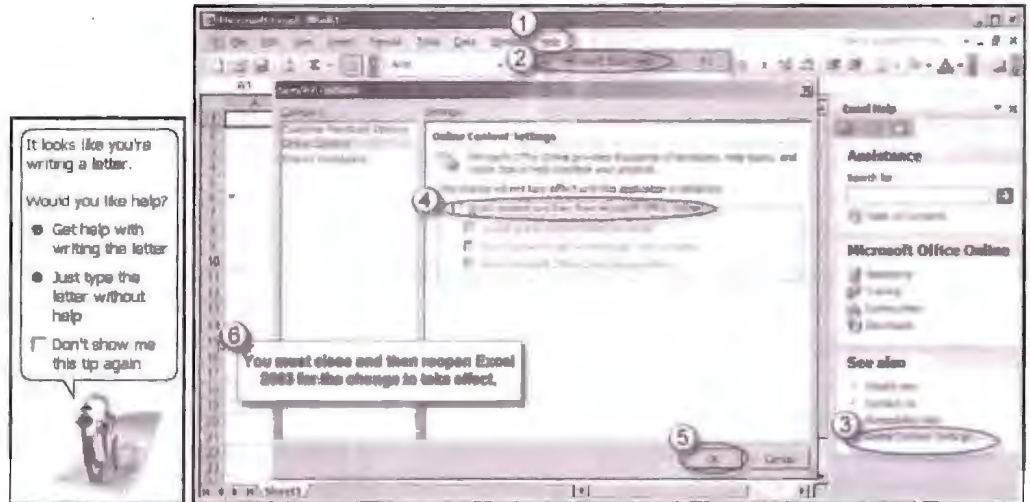
We use object linking between files when we want a file to get updated using object. Remember the source file remain unaffected. For example, if we are using object linking between X and Y file, we have created an object of X file in Y file. Then we made some changes in Y file using object only as a result, object file will get updated not the source file.

6.5.2 When to Use Embedding of an Object?

We use object embedding when we want the source file to be viewed only. When we embed a file in another file then source file can only be viewed. This is one method of hiding source file from modification.

6.6 OFFICE ASSISTANT AND ONLINE HELP

Office Assistant is an animated character of MS office that brings help for various topics. This office assistant was named as "Clippy". This feature was introduced in Office 97 and got discontinued in Office 2003. However most of the users find it annoying hence got discontinued. Office Assistant is a function that helps us to find help regarding anything in office suite.



MS Office Help

Online help is a feature of office suite to take help for various topics from the internet. All the programs in office suite have their own help function but if you are looking for some very specific solution then you can take online assistance. For example, if you want to insert picture in a word document then you can browse internet to see the process and steps involved in inserting a picture in a document. Remember that by using help search, you can only browse offline help and for further references help browser will redirect you to the internet by itself. Online assistance is a very helpful feature of office suite for beginners. To get instant help in MS office press shortcut key.

Check Your Progress

Fill in the blanks:

1. Word art have _____ styles.
2. _____ smart art are available in MS office suite.
3. Linking and embedding is used for _____.
4. _____ key is used for instant help.
5. There are _____ and _____ kind of toolbar available in MS Office.
6. Edit menu is used for _____.

6.7 LET US SUM UP

- In this lesson, we saw all the basic available features of MS Office suite that are common to all MS Office programs.
- In this lesson, we gained knowledge about all the available menus of office suite programs.

- Now we know all the shared features of office suite programs. Shared features are those features that remain common to all the software in office suite.
- By using help we can earn knowledge about various functions of office suite. The help function works both online and offline.

6.8 LESSON END ACTIVITIES

1. Use internet to make a document containing all possible help functions of MS Office.
2. Use various menus of MS Office to explore its functionality.

6.9 KEYWORDS

DBMS: It stands for Database Management System.

Function/Main Toolbar: It contains tools such as print, save, help, zoom, etc.

Format Menu: This menu contains commands for editing the layout of the document.

6.10 QUESTIONS FOR DISCUSSION

1. How to get help in MS office using internet? Elaborate.
2. Explain anatomy of MS office menus using diagram.
3. Why we need linking and embedding of objects?
4. Write a short on shared tool of office suite.
5. Differentiate between linking and embedding in detail with example.

Check Your Progress: Model Answer

1. Font
2. Word art
3. Dynamic object connections
4. F1
5. Standard tool bar, formatting tool bar
6. Editing options

6.11 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With *Introductory Concepts and Techniques*, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habrakan, 2001, *Microsoft Office XP 8-in-1*.

LESSON

7

OFFICE TASK PANES

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- 7.0 Aims and Objectives
- 7.1 Introduction
- 7.2 Office Task Panes
- 7.3 Displaying and Hiding a Task Pane
 - 7.3.1 Hiding Task Pane
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- 7.5 Styles and Formatting Task Pane
 - 7.5.1 How to See All Your Styles?
 - 7.5.2 What all I can do with Style and Formatting Task Pane?
- 7.6 Mail Merge Task Pane
- 7.7 Let Us Sum Up
- 7.8 Lesson End Activities
- 7.9 Keywords
- 7.10 Questions for Discussion
- 7.11 Suggested Readings

7.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Aim to gain knowledge about task panes
- Know about the significance of task pane
- Be aware about how to use these task pane? How to add and remove task pane?
- Acquire knowledge on different types of task panes

7.1 INTRODUCTION

The task pane was introduced in MS Office 2003. This feature brought a major change in the GUI of office suite. Task pane is a multipurpose window located at right side of window anatomy. Following are the features that every task pane will contain. It is also known as global task pane. The purpose of task pane is to provide quick access to useful and most often used functions. Every application will have its own task pane with different options.

7.2 OFFICE TASK PANES

New File Task Pane: The function of this task pane is to provide a quick file formation. This task pane also shows the templates that other files have used so far.

Office Clipboard Task Pane: It enables you to cut, copy or paste items from clipboard to your new document. We can paste near about 24 items on the clipboard.

Clip Art Task Pane: It allows user to look into office clip art gallery to paste clip art in new document.

Search Task Pane: It enable user to search for a file or an application of MS office suite.

Research Task Pane: This enables its user's to take research references from internet and use that research in new file. Online references services are accessed by "Microsoft Encarta".

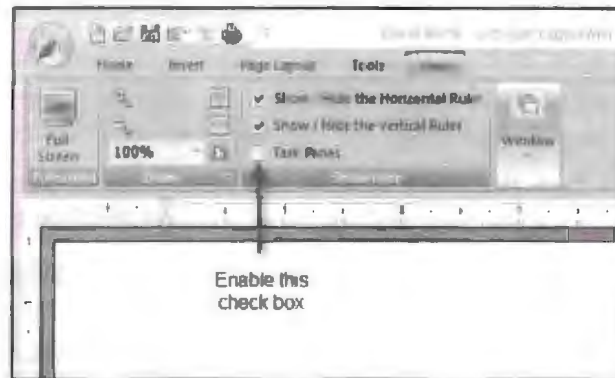


Office Task Pane

7.3 DISPLAYING AND HIDING A TASK PANE

Task pane is a utility that every program in MS office have. It brings those options that are most frequently used. To enable a task pane in MS office follow the given steps:

- Click start to open MS office.
- Select program that you wish to open.
- Once selected program opens up go to "View" tab or menu.
- Now check task pane check box.
- Task pane will get docked on the right or left side of window [depending on the version of MS office].



Window Showing Option to Hide Task Pane

7.3.1 Hiding Task Pane

Task pane is a very helpful feature but sometimes the user find it very annoying. In that case, we can always hide it. When we use hide option to disable task pane at that time the task pane will disappear from application GUI. To hide task pane take the following steps:

- Open the application by clicking start menu.
- Click on view tab.
- Now uncheck the task pane.
- Task pane will disappear.

We can also close task pane by clicking on close option available at task pane title bar. But this method will close task pane temporarily. When we open the same application again then task pane will re-appear. This method is only useful when we don't want the task pane to stop forever.

7.3.2 Additional Task Panes

Additional Task Pane are those task panes that appear within the task pane. Once task pane gets started there will be multiple options available to help the user perform task without using drop down menus. In task pane title bar, there are 3 small buttons. They are used for opening the task pane menu, auto hide task pane and close task pane. If we click down arrow then task pane menu will appear. The menu of task pane will have following options:

- *Find*: This option will help us to find specific file in current directory.
- *Go to*: This option will take us to specific location in current directory.
- *Recent file and folder*: This pane is specifically very helpful for saving files quickly. We can also open recently edited files from this pane.
- *Replace and spelling*: This work is same as spell check and find and replace option.

Additional task panes are also classified as different options available in different application. Every application in MS Office will contain task pane by default but options will differ like when we use task pane for PPT presentations. At that time, task pane in PPT will have options like clipart, slide, etc. When we use MS Word task pane will contain options for text formatting, mail merge, etc.

Every task pane will have some elements of common features and some additional features which differ from one application to another.



Task Pane Window Options

7.4 TYPES OF TASK PANE

New File Task Pane

The function of this task pane is to provide a quick file formation. This task pane also shows the templates that other files have used so far.

Office Clipboard Task Pane

It enables you to view cut, copy or paste items from office clip board into your new document. We can paste nearly about 24 items on the clipboard. You can remove items from the Office Clipboard at any time by placing the mouse on the item. A drop-down arrow appears; click the drop-down arrow and select Delete from the shortcut menu that appears. You can clear the entire Clipboard by clicking the Clear All button at the top of the task pane.

Clip Art Task Pane

It allows user to look into office clip art gallery to paste clip art in new document. In the task pane's Search For box, type keywords that Office can use to find your clip art images. Use the Search In drop-down box to specify the collections you want to include in the clip art search. Selected collections are marked with a check mark in their check box that you can toggle on and off with a simple click of the mouse. Use the Results Should Be drop-down box to specify the type of files that should be included in the search. You can select or deselect the different file types such as Clip Art, Movies and Sounds. When you have finished setting your search parameters, click the Search button. When the search is complete, the clip art that meets your search criteria appears in the task pane. In the Image list, locate the image that you want to place into your Office document. Then, click the image. The application inserts clip art into document.



Search Task Pane

It enables user to search for a file in computer or network. To specify the locations that should be searched, click the Selected Locations drop down box. You can expand any of the locations listed, such as My Computer, by clicking the plus (+) symbol to the left of the location. This enables you to view folders and subfolders at that location. Use the check boxes to the left of each location to specify whether that location should be searched. We can also specify the type of file we are looking for in office suite application. To do so, refine your search parameters by using multiple available options.

Research Task Pane

This enables its user to take research references from internet and use the research in new file. This task pane also enables us to create data that can be used for future references. When we use research task pane, it looks for the string in all office applications to implement research process. This task pane is the most recent addition. Online reference services used by research task pane are accessed by "Microsoft Encarta".

Help Task Pane

This is also now a standard task pane used for fetching help for MS office applications.

Insert Clipart Task Pane

Using clipart is a great way to explain things. By using clipart task pane, we can insert clipart to programs like Word, Excel, PowerPoint, etc. This task pane makes it very easy for users to insert clipart in a file, all we need to do is to search for a clipart. MS Office clip art task pane will look into the library of clipart and show the output that matches the search parameters.

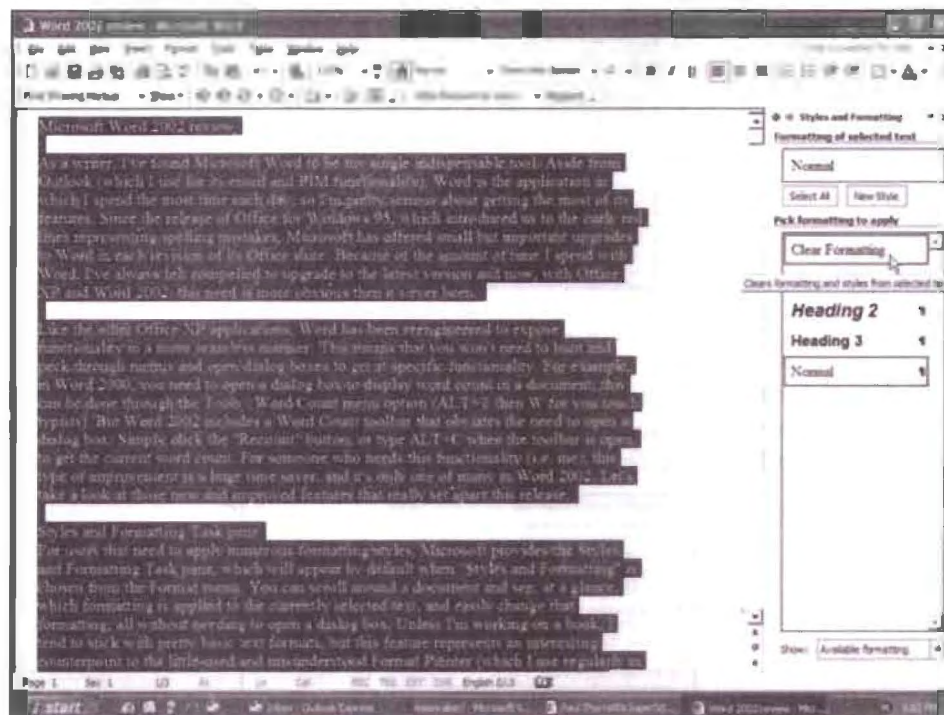
The output will appear in the form of a thumbnail.

How to Use Clipart Task Pane?

To use clipart task pane take the following steps:

- Select any application of MS office.
- Now select insert and point at picture.
- Now select clipart, press enter or double click.
- Clip art task pane will appear.
- To find clip art, use clip art search box.
- Use the Search In drop-down box to specify the collections you want to include in the clip art search. Selected collections are marked with a check mark in their check box that you can toggle on and off with a simple click of the mouse.
- Use the Results Should Be drop-down box to specify the type of files that should be included in the search. You can select or deselect file types such as Clip Art, Movies and Sounds.
- Once you are done with setting of search criteria then click on search to get clip arts.
- Now select images as per requirement. To select image double click it when you double click image, it gets inserted to the working area of program.

This task pane was introduced in Office 2002 and it brought significant changes in working with styling and formatting of word files. This task pane is at right side of the window. By default, word provides many styles to format a document but it also keeps it hidden. No matter we choose any style or not, by default some style will be applied to a file. Style applied automatically to a file is called default style.

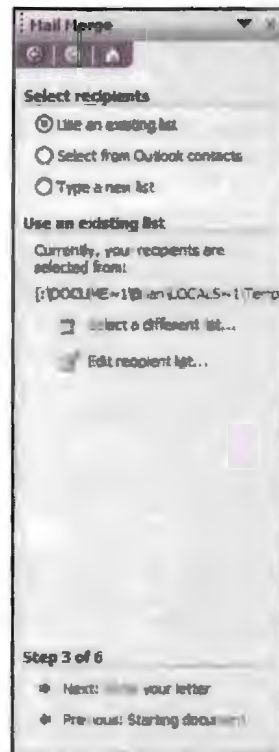


Style and Formatting Task Pane

7.5.1 How to See All Your Styles?

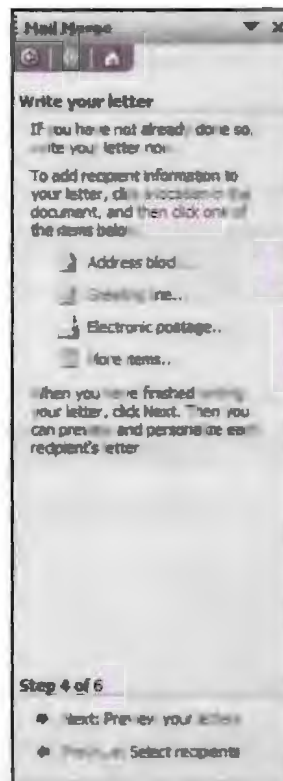
- **Format > Styles and Formatting.** On the right, you'll see the Styles and Formatting task pane.
- **In the Show box, select Custom.** (No, don't choose 'All Styles'. Microsoft's idea of 'All Styles' does not mean all the styles. True!)
- **You'll now see the Format Settings dialog box.** From the Category list, choose "All Styles". Then click Show All and click OK.
- **Back in the Styles and Formatting pane, in the Show box, choose All Styles.**
- **This task pane also keeps the record of most frequently used style.**
- **Go to Tools > Options > Edit.** If you tick the Keep Track of Formatting box, then Word will keep track of the formatting you have ever used in this document.

Microsoft Word uses a task pane to help users complete a mail merge and this is automatically displayed when you click the Finish button. The Mail Merge task pane adopts a step by step approach to mail merging and is shown below.



Mail Merge Task Pane

When you click the Finish button on Booking Pro's Mail Merge Wizard steps 1, 2 and 3 of the task pane are automatically completed so you should click the Next:



Mail Merge Task Pane

Use MS Word to edit your document if required click next once finished editing document. Use preview function to view your document.

Edit recipient list if necessary, click next to finish mail merge process.



Mail Merge Task Pane

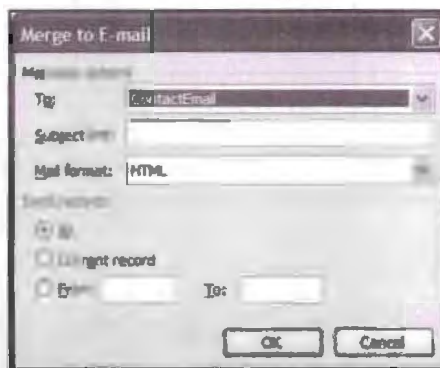
This is the final step of the mail merge and you can either use the Print option or the Edit individual letters... option to complete the mail merge.

To e-mail your letters use the Merge to E-mail option on the Mail Merge toolbar (rather than the task pane). The toolbar is illustrated below but you may need to drag it to a new position on your toolbar to be able to view it easily.



Mail Merge Tool Box

Clicking Merge to E-mail displays the following form.



Mail Merge Dialog Box

Simply select the Contact E-mail item in the To: dropdown and enter a subject for the e-mail. Finally click on the OK button to send the e-mails using your e-mail software (e.g., Microsoft Outlook). Please note that when you click the OK button, the e-mails are sent without any further intervention from yourself and you do not have any opportunity to review the e-mails before sending.

Check Your Progress

Fill in the blanks:

1. Task pane was introduced in _____.
2. Task pane window is at _____ side of window.
3. Task pane provides _____ access.
4. To display or hide use _____ option.
5. Clipart after searching appears as _____.

7.7 LET US SUM UP

- In this lesson, we learnt about the significance of task pane.
- Know we know about different types of task panes and their use.
- We can hide and display task pane using view tab.
- To insert clipart, we use insert clipart task pane to style text.
- We use style and formatting task pane and to create e-mails we use mail merge task pane.

7.8 LESSON END ACTIVITIES

1. Using mail merge option and mail merge task pane send e-mail to your friends.
2. Use clipart task pane to inset clip from clip art library. Try to insert some image from clip art gallery.
3. List the details of all style used in a file.

7.9 KEYWORDS

GUI [Graphic User Interface] basic idea of GUI is to show user there working area on which they can perform various functions.

MS is short form used for Microsoft.

PPT [Power Point Presentation] extension is used for MS PowerPoint files.

7.10 QUESTIONS FOR DISCUSSION

1. What is task pane?
2. Differentiate between research task pane and search task pane.
3. Write a note on clip art task pane.
4. How to use mail merge task pane to create an e-mail? Explain in steps.
5. Explain all the additional task pane.
6. What do you understand by style task pane? Explain with supporting diagrams.

Check Your Progress: Model Answer

1. MS Office 2003
2. Left corner of window
3. Quick access to frequently used programs
4. View tab
5. Icons

7.11 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

8

WORD PROCESSING AND MS-WORD

CONTENTS

- 8.0 Aims and Objectives
- 8.1 Introduction
- 8.2 Features of Word Processor
- 8.3 MS-Word A Powerful Word Processor
 - 8.3.1 Starting MS-Word [Four Methods to Open MS-Word]
 - 8.3.2 Chief Elements of MS-Word Window
 - 8.3.3 File Operations in MS-Word
 - 8.3.4 Using Help Online, Customizing Office Assistant
- 8.4 Let Us Sum Up
- 8.5 Lesson End Activities
- 8.6 Keywords
- 8.7 Questions for Discussion
- 8.8 Suggested Readings

8.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Use MS Word proficiently
- Use different features of MS Word
- Know about MS Word's tools and menus
- Become aware about MS Word file types and file manipulation

8.1 INTRODUCTION

Word processing is a software program that allows its user to make text files. Text processing is far more than just text. It encompasses a vast variety of tools and functions to facilitate its user to:

- Create files
- Update files
- Delete files

Word processor programs enable us to create, delete, manipulate, store, retrieve and print files. A file created in a typical word processor is called a "document". These programs help us not only to type a file but it also helps in correcting wrong words.

we can have a variety of fonts, we can copy part of text without retyping it, we can insert figures, pictures, special character, etc.

These all features of word processor make it a very strong tool for office automation because it substantially reduces the effort for creating a new document.

8.2 FEATURES OF WORD PROCESSOR

Word processor programs enable us to create files containing text, pictures, graphs, tables, special text, etc. These all features are not available in traditional manual typewrite. To use word processor a user does not need to acquire any special skills. User with limited computer knowledge can also use the word processor program easily.

The following are the features of word processor program:

Typing

All word processor allows their users to insert any kind of text in a working area of text processor. In any text processor, there is no limit to add text in a file. We can copy text to any part of a file. We can create paragraphs. We can also delete or move any part of the text. Cutting a part of the text is a different operation of file manipulation and copying a part of text is a different operation.

We can copy a part of text many times within a file or in any other file also. But if we cut a part of text, we can only paste it once in any part of a file or any other file.

Saving

All text processor allow their user to save the work on any part of the hard disk [HDD]. The saved work is called document. If we try to exit text processor without saving the file content then text processor prompts its user to save the work. If there is an event like power failure then most processor allows their user to recover the lost progress.

Adding, Removing and Applying Text [Find and Replace Operation]

This operation of a word processor allows you to change any string with another string. Once this option is chosen then it is applicable to entire document currently typed. For example, if you wish to change string "ram" with "Rama" then in find box you will type "ram" and in replace box you will type "Rama" and then press ok to see the changes in entire current document "ram" will get replaced with "Rama". This whole process is done automatically, no manual interference is required.

Change Style

Every word processor program is loaded with a variety of styles and font, we can choose any of it as per our requirement.

Spell Check of Words

This feature of word processor notifies user on the event of spelling mistake by underlining the mistaken word with red colour. It also notifies the grammatical errors by underlining them in green colour. Although we can ignore the spelling mistake or grammatical errors but it is always strongly recommended to correct.

Header and Footer

This function allows user to add details to a document. Header and footer note are used for adding details to a page. Header and footer note are water mark effects that

cannot be removed. Header note is displayed at the top of a page whereas footer note is at the bottom of a page.

Numbering and Bulletins

This function is used for making points and keeping track of them. By using this method, we create emphasis on a specific line or sentence. Sentences with bulletins will display a mark at the beginning of sentence with no number on it.

Insert Pictures, Tables and Graphs

Every word processor program allows us to insert pictures, table, graphs, etc. to make document more interactive. We can insert pictures by browsing it on HDD. We can add 3D tables and graphs to show how data differs.

Print Preview

This function of word processor allows us to view the final picture of document about to get printed. This is very unique and important feature of word processor. If user is not satisfied with the look or any other thing related to document, he can always go back to page and make necessary changes.

Mail Merge

Mails merge option is used for creating e-mails. By using this function, we can send documents to through e-mails.

Macro

We can create macro for certain type of repeated work. All we need to do is to insert macro in place where retention is necessary. Hence it saves a lot of typing time.

8.3 MS-WORD – A POWERFUL WORD PROCESSOR

MS Word a most commonly used text processor. It allows you to create documents far more than a plain text. What makes it so powerful is its simplicity, clear GUI and interface. For working on MS Word no one need any special training we can learn it on trail and error basis. The first edition of MS Word was released on 25th October 1983. Ever since MS Word is the most commonly used word processor. By focusing on the following points, we can understand why MS Word is most powerful word processing tool.

Saves Time

MS Word have a lot of tools and methods to make document quickly. We can copy text from anywhere in MS Word and can modify the same text as per requirement. Tools and function support in making document look more professional. Using MS Word is much faster and efficient method of creating documents.

Quality

MS Word is capable of creating error free documents so the quality of document cannot be questioned as far as errors are concerned. Spell check and grammar check are features that enforce quality.

Enhance Document Appearance

In MS Word, there are many formatting tools that are used for enhancing the appearance of a document. Like we can use various fonts, frames, colourful fonts, images, etc. to make a document look more decorated.

Allow Sharing of Document

We can share a document over internet, with friends, in office and anywhere we think. MS Word is supported by most of the OS so it makes it easy for us to open and read file without being worried about readability. We can also send MS Word files through e-mails and other digital mediums.

Security

MS Word offers strong security features in order to protect documents. MS Word has password protection to invoked security. By using password, we can prevent the document from unauthorized access.

8.3.1 Starting MS-Word [Four Methods to Open MS-Word]

To open MS Word is very simple, all you need to do is to click on start button-> then select all programs -> then click on MS office, there will be many programs under MS office package. Select "Microsoft Word" double click or press enter to open MS Word. Other than this there are few more methods available to open MS office:

Method 1

Click on start button type [word] without bracket in search box. Select "Microsoft word".

Method 2

Open window dialogue by pressing window key and "R" key together. Type [WinWord.exe] in run dialog box. Remember this method is case sensitive. To have successful output type it exactly like as it's mentioned above.

Method 3

Right-click on an empty area of the Windows 7 desktop. Hover the mouse pointer over "New" in the menu that appears. Click "Shortcut". "Type or copy and paste "C:\Program Files\Microsoft

Method 4

Click start menu select "All programs" point on Microsoft Office select "Microsoft Word". Double click or press enter to open MS Office.

8.3.2 Chief Elements of MS-Word Window

There are various window elements in MS-Word. Each element has a specific task. Each tool has its own role in document formation.

Title Bar

This bar is used for showing the title of document. Title of any document is the name given at the time of saving the file. If document is new or we have used no name while saving the file then title bar will show "untitled document".

Control Buttons

Along with title bar there exists control button to close or to minimize or to maximize the window. Maximize option will open window to display size.

Menu Bar

Using these drop down menus, we can do a lot of task like to save a file or to open a file or to print a document, etc. These drop down menus will also have standard formatting options also.

Standard Toolbar

This toolbar exists **just below** the menu bar. It is a **tool bar containing** standard file operations like **open new file, browse folder, search, caps or lower case alphabets**. Using this toolbar is **easy** and is a quick alternative of **drop down menus**.

Formatting Toolbar

This toolbar is used for **formatting text**. By using this toolbar, we can **change font, font size, make paragraphs, justify text (left, right or centre), etc.**

Workspace

Workspace is the **actual working area** of MS Word that we use for **inserting text**. Working area is located at the **centre** containing **blinking cursor** that moves as we type.

Status Bar

Status bar is used to **display** the current status of document. This bar is at the **bottom** of word window. This bar displays **useful information** like **word count, page count, language of document, etc.** This tab is particularly **helpful** when we want to keep the track of document status.

Scroll Bars

Scroll bars are the **horizontal and vertical rulers**. These **scroll bars** help you to **traverse** through a document. The **size of a scroll bar** **increases** the number of pages in a document.

Task Pane

Task pane window is used for **providing quick solutions**. Task pane is at **right most** corner of window.



MS Word Window Classic Style

Component	Functionality or Purpose of the Component
Menu Bar	Contains File, Edit, View, Insert, Format, Tools, Table, Window and Help menus.
Standard Toolbar	Contains icons for shortcuts to menu commands.
Formatting Tool Bar	Contains pop-up menus for style, font, and font size; icons for boldface, italic and underline; alignment icons; number and bullet list icons; indentation icons, the border icon, highlight and font colour icons.

Contd...

Ruler	Ruler on which you can set tabs, paragraph alignment, and other formats.
Insertion Point	Blinking vertical bar that indicates where the text you type will be inserted. Don't confuse the insertion point with the mouse I-beam. To move the insertion point, just click the mouse where you want the point moved.
End-of-File Marker	Non-printing symbol that marks the end of the file. You cannot insert text after this mark.
Selection Bar (Gutter)	Invisible narrow strip along the left edge of the window. Your mouse pointer changes to a right-pointing arrow when it is in this area. It is used to select a line, a paragraph, or the entire document.
Split Handle	Double-click to split the window in two (to view different portions of the same file). Double-click to return to one window.
Status Bar	Displays page number, section number, and total number of pages, pointer position on page and time of day.
Task Pane	Displays and groups commonly used features for convenience.
Office Assistant	An animated character that can provide help and suggestions. There are multiple characters to choose from, and it is possible to turn the Office Assistant off.

Displaying and Hiding the Toolbar

Method 1

To show or hide the toolbar take the following steps:

- Open MS Word.
- Click on "View Menu" (drop down menu).
- Click on the check box that you want to display.
- Uncheck those toolbars that you wish to hide.

Method 2

- Open MS Word.
- Right click on the menu bar or toolbar depending on version.
- A pop-up menu will appear.
- Now select the toolbar that you want to display and uncheck those you want to hide.

8.3.3 File Operations in MS-Word

File operation encompasses a vast variety of operations that one can perform to gain maximum performance. File operations are as follows:

New

This operation lets you create new file. When we select the new option we get black template. If you made any changes in other file, it will get removed and settings will return to default.

Open

This option will let you browse the file saved on any location of hard disk. Using this operation, we can access external drive also like pen drive, etc.

Close or Exit

This option is used to close a currently open file. Using cross button, we can close currently open file.

Save

By using this option, we can save file on any location of computer. Save option by default saves file in “My Document”. We can choose any location by browsing the folder. In save file option, there are two option “Save” and “Save as”. Save as is used for saving file for first time. When we select save as option to save file, then it displays one pop-up window asking you to give some name to the file. From this pop-up window, we can choose the location or a specific folder to save a file. Whereas “save” option is used to save the recent updates made in a file.



Dialog Box to Save File

Cut

By using this option, we can cut a part of text. Ctrl + X is a shortcut key used for cutting a part of text. Ctrl + V is the shortcut used for pasting the same text later in any part of the current document or any other text file. When we use cut option to cut a part of the text then this operation takes hold in the memory temporarily. Once the text is pasted then it cannot be pasted again. And if system failure occurs then cut, paste goes back to its original file.

Copy

This option is used for copying a part of text or full text again and again. Ctrl + c is the shortcut key used for copying part of text. Ctrl + V is the shortcut for pasting the copied text. If system failure occurs [like power failure or any other unnatural cause] then copied text is washed out from memory. If copied text is not saved then the copied text will get washed out of memory.

Paste

This option is used for pasting copied or cut text to any part of the file or any other file. This option is like a transport device that transports text from one part of file to another file. Paste option is program independent. Meaning we can use Cut, Copy and Paste option in any type of file. For example, copy or cut some part of text from MS Office to Notepad.

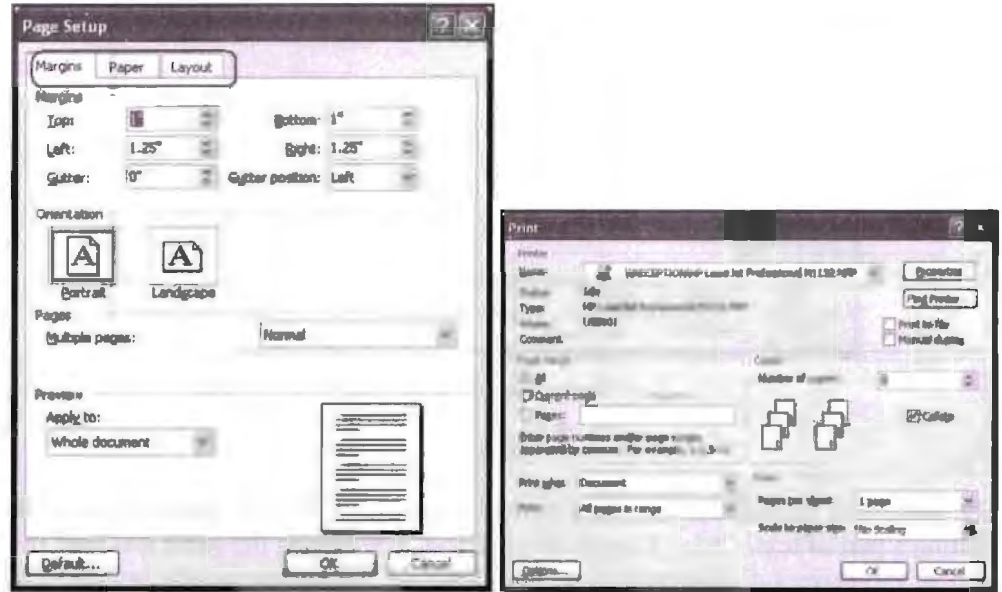
Search

This option is used for searching any file using MS Word search. The searched file will get open in new window. To search any file we can use task pane.

Print

This option of file is used for getting hardcopy of document. Ctrl + P is used for printing document. In MS Word, we have one option known as “Print Preview”, this option is used for viewing document final look after being printed without actually printing it. If not happy with current look we can always go back to the document and make necessary changes and then have the printout. We can choose to print document in various size like A4, A5, A6, etc. We can also choose to have landscape or portrait printout. Having colourful printout is also possible if you have any image or any colourful font in a document. Make sure your printer have colour ink to bring colourful printout.

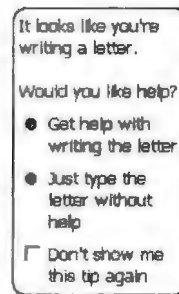
We can make various changes in printout like number of pages wanted as printout, margin, etc.



Print Dialog Box Containing Printing Options

8.3.4 Using Help Online, Customizing Office Assistant

Office Assistant is an animated character of MS Office that brings help for various topics. This office assistant was named as “Clippy”. This feature was introduced in Office 97 and got discontinued in Office 2003. However, most of the users find it annoying hence it got discontinued. Office Assistant is a function that helps us to find help regarding anything in office suite.



Office Assistant



Demonstrating Help Dropdown and Other Options

Online help is a feature of office suite to take help for various topics from internet. All the office suite programs have their own help function but if you are looking for some very specific solution then you can take online assistance. For example, if you want to insert picture in a word document then you can browse internet to see the process and steps involved in inserting a picture in a document. Remember that using help search you can only browse offline help and for further references help browser will redirect you to internet by itself. Online assistance is very helpful feature of office suite for beginners. To get instant help in MS office press shortcut key.

Check Your Progress

Fill in the blanks:

1. MS Word is _____ tool.
2. _____ is the extension used for MS Word file.
3. _____ menu is used for creating new file.
4. Spelling check is _____.
5. Status bar displays _____.
6. _____ key is used for instant help.

8.4 LET US SUM UP

- In this lesson, we have seen what is MS Word what are the different menus of MS Word how to use various tools and menus of MS Word.
- We have seen various file operations possible in MS Word. MS Word is a text processing tool having variety of tools to make professional documents.
- The use of MS Word does not require any special skill, a user with basic computer knowledge can easily work on MS Word.
- MS Word has strong online support to troubleshoot its users MS Word related problem.
- You can print your document in Word by specifying your own specifications.

8.5 LESSON END ACTIVITIES

1. Create an MS Word document in all possible ways.
2. Perform all file operations on document.
3. Try printing your document in landscape mode.

8.6 KEYWORDS

.DOC extension of MS Word file.

GUI display area in which user makes entry and performs processing.

HDD is short form of Hard Disk Drive.

3D is short form of Three Dimension.

Ctrl is a key present in keyboard used for word processing and it stands for control.

A4, A5, A6 are sheet types used while printing a document.

F1 shortcut key is used for help in word.

8.7 QUESTIONS FOR DISCUSSION

1. What is MS Word? Explain.
2. Compare other word processing tools with MS Word.
3. Explain the steps involved in process of printing.
4. What do you understand by file operations? Explain.
5. Explain significance of help in MS Word.
6. How to save a document? Explain.
7. Write a note on hiding tool bar.
8. Explain all the elements of MS Word with diagram.

Check Your Progress: Model Answer

1. Text editing program
2. .txt
3. File
4. Spelling validation
5. Current state of MS Word window
6. F1

8.8 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With *Introductory Concepts and Techniques*, you'll gain a better understanding of Microsoft Office Manager

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

9

TEXT FORMATTING AND DOCUMENT FORMATTING

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9.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Learn about text formatting
- Explain the significance of text formatting
- Discuss how to do text formatting?
- Describe how to insert text and how to perform text manipulation?
- Discuss the significance of spelling check and grammar check
- Explain the various features of advance text formatting

9.1 INTRODUCTION

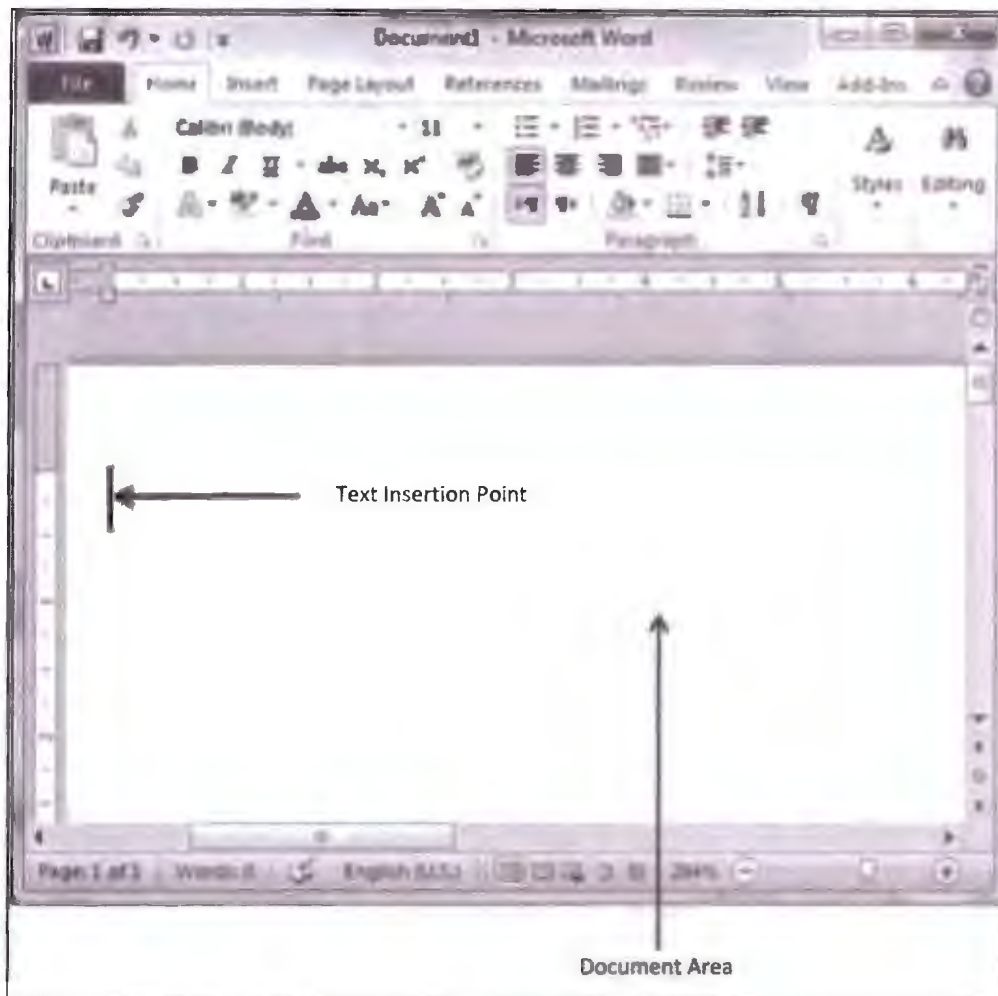
Formatting text or document stands for making changes in default settings. Tool bar have both text formatting and document formatting tools. These tools help us to design document more efficiently. Text formatting is used for making changes in written content whereas document formatting is for making changes in document appearance. Formatting helps us to make things look different from usual.

9.2 TYPING THE TEXT, SELECTING TEXT WITH A MOUSE, DELETING TEXT AND RESTORING THE DELETED TEXT

9.2.1 Typing the Text

To insert text in a MS Word document is easy all you need to do is to open MS Word. Take the following steps to insert text in MS Word:

- Click on start
- Point on all “All Programs”.
- Select MS Office.
- Point to MS Word.
- Press enter or double click to open MS Word.
- Once MS Word get loaded then you will see MS Word GUI with menus, toolbar and a blank page with a blinking cursor on it. This linking cursor is called “Insertion Point”. From this place, we start entering text in a MS Word document.



MS Word Window Showing Text Area

There are a few things need to be kept in mind while entering text in a document, first is that you need to press enter key to start a new line in MS Word, the text processor will automatically take you to new line once it will reach the end of the document.

Second is to use tab key when you want have more then one space between two letters. Through this way you can align text later much efficiently.

9.2.2 Selecting Text with a Mouse

To select text using mouse all we need to do is to drag the mouse with holding click button to select the text. To select text all we need to do is to open MS Word, then open a file containing some text or create a file containing some text. By selecting text, we can do many tasks at once like

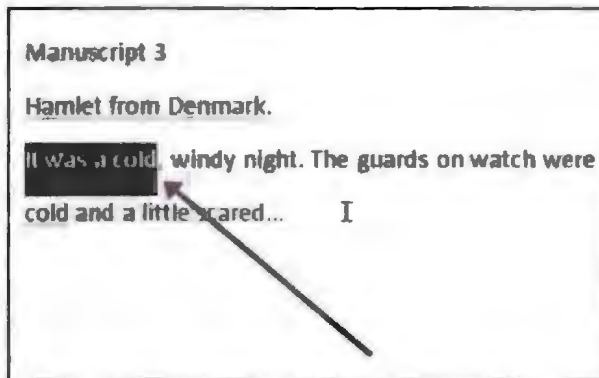
- Remove part of the text at once instead of using back space again and again.
- Can copy or cut some part of text by selecting.
- Can move text from one page to another.

To select the text is easy and a very common task in word. All we need to do is a bit of practice to achieve perfection. When we perform text selection using a mouse then mouse icon changes from aero to "I beam" icon.



Changed Cursor in MS Word

Now all we need to do is to click hold the mouse pointer to select text. Drag the mouse pointer till the point you want to make text selection. And release the mouse click when you are done. We can also use mouse aero keys to select text. Once you are done with selecting of text as per requirement then perform required formatting. Remember that if you click anywhere on the working area of MS Word while selecting text then the selected text will return to normal text and you need to select the text again to apply these changes.



Highlight Text Selection Example

Here are a few easy selection techniques for mouse lovers:

- To select a word, double-click it.
- To select a single line of text, click in the left margin next to the line.
- To select a sentence, hold down [Ctrl] and then click anywhere in the sentence.
- To select a paragraph, click three times in the paragraph. Alternatively, click twice in the left margin next to the paragraph.
- To select the entire document, click three times in the left margin.

9.2.3 Deleting Text

This is one of the most common techniques used for removing content of document. We delete the text when some mistake occurs. You can delete the text using back space key. When you use back the space key to delete text then one character at a time gets removed. This method of deleting text is very easy and safe. This method is safe because user carefully removes the text character by character.

But when we want to delete a large amount of text then using the back space can be very time taking. In such cases, it is recommended to select a part of text that you wish to remove and then press delete button. By using this technique, we can remove a large amount of text at once.

Use the above stated method to select text in order to perform group delete operation.

Key deletion method
Backspace Keep the insertion point just after the character you want to delete and press the Backspace key. Word will delete the character immediately to the left of the insertion point.
Ctrl + Backspace Keep the insertion point just after the word you want to delete and press Ctrl + Backspace key. Word deletes the whole word immediately to the left of the insertion point.
Delete Keep the insertion point just before the character you want to delete and press the Delete key. Word deletes the character immediately to the right of the insertion point.
Ctrl + Delete Keep the insertion point just before the word you want to delete and press Ctrl + Delete key. Word deletes the word immediately to the right of the insertion point.

Select and Delete Methods
Deleting text between two points Click at the start of the block of text, hold down the Shift key, and click at the end of the block to select the portion of text and finally press either the Backspace key or the Delete key.
Deleting a single word Double-click anywhere on the word you want to delete and finally press either the Backspace key or the Delete key.
Deleting a paragraph Triple-click anywhere on the paragraph you want to delete and finally press either the Backspace key or the Delete key.
Deleting a sentence Hold down the Ctrl key and click anywhere in the sentence you want to delete and finally press either the Backspace or the Delete key.
Deleting a column of text Hold down the Alt key, click and hold the mouse button, and drag over the column you want to delete and finally press either the Backspace key or the Delete key.
Deleting a line Bring your mouse in the selection bar area and click in front of the line you want to delete and finally press either the Backspace key or the Delete key.
Deleting entire document content Press Ctrl + A keys to delete the entire document and finally press either the Backspace key or the Delete key.

9.2.4 Restoring the Deleted Text

To restore the accidentally lost text we perform undo operation in MS Word. Undo or redo operation is applicable to all window base application. This method will undo the last operation done. This is how we can bring back the lost text in word document.

In MS Word, we have two methods to restore text. This method is particularly helpful when we loose some urgent data. If there is a case of system failure then restoring text is not possible. Methods for restoring text:

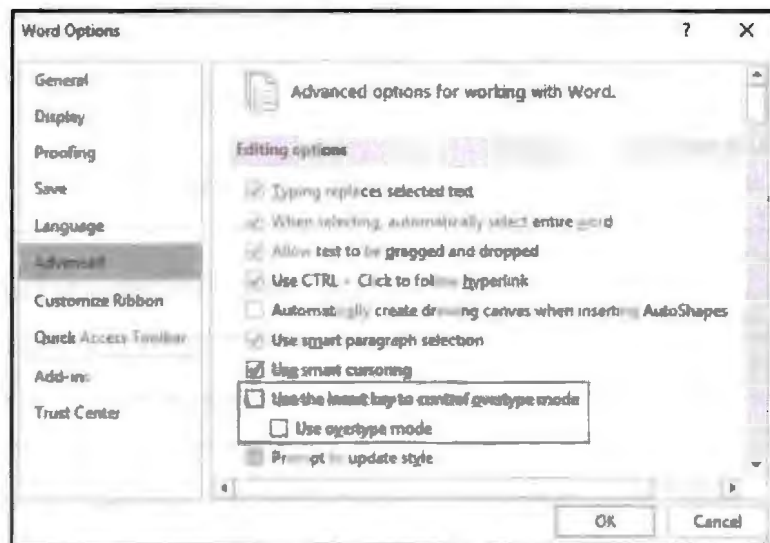
- Ctrl + Z are the shortcut keys used for restoring text.
- Click on Edit drop down menu then select undo option to restore lost text.
- Open recycle bin, find your lost document. Right click on document and then select "Restore" from properties pop-up menu.

9.3 TYPING OVER THE EXISTING TEXT

Insert key on the keyboard allow us to replace text as we type. To make insert key work like this we need to set it up in "Word advanced option" and check "overtyping mode".

When we type text in overtype mode in word to the right of the insertion point, we type over the previously typed text. To invoke over type mode take the following steps:

- Open MS Word
- Choose file drop down menu.
- Select options from file drop down menu.
- In word option dialog box select advanced.



MS Word Advance Text Selection Dialog Box

9.4 UNDOING/CANCELLING THE LAST ACTION AND REDOING/REPEATING THE LAST ACTION

Undo and redo are two options available in word to repeat the most recent activity or to undo the most recent activity. Both options will perform the same task but in opposite order, like redo will bring back the text recently added in a document

whereas undo will delete the text recently added in a document. Deletion or addition of text will be done in the same order in which they are added in a file.

To perform redo or undo there exists two buttons on title bar. It looks like bended arrow just click on those button respectively to perform the action required.



Redo and Undo Buttons

To see how redo and undo work type some random text in a blank document and then click redo and undo button. Redo button will repeat the same text recently typed whereas undo will delete the text recently added in a document.

In MS Word, we have a shortcut key combination to perform redo and undo operations. To undo the previous action we use ctrl + z and for redoing the previous action we use ctrl + y shortcut key combination. Remember that if last action was undone then ctrl + y redo will not work.

9.5 FORMATTING FONT

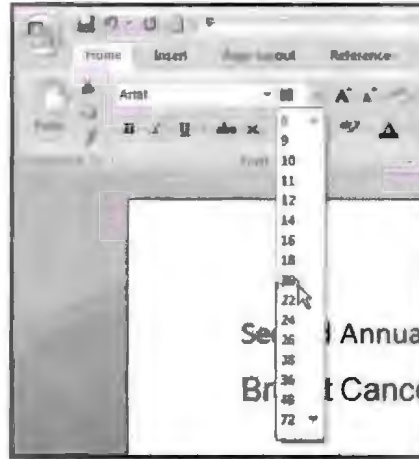
Formatting text is about changing the default appearance of text content. While we format text we actually format font, and formatting is done only for current document. When you start a new document then the previously formatted settings will disappear and word will again display default settings only. Once you format the font then it is applicable to entire document although you can also format specific part or character or letter also. Under font formatting, we will focus on the following topics:

- Formatting font size
- Formatting font colour
- Formatting font style
- Turning font into bold, italic or underline
- Formatting font case
- Aligning font

9.5.1 Formatting Font Size

Formatting font size is about increasing or reducing the font size. You can change the font size for entire document or for some specific part of text. By default font size in a new document is eleven.

- To change the font size select text you want to modify.
- Click on the number dropdown to select size.
- Size drop down is along with font style.
- Choose the number as per requirement.
- Press enter to see the changes.



Text Size Drop Down for Reducing or Increasing Text Size

9.5.2 Formatting Font Colour

The default font colour is black though we can change the font colour to add more decoration to a document. Font formatting option is available in the formatting toolbar. To modify font select the text that you wish to change, now click on font colour box drop down select colour from drop down. The moment you select colour, text processor will change the colour of the selected font that time itself. We can choose various colours in one document there is no limit for colour modification.

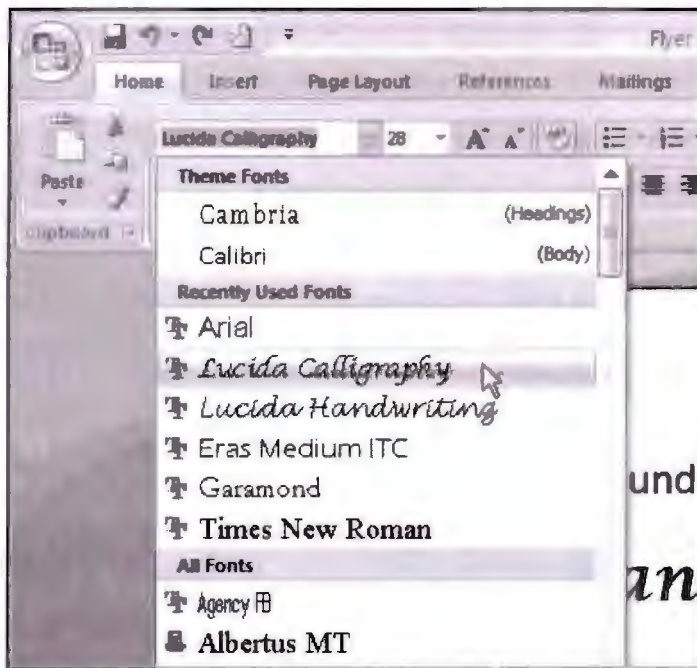


Colour Selection Drop Down

9.5.3 Formatting Font Style

Formatting font is used for changing font style. To format font take the following steps:

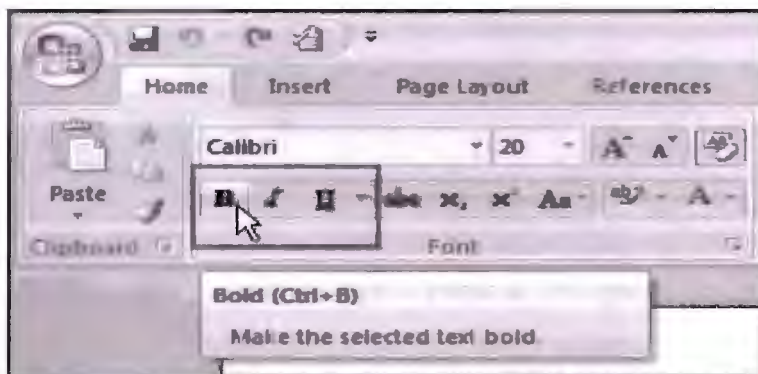
- Select text you wish to modify.
- Click on font style box to change font style.
- Select one font style that suits your requirement.



Font Selection Drop Down

9.5.4 Turning Font into Bold, Italic or Underline

To change font in **bold**, *italic* or underline select text that you wish to modify. When we make the font **bold** it looks thicker and darker, when we modify font in *italic* style then the text looks a bit stretched, and when we make font underline then text will have line under it. We can make text **bold**, *italic* and underline all at once whereas we can choose one option only.



Font Style Buttons

9.5.5 Formatting Font Case

To modify font case select the text you wish to change. When we modify font case we actually change front from **capital** to **small** or **small** to **capital**. To change the font case click on "change case option". Select one from the following:

Sentence Case

This option will turn the **entire** text line by line removing all tabs and paragraph.

Lowercase

It will turn the **entire** selected text in small character.

Uppercase

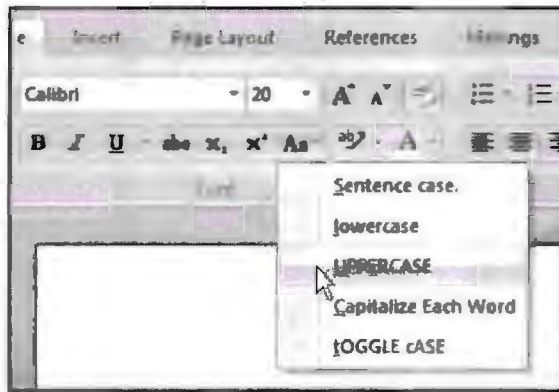
This option will turn **the entire** selected text into capital letters.

Capitalize Each Word

It will turn the first **character** of a word into capital.

Toggle Case

It will turn the selected **text's** first character in small and rest all will remain capital.



Text Case Drop Down

9.5.6 Aligning Font

Select the text that **you wish to align** select one **option** from the paragraph group, choose one **option** from the available four options. Available options to align paragraph are as follows:

Align Left

This option will shift **entire** selected text to the left margin.

Align Right

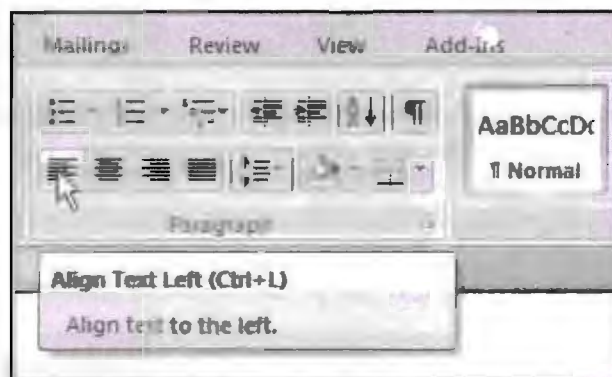
This option will shift **entire** text to the right margin.

Align Centre

This option will arrange **text** in centre of working area.

Justify

This option will arrange **text** in equal distance from left and right.



Text Alignment Drop Down

9.6 CUSTOMIZING SPELLING CHECK

Customizing **spelling check** is a feature of MS Word that allows you to create spellings of your own. When you customize **spelling check**, you actually add word to the dictionary of MS Word.

Why we need to **customize spelling check**? We need customization of **spelling check** because there are **situations** where we want to use some word in a document and that word doesn't exists in a word dictionary then we need to add that word to MS Word dictionary.

What if we don't **modify dictionary**? If we do not **customize spelling check** then word processor will show the word as spelling mistake that doesn't matches its dictionary. Words that are not standard English are termed as **spelling mistake** in word.

Imagine you want to use word "Ramanand" in a word, but it is not an English standard word, so it will be displayed as a spelling error in word document.

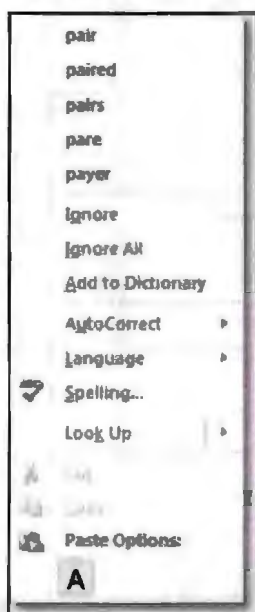
To overcome this **problem** we need to add this word to **dictionary**. It is easy to locate errors in document as they are flagged with red line under it. MS Word gives suggestion to correct error. But if you don't want to use that suggestion then you can either ignore error or can add to dictionary of MS Word. To add a word to dictionary take the following steps:

- Open MS Word.
- Create new file. Or you can choose any existing file also.
- Insert some text in a file.
- Make some deliberate mistake.
- Now right click on error word.
- Choose Add to Dictionary option from the pop-up menu.
- Now error word is a part of the MS Word dictionary.

Ignore will ignore all current spelling mistake.

Ignore all option will ignore all the mistakes in current document.

Add to Dictionary option will add word to MS Word library.

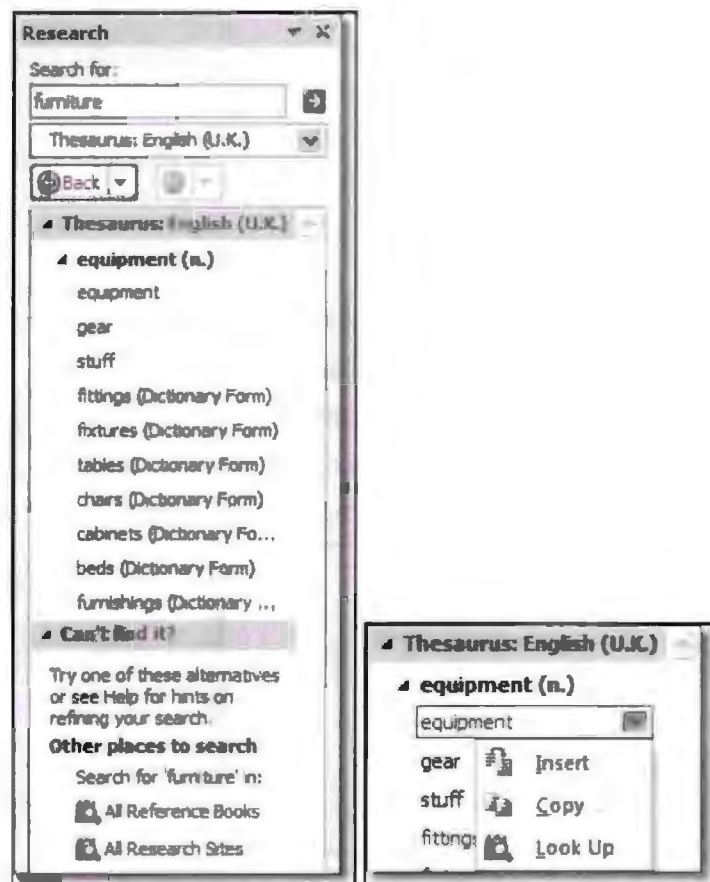


Text Option Dialog Box

9.7 USING THE THESAURUS

This is an additional tool of MS Word to find synonyms (different word with similar meaning) and antonyms (word with opposite meaning). This tool is particularly helpful when we want to create a complex document. Take the following steps to use thesaurus:

- Open MS Word.
- Insert text in file.
- Click anywhere on working area to find synonyms.
- To open thesaurus click on review menu.
- Select proofing option from review menu.
- Select thesaurus, press enter.
- Now, thesaurus task pane will start.
- You can search for to search word. This task pane will give the list of alternative word that can be used in a file.



Thesaurus Task Pane

If you had selected a word in your document, the word you select in the Research pane will replace it. If not, the word will simply be inserted into your document where the cursor was positioned.

If you want to continue your research and look up further synonyms for another word in the list, click on it. That word will be placed in the Search for box and its synonyms will be displayed in the list.

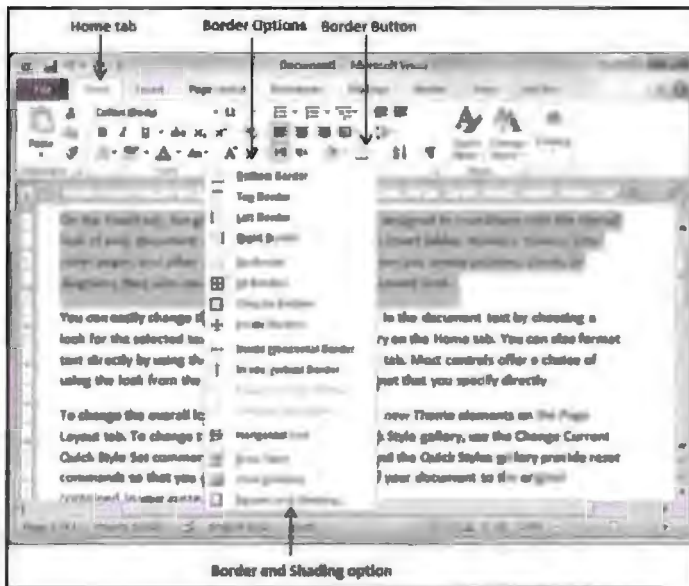
9.8 ADVANCED TEXT FORMATTING

Advanced text formatting is about enhancing the overall appearance of a document in order to make it look more professional. Under advanced text formatting, we will focus on the following topics:

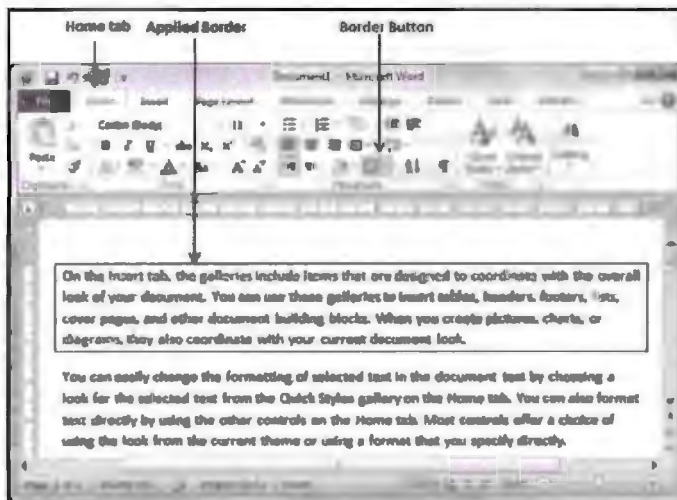
9.8.1 Using Page Border

We use page border to enhance the look of text and to create emphasis over specific text take the following steps to add border to text.

