Chapter-6

Microsoft Office

6.1   Microsoft Office

Microsoft Company developed Microsoft office software, which is suitable for the working of any office. This software contains all kind of facilities, which requires for simple business office or other office work.

For example, in a office word processor should be there for letter writing. MS Office contains MS Word as a word processor. Similarly for accounting task, one ledger is there which is made of rows and columns. Calculations are to make after entering values in rows and columns. For these types of task numeric processor or worksheet program, this is available as MS Excel. One program must be in office to keep the complete record of workers of office that is MS Access program. Power Point program may be used to present information about office, its activities or achievements by graphical or graphs.

So, we can say that the normal work of an office can be done through with the help of available programs of MS Office.

6.2   MS Word

Introduction to word processor: In the working of any office, daily dozens of letters received as well as sent. The letters must be typed in way so it looks better as well as easy to read. Letter may have picture or graph as required. Letters must not have grammatical errors. The program or software for above task on computer is normally called as word processor. However, the word processors available in the markets have many additional features.

As the definition of word processor, word processor is the program or software, which processes the word. Following features must have in the normal word processor:

1.   Capable to make a file and save

2.   Capable to change the size, color, font and style of letters

3.   Capable to bold, italic, underline etc. to the word

4.   Capable to check the grammatical errors and correct the words

5.   Capable to set header, footer, margin, increase and decrease the space between line and paragraph

6.   Capable to write words as superscript (X^Y) and subscript (P_2) etc.

7.   Capable to insert symbols, drawing, serial number etc.

8.   Capable to print, and print preview of page

9.   Capable to make table and work with table

10.   Capable to remove a portion of file and put to other and simple editing

11.   Mail Merge

        Any word processor contains above facilities but older word processor don't have that much facility.

Creating and Saving a File

        To work with Word click Start button on taskbar, then click Program and then Microsoft Word. The window appears on screen is called as Application Window. This application window contains Title Bar, Menu Bar, Standard Tool Bar, Ruler, Status Bar and Scroll Bar.

-       **Title bar** shows the name of file, if user has not given a file name then word automatically gives as Document1, Document2 etc.

-       Different menus are available in Menu Bar by which we can select different commands

-       Different commands can be select from the various types of buttons from Standard Menu Bar.
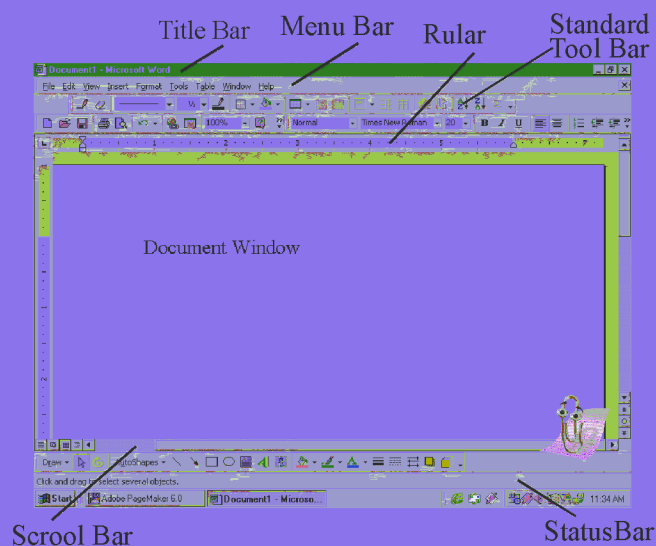
Diagram 6.1 Application window

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- Different Format commands can be selected from the various buttons available on Format Bar

- Margin, Tab etc can be selected from the Ruler

- Page can be scroll up, down, left and right by the Scroll Bar

- Status Bar shows the information related to file

- On document windows, we can be type. Cursor always on document windows. On this window, we can start typing.

Creating New File

To create new file either hold down the Ctrl+N keys or select New option from File Menu. The new windows always blank. Here we can start typing.