- Select the portion of text or paragraph to which you want to add border. Use any selection method to do so.
- Click on border and shading option available in formatting toolbar.
- Select one option to draw border. Select by clicking it. Try adding different border by clicking different option available.
- If you don't want border for the selected text you can undo the action or select no border option.



Border Buttons

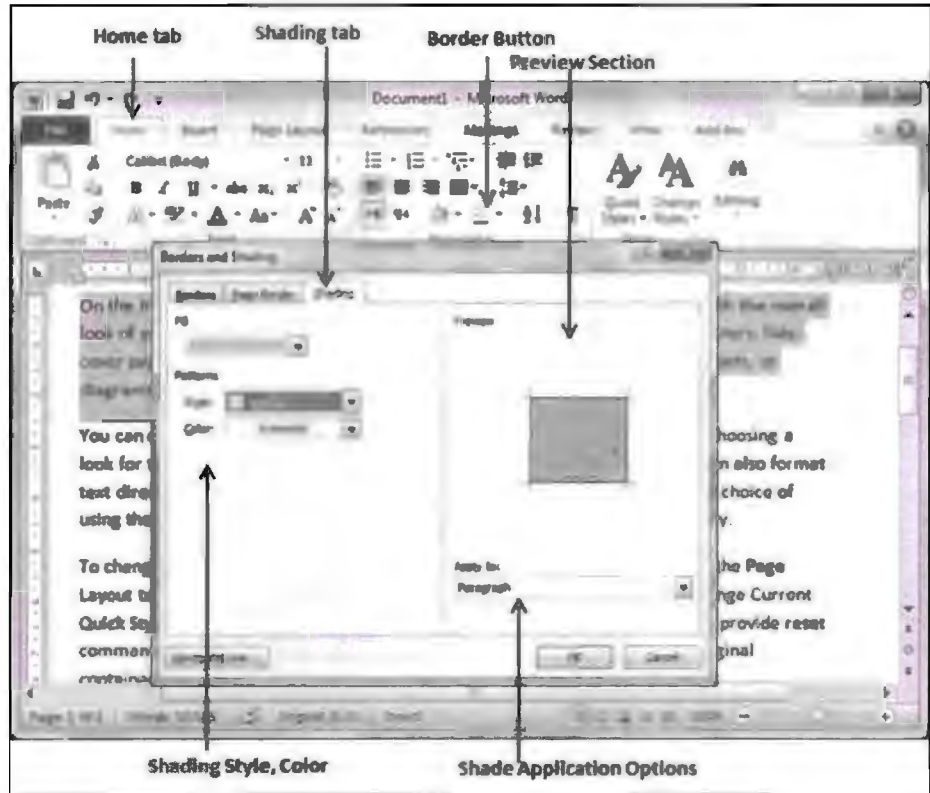


Border Button

Add Shades to Text

To add shading to text take the following steps:

- Select the portion of text on which you want to apply shading.
- Click on the border button.
- Select border and shading option available at border button.
- Click on shading tab to apply shading.
- By default “clear” is the shading style applied to text.
- Select appropriate style.
- Click on ok to exit dialog box.

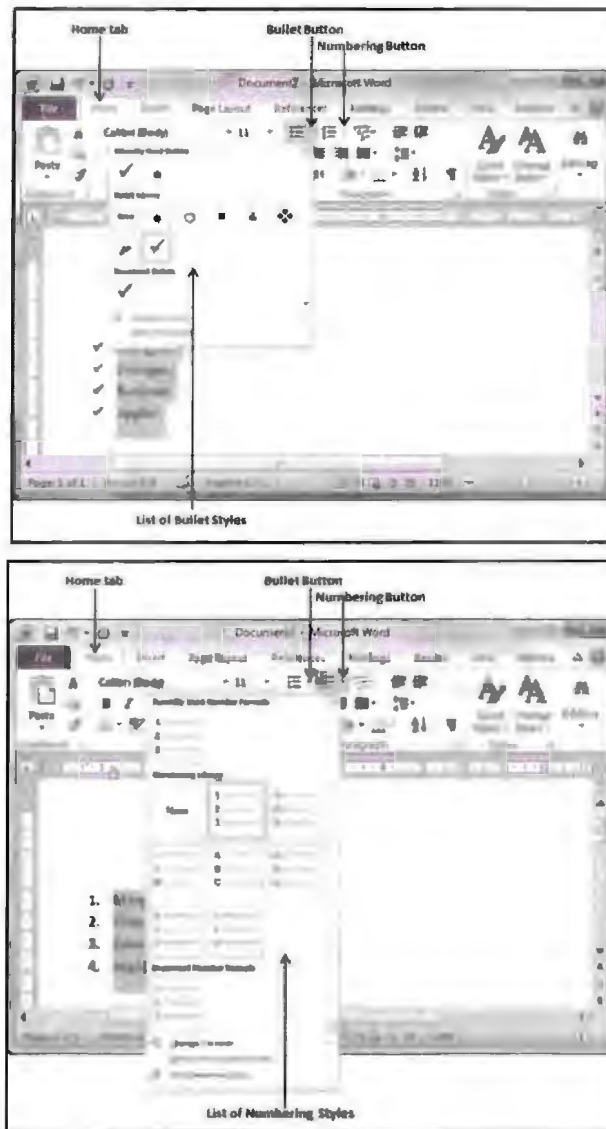


Border and Shading Dialog Box

9.9 BULLETS AND NUMBERING

In MS Word, it is very **simple to create list**. We make list using numbers or bullets in MS Word. In MS Word, lists are created using toolbar. In toolbar, there exists a tool for inserting list.

To create list first put the cursor to the place from where you want to start your list. Or you can select the text that you wish to get converted into list. Click on bullets button if you wish to **make a list without any numeric order**. Click on numbering button if you wish to **make an ordered list**. You can also **choose bullet style**. You can also choose number style (**numeric, roman, alphabetic, etc.**) in order to make efficient list.



Bullet and Numbering Drop Down

You can create sub-lists. These sub-lists are called **multi-lists**. It is simple to create sub-list; press the **Tab** key to put items in sub-list. You can try it yourself.

9.10 SETTING AND REMOVING TAB STOPS

Tab stop is term used for describing the location at which the cursor stops after tab key is pressed. This tool is used to align text using tab key. In Microsoft Word, the tab selector, also called the tab indicator, is a button to the left of the ruler that supplies the user with a variety of tab marker options. It is very common to insert tab stop in word document. You can insert tab stop before or after inserting text. Tab stop changes from section to section within a single document. Each line can have its own unique tab stop.

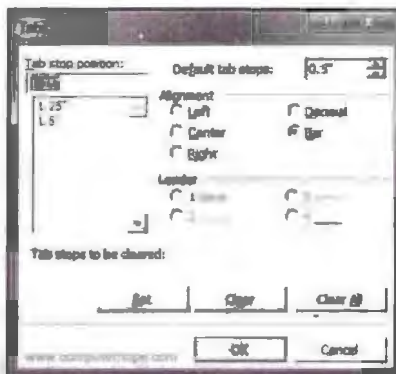
Types of Tab Stop

- Left text is extended to the right of the tab.
- Centre text is allied in middle.
- Right text is extended to the left of the tab.

- Decimal text before the decimal point extends to the left and text after the decimal point extends to the right.
- Bar a vertical bar is shown on the tab.

9.10.1 How to Create a Tab Stop?

The easiest method to create tab stop is to double-click on the ruler, this will open the tab window pop-up as shown below. From this tab window, you can specify type of tab stop and can also specify the positioning from tab window.



Tab Stop Dialog Box

9.10.2 How to Remove a Tab Stop?

To remove tabs stops in Word from the ruler for a selected line (or lines), first click into the line of the document you wish to change, or select the lines you wish to change. Next, click and drag the tab stop you wish to remove from the horizontal ruler and drop it into the document area. That will remove the tab stop from the selection.

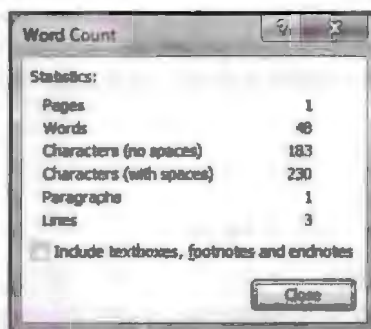
9.11 MAKING WORD COUNT AND USING AUTO TEXT

9.11.1 Making Word Count

Word count is a very unique feature of MS Word, using this feature we can keep track of words used in a document. This tool is specifically important when you have word limit to make a document. Word count is available at status bar of every MS Word window. This tool is not used very often. When we click on word count in MS Word we can see details of each and every character used.

How to Open Word Count?

There are two ways to open word count in MS Word using status bar and by using tool drop down menu. By using any of method, we get details of file we get every information about file like as follows:



Word Count Dialog Box

Using Status Bar

By this method, all we need to do is to click on “words” option available at the bottom of word window. When you click on the word option then it will display all the details of character used in document.

Using Tool Option

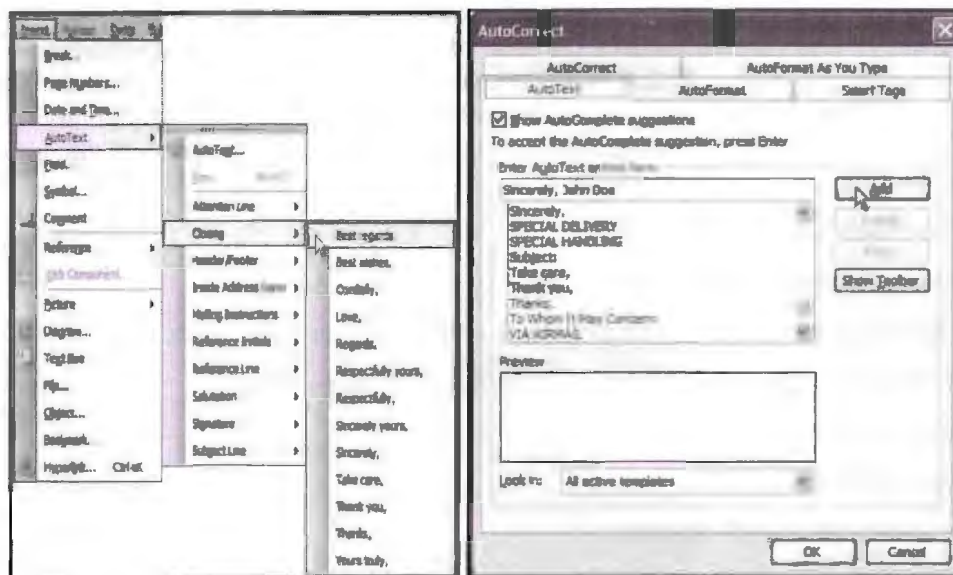
Using tool drop down menu, we can extract information about word file character usage. All you need to do is to click on tool menu and select “word count” option.

9.11.2 Using Auto Text

The auto text is a way to use some part of text that is used most often. Using auto text, we can save great deal of time. To insert auto text all we need to do is press enter to word suggestion made by auto text.

Auto text appears only when the current type text matches the library text of auto text. So in order to have your own auto text you must add phrases to auto text library. Take the following steps to add words to auto text library:

- Open MS Word.
- Click on insert menu.
- Select Auto Text.
- Click on Auto text to insert word in it.
- Enter phrase in “Auto text entry” text box.
- Click on Add button to add phrase to auto text library.



Auto Text Tab in Auto Correction

Take the following steps to use auto text in MS Word:

- Open any existing file or create a new file.
- Insert text in file.
- Insert phrase that you added previously in auto text library.
- Phrase will appear as suggestion made by auto text.
- Press enter to accept auto text suggestion.

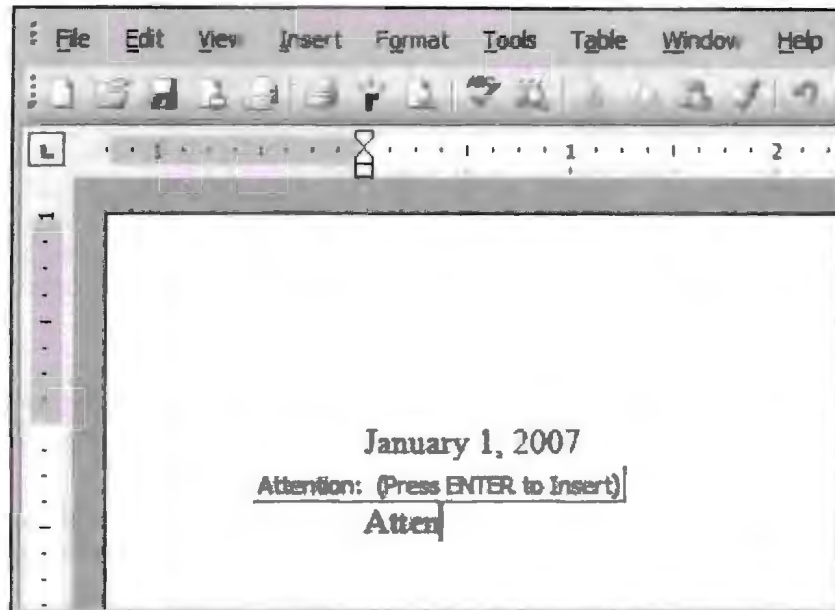


Figure Showing How Auto Text Works

Auto text option is helpful in situation where you want to use a particular word repeatedly. Imagine you work for a firm and in every document you have to use the name of firm again and again, so it is much convenient to use auto text instead of typing it again and again.

Using Autocorrect

MS Office auto correct is an automated feature that corrects spelling mistakes automatically. This method reduces the time of correction as perform correction by itself as it appears. We can disable Auto correct option by unchecking the auto correct check box available in tool menu. You can also add word to auto correct library. If you feel annoyed with auto correct option you can turn it off. To turn off the auto correct function follow the given steps:

- Go to Tools menu, select options.
- Click on "Spelling and Grammar" tab.
- In spelling area check or uncheck "check spelling as you type" check box.

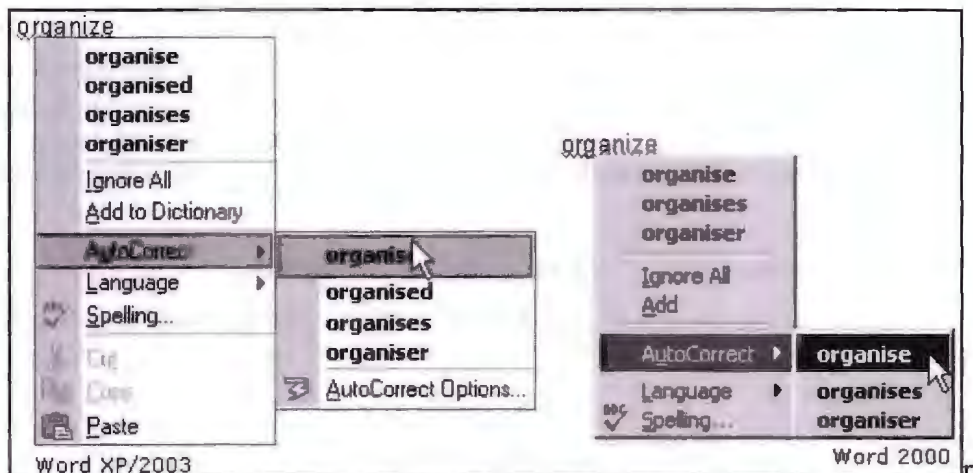
To add entries in auto correct library take the following steps:

- Go to tools menu.
- Select autocorrect.
- Click spelling and grammar tab.
- Enter a word in "replace" text box.
- In "with" text box enters the correct word that you want to get auto corrected.
- Click on Add button.
- Click on Ok to exit.



If you are doing spelling check then you can add entries through the right-click menu:

- Right click the underlined word and select "Autocorrect".
- From sub menu select the most suitable word.



Deleting Entries from AutoCorrect

To delete entries from AutoCorrect take the following steps:

- Go to the Tools menu and select AutoCorrect (Word 2000) or AutoCorrect Options (Word XP/2003).
- Click the Spelling & Grammar tab.

- Scroll through the list at the bottom of the tab and click on the entry to be deleted.
- Click the Delete button.
- Click the OK button.

9.12 HEADERS AND FOOTERS

Headers and footers are a very integral part of MS Word document. By using header and footer notes, you can add details to file and final reader will get a brief idea about content of file.

Generally header notes like the name of company or logo, etc.,

Header note appears at the top of the document page. On the other hand, footer note are placed at the bottom of page and typically displays page number. Once header or footer notes are added to a document then they are applied to all the pages of current document. MS Office has various styles of header and footer note. Take the following steps to insert header or footer notes:

For Header Note

- Open MS Word.
- Create new file or open existing file.
- Click on insert tab.
- Then click on header button.
- This option will display built-in header select any style by simply clicking it.
- All header note styles are editable.
- Type header note as per your requirement.
- Once done writing close ribbon.
- Header will appear at right corner of the screen.

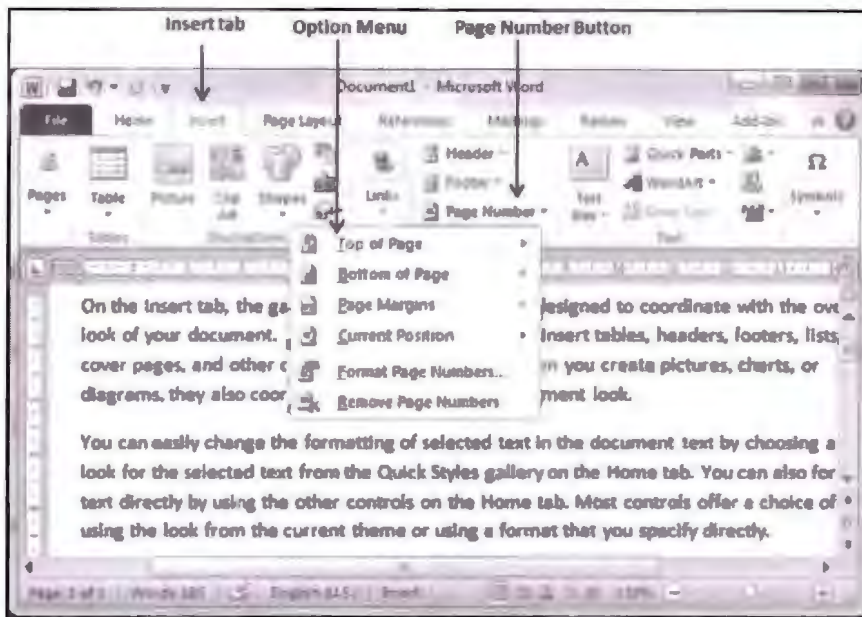
For Footer Note

For inserting footer note, the method will remain same as header note. But instead of header button click on footer button, select the style of footer note. Commonly footer note have page numbers. Footer note are also available in editable mode add details to footer note if required. Close the ribbon. We can align footer note to centre, left or right corners.

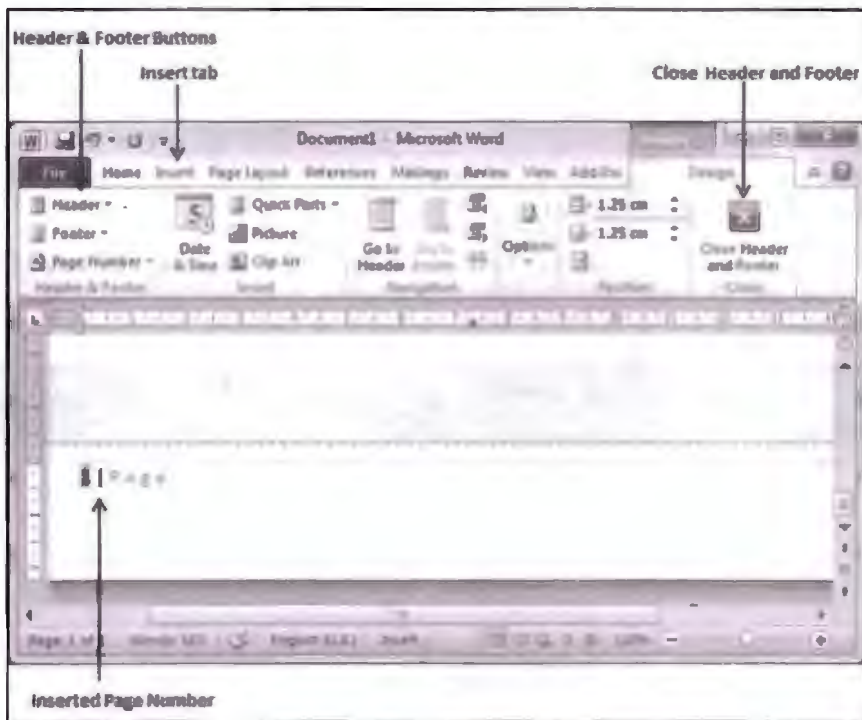
Inserting Page Numbering and Formatting the Page Numbering

You can insert page number only to a document without inserting footer note to it to do so following the given steps:

- Click on insert tab.
- Click on page number button available at header and footer section.
- You can set the page number on bottom, current, top position of document.
- Use mouse pointer to see various available options for inserting page number in a document.
- Choose style of page number from available various styles.
- Once done with applying setting close header and footer mode.
- And you will see that page number will appear at the applied position.



Drop Down for Footer Notes

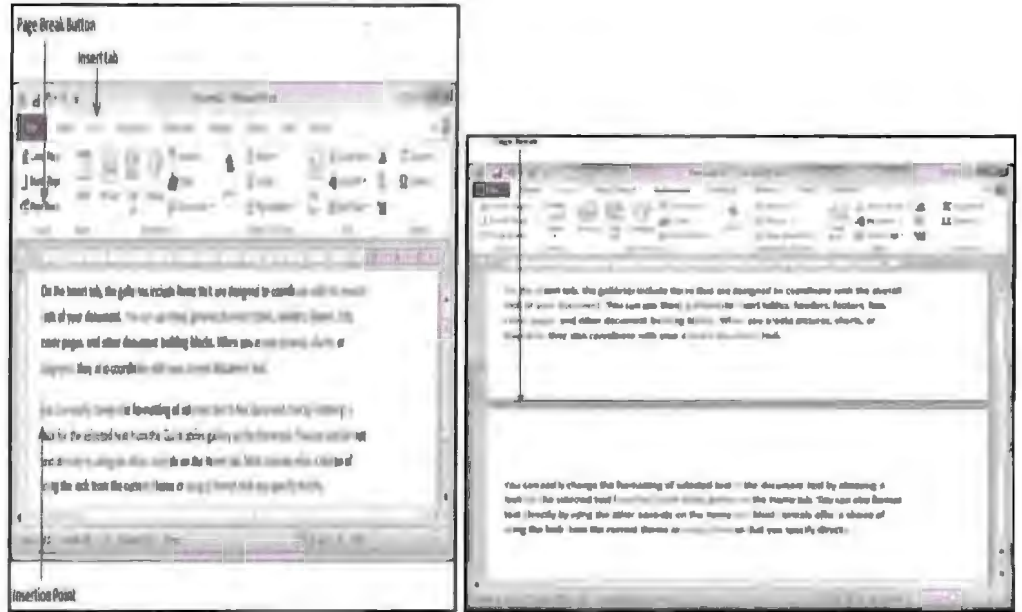


Footer Note Insertion Example

9.13 MANUAL AND AUTOMATIC PAGE BREAKS

Page break is a technique to control the end and beginning of a document. We insert page break to the point where we wish to end page. Page break is not a mandatory part of MS Word you can add and remove it. To insert page break take the following steps:

- Bring your insertion point immediately before the text that has to appear on a new page.
- Click the Insert tab, and click on the Page Break button available in the Pages group.

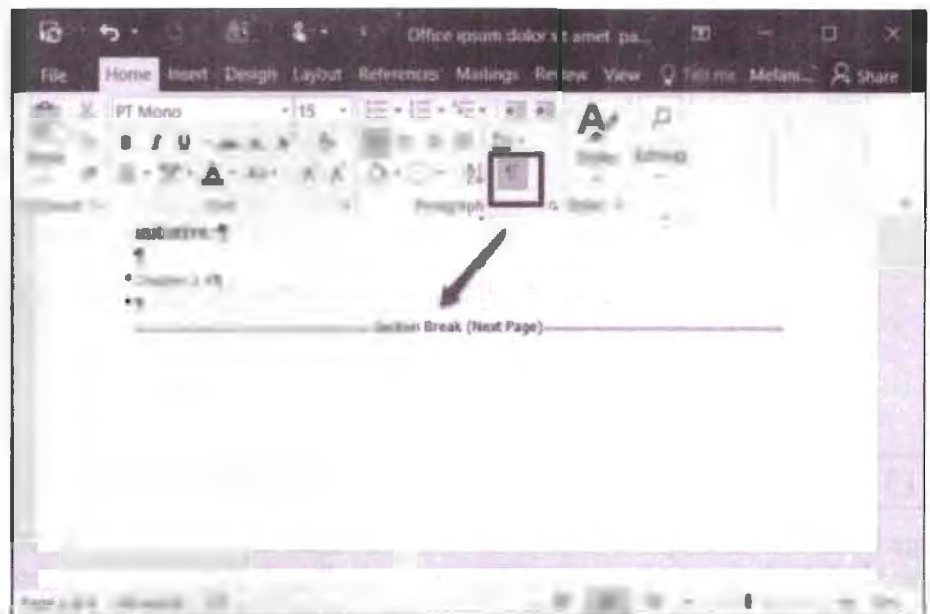


Example Showing Manual and Automatic Page Break

Word inserts a page break and moves all text after the page break onto a new page. You can also use manual method to insert page break, to do so use **ctrl + enter** key combination or use **ctrl + return** key combination at the pointed location.

To remove page break automatically and manually take the following steps. Though you cannot remove page break that word inserts, you can only remove those page break that you inserted manually.

- Click on the **Show/Hide symbol**, which appears as a paragraph mark (¶) on the Home tab. This will show hidden non-printing characters such as spaces and page breaks.



Page Break

- Double click the break you want to remove.
- Press delete. Although you can't remove automatic page breaks, you can adjust where they land and thus keep specific paragraphs or lines together.

9.14 SETTING MARGINS

Margins are **spacing between text and the edges of MS Word page**. By default, a new document's margins are set to normal, which means it has a one-inch space between the text and **each edge**. Depending on your needs, word allows you to change your document's margin size. There are five types of margin style available under margin style tab namely:

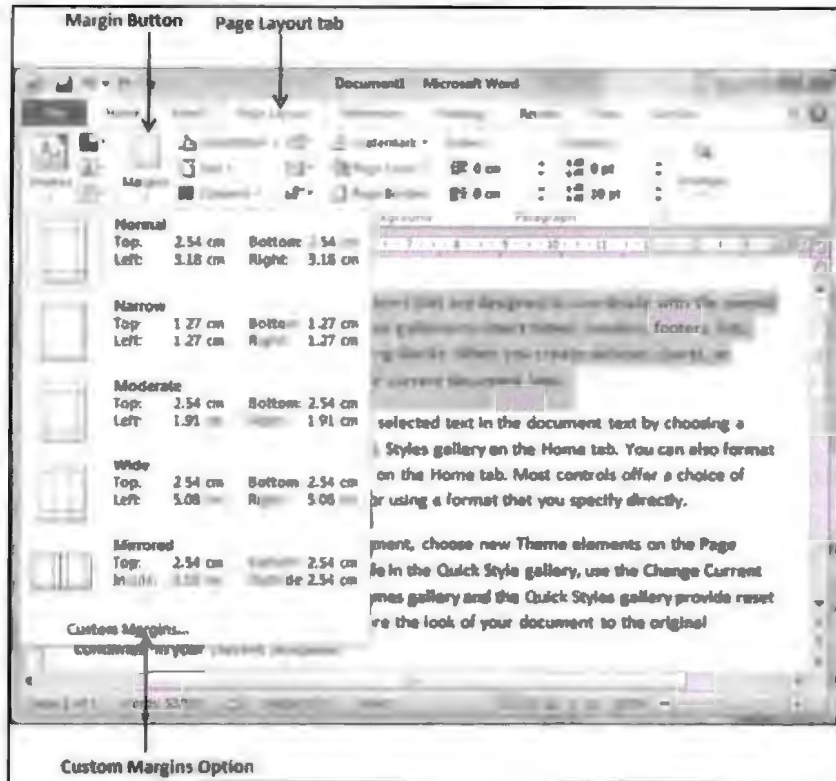
1. Normal
2. Narrow
3. Moderate
4. Wide
5. Mirrored



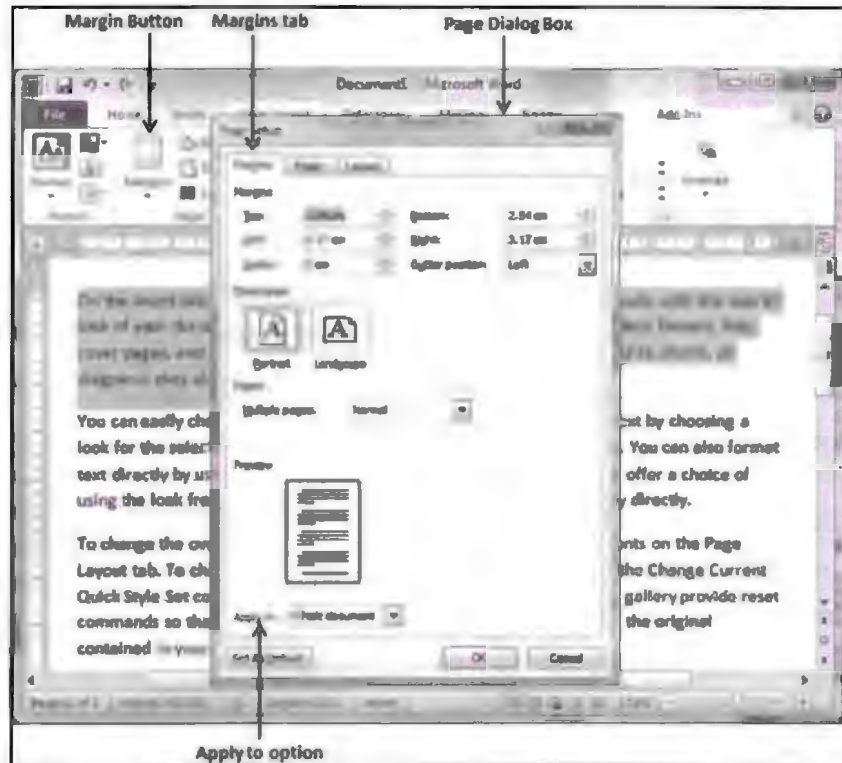
Example Showing Margin Options

Take the following steps to set margins in any word document:

- Open any **existing document** or create a new document. If you wish to apply margins to **specific part of document** then select it.
- Click the **“Page Layout tab”**.
- Now click on **“margins” button** in page set-up.
- This option will **display the list of available style**.
- If available **options are sufficient enough** select it,
- Else select **“custom margins option”**.
- Using custom margin you can control settings.
- Custom settings will open **“Page setup”**.
- By using this dialog box margin tab, we can set margin for top, left, right, bottom.
- Select **“Apply to option”** to set margin for selected text or for complete document.
- If no **specific text or page** is selected then margin settings are applied to entire document.



Margin Drop Down



Margin Dialog Box

9.15 INSERTING DATE AND TIME

Sometimes it becomes very important to insert date and time to a document. We insert date and time in document when we want to keep a track record of document creation.

MS Office has option that allows its user to insert date and time in a document. You can insert date and time to current working page or for entire document. Take the following steps to insert date and time in word document:

- Open MS word.
- Create new document or open any existing document.
- Click on insert ribbon.
- Select “Date & time option” in insert tab.

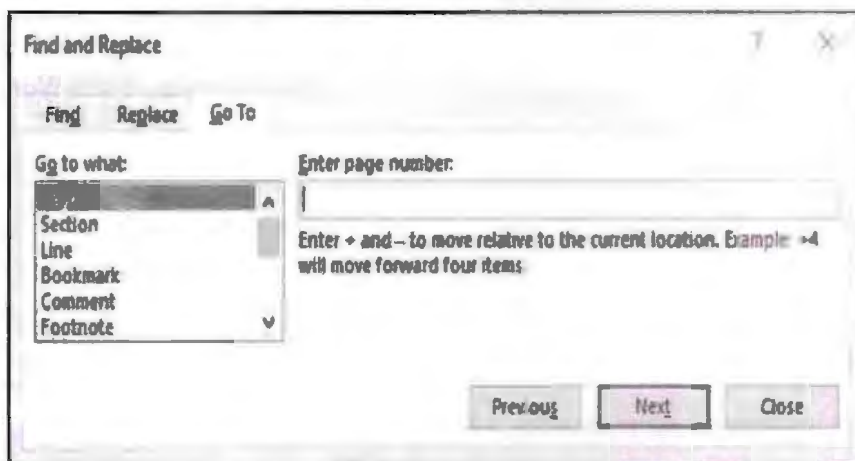
Select one option of date and time format from available options.

- If you want date and time to get update automatically then check the “Update automatically” check box.
- Once done with settings click on OK to exit dialog box.

9.16 USING GO TO

Go to is an advanced feature of MS Word that allows you to send insertion cursor to any position, page or paragraph within current document. This option gives you convenience to send cursor to any location within a document, hence it save lot of time wasted in searching. Take the following steps to use Go To option:

- Open MS Word
- Open any existing file containing some text in order to understand function of Go to option.
- Click on edit menu.
- Point on find option of edit menu.
- Click on Go To or press enter.
- Now find and replace window will pop-up. Under this window, there exists a Go To tab.
- Click on this tab.
- Now insert page number or line number or any other option as per requirement.
- Once you insert any appropriate entry then word control will take you to that position of document and hence the task is accomplished by Go To command.
- Use Ctrl + G shortcut key to open find and replace window.



Go To Tab in Find and Replace Dialog Box

9.17 CURSOR MOVEMENT WITH KEYBOARD

You can control the cursor movement with keyboard also. Though using mouse is a faster method of traversing through the document text. But sometimes there are situations where we you need to closely watch the text at that time using keyboard cursor movement is the safest option. To move cursor from one location to another arrow keys are used. This method is also known as sequential search. Because by using this technique, we go through content line by line and word by word. Following are keys and key combination used for moving through text using keyboard.

Keystroke Shortcuts for Moving the Cursor in Word

Keystroke	What It Does
Up Arrow	Moves the cursor up one line
Down Arrow	Moves the cursor down one line
Left Arrow	Moves the cursor left one character
Right Arrow	Moves the cursor right one character
Ctrl + Up Arrow	Moves the cursor upto the beginning of the previous paragraph
Ctrl + Down Arrow	Moves the cursor down to the beginning of the next paragraph
Ctrl + Left Arrow	Moves the cursor left one word
Ctrl + Right Arrow	Moves the cursor right one word
Page Up	Moves the cursor up one screen
Page Down	Moves the cursor down one screen
Ctrl + Page Up	Moves the cursor to the top of the previous page
Ctrl + Page Down	Moves the cursor to the top of the next page
Home	Moves the cursor to the beginning of the line
Ctrl + Home	Moves the cursor to the beginning of a document
End	Moves the cursor to the end of the line
Ctrl + End	Moves the cursor to the end of a document

Check Your Progress

Fill in the blanks:

1. _____ is a symbol of cursor.
2. _____ and _____ are used for text selection.
3. _____ command is used to delete text.
4. _____ key is used for removing text.
5. _____, _____, _____ are font styles in MS Word.
6. _____ and _____ are used for auto correction.
7. _____ are used for creating list in MS Word.
8. Header and footer are _____.
9. Go To command is used for _____.

9.18 LET US SUM UP

- This lesson is all about text formatting and document formatting.
- Now, we know how to apply various settings on text to modify it as per requirement.

- Now we know how to modify various font types.
- We can have various styles of fonts in document. We can also specify margins and spacing.
- We can apply header and footer note to add brief description about document.
- We can select text using mouse and can move arrow using keyboard keys.

9.19 LESSON END ACTIVITIES

1. Apply header and footer note in document. Use date as header and time and page number as footer note.
2. Make a list about MS Word features using bullet buttons.
3. Write a paragraph and align it in centre of page, make text bold, italic and underline. Keep font size 10 and font colour as red. Make all alphabets capital.

9.20 KEYWORDS

MS shortcut is used for Microsoft.

GUI display area in which users make entry and perform processing.

Ctrl is a key present in keyboard used for word processing.

Alt is a key present in keyboard used for word processing.

9.21 QUESTIONS FOR DISCUSSION

1. How to insert text in MS Word? Explain.
2. What are the different schemes available in MS Word for text alignment?
3. Explain all the methods to delete text.
4. What do you understand by redo and undo functions in word?
5. How can we increase font size and change its colour?
6. Write a note on go to statement and auto correct.
7. Write the method of applying borders in word document.
8. How to insert manual and automatic page break? Discuss.
9. How many types of margins are available in MS Word?

Check Your Progress: Model Answer

1. I
2. Mouse, keyboard
3. Delete
4. Delete
5. Bold, Italic, Underline
6. Spelling check, Grammar check
7. Bullets
8. Short Notes
9. Moving cursor to specific page

9.22 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

10

TABLES AND GRAPHICS

CONTENTS

- 10.0 Aims and Objectives
- 10.1 Introduction
- 10.2 Creating Tables
- 10.3 Calculating Numeric Data in a Table
 - 10.3.1 Adding Formula to a Table
 - 10.3.2 Cell Formulae
 - 10.3.3 Deleting Columns and Rows
- 10.4 Formatting a Table
- 10.5 Text Aligning & Formatting in Table
- 10.6 Applying Borders and Shades
 - 10.6.1 Adding Borders to a Table
 - 10.6.2 Adding Shades to a Table
- 10.7 Automatically Format a Table
- 10.8 Using Drawing & Creating a Shape
 - 10.8.1 Features of Shapes Button
- 10.9 Using Word Art
 - 10.9.1 Using AutoShapes
 - 10.9.2 Insert a Clip from the Clip Organizer
 - 10.9.3 Inserting a Text Box
- 10.10 What is Drawing Canvas?
- 10.11 Let Us Sum Up
- 10.12 Lesson End Activities
- 10.13 Keywords
- 10.14 Questions for Discussion
- 10.15 Suggested Readings

10.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Insert table
- Modify and align table
- Insert border and shades in a table
- Know about the significance of drawing and inserting shapes in a document

10.1 INTRODUCTION

Tables are the horizontal and vertical arrangement of data in which we insert information in rows and columns. The single unit in which we insert data is called cell. Columns give information about table whereas rows contain detail information.

Tables are the most convenient way to represent information. Information represented through tables is easy to read and easy to understand.

In MS Word, we can create tables and can apply a variety of settings on table. In this lesson, we will learn in details about MS Office table. We will also focus on how to insert drawings, shapes and images in an MS Word document.

10.2 CREATING TABLES

To create a table in MS Word is very easy, all we need to do is to click on the inset tab and then click on table option available in toolbar, specify the number of rows and columns required and the table will appear on working area of MS Word. Table comes in editable mode that means we can add details to table after inserting it. If table is not big enough to hold information, then you can add rows and columns manually. To insert table take the following steps:

- Open MS Word.
- Open any existing document or create a new document.
- Click on insert tab.
- Click on table button.
- Click on small squares. Horizontal squares are for columns and vertical are for rows. These small squares are actually responsible for creating table in current document.
- You can select style for table by clicking on "Table style button". View gallery of table style and select one that suits your table most. This is an optional step if you don't choose any style for table then the table too will appear on current working page or wherever the cursor is placed.
- In create table, there are two more options available on create table button to create the table namely:
 - ❖ *Insert table*: Allows you to specify number of rows and columns manually. You can also specify the width of columns by yourself.
 - ❖ *Draw table*: Allows you to create table by dragging mouse. This table will only have one row by default.

10.3 CALCULATING NUMERIC DATA IN A TABLE

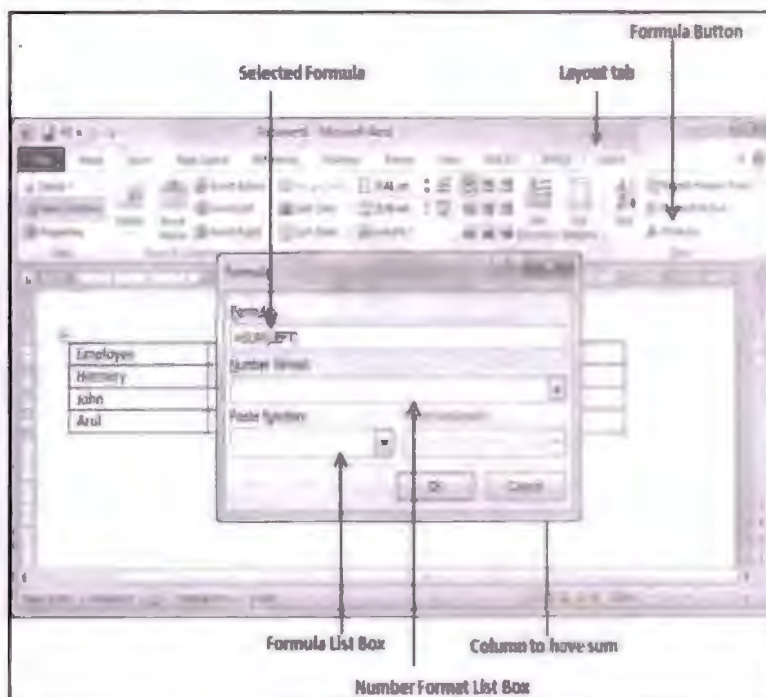
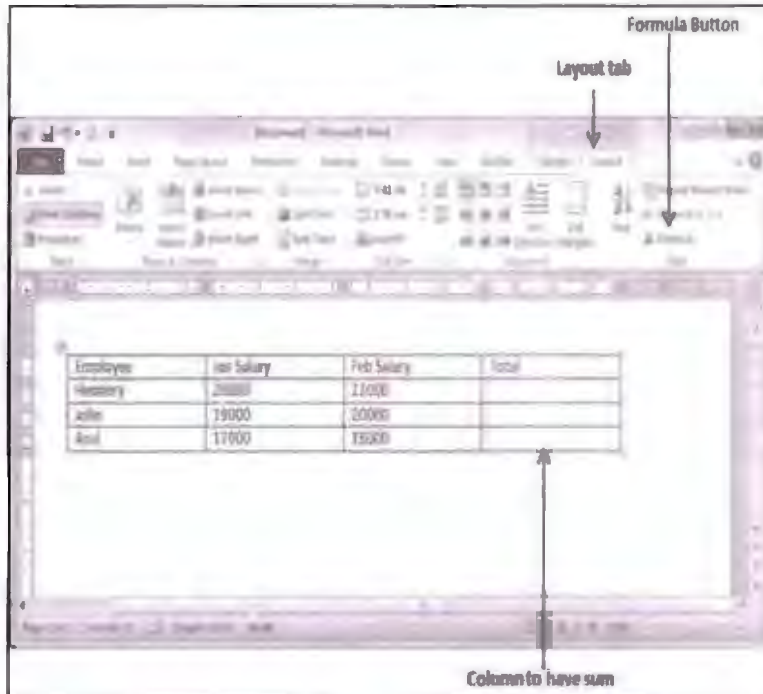
In MS Word allows you to use mathematical formula in table cell which can be used for adding number, finding average of number or to find smallest or largest number in a specific cell. There are many mathematical formulae available in MS Word library. You can choose any one based on your requirement.

10.3.1 Adding Formula to a Table

The following are the steps for inserting formula to table:

- Consider the following table as example that we will use for adding the two rows and output sum of two rows in 3rd row. Click on the cell that should contain the sum of rows.

- Click on table layout.
- Then click on formula button.
- This button will display “formula dialog box”.
- By default, this will suggest a default formula that is =SUM(LEFT) in our case. We can select a number formats using “Number format list box” to display the result or you can change the formula using the “Formula List Box”.
- Click on OK to apply formula. You will observe that now formula is added and sum of two rows are put on the selected row. Repeat the same process to add other rows also.



Example for Inserting Formula in a Table

10.3.2 Cell Formulae

The Formula dialog box provides the following important functions to be used as formula in a cell.

Sr. No.	Formula & Description
1.	AVERAGE () The average of a list of cells
2.	COUNT () The number of items in a list of cells
3.	MAX () The largest value in a list of cells
4.	MIN () The smallest value in a list of cells
5.	PRODUCT () The multiplication of a list of cells
6.	SUM () The sum of a list of cells

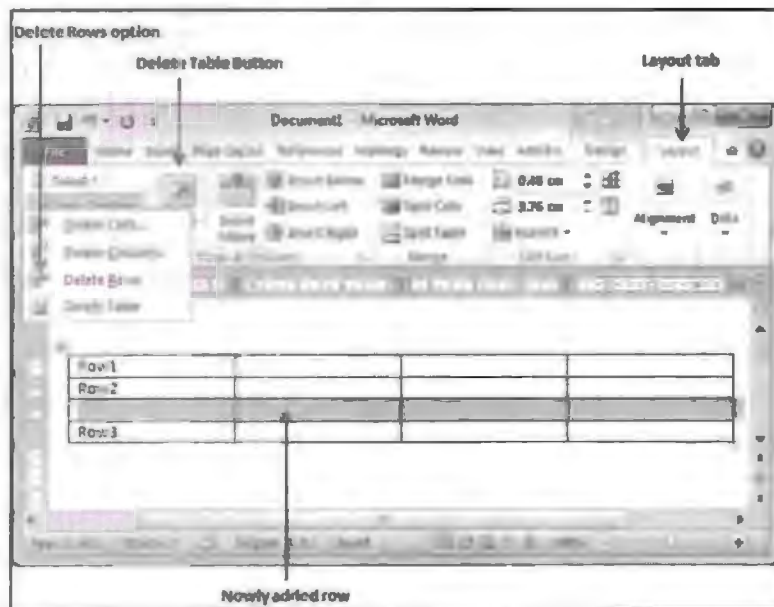
10.3.3 Deleting Columns and Rows

MS Word allows you to remove extra rows or columns in table. All you need to do is to select the row or column that you wish to remove. If you haven't selected any the row or column then current row or column will get removed. You can select more than one row or column at one time for deletion. Both row and column can be deleted together.

Deleting Row

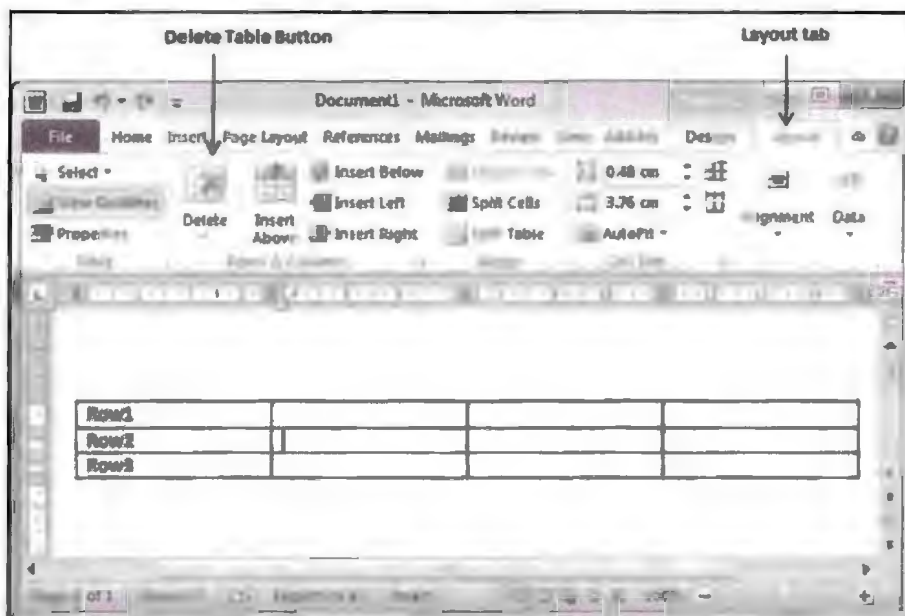
To delete a row take following steps. We assume that you are currently working on MS Word and you have already created table.

- Click on the row that you wish to delete.
- Now click on layout tab.
- It will show you the following screen.



Example to Delete Row

- Click the layout tab and then click the “delete rows” option under the “Delete table button” to remove the selected row.

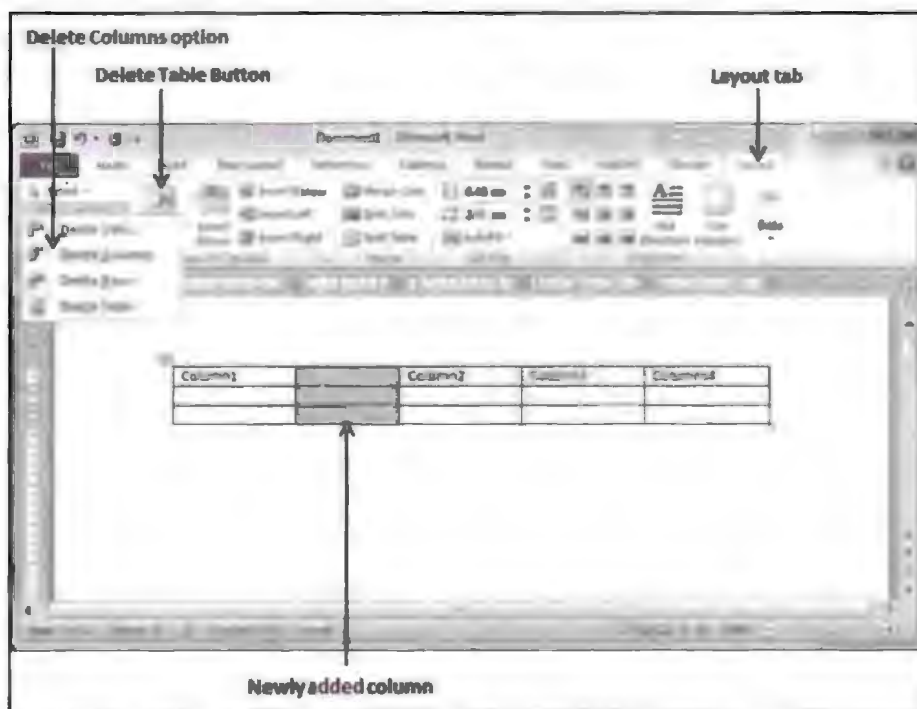


Example to Delete a Row

Deleting Column

Take the following steps to remove column. The process of removing column will be same as removing the only difference will be you have to select the column that you wish to delete.

- Click on column that you wish to delete from table.
- Click on “layout tab”.
- It will bring the following screen.



Example to Delete Column

- Click the Layout tab, and click the Delete Column option under the Delete Table Button to delete the selected column.

10.4 FORMATTING A TABLE

Once table is created MS Office gives a variety of option to format it. It allows you to beautify it and make it look more attractive. In table, you can add shades and border and have variety of font style. You can even preview changes before deciding its final look.

You can create custom look table by changing the default setting for example using various settings you have a variety of cell size within one table. You can add and delete column, rows or entire table itself. You can have same table format for entire document.

Formatting table is all about changing default settings and making things look like as per your requirement.

Using Table Style Tab to Format Table

Once a table is created, you can format entire table with the help of “tab style”. This tab has preview option to view actual table even before inserting it. Take the following steps to format table:

- Click on the table you want to format.
- Under table tool click on design tab.
- In “Table Style” group rest the pointer over each table style until you find a style that you want to use.
- Double click the style to apply it to the table.

10.5 TEXT ALIGNING & FORMATTING IN TABLE

Aligning and formatting text in a table is very integral part of table development. If text is not formatted and aligned properly in table it will have no effect on its productivity, but it will affect its look and reduce overall experience of end user. Imagine a table having no proper formation but correct data in it. What will be the output? End user will not gain proper information through such table. So in order to make the table more efficient we must align and format text properly in it.

Text Formatting in Table

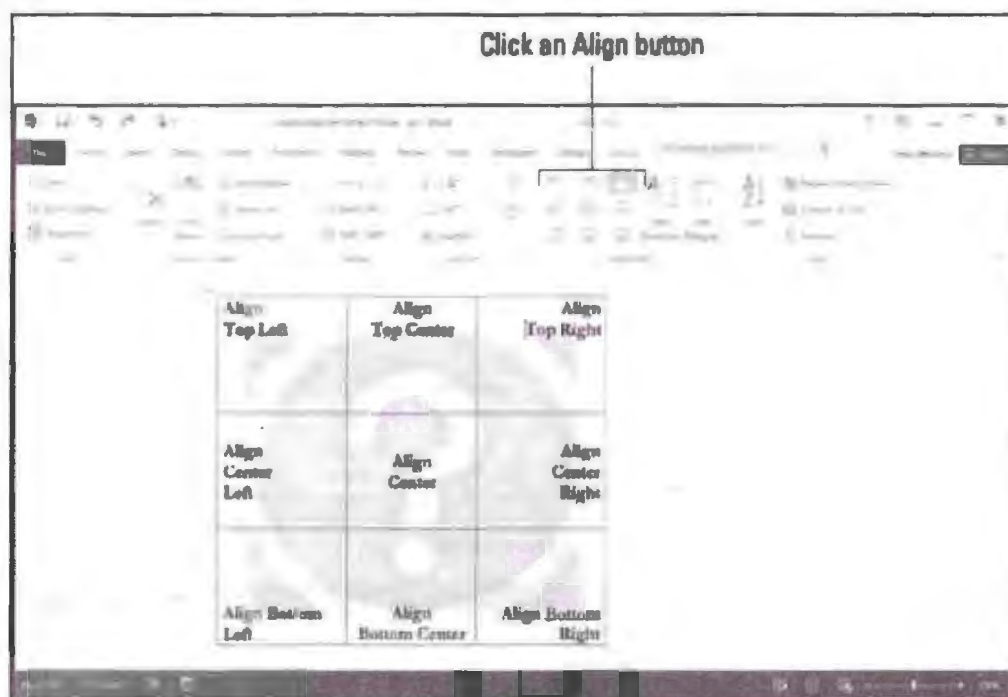
Text formatting is about making sure that everything fits in given cell of table. We must make sure that by formatting table we enhance its efficiency and looks. Take the following steps to format text in a table:

- Select the cell or cells that you want to format.
- Click on layout tab.
- Click on properties tool in table group. It will display table property dialog box.
- Select cell tab.
- Click on option button, word will display cell option dialog box.
- Select fit text check box.
- Click ok to exit properties.
- Word will reduce the font size so that text fits in cell of table.

Text Aligning in Table

Aligning text in a columns and rows in MS Word is a matter of choosing how you want the text to appear horizontal or vertical. To align text in a table take the following steps:

- Select cells, columns or row with text that you want to align. You can also select entire table also.
- Go to table tools in layout tab.
- Click on “Align” button.
- Following figure show where align button is and how these option align text in a table.
- MS Word provides nine different ways to align text in table.



Anatomy to Align Table

10.6 APPLYING BORDERS AND SHADES

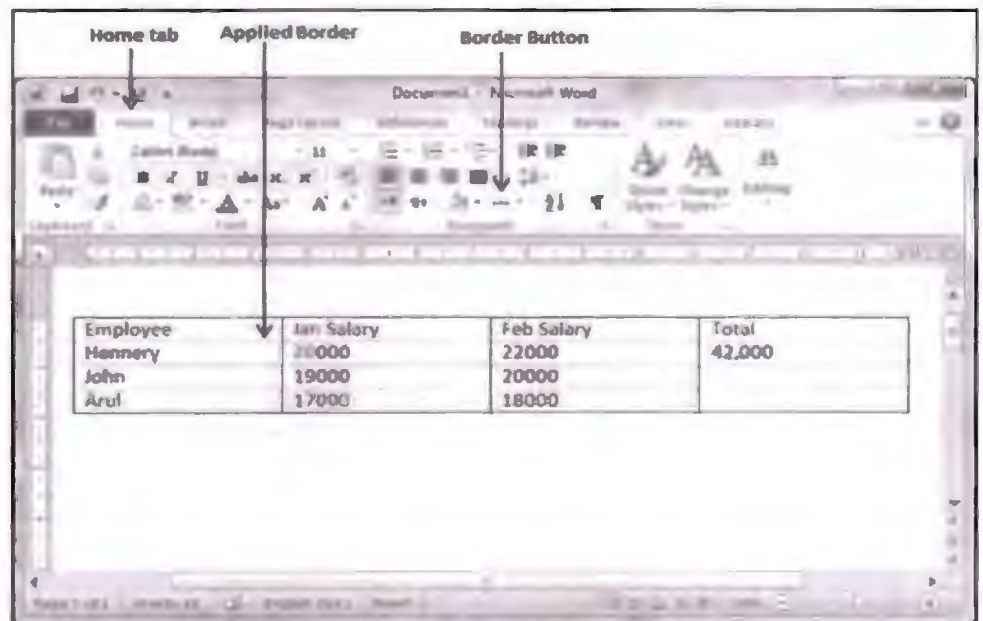
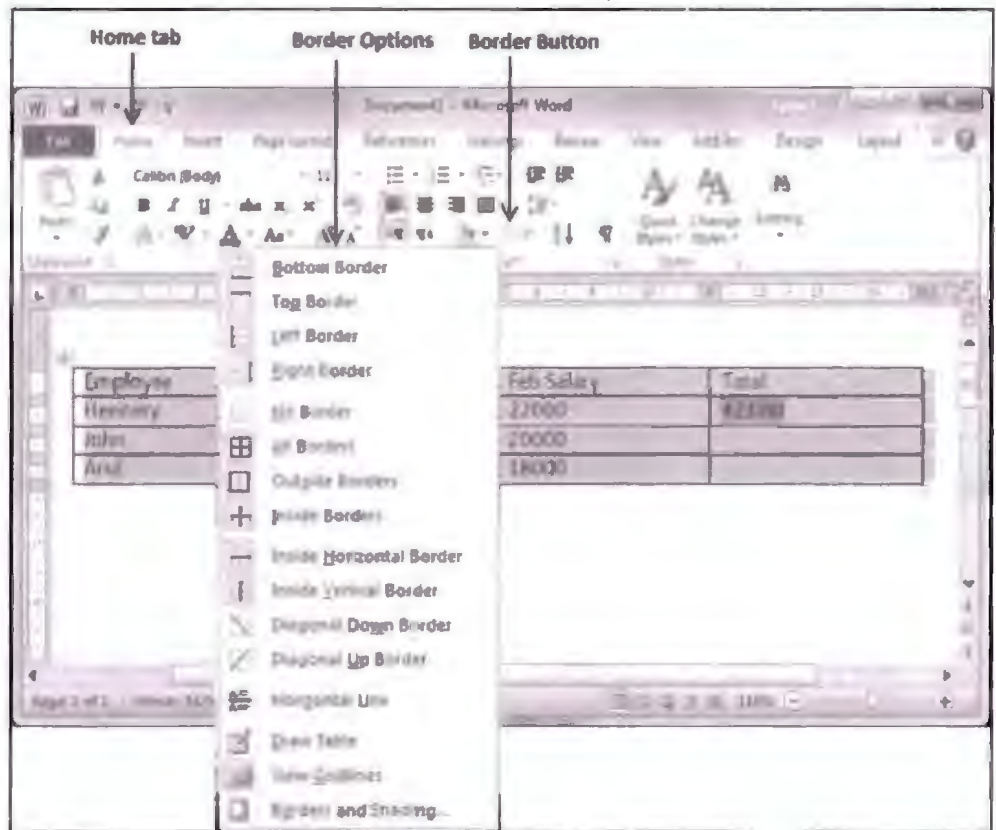
In MS Word, you have facility to add border and shades to all four sides of table. By applying border and shading, we can create a great emphasis on table and it brings more eye focus on table. Apart from everything it makes the table look more beautiful.

10.6.1 Adding Borders to a Table

Take the following steps to add borders in table cell:

- Select the table to which you want to add borders.
- To select table click over anywhere on table.
- Above step will make a cross icon visible at the top left corner of the table.
- Click this icon to select entire table.
- Click the border button to display a list of border options for selected table.
- Choose most suitable one by clicking it.

- Try different options before making final decision.
- If you want to delete border select “No Border” option from border section.
- You can apply border to any cell column or entire table as well.



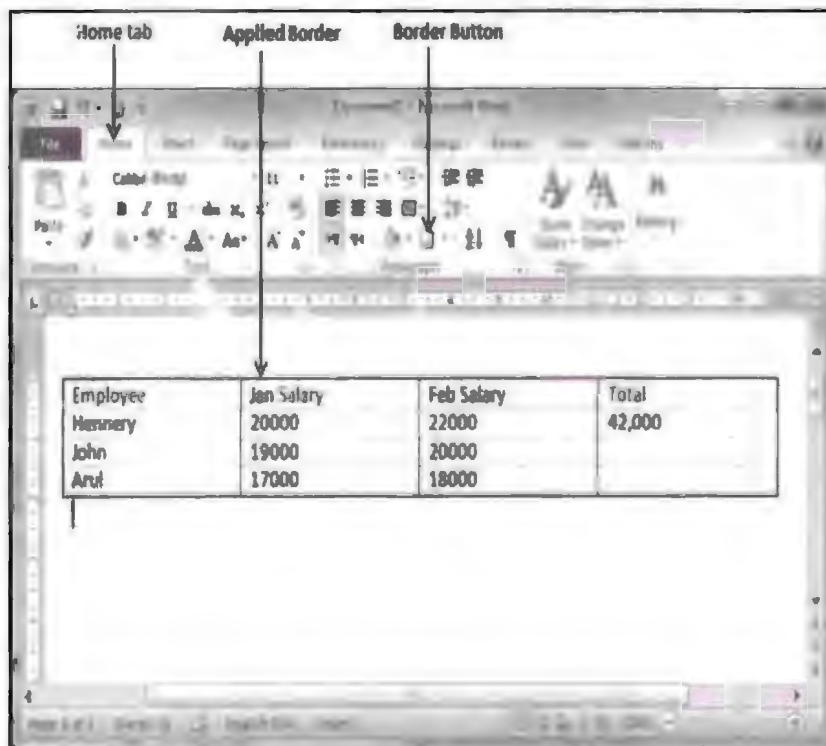
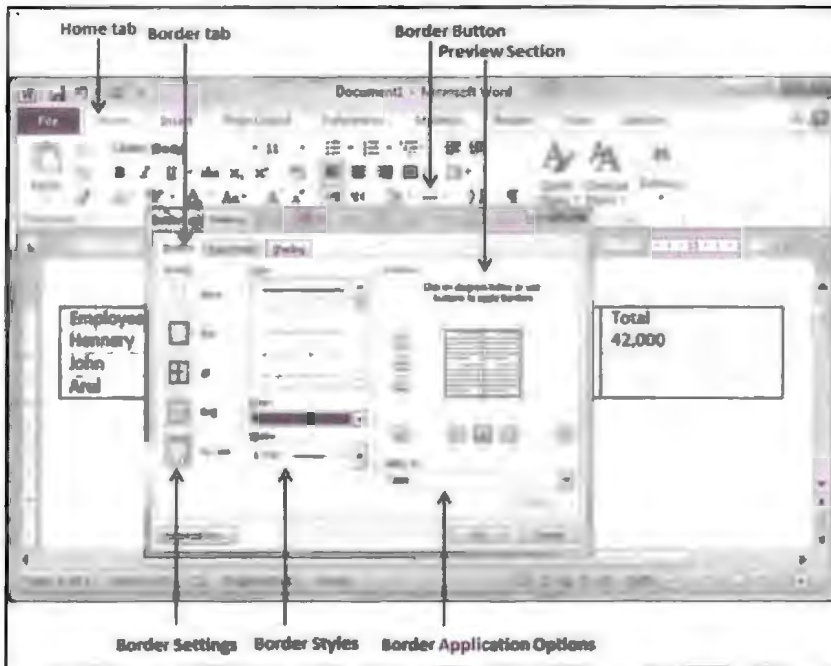
Example to Insert Border in a Table

Using Border Options

By taking following steps you can apply border style to any table:

- Click border button to display the list of available options.

- Select “Border and shading” option available at the bottom of list (shown in above screen short).
- This will open “Border and shading” dialog box.
- This can be used for applying borders around selected table.
- Click on the border tab to reveal border settings, style and other available option. Also check whether this border should be applied to the selected table, text or paragraph.
- You can change border colour, border thickness, width, etc. under style section.

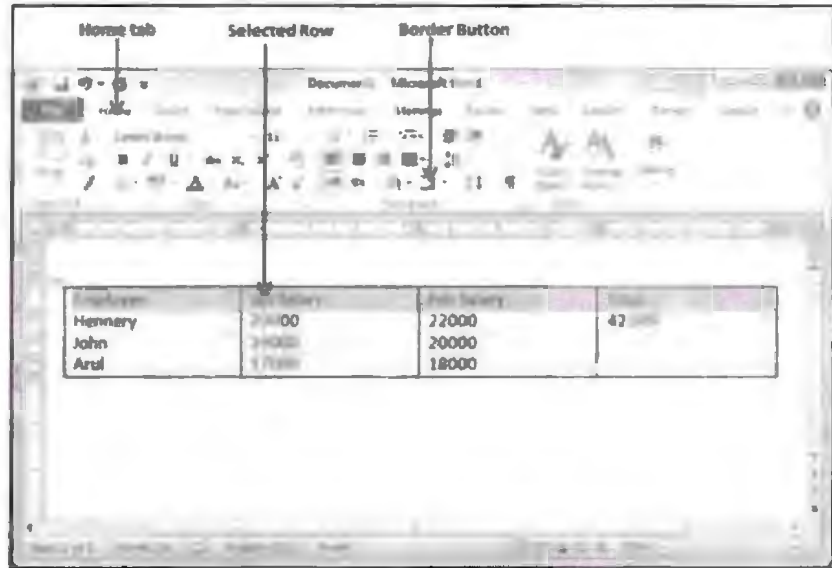


Border Options

10.6.2 Adding Shades to a Table

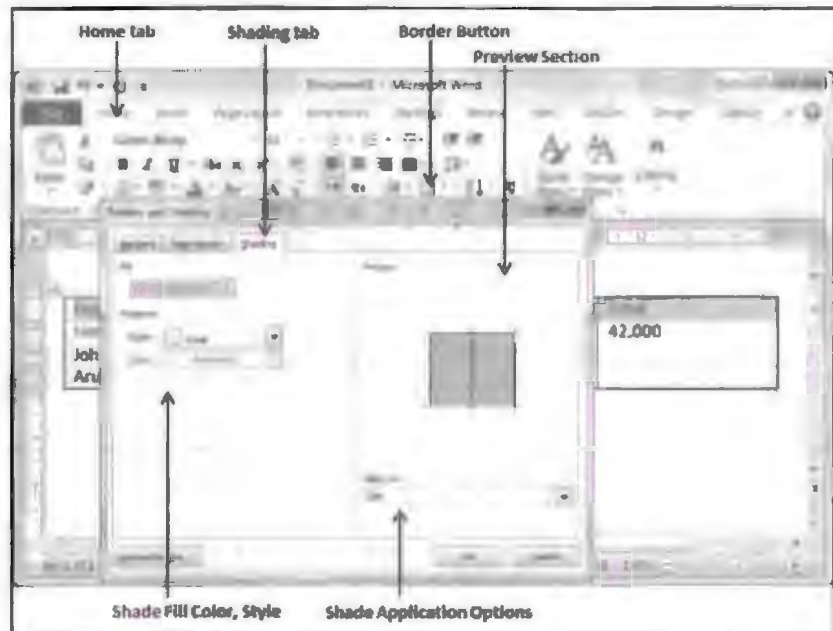
You can add various colours to the table by applying a variety of shades to a table. You can apply shades to selected row or column in order to make the table look more attractive. To apply shades to a table take the following steps:

- Select row or column in which you want to apply shades.



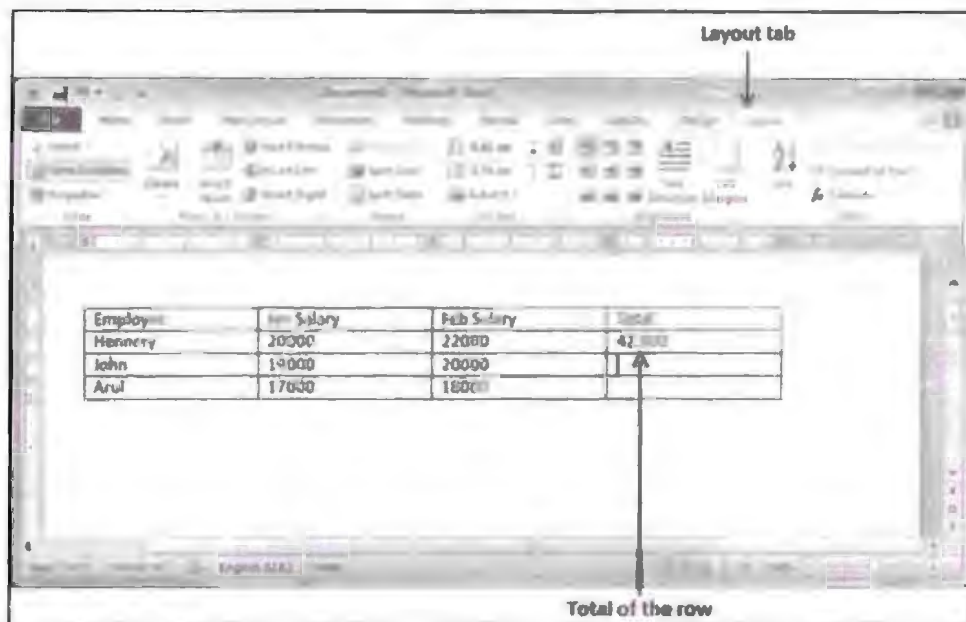
Shading Border

- Click on Border button to display a list of options.
- Select “Border and Shading” option located at the bottom of list.



Border Shading Dialog Box

- Now “Border and Shading” dialog box will pop up.
- Use this dialog box to set border and shading around selected rows or columns.
- Use preview button to see how new settings look like before making final decision.



Border and Shading

10.7 AUTOMATICALLY FORMAT A TABLE

In MS Word, we have the feature to format a table quickly. To do so you can use auto-format. You can create a table with your own specifications in auto-format. And can have same formatting implemented on all the future tables. This method saves a lot of time and creates consistency across the document.

How to Apply AutoFormat Style?

To apply AutoFormat style take the following steps:

- Select the table to which you want to apply AutoFormat.
- Click on table and then AutoFormat.

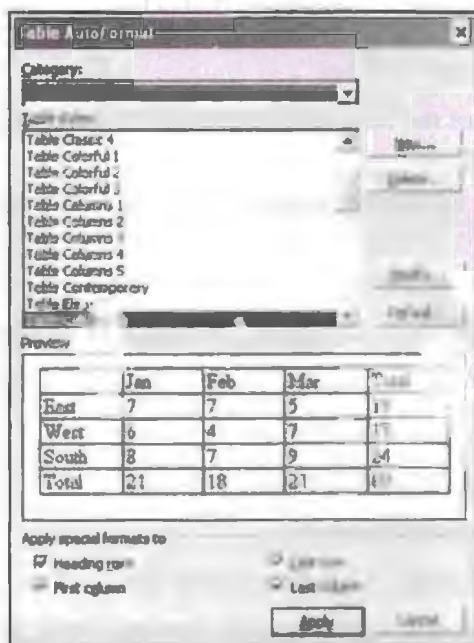


Table AutoFormat

- Select a table style option from the Category list.
- Select “table style” that you want to apply.
- Use “Apply Special Format to” section to tell word where the headers and totals are in your table so that they can be formatted.
- Click ok to exit.

Creating New Table using AutoFormat Style

You can create your own table with AutoFormat style. Take the following steps to create a new table:

- Click table, then click on AutoFormat.
- Click new.
- This will open The Create New Style from Formatting dialogue box that appears.



New Style Dialog Box

- Enter a name in “Name text box”.
- Select the section of the table that you want to format, use “Apply formatting to” drop down menu.
- Choose the “only in this document” option to restrict the table style to current table only.
- Click OK to apply formatting.
- Table created through this method can be modified by clicking “modify button” of AutoFormat dialog box.

Removing Table's AutoFormat Style

Take the following steps to remove AutoFormat style:

- Click table and then AutoFormat.
- Select a table style option from the category list.
- Select the style that you want to remove from the Table Style list.
- Click “Delete”.



Example to Delete Table

10.8 USING DRAWING & CREATING A SHAPE

Creating Drawing

In MS Word, we can create custom drawings. You can insert various shapes and figures also in MS Word. By inserting your own drawing and shapes, you can give that personalized touch to your document. You can insert some pre defined shapes and can also insert your own shapes in a file. Take the following steps to insert drawing in document:

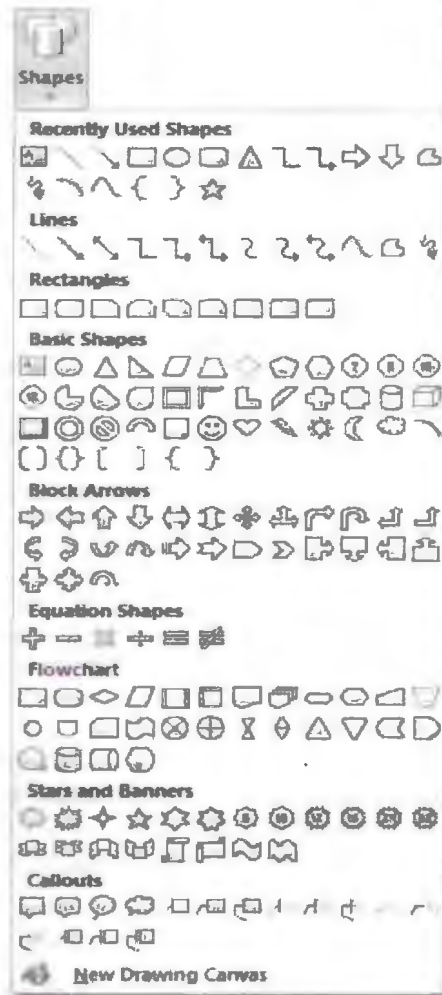
- Click Insert at the top of the window.
- Click the Shapes button, then click the Scribble icon in the Lines section.
- Click and hold down the mouse button, then move the mouse cursor to draw. The drawing will complete itself once you let go of the mouse button.
- Click the Format tab under Drawing Tools to make any changes to your drawing.



Drawing Options

Creating Shapes

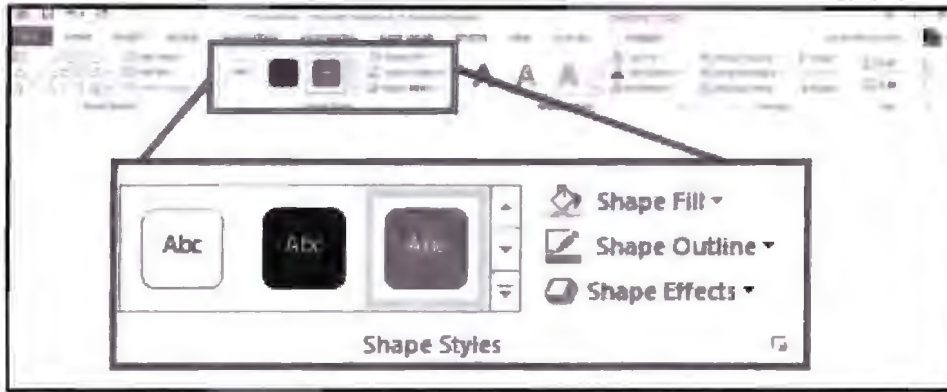
MS Word gives us the facility to insert shapes in a document. By inserting various shapes, we can accomplish various tasks like make flow chart, make diagrams, make labelling, inserting text, etc. by using shapes, we can describe things easily. There is huge library of various shapes that we can use in MS Word. We can change size of shapes and can even add text to it. To insert shapes in document all we need to do is to click on insert tab and then press shapes button this will produce the list of various shapes available in the library of MS Word. Select any shape as per requirement and insert it in document. To draw a shape drag mouse over the working area of document and click hold the mouse to draw the desired shape. You can adjust the size of shape by clicking on it and stretching the edges. You can add more than one shape in a document.



Shape Gallery

10.8.1 Features of Shapes Button

- **Change shape:** This option is used when you want to **change** currently inserted shape with some other shape. To do so you need to **click on** Format tab now Insert shape group click on >> Edit shape point to >> **Change** shape. Now choose different shape.
- **Add text to shape:** Click on the shape where you want to insert text. Now start typing.
- **Group select shapes:** Select multiple shapes at a time by **press holding** CTRL key. Click on **Format tab**>> **Arrange group**>> click on **Group**>> now all the shapes will be treated like a single object.
- **Adjust the size of the shape:** Select the shape or shapes you want to resize. On the **Format tab**, in the **Size group**, click the arrows or type new dimensions in the **Height and Width** boxes.
- **Apply a style to a shape:** In style shape group, rest your **pointer** over a style to see what your shape will look like when you apply that style. Click on the style to apply it. Or click **Shape fill** or **shape outline** and **select** the options that you want. If you want to **apply** a colour and gradient that **aren't** available in the **Shape Styles group**, select the colour first, and then apply the gradient.



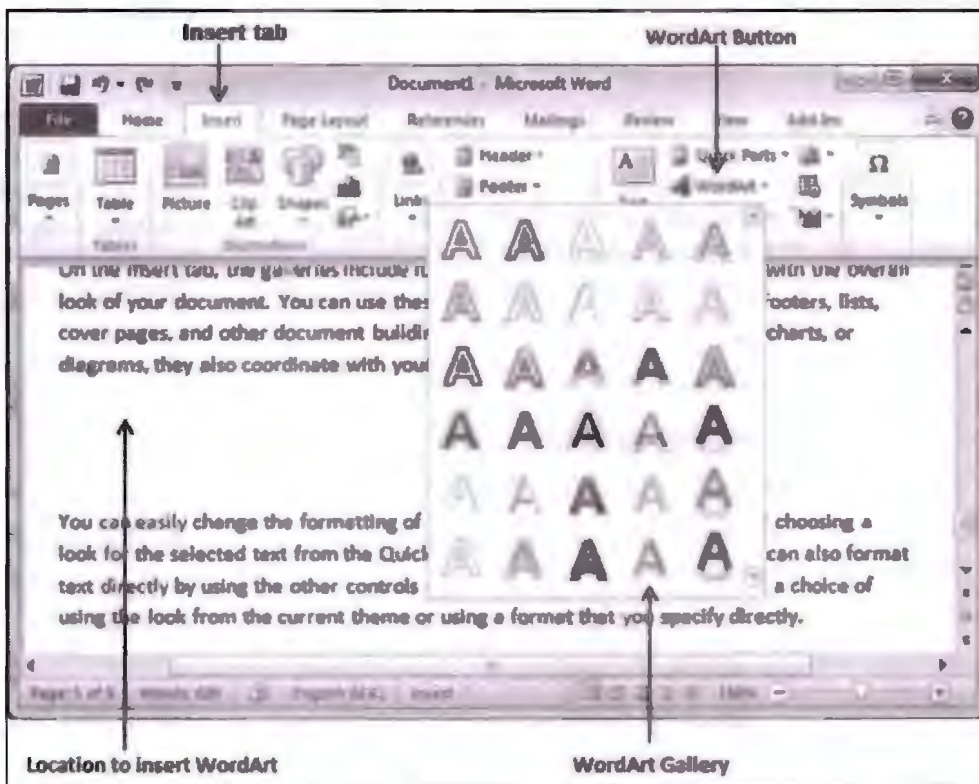
Shape Style Options

- **Delete shape:** If you want to remove some shape from your document all you need to do is to select that shape or shapes which you wish to remove and press delete button to remove shapes.

10.9 USING WORD ART

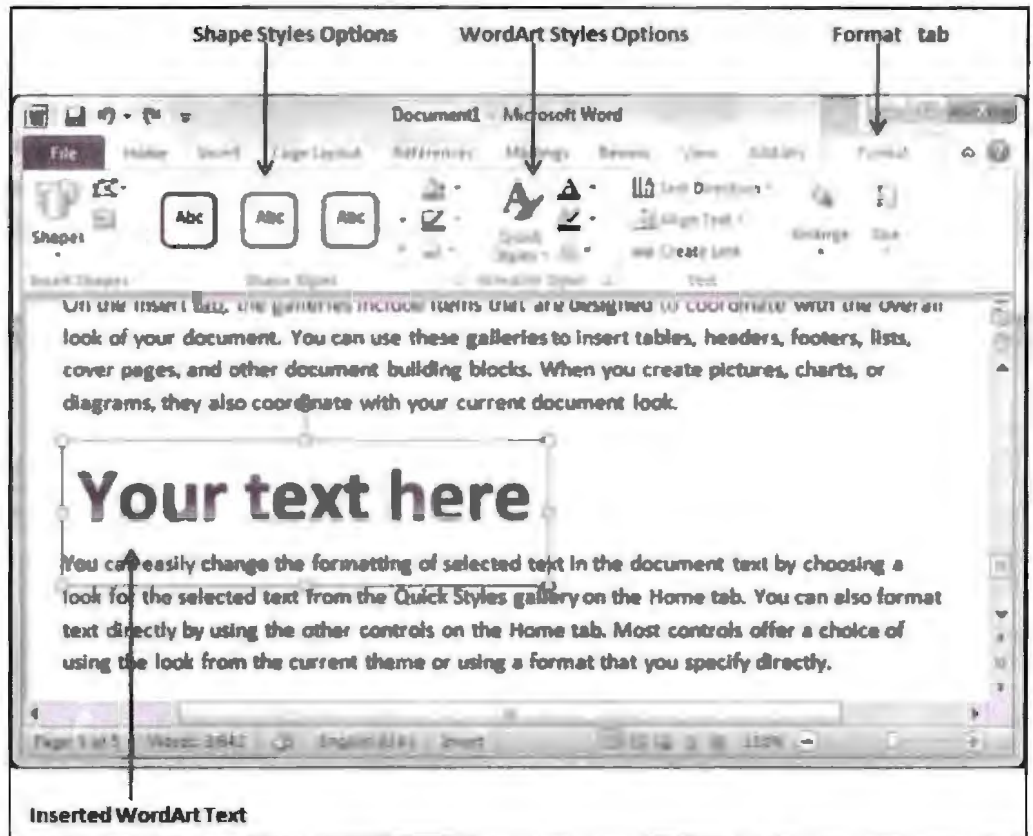
Word Art provides us mechanism to add fancy text in document. You can have a variety of text forms in one document using Word Art, you can have various colour fonts in one document. Take the following steps to add Word Art in a document:

- Open a MS Word>> open a new or any existing document. Click on the document where you want to have Word Art.
- Click on insert tab >> now click on Word Art option>> this will display the list of various Word Art available list in Word Art Gallery.



Word Art Gallery

- You can select any Word Art from the available list by clicking it. You can modify the inserted text as per requirement. You can beautify text by using various available options. Try yourself to change the text by selecting various options.

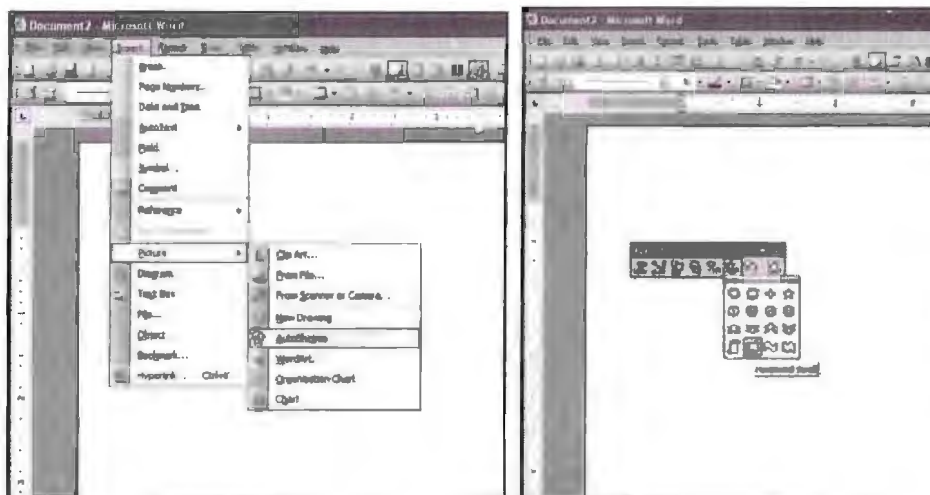


Example of Word Art

10.9.1 Using AutoShapes

While working with pictures you cannot insert text to it directly. So how to insert text to images? To do so we can use AutoShape option to insert text to images directly. This tool of MS Word makes image more interactive and it becomes easy for us to explain some scenario. To insert AutoShape in a document take the following steps:

- Select insert tool bar.
- Click Drawing option.
- Click AutoShape on Drawing toolbar.
- If you want to add colours to image then click on colour button.
- Navigate through the pictures in picture gallery and click on insert to enter a image in the document.
- With the shape still selected, right click the shape and select Add Text option.
- Enter the text you want to display.
- Change font if required by right clicking it. You can perform all text formatting operations on text inserted.



AutoShape and Its Options

10.9.2 Insert a Clip from the Clip Organizer

Clip organizer is an inbuilt feature of MS Office that allows you to insert a piece of video, audio, animation, etc. By using this tool, we can make a document more interactive. Clip organizer tool exists under insert tab of MS Word. We can insert clips from various mediums like camera, folder, external drives, etc. Take the following steps to insert clip from clip organizer:

- Click on insert tab.
- Select media button/Clip organizer depending on version.
- Open Clip Organizer.
- Click Collection List.
- In an Office program, click the picture you want to add to a collection.
- Browse the folder or drive if inserting clip from external medium.
- Drag the picture to a collection folder.

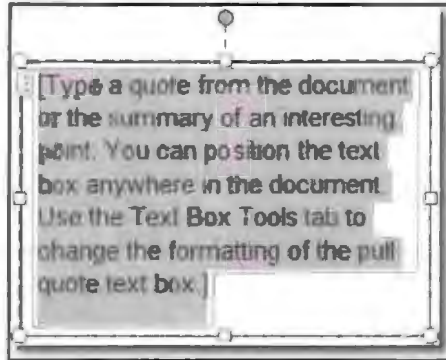
10.9.3 Inserting a Text Box

A text box is an object that we add in a word document to set focus on a certain set of text. To insert a text box all we need to do is to click on the insert tab and select Text box option you can choose to draw a text box and can also select some text box from available per styled text box. You can choose various style of text box from available gallery. Take the following steps to insert text box in a document:



Text Box Style

- Click insert tab.
- Select text box.
- Select one style for the text box that suits you the most.
- Once the text box is inserted in document it will contain some place holder text that you can replace with your custom text.



Selected Text in Text Box

- The custom text will disappear as soon as you start typing. It comes in selected mode by default.
- If you wish to place the text box to any specific location then all you need to do is to drag and drop it in location you wish to keep it (drag the text box from its edges). You can resize your text box using resize corners. You can even rotate your text box in 360 degree.

10.10 WHAT IS DRAWING CANVAS?

A drawing canvas is a place holder where you can create your drawings. The drawing canvas can be accessed by navigating to the Insert tab and selecting New Drawing Canvas from the bottom of the Shapes dropdown. This will plunk down a blank rectangle in which you can compose a diagram of shapes and images. This canvas, like other shapes, can also be formatted to have a border, background, etc.

The first benefit of the canvas is that it acts like a container to hold all of your diagram's shapes, allowing you to easily move the diagram around and even cut and paste it as a whole. In fact, it can even be copied and pasted to Paint which will paste it as an image — a very useful feature for taking snapshots of really large diagrams without having to resort to a screenshot.

The other benefit is that it allows for connections to be made between the visual elements within the canvas using the connector shape tool. This makes the diagram behave more like Visio, whereby shapes can be connected and will maintain their connections as they're moved around. Since this isn't possible without the drawing canvas in Word without resorting to a Visio diagram, it's a significant feature for those who need to create diagrams in Word with many inter-connected components.

The drawing canvas is of course not the be-all, end-all solution for diagrams. For instance, text wrapping is not available for the drawing canvas which limits text layout to the top and bottom of the canvas. Also, for more complex diagrams, an embedded Visio illustration is a better way to go since Visio offers a richer set of shapes and functionality that Word ever will.

Fill in the blanks:

1. Table is _____ and _____ representation of data.
2. To insert a table you have to specify _____ and _____.
3. _____ formula is used for calculating sum in table.
4. _____ is used to align text in table.
5. Shapes are available in _____ tab.

10.11 LET US SUM UP

- Tables are key tool for data representation.
- Table has cells in which you insert data.
- You must align table to make it look more attractive and to increase readability of data.
- You can insert formula in table to perform mathematical calculation.
- Use MS Office drawing feature to insert drawing in a document. Using various shapes and structure, you can create interesting effects in a document.
- Using text box, you can create emphasis on specific piece of text.

10.12 LESSON END ACTIVITIES

1. Create a table having 8 rows and 5 columns. Make double line border for table.
2. Create a table to perform any two mathematical functions.
3. Draw circle and colour it blue, square as red, and triangle as green. Insert text in shapes colouring the name of each shape respectively.

10.13 KEYWORDS

MAX() math function to find largest number.

MIN() math function to find smallest number.

SUM() math function to find addition of two numbers.

10.14 QUESTIONS FOR DISCUSSION

1. What do you understand by table?
2. How to insert a table?
3. Write a note on how to insert a formula in MS Word?
4. Explain the process of deleting row and column.
5. Explain in brief. How to format a table?
6. What is auto shape and canvas in MS Word?
7. Write short notes on the following:
 - (a) Word Art
 - (b) Text box

- (c) Clip organizer
- (d) Creating drawing

Check Your Progress: Model Answer

1. Horizontal, vertical
2. Row, column
3. Arithmetic
4. Text formatting
5. Insert

10.15 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joseph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

11

MAIL MERGE, VIEWS AND TEMPLATES

CONTENTS

- 11.0 Aims and Objectives
- 11.1 Introduction
- 11.2 Mail Merge
- 11.3 Views in MS Word
- 11.4 Overview of Templates
 - 11.4.1 Using an Existing Template
 - 11.4.2 Creating a Document Template
 - 11.4.3 Create a Web Page based on a Template
 - 11.4.4 Modify a Document Template
- 11.5 Ruler
- 11.6 Zoom
- 11.7 Protecting Your Document
- 11.8 Inserting a File into Another File
- 11.9 Inserting Hyperlinks of a Web Page or a Word Document
 - 11.9.1 Types of Hyperlinks
 - 11.9.2 Inserting a Hyperlink in Your Word Document
- 11.10 Let Us Sum Up
- 11.11 Lesson End Activities
- 11.12 Keywords
- 11.13 Questions for Discussion
- 11.14 Suggested Readings

11.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Acquire the ability to operate mail merge
- Create a document using template
- Insert various views in document
- Create your own template
- Modify existing template
- Create web page
- Zoom, password protection and hyperlink

11.1 INTRODUCTION

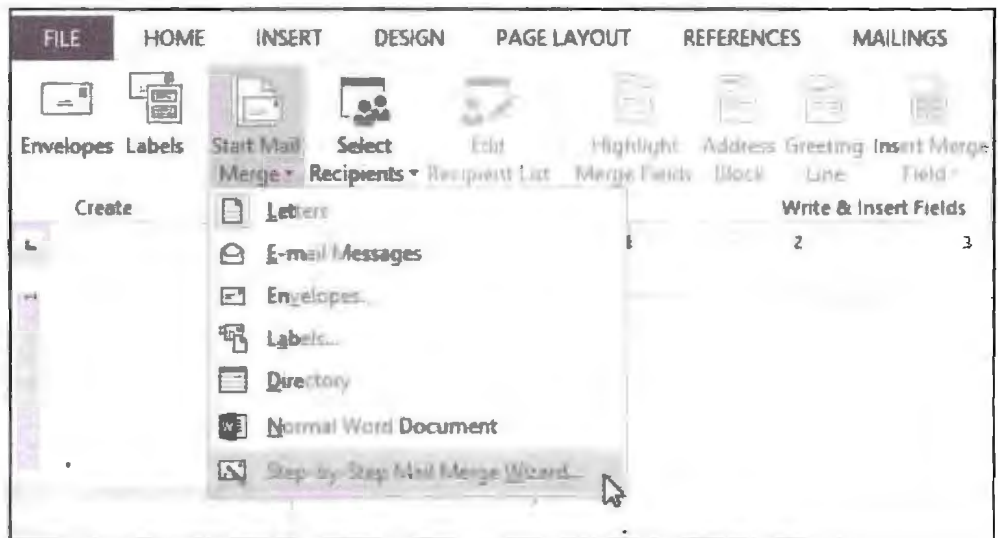
In this lesson, we will learn about mail merge. Mail merge is MS Office facility that allows you to share document over the internet through e-mail. We will try to understand the significance of mail merge. We will also learn to create views and templates. Templates are like prototypes and based on these prototypes we can create documents. In this lesson, we will focus on different techniques of protecting document from unauthorized access.

11.2 MAIL MERGE

This is one of the most commonly used utility of MS Word. Mail merge is a tool that simplifies the creation of a set of documents by linking a database that contains unique and variable data element by linking a database that contains those data element to a document. Mail merge saves your time and effort by automating the process of entering standardized pieces of data like name and address into a document.

While performing mail merge all you need is a word document and a recipient list, which is typically an excel workbook. To use mail merge take the following steps:

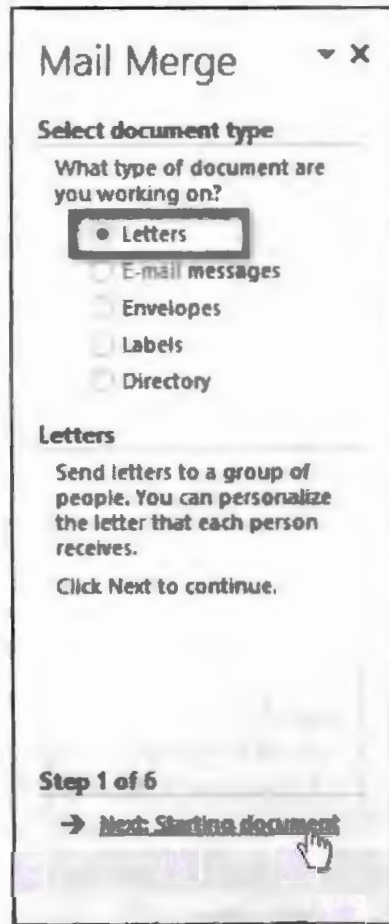
- Open an MS Word.
- Create new document, or open any existing document.
- Click on mailing tab, then click on Start mail merge button and select Step by Step Mail Merge Wizard from drop down menu.



Mail Merge Options

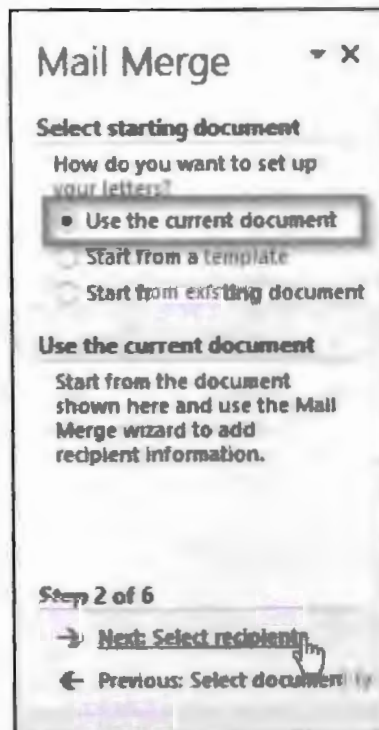
The mail merge pane appears and will guide you through the steps involved in mail merge. The following example demonstrates how to create a form letter and merge the letter with a recipient. There are basically 6 steps involved in creating a mail merge.

- *Step 1:* Choose the type of document you want to create. In this example, we will choose letter and proceed to



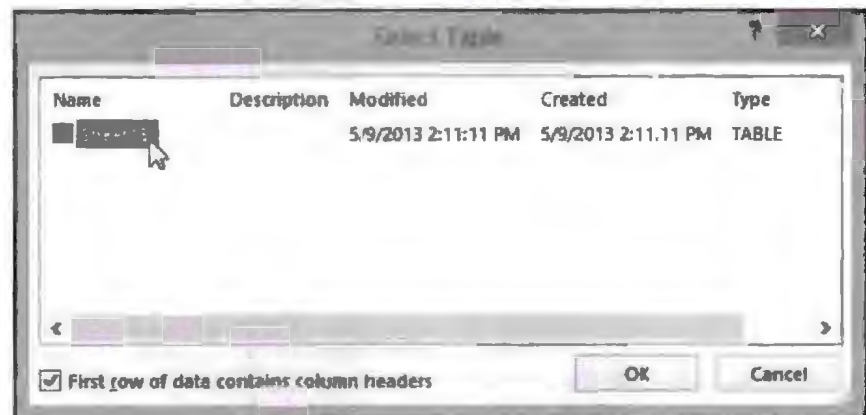
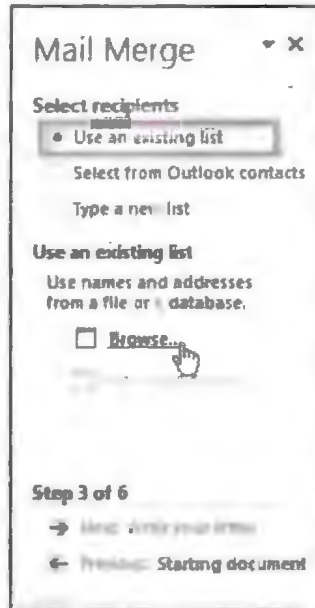
Step 1

- *Step 2:* Select the current document and click on next>> Select recipients and move to next step



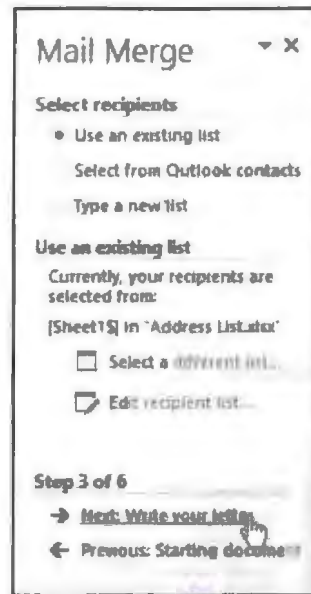
Step 2

- **Step 3:** In this step, you will insert address list from address book. Word will automatically place all address into document. Address list can be an existing file like Excel Workbook or you can type a new address list with a mail wizard. From Mail merge task pane select option "Use an existing list" then click on "Browse" to select file. Once a file is found click on open. If the address book is an Excel file then select the worksheet that contains list and then click on ok.



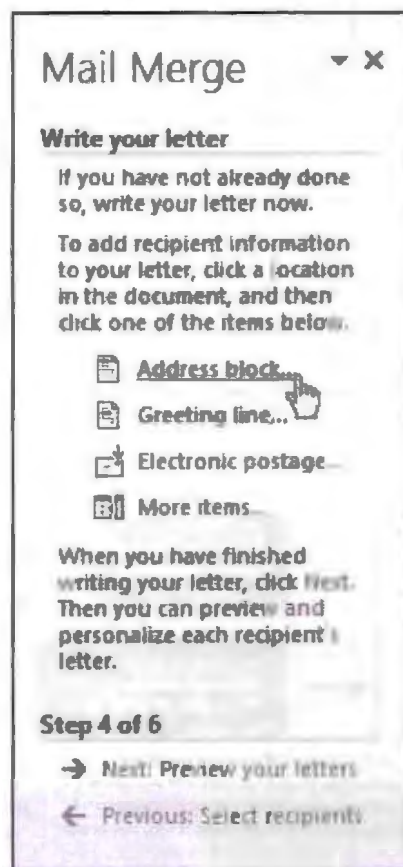
Step 3 Options

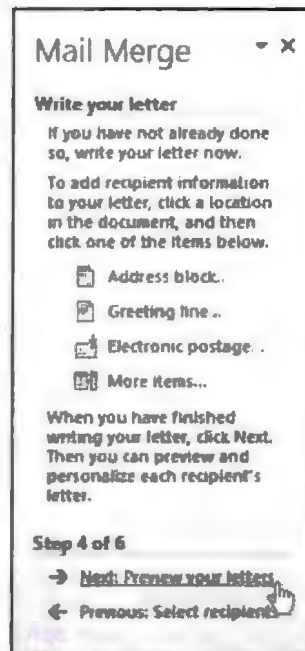
Now from Mail merge task pane, click next: write your letter and move on to step 4. If you do not have any existing list then use option "Type a new list" button and click "Create".



Mail Merge Option

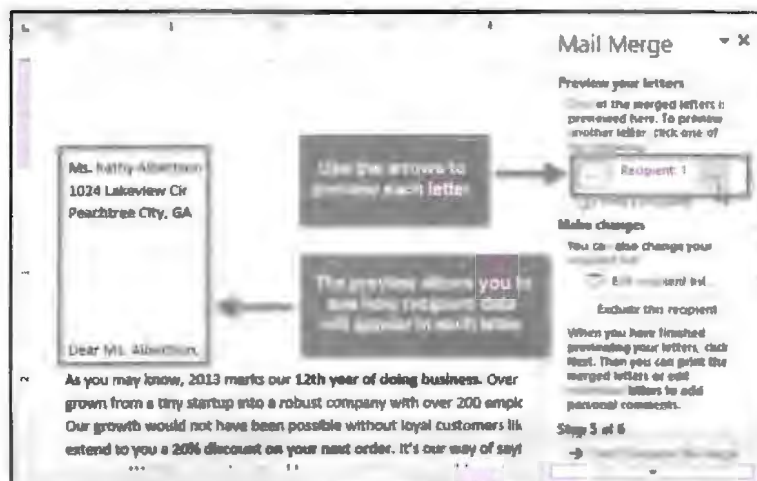
- *Step 4:* Now you can type your letter. Each copy of this letter will be same. Only receiver's name and address will be different. Depending on your selection a dialog box will appear containing various options. Select options as per requirement and click on OK. You can add options like placeholder and greetings. Once done with selection click on Next: Preview your letter proceed to step 5.

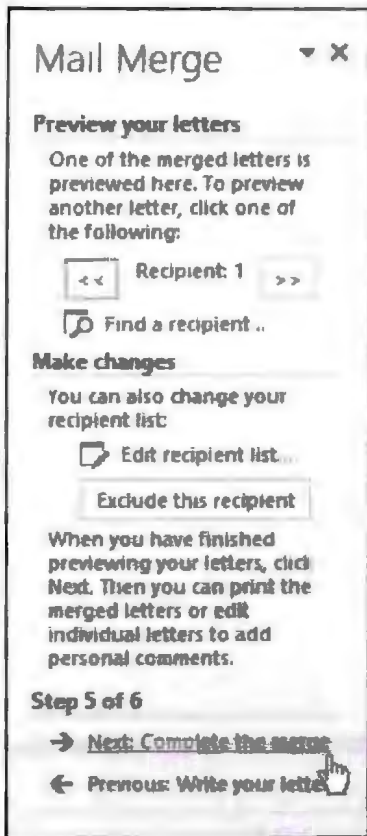




Step 4 and Its Options

- **Step 5:** Preview the letter to make sure everything is at correct place. Use right scroll arrows to view each document. Click on next: **Complete** the merge to move to step 6.



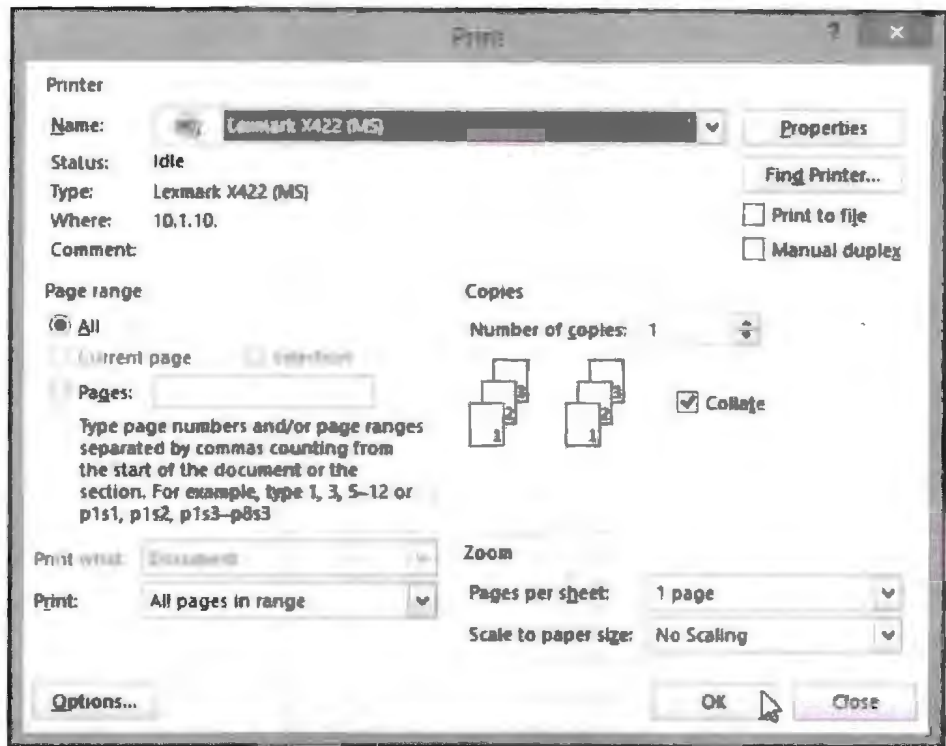


Step 5 and Its Option

- Step 6: Click Print to get hard copy of letter. You can choose to print specific letter ranging from some page number. You can choose various printing options by changing printing settings.



Step 6 and Its Option



11.3 VIEWS IN MS WORD

MS word gives you five different views of a document, and each have its own set of pros and cons. Views that MS Word gives us are Print layout, Full screen reading, Web layout, Outline and draft. By the given name itself, we can understand its importance. There are two ways of changing the views.

1. Click on view tab and then choose a particular view that suits your requirements.
2. Use view button next to zoom slider at the bottom right corner of the work space.



Print Layout

This is default layout of MS Word. This is the best layout to use because it allows you to see document as how it will be printed with page break. This view will help you to understand how page will look like when it will be printed. This view is suitable most when your documents have things like headers, footers, images, etc.

Full Screen Reading

This view is used when you are reading a document on computer conceal(Monitor). You have the option to view a document as it will appear when printed on a page. You should view the document in full screen reading view to maximise the space available for reading or commenting on the document.

This view allows you to see document as it will appear on a web page. In this view, you can see the **background**, text is wrapped to fit the window, and images will appear as it will be seen online.

Outline and Draft

This view allows you to see document outlines only. This view is most suitable when deciding the outline for a document whereas Draft view will allow you to see document as a draft using this views you can quickly edit text, some element like headers and footers are not available in this view.

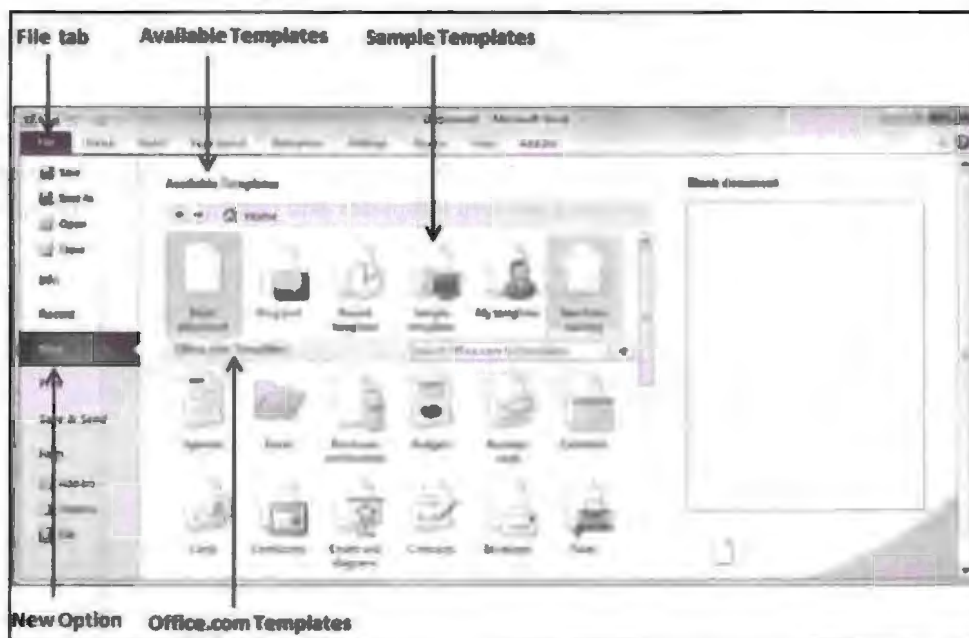
11.4 OVERVIEW OF TEMPLATES

In MS Word, **template** is a tool for designing your document. This template gives a view on how to design various elements of MS Word. Template is a collection of style which describe the style of text, placement of paragraphs, levels of headings, etc. Templates are nothing but sample design to build a document with symmetry. In MS Word, we have some existing templates. You can design your own template as well.

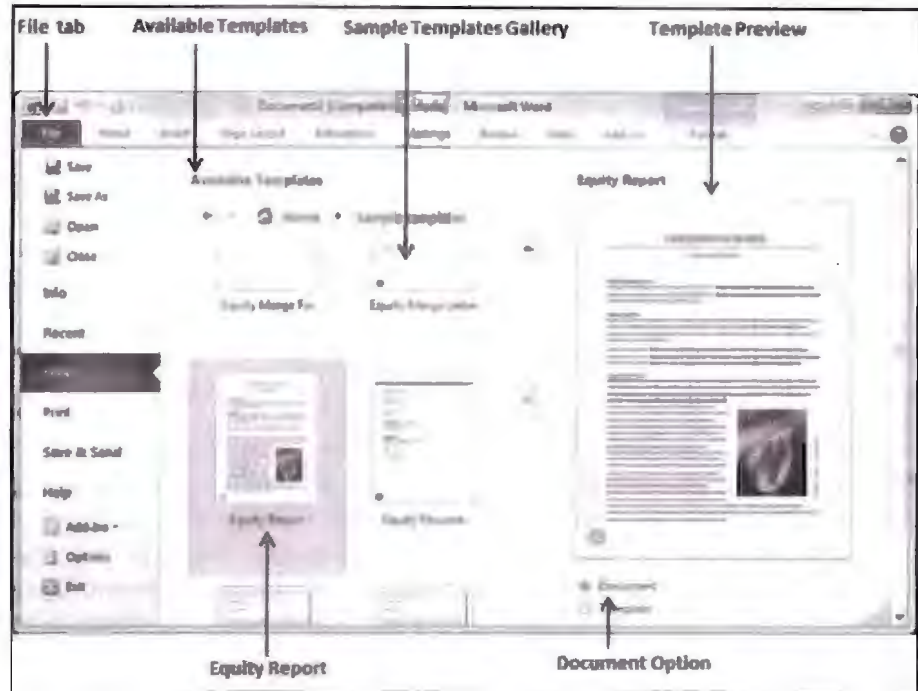
11.4.1 Using an Existing Template

We will see now how to use an existing template for a newly created document. A template is inserted at the time of creating a blank document. Take the following steps to insert a template while creating a new document:

- Open MS Word.
- Click on File option and select New option from drop down.
- This option will display the available Templates.



- MS Office gives you a list of options in sample option of templates.
- Choose one sample template for your document. Use MS Office official page to download more sample templates.

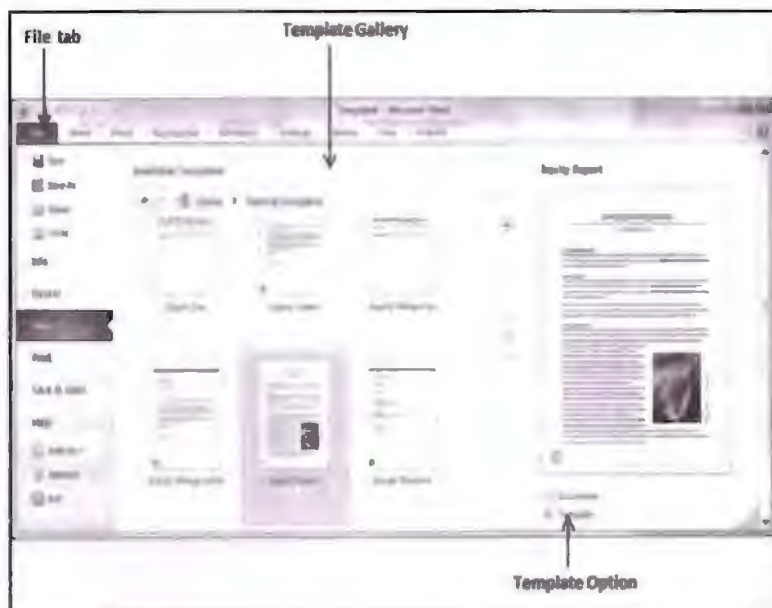


- Select one option by double-clicking them from sample template gallery.
- While selecting a template for your document, you should select the Document Option available in the third column. This opens your document with predefined setting with which you can modify document title, author name, heading, etc. based on your document requirement.

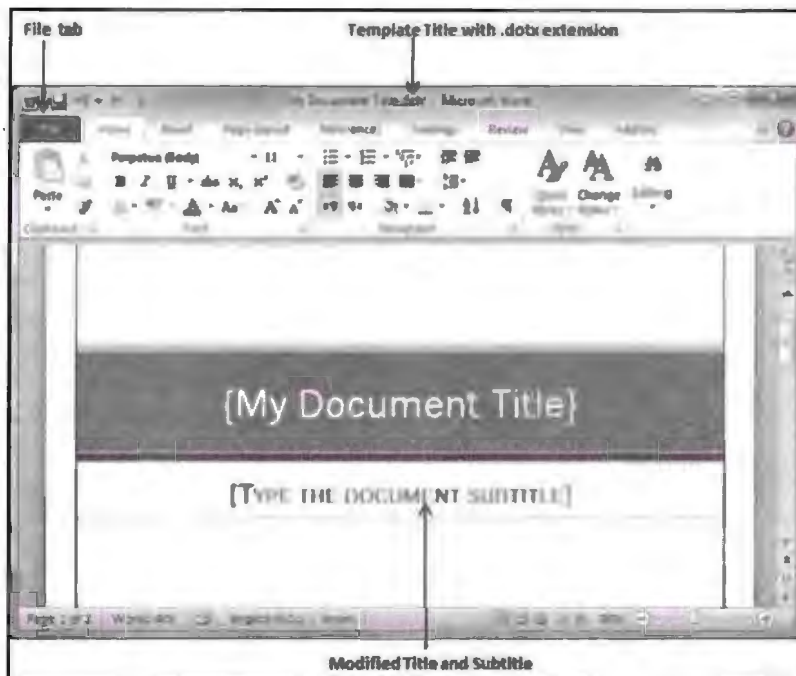
11.4.2 Creating a Document Template

MS Word allows us to create our own templates to meet specific requirement. You can also modify existing templates. We use .dotx extension to save modified template. To create new templates take the following steps:

- To create a new template using an existing template, click on File menu and then select New option from File drop down. This will display the Available Templates to be selected. Select any of the available templates and open it with the Template option turned on.



- Save modified template with extension .dotx. It is necessary to save template so it will be available for reuse.



- You can create a template for a new document as well. All you need to do is click New option to open new document. Select Blank Document to create document template. Save file before exiting. When you choose blank document this means you are creating your own template, this also means that you can now have your own custom settings over a document. Design document as per your wish. You will not have any pre defined settings.

11.4.3 Create a Web Page based on a Template

To create a web page using MS Word is a very common and easy technique. Any one with general computer skills can create a web page for various topics like science and research, mathematical analysis, education, etc. To create a web page all you need is a basic knowledge of language called HTML. MS Office has special view for creating and reading web pages called web view. To create web page using MS Word take the following steps:

- Open MS Word.
- Click view and then “web layout” in the “document view” section.
- Start creating a web page. For example, for a web page with one picture, one left column with hyperlink section under the picture, one right column with text section we need four cells for this table.
- Insert table with 2*2 dimensions.
- Click on the first cell of the table.
- Insert picture in this cell with the help of “insert picture” dialog box.
- Insert text describing picture.
- Right click text and select Hyperlink.
- Click on file menu “Save As” and select “Web Page Filtered”. This option is available at save dialog box drop down.
- Click “Save option” or Ctrl + S to save an update of file.

11.4.4 Modify a Document Template

MS Word gives you **the flexibility to modify a document template** as per requirement. These templates are **just a prototype** that must meet **user requirements**. Take the following steps to **modify document template**:

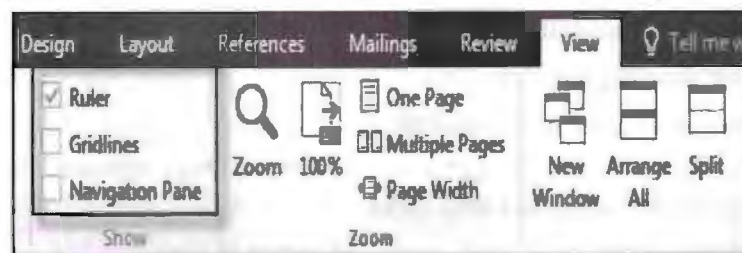
- Open the **document that needs a new template to be attached**.
- Click the File tab.
- On the File screen, **choose the Options command**.
- The Word Options **dialog box** appears.
- Choose Add-Ins **from the left side of the Word Options dialog box**.
- Choose **Templates from the Manage drop-down list**.
- You will find the **Manage drop-down list near the bottom of the dialog box**.
- Click the Go button.
- The **Templates and Add-ins dialog box will appear**. You should see which template is **attached to the document**, such as Normal.
- Click the Attach **button**.
- Word displays the **Attach Template dialog box, which looks and works like the Open dialog box**.
- Select the **template you want to attach**.
- The templates **listed are stored on your computer, so you don't see the full range of templates that you would find on the New screen**.
- Click the Open **button**.
- The template is **attached to your document**.
- Ensure that the **option Automatically Update Document Styles** is selected.
- Updating styles **means that your document's current styles are changed to reflect those of the new template, which is probably what you want**.
- Click OK.

The styles stored in **that template** are now available to your document, and the document is now **attached to the template**.

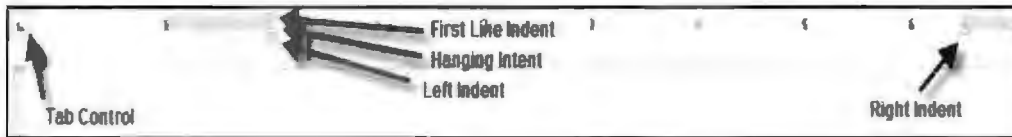
Note that attaching a **template** doesn't merge any **text or graphics** stored in that template. Only the **styles (plus custom toolbar and macros)** are merged into your document.

You can also follow **these steps to unattach a template**. Do that by selecting Normal (normal.dotm) as the **template to attach**.

11.5 RULER



In MS Word, we use Ruler to control page margins, paragraph indent and more. This tool of MS Word remains same ever since introduced. To view ruler in new version of MS Word click on view tab and select “Ruler” check box. Ruler consists of following items:



- *First line indent* used for indenting first line of the paragraph.
- *Hanging Indent* used for indenting second and subsequent lines of paragraph.
- *Left Indent* set left margin of the paragraph as on opposite side of whole paragraph.
- *Right Indent* set right margin of the paragraph as on opposite side of whole paragraph.
- *Tab Control* used to add various tabs to the “Ruler” for indenting and otherwise consistently manage text within a paragraph or document.

11.6 ZOOM

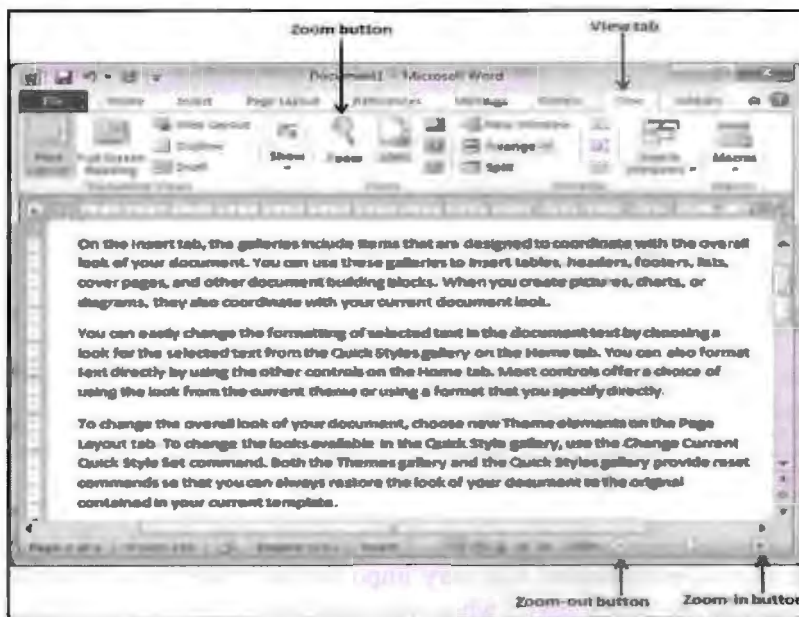
Zoom is a MS Word tool used for increasing and decreasing size of MS Word document pages. You use zoom tool to view page more clearly. When we choose Zoom-out it reduces font size. By using zoom tool, we just enlarge the font and various element, it have no impact on settings made once the document is closed then every thing returns to normal state. This tool works for current instance only. There are two ways to use zoom tool.

1. Through view tab
2. Through + and – option available at the bottom of page.

1. *Zoom Through View Tab*

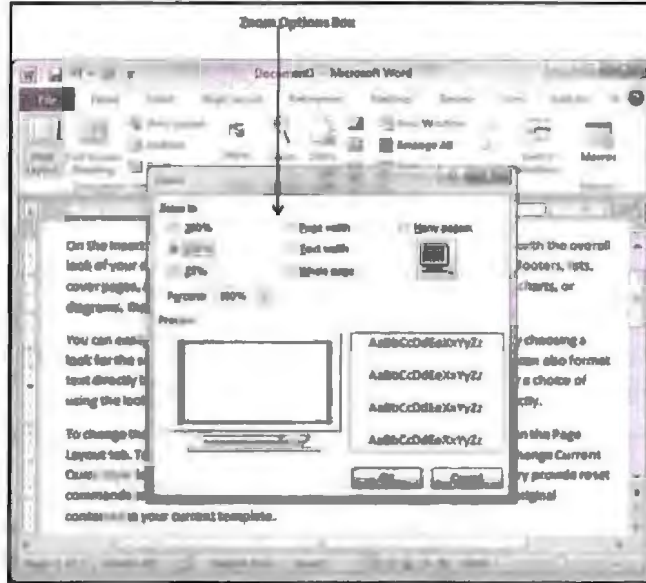
Take the following steps to apply zoom-in and zoom-out using view tab:

Click view tab and click Zoom button as shown below.