Typing word

1. Before start typing the first line in paragraph press Tab key by which next lines of paragraph starts before the first line.

2. Now start typing. Enter key must be pressed at the end of paragraph. Cursor moves automatically to next line once previous line completes

3. Press Backspace key if wrong character typed

4. Once paragraph completed press Enter key to start a new paragraph, By this way we can type whatever we want from the keyboard.

Move cursor in file

If we want to move cursor in file after typing text then we can use directional keys, Home, End keys. Keys can be used as following:

→ or ← To move cursor left or right character by character

↓ or ↑ To move cursor one line up or down

End   To move cursor at the end of line

Home   To move cursor to the beginning of a line

PgUp/ PgDown Up one screen / Down one screen (scrolling)

Ctrl+PgUp   To the top of the previous page

Ctrl+PgDown   To the top of the next page

By using scroll bar screen can be move up down. Clicking mouse can position cursor.

Saving a File

Save file means to save on secondary memory so once required it can be available. To save file hold down the Ctrl + S keys or Select Save option from the File menu.

If file is already stored then it will save by that name only and if first time file is to be save then Save As dialogue box appears on screen. Which is as follows:
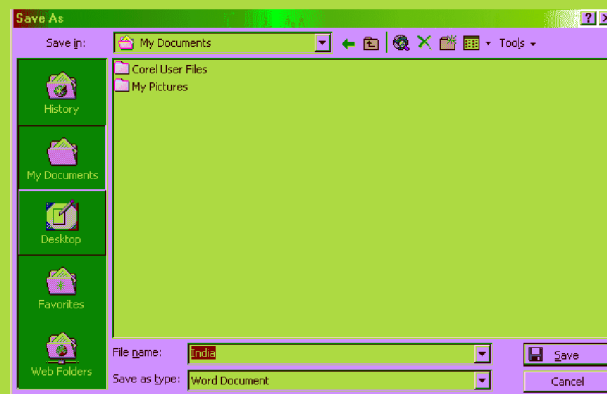
Diagram 6.2 Save as dialogue box

Here in File name text box enter the file name and then click save button. Remember file name should be meaningful so we can know what content file have.

File stored in the directory shown in save as dialogue box.

Editing and Formatting a File

Text Style: In Microsoft Word letters can be typed in different styles and if we have typed style can be changed later. Mainly four types are:

1.   Regular

2.   Italic

3.   Bold

4.   Underline
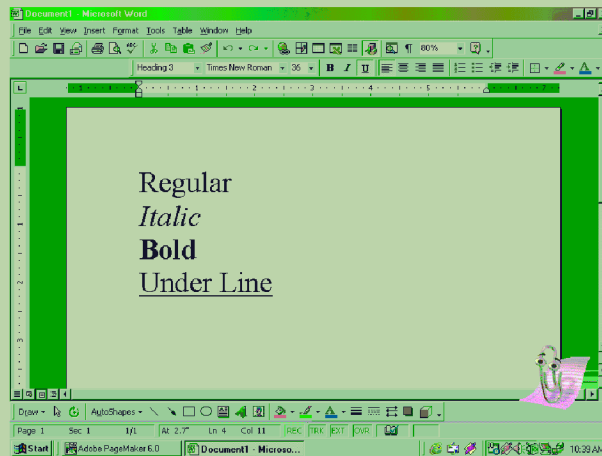
Diagram 6.3 Text Style

In addition subscript, superscript, strikeout etc types are also available. This will be discussed later.

These styles can be used as required. For example, the subject of letter can be Bold, Important points can underline to attraction.

First select the required style in which letters to be written, if letters have been written already then first select the text and then choose the style.

First move cursor from where you want to select the words. To select the words hold the shift key and use direction key and move up to last word then release the shift key. Or hold the left button of mouse and move up to last word then release the button.

Method to change letter style

1.   To change the style of typed words, Select the words and then change the style. If style to be changed the new words then move cursor at end of the typed words and then change the style.