When you click on zoom button Zoom dialog box will appear. This dialog box will display the zoom option box to select a value to reduce or increase.

The default zoom form of any page is 100% and the minimum zoom is 75%. You can Zoom-in till 200%. You can also choose “Many pages” option to display more than one page at a time. But most of the time user finds it very annoying as it leads to confusion while reading or working with multiple pages.



Once done with setting click on OK to apply the changes on the document.

2. Using + and – Zoom Button to Zoom



This is one of the most frequently used techniques to zoom a page. By using this option, you can zoom in or zoom out 10% each time.

+ button will increase zoom and – button will reduce zoom.

10% is the minimum zoom you can have for a document whereas 500% is the maximum zoom that you can increase.

11.7 PROTECTING YOUR DOCUMENT

MS Word allows you to protect your document from unauthorized access. When working in shared environment it is very important to protect your document or any file to be viewed by others. Even when you share PC with others it is necessary to

have secured file system in order to protect the **personal** information or data from outer world. One of the most common techniques used for protecting your document is through **Password protection**.

You can make file **read only** file using file menu while **saving** a file. Or you can set properties of file **using file menu** then select **properties option** and click on the check box "Read only". **By using this method**, you can **protect files** from getting modified by any other user but **what if you want your file not to be viewed at all by any user**, then to do so we need **password protection**.

We all know what is **password** and what impact it have when a file is protected using password protection. To **password protect file** take the following steps:

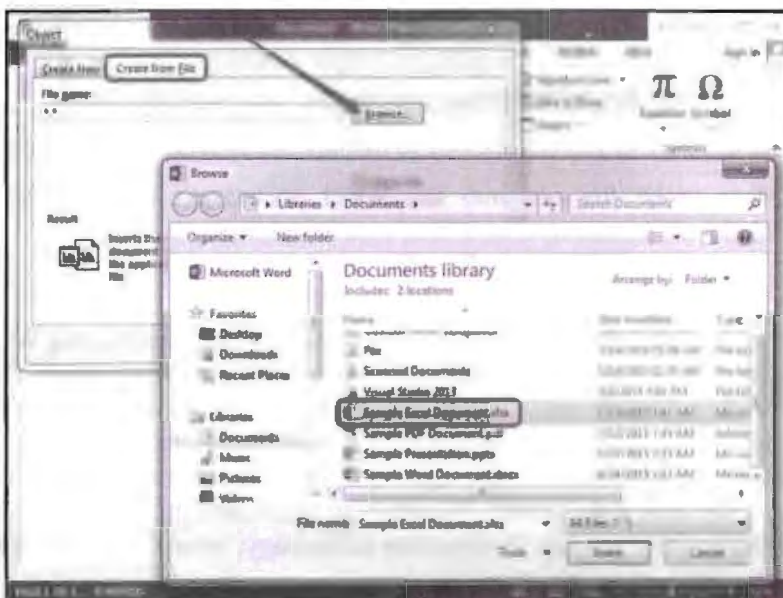
- Click the **File tab**.
- Click **Info**.
- Click **Protect Document**, and then click **Encrypt with Password**.
- In the **Encrypt Document** box, type a **password**, and then click **OK**.
- In the **Confirm Password** box, type the **password again**, and then click **OK**.

Remember that **password** is case sensitive. Make **sure you remember** the password because if you **loose your password** then you might **not be able** to access the document again.

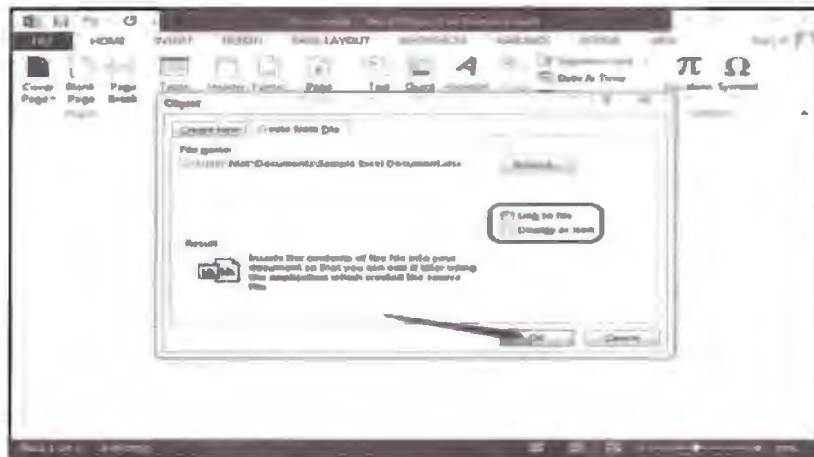
11.8 INSERTING A FILE INTO ANOTHER FILE

In MS Word, you can link various types of file in a document like PDF file or excel file, etc. By using **file linking**, you allow other users to view file who use your computer. Changes also get automatically updated on linked file means if you make any changes in file that you link within word then those changes will be reflected. If you are **embedding an object** in a document then **changes will not be updated**.. To insert a file in word document take the following steps:

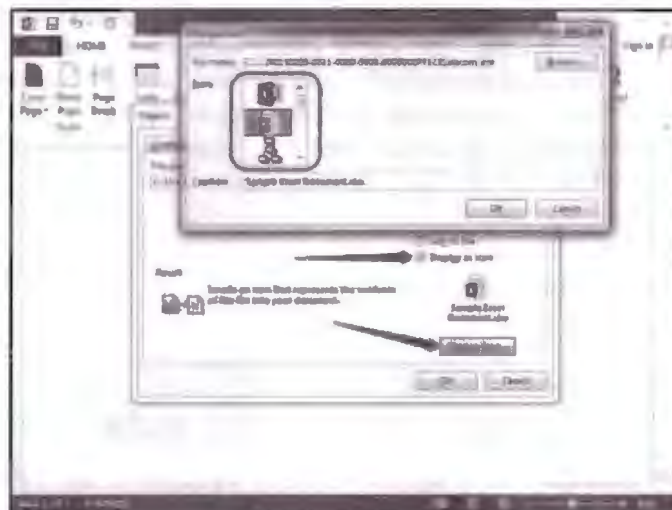
- Open MS Word.
- Create new or **open any existing file**.
- Click on **insert tab**.
- Select **Object** button in text group.



- Now click on Create from file tab.
- Click browse button to insert file from specific location.
- Click on insert button to insert a file.



- Check the Link to File box to link to the file instead of embedding it into the document. If you edit the linked file, the changes are reflected in the Word document.
- Remember that link file is not a part of your document and if you share a file then link will be broken. Linking file will only work in a scenario where source file and linked file both are available at same PC.



- Check the Display as Icon check box to display file as icon in document.
- Click OK to insert the file into the Word document. To save the changes, press Ctrl-S.

Overview of Wizard

In MS Office, you can automate the process of creating document using Wizard. You can create memos, letters, faxes and many other business documents. The major difference between wizard and template is wizard walk you through text entry process in many part of document whereas template is just like a placeholder that tells you where to insert text. Template is just like a prototype for a document whereas wizard is a process of creating a document. Wizard is an automated process whereas template is a completely manual process. In computer technology, wizard is a part of a program that guides you through certain steps.

Basically a wizard is like a guide that helps you in creating new files in any program. Wizard does not offer much customization features hence many users may find it useless as experienced users want more features in finished files. Apart from that wizard is only suitable at learning stage. Once you gain command over a product then wizard is not used at all. Be sure not to confuse between a "wizard" with a "template". A template is a pre-formatted document that has already been created, whereas a wizard is a step-by-step guide that helps you to create your own document.

11.9 INSERTING HYPERLINKS OF A WEB PAGE OR A WORD DOCUMENT

Hyperlinks are basically location address inserted into a document that have link to another object or location. We all at some stage of life use hyperlinks while using internet. By using this tool, you can enhance the reader experience by linking various resources to a document. Adding hyperlinks is a very simple process. Hyperlinks are clickable elements in a document and it takes you to the location or object they are mapped with.

11.9.1 Types of Hyperlinks

There are few basic types of hyperlinks that we can include in a word document:

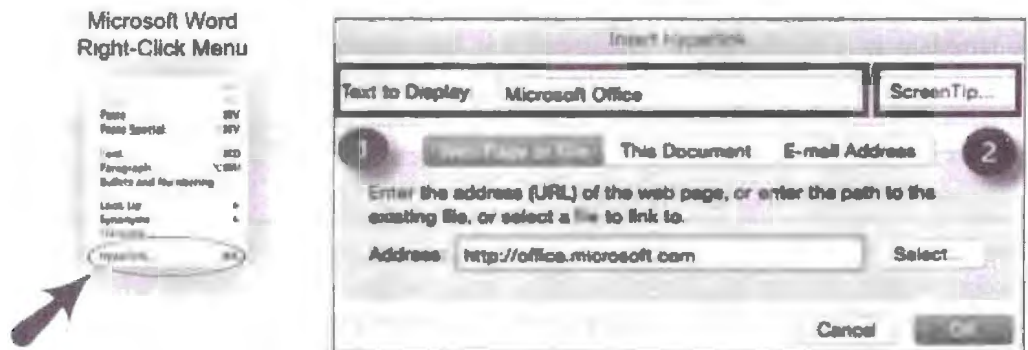
- *Relative*: Hyperlink is a shorter address that only includes the location details necessary to follow the path from the document's current location to another document within the same location. Thus, the hyperlink connects to another document relative to its current location. The linked document can be in the same location, or it can be in a subfolder, but it cannot be outside of the original document's location.
- *Absolute*: Hyperlink is a full address for the document to be linked to. It includes every location detail necessary to follow the path to the linked document from anywhere. The document linked to can be virtually anywhere your computer is able to access, from your hard drive to a location on the Web.
- *Anchor*: Link connects locations within the same document. For example, a table of contents might consist of anchor links that take the reader to specific chapters within the document.

11.9.2 Inserting a Hyperlink in Your Word Document

To insert hyperlink in a document take the following steps:

- Open MS Word.
- Open any existing file or create new document.
- Insert some text.
- Select the text you want to turn into hyperlink.
- Right click the selected text and then select option Hyperlink.
- This option will open hyperlink dialog box.
- Embed the link by applying appropriate setting. Choose tab according to your link type.
- Choose tab if link is a file or web, document or e-mail address.
- Browse the location of file or document that you wish to link.
- Click on ok to exit.
- Test link by clicking it

- If suitable result is not achieved then repeat the process.
- You can also use insert tab to insert hyperlink in a document. Process will remain the same.



Check Your Progress

Fill in the blanks:

1. Mail merge is _____.
2. There are _____ types of views in word.
3. Templates are _____ of document.
4. Zoom is tool used for _____.
5. _____ use for protecting document.
6. Hyperlink is _____.

11.10 LET US SUM UP

- Mail merge is a tool for sending a document to multiple people at a same time, by using mail merge you can save time.
- By using view tool, you can change the document appearance.
- Templates are ready to use prototypes by using these template you can create document template that will have all predefined settings which can be modified as per requirement.
- Ruler and ruler tools are used for getting better view of document.
- Use password to protect your document from unauthorized access.

11.11 LESSON END ACTIVITIES

1. Create a document and protect it with password.
2. Create a document template.
3. Create a web page using MS Word.
4. Create nested files.

11.12 KEYWORDS

PC is short form for personal computer which ideally means desktop computer.

Wizard is a step by step process of problem solving.

11.13 QUESTIONS FOR DISCUSSION

1. Explain mail merge.
2. Write all the steps involved in creating mail merge.
3. How to use zoom and ruler tool to change appearance of document? Explain.
4. Explain how to create a document template?
5. Try different views of MS Word and explain them.
6. What do you understand by wizard?
7. How to insert hyperlink in MS Word? Explain its significance.
8. Explain all types of hyperlink.

Check Your Progress: Model Answer

1. Group document mailing utility tool
2. Five
3. Prototype
4. Increasing and decreasing size of font
5. Password
6. Link to destined address

11.14 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016. *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995. *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With *Introductory Concepts and Techniques*, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001. *Microsoft Office XP 8-in-1*.

LESSON

12

SPREADSHEET AND MS-EXCEL

CONTENTS

- 12.0 Aims and Objectives
- 12.1 Introduction
- 12.2 Starting MS Excel
- 12.3 Spreadsheet and its Elements with Application Window and Document Window
 - 12.3.1 Menu Bar
 - 12.3.2 Title Bar
 - 12.3.3 Status Bar
- 12.4 Cell
- 12.5 Standard Toolbar & Formatting Toolbar
 - 12.5.1 Formatting Toolbar
 - 12.5.2 Standard Toolbar
- 12.6 Workbook & Worksheet
 - 12.6.1 Excel Workbook
 - 12.6.2 Excel Worksheets
- 12.7 Handling Files
- 12.8 Let Us Sum Up
- 12.9 Lesson End Activities
- 12.10 Keywords
- 12.11 Questions for Discussion
- 12.12 Suggested Readings

12.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Define Excel and its application
- Discuss the significance of cells
- Explain the elements of Excel program

12.1 INTRODUCTION

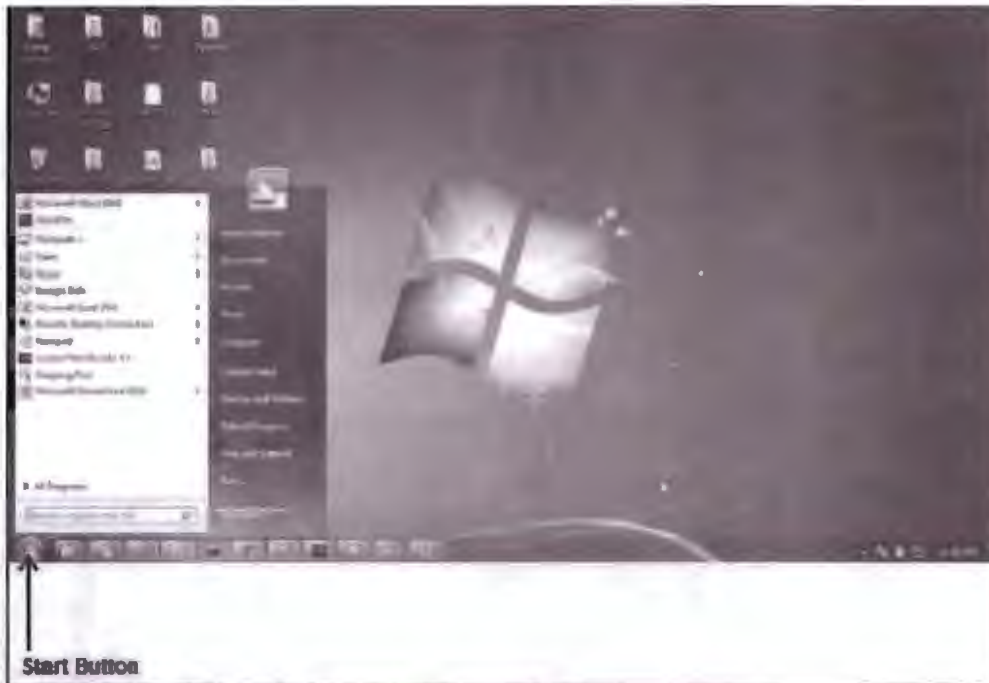
MS Excel is a software program used for storing, organising and manipulating data. MS Excel is a program comes with MS Suite package. MS Excel is also known as spreadsheet program. Idea to develop MS Excel is based on paper spreadsheet used for accounting. Computerized spreadsheets still use same idea as the paper ones. Data is stored in tabular format which have rows and columns where rows are represented

by numbers and columns are represented by alphabets. Current versions of Excel and other spreadsheet programs can store multiple spreadsheet pages in a single computer file. The saved computer file is often referred as a workbook and each page in the workbook is a separate worksheet.

12.2 STARTING MS EXCEL

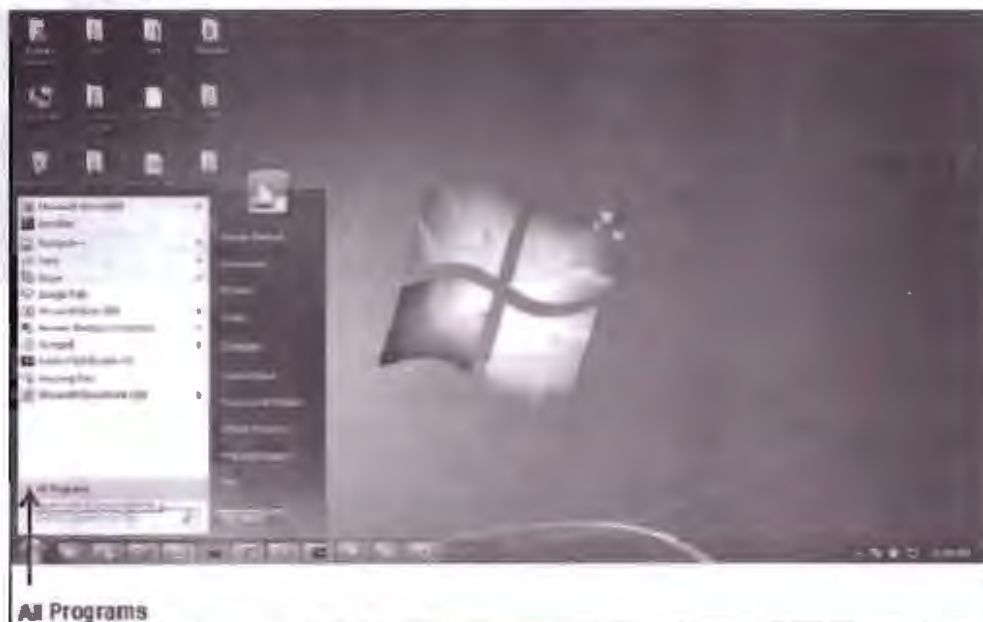
To open MS Excel is very easy. Take the following steps to open MS Excel:

- Click on the start button.



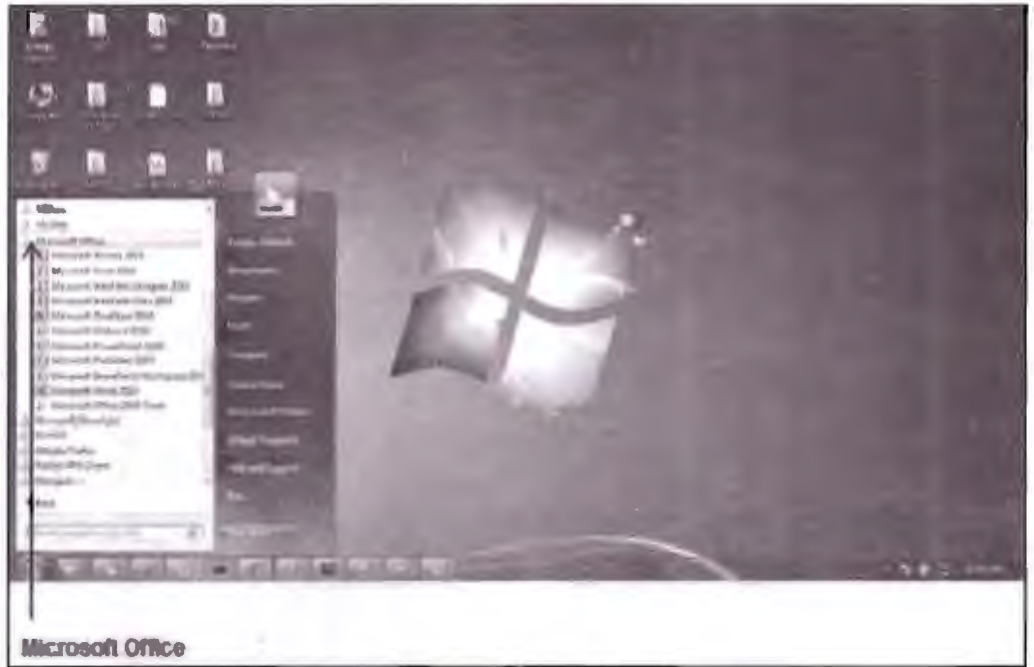
Example showing How to Start Excel

- Click on All Programs option available in start menu.



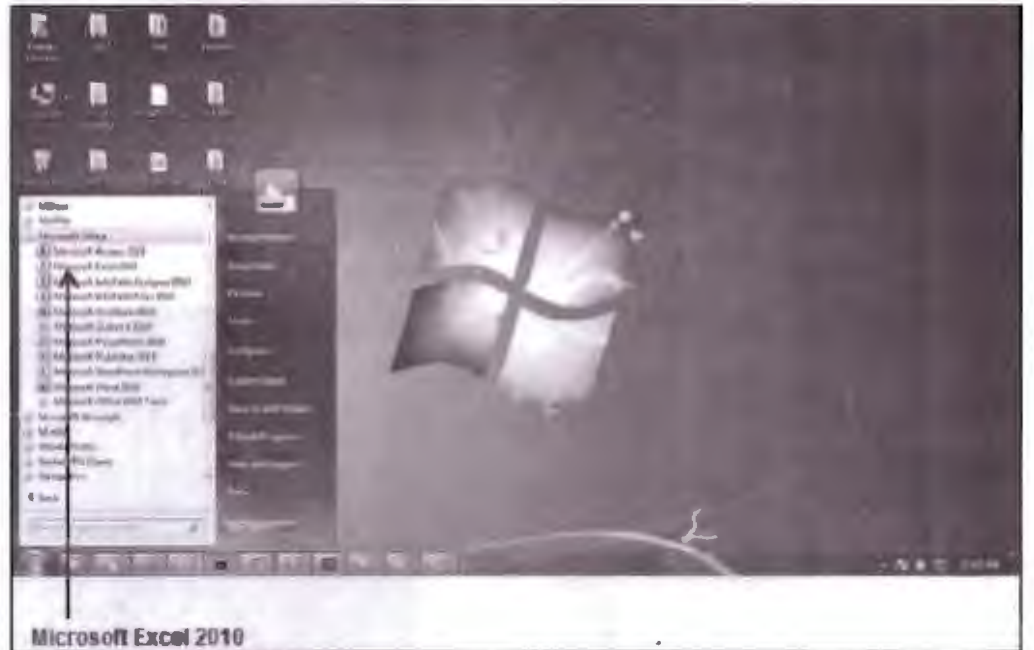
Example showing How to Start Excel

- Now click on **Microsoft Office**.



Example showing How to Start Excel

- Now search for MS Excel in submenu and double click it or press enter.



Example showing How to Start Excel

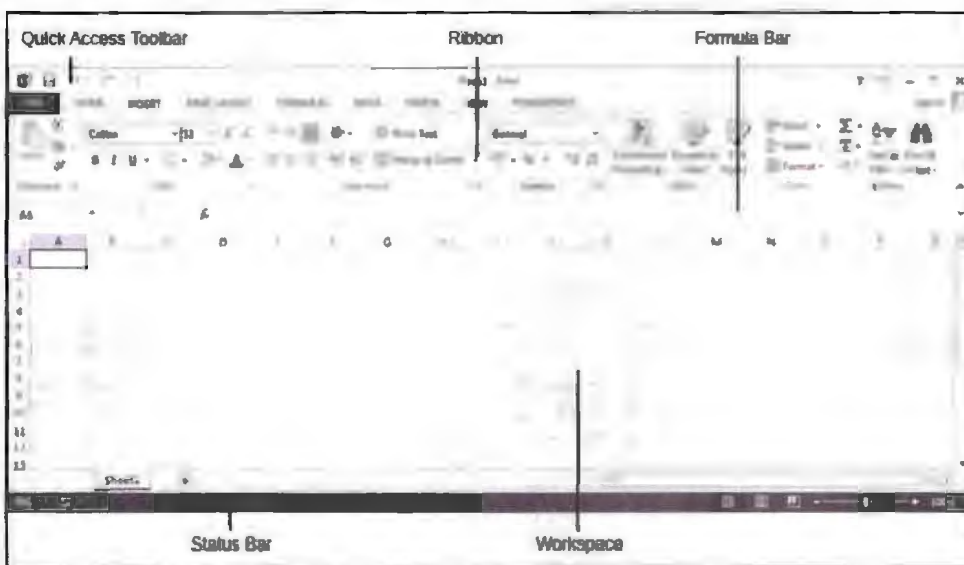
- As soon as you click on MS Excel option computer processor will launch Excel and the following screen will appear



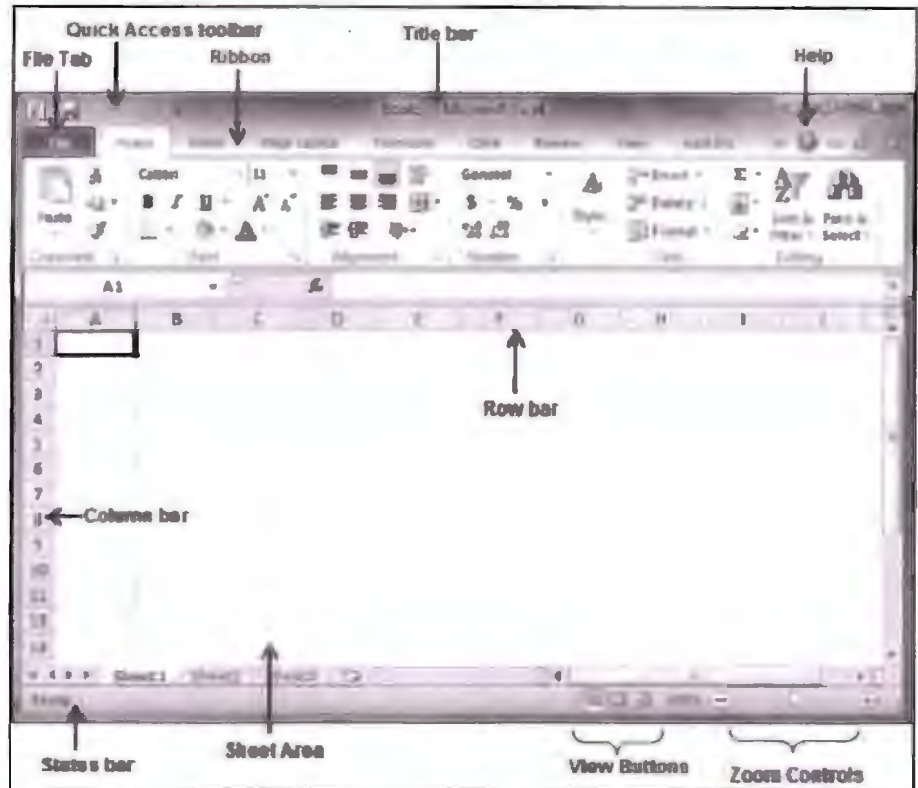
MS Excel Window

12.3 SPREADSHEET AND ITS ELEMENTS WITH APPLICATION WINDOW AND DOCUMENT WINDOW

MS Excel is just like any other application in MS Office suite package. The basic GUI is same as other application like it also have menu bar, title bar, tools bar, etc., but what makes it special is its functionalities that it contains tool for data manipulation and calculation. The most unique and special tool of Excel is its additional formula bar. This tool allows you to perform all mathematical calculation. Application window is entire GUI that excel provides you to work in excel application window consisting of many elements like formula toolbar, ribbon, tabs, etc. The following figure will show you how application window look like. Document window is a section of document which displays you actual content of file. Document window is also known as working area. Document window is a placeholder where users enter information and perform various operations.



Application Window



Elements of Spreadsheet

12.3.1 Menu Bar

This bar contains all **drop down** menus for file manipulation. This menu bar is below the title bar. This bar have options for customizing worksheet. These menu bar have tool for sharing your work with other users. It have special help menu that help you to troubleshoot problems.

Formula Toolbar

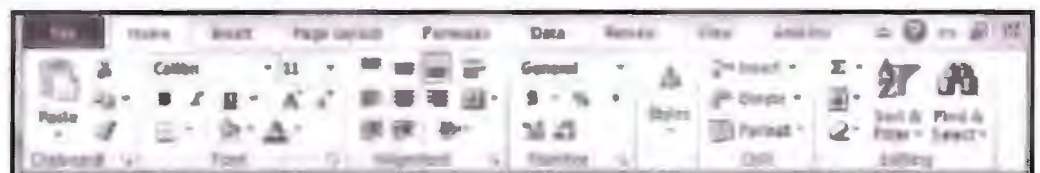
By using this tool bar, you can perform mathematical calculations. For example, by using this tool bar, you can add two columns and can print output in third column. This toolbar is specially designed for MS Excel. Excel supports many math functions.

Quick Access Toolbar

You will find this toolbar just above the File tab and its purpose is to provide a convenient resting place for the Excel's most frequently used commands. You can customize this toolbar based on your comfort.

Ribbon

Ribbon contains commands organised in three components:



Ribbon Organizer

1. **Tabs:** Appears at the top of window below menu bars and it contains groups of related commands. Example: Home, Insert, Page Layout.

2. **Groups:** They are like placeholder for related **commands**. Each group name appears below the **group** on the Ribbon. Example; **groups** command related to font or alignment.
3. **Commands:** Command is actual action we take on **specific object**, it appears within each group.

12.3.2 Title Bar

This appears at the **top** of the window and it displays the **name** of the worksheet you are currently working.

Help

The help icon is used for **getting help** related to Excel. It **provides tutorials** on a variety of subjects related to **excel**.

Zoom Control

This allows you to **have closer look** at text. It **increases the size** of font without effecting actual settings. You can zoom text in Excel by using **+ and –** buttons. Zoom control consists of **slider button** to zoom in and zoom out. Pull slider towards **+ sign** to increase zoom and towards **– sign** to reduce zoom.

Sheet Area

It is actual working area of Excel. In sheet area we **insert data**. It contains **blinking cursor** from where you can start typing. The **flashing vertical bar** is called the insertion point and it represents the **location** where text will appear when you type.

Row Bar

Row bar is represented by **numbers**. This bar contains **number starting from 1** and it keeps on increasing as you enter data. Maximum limit for rows is **1,048,576**.

Column Bar

Column bar is represented by **alphabets**. This bar contains **alphabet starting from A** and it keeps on increasing as you enter data. Once column reaches all alphabets its count continues as **AA, AB** and so on. Maximum limit for columns is **16,384**.

12.3.3 Status Bar

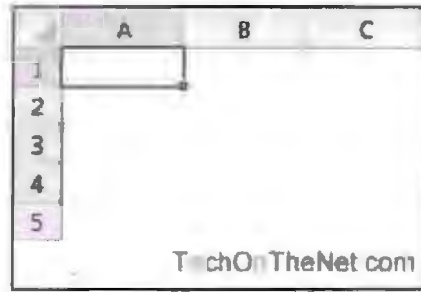
This displays all the **information** regarding sheet as well as the **current insertion point** location. This bar display information like **total number of pages** and **word used** in a worksheet, etc.

Dialog Box Launcher

This appears as a very **small arrow** in the **lower-right corner** of many groups on the Ribbon. Clicking this **button** opens a **dialog box or task pane** that provides more options about the group.

12.4 CELL

In MS Excel, a cell is a **rectangular box** that appears at the **intersection** of row and column. Columns are represented by **alphabets** and rows are represented by **numbers**. Cell is a unit for data insertion. Every cell in excel have **unique coordinates** or value in excel sheet such as **A1**. So if we are at **A1 coordinate** this means that you are at **column A** and **row 1**. This is how cell gets its **unique value every time**.



Cell in Excel

Each cell in excel can store one piece of information at a time such as data, formula, text, numbers or date value. There are many ways in which you can format a cell in Excel such as change its font, number format, background, alignment, etc.

12.5 STANDARD TOOLBAR & FORMATTING TOOLBAR

12.5.1 Formatting Toolbar



Formatting Toolbar

This entire toolbar could become a floating window by double-clicking on the control bar at the far left end of this toolbar. That gives the following window, which can be placed anywhere on the screen:








Formatting Toolbar

This toolbar can be restored to its original position by clicking in the gray bar at the top and dragging it back to the top of the screen. Push the top of the window up to the bottom of the menu bar.

Function of commonly used buttons			
	Changes the font of the selected text		Changes the size of selected text and numbers
	Makes selected text and numbers bold		Makes selected text and numbers italic
	Underlines selected text and numbers		Aligns to the left with a ragged right margin
	Centres the selected text		Aligns to the right with a ragged left margin
	Merge and Centre - Merges two or more selected cells and centres the entry		Currency Style - Formats selected text to display currency style
	Percent Style - Formats selected cells to display percent		Comma Style - Formats selected cells to display commas in large numbers
	Increase Decimal - Increases the number of decimals displayed after the decimal point		Decrease Decimal - Decreases the number of decimals displayed after the decimal point





























Contd...

	Decreases the indent to the previous tab stop		Indents the selected paragraph to the next tab stop
	Adds or removes a border around selected text or objects		Marks text so that it is highlighted and stands out
	Formats the selected text with the colour you click		

Carefully review the function of each of the buttons above. When you think that you are familiar with each of the buttons take the short quiz below (The Formatting toolbar has been included as a reference).

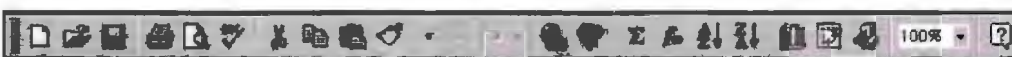


Formatting Tool Bar

	A	B	C	D	
1.					You wish to call attention to a portion of your worksheet by making the text bold. Which button do you select?
2.					You want to centre the entries in selected cells. Which button do you select?
3.					Cell A1 is to be stretched so it covers 6 cells. Which button do you select?
4.					To call attention to text, you want place a block of colour behind the text to highlight it. Which button do you select?
5.					Another way to call attention to a block of cells is to place a border around them. Which button do you select?
6.					A column of numbers represents money and you want to apply currency style. Which button do you select?
7.					A column of numbers has too many decimal places after the decimal point. Which button do you select?

Button and Their Function

12.5.2 Standard Toolbar




















Standard Toolbar

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























Standard Toolbar

This toolbar can be restored to its original position by clicking in the gray bar at the top and dragging it back to the top of the screen. Push the top of the window up to the bottom of the menu bar.





Function of commonly used buttons			
	Creates a new blank document based on the default template.		Opens or finds a file.
	Saves the active file with its current file name, location and file format.		Prints the active file - for more print options go to the File menu and select Print.
	Print preview - Shows how the document will look when you print it.		Spelling, grammar and writing style checker.
	Cut - Removes the selection from the document and places it on the clipboard.		Copy - Copies the selected item(s) to the clipboard.
	Paste - Places the content of the clipboard at the insertion point.		Format painter - Copies the format from a selected object or text and applies to other objects or text.
	Undo - Reverses the last command, use pull-down menu to undo several steps		Redo - Reverses the action of the Undo button, use the pull-down menu to redo several steps.
	Auto Sum - Adds numbers automatically, and suggests the range of numbers to be added.		Sort Ascending - Sorts selected items from the beginning of the alphabet, the lowest number or the earliest date.
	Sort Descending - Sorts selected items from the end of the alphabet, the highest number or the latest date.		Chart Wizard - Guides you through the steps for creating an embedded chart (graph).
	Displays or hides the Drawing toolbar.	75%	Zoom - Enlarge or reduce the display of the active document.

Carefully review the function of each of the buttons above. When you think that you are familiar with each of the buttons take the short quiz below. The Standard toolbar has been included as a reference.



	A	B	C	D	
1.					You have completed the worksheet and want to make certain that you have not made spelling or grammar errors. Which button do you select?
2.					Text is highlighted and you want to remove the selection from the active document and place it on the clipboard. Which button do you select?
3.					You have made a change to the active document and want to make certain that those changes are saved. Which button do you select?
4.					You want to get a quick sum of a column of numbers. Which button do you select?
5.					The worksheet had been checked for spelling errors, it has been saved, and now you are ready to print. Which button do you select?
6.					A worksheet which has been saved into a folder on your computer is to be opened so changes can be made. Which button do you select?

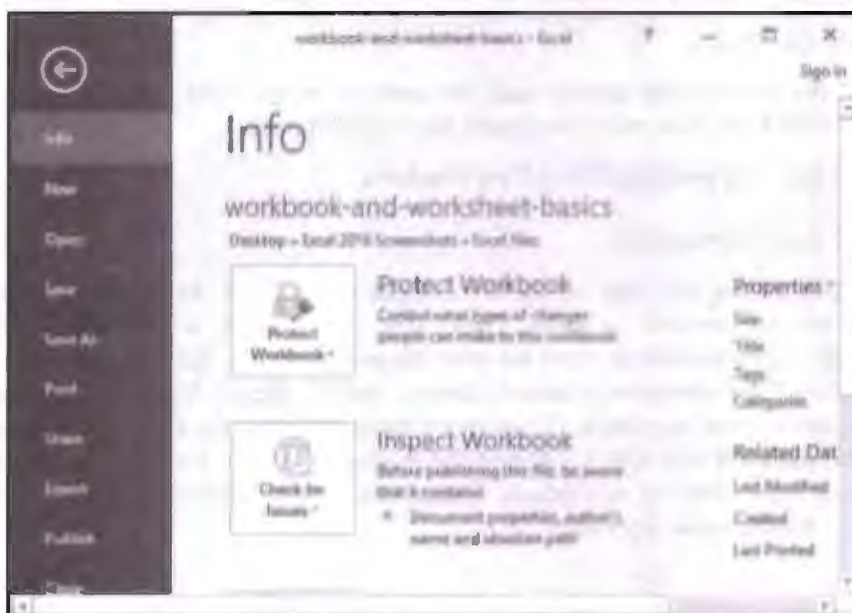
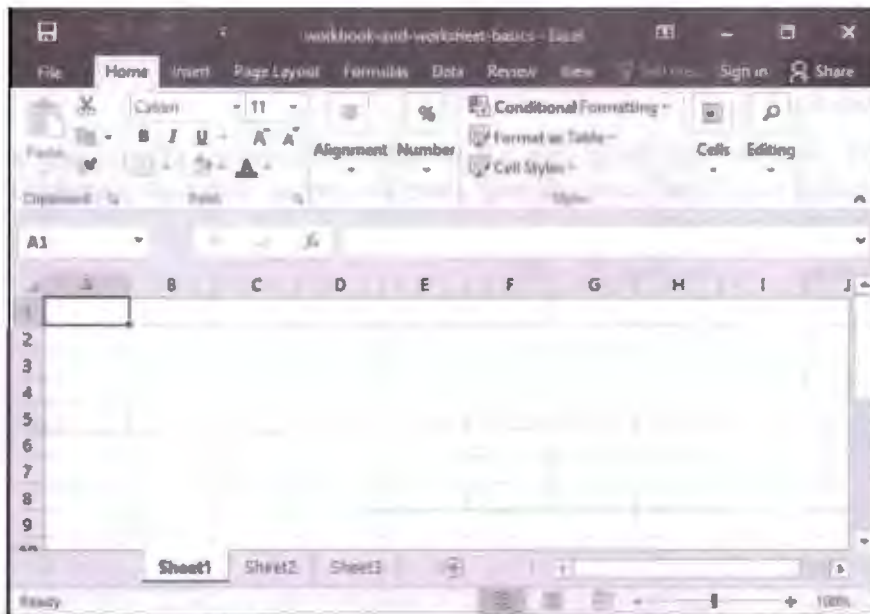
Contd...

7.					<p>The worksheet had been checked for spelling and has been saved. Before sending it to the printer you want to see how it will look.</p> <p>Which button do you select?</p>
----	--	--	--	--	--

12.6 WORKBOOK & WORKSHEET

12.6.1 Excel Workbook

A workbook is just an additional name given to excel file. A workbook is a file of excel contains user data and information. Like word file is also known as document, excel file is known as workbook. A workbook is a place holder where you have menus and tools for data manipulation. Excel workbook is a combination of rows, columns and cell. Excel will open up something called the backstage view. The backstage view is used to manipulate files, and contains functionality that will allow you to Save, Open, Close and Print your workbooks.



Excel Workbook

Start a New Workbook

- "File" menu on the top left of your screen.
- Click the "New".
- Select the type of file you want to create (usually "Blank Workbook") and press the "Create" button.

Shortcut: Try pressing Ctrl + N

- Click "File menu" on the top left of your screen.
- Click the "Open" option.
- Navigate through your computer's folders to the file you want to open, then click "Open".

Shortcut: Try pressing Ctrl + O

Close a Workbook

- Click the "File menu" on the top left of your screen.
- Click the "Close".
- Bear in mind that Excel can have multiple workbooks (files) open at once; pressing the "Close" icon will only close the current workbook, and will keep all other workbooks open.

Shortcut: Try pressing Ctrl + W

- Click the green "File menu" button on the top left of your screen.
- Click the "Save".
- Navigate through your computer's folders to the location in which you'd like to save your workbook, then click "Save".

Shortcut: Try pressing Ctrl + S on Windows.

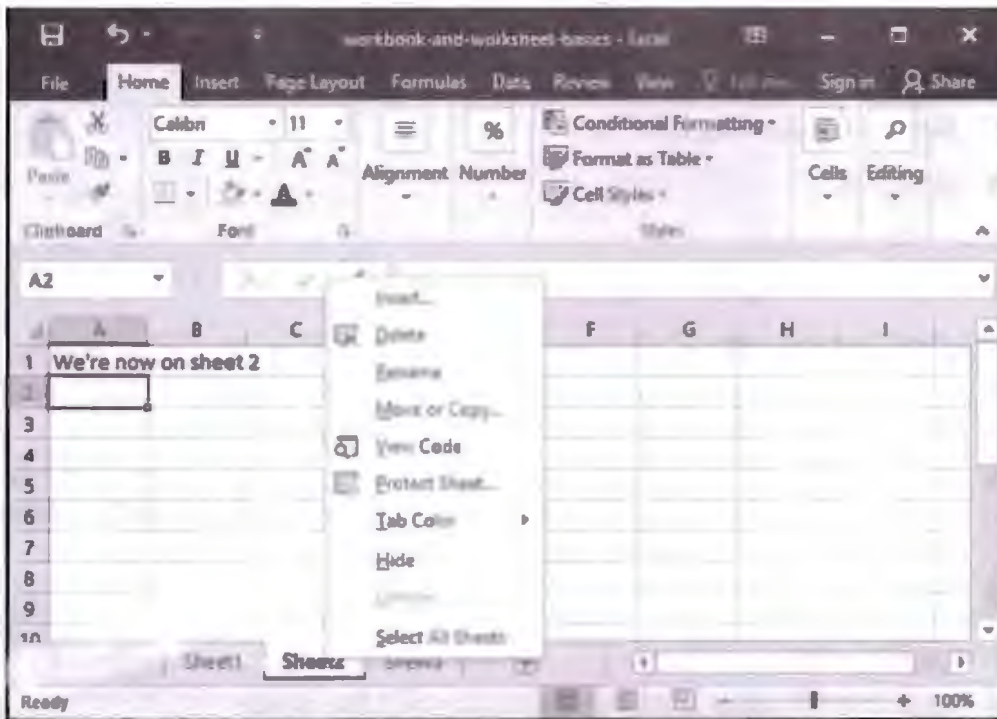
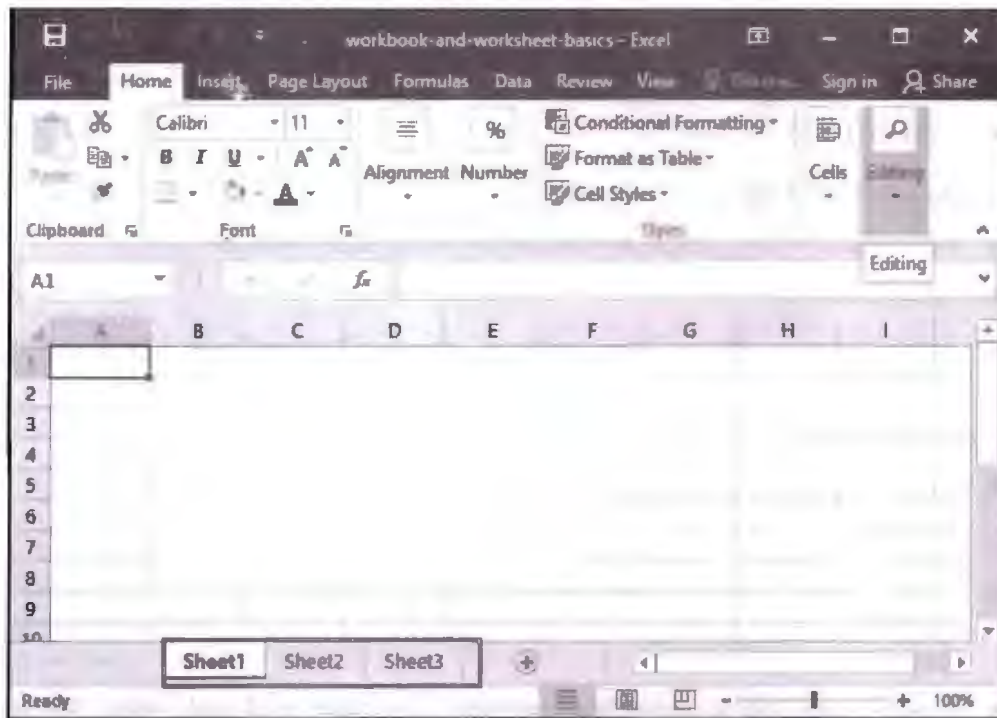
Print a Workbook

- Click the green "File menu" on the top left of your screen.
- Click the "Print".
- Edit the settings that appear until the preview in the right-hand pane appears as you would like it to print, then press the "Print" button.

Shortcut: Try pressing Ctrl + P on Windows.

12.6.2 Excel Worksheets

MS Excel allows its user to have multiple worksheets in a single workbook. Worksheets are created in tabs. These tabs are located at the bottom of each workbook. Each worksheet have its own unique name, by default every work book will contain three worksheets namely sheet1, sheet2, sheet3. You can freely add and remove sheets from workbook. To navigate through these tabs all you need to do is to click on them. Or use Ctrl + PgUp or PgDn shortcut keys. To open option/property menu bar right click on worksheet. Using this property menu, you can perform a variety of functions on worksheet.



Worksheets of Excel

Here are some more operations that you can accomplish on worksheet:

Add a Worksheet

- Right click the name of any worksheet tab.
- Click "Insert...".
- Ensure "Worksheet" is selected and press "OK".

Delete a Worksheet

- Right click the name of the worksheet you would like to delete.
- Click "Delete".

Rename a Worksheet

- Right click the name of the worksheet you would like to rename.
- Click "Rename".
- Type the new name of the worksheet on your keyboard, then press Enter to commit.

Move a Worksheet

- Right click the name of the worksheet you would like to move.
- Click "Move or Copy".
- If you would like to move the worksheet to another position in the same workbook, click the name of the worksheet before which you would like to move it.
- If you would like to move the worksheet to another workbook, select the new workbook from the "To book" menu, then click the name of the worksheet before which you would like to move it.
- Bear in mind that if you move a worksheet to another workbook, it will be erased from the current workbook.
- Press "OK".

Copy a Worksheet

- Right click the name of the worksheet you would like to copy.
- Click "Move or Copy".
- If you would like to copy the worksheet to another position in the same workbook, click the name of the worksheet before which you would like to copy it.
- If you would like to copy the worksheet to another workbook, select the new workbook from the "To book" menu, then click the name of the worksheet before which you would like to copy it.
- Press "OK".

Hide a Worksheet

- Right click the name of the worksheet you would like to hide.
- Click "Hide".
- This will make the worksheet invisible and remove it from the tab list at the bottom of your screen.

Unhide a Worksheet

- Right click the name of any worksheet.
- Click "Unhide...".
- Select the name of the worksheet you would like to unhide, then press "OK".

12.7 HANDLING FILES

File operation encompasses a vast variety of operations that one can perform to gain maximum performance. File operations are as follows:

New

This operation lets you create new file. When we select new option we get black template. If you made any changes in other file will get removed and settings will return to default.

Open

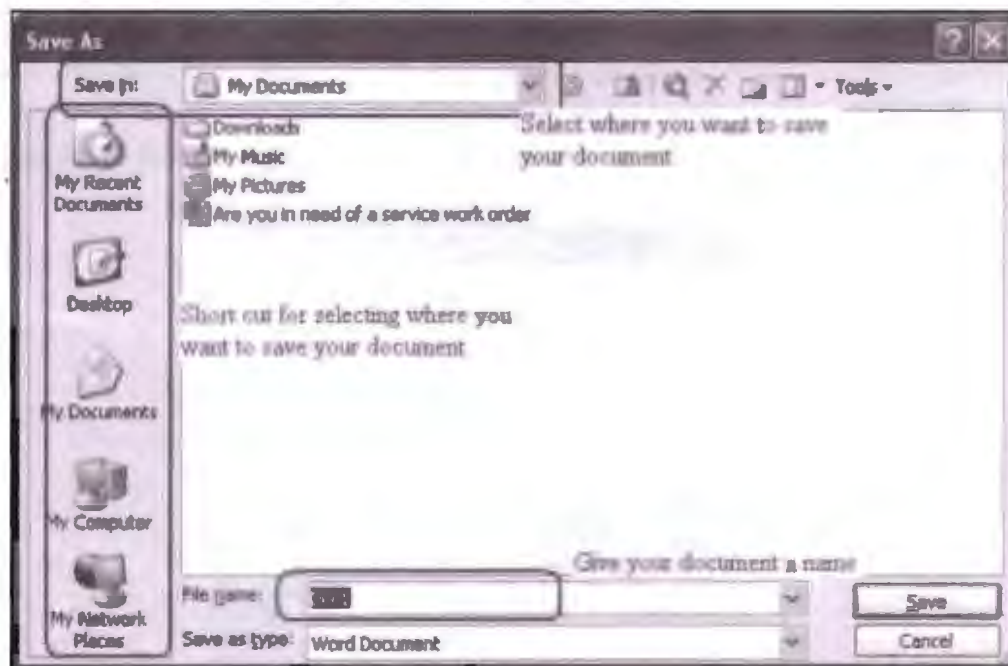
This option will let you to browse file saved on any location of hard disk. By using this operation, we can access external drive also like pen drive, etc.

Close or Exit

This option is used to close a currently open file. By using cross button, we can close currently open file.

Save

By using this option, we can save file on any location of computer. Save option by default save file in "My Document". We can choose any location by browsing folder. In save file option, there are two options "Save" and "Save as". Save as is used for saving file for first time. When we select save as option to save file, then it displays one pop-up window asking you to give some name to the file. From this pop-up window, we can choose the location or a specific folder to save a file whereas "save" option is used to save the recent updates made in a file.



Cut

By using this option, we can cut a part of text. Ctrl + X is a shortcut key used for cutting a part of text. Ctrl + V is the shortcut used for pasting the same text later in any part of current document or any other text file. When we use cut option to cut a part of text then this operation takes hold in memory temporarily. Once the text is pasted then

it cannot be pasted again and if system failure occurs then cut paste goes back to its original file.

Copy

This option is used for copying a part of text or full text again and again. Ctrl + C is the shortcut key used for copying a part of text. Ctrl + V is a shortcut used for pasting the copied text. If system failure occurs (like power failure or any other unnatural cause) then the copied text is washed out from memory. If copied text is not saved then the copied text will get washed out of memory.

Paste

This option is used for pasting copied or cut text to any part of file or any other file. This option is like transport device that transports text from one part of file to another file. Paste option is program independent. Meaning we can use Cut, Copy, Paste option in any type of file. For example, copy or cut some part of text from MS Office to notepad.

Search

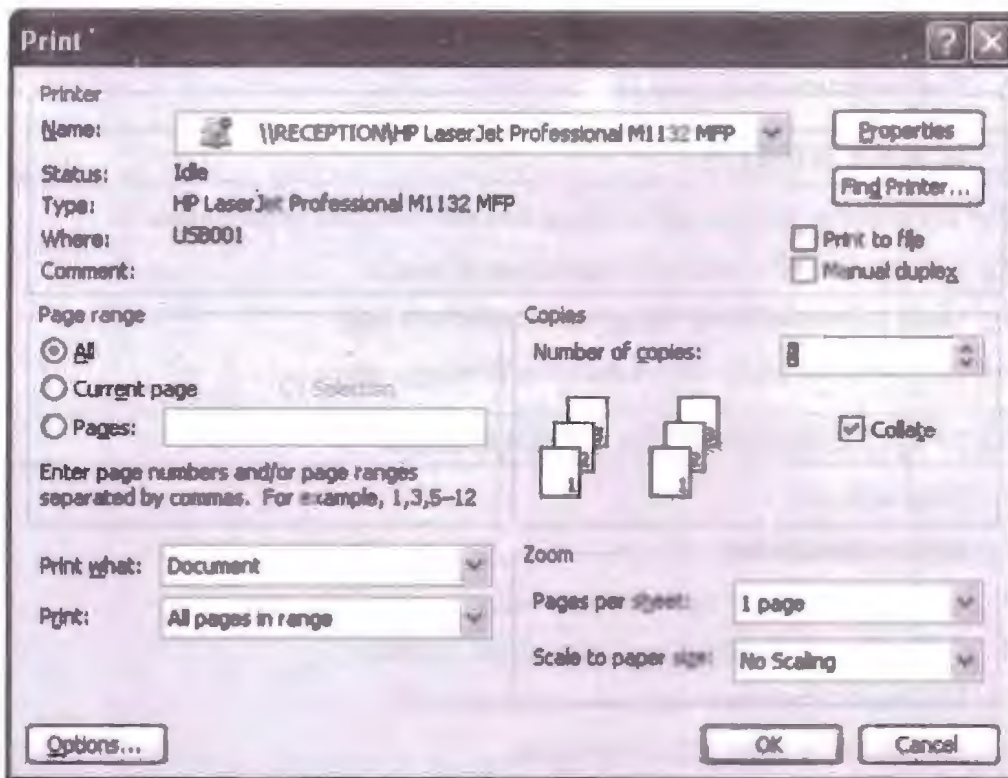
This option is used for searching any file using MS Word search. The searched file will get open in new window. To search any file we can use the task pane.

Print

This option of file is used for getting hardcopy of document. Ctrl + P is used for printing document. In MS Word, we have one option known as "Print Preview". This option is used for viewing documents final look after being printed without actually printing it. If not happy with current look we can always go back to document make necessary changes and then have printout. We can choose to print document in various size like A4, A5, A6. We can also choose to have landscape or portrait printout. Having colourful printout is also possible if you have any image or any colourful font in a document. Make sure your printer have colour ink to bring colourful printout.

We can make various changes in printout like number of pages wanted as printout, margin, etc.





Check Your Progress

Fill in the blanks:

1. Excel is a _____ programs.
2. Excel files are called _____.
3. Worksheet is _____.
4. Workbook is _____.
5. Cell is _____.
6. Excel have _____ and _____ toolbars.
7. _____ is used for inserting calculation.

12.8 LET US SUM UP

- Excel is a data processing software program that is far more capable than just data processing.
- Excel is a sheet base program which contains rows and columns.
- Cell acts as a container unit that stores data in it.
- It has a variety of tools and menus for data manipulation.
- It has one very unique formula bar that allows us to create a variety of formulae for data manipulation.

12.9 LESSON END ACTIVITIES

1. Create a excel file and explore all available option.
2. Try inserting simple formula in formula bar.

3. Try to increase and decrease zoom in excel file.
4. Find out extension of excel file.

12.10 KEYWORDS

Ctrl key available on keyboard performs various operations on document.

Pg. Up key is used for bringing cursor on top of a page.

Pg. Down key is used for bringing cursor at end of a page.

A4, A5, A6 typical sheet size is used while printing a page.

12.11 QUESTIONS FOR DISCUSSION

1. What is Excel?
2. Explain formula bar.
3. Explain in detail the significance of cell.
4. What do you understand by file handling? Explain.
5. Differentiate between workbook and worksheet.
6. Explain all elements of Excel program.

Check Your Progress: Model Answer

1. Spreadsheet
2. Workbook and work sheet
3. Actual table holding data
4. Additional name given to workbook file
5. Place holder to insert data
6. Formatting, standard
7. Formula bar

12.12 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016. *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

13

WORKSHEET FORMATTING AND FUNCTION & OPERATOR

CONTENTS

- 13.0 Aims and Objectives
- 13.1 Introduction to Worksheet Formatting
- 13.2 Entering Text Data
- 13.3 Entering Formula
- 13.4 Editing the Cell Content
 - 13.4.1 Various Cell Formats
- 13.5 Formatting Font
- 13.6 Setting Border around Cell
- 13.7 Using Format Painter
- 13.8 Highlighting Gridlines
- 13.9 Finding and Replacing the Text
- 13.10 Function and Operator
 - 13.10.1 Entering Functions
 - 13.10.2 Element of Formulas
 - 13.10.3 Editing Functions
- 13.11 Changing the Default Date Format
- 13.12 Let Us Sum Up
- 13.13 Lesson End Activities
- 13.14 Keywords
- 13.15 Questions for Discussion
- 13.16 Suggested Readings

13.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Formatting sheet text
- Inserting border and shading to cell
- Editing and formatting cell content
- Using find and replace for text manipulation
- Inserting spelling check and grammar check in order to make workbook error free
- Applying various function on worksheet
- Understanding different types of in-built function in excel

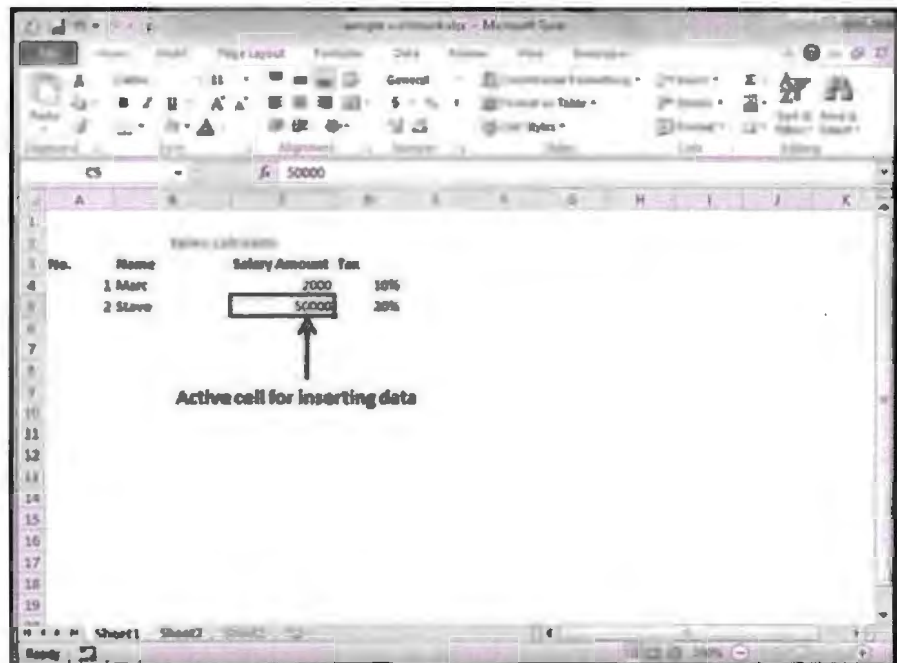
13.1 INTRODUCTION TO WORKSHEET FORMATTING

In this lesson, we will learn about excel worksheet formatting. You will see in the following topics how to modify excel worksheet as per requirement. We will learn to insert data in excel sheet, formatting font, apply border around cell, etc.

Worksheet formatting lets you have custom settings and it also allows you to modify the entire look of excel sheet. In excel, there are around 1048576*16384 cells. In an excel sheet, you can insert both text and numeric data. A cell in excel can hold upto 32000 characters.

13.2 ENTERING TEXT DATA

To insert data in excel sheet all you need to do is to select the cell in which you want to insert data. Activate cell by clicking it, now type text or number and press enter to move to next cell or use navigation keys to insert data. It is not necessary to follow any sequence in excel, you can insert data to any cell you wish to.



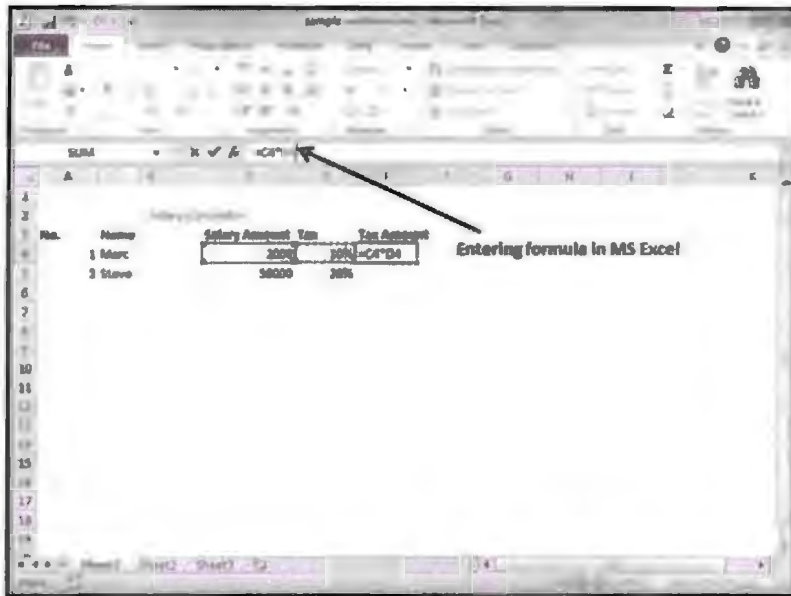
Example for Text Data

13.3 ENTERING FORMULA

MS Excel allows you to insert formula in a worksheet. By using formula toolbar, we insert formula in workbook by creating formula we can perform many mathematical operations. Formula can range from simple calculation to complex calculations. In Excel, simple user defined formula always start with = to sign, followed by contents that are numeric and then comes operator like +, -, *.

For example, when you insert a formula like =8+9*4 in this formula excel will follow the rule of BODMAS also known as operator precedence. Excel will multiply the last two numbers and will add it to the first number.

Click on the cell in which you want to insert formula. If you have inserted number in cell then select row or column in formula for calculation, for example =A1+A2. In this example, Excel will add values of cell A1 to cell A2 and the output will be stored in cell A3 by default.



Formula Bar

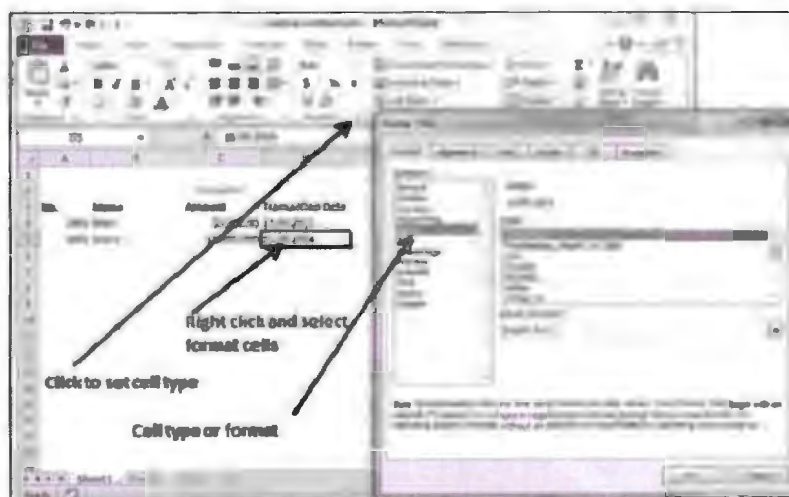
13.4 EDITING THE CELL CONTENT

You can modify cell content in excel. To do so all we need to do is to click on the cell to activate it and enter new value in it, press enter to navigate to next cell. You can also modify the font type of worksheet or for specific cell.

Formatting the Cell

MS Excel cell can contain different type of data like number, currency, date, etc. You can change cell type in the following way:

- Open Excel.
- Click on cell you want to change.
- Right click on the cell.
- Select Format cell option from pop menu.
- This will open format cell dialog box.
- Now click on type of value you want to set in cell, general is a default value.



Formatting Cell Dialog Box

13.4.1 Various Cell Formats

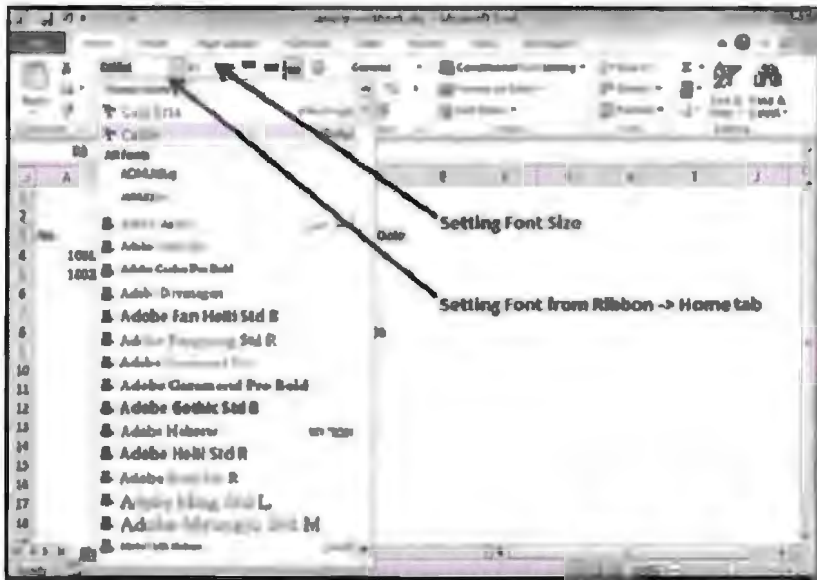
Given below are the various cell formats:

- *General*: This is the default cell format of cell.
- *Number*: This displays cell as number with separator.
- *Currency*: This displays cell as currency i.e. with currency sign.
- *Accounting*: Similar to Currency, used for accounting purpose.
- *Date*: Various date formats are available under this like 17-09-2013, 17th-Sep-2013, etc.
- *Time*: Various Time formats are available under this like 1.30PM, 13.30, etc.
- *Percentage*: This displays cell as percentage with decimal places like 50.00%.
- *Fraction*: This displays cell as fraction like 1/4, 1/2, etc.
- *Scientific*: This displays cell as exponential like 5.6E+01.
- *Text*: This displays cell as normal text.
- *Special*: Special formats of cell like Zip code, Phone Number, etc.
- *Custom*: You can use custom format by using this.

13.5 FORMATTING FONT

MS Excel allows its user to apply various types of font and font style in worksheet. You can always choose different font size, pattern, type, etc. You can format font from home tab. Changing font in excel is similar to word font formatting. To format in cell or cells font take the following steps:

- Open MS Excel.
- Click on the cell or cells of which you wish to modify the font.
- Select font option available in home tab.
- Select font type from font gallery.
- Select size from size chart place next to font type.
- You can also choose to make font bold, italic or underline.
- To modify the colour of font click on colour button.
- Select colour that suits your specification or theme.
- You can use right click method to change font {Right click on cell » Format cells » Font Tab}.
- Right click the cell in which you want to insert different font style.
- This will open cell setting dialog box.
- Click on font tab to change the settings.
- Apply font.

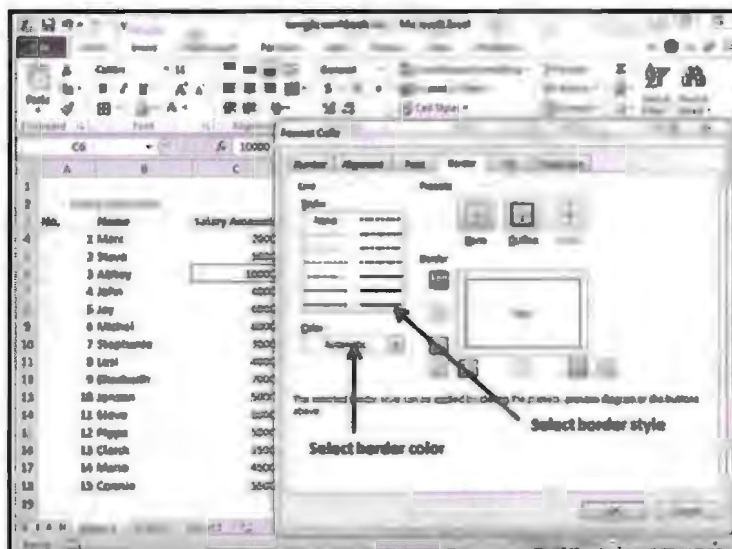


Font Formatting

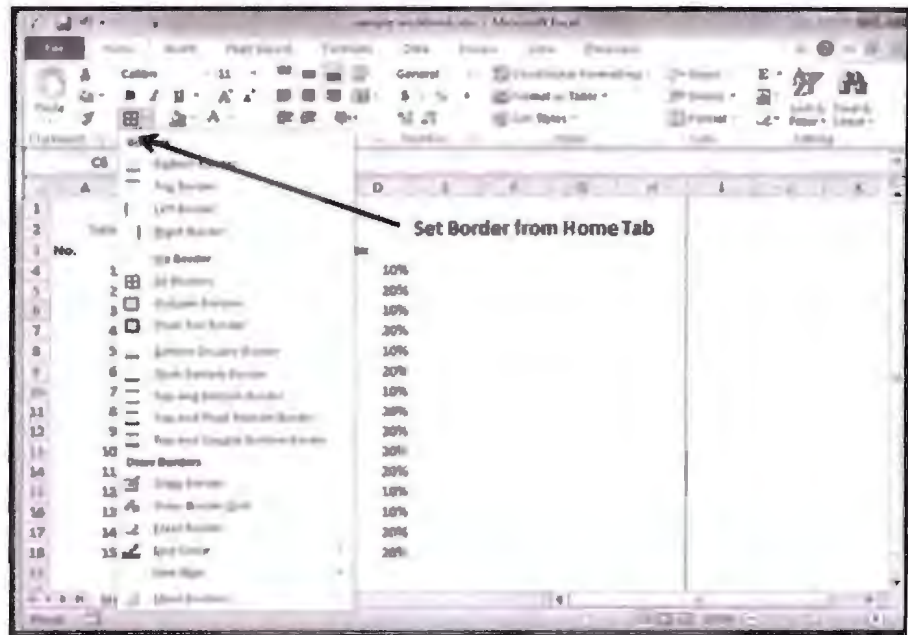
13.6 SETTING BORDER AROUND CELL

In Excel, you can apply border to a specific cell to create **emphasis** on specific data. By applying border, you can make a cell look special. To apply border to a cell take the following steps:

- Open MS Excel.
- Click on the cell or cells to which you want to apply border.
- Right click to open formatting dialog box. Select “Format cell” option {Right Click » Format cells » Border Tab » Select the Border Style}.
- Click border tab to apply border.
- Select border style.
- You can have more than one border style in a workbook.
- Click Ok to exit.
- You can use home tab also to apply borders.



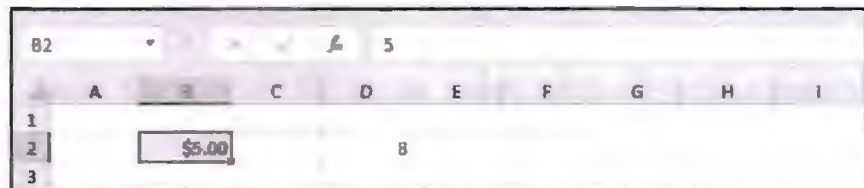
Format Cell Dialog Box to Insert Border to a Cell



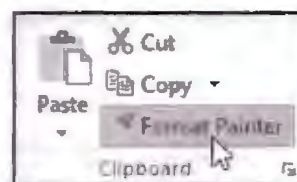
Example for Cell Border

13.7 USING FORMAT PAINTER

This function is not very commonly used in excel. This tool copies the formatting of one cell to another. For example, create cell B2 containing some settings.



On home tab, in clipboard group, click Format painter.

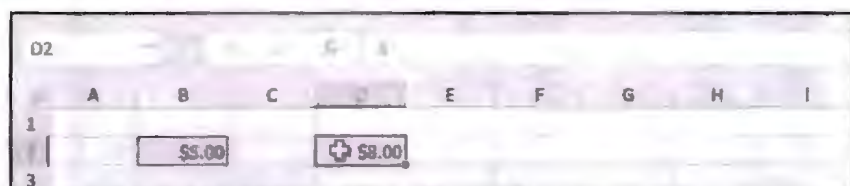


Format Painter

Now select D3 in order to copy same formatting of B2. This tool will now apply same colour formatting and border formatting to selected cell.

This tool saves a lot of time when you want to use same formatting multiple times.

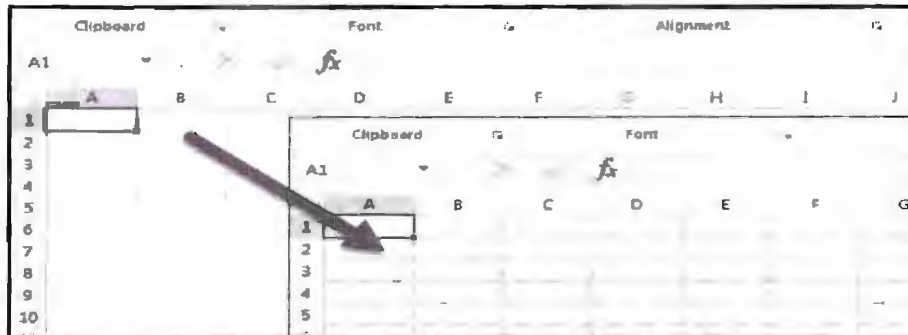
Double click format painter to apply same setting to other cells. After the pointer changes to a paintbrush, click and drag to select the shape, text, or worksheet cell that you want to format, and then release the mouse button.



Example of Format Painter

13.8 HIGHLIGHTING GRIDLINES

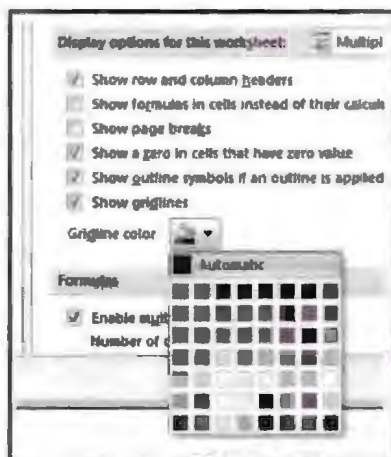
In Excel, you can change the colour of gridlines. Gridlines are the grey lines intersecting between cells. By changing colour of gridline, we can add more freshness to workbook and this makes work look more interesting.



Highlighting Grid Example

Take the following steps to change colour of gridlines:

- Select worksheet in which you want to change the colour of gridline.
- Click hold the MS Office button and then select Excel option.
- In the Advanced category, under Display options for this worksheet, make sure that the Show gridlines check box is selected.
- In Gridline colour box, select the colour you want to keep.



Grid Colour Option

- Hence colour of gridlines are changed now.

13.9 FINDING AND REPLACING THE TEXT

This method is extremely useful while working with text. Find and replace method is a technique of finding a piece of string and replacing it with some other string. For example, in an excel file, you want to change all “the” with “they” one way is to do it manually which is very error prone and time taking. Other way is to use find and replace method. In find text box enter “they” and in replace with text box enter “they”. Take the following steps to implement find and replace.

- Open MS Excel.
- Open an Excel file containing some text in it.

- Click on Edit menu.
- Select find option.
- Select Replace option from find sub-menu.
- In find text box enter the sting you want to find and in replace text box enter the sting that you wish to replace it with.
- You can use * and ? wild character in search textbox.
- Use the asterisk to find any string of characters. For example, s*d finds "sad" and "started".
- Use the question mark to find any single character. For example, s ? t finds "sat" and "set".
- You can define your search by selecting appropriate options.
- Use match case check box to find case sensitive string. Search output depends a lot on case of string.
- To search for cells that contain just the characters that you typed in the Find what box, select the Match entire cell contents check box.
- If you want to search for text or numbers that also have specific formatting, click Format, and then make your selections in the Find Format dialog box.
- While replacing Excel gives you two options "replace" and "replace all".
- Replace option will update one string at a time whereas replace all will replace all string at a same time.

To search for cells that contain just the characters that you typed in the Find what box, select the Match entire cell contents check box.

If you want to search for text or numbers that also have specific formatting, click Format, and then make your selections in the Find Format dialog box.

Using Spelling and Grammar

In Excel, spelling check and grammar check is not a default feature. Excel allows you to have your own text no matter it's a correct spelling or not. To make sure there are no spelling errors in excel sheet, take the following steps to perform spelling check. Unlike MS Word spelling errors or grammatical errors will not appear as red underline or green underline.

For Single Sheet

- Open Excel.
- Open workbook in which you want to perform spelling and grammar check in Excel.
- Or create new Excel workbook insert text in it.
- Click where you want to start the spell check.
- If you click in the first cell (A1) it will check the entire sheet.
- If you click in cell ZZ99 it will start spell checking from there.
- If you select a range of cells only those cells will be checked.
- Go to the ribbon and select Review tab.
- Select Spelling. Button to perform spelling check.

To Spell Check for All Sheets in a Workbook

- Right click on a sheet at the bottom of your Excel spreadsheet.
- Click to select all sheets.
- Go to ribbon and select Review tab.
- Select spelling button.
- If you use spelling check very frequently then add spelling button to quick access toolbar.

13.10 FUNCTION AND OPERATOR

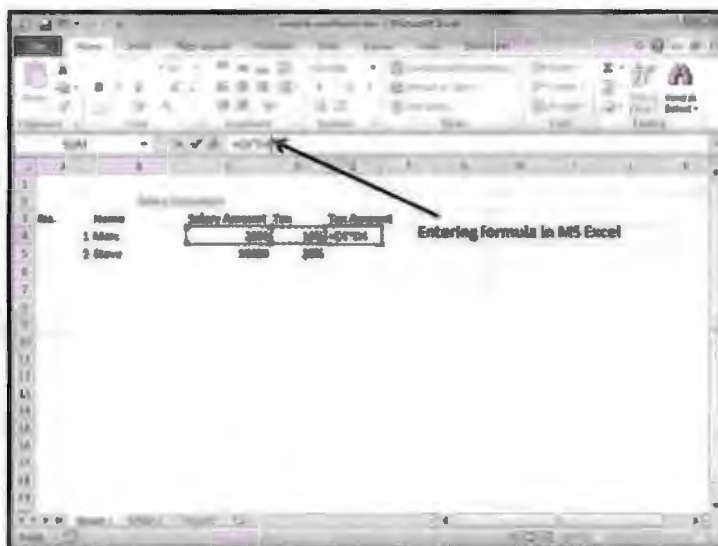
This is one of the most used feature of excel. By using excel inbuilt function, we can perform various mathematical tasks. Users can create there own functions. For creating any function all you require is operator and operand. Operator are mathematical signs such as {+,*,-,%, etc.} and operand are the variable to which we are applying calculation. For example, $22+33=55$ here in this example 22 and 33 are the variable = and + are the operator that will perform addition.

13.10.1 Entering Functions

MS Excel allows you to insert formula in a worksheet. Using formula toolbar, we insert formula in workbook by creating formula we can perform many mathematical operations. Formula can range from simple calculation to complex calculations. In Excel, simple user defined formula always start with = to sign, followed by contents that are numeric and then comes operator like +, -, *.

For example, when you insert a formula like $=8+9*4$ in this formula Excel will follow the rule of BODMAS also known as operator precedence. Excel will multiply last two numbers and will add it to first number.

Click on the cell in which you want to insert formula. If you have inserted number in cell then select row or column in formula for calculation for example $=A1+A2$. In this example, Excel will add values of cell A1 to cell A2 and output will be stored in cell A3 by default.



Formula Bar Example

Formula are the key feature of excel without formula excel is nothing. In Excel, there are more than 500 in-built formulas. User can insert there own formulas and functions

to serve specific task. A formula consists of special code which is entered into a cell. It performs some calculations and returns a result, which is displayed in the cell. You have a variety of formula in Excel like you have formula for text manipulation, you have formula for mathematical formulas, etc.

13.10.2 Element of Formulas

Formula consist of the following elements from which you can opt one element for creating formula in one cell, you can only insert one formula:

- Mathematical operators, such as +(for addition) and *(for multiplication)
- Values or text
- Cell references (including named cells and ranges)
- Worksheet functions (such as SUM or AVERAGE)

As soon as you complete a formula entry, Excel calculates the result, which is then displayed inside the cell within the worksheet (the contents of the formula, however, continues to be visible on the Formula bar anytime the cell is active). If you make an error in the formula that prevents Excel from being able to calculate the formula at all, Excel displays an Alert dialog box suggesting how to fix the problem.

13.10.3 Editing Functions

To edit a formula all you need to do is to select the cell that contains formula and type over it to modify the formula. You can edit formula just like you edit any other cell of excel. You can also use formula bar to edit any existing formula. You can select, cut, copy, paste or delete, format cells containing formula just like you do cell labels or values. By using Autofill, you can copy formula to adjacent cell.

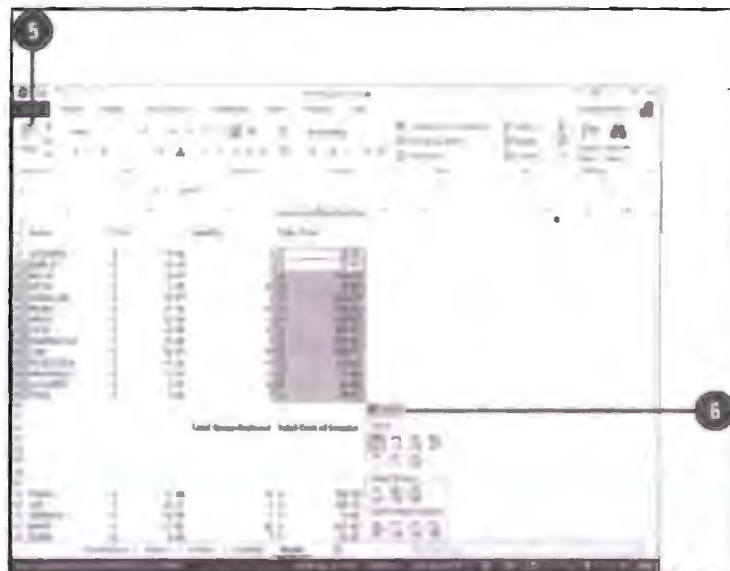
Copy and Paste Formula

Select the cell that contains the formula you want to copy.

- Click the Home tab.
- Click the Copy button.
- Select one or more cells where you want to paste the formula.
- Click the Paste button or click the Paste button arrow, point to an option to display a live preview of the paste, and then click to paste on the item.



Example of Editing Formula

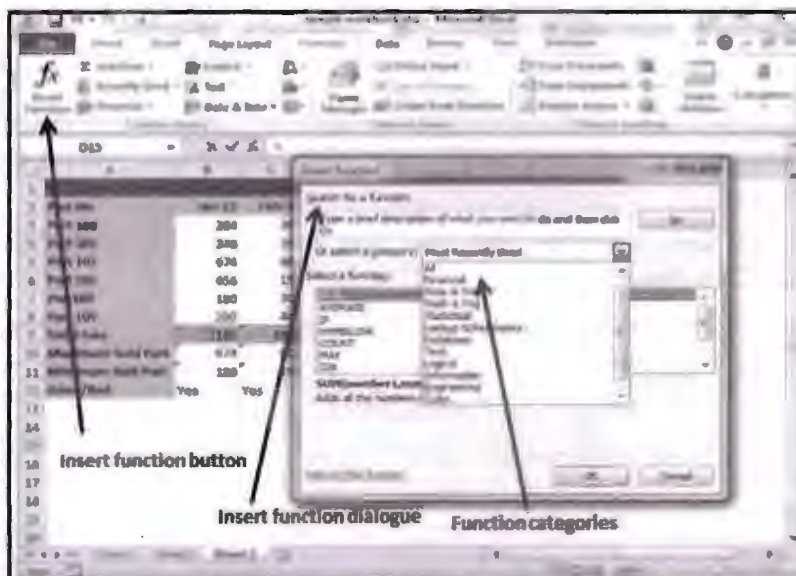


Example of Editing Formula

Excel Built in Functions

MS Excel has **many** built-in functions that we can incorporate in our formula. In Excel, we have functions for mathematical operation, text manipulation, etc. By using these functions, we can save lot of time and effort. Excel has of more 500 functions for various purposes. Excel functions have some predefined functionality we just call these function in our excel worksheet. To use these function take the following steps:

- Open Excel.
- Select cell in which you want to insert formula.
- To call any function there is a prototype for it.
- Syntax to use any formula in Excel workbook = {Function name}(argument)
- Example: =ADD(22,11) or ADD(A1,A3)
- Use function tab to see all available formula in Excel.
- Excel functions are divided into following sub category. Some of the commonly used functions are given below.



Using Mathematical Functions

Mathematical functions are used for performing some very common mathematical calculation like addition, conditional addition, sum and product, etc. there are more than 100 mathematical functions available in excel.

ABS: Returns the absolute value (i.e., the modulus) of a supplied number.

SIGN: Returns the sign (+1, -1 or 0) of a supplied number.

SQRT: Returns the positive square root of a given number.

MOD: Returns the remainder from a division between two supplied numbers.

Using Statistical Functions

By using statistical functions, we can perform complex statistical operations, these function reduce time and effort of calculation.

MAX: Returns the largest value from a list of supplied numbers.

MIN: Returns the smallest value from a list of supplied numbers.

AVERAGE: Returns the Average of a list of supplied numbers.

COUNT: Returns the number of numerical values in a supplied set of cells or values.

COUNTIF: Returns the number of cells (of a supplied range), that satisfies a given criteria.

SUM: Returns the sum of a supplied list of numbers.

Using Date & Time Functions

These functions can return current date and time to selected cell.

DATE: Returns a date, from a user-supplied year, month and day.

TIME: Returns a time, from a user-supplied hour, minute and second.

DATEVALUE: Converts a text string showing a date, to an integer that represents the date in Excel's date-time code.

TIMEVALUE: Converts a text string showing a time, to a decimal that represents the time in Excel.

NOW: Returns the current date & time.

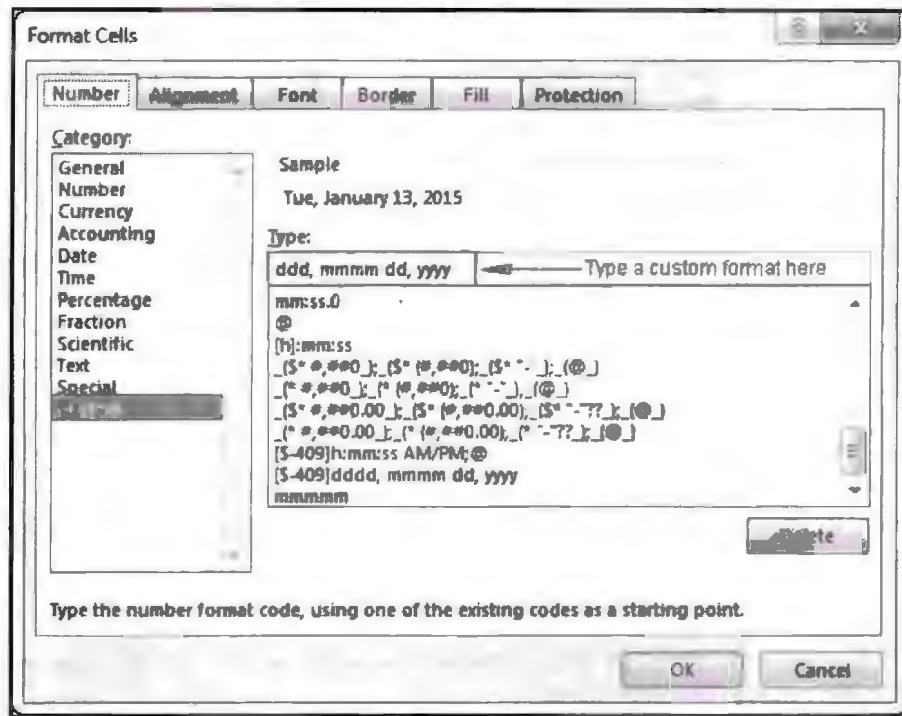
TODAY: Returns today's date.

13.11 CHANGING THE DEFAULT DATE FORMAT

If none of the predefined Excel date formats is suitable for you, you are free to create your own.

In an Excel sheet, select the cells that you want to format. Press Ctrl+1 to open the Format Cells dialog.

On the Number tab, select Custom from the Category list and type the date format that you want in the Type box.



Format Cell Dialog Box to Modify Default Date

When setting up a custom date format in Excel, you can use the following codes:

Code	Description	Example (January 1, 2005)
M	Month number without a leading zero	1
Mm	Month number with a leading zero	01
Mmm	Month name, short form	Jan
Mmmm	Month name, full form	January
Mmmmm	Month as the first letter	J (stands for January, June and July)
D	Day number without a leading zero	1
Dd	Day number with a leading zero	01
Ddd	Day of the week, short form	Mon
Dddd	Day of the week, full form	Monday
Yy	Year (last 2 digits)	05
Yyyy	Year (4 digits)	2005

When setting up a custom time format in Excel, you can use the following codes:

Code	Description	Displays as
H	Hours without a leading zero	0-23
Hh	Hours with a leading zero	00-23
M	Minutes without a leading zero	0-59
Mm	Minutes with a leading zero	00-59
S	Seconds without a leading zero	0-59
Ss	Seconds with a leading zero	00-59
AM/PM	Periods of the day (if omitted, 24-hour time format is used)	AM or PM

Text Function

By using these functions, we can perform text manipulation and many more. Some commonly used text functions are:

LOWER: Converts all characters in a supplied text string to lower case.

UPPER: Converts all characters in a supplied text string to upper case.

TRIM: Removes duplicate spaces, and spaces at the start and end of a text string.

CONCATENATE: Joins together two or more text strings.

LEFT: Returns a specified number of characters from the start of a supplied text string.

MID: Returns a specified number of characters from the middle of a supplied text string.

RIGHT: Returns a specified number of characters from the end of a supplied text string.

LEN: Returns the length of a supplied text string.

FIND: Returns the position of a supplied character or text string from within a supplied text string (case-sensitive).

Logical Functions

Logical functions are those that return to one condition either true or false.

AND: They test a number of user-defined conditions and returns TRUE if ALL of the conditions evaluate to TRUE, or FALSE otherwise.

OR: Tests a number of user-defined conditions and returns TRUE if ANY of the conditions evaluate to TRUE or FALSE otherwise.

NOT: Returns a logical value that is the opposite of a user supplied logical value or expression i.e., returns FALSE if the supplied argument is TRUE and returns TRUE if the supplied argument is FALSE.

Financial Function

Financial functions are for finance related calculations.

Functions	What it Does
FV	Returns the future value of an investment
NPER	Returns the number of periods for an investment
PMT	Returns the periodic payment for an annuity
RATE	Returns the interest rate per period of an annuity

Operators

Operators are the basic elements through which we perform various calculations. Any operator needs at least one operand to perform processing. Some operators require more than two operands.

Arithmetic Operators

These operators are used for arithmetic calculations. They require two operands and they are solved in the order of their precedence.

The Excel Arithmetic Operators and the order in which they are evaluated are shown in the table below:

Operator	Meaning	Precedence (1=most; 3=least)
%	The percent operator	1
^	The exponentiation operator	1
*	The multiplication operator	2
/	The division operator	2
+	The addition operator	3
-	The subtraction operator	3

Excel Comparison Operators

The Excel Comparison Operators are used while defining conditions (for example when using the Excel If Function). These operators are listed in the table below:

Operator	Description
=	Equal to
>	Greater than
<	Less than
>=	Greater than or equal to
<=	Less than or equal to
<>	Not equal to

AutoSum

AutoSum is a function in Microsoft Excel and other spreadsheet programs that automatically enters the appropriate formula or function into your spreadsheet. For example, if you want to add the values of cells A1 through A5, highlight cells A1 through A5 and click the AutoSum button, as shown in the picture to the right. Clicking this button after highlighting the cells creates the formula =SUM(A1:A5) in cell A6 (first cell after last highlighted cell) and gives you the total of all those cells.

The AutoSum feature makes entering formulas easy without the need to memorize the syntax for each formula.

Function Wizard

The Function Wizard is a pop-up tool that helps you to write the expressions that define the data and models entered in LEAP's Analysis View. The Function Wizard can be invoked when creating an expression by clicking Ctrl+F or by selecting Function from the drop-down menu attached to every expression in the Analysis View data tables. It can also be invoked in a similar way from the Expression Builder tool. The function wizard can also be invoked by clicking a function in an existing expression and pressing Ctrl+Space or Ctrl+F.

The function wizard is displayed as a pop-up dialog box containing a series of selection and edit boxes.



Function Type: This selection box is used to select among different classes of functions. LEAP has over one hundred functions that you can include in your expressions divided into five main categories: modelling functions, mathematical functions, logical functions, statistical functions and financial functions.

Function: The function selection box is used to select a specific function from a drop down menu. The functions are listed alphabetically and filtered by the class of functions selected in the Function Type selection box. To see all functions, choose All in the Function Type selection box.

Once you have selected a specific function, the wizard displays a short description of that function. More detailed help on the function including detailed syntax and examples of how it can be applied are available by clicking the More button to expand the window. When the Function wizard is invoked with the cursor placed within an existing function, then the Function Wizard will be displayed with the function wizard populated with the parameters for that function.

Check Your Progress

Fill in the blanks:

1. Text is inserted in _____.
2. _____ operator is used before inserting a formula.
3. _____ tab is used for inserting border around cells.
4. Format paint is used for _____.
5. Find and replace perform _____ operation.
6. Operator is _____.
7. Math expression is solved on the basis of _____.

13.12 LET US SUM UP

- Excel is a great tool for solving complex problems.
- It represents data in most efficient possible way.
- It has a variety of tools for text and data manipulation.
- It supports features like AutoSum and Function Wizard which help a lot in data processing.

- Excel have huge library of built-in function to support data processing.
- You can create your own functions using operators supported by Excel.

13.13 LESSON END ACTIVITIES

1. Use math function to calculate data of student studying in your class. Make a list of all student enter all subjects enter recent score of each student in each subject and find out who is leading.
2. Try to modify the grid, colour choose any colour of your choice.

13.14 KEYWORDS

ABS is excel math function for finding absolute value of number.

MOD is excel math function for finding modular value of number.

SQRT is excel math function for finding the square root of number.

MAX & MIN are excel math functions for finding smallest and largest number.

COUNTIF is excel function to count number if given condition is true.

UPPER is excel text function to convert all alphabets into capital letters.

LOWER is excel text function to convert all alphabets into small letters.

LEN is excel text function to find total number of character in given text.

MID is excel text function to find mid of text.

CTRL key available on keyboard is used for data manipulation.

13.15 QUESTIONS FOR DISCUSSION

1. How to insert text in Excel?
2. Explain AutoSum and Function Wizard.
3. How many types of operator are available in Excel? Explain all.
4. Differentiate between math function and text function with example.
5. Differentiate between function and formula.
6. How to apply find and replace in Excel?
7. How can we change the colour of gridlines? Explain in steps.
8. Write a note on format painter with example.
9. Explain in brief about various cell formats.
10. What is function wizard?

Check Your Progress: Model Answer

1. Text box
2. Mathematical
3. Border
4. Copy formatting of one object to another
5. Text replacement
6. Special character or mathematical expression
7. Operator precedence

13.16 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016. *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joseph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

14

CHART AND WEB OBJECT

CONTENTS

- 14.0 Aims and Objectives
- 14.1 Introduction
- 14.2 Types of Charts
- 14.3 Creating a Quick Chart Sheet
 - 14.3.1 Parts of a Chart
- 14.4 Creating a Chart Using Wizard
 - 14.4.1 Using Pivot Table
- 14.5 Object Linking and Embedding (OLE)
- 14.6 Linking Cells and Linking Formula
- 14.7 Let Us Sum Up
- 14.8 Lesson End Activities
- 14.9 Keywords
- 14.10 Questions for Discussion
- 14.11 Suggested Readings

14.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

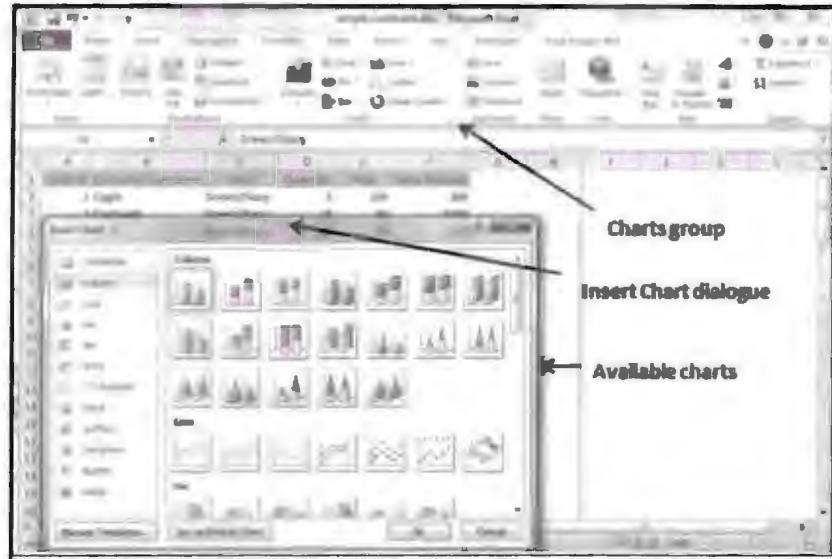
- Explain the significance and types of chart used in excel
- Create a chart
- Define OLE control
- Understanding cell referencing

14.1 INTRODUCTION

Charts are pictorial way of representing data. By using chart, we can show variation in data. Excel is all about data so when you want to show data in prices manner we use chart. In Excel, we have a variety of charts like pie chart, bar chart, Gantt chart, etc. Charts are a very powerful way of showing group of information. By using chart, a user gets better view of information. It is a great tool for data processing. It is a visual representation of numeric data.

14.2 TYPES OF CHARTS

There are various types of charts available in Excel. Below we can see chart gallery of MS Excel. By using any of this, we can represent numeric data in Excel.



Excel Charts

Following is a list of chart types available in Excel:

Column: Column chart displays data changes over a period of time. It describes comparisons among items.

Bar: A bar chart display comparisons among individual data items.

Pie: A pie chart shows the size of items that make up a data series, proportional to the sum of the items. It always shows only one data series and is useful when you want to emphasize a significant element in the data.

Line: A line chart describes and shows trends in data at equal intervals.

Area: An area chart illustrates the magnitude of change over a specific time period.

X Y Scatter: An X Y (scatter) chart shows the relationships among the numeric values in several data series, or plots two groups of numbers as one series of x y coordinates.

Stock: This chart often is used for stock market data, it can also be used for describing science data like temperature change.

Surface: A surface chart is useful when you want to find the optimum combinations between two sets of data. As in a topographic map, colours and patterns indicate areas that are in the same range of values.

Doughnut: This chart is somewhat like pie chart and is also used to display the relationship of data with whole data. It can contain more than 1 series of data.

Bubble: Data that is arranged in columns on a worksheet, so that x values are listed in the first column and corresponding y values and bubble size values are listed in adjacent columns, can be plotted in a bubble chart.

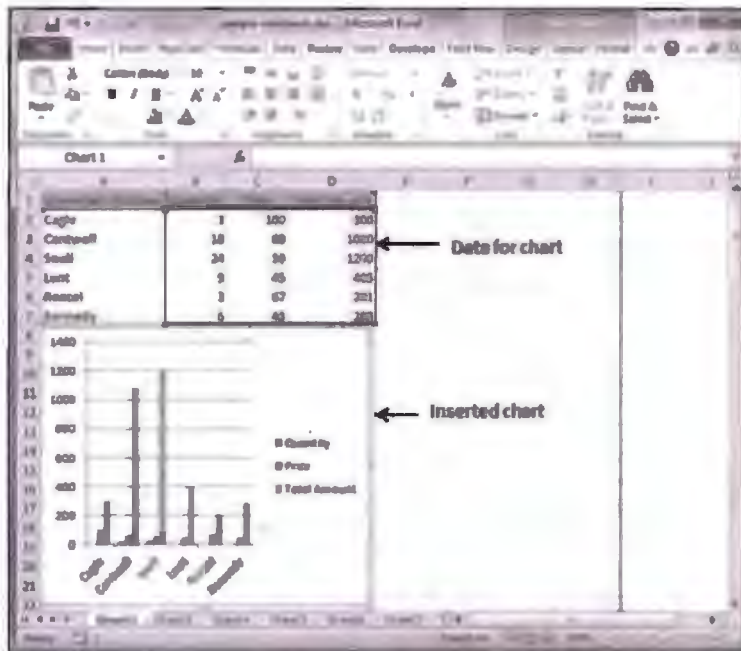
Radar: A radar chart compares the aggregate values of a number of data series.

14.3 CREATING A QUICK CHART SHEET

To create a chart in excel is very easy. Take the following steps to create a chart in Excel:

- Open Excel and then open or create a file containing some data.
- Select group of data for which you want to create chart.

- Click on insert tab.
- Select chart using chart button or click on chart group.
- View chart gallery and select one type of chart.
- Once done with selection click on ok to insert chart.

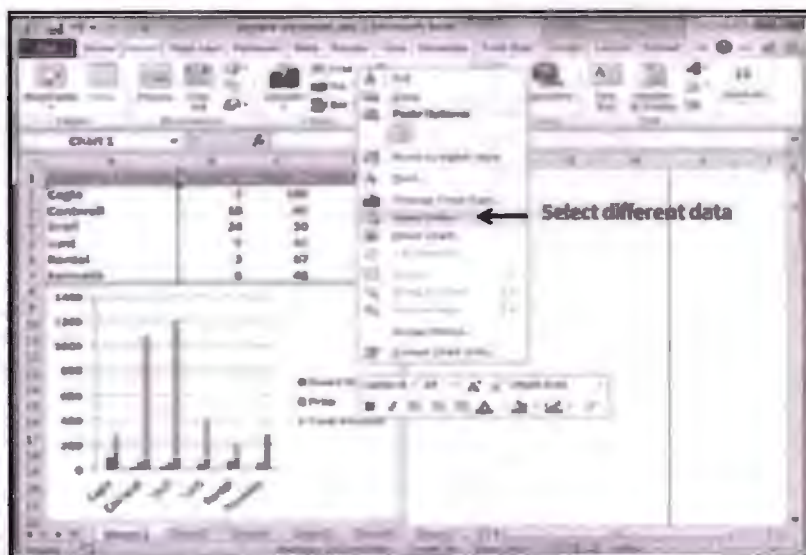


Inserting Quick Chart

Editing Chart

Chart created in Excel can be modified. Take the following steps to modify charts:

- To modify chart open excel file.
- Modify the data used for chart input, Right click on chart » Select data.
- This option will update chart as per new data.
- You can modify X and Y axis of chat to modify chart.



Inserting Quick Chart

14.3.1 Parts of a Chart

Charts are visual representation of data in a worksheet. By using chart, it become easy to see comparison, patterns, etc. Every chart is made of some element which acts as a key ingredient in formation of chart. Every chart is different in its essence but the basic idea remains same, every chart must deliver visual information. Elements of every chart as follows:



Parts of Chart

Source data: Based on source data chart are created. Every time when source data is changed chart also gets updated automatically.

Title: This displays the name of chart or that information for what chart is created for.

Legend: This displays the colour scheme. It shows what is the significance and meaning of various colours used in a chart.

Axis: Charts are built on horizontal and vertical lines. Where horizontal lines are referred as X axis and vertical lines are referred as Y axis.

Data series: This demonstrates the actual value on which charts are prepared. Usually display value is picked from data source.

Values axis: The axis that represents the values or units of the source data.

Category axis: The axis identifying each data series.

14.4 CREATING A CHART USING WIZARD

The chart wizard is a series of dialog boxes guiding you on how to insert chart in a workbook, following are steps in the wizard to create chart:

Chart type: Allows you to choose from over 14 different chart styles. You can preview chart before inserting it.

Source data: Allows you to choose cells and define range of data to be used in a chart. You can also choose whether you want to plot columns or rows for your data series. There are two tabs "Data Range" and "Series". The Series tab splits up the actual data range into individual.

Options: Allow you to define certain options for chart like title, gridlines, axis, data labels, etc.

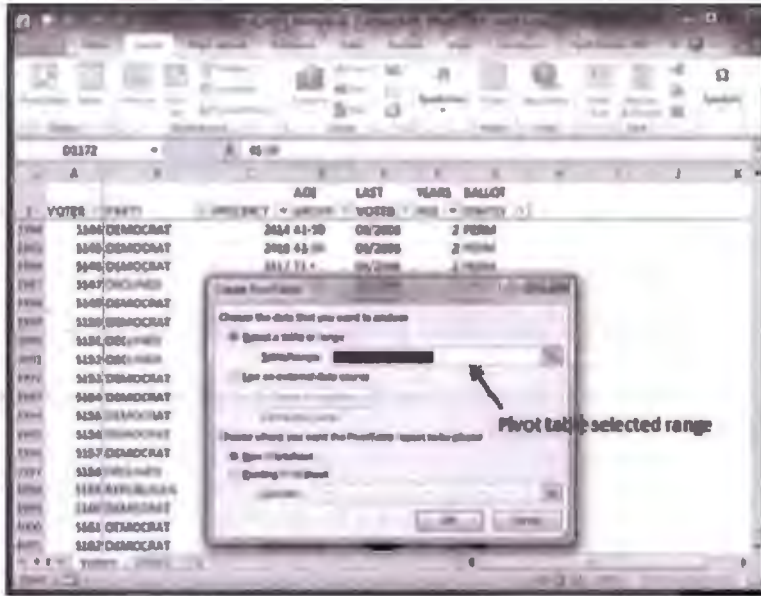
Location: Allow you to put chart on specific location of worksheet. Basic advantage of using chart wizard is that it allows you to go back to any step in case of modification.

14.4.1 Using Pivot Table

Pivot table are **dynamic tool** to generate report for **database**. You can pick DB from worksheet or any **external drive**. This tool helps you **in transforming** bulk data into meaningful information. This is one of the most **powerful tool** for summarizing and analyzing data. To **open pivot table** click insert tab then select **“pivot table dropdown”**.

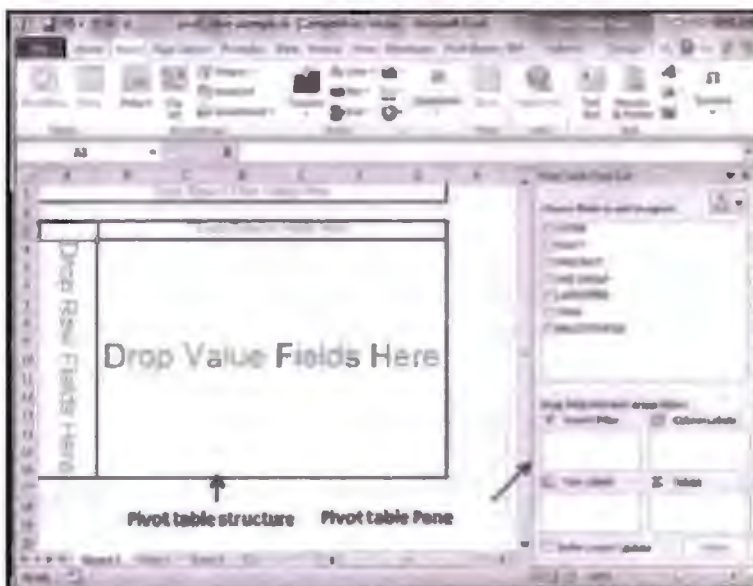
Example of Pivot Table

Suppose you have a **huge data** of voters and you want to **summarize** information as per party, in this case, you can use pivot table. Choose **insert tab** then select **“pivot table dropdown”**. MS Excel will select data for table by **itself** you can specify pivot table location.



Pivot Table Example

This will bring pivot table pane as shown below. In this pane, you will get various options to generate pivot table.



Pivot Table

Column labels: A field that has a column orientation in the pivot table. Each item in the field occupies a column.

Report filter: You can set the filter for the report as year, than the data gets filtered as per the year.

Row labels: A field that has a row orientation in the pivot table. Each item in the field occupies a row.

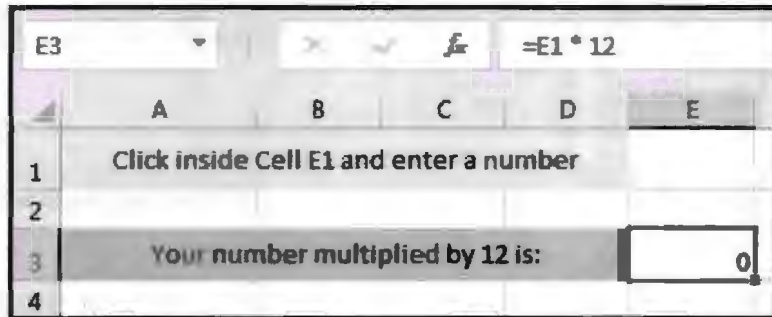
Values area: The cells in a pivot table contain the summary data. Excel offers several ways to summarize the data (sum, average, count, and so on).

14.5 OBJECT LINKING AND EMBEDDING (OLE)

OLE is a technique of inserting data from one program to another. Output of one application can be used as an input for another application, using OLE controls we can save lot of time. All we need to do is follow following process. In following example, we will insert excel sheet in word application and once we will update excel sheet word file containing excel sheet will also get updated itself.

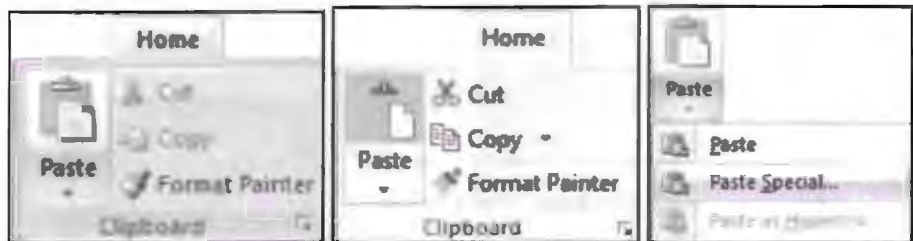
If you don't want the data to update in Word, for example, it's called Embedding; if you do want the data to update, it's called Linking. We're going to do Linking. For this exercise, you need Word 2007 to Word 2013 as well as Excel 2007 to 2013.

- First, create the simple spreadsheet given below, and enter the formula shown in cell E3:

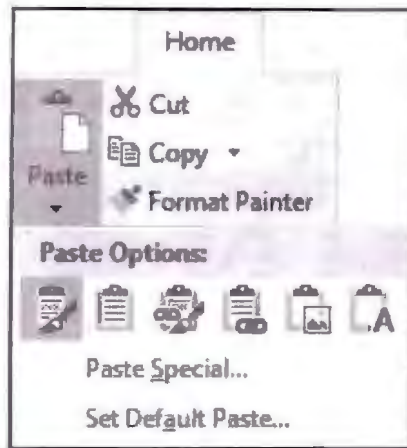


Example of OLE

- When you enter any number in cell E1 the answer will appear in cell E3 {wait for a while}.
- Highlight cell A1 and E3.
- Click and copy cells.
- Open MS Word
- Now paste special copied cells.

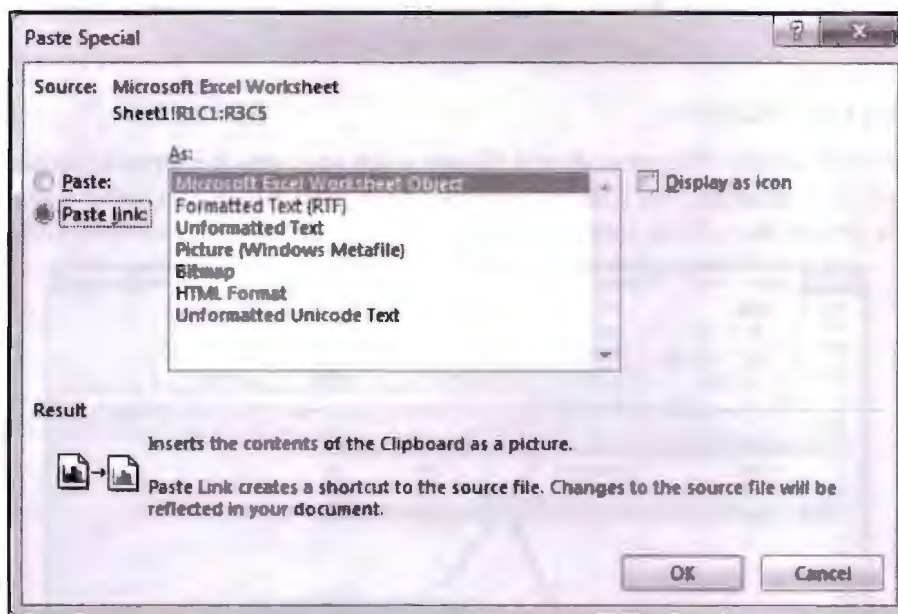


Pasting Options



Pasting Options

- When you use paste special following dialog box will appear.



Paste Special Dialog Box

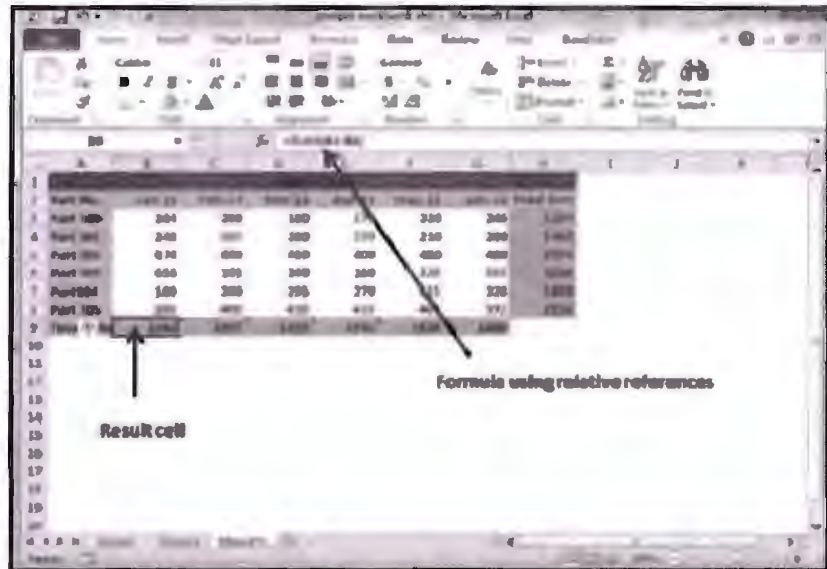
- Select Microsoft Office Excel Worksheet Object from the dialogue box. On the left hand side, select Paste Link. Click OK.

14.6 LINKING CELLS AND LINKING FORMULA

Linking Cells and Linking Formula is also known as **relative cell reference**, absolute cell reference and mixed reference. When we insert a formula in excel we create reference in it. These references insert data dynamically in cells or range. If you didn't use references in your formulas, you would need to edit the formulas themselves in order to change the values used in the formulas. When you use cell linking or formula linking it can be done in three ways relative cell reference, absolute cell reference or mixed cell reference.

Relative Cell Reference

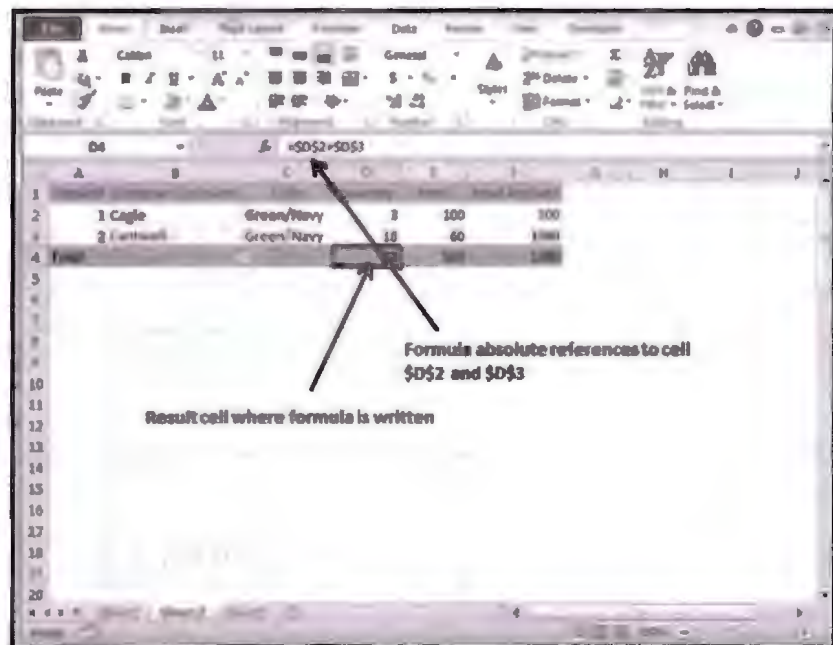
The row and column references can change when you copy the formula to another cell because the references are actually offsets from the current row and column. By default, Excel creates relative cell references in formulas.



Example of Relative Linking

Absolute Cell References

The row and column references do not change when you copy the formula because the reference is to an actual cell address. An absolute reference uses two dollar signs in its address: one for the column letter and one for the row number (for example, \$A\$5).



Example of Absolute Linking

Mixed Cell References

Both the row or column reference is relative and the other is absolute. Only one of the address parts is absolute (for example, \$A5 or A\$5).

Hyper Links

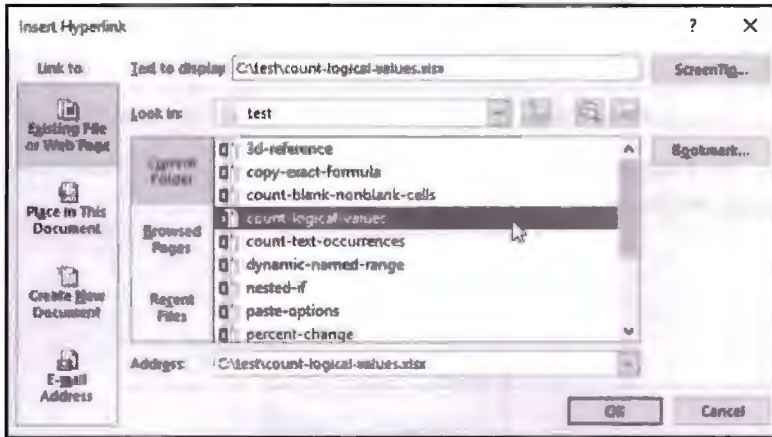
Hyperlinks are same as what we studied in MS Word. Following is the process of inserting hyperlink in Excel:

- On insert tab, in link group click Hyperlink.

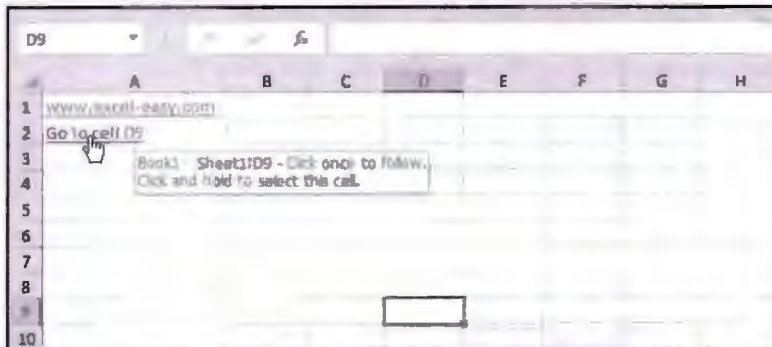
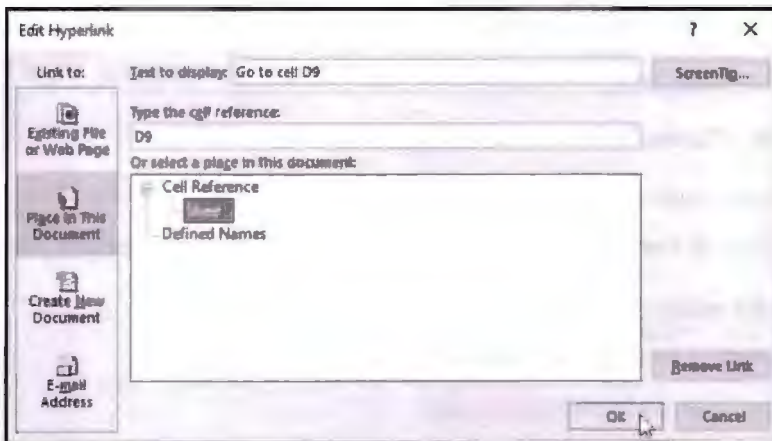


Hyperlink Option

- “Insert Hyperlink” dialog box will appear.
- To create a link to an existing Excel file, select file by browsing it.
- To create a link to a place in this document, execute the following steps. Click 'Place in This Document' under Link to. Type the Text to display, the cell reference, and click OK.



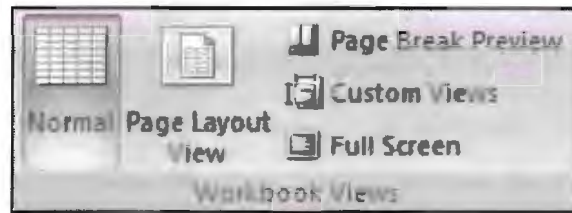
Hyperlink Dialog Box



Hyperlink Insertion Process

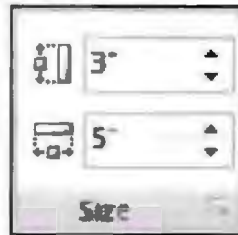
Previewing Charts and Printing Charts

- Click the worksheet that contains the chart which you want to print.
- On the View tab, in the Workbook Views group, click Page Layout or Page Break Preview.




Printing Options


- To move the chart, drag it to the preferred location on the page that you want to print.
- To resize the chart, do one of the following:
 - ❖ Click the chart, and then drag the sizing handles to the size that you want.
 - ❖ On the Format tab in the Size group, enter the size in the Shape Height and Shape Width box.




If a worksheet contains more than one chart, you may be able to print the charts on one page by reducing the size of the charts.

- Click the worksheet.
- Click the Microsoft Office Button , and then click Print.
- By default, Active sheet(s) is selected under Print what.
- You can click Preview to see how the chart will look on the printed page.

Print a Chart without Worksheet Data

- You can print one chart without worksheet data per page.
- Click the chart that you want to print.
- If the chart is on a separate chart sheet, click the chart sheet tab.
- Click the Microsoft Office Button , and then click Print.
- By default, Selected Chart is selected under Print what.
- You can click Preview to see how the chart will look on the printed page.


Set Page Options for a Chart

On the Page Layout tab, in the Page Setup group, click the Dialog Box Launcher . To quickly specify the orientation of the printed pages, on the Page Layout tab, in the Page Setup group, click Orientation, and then click Portrait or Landscape.



Printing Options

Change the print quality of a chart

- Click the chart that you want to print.
- On the Page Layout tab in the Page Setup group, click the Dialog Box Launcher .



Printing Options

- On the Chart tab under Printed quality, select the Draft quality check box, the Print in black and white check box, or both.
- To see the result of the print quality settings that you select, click Print Preview.
- Click Print.

Check Your Progress

Fill in the blanks:

1. Chart is _____.
2. You can create quick charts with the help of _____.
3. For chart editing we select _____ option.
4. Every chart has _____ and _____ axis.
5. Pivot tables are used for _____.
6. OLE stands for _____.
7. Linking formula and cell is also known as _____, _____ and _____.

14.7 LET US SUM UP

- Charts are organised view of data that display information in precise and well organised manner.
- Excel provides a variety of charts to its user.
- You can select any of these chart to represent bulk data in most efficient way.
- Every chart is built on X and Y axis and have data source on which chart is prepared.
- Excel also supports report generation tool called pivot table.
- Excel supports OLE tools. By using this tool, we can insert data from one program to another program.