2.   To apply Bold formatting then press Ctrl+B keys or click Bold option from Format menu.

3.   To apply Italic formatting then press Ctrl+I keys or click Italic option from Format menu.

4.   To apply Underline formatting then press Ctrl+U keys or click Underline option from the format menu.

More than one style can be used if required, for example bold and italic or bold and underline. By using above methods of style the color of options on tool bar changed.

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The format tools are toggle one if we press then they become active and if we press second time they become inactive.

B *I* <u>U</u>
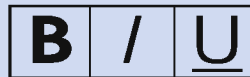
Diagram 6.4

Changing Font type, line, size and color

Every one has own way of writing one person writes 'A' in different way whereas other is in different manner. This depends upon the choice of individuals someone like one way whereas other likes another way. These different ways to represent is known as different font.

Microsoft word provides facility to choose different fonts to write letters means in desire fonts. We can increase and decrease the size of fonts as required. The size of fonts measures in numbers. Generally, 72 numbers is in 1-inch means if font number is 72 then size of letter is 1 inch big. Words written in different fonts and size are shown below-

Diagram 6.5 Changing Font type, line, size and color

In a file letters can be typed using different type of fonts and size. Name of font and its size displays in Format Tool Bar where cursor is located in a file and text is written.

Before typing we can decide font and size of letters by selecting the font and its size. Font and its size can be change if required.

Methods:

1.   If we want to change the font and size of written text then select it. If you want to change the font and size before typing move cursor at that position.

2.   On the Format Tool Bar click a font name in the Font box. Word displays the list of fonts in alphabetical order. Select the required one.

3.   If want to change the size of font, write the desired point size in the Font Size box or click which shows the list of different size select one of them as required.

Alignment of Text

The meaning of align the text is that the either text is left aligned, right aligned or center. Word automatically makes letter left align. We can change as our need. Difference can be understood by following pictures. Left align means all the characters starts from the left and side in each line of text, in the right align the last letters starts at the right means symmetric in that direction. Center means letters of lines are aligned centrally.
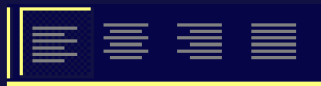
Diagram 6.6 Alignment of Text (Left, Right, Centre & Justify)

Paragraph Formatting

The space between two paragraph or lines between paragraphs can be increased or decreased in Word. By following method the space after or before the paragraphs can be increase or decrease –

1   Select the paragraph, where space to be increase or decrease.

2   Click the Paragraph Option in Format Menu
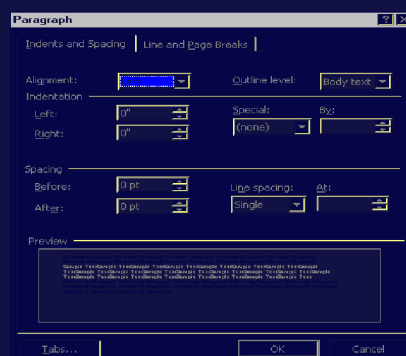
Diagram 6.7 Paragraph Formating

3   Select Indent and Spacing tab in the Paragraph dialogue box.

4   Type appropriate values in the box for after / before in the Spacing portion. The value which is written near Before option shows that how much space as a blank before paragraph and value which is written near to After option shows that how much space as a blank appears after paragraph.

5   By click at Line Spacing option one list appears. Either of the value can be selected.

The spacing between selected paragraphs can be increased and decreased by Line Spacing option. If general spacing is required then select Single, for double select Double, for 1.5 times then select 1.5 Line Spacing.

To align selected paragraph, select the option Alignment from Paragraph Dialogue box. We can align paragraph left, right and center.

By this way we can increase or decrease the space before and after paragraph.

Inserting Header and Footer

Information which appears on the top of every page in file is called as Header. Like the title or home of every chapter is written on each page of book. Similarly footer is an information which shown at bottom of every page. Like if we print the name of file on footer then early we can say these printed paper or pages belongs to a particular file.