14.8 LESSON END ACTIVITIES

1. Create a database of passing percent in your institution and then make a graph for finding out which year has highest passing percent. Give name to this graph as passing percent.
2. Create a word and excel document and update excel file using word program.
3. Print excel sheet without gridlines.
4. Print chat from excel without printing any other thing.

14.9 KEYWORDS

OLE stands for object linking and embedding. By using this control, you can link two different programs and both programs can exchange input and output.

Axis length and breadth on which charts are created.

14.10 QUESTIONS FOR DISCUSSION

1. Explain with example about OLE tool of excel.
2. How to modify chart? Explain in steps.
3. Write a note on pivot table.
4. What is chart wizard? How to use it?
5. Explain all the elements of chart.
6. Discuss the various types of chart.
7. Explain in detail with example about cell referencing.
8. How to insert hyperlinks and page break in excel?

Check Your Progress: Model Answer

1. Pictorial representation of data
2. Chart wizard
3. Select data
4. X, Y
5. Generating reports for database
6. Object Linking and Embedding
7. Absolute, mixed, relative

14.11 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

15

PRESENTATION PACKAGE AND MS-POWERPOINT

CONTENTS

- 15.0 Aims and Objectives
- 15.1 Introduction
- 15.2 Chief Elements of Presentation
- 15.3 Starting PowerPoint
 - 15.3.1 Creating a Presentation
 - 15.3.2 Creating a Presentation with AutoContent Wizard
 - 15.3.3 Creating a Presentation Using a Design Template
 - 15.3.4 Creating a Blank Presentation
- 15.4 PowerPoint Window and its Elements
- 15.5 Using Help Online & Customizing Office Assistant
- 15.6 Let Us Sum Up
- 15.7 Lesson End Activities
- 15.8 Keywords
- 15.9 Questions for Discussion
- 15.10 Suggested Readings

15.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Explain the basics of presentation
- Discuss the elements of PowerPoint
- Use AutoContent Wizard
- Create a blank presentation
- Define templates

15.1 INTRODUCTION

PowerPoint presentation is a powerful tool used for creating a presentation. File created in PowerPoint are saved with extension. PPT, typical presentation of PowerPoint are made on slides. A slide is a place holder that can contains animation, sound, audio or video clips etc. PowerPoint contains a vast variety of tools to help us in making presentation.

15.2 CHIEF ELEMENTS OF PRESENTATION

PowerPoint is a presentation tool used for creating presentations, it have many elements. It is a package that combines text and animation to create interesting and creative professional presentations. The following are the chief elements of PowerPoint:

Menu and Tools

This is the most important element in any MS Office application menu and the tools are true essence of any MS Office program. By using these tools and programs, we can perform a lot of tasks in a much professional way.

Navigation Tabs

This is a relatively new feature of MS Office. This option allows you to find appropriate tool in a much easier possible way.

Slide

Slides are like place holder that contain information about what presentation is about. In any presentation, you can have more than one slide and each slide can contain different data.

Slide Working Area

This is the place where you actually insert slide with presentation content.

Slide Pane

This pane displays the list of slides which you inserted in a ppt. By using this pane, you can select any slide at any time for modification.

Help

This option provides help regarding any topic in context to PowerPoint.

Slide Show

Slide show is a tool used for viewing presentation. Once you click on slide show button it will start slide show on full screen mode. If you move your mouse, click it press any key on keyboard the presentation will stop at that point itself. Slide show gives the actual preview of presentation. You can always go back and modify slide.

15.3 STARTING POWERPOINT

To start your PowerPoint presentation make sure MS Office is installed in your computer properly. To start a PPT take the following steps:

Step 1: Click Start Button.



Example to Start PowerPoint

Step 2: Select all program from start menu.



Example to Start PowerPoint

Step 3: Select MS Office from sub menu and click on it.



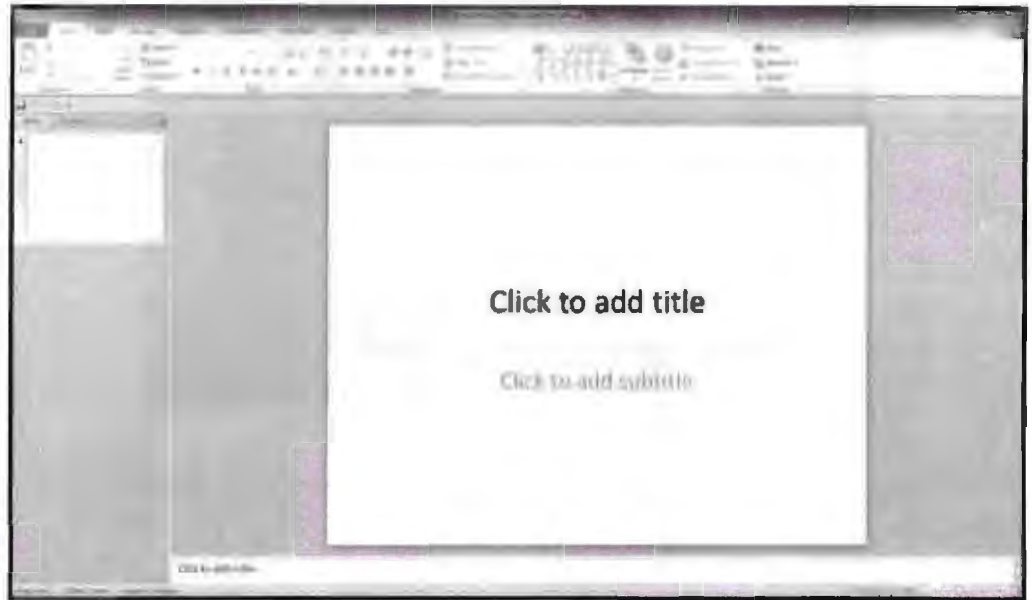
Example to Start PowerPoint

Step 4: Search for MS PowerPoint, select and click it.



Example to Start PowerPoint

This will launch your PowerPoint application and the following screen will appear.



PowerPoint Window

15.3.1 Creating a Presentation

Once you launch your MS PPT application all you need to do is add content to slide. You can add more than one slide in presentation. You can have a variety of animation sound effects to make presentation more interesting. Take the following steps to create a presentation in PPT:

- Open MS PowerPoint.
- Click file menu and select new option.
- Select design that suits your requirement. Go through all the available options. See preview of applied design so be sure how it looks like.
- Add slides in your presentation. To add slides in your presentation click on slide pane, left click current slide and choose option "add slide" this will open slide dialog box from this, select design for new slide and press ok to exit slide dialog box or press enter.
- Add animation and sound to your presentation, if required.
- To add transitions in between your slides, click the 'Animations' tab at the top of the page.
- Once you have all your slides made, you can change the order of the slides. To do this, click and drag the slides from where they are to where you want them in the order.
- Once you have all your slides completed and in the order you want, view your slideshow. Click the 'Slide Show' tab at the top of the page and select 'From Beginning'.



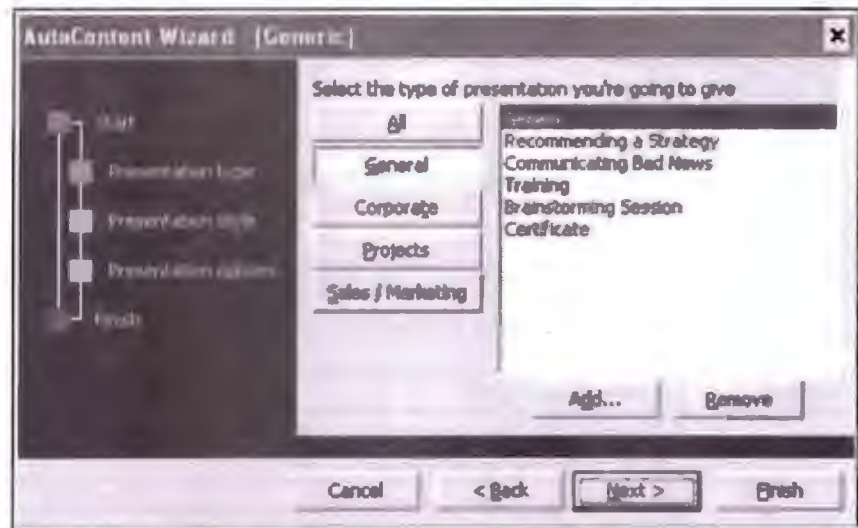
PowerPoint Ribbon and Menus

Menu Category	Ribbon Commands
Home	Clipboard functions, manipulating slides, fonts, paragraph settings, drawing objects and editing functions.
Insert	Insert tables, pictures, images, shapes, charts, special texts, multimedia and symbols.
Design	Slide setup, slide orientation, presentation themes and background.
Transitions	Commands related to slide transitions.
Animations	Commands related to animation within the individual slides.
Slide Show	Commands related to slideshow set up and previews.
Review	Proofing content, language selection, comments and comparing presentations.
View	Commands related to presentation views, Master slides, colour settings and window arrangements.

15.3.2 Creating a Presentation with AutoContent Wizard

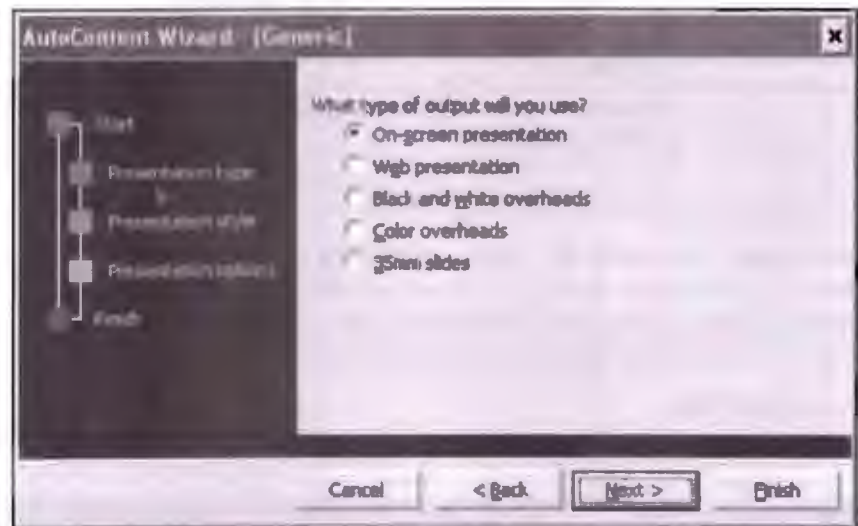
The AutoContent Wizard guides you by providing step by step process for creating presentation. AutoContent Wizard is very much helpful in when you want to create a presentation quickly. Using this method, you can save a lot of time while. All you need to do is to insert slide content. It takes following steps:

- Open PowerPoint.
- Click file dropdown menu and select new option.
- Click on AutoContent Wizard, this will open AutoContent dialog box. Select your presentation type and press next to continue.



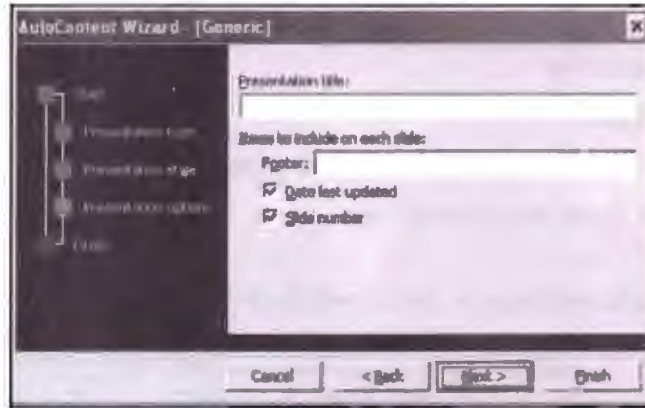
PowerPoint AutoContent Wizard

- Click the buttons to browse the different presentation type categories.
- Select the output type of your presentation. And click on next.



PowerPoint AutoContent Wizard

- Give name to your presentation. Also select appropriate options for the footer note. And click next.



PowerPoint AutoContent Wizard

- On final screen click finish to end.

Now your presentation is ready to use, replace the content with your own content.

15.3.3 Creating a Presentation Using a Design Template

One way of creating a presentation is to start from scratch. However, you can save time and effort if you base your new presentation on a template. A template defines the background, font styles, colours and sizes for your placeholders as well as selected bullets that match the template. Using a template means that you don't need to worry about defining those aspects yourself. PowerPoint comes with a number of stylish templates built-in that you can use immediately

To create a presentation using design template, follow these steps:

- Open MS PowerPoint.
- Click new option from file menu to choose designs from template gallery.
- Or click on design tab to insert design.
- Select design that suits your requirement.
- Double-click the design to insert.
- Remember that you can have one template design for one presentation. Different slides cannot have different designs.

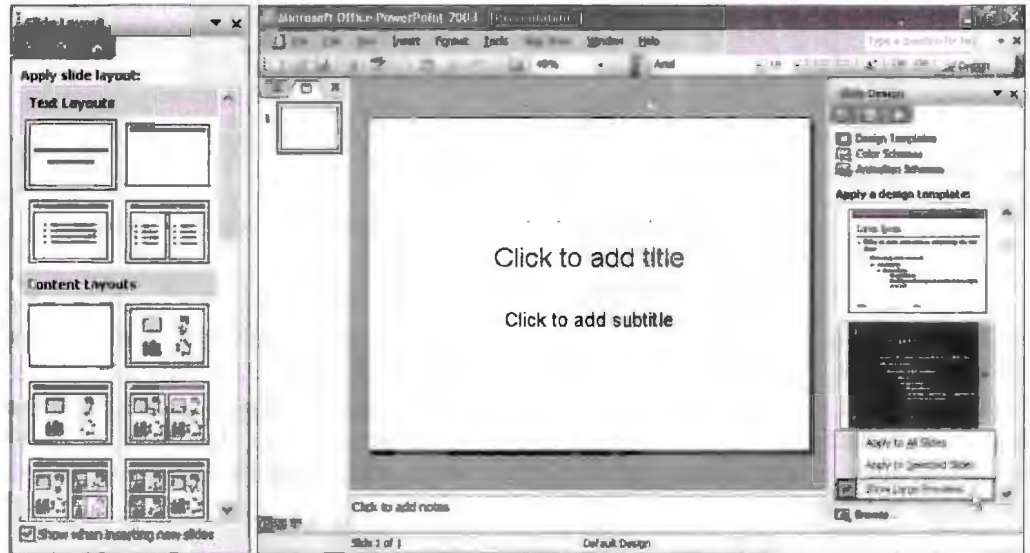


Design Template

15.3.4 Creating a Blank Presentation

When you choose to create a presentation with blank mode, then you get freedom to design your own template, you can do things from scratch. Take the following steps to create blank presentation:

- Open PowerPoint.
- And choose blank template to make blank presentation.
- Or open file menu then choose new option and from template gallery choose blank.
- Use the Slide Layout pane to specify which placeholders will go on a slide.

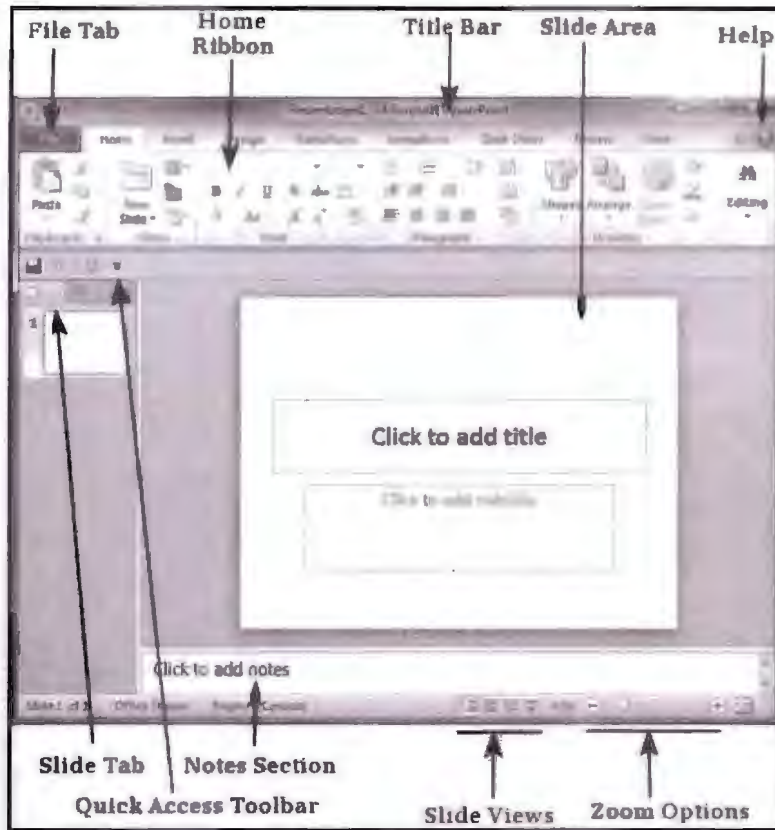


PowerPoint Blank Presentation

- Choose blank slide layout to make blank presentation. Though this process can be very time taking because you have to do things from scratch.
- In a blank PowerPoint presentation, each new slide you create is completely free of any design elements whatsoever.
- Keep adding slides to your presentation to add content to your design
- By default every presentation must have a title to it.
- Make sure you Save your presentation before exiting.

15.4 POWERPOINT WINDOW AND ITS ELEMENTS

MS PowerPoint is one of the most common tools used for creating professional presentations. By using PowerPoint window, you can display ideas to audience in most creative possible way. This is a very important tool of MS Office suite. It also contains menus and toolbar like any other application of MS Office suite. But PPT has a variety of unique tools that no other application has like slide show, slides, etc. Following are the elements of PowerPoint window:



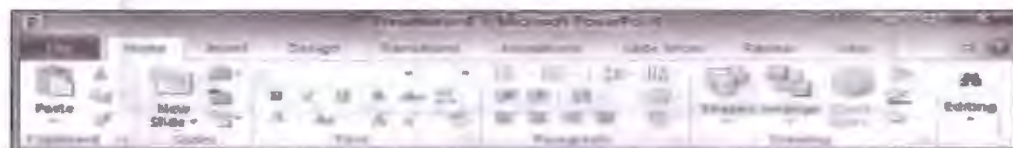
Anatomy of PowerPoint

File Tab

These tabs allow you to manage files and settings in PowerPoint. By using these tabs, you can open, close, save, etc. presentation.

Ribbon

The ribbon contains three components:



Ribbon Control

1. **Tabs:** They appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout, etc are examples of ribbon tabs.
2. **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, a group of commands related to fonts or a group of commands related to alignment, etc.
3. **Commands:** Commands appear within each group as mentioned above.

Title Bar

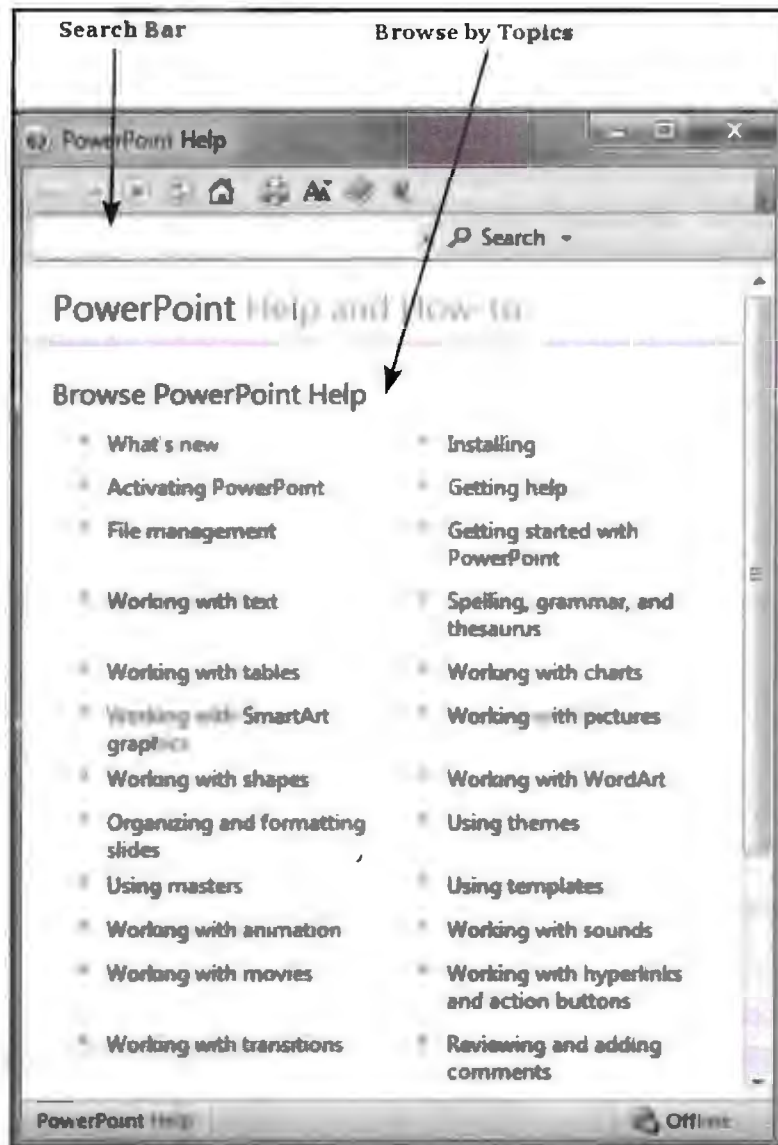
It is on the top of the window and it displays the name of currently open file.

Slide Area

This is the actual working area in which you insert content in a presentation.

Help

This option supply help regarding PowerPoint issues. Click “?” icon or press F1 for help. You can also use the help menu.



Help Window

Zoom Options

This option allows you to have a closer look at text. Use + and – buttons to increase and decrease zoom respectively. + button is used for increasing zoom and – button for decreasing zoom. Default zoom is 100%.

Quick Access Toolbar

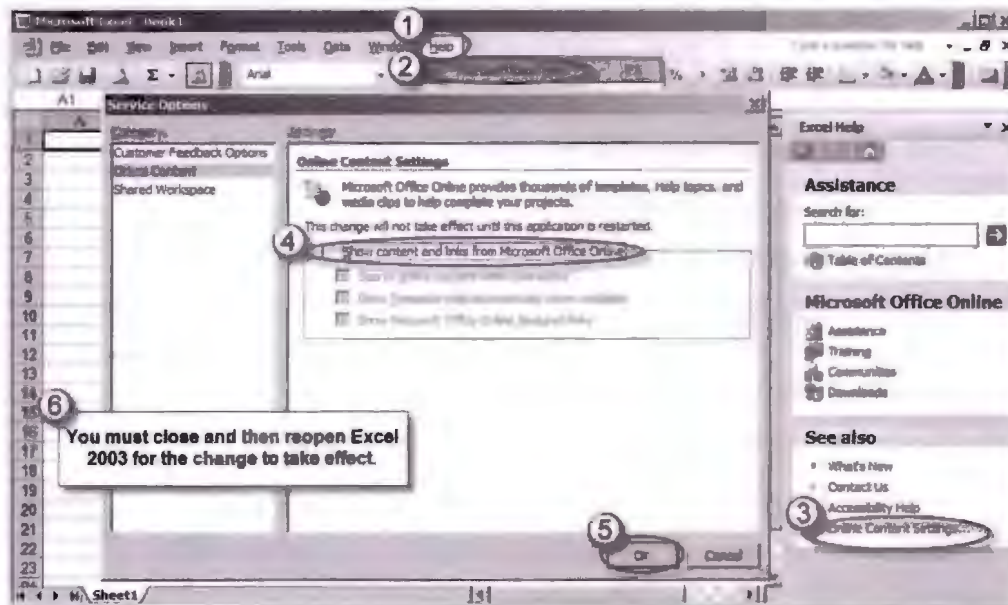
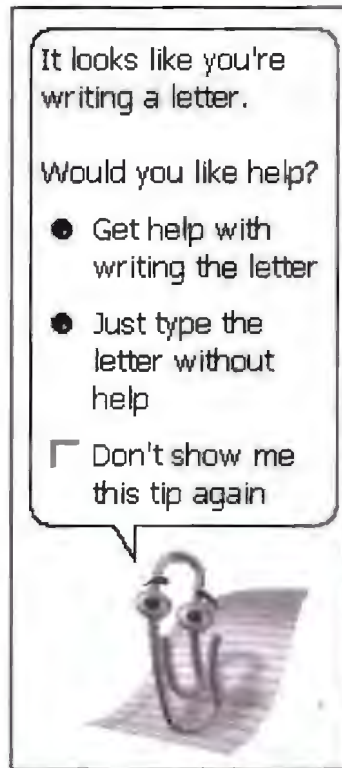
The Quick Access Toolbar is located just under the ribbon. This toolbar offers a convenient place to group the most commonly used commands in PowerPoint. You can customize this toolbar to suit your needs.

Slide Tab

This section is available only in the Normal view. It displays all the slides in sequence. You can add, delete and reorder slides from this section.

15.5 USING HELP ONLINE & CUSTOMIZING OFFICE ASSISTANT

Office Assistant is an animated character of MS Office that brings help for various topics. This office assistant was named as "Clippy". This feature was introduced in Office 97 and got discontinued in Office 2003. However most of the user find it annoying hence got discontinued. Office Assistant is a function that helps us to find help regarding anything in office suite.



Online Help Window

Online Help

It is a feature of office suite to take help for various topics from internet. All the office suite programs have their own help function but if you are looking for some very specific solution then you can take online assistance. For example, if you want to insert picture in a word document then you can browse internet to see the process and steps involved in inserting a picture in a document. Remember that using help search you can only browse offline help and for further references help browser will redirect you to internet by itself. Online assistance is a very helpful feature of office suite for beginners. To get instant help in MS Office press F1 shortcut key.

Check Your Progress

Fill in the blanks:

1. PPT stands for _____.
2. PowerPoint makes presentation on _____.
3. You can insert _____ and _____ in presentation.
4. PPT template is _____.
5. Slideshow button is used for _____.
6. Design template aids in _____.

15.6 LET US SUM UP

- PowerPoint presentation is a most powerful tool for creating presentation and putting your idea in front of everyone in most creative possible way.
- PPT is the extension used for PowerPoint file.
- You can use template and wizard kind of feature of PowerPoint for quick modelling of presentation.
- PowerPoint has a variety of tools and menus for easy and flexible working.

15.7 LESSON END ACTIVITIES

1. Create a presentation using blank presentation mode.
2. Create a presentation using wizard.
3. Explore menus and tools of PowerPoint.

15.8 KEYWORDS

PPT extension is used for PowerPoint file.

Templates are like prototype model available in editable mode.

Slide acts as a placeholder in which you insert your presentation content.

Slideshow is a button used for executing presentation in full screen mode.

Wizard is a step by step process of problem solving.

15.9 QUESTIONS FOR DISCUSSION

1. Explain the importance of PowerPoint.
2. What is PowerPoint Wizard? How can we use a template to create presentation?
3. Explain all the elements of PowerPoint window.
4. How to get online help in PowerPoint? Explain.
5. What is a slideshow?
6. How to use zoom option in slide?
7. What is slide and how to add slide in a PowerPoint program?

Check Your Progress: Model Answer

1. PowerPoint presentation
2. Slides
3. Animation, sounds
4. Design prototype
5. Executing presentation
6. Quick formation of presentation

15.10 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

16

TEXT FORMATTING IN SLIDE ALONG WITH INSERTING TABLE AND DRAWING OBJECTS

CONTENTS

- 16.0 Aims and Objectives
- 16.1 Introduction
- 16.2 Adding Text to Slides and Editing Text in a Slide
- 16.3 Using Format Painter
- 16.4 Setting Paragraph Indents
 - 16.4.1 Line Spacing in a Paragraph
- 16.5 Setting and Removing Tab Stops
 - 16.5.1 How to Create a Tab Stop?
 - 16.5.2 How to Remove a Tab Stop?
- 16.6 Checking Spelling of the Text
- 16.7 Finding and Replacing the Text
- 16.8 Chart and Other Drawing Objects
 - 16.8.1 Creating a Table
 - 16.8.2 Creating an Embedded Word Table
 - 16.8.3 Adding Columns and Rows, Deleting Columns and Rows
 - 16.8.4 Changing Table Borders
 - 16.8.5 Using AutoShapes
- 16.9 Chart
 - 16.9.1 Inserting a Clip to Your Slide
 - 16.9.2 Using WordArt and Inserting a WordArt
 - 16.9.3 Working with Drawing Toolbar and Creating Shapes
 - 16.9.4 Inserting Shapes in PowerPoint
- 16.10 Let Us Sum Up
- 16.11 Lesson End Activities
- 16.12 Keywords
- 16.13 Questions for Discussion
- 16.14 Suggested Readings

16.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Make use of drawing object
- Format text using WordArt

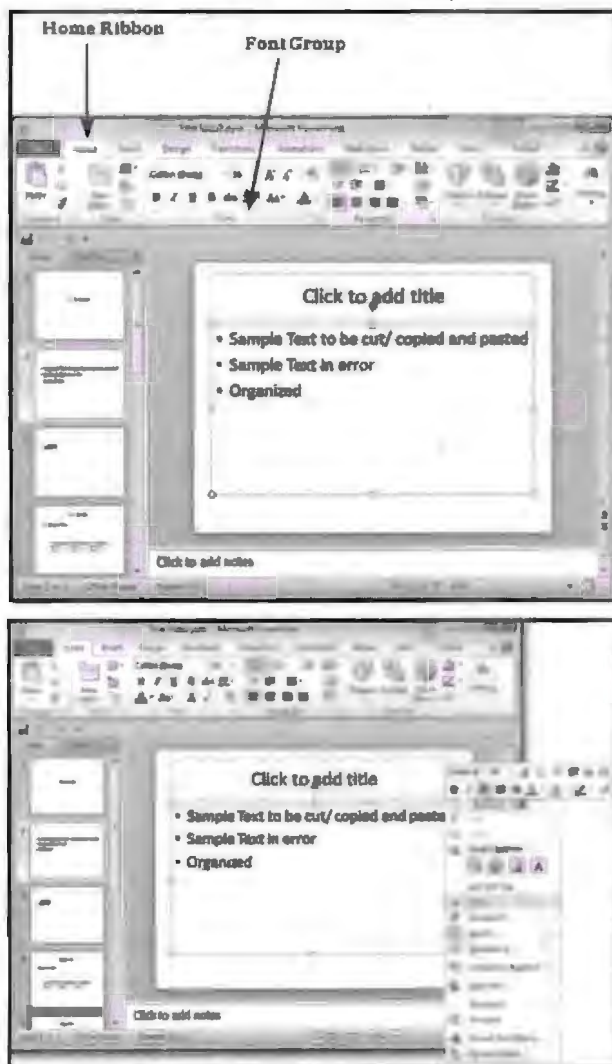
- Use spelling check
- Insert and customize table
- Create Charts and Data source

16.1 INTRODUCTION

In this lesson, we will learn to format PowerPoint presentation. We will also learn to insert tables and other drawing objects in presentation. Tables are very important to store and retrieve data. By using tables, we can display data in a very organized way. PowerPoint has tools for inserting table so that you can demonstrate data and information in an easy way.

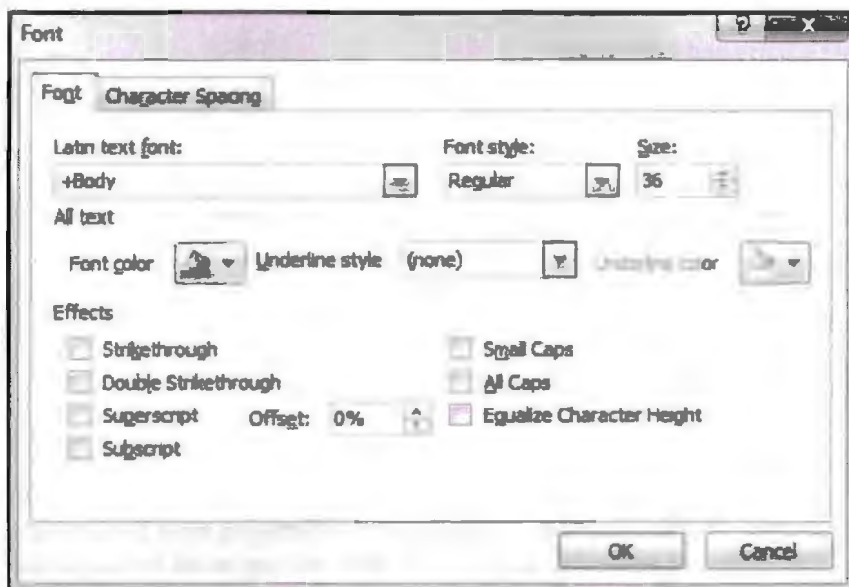
16.2 ADDING TEXT TO SLIDES AND EDITING TEXT IN A SLIDE

Having quality text in a presentation is essential for good slideshow and very important from design prospective. PowerPoint has extensive tools for text formatting. For having a variety of text style and fonts in PPT we use home tab under home tab, there is font group offering a variety of fonts and text style. You can also modify text style and font style by right-clicking on slide.



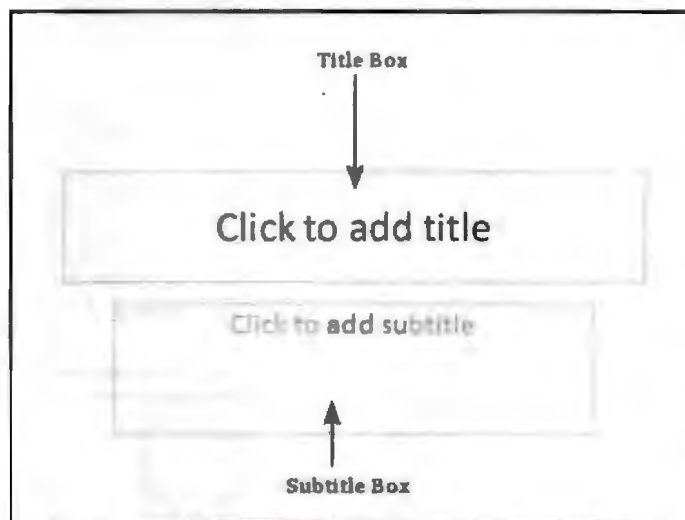
Adding and Inserting Text in a Slide

This opens up the Font dialog which contains all the font management features available under the font section in the Home ribbon.



Font Dialog Box

PowerPoint has well defined system for inserting text in a presentation to make sure easy readability. To add text in a PowerPoint presentation is simple, all you need to do is click on text box provided by PowerPoint and start typing inside it. Every text box comes with its default setting all though it can be modified. Below is a sample of default textbox used for text insertion. Every slide in PowerPoint have one title box that describes what slide is about, but it is optional you can always choose blank side.



Title Box and Subtitle Box

Title Box

This is typically found on slides with the title layout and in all the slides that have a title box in them. This box is indicated by "Click to add title".

Subtitle Box

This is found only in slides with the Title layout. This is indicated by "Click to add subtitle".

Text Only Box

This is not a default content box available in PowerPoint but you can create it by using Slide Master, if required. This is also indicated by "Click to add text". The only difference between the Text Only Box and the Content Box is that the former only supports text in the content area.

To Edit Text on slide all you need to do is to select text and press remove text that you want to modify rewrite new text. To edit text in any existing file you need to open that file. All standard text manipulation functions are possible while editing text on slide. Text manipulation functions are same as what we saw in lesson MS Word. You can use Cut, Copy, Paste, Delete functions while editing text.

16.3 USING FORMAT PAINTER

Format painter is a tool of MS Office Suite. This tool is available in all programs of MS Office. It allows you to copy the formatting from one object to another object. To copy formatting using format painter, follow the following steps:

- Select the text that has formatting as per your requirement.
- Click the format painter button on the standard toolbar
- Mouse pointer will turn in brush like icon
- Select the text to which you wish to apply formatting.
- Double-click the Format Painter button to copy formatting to more than one piece of text. When you have finished copying, click the Format Painter button again to turn it off.

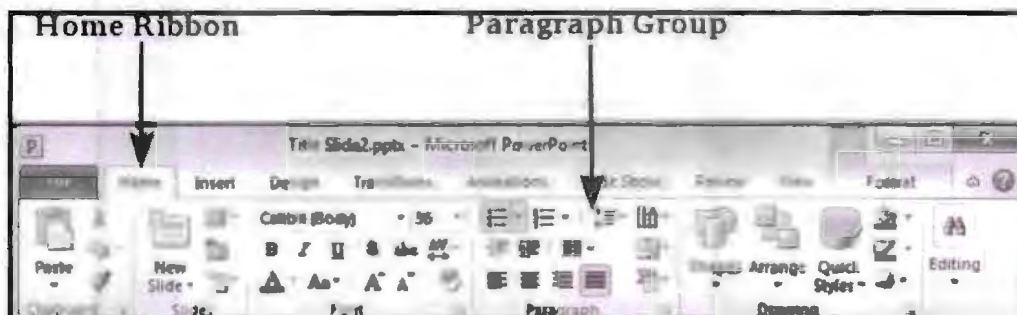
16.4 SETTING PARAGRAPH INDENTS

Paragraph indents are used for beautifying text. By using paragraph indents, you can make it easy for reader to understand content. Following is a procedure used in PPT to insert paragraph indent.

Select text content to which you want to insert indents.

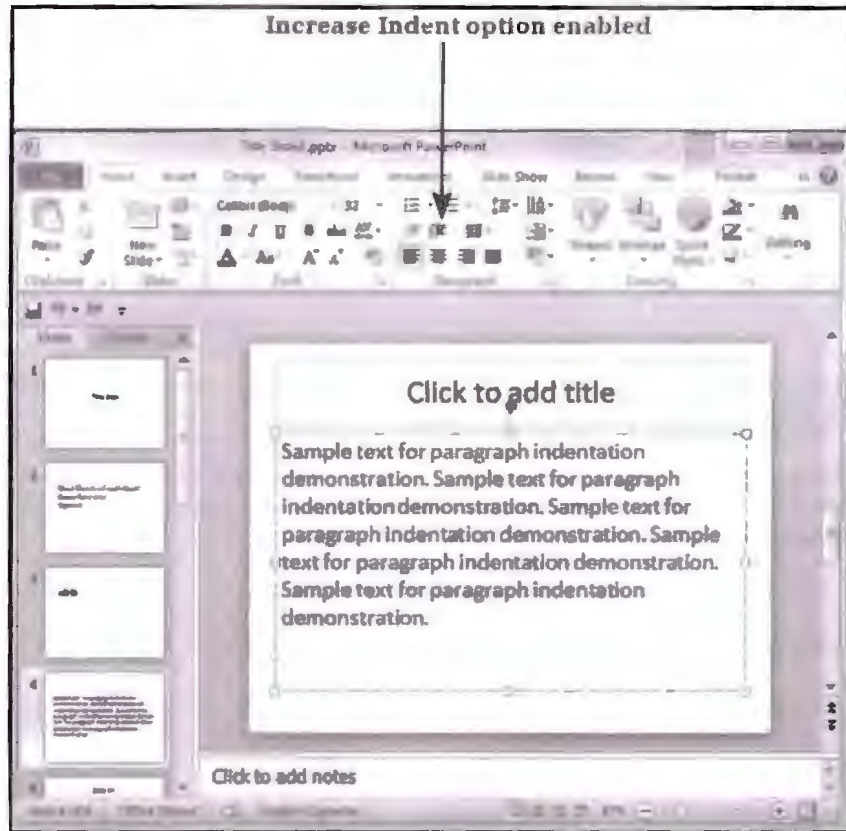
Indenting on text work for whole paragraph, it will not disturb your text settings at all. You can select more than one indenting for various paragraphs.

Go to paragraph group under home ribbon.



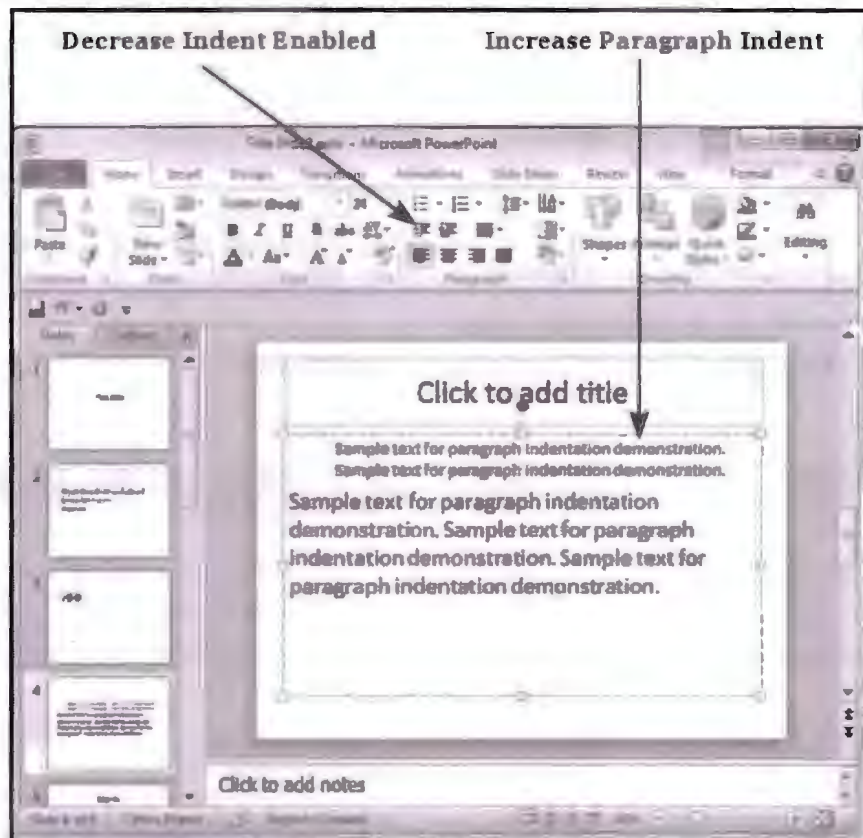
Paragraph Indent

Select one of the indentation options. You will notice that by default the text is set at the lowest indentation level, so you will not be able to decrease it further. You must increase indentation the first time you use it.



Indenting Option

Once you have increased the indent, decrease indent option gets enabled.

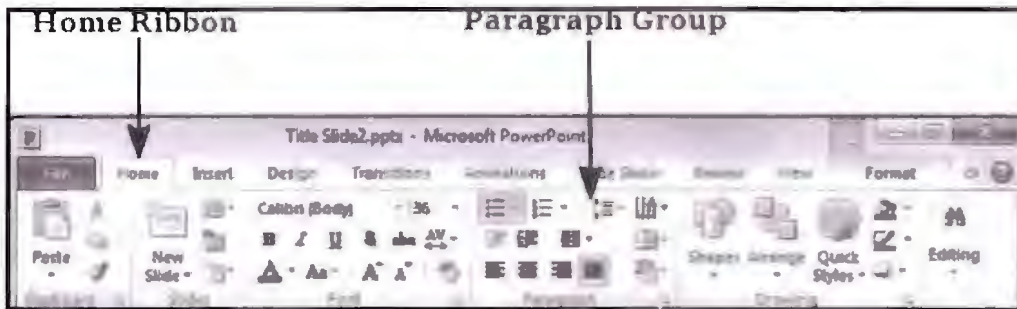


Indenting Option

16.4.1 Line Spacing in a Paragraph

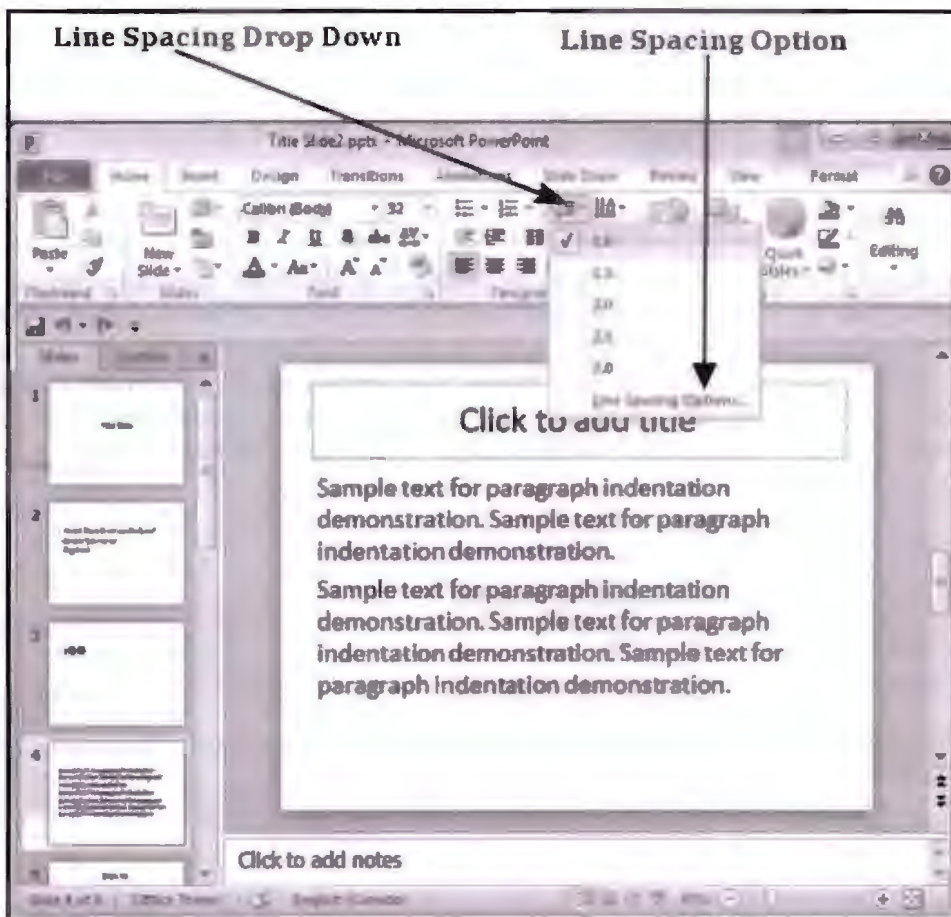
While working with a lot of text content, it is considered as good practice to keep line spacing. Line spacing tool of PowerPoint helps you to change the spacing between lines in the text. Take the following steps to insert line spacing in a paragraph:

- Select the text to which you want to apply line spacing.
- Select paragraph group button under home tab.



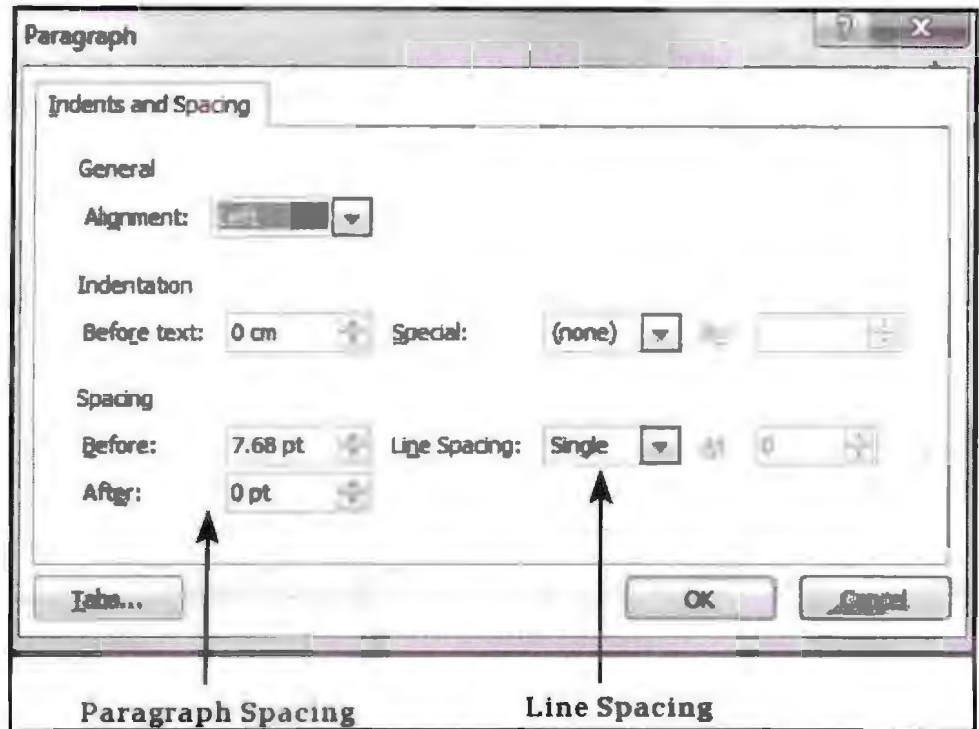
Line Spacing Option

- Select one of the line spacing option from the dropdown list.



Line Spacing Option

- If you want to customize the spacing choose "Line Spacing Option".
- This will open Paragraph dialog box.



Paragraph Dialog Box

- The spacing section in the Paragraph dialog has two settings. The Before and After are the spacing for paragraph as a whole, while Line Spacing is the spacing for lines within the paragraph itself.

16.5 SETTING AND REMOVING TAB STOPS

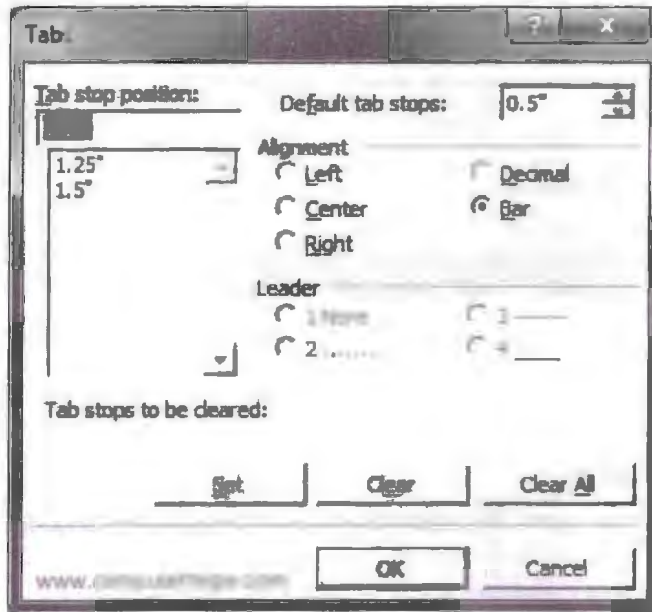
Tab stop is a term used for describing the location of the cursor stops after tab key is pressed. This tool is used to align text using Tab key. In Microsoft Office, the tab selector, also called the tab indicator, it is a button to the left of the ruler that supplies the user with a variety of tab marker options. It is very common to insert tab stop in a word document. You can insert tab stop before or after inserting text. Tab stop changes from section to section within a single document. Each line can have its own unique tab stop.

Types of Tab Stop

- *Left* text is extended to the right of the tab.
- *Centre* text is allied in middle.
- *Right* text is extended to the left of the tab.
- *Decimal* text before the decimal point extends to the left and text after the decimal point extends to the right.
- *Bar*, a vertical bar, is shown on the tab.

16.5.1 How to Create a Tab Stop?

Easiest method to create tab stop is to double-click on the ruler this will open the tab window pop-up as shown below. From this tab window, you can specify the type of tab stop and can also specify the positioning from tab window.



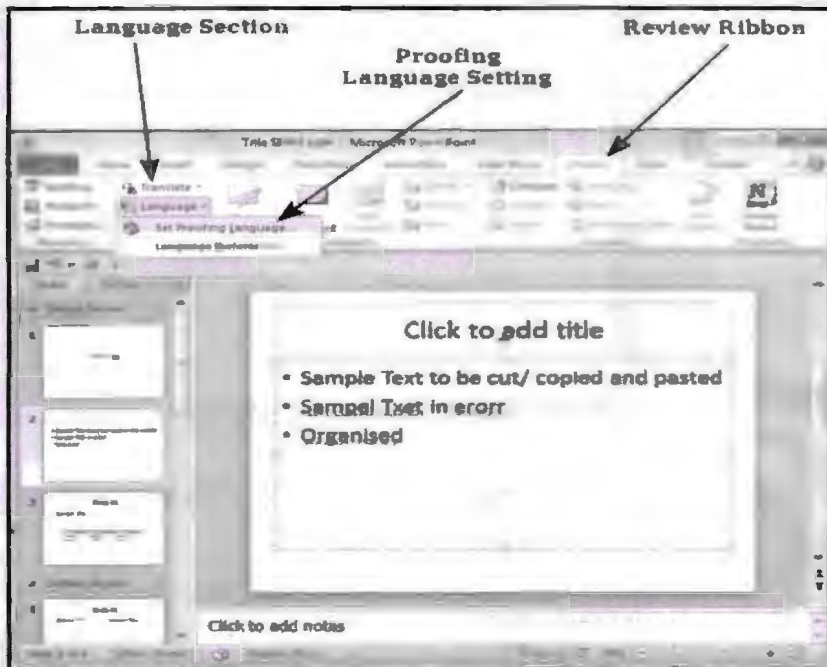
Tab Stop Alignment

16.5.2 How to Remove a Tab Stop?

To remove tabs stops in Word from the ruler for a selected line (or lines), first click into the line of the document you wish to change, or select the lines you wish to change. Next, click and drag the tab stop you wish to remove from the horizontal ruler and drop it into the document area. That will remove the tab stop from the selection.

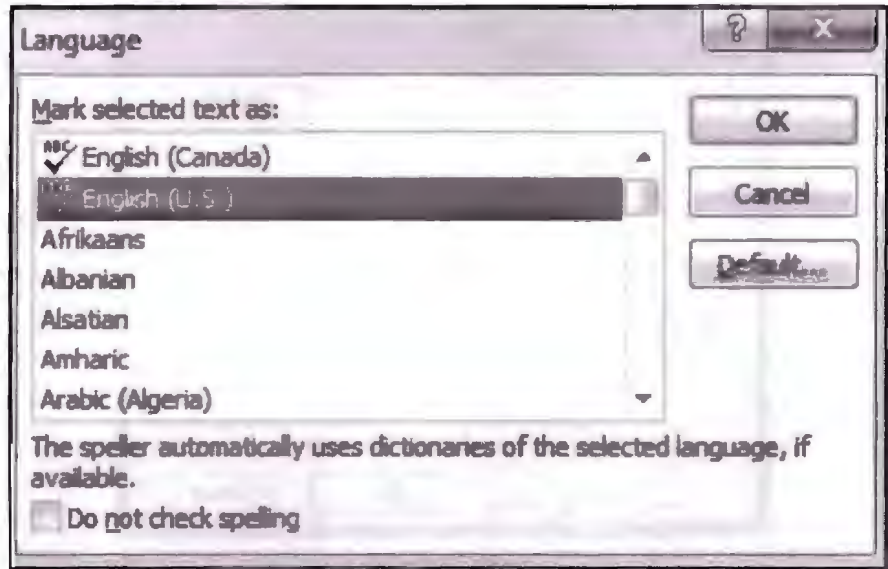
16.6 CHECKING SPELLING OF THE TEXT

Spelling check is a feature of PowerPoint that checks errors for an entire presentation. To use this feature, you need to first set the Proofing language from the Language section under the Review ribbon.



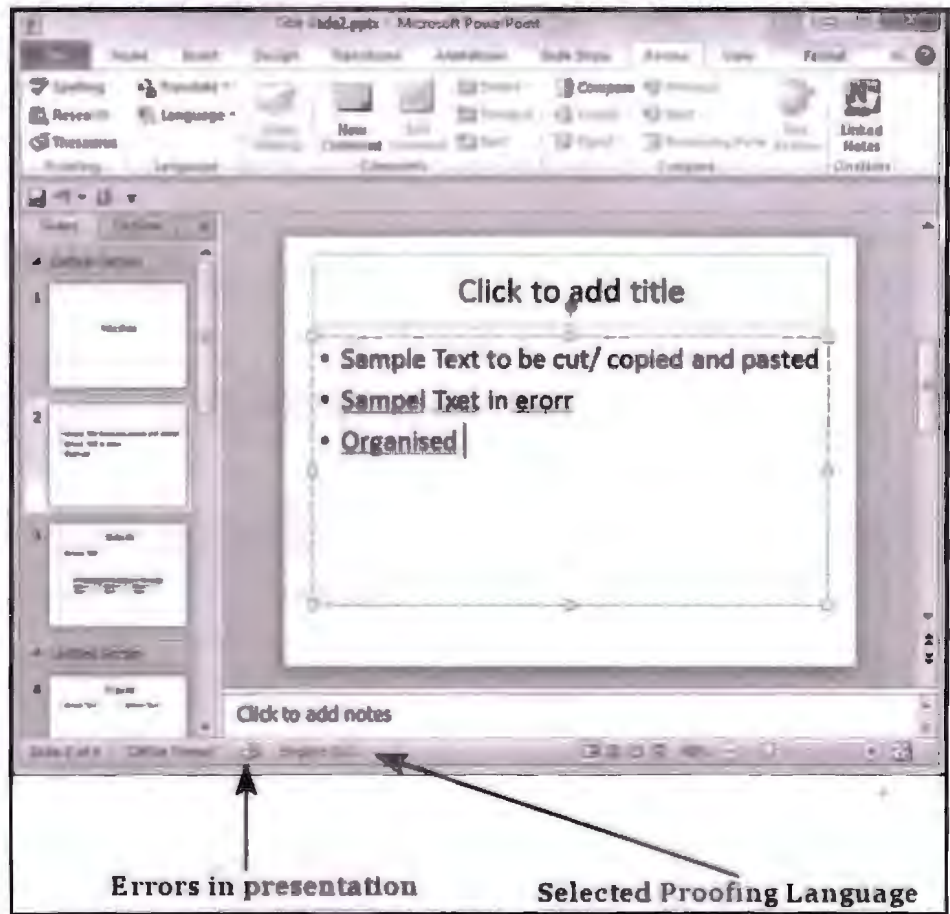
Proofing Language Setting

Through language dialog box you can select language for presentation. If you want same language for every presentation then mark it as default.



Language Dialog Box

Once the proofing language is set you can see it at the bottom of the PowerPoint window. If there are proofing errors in the presentation, you will also see an icon of a book with a red cross on top of it.



Errors in presentation

Selected Proofing Language

Spelling Check Option

If there is spelling error in presentation then it will be shown as red underline text indicating that word you inserted do not match the prototype of existing dictionary. From spelling dialog, you can take necessary actions to correct it or to ignore it or to add as a new word in dictionary of current language.



Setting Dialog Box for Spelling Check

Spelling Dialog Option & Description
Ignore Ignores the error for the current instance .
Ignore All Ignores the error for all the instances in the presentation.
Change Accepts the suggested change for the current instance.
Change All Accepts the suggested change for all the instances in the presentation.
Add Uses the first suggested word each time you click Add.
Suggest Includes this word in the PowerPoint dictionary .
AutoCorrect Automatically corrects similar errors going forward.
Close Closes the Spelling dialog .
Options Sets up how PowerPoint should proof the presentation .

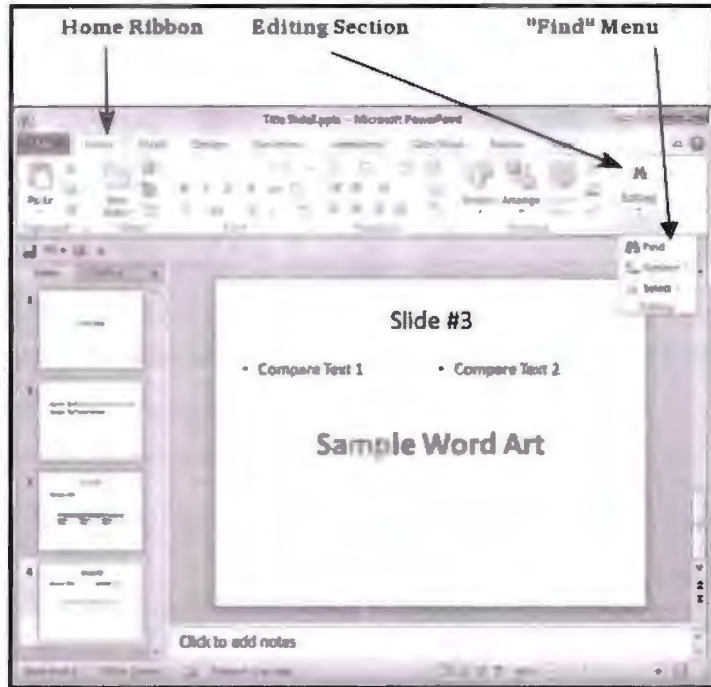
16.7 FINDING AND REPLACING THE TEXT

Find and replace is an integral tool of MS Office Suite. This tool allows you to find specific string (text) and replace it with another string (text). This tool is very useful

while working with **large amount** of text. Take the **following** steps to apply find and replace text in PowerPoint:

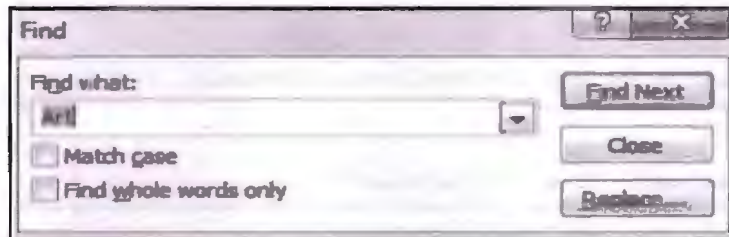
To Find Text

Under editing section click "Find".



Find and Replace Option

Type the text you want to search in "Find what" text box.

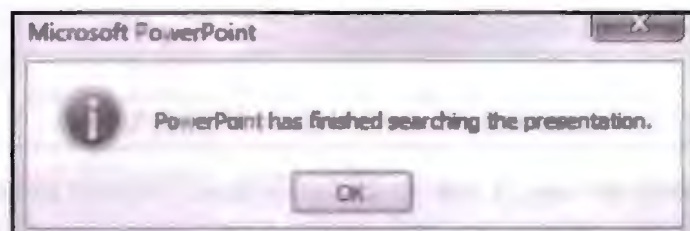


Find Dialog Box

You can refine your search by checking the "Match case" check box and "Find whole words only" check box.

Click "Find next" to find next occurrence of text.

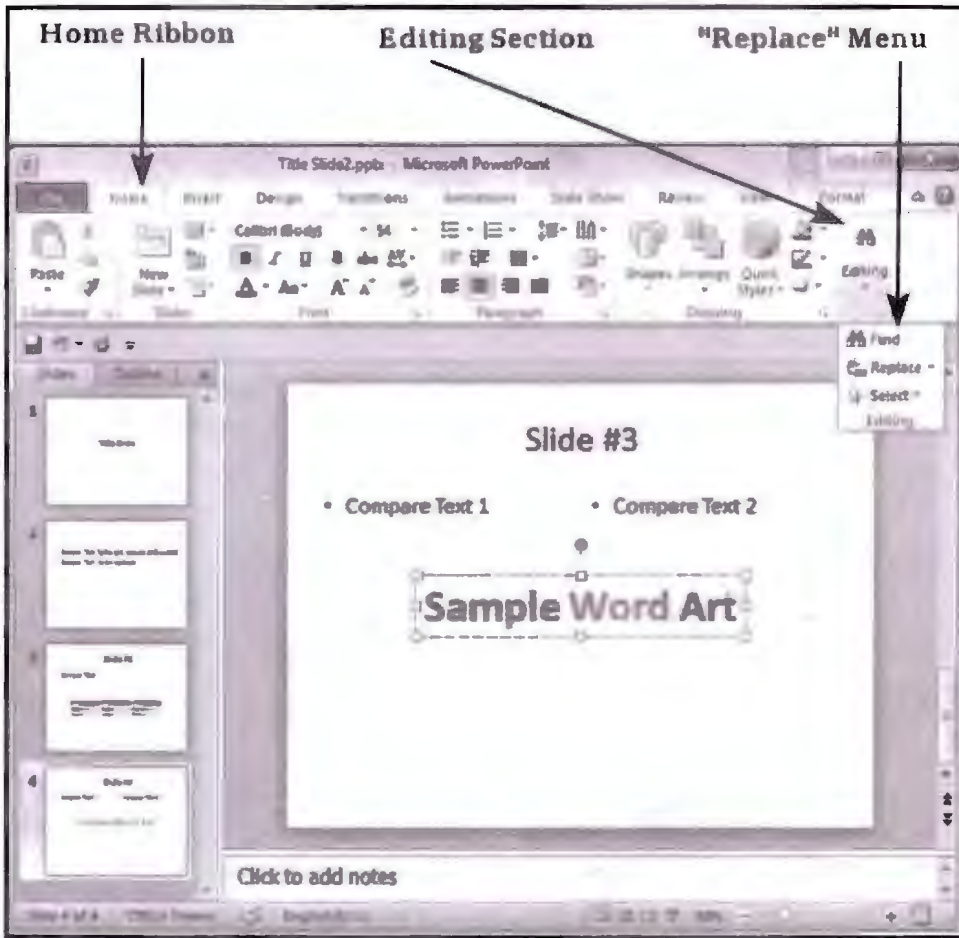
The Find dialog box does not disappear after finding the first instance, so you can keep pressing "Find Next" multiple times till you reach the end of the search. At this point, you will receive a message from PowerPoint indicating the end of the search.



Completion Notice

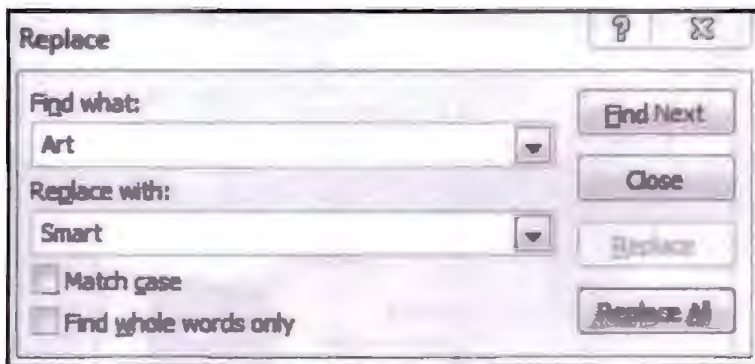
To Replace Text

Under editing section click "Replace" option.



Replace Text Option

Enter the text you want to replace in find "Find what" text box. In Replace text box, enter the text you want to replace it with.



Replace Dialog Box

You can narrow your search by selecting "Match Case" and "Find whole words only".

The Replace dialog does not disappear after finding the first instance, so you can keep pressing "Find Next" multiple times till you reach the end of the search. At this point, you will receive a message from PowerPoint indicating the end of the search.

Moving Slides

Arranging slide is **important** when you want a very well **organized** presentation. Keeping proper **sequencing among slides** is very **important** to make **successful** presentation. To do so we **move slides** from one part of **presentation** to another part. You can **rearrange slides** from two views in PowerPoint.

1. Normal View
2. Slide Sorter View

Take the following **steps** to **rearrange slides** using different views:

Normal View

Select slide to be moved.

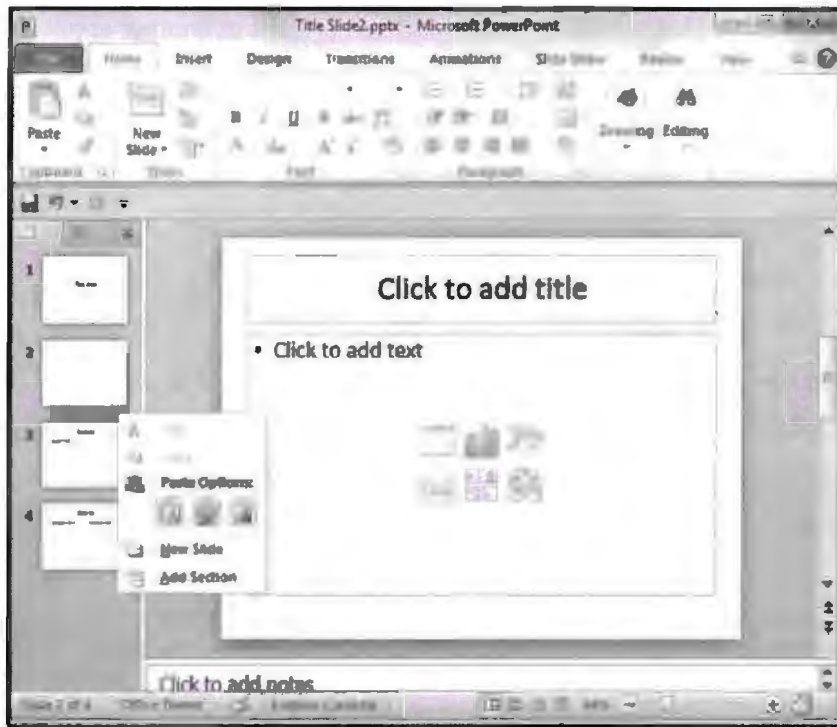
Drag and drop slide to the **position** or **sequence** you want to **keep** it.



View of Slide

You can also use **cut and paste** method to move slide from one **location** to another.





View of Slide

16.8 CHART AND OTHER DRAWING OBJECTS

Charts are very important tool of data representation. PowerPoint allows you to insert a variety of charts in presentation. While working with huge data it is important to use charts to display useful information. Presentation charts are used for information representation. Drawing object is another feature that allows you to make you diagrams, charts, etc.

16.8.1 Creating a Table

Table

Tables are a very important and powerful tool of data representation. This tool keeps information intact at one place which makes it easy to read. PowerPoint allows you to insert table in presentation and these tables are compatible in excel also. You can format table in PowerPoint like in any other application of MS Office. In your presentation, you can insert table by taking following steps:

- Click Insert tab then select table to insert table.
- Describe table dimension from table matrix using table drop down button.
- PowerPoint table is a simple table that does not supports the mathematical features of an Excel spreadsheet. If you want to carry out some calculations, you can insert an Excel spreadsheet instead of a regular table.

16.8.2 Creating an Embedded Word Table

You can create a table in PowerPoint itself or you can call table from some other application using technique such as:

Object linking: This means the table has been created in another application, maybe Word. There is a connection between the two files and the destination file can be updated when the original file is updated.

Embedded object: This means the table has been created in another application, may be Excel. Once embedded the object becomes a part of the destination file and no longer has a link to the original file. Any changes made are only reflected in the destination file.

To create embedded word table take the following steps:

- Click insert tab **select object** under insert ribbon.
- This will open **object dialog box** asking you to select option.
- Select **Word document**.
- Or you can choose **any existing file** that have table of your interest.
- This will open the **application** that you are trying to embed in your presentation.
- Create a table in word as word has more table formatting options.
- Save file and exit word.
- Once you do this table will appear in your presentation that you created in word. When you embed a Word table into a PowerPoint presentation you will need to double-click it to open it. The toolbars and drop-down menus will change automatically when the table is active allowing to you to edit it.

16.8.3 Adding Columns and Rows, Deleting Columns and Rows

While making table this happens very often that the table run short of rows or columns or sometime both in that situation we need to add rows and columns to table manually to do this take following steps:

To Add Row

Click a table to cell in the row above or below where you want the new row to appear.

Under “Table Tools” on the Layout tab in “Rows & columns” group do one of the following:

- To add row above selected cell use option “Insert Above”.
- To add row below selected cell use option “Insert Below”.

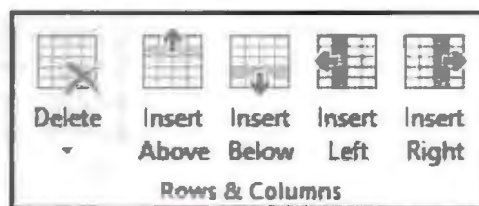


Table Options

Remember that To add multiple rows at once, using your mouse, drag to select an equal number of rows to the amount that you want to add, and then click Insert Above or Insert Below. For example, select three existing rows, click Insert Above or Insert Below, and three more rows will be added.

To Add Column

Click a table cell to the right or the left of the column where you want the new column to appear.

Under “Table Tools” on the Layout tab in “Row & columns” group do one of the following:

- To add column to the left, select “insert left” option.
- To add column to the right, select “insert right” option.

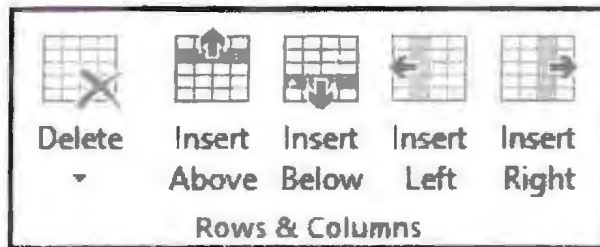


Table Options

Remember that To **add multiple** columns at once, using your mouse, drag to select an equal number of **columns** to the amount that you want to add, and then click Insert Left or Insert Right.

Deleting Columns and Rows

Click a table cell in the **column** or row that you want to delete.

Under Table Tools, on the Layout tab, in the Rows & Columns group, click Delete, and then click Delete Columns or Delete Rows.



Table Deletion Option

Or you can select the row and column that you want to delete by holding mouse click and dragging mouse over the table to select more than one row or column. Now press delete key available on keyboard. Or left click mouse to open property dialog box now select “Delete” option to remove rows and columns.

16.8.4 Changing Table Borders

In MS Office, you have facility to add border and shades to all four side of table. By applying border and shading, we can create a great emphasis on table and it brings more eye focus on table. Apart from everything it makes the table look more beautiful.

Go to Design > Table Tools > Table Styles > Borders, and then click the border option that you want to change.

Add Borders to a Table

Take the following steps to add borders in table cell:

- Select the table to which you want to add borders.
- To select table, click over anywhere on table.

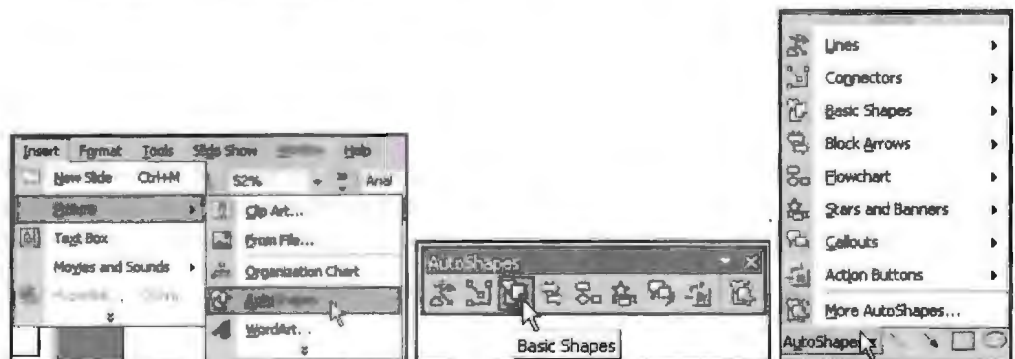
- The above step will make a cross icon visible at the top left corner of the table.
- Click cross icon to select entire table.
- Click the border button to display a list of border options for selected table.
- Choose the most suitable one by clicking it.
- Try different options before making final decision.
- If you want to delete border select “No Border” option from border section.
- You can apply border to any cell column or entire table as well.
- Go to Design > Table Tools. Select one of the following in the Draw Borders group.
- Use Pen Colour to change the colour of the border.

16.8.5 Using AutoShapes

While working with pictures you cannot insert text to it directly. So how to insert text to images? To do so we can use AutoShape option to insert text to images directly. This tool of MS Word makes image more interactive and it becomes easy for us to explain some scenario. To insert AutoShape in a document take the following steps:

- Select insert toolbar.
- Click Drawing option.
- Click AutoShape on Drawing toolbar.
- If you want to add colours to a graphic then click on colour button.
- Navigate through the pictures in picture gallery and click on insert to enter image in a document.
- With the shape still selected right-click the shape and select Add Text option.
- Enter the text you want to display.
- Change font if required by right-clicking it. You can perform all text formatting operation on text inserted.
- Insert AutoShapes by clicking the Drawing toolbar at the bottom of the PowerPoint screen. A list of options appears.

Click Insert → Pictures → AutoShapes

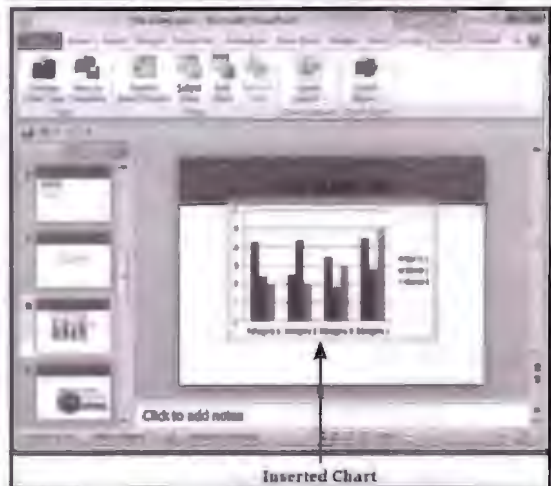
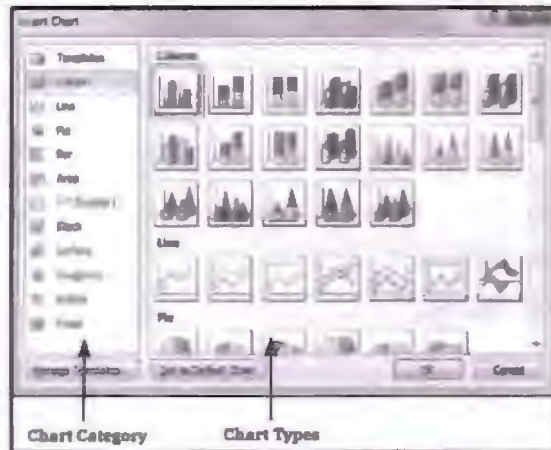
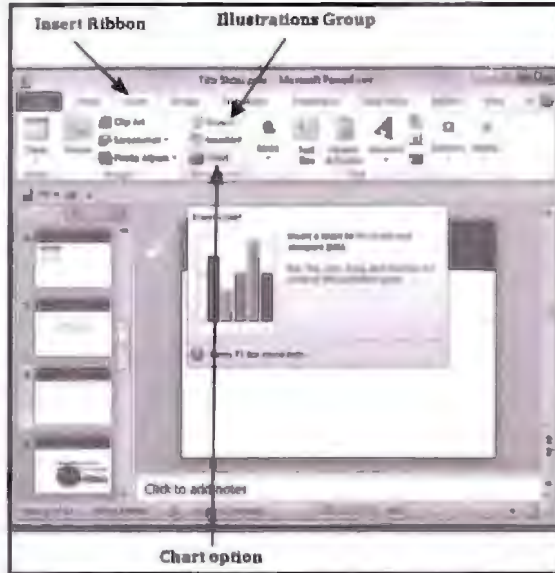


AutoShapes

16.9 CHART

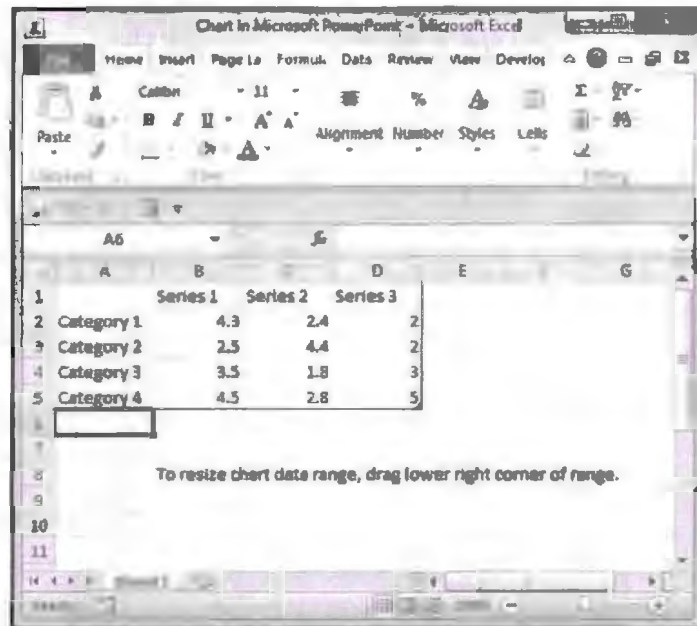
Charts are an efficient way of information representation. In PowerPoint, we have tools to insert charts in presentation. Take the following steps to insert chart in PowerPoint:

- Click insert ribbon. Select charts option available under chart button.
- Click chart button and select chart type from chart gallery.



Types of Charts Available in PPT

- Double-click on chart that you want to insert in your presentation.
- As soon as you click the above option along with this an excel worksheet will get launched. This worksheet will act as a data source for your chart. You can modify various fields and values as per requirement.



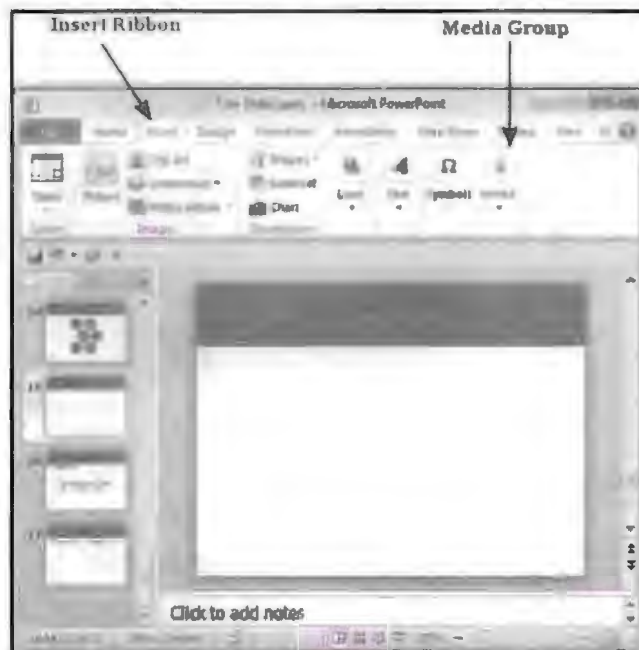
Source Data of Excel to Modify Chart

- You can also source table values to modify chart.

16.9.1 Inserting a Clip to Your Slide

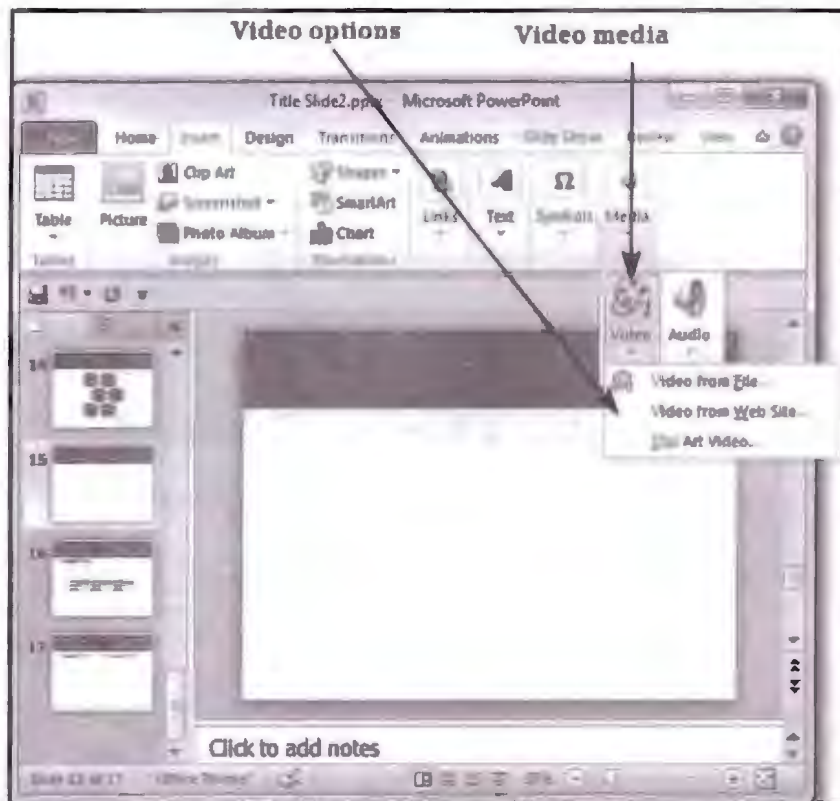
PowerPoint supports multimedia in slides. You can add audio and video clippings to your presentation in order to make it more interesting and interactive. Take the following steps to insert audio and video clippings in presentation:

- Click insert ribbon and select media group.



Clip Insertion Options

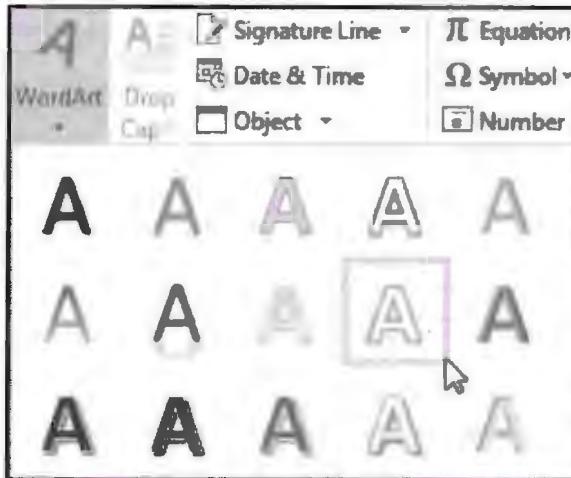
- To insert video select video media type, to insert video from file within a computer select "video from file" option. Browse location to insert video in presentation.



Clip Insertion Options

- Now you can view video from your slide.
- To insert audio follow the same procedure, just select audio as media type and then browse location of file to insert it in presentation.

Click on insert tab >> now click on WordArt option>> this will display the list of various WordArt available list in WordArt gallery.



WordArt

You can select any word art from the available list by clicking on it. You can modify the inserted text as per requirement. You can beautify text by using various available options. Try it yourself to change text by selecting various options. By using word art you can add a variety of effects to text like flying, curved, etc. Do it yourself to learn more options. WordArt is a quick way to make text stand out with special effects. You pick a WordArt style from the WordArt gallery, launched from the Insert tab, which you can then customize.







16.9.3 Working with Drawing Toolbar and Creating Shapes

In MS Office, we can create custom drawings. You can also insert various shapes and figures in PPT. By inserting your own drawing and shapes, you can give that personalized touch to your presentation. You can insert some pre-defined shapes and can also insert your own shapes in presentation. Take the following steps to insert a drawing in PPT:















- Click Insert at the top of the window.
- Click the Shapes button, then click the Scribble icon in the Lines section.
- Click and hold down the mouse button, then move the mouse cursor to draw. The drawing will complete itself once you let go of the mouse button.

Drawing Toolbar in Microsoft PowerPoint

The following table lists the Common Commands in the Drawing Toolbar.

	Item Name	Description
	Draw	Display a menu to flip and rotate, order, change auto shapes of graphics.
	Select Objects	Button to select any object on the slide.
	Auto shapes	Button to display a menu of pre-defined shapes.
	Draw Line	Button to draw a line.
	Draw Arrow	Button to draw an arrow.
	Draw Rectangle	Button to draw a rectangle

Contd...


	Draw Oval	Button to draw an oval.
	Draw Text Box	Button to draw a textbox.
	WordArt	Button to select a word art style for the text.
	Insert Chart	Button inserts a chart into the slide.
	Insert Clipart	Inserts a clipart into a slide.
	Insert Picture	Inserts a picture into a slide.
	Fill Object Colour	Colour ticker for the fill colour.
	Line Colour	Colour ticker for line colour.
	Font Colour	Button for displaying colour ticker for fonts.
	Line Style	Button for selecting the line styles, thickness of lines.
	Dash Style	Button for selecting dash styles.
	Arrow Style	Button for different arrow styles.
	Shadow Style	Button for different shadow styles.
	3D-Style	Button for different 3D effects.

16.9.4 Inserting Shapes in PowerPoint

To insert shape take the following steps:

- On insert tab click Shapes.



- Click on the shape that you want.
- Click on slide and drag over the mouse to draw shape.
- For example this 

Check Your Progress

Fill in the blanks:

1. _____ box is used for inserting text.
2. Format paint is for _____.
3. Paragraph indents are for _____.
4. Line spacing option is available in _____.
5. Tab stop is important because _____.
6. AutoShape option is available in _____.
7. Charts in PPT are used for _____.

16.10 LET US SUM UP

- This lesson is all about formatting custom settings on PowerPoint presentation.
- By using various tools and methods, we can insert charts and table in PPT to have better data representation.
- PPT have features like WordArt and AutoShape to make text and presentation more attractive.
- Now we know how to add and remove slide in PPT.
- We also saw the significance of text box and text content in PowerPoint.

16.11 LESSON END ACTIVITIES

1. Create a PPT presentation containing chart and word art. You can insert any chart of your choice and WordArt of your choice.
2. Insert a word table in presentation by embedded object method.

16.12 KEYWORDS

PPT: Short form used for PowerPoint presentation.

Ctrl: It is a key available in keyboard, full form is control key. This key is used for performing various operations.

Esc: It is a key available in keyboard, full form is escape key. This key is used for performing various operations.

16.13 QUESTIONS FOR DISCUSSION

1. How to insert shapes in slide? Explain how to customize them.
2. Differentiate between drawing toolbar and WordArt.
3. Differentiate between a chart and a table. Explain the various methods to insert chart and table in PPT.
4. Explain the significance of textbox in PPT.
5. How to move slide from one place to another explain with example.
6. Write a short note on find and replace, spelling check, tab stop and text and paragraph formatting.

Check Your Progress: Model Answer

1. Text
2. Copying style
3. Text formatting
4. Under home ribbon within paragraph group
5. Under insert tab within drawing toolbar
6. It helps you to find location of cursor after text insertion
7. Data representation

16.14 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

17

SLIDES, VIEWS, NOTES AND HANDOUTS

CONTENTS

- 17.0 Aims and Objectives
- 17.1 Introduction
- 17.2 PowerPoint Views
 - 17.2.1 Types of Views in PPT
- 17.3 Using Handout
- 17.4 Inserting Header and Footer in the Slide
- 17.5 Transition
 - 17.5.1 Custom Show
 - 17.5.2 Assigning Custom Animation
 - 17.5.3 Adding a Motion Path
 - 17.5.4 Animating a Chart
- 17.6 Publish a Presentation for HTML File to the Web
 - 17.6.1 Preview a Presentation as a Web Page
- 17.7 Printing Slides
- 17.8 Let Us Sum Up
- 17.9 Lesson End Activities
- 17.10 Keywords
- 17.11 Questions for Discussion
- 17.12 Suggested Readings

17.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Learn slide features
- Know about different views of PPT
- Insert animations and effects
- Execute custom show and custom animation.
- Upload PPT's on web

17.1 INTRODUCTION

This lesson is all about functionalities of PPT. We will explore different views that allow you to gain maximum utilization of GUI. We will also learn about web content and how to upload web content using PPT. PPT's are about animation and effects.

By using animation and other effects, we can increase the productivity of PPT presentation.

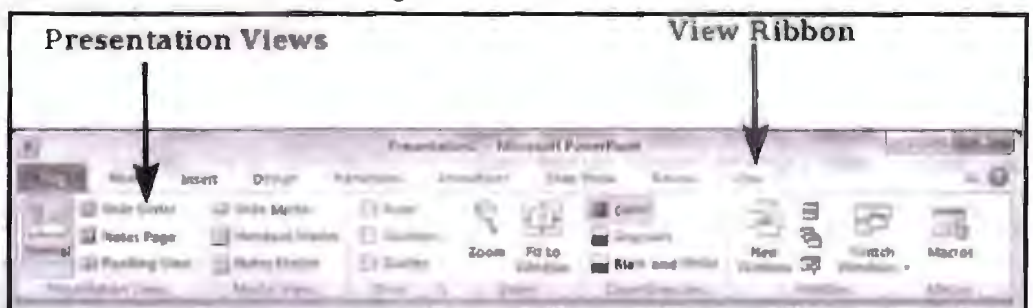
17.2 POWERPOINT VIEWS

PowerPoint supports multiple views. Every view has its own function and features, using these views you can change entire look of presentation. Views can be accessed from two locations.

1. From the bottom of page next to zoom slider bar.
2. From the presentation view section under view ribbon.



PPT Slide

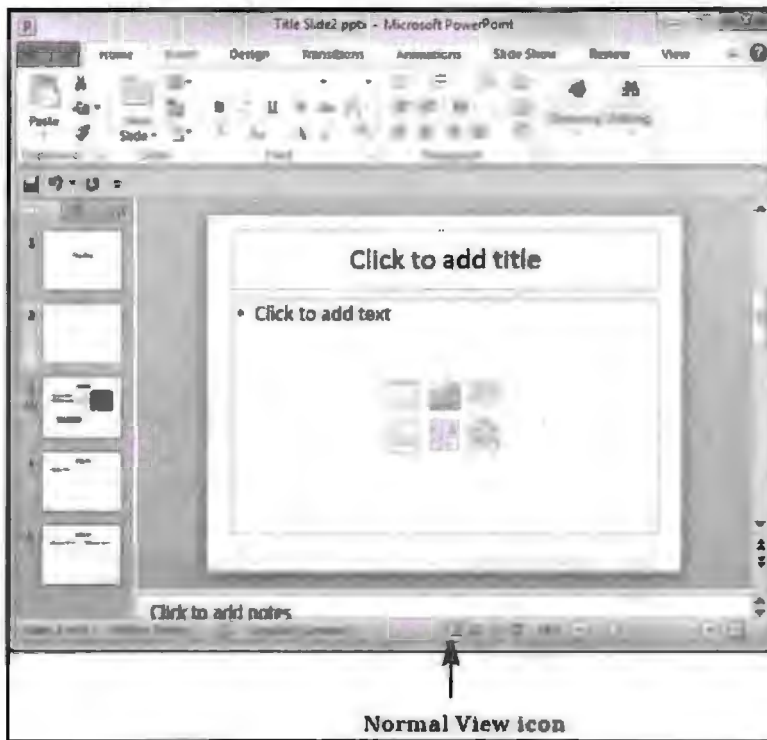


View Ribbon

17.2.1 Types of Views in PPT

Normal View

This is the default view of PPT. It is used for creating and editing slides. By using this view, you can perform all slide manipulation functions such as create, delete, edit, etc.



Normal View icon
View Button

Slide Sorter View

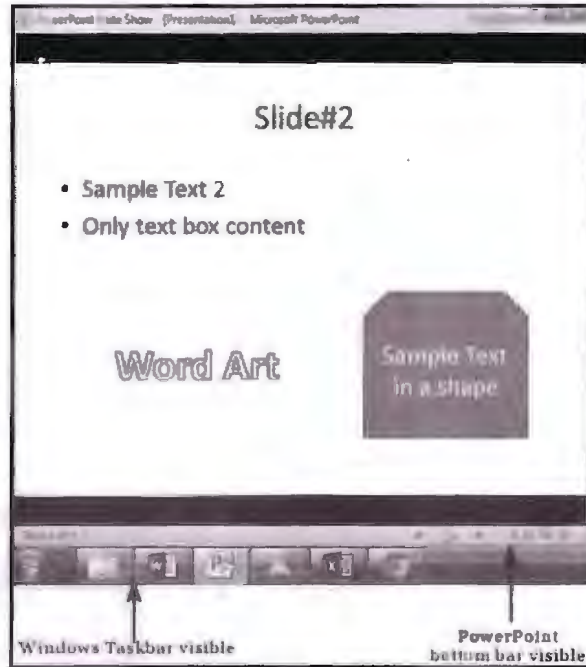
By using this view, we can rearrange slide, this view is well suited to resort slide as it gives more compact look for slides.



Slide Sorter View icon
Slider Sorter View

Reading View

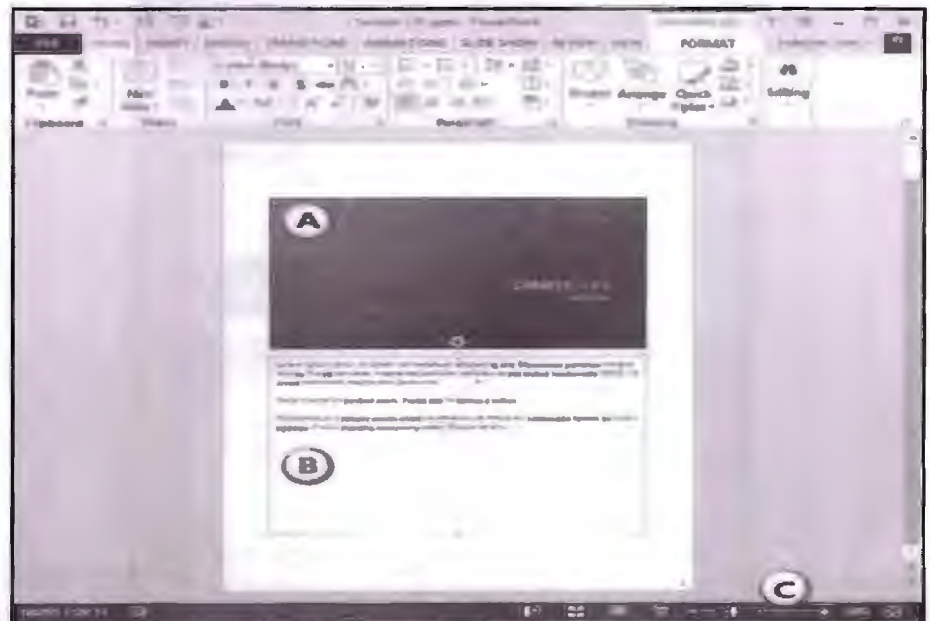
This view is new to PowerPoint 2010 and it was created mainly to review the slideshow without losing access to rest of the Windows applications. Typically, when you run the slideshow, the presentation takes up the entire screen so other applications cannot be accessed from the taskbar. In the reading view, the taskbar is still available while viewing the slideshow which is convenient. You cannot make any modifications when you are on this view.



Reading View

Notes Pages

The notes page view enables you to view speaker notes in slide. You can print these notes for your own reference while executing a presentation. These notes do not get displayed while executing a presentation.



Note Page

To access the Notes Page view (without having to print them), select the View tab on the Ribbon, and click the Notes Page button.

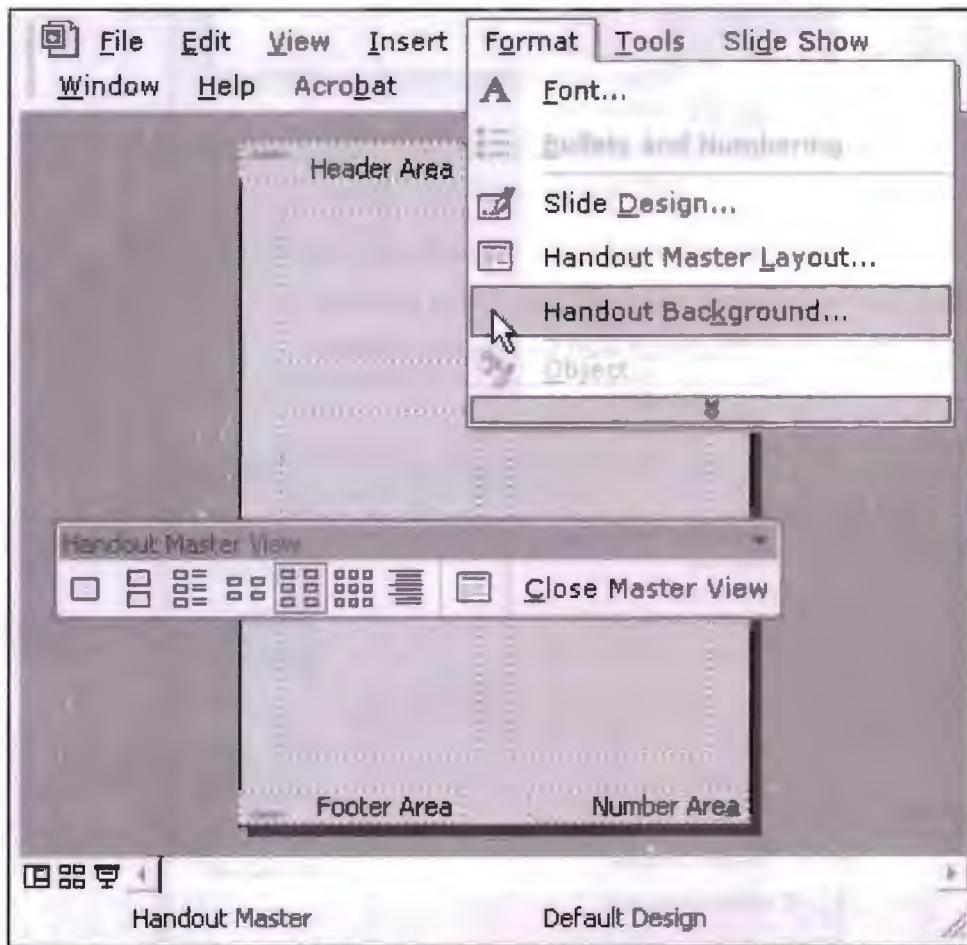


Notes Page Option

17.3 USING HANDOUT

Handout are basically thumbnails of slides printed together on a sheet of paper. Handouts are often printed to be sent for review to those who matter before an actual presentation is shown to an audience. During the presentation itself, Handouts can be distributed to the audience. PowerPoint 97 provides layouts for only 2, 3 and 6 slides per Handout page - while PowerPoint 2000 allows 2, 3, 4, 6 and 9 slides per Handout page.

Unlike slides, Handouts are almost always intended for print, so it might be a good idea to edit the Handout Master based on that assumption. You need to be sure of using content that prints well to both black and white and coloured output.



Handout Option

17.4 INSERTING HEADER AND FOOTER IN THE SLIDE

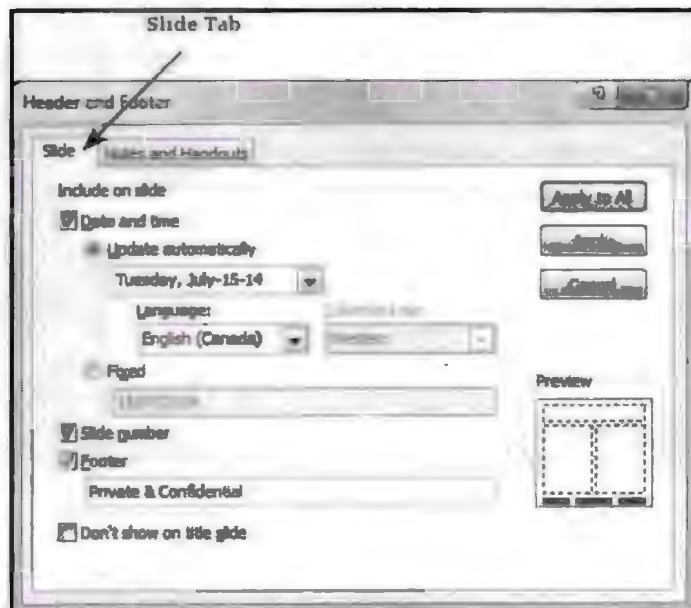
PowerPoint has the facility to insert header and footer notes in a slide. Having footer note helps you to keep track of slides but having header in presentation is not quite so very useful because in presentation main slide will contain title note of presentation. Take the following steps to insert header and footer note in PPT:

- In insert ribbon click on Header and Footer button.



PPT Header and Footer Option

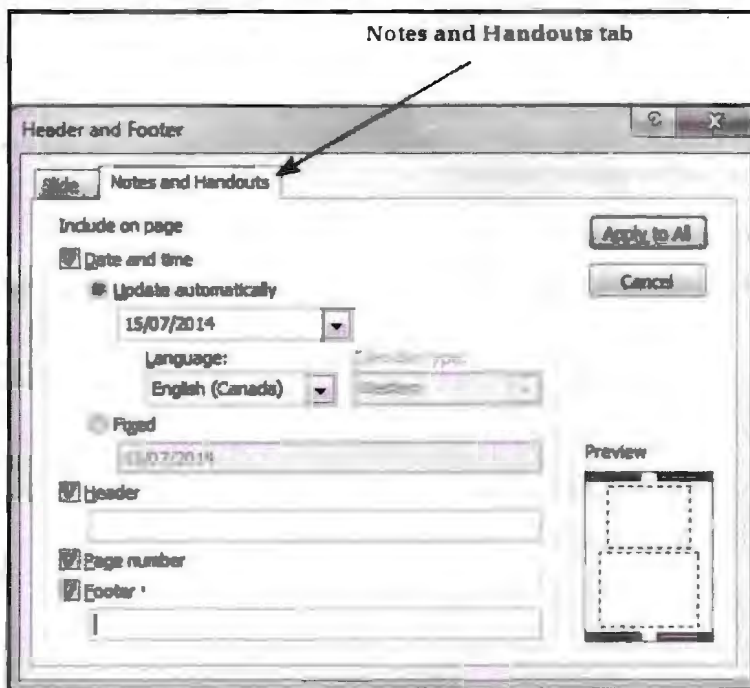
- This will open new header and footer dialog box having two tabs.
 - (i) *Slide tab*: You can add footer notes using slide tab.
 - (ii) *Handout tab*: This tab is used for creating handout.



Header and Footer Dialog Box

You can choose various options while inserting header and footer notes. Following table describe the various available options.

Slide Footer Options & Description	
1.	Date and time Add date and time to the footer. Specify the format of the date and time entered. Set up the footer to update automatically or use a fixed number.
2.	Slide Number Insert Slide number in the footer.
3.	Footer Add designated text to the footer - a good example of this is the confidentiality clause or copyright clause.
4.	Don't show on title slide Decide on whether the footer information should be displayed on the title slide or not.



Header and Footer Dialog Box

Following table shows various options available for handout notes.

Notes and Handouts Options & Description	
1.	Date and time Add date and time to the footer. Specify the format of the date and time entered. Set up the footer to update automatically or use a fixed number.
2.	Header Add the header information for every page on the handout.
3.	Page Number Insert page number in the footer.
4.	Footer Add designated text to the footer - a good example of this is the confidentiality clause or copyright clause.

17.5 TRANSITION

In PowerPoint, you can set slide transition. By using this function, you set slides change over during slideshow. Take the following steps to set slide transition.

- Select slide to which you want to apply transition.
- Click transition ribbon and then select transition scheme.
- Select one scheme from the available list. PPT will show you the preview of how transition will look like. If you are not happy with the current scheme choose another scheme.
- You can change the effects on the selected transition scheme from the Effect Options menu. Every scheme has a unique set of effect options. You can also modify time of slide transition.
- Preview before you apply.

17.5.1 Custom Show

Custom show is a very important feature of PPT. By using this feature, you can choose to run some specific slide during presentation. Slides with some common idea are usually selected. Custom show is executed by clicking hyperlinks. There are two kinds of custom shows option available.

Basic Custom Shows

Use a basic custom show to give separate presentations to different groups in your organization.

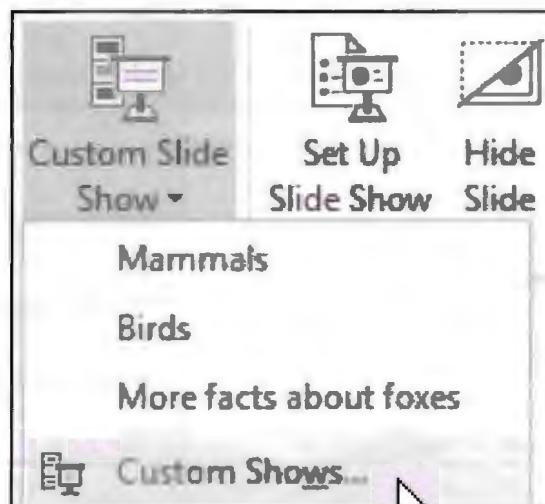
Hyperlinked Custom Shows

Use a hyperlinked custom show to organize content in a presentation.

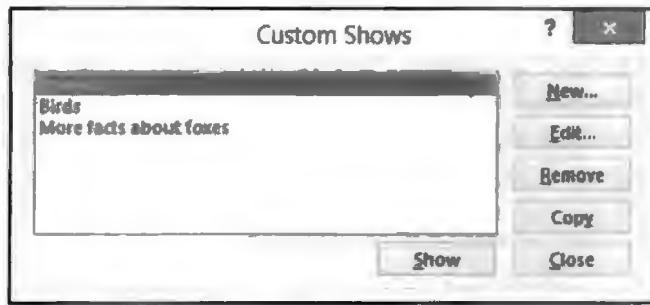
How to Create a Custom Slideshow?

To create custom slide show take the following steps:

- Open the presentation that have more than one slide.
- Select slide show tab.
- Click on custom slideshow to expand menu and now select custom show.

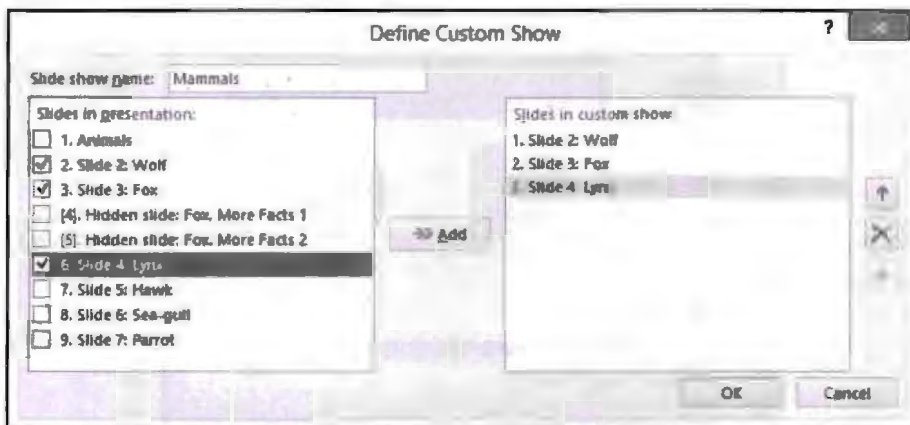


Custom Show



Custom Show Dialog Box

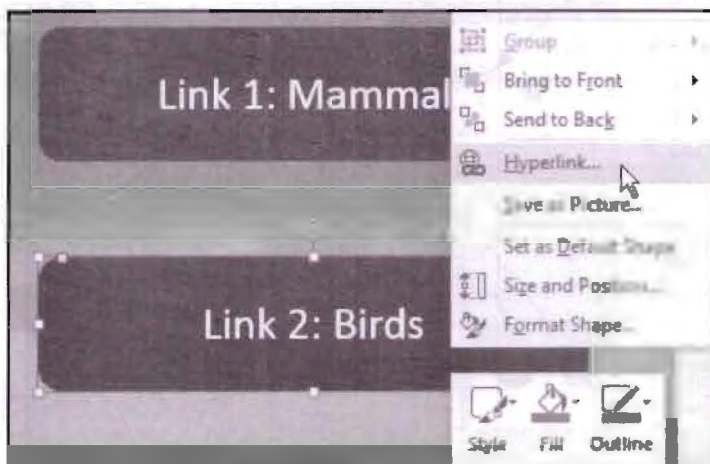
- Click new to create a new custom show or you can modify an existing custom show.
- Give a distinctive name to your show, select the appropriate slides and click the Add button. Use the arrows on the right if you want to change the slide order in your custom show. Then click OK to apply changes.



Define Custom Show Dialog Box

How to Play a Custom Slideshow?

Right-click on text of shapes and then select Hyperlink.



Executing Slideshow

Select place in this document option.

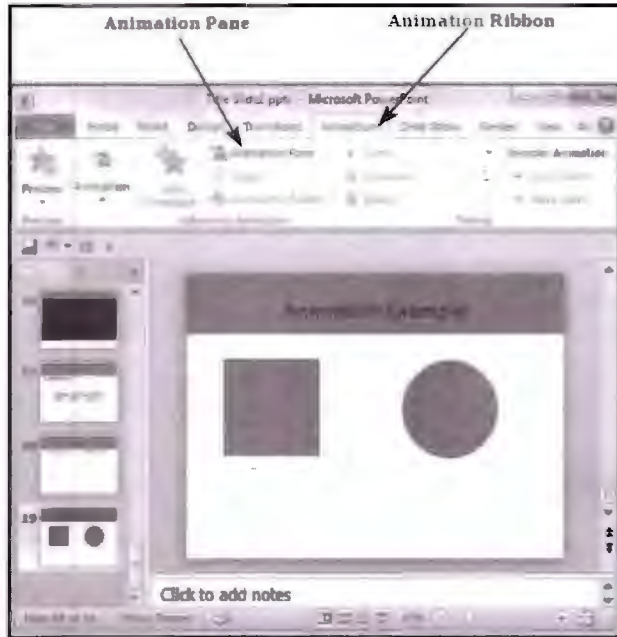
Scroll down the list until you see custom show and select the one you need.

Click Ok to apply.

17.5.2 Assigning Custom Animation

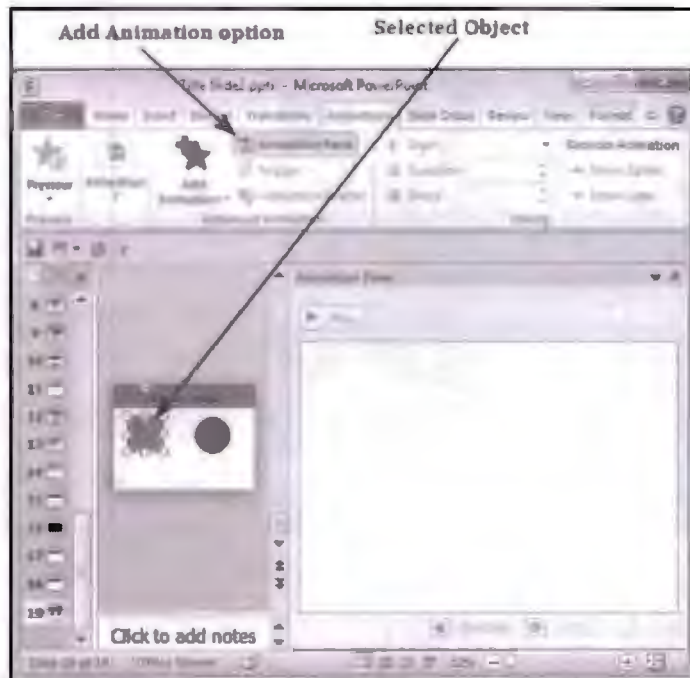
Adding animation to **your presentation** is a special feature of PowerPoint. By using this feature of PPT, **you can make your presentation more interesting** and lively. You can apply animation to **any object on slide** and can insert **trigger points** for animations. By default animation **will execute automatically**. If you are having more than one animation in PPT **make sure you keep timing fractions between two effects**. Take the following effects to insert animation in presentation:

- Click Animation ribbon and then click on Animation pane to display the animation sidebar.



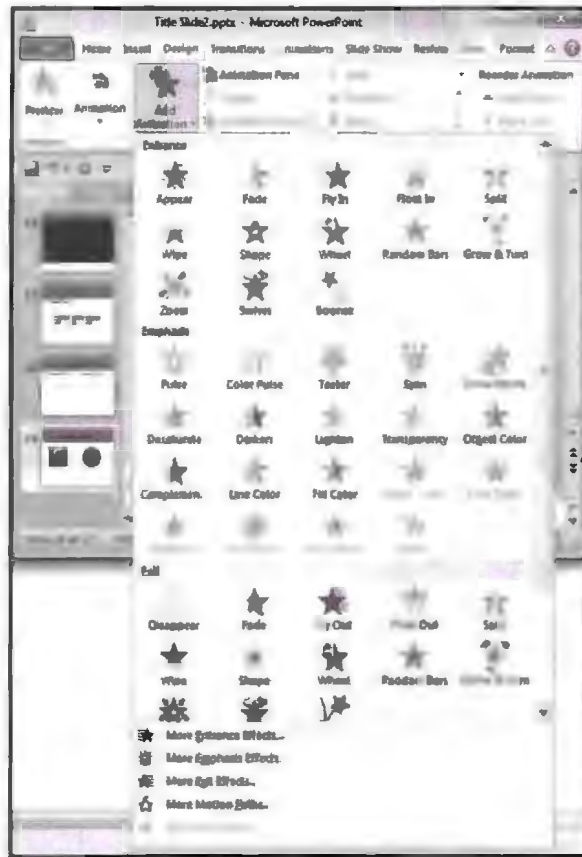
PPT Custom Animation

- Select any object from a slide and click on "Add Animation" menu option.



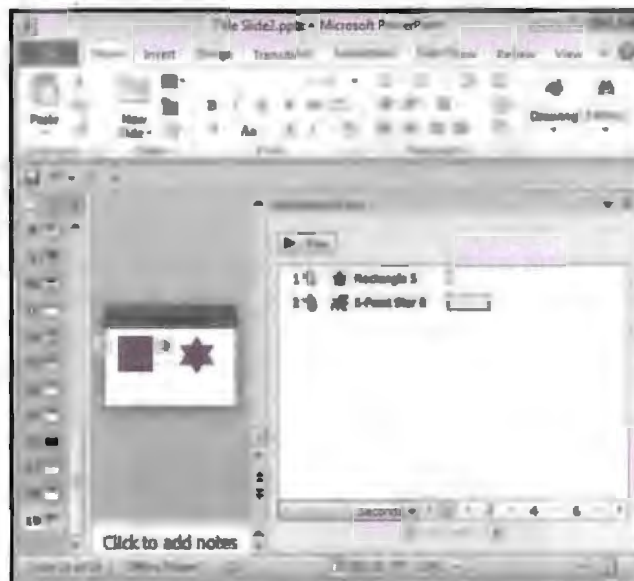
PPT Custom Animation

- Choose any one animation option.



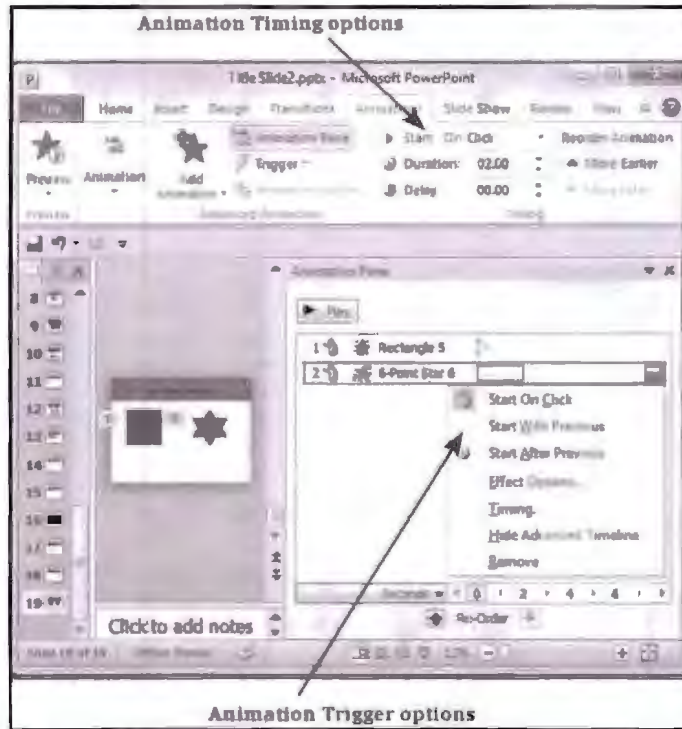
Animation Gallery

- ❖ *Entrance* will cause the object to appear in the screen.
- ❖ *Emphasis* will cause the object to emphasis without appearing or leaving the screen.
- ❖ *Exit* will cause the object to disappear from the screen.
- Once animation is inserted it will be displayed in animation pane.



PPT Custom Animation

- By default, all the animations are initiated by a click, but you can change this. To change the trigger, right-click on the animation object on the pane and choose an alternate trigger.



Time Setting for Custom Show

- ❖ *Start On Click* will cause the animation to start when you click the mouse.
- ❖ *Start With Previous* will cause the animation to begin with the previous animation; if this is the first object, it will begin as soon as you reach the slide during the slide show.
- ❖ *Start After Previous* will cause the animation to begin after the previous animation ends.
- You can set time duration for any animation, to do so select timing section.
- Use play option available in animation pane to preview animation.

17.5.3 Adding a Motion Path

You can apply a motion path animation effect to various objects in slide. Motion path describes how animation will start how, low and long it will be executed for and how it will exit form slide. Motion path also describes the whole path process object will go through while executing animation. Here in below given example, you can see an aeroplane is an object that you can insert in slide. Below example display dotted line shows how the plane animation will be executed.



Motion Path

How to Insert Motion Path?

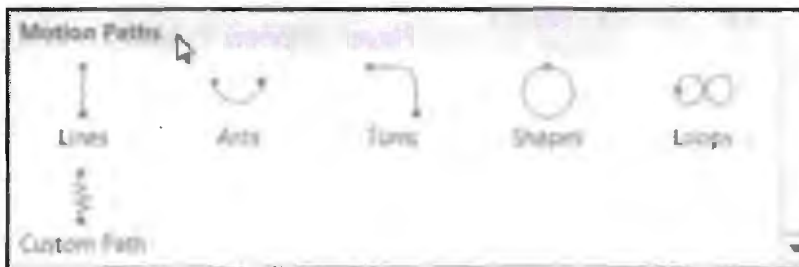
To insert in presentation take the following steps:

- Select object on slide to which you want to insert animation.
- Click Animation tab and then select “Add Animation”.



Adding Animation

- Select one motion path.



Choosing Path for Motion Path

- By choosing custom path option, you can draw your own animation. Press Esc key to stop drawing custom path.



17.5.4 Animating a Chart

By animating a chart, you can make a chart more interactive. Animation makes it easy for its audience to understand data. Following is a step by step process on inserting animation in chart:

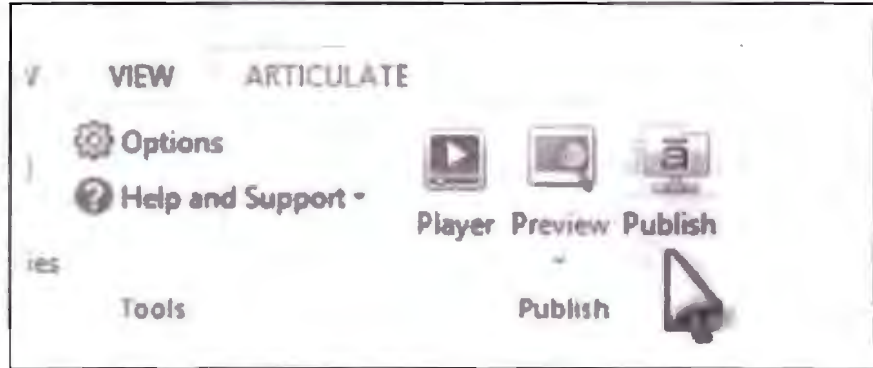
- Add a chart/graph, select the proper symbol on the “Format” tab in the toolbar.
- Select the chart/graph on the slide.
- Select the “Animations” tab in the toolbar and select the animation that you want to use.
- Now by default PowerPoint will animate the whole chart/graph, thus all elements will appear at once. To change this behaviour click on “Effect Options” (on the right side of the different listed animations) to the option of your prefer:
 - ❖ “As One Object”(selected by default)
 - ❖ “By Series”
 - ❖ “By Category”

- ❖ “By Element in Series”
- ❖ “By Element in Category”. This option will guarantee that each element will get an animation.

17.6 PUBLISH A PRESENTATION FOR HTML FILE TO THE WEB

Publishing presentation on HTML allows you to access presentation dynamically from any part of world using internet. To publish a presentation take the following steps:

- Select Articulate tab and then select Publish.



Uploading PPT on Web Option



Uploading PPT on Web Option

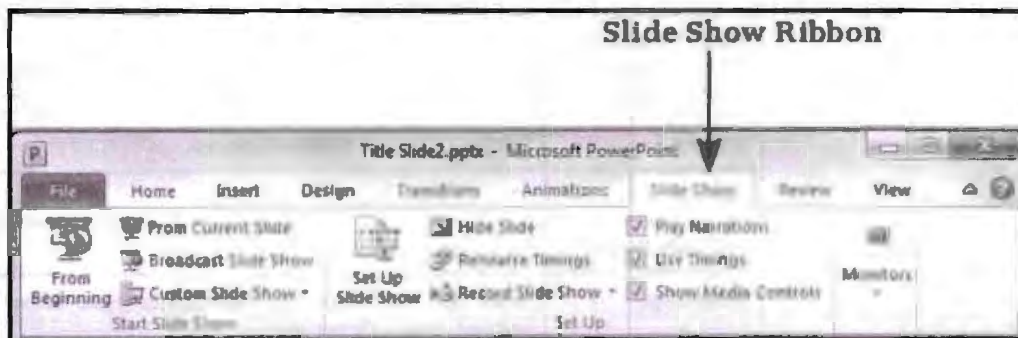
- This will open **publish dialog box**. From this **window**, select **web tab** located on the left corner of **window**.
- Check the text **that appears** in the **Title field**, and **customize it if you like**. This text defaults to the **name of your PowerPoint file**.
- Browse the **folder that contains your presentation**.
- If you **publish your content** for use with the **Articulate Mobile Player app**, the presentation title is **also used** on the **HTML launch page** and the list of content names in the **Articulate Mobile Player library**.
- In the **Folder field**, indicate where on your **computer you want the Presenter to create your published output**. Click the **ellipsis button (...)** to browse to a specific location. **Presenter will create a new folder in that spot with all the files required to play your presentation**.
- After you **publish your presentation to a local folder**, **upload the output to a web server to test it**.

17.6.1 Preview a Presentation as a Web Page

You can test the new **Web Page** at just about any **time**. You don't even have to save your presentation to view it as a **Web Page**. For a **quick preview**, select the **Web Page Preview** from PowerPoint's **File menu**. PowerPoint will open the **presentation, slide by slide**, in your default browser.

Slide Show

Slide show is an **ultimate step** for any presentation. We create **PPTs to execute them as a slide show**. At the **bottom of every PPT window there is a slide show button**, by clicking it we can **execute slide show**. All the features related to **presentation are grouped under slide show tab** using this tab you can **execute your presentation in various style**. Check the following table to understand these features.



Slide Show Ribbon

Section	Menu Item	Description
Start Slideshow	From Beginning	Starts slideshow from beginning.
	From Current Slide	Starts slideshow from the current slide.
	Broadcast Slideshow	Allows users to broadcast the slideshows using Microsoft's PowerPoint Broadcast Service.
	Custom Slideshow	Builds a custom slideshow by picking the slides you want to run.
Set Up	Set Up Slideshow	Helps set up the slideshow including browser/full screen display, show options with or without narration/animation, pen and laser colour during the slideshow and the slides to be presented during the show

Contd...

	Hide Slide	Helps mark/unmark the slide as hidden, so it is skipped or shown during the slideshow respectively.
	Rehearse Timing	Allows users to rehearse the timing on each slide and the entire slideshow.
	Record Slideshow	Records the slideshow including narration and animation.
	Slideshow Checkboxes	Helps set or avoid the use of narrative audio and rehearsed timings during the show. Displays media controls in the slideshow view.
Monitors	Resolution	Defines resolution in slideshow view.
	Show Presentation on	Picks the monitor to display the presentation one - in case of multiple monitors.
	Use Presenter View	Runs presentation in Presenter view rather than just slideshow view.

17.7 PRINTING SLIDES

Sometimes it becomes so important to print slides and share it with audience. Imagine a situation that you are addressing near about 100 people, in this scenario if you distribute handout to audience it become easy for you to explain presentation to every one, because all 100 audience can't concentrate on your presentation at same time and visibility will also be one challenge. With the help of printed slides audience can take notes. To print slides, you must go to the Backstage view under the File tab and click on the Print menu.

To print slides, you must go to the Backstage view under the File tab and click on the Print menu.

The following table describes the various printing options available in PowerPoint.

Main Settings	Options	Description
Printing Slides	Print All Slides	Prints all the slides in the presentation.
	Print Selection	Prints just the selected objects.
	Print Current Slide	Prints just the selected slide.
	Custom Range	Defines the slides you want printed.
	Slides	This is same as the Custom Range.
Print Layout	Full Page Slides	One slide per page.
	Notes Page	Slide and notes for every slide printed one below another - one slide per page.
	Outline	Print Slide outline.
	Handouts	Prints 1 or 2 or 3 or 4 or 6 or 9 slides per page - aligned vertically or horizontally. When you print handouts with 3 slides, you get the slide and the notes printed next to each other.
Collation	Collating Options	Prints slides in sequence or prints multiple copies of each slide one after another.
Printing Colour	Colour	Selects colour, greyscale or black & white printing options. Although you can select any colour settings, the output will depend on the kind of printer you use. A non-colour printer cannot print colour slides.

Check Your Progress

Fill in the blanks:

1. PowerPoint have _____, _____ and _____ view.
2. Handouts are _____.
3. Page notes are inserted at _____ of slide.
4. Custom show option is available at _____.
5. Animations are inserted on _____.
6. _____ adding motion path requires.
7. _____ button execute presentation.

17.8 LET US SUM UP

- In this lesson, we saw how to insert animations to presentation.
- Now we know how to create motion path; this will give a very personalised touch to your presentation.
- We also saw how to upload PPT to web so that it will be available to us even from remote location.
- Creating handouts and notes can be a very useful element for audience watching presentation.
- Executing a slideshow is an ultimate goal for PPT presentation.

17.9 LESSON END ACTIVITIES

1. Create handout and take printouts.
2. Create a PPT containing different animations for various objects. Animation should come after 45 seconds, every time add notes to every slide describing its content.
3. Create a PPT and upload it over web.
4. Make a PPT having custom motion path.

17.10 KEYWORDS

PPT: It is a short form used for PowerPoint presentation.

GUI: It stands for Graphic User Interface.

HTML: It is a language used for creating web pages it stands for hyper text mark-up language.

ESC: It is a key available in keyboard full form is escape key. This key is used for performing various operations.

17.11 QUESTIONS FOR DISCUSSION

1. Write a note on handouts and notes.
2. What is custom animation and custom show? Explain.
3. How to run slide show? Discuss the various options.

4. How to create a web based PPT? Explain.
5. Explain the significance of motion path.
6. Write step by step process of inserting animation on various objects.
7. How to insert header and footer in PPT? Discuss.

Check Your Progress: Model Answer

1. Normal view, Slide Sorter view, Reading
2. Printable page for user reference
3. Slideshow tab
4. Bottom
5. Slides objects
6. Defined path for object
7. Slideshow

17.12 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ...*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.

LESSON

18

OUTLOOK EXPRESS

CONTENTS

- 18.0 Aims and Objectives
- 18.1 Introduction to Outlook Express
- 18.2 What is Outlook Express?
 - 18.2.1 Features of Outlook Express
 - 18.2.2 Starting Outlook Express
- 18.3 Concepts of CC and BCC
- 18.4 E-mail Address
- 18.5 Reading and Receiving E-mail Message, Composing Message and Replying and Forwarding Message
 - 18.5.1 Composing Message and Replying
 - 18.5.2 Creating Signature in Outlook Express
 - 18.5.3 Formatting Message Text
- 18.6 What is MIME?
- 18.7 Inserting a Hyperlink or HTML Page into a Message
 - 18.7.1 Flagging an E-mail or News Message
 - 18.7.2 Importing Messages from Other E-mail Programs
- 18.8 What are Newsgroups?
- 18.9 Let Us Sum Up
- 18.10 Lesson End Activities
- 18.11 Keywords
- 18.12 Questions for Discussion
- 18.13 Suggested Readings

18.0 AIMS AND OBJECTIVES

After studying this lesson, you should be able to:

- Define a Outlook Express
- Discuss the features of Outlook Express
- Explain the concepts of CC and BCC
- Define newsgroups

18.1 INTRODUCTION TO OUTLOOK EXPRESS

Outlook Express is a mailing utility of MS Office suite though it is a discontinued feature of MS Office Suite. This is one of the oldest and most commonly used tool in earlier days. Outlook is recently got updated with windows mail and windows live mail.

18.2 WHAT IS OUTLOOK EXPRESS?

Outlook Express is an e-mailing tool used for sending and receiving information from remote location. This tool uses Simple Mail Transfer Protocol [SMTP], File Transfer Protocol [FTP] and POP protocol to send and receive data. To use outlook all you need to do is to get registered with outlook express like you do with any other mailing service. The basic benefit of this tool is that whenever your computer gets connected to internet it will prompt you about new mail received, you don't have to login again and again to access you own inbox. This tool offers very high level of security so you can completely depend on this tool for sending and receiving e-mails. The reason why it got discontinued is because of its complicated GUI and less modern features.

18.2.1 Features of Outlook Express

Outlook Express is an inbuilt e-mail system of Windows operating. It gets installed in PC while installing MS Office Suite. This was one of the most popular e-mail systems once but ever since Gmail and other mailing system came into being, it lost its glory that it had in 80s and 90s. Windows also replaced Outlook Express with Windows Mail and Windows Live mail. Some of the common features of outlook are as follows:

Calendar: This feature lets you configure all upcoming events so that you can plan activates accordingly. You can set up reminder that will pop-up the time when that event occurs.

Protects data by scanning: By using this feature, you can set up a filter that will scan all incoming and outgoing mails in order to protect your computer from viruses. You can also blacklist some e-mail addresses from which you don't want to receive e-mail. It also alerts periodically to change password so that the password remains secured and known to you only.

Default e-mail program: The default e-mail program is opened when you click a web link in a different application for the purpose of sending messages for instance, when mail to link is being clicked or when you click a send link in Firefox. You could choose an e-mail program from the list of default e-mail programs by default for handling certain actions. Various other applications of e-mail can also be used but this might lead to invocation of the e-mail client on the Internet page.

Reliable: It is a very reliable mail system as it has very high level security and periodically checks virus and malware.

Easy to use: It has easy to handle tools for which you don't have to acquire any special skills. It has a very strong online support to troubleshoot problems. It have inbuilt help features that provide you with step by step process of problem solving.

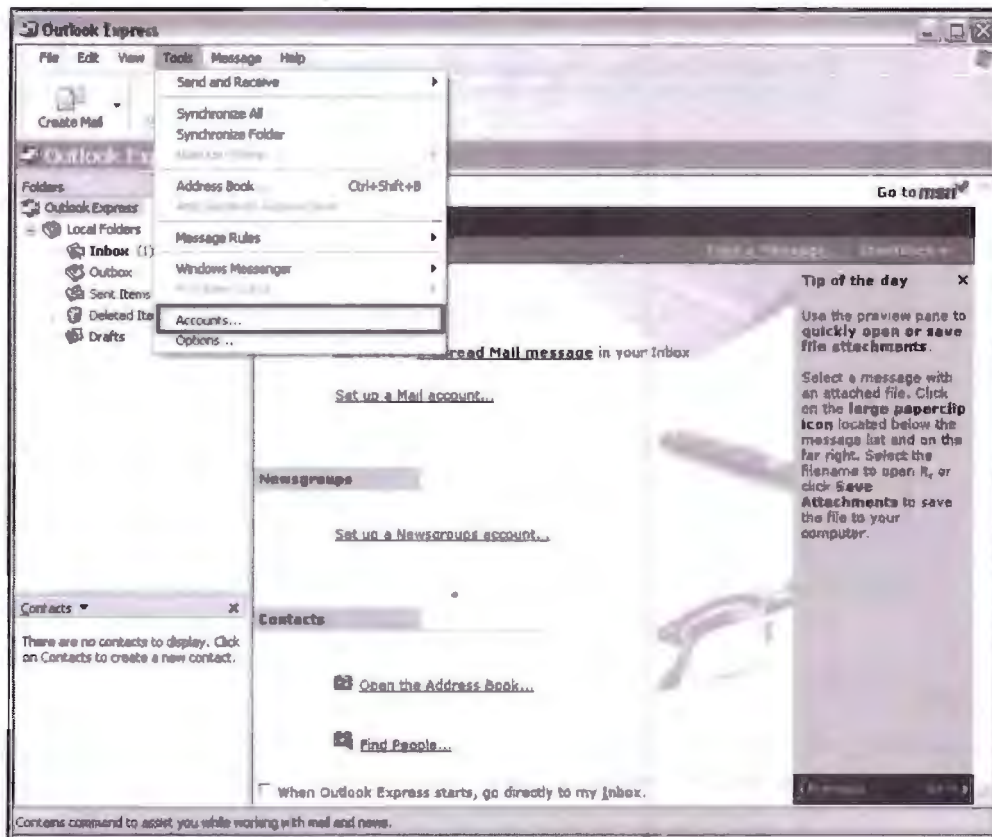
Available all time: You can download e-mail to your PC, so you can read it any time. You don't have to be connected to internet all the time to view your e-mail.

18.2.2 Starting Outlook Express

If your computer is still using Windows 95, 98, ME, 2000 or XP take the following steps to open outlook express.

Step 1

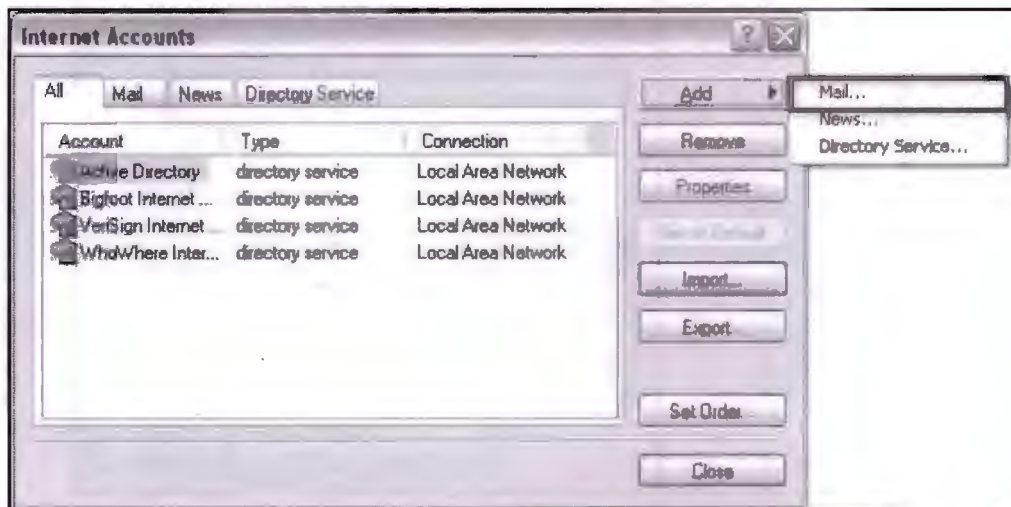
Click on Start menu to launch Outlook Express select Tools drop down menu then — Accounts. Then the following screen will appear.



Outlook Account Configuration

Step 2

Click on the Add button and select Mail option.



Outlook Mail Settings

Step 3

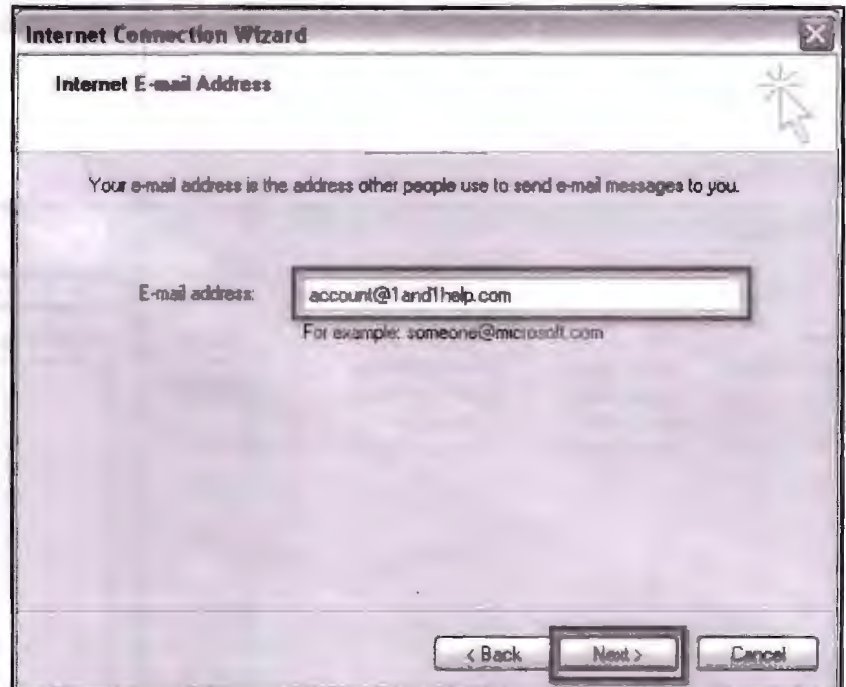
Enter your display name. Display is that name which will appear to receiver when mail is sent from your account. Now Click on Next button to continue.



Outlook Setting to Receive E-mail

Step 4

Now enter your e-mail address. Make sure you enter a valid e-mail address otherwise this step will not complete. Now click on next to proceed.

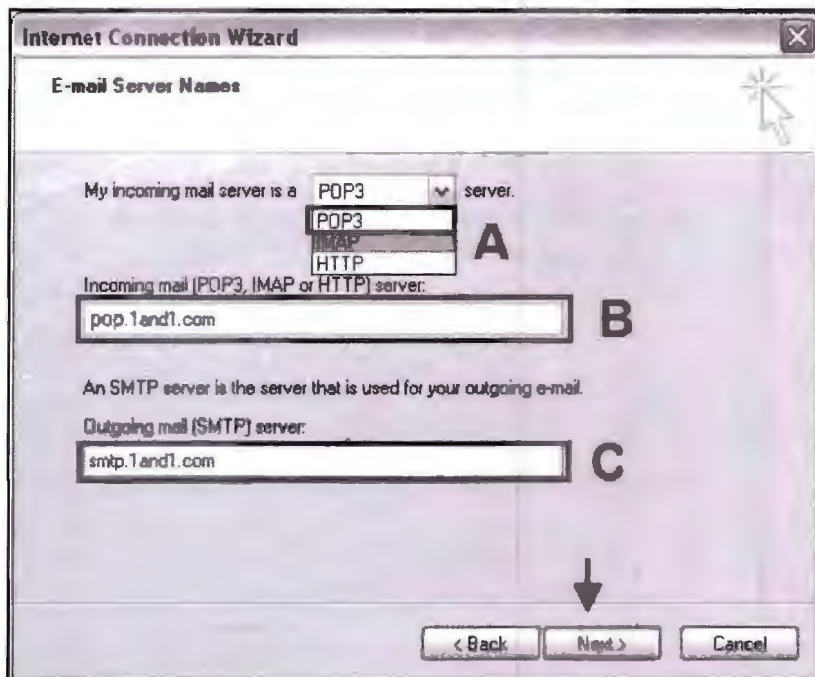


Outlook Setting to Receive E-mail

Step 5

In this step, we select the protocol to send and receive mail. Select POP3 or HTTP for incoming mails and select SMTP for outgoing mails. This step is very important in order to configure your Outlook Express account because by choosing right protocol

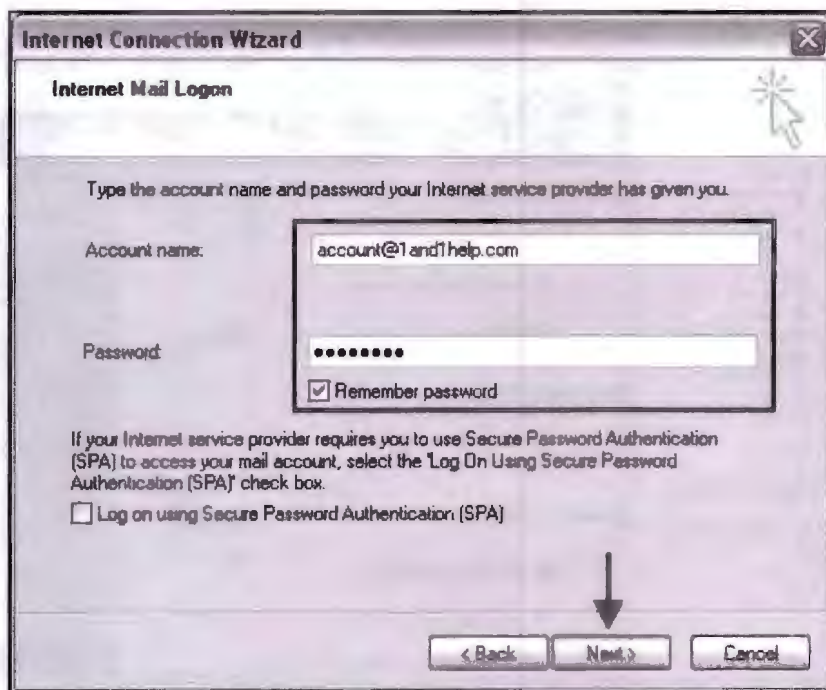
only we can send and receive mails conveniently. Now click on Next button to continue.



Outlook Setting to Receive E-mail

Step 6

In this step, you will enter your full e-mail address as your account name and your password associated with your above stated e-mail. If you don't want to enter your password every time whenever you send or receive e-mail check on "Remember password" option. Once you are done with all formalities click on Next to continue.



Outlook Setting to Receive E-mail

Step 7

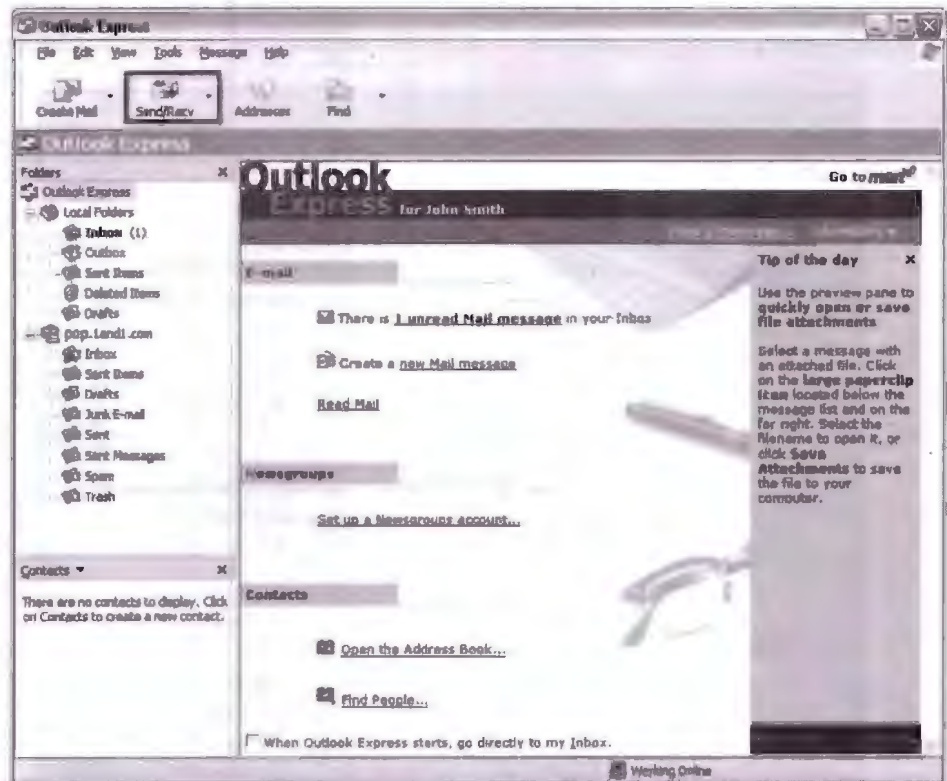
Now your e-mail is configured to your Outlook Express, now click on Finish to exit the wizard.



Outlook Setting to Receive E-mail

Step 8

Now you can send and receive e-mail by clicking Send/Receive button on the top of the Outlook Express window.



Outlook Window

18.3 CONCEPTS OF CC AND BCC

While composing your e-mail you fill CC and BCC text box to send e-mail. These are an optional part of e-mail and it is not at all necessary to fill it all the time. This option is used when you are sending mail to multiple people.

CC {Carbon Copy}: Put the e-mail addresses here if you are sending a copy for their information (and you want everyone to explicitly see this).

BCC {Blind Carbon Copy}: Put the e-mail address here if you are sending them a Copy and you do not want the other recipients to see that you sent it to this contact. If you are sending an e-mail to many people use BCC (so you don't give away everyone's e-mail address to everyone else).

18.4 E-MAIL ADDRESS

E-mail address is a unique web address provided by service providers to send and receive e-mails. Every e-mail have it's unique user name and domain name. Domain name is shared among many users whereas username or user-id is always unique. To get an e-mail address all you need to do is to get registered with e-mail service provider. These service providers will ask you to fill a simple online registration form to get you an e-mail address.

These forms will ask you question ranging from your personal information to question to set your password. Every time you try to get e-mail address, then you also have to set password for it. Using this password, you can access your e-mail. Just in case if you loose your password, then you can take help and assistance from your service provider to get you new password.

Example: username@domain

xyz@gamil.com

18.5 READING AND RECEIVING E-MAIL MESSAGE, COMPOSING MESSAGE AND REPLYING AND FORWARDING MESSAGE

To read and receive an e-mail take the following steps:

To Receive E-mail

To receive an e-mail you must have an e-mail address. You have to give this e-mail address to your friends and family in order to receive e-mails. Or you can join some news groups or subscribe for some newsletters. News and newsletters are free mailing services that send you e-mails of your interest.

To Read an E-mail

To read an e-mail take the following steps:

- Open your e-mail account by entering your username and password.
- Make sure you enter same username and password that you used while registering for e-mail address.
- Username and password are case sensitive so make sure that you enter correct case.
- Once you successfully login in your e-mail account, click Inbox to read e-mail.
- In this box, you will have a list of all old and new mails received.

- Click the mail you want to read, it can be new or old.
- Once your e-mail content is retrieved, now it is ready to be read.
- If your e-mail have some attachment attached to it then you have to download this attachment to read it.
- Click on attachment icon to read attachment.
- Download attachment to save it on any location of your PC.
- Open attached file and now you can read this attached file.

18.5.1 Composing Message and Replying

We compose e-mail to share some data or information with other user. To compose an e-mail all you need is a valid user login and valid e-mail of receivers. If you enter a wrong e-mail for receiver then e-mail will not be sent successfully and eventually will come back to you as a bounce e-mail. To send or reply to an e-mail take the following steps:

- Open your e-mail account by entering a valid user name and password.
- Click on write mail, new mail, compose like option [every e-mail service provider have there own style].

Now a blank e-mail form will open having options like as given below, you need to use these options to create an e-mail. Some options are compulsory while some options are optional. Once you are done with writing an e-mail all you need to do is to send it. Make sure you are connected to the internet properly otherwise mail will not be sent.

TO: In this text box enter the e-mail address of receiver. And it is a compulsory step.

BCC: Blind carbon copy is used when you want to send same mail to other users also.

CC: This also works same as BCC. But all receivers can see e-mail Id of other receiver as well.

Body: Body of e-mail is actual text area where you edit your e-mail.

Send: Click this button to send e-mail once you are done writing it.

Attach: This option is used to attach files from your PC to e-mail.

Subject: This option gives brief description what e-mail is about.

Signature: You can add signature at the bottom or top of e-mail. This acts as a salutation.

Browse: This button is used for browsing file from your PC.

Save as Draft: Use this option to save e-mail that you wish to send later.

Font: This option is available with some mailing services, using this option you can modify default font of e-mail.

To Reply

When you replay to any e-mail then options like TO and subjects are filled automatically, although you can modify it as per requirement. To reply to any e-mail take the following steps:

- Open your inbox.
- Select the e-mail that you wish to reply to.
- Compose the body of e-mail and click send.
- Steps written above are applicable while replying e-mail.

To Forward

- We can forward e-mail that is received by us. Sometimes there is a situation when you want to send e-mail received by you to someone else. In this scenario, you can use forward option available in your e-mail inbox to forward an e-mail, you need to select the e-mail that you wish to forward and then enter the e-mail ID of the person to whom you wish to forward it. And then click forward button to send e-mail. You can modify forwarded e-mail as per your requirement.

Attaching Files

Attaching a file is a very integral part of e-mail. By using this feature of e-mail, we can share data and information with other users. By using attachment option, we can send the files stored in computer. Every e-mail service provider provides the facility to attach file saved in your PC. The process of attaching file will start with composing e-mail procedure which would be same, the only difference is about attaching file to e-mail. Click on attachment button available in compose form. Click on it to browse file location. Double-click file that you want to attach. File will appear in attachment dialog box, click attach button to confirm. Every E-mail service provider provides limited file size that you can attach to an e-mail so if you have bigger file that you want to attach than one method is to compress file or you can send file in different fragments. Although you can attach more than one file in an e-mail but all attachments have to be within that specified limit.

18.5.2 Creating Signature in Outlook Express

An e-mail signature is a word or phrase that is added to the bottom of your outgoing e-mail messages. A signature can be as simple as J. Smith, for example, or as complicated as a lengthy quote from a Shakespeare's play.

Add Signature

- Click the Signatures link on the Preferences.
- In the Add Signature section, type a name for the new signature in the Signature Name box.
- Type the actual text of the new signature in the Signature box.
- If you want this to be your default signature, select Set As Default.
- Click Save.

Edit Signature

- Click the Signatures link on the Preferences.
- Click the Edit link to the right of the signature you want to change.
- Type the name of the signature to be edited in the Signature Name box.
- Edit the signature text which is displayed in the Signature box.
- Click Save.

Delete Signature

- Click the Signatures link on the Preferences.
- Check the box to the left of the signature or signatures you want to delete.
- Click the Delete button.

18.5.3 Formatting Message Text

You can modify the text you inserted in an e-mail. To format text use text modification buttons of Outlook Express, by using these buttons, you can modify text. Though only limited text formatting options are available in Outlook. The following are the text formatting options of Outlook:

Line: Inserts a dividing line at the point where your cursor is sitting. All text will be moved above or below the line.

Return: Breaks the line you're typing onto the next line, without starting a new paragraph. This is different from pressing the ENTER key on your keyboard, which will start a new paragraph and insert a blank line.

Paragraph: Creates headers and defines sections of unformatted text, by using this menu. When you select an option from this menu, it affects all the text you've typed in that paragraph. Remember that if you have used the Return option on the Insert menu, that text is included in a paragraph.

Font: Changes the font of text you're about to type, or select some text and change its font.

Size: Changes the size of text you're about to type, or select some text and make it larger or smaller.

Colour: Changes the colour of the text you're typing, or select text and change its colour to another hue.

B, I, U buttons: Use these buttons to make the text bold, italic, or underlined.

Paragraph alignment buttons: The three buttons next to the text style buttons affect how a paragraph is aligned in the message. The first button left alignment - aligns your text left. The centre button centres it, and the right button right aligns the text.

List buttons: Next to the paragraph alignment buttons are two buttons that let you make ordered and unordered lists. To make a list, enter the items on your list onto separate lines in your message body. Select all the lines using your mouse, then click one of the list buttons. If you change your mind about what kind of list to make, place your cursor in one item on the list and click the other list type. The whole list will change.

Indent buttons: The last two buttons on the right of the formatting toolbar allows you to indent paragraphs. Place your cursor in a paragraph (anywhere in the paragraph) and click the button that has an arrow pointing towards the right. That paragraph will be indented. You can click these buttons multiple times to move paragraphs further over.

18.6 WHAT IS MIME?

MIME stand for Multimedia Internet Mail Extension or Multipurpose Internet Mail Extension. As the name indicates, it is an extension to the Internet e-mail protocol that allows it's users to exchange different kinds of data files over the Internet such as images, audio, and video. The MIME is required if the text in character sets other than ASCII. Virtually all human-written Internet e-mail and a fairly large proportion of automated e-mail is transmitted via SMTP in MIME format. Actually, MIME was designed mainly for SMTP, but the content types defined by MIME standards are also important in communication protocols outside of e-mail, such as HTTP. In 1991, Nathan Borenstein of Bellcore proposed to the IETF that SMTP should be extended so that Internet (but mainly Web) clients and servers could recognize and handle other

kinds of data than ASCII text. As a result, new file types were added to “mail” as a supported Internet Protocol file type.

Applying Stationery

Stationery in Microsoft Outlook includes backgrounds and patterns and offers a set of unified design elements such as fonts, bullets, colours and effects. You can choose from a predefined list of Outlook stationery and themes so that you can easily personalize HTML-formatted e-mail messages.

Apply Outlook stationery and themes to all messages

- Click the File tab.
- Click Options.
- Click Mail.
- Click Stationery and Fonts.
- On the Personal Stationery tab, click Theme.
- NOTE: If you try this procedure without HTML as your message format, the message Themes that are not installed appears.
- Under Choose a theme, click the theme or stationery that you want, and then click OK.
- Select the font options that you want to use.
- Apply Outlook stationery and themes to a single message.
- Click the Home tab.
- In the New group, click New Items, point to E-mail Message Using, and then click More Stationery.
- Under Choose a Theme, click the theme or stationery that you want, and then click OK.
- Compose and send your message.

18.7 INSERTING A HYPERLINK OR HTML PAGE INTO A MESSAGE

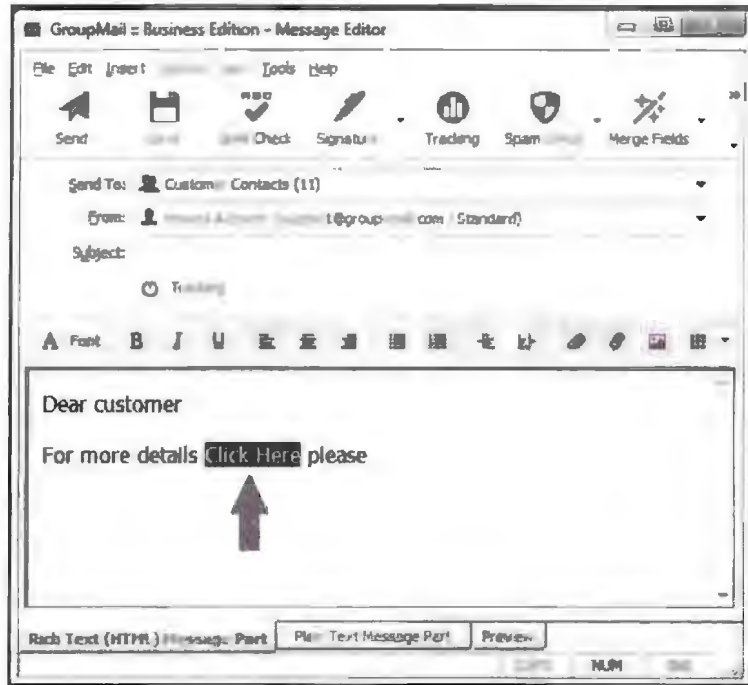
Sometime it becomes very important to make some links from e-mail. Imagine you created a document and uploaded it over the internet. Now you want to share web link with other user, in this case, you need to insert web link with other user. Use the following method to insert web link in an e-mail:

Method 1

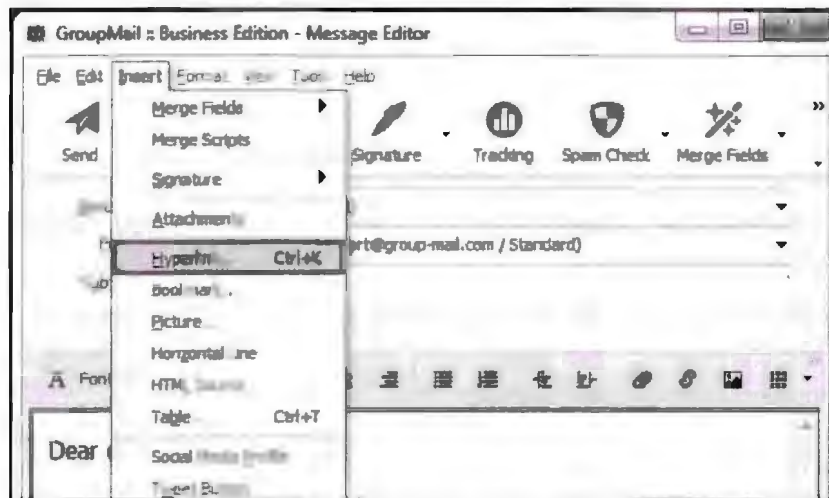
Copy link address from web browser and paste it in your e-mail body.

Method 2

Insert some text and mark it as hyperlink.

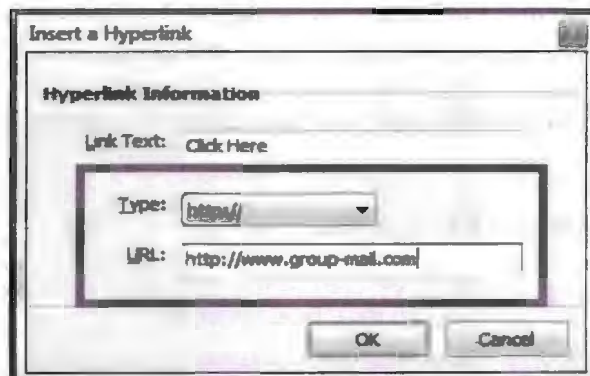


Highlighted Text for Making Hyperlink



Hyperlink Option under Insert Menu

Highlight the words "Click Here", then go to the Insert Menu and select Hyperlink. Now insert the text that you want to make as hyperlink.



Inserting Link

Insert URL address that you want to link with **hyperlink text**.

Press OK once done inserting link.

Now Test the link.

18.7.1 Flagging an E-mail or News Message

Over time, flags have become a favourite Outlook feature for users who need help remembering important messages. If you can't respond to an important e-mail right away, you can flag that message as soon as you read it. Then, you'll be sure to get back to it. You can also plant a flag in a message you send to others to remind them of a task.

One-click Flagging

When you look at the list of messages in your Inbox, you see a little box at the right end of each subject line containing a little grey outline of a flag, sort of a shadow flag. When you click that little shadow, it changes from grey to a bright red colour to show you've flagged it.

Setting Flags for Different Days

If you click only once on a message to add a flag, a copy of the message appears in your To-Do Bar along with the list of things you're scheduled to do today. You might not be ready to deal with a certain message today; you might prefer to put it off until tomorrow or next week.

18.7.2 Importing Messages from Other E-mail Programs

Start the Import and Export Wizard by choosing one of the following options:

- In Outlook 2010, on the File tab, click Open > Import.
- In Outlook 2007, on the File menu, click Import and Export.
- Click Import Internet Mail and Addresses, and then click Next.



Import and Export Wizard for Importing Mails from Other E-mail Program

- Click Outlook Express.
- Select the Import mail check box.
- Click Next.
- Click Finish.

18.8 WHAT ARE NEWSGROUPS?

Newsgroups (also known as Usenet) are one of the oldest uses of the internet. They have been around for much longer than the web. A newsgroup is very similar to an e-mail account with one important difference: everyone in the world can access it.

When you post a message to a newsgroup, the message goes to your local news server, and this server sends copies of the message to all the servers it knows about. The message slowly propagates through the net, until all the news servers in the world have a copy.

In contrast, some websites have "message boards", which may look like newsgroups. They serve the same basic purpose, but do not work as well. Message boards have become more popular than newsgroups, simply because they are easier to find. To use a message board, you just click on a link from the main site. To use a newsgroup, you must start up a newsreader, which is a separate program from the web browser.

Types of Newsgroups

Newsgroups are listed in a hierarchy that goes back to the early 1980's. The different types of newsgroups are shown by an extension; examples of some of the different types of extensions and meanings are given below (for Google newsgroups):

alt. - Any conceivable topic.

biz. - Business products, services, reviews

comp. - Hardware, software, consumer info

humanities. - Fine art, literature, philosophy

misc. - Employment, health, and much more

news. - Info about Usenet News

rec. - Games, hobbies, sports

sci. - Applied science, social science

soc. - Social issues, culture

talk. - Current issues and debates.

Switching between E-mail and News Reading

In the Folders list, click the Inbox folder to go to your e-mail, or click a news server name or a specific newsgroup to visit newsgroups.

-or-

Click Outlook Express at the top of the Folders list to open the Outlook Express pane where you can click a link for the task you want.

Identities (Multiple Users on a Single Computer)

When two or more people want to use the same computer to access different e-mail accounts, the accounts should be kept completely separate from one another. Otherwise, messages delivered to one person will be viewable by another, and all those messages will be mixed together in one inbox. One way to overcome this problem is to create a separate user account for each person which may turn as overheard for other application.

Creating Identities

This is one of the best tool of Outlook helping its user to use same e-mail program while keeping there **data separate** and personal. Most **e-mail programs** like Outlook Express have a feature called "Identities." You can **setup an identity** for each person who wants to access an **e-mail account** on the same computer. The program will create a separate Inbox and a **separate list of contacts** for each **identity**. This allows two or more people to use the same e-mail program while **keeping their e-mail account settings, e-mail messages and contacts separate**.

Adding a New Identity

To create an identity click **Tools > Account Settings**. Select the desired account from the list on the left, then click the **Manage Identities** button in the bottom right. This displays a list of the **identities** previously created for the account. To create a new identity, click **Add**.

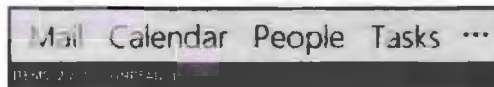
Managing Contacts with Outlook

Content to any e-mail program is important and **keeping track record** of the e-mail sent and received is also **equally important**. In outlook **address book** is a place where you keep information of **e-mail content**. The **address book program** lets you insert information of other user. You can insert **personal information of content** like phone number, address, **primary and alternative e-mail**, etc.

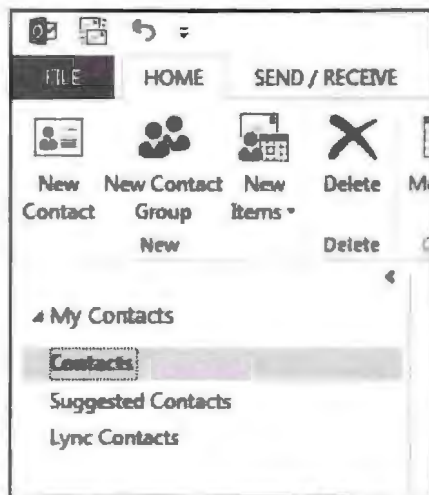
Creating Addresses

To create address book take the following steps:

- Create a folder under **Contacts**, and then make that **folder an address book**. Select the **People** tab at the bottom of your Outlook screen.



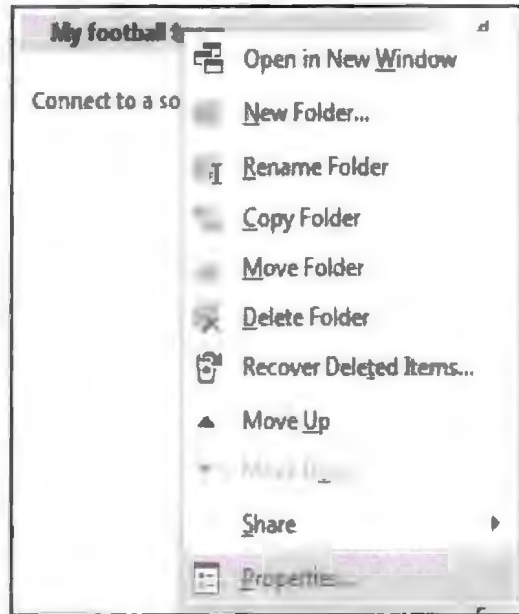
- On the **Home** tab under **My Contacts** right-click the **Contacts** folder and then click on **New Folder**.



Contacts Option

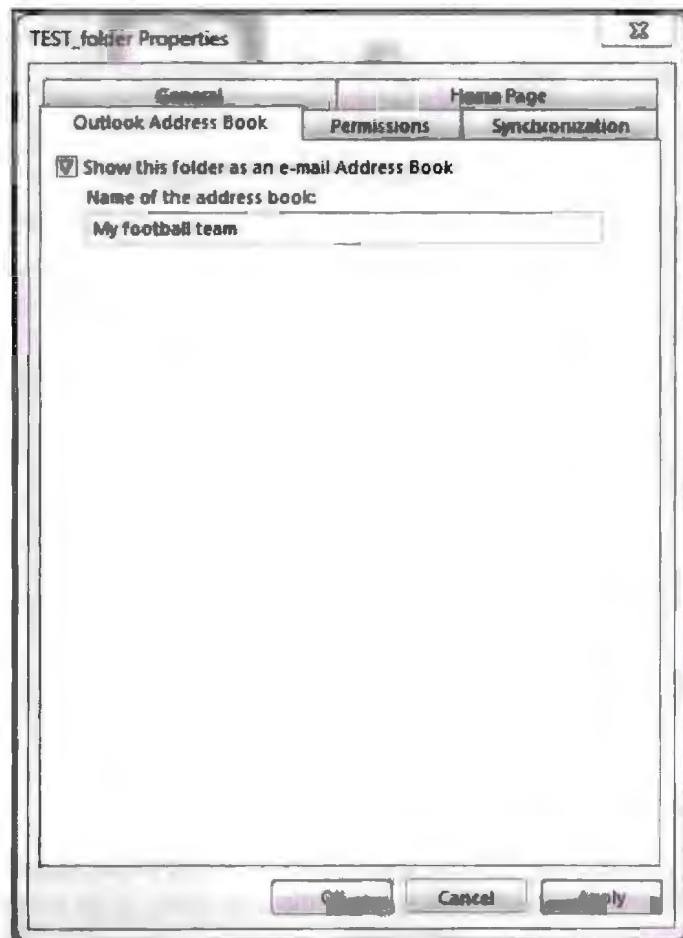
- In the **Create New Folder** dialog box, name the folder, **select where to place it**, and then click **OK**. It's probably best to place the new folder in the **Contacts** folder.

- To make sure your folder is available as an address book, right-click the new folder, and then click **Properties**.



Property Dialog Box

- Click the **Outlook Address Book** tab, and make sure that the check box for "Show this folder as an e-mail Address Book" is selected.

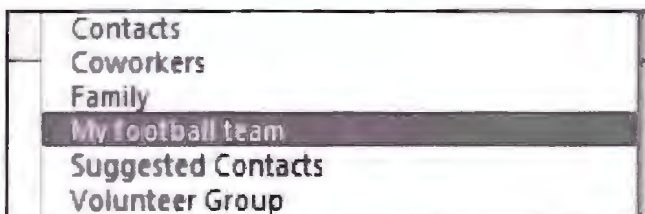


Folder Property Window

- Confirm that the new contacts folder was added as an address book. From your Inbox, click the Home tab > Address Book.

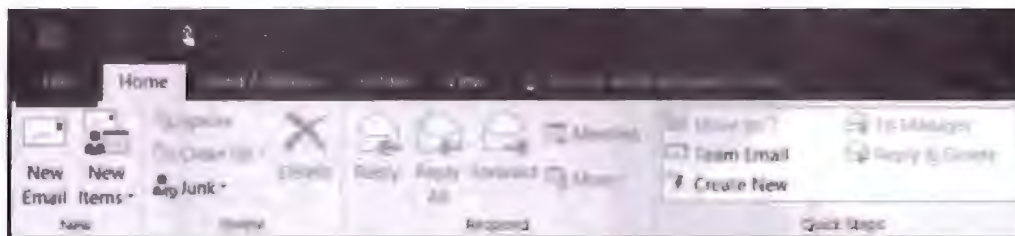


- In the Address Book dialog box, verify that the address book you just created appears in the Address Book list.



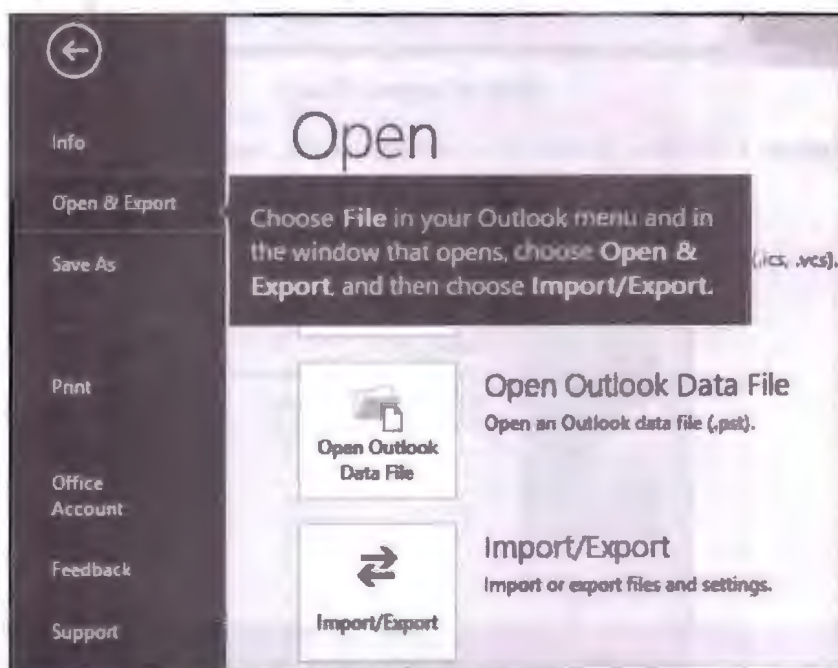
Importing an Address Book from Another Program

To get content stored in some other program we use import and export tool of Outlook Express. Take the following steps to import an address book from another program.



Outlook Menu and Tab

Choose Open & Export > Import/Export. This starts the wizard!

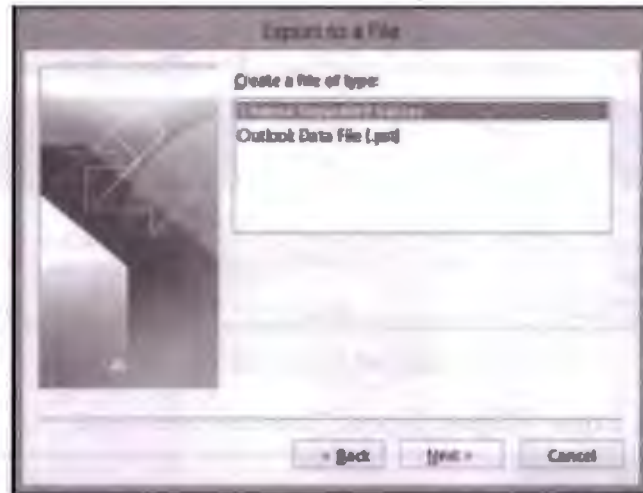


Choose Import from another program or file, and then choose Next.



Steps of Import Wizard

Choose Comma Separated Values, and then choose Next.



Steps of Import Wizard

In the Import a File box, browse to your contacts file, and then double-click to select it.



Steps of Import Wizard

Choose one of the following to specify how you want Outlook to handle duplicate contacts:

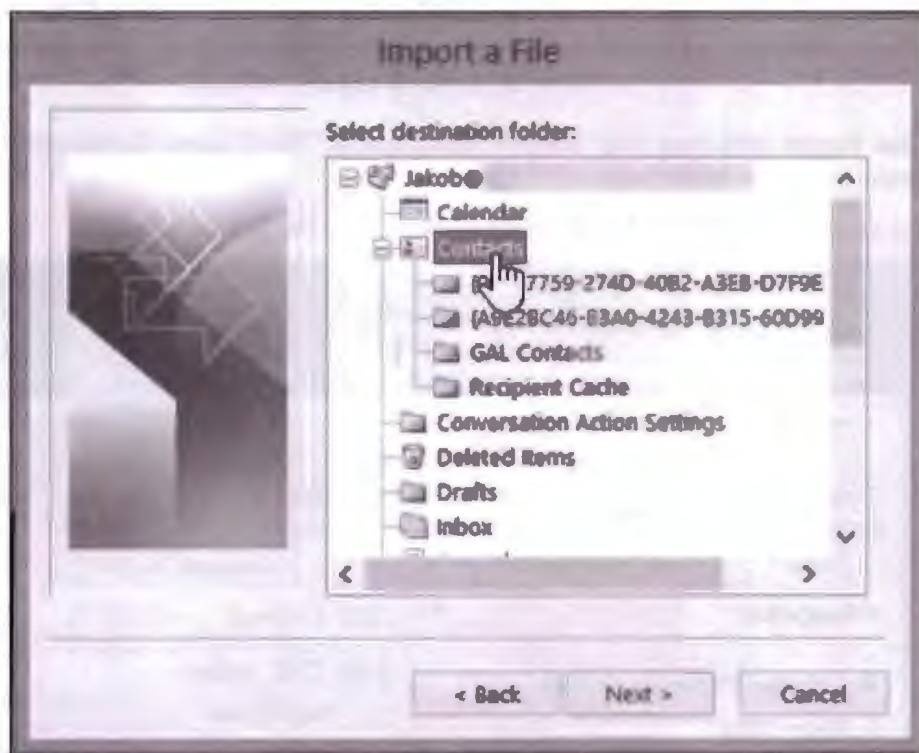
Replace duplicates with items imported, if a contact is already in Outlook and your contacts file, Outlook discards the info it has for that contact and uses the info from your contacts file. You should choose this option if the contact info in your contacts file is more complete or more current than the contact info in Outlook.

Allow duplicates to be created: If a contact is in Outlook and your contacts file, Outlook creates duplicate contacts, one with the original Outlook info and one with the info imported from your contacts file. You can combine info for those people later to eliminate duplicate contacts. This is the default option.

Do not import duplicate items: If a contact is in Outlook and your contacts file, Outlook keeps the info it has for that contact and discards the info from your contacts file. You should choose this option if the contact info in Outlook is more complete or more current than the info in your contacts file.

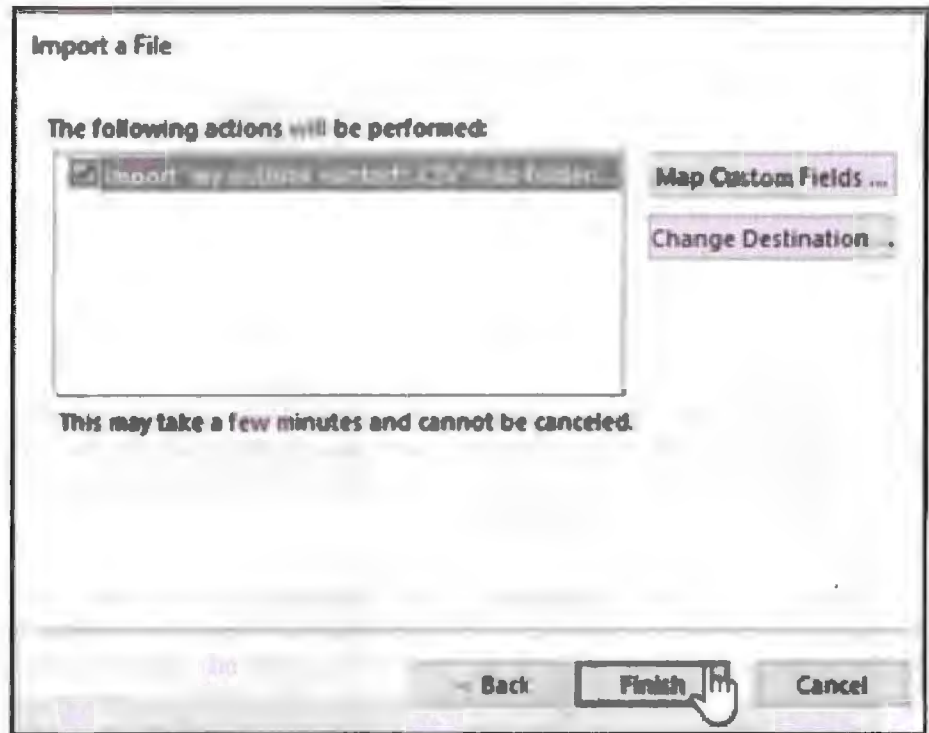
Click Next.

In the Select a destination folder box, scroll to the top if needed and select the Contacts folder > Next. If you have multiple e-mail accounts, choose the Contacts folder that is under the e-mail account you want to be associated with the contacts.



Steps of Import Wizard

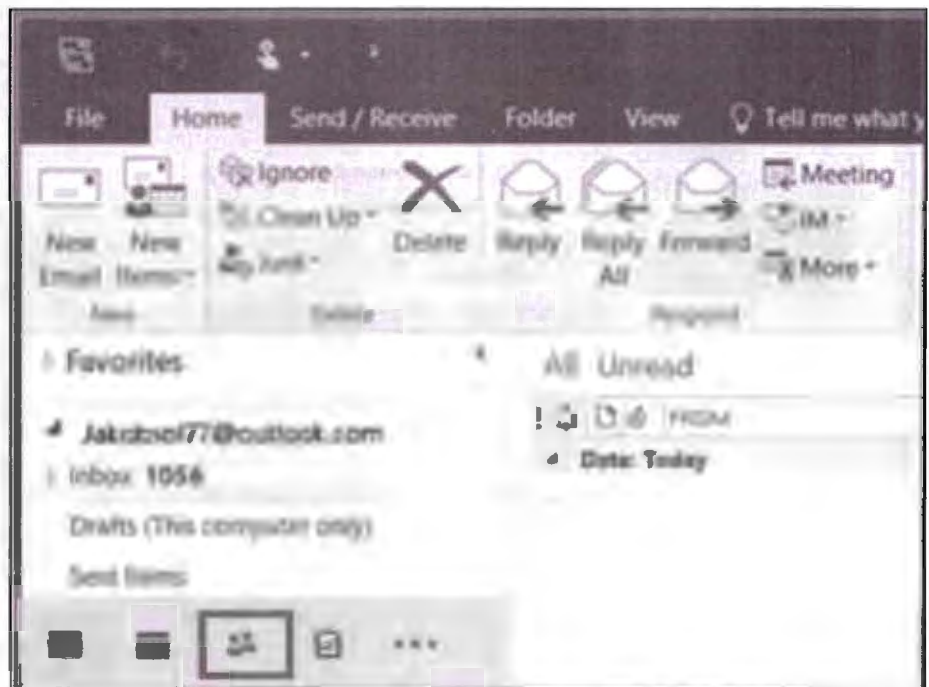
Choose Finish.



Steps of Import Wizard

Outlook begins importing your contacts immediately. You'll know it's finished when the Import Progress box closes.

To see your contacts, at the bottom of Outlook, choose the People icon.



Outlook Home Screen

Below is a listing of all the major shortcut keys in Microsoft Outlook. See the computer shortcuts page if you are looking for other shortcut keys used in other programs.

Shortcut	Description
Alt + S	Send the e-mail.
Ctrl + Enter	Send the e-mail you're composing.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Print selected text.
Ctrl + K	Complete the name or e-mail being typed in the e-mail address bar.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + M	Send and receive all.
Ctrl + U	Underline highlighted selection.
Ctrl + R	Reply to an e-mail.
Ctrl + F	Forward an e-mail.
Ctrl + N	Create a new e-mail.
Ctrl + Y	Go to folder.
Ctrl + Shift + A	Create a new appointment to your calendar.
Ctrl + Shift + O	Open the Outbox.
Ctrl + Shift + I	Open the Inbox.
Ctrl + Shift + K	Add a new task.
Ctrl + Shift + C	Create a new contact.
Ctrl + Shift + J	Create a new journal entry.
Ctrl + Shift + V	Move folder.

Check Your Progress

Fill in the blanks:

1. HTML stands for _____.
2. BCC and CC are options of _____.
3. Outlook is _____ utility tool.
4. Import and export wizard is used for _____.
5. Identities help in _____.
6. Hyperlink option is available in _____ menu.
7. MIME stands for _____.
8. By using _____ option we can attach files in a mail.

18.9 LET US SUM UP

- This lesson is all about e-mail. We saw in this lesson that how can we create on e-mail. And what all options are available while writing an e-mail.
- Now we know how and what are the functions of news group.

- We can import content and e-mail by using import and export wizard.
- We saw how to create mail and how to share information with e-mail.

18.10 LESSON END ACTIVITIES

1. Write an e-mail having BCC and CC option. Note down the difference.
2. Create a new e-mail account and transfer all your contacts to this new mail account. Write down steps that you followed.
3. Attach 5 files in e-mail and send it to your friends.

18.11 KEYWORDS

SMTP stands for Simple Mail Transfer Protocol. It is a protocol used for sending and receiving information via e-mail.

FTP stands for File Transfer Protocol used for sending file.

POP stands for Post Office Protocol. It is a standard protocol for e-mail rotation over internet.

GUI stands for Graphic User Interface.

PC stands for Personal Computer.

XP: It is a kind of Operating System developed by Microsoft.

ME: It is a kind of Operating System developed by Microsoft.

HTTP stands for Hypertext Transfer Protocol and it is a protocol for web browsing.

CC stands for Carbon Copy. It is an optional text box while writing an email.

BCC stands for Blind Carbon Copy. It is an optional text box while writing an e-mail.

MIME stands for Multimedia Internet Mail Extension used for sending and receiving multimedia enabled e-mails

ASCII stands for American Standard Code for Information Interchange. It is the standard code that computer understands.

HTML stands for Hypertext Mark-up Language, a standard language for web page creation.

18.12 QUESTIONS FOR DISCUSSION

1. What do you understand by MIME?
2. Write all the steps involved in writing an e-mail.
3. What is newsgroup? Explain the different types of newsgroups.
4. How to attach a file? Explain the steps.
5. What is e-mail formatting?
6. What is the use of import and export wizard? Explain in detail.
7. Write the advantages of identities and stationery tools.
8. How to create address book? Explain the steps.

Check Your Progress: Model Answer

1. Hypertext Mark-up Language
2. e-mail
3. Mailing
4. Importing and exporting contacts
5. Keeping data separate for users using same e-mail program
6. Insert
7. Multimedia Internet Mail Extension
8. Browse

18.13 SUGGESTED READINGS

Jennifer T. Campbell, Steven M. Freund, Mark Frydenberg, 2016, *Shelly Cashman Series Discovering Computers & Microsoft Office 365 & ..*

Gary B. Shelly, 1995, *Microsoft Office*.

Advanced Concepts and Techniques expands on those projects, showing you additional capabilities that help increase your productivity. With Introductory Concepts and Techniques, you'll gain a better understanding of Microsoft Office Manager.

Joesph Habraken, 2001, *Microsoft Office XP 8-in-1*.