Every or add paper may have different header and footer. Normally header and footer are not usable. Either on print preview or in page setup we can see them. To see file in page setup view, click a butter labeled by page setup view which is available on standard bar at left to come in normal views click normal view button.

Method to insert Header & Footer

Following method is use to current header & footer in a file select Header and Footer option from view menu at menu bar. Word displays header in dotted line on screen and also displays Header and Footer tool bar on screen on shown in figure.

As required we can change the words written in header and can change the font, size, color etc.
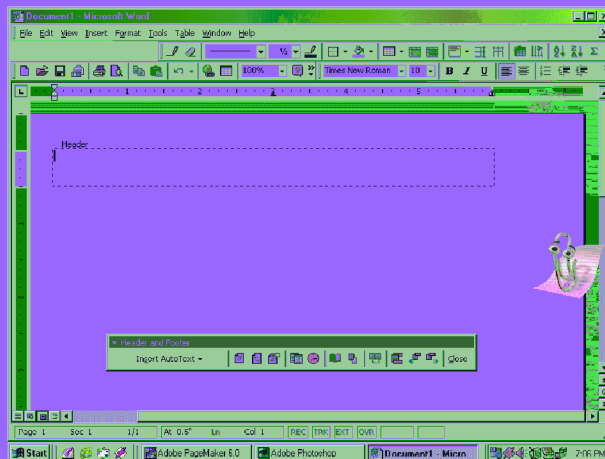
Diagram 6.8 Insert Header & Footer

To more to footer from header use header and tool bar. The uses of tools of Header & Footer are as under switch between header & footer :

1.   To switch between header and footer.

2.   Show previews - To move at header or footer of preview page of file.

3.   Show next- To more at header or footer of next page of file.

4.   Same as preview- To make some header & footer in previous part of file.

5.   Insert page number - To event page number in either header or footer where cursor located.

6.   Insert date - To event current date in either header footer book where cursor located.

7.   Insert time - To insert current time in either header footer book where cursor located.

8.   Page Setup - To display page format in page setup dialog box.

9.   Show/hide document text - While working with header or footer to show/hide the center of a file.

By using header and footer tool bar we can insert time, date etc. page setup tool can be use to make header and footer different on first page and different at remaining pages or if different for odd and even pages. To do this click page setup tool either at header and footer tool bar or page setup from file menu. Then click layout tab in page setup dialog in box. Select from the two option 1. different odd and even 2. different page
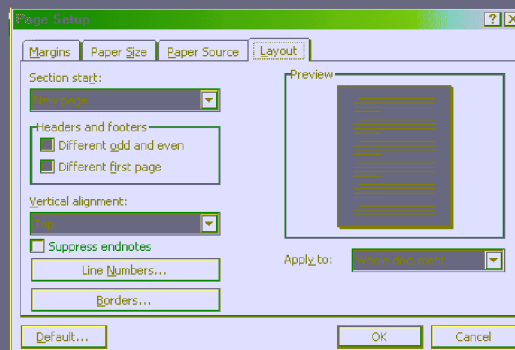
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on required

Diagram 6 9 Page Setup

Inserting page number on pages

In Microsoft Word can insert page number on each page. Which word parts automatically. Page number can be insert on header footer either using insert page number tool or by different method. Either of methods be used but page number inserted at header or footer only. To insert page number by header and footer tool bar we have incurred earlier now other method is as follows :

Method

1. Click page number option in insert menu at menu bar page number. Dialog box appears on screen.

2. Position to be deciding to insert page number from the position box in dialog box. Once click this two option appears 1. top of page (header) 2. Bottom of page (footer), we select desirable one.

3. To decide, choose either one as he wants to display page number

4. Last Click Ok button.

Spelling and Grammar

Almost makes mistaken of spelling. Sometimes mistaken due to not knowing correct spelling or by typing mistakes tough know the correct spelling. Microsoft Word provides facility to check unwanted spelling and grammatical errors. Word automatically make red underline for misspelled word. So user can understand that spell error in there.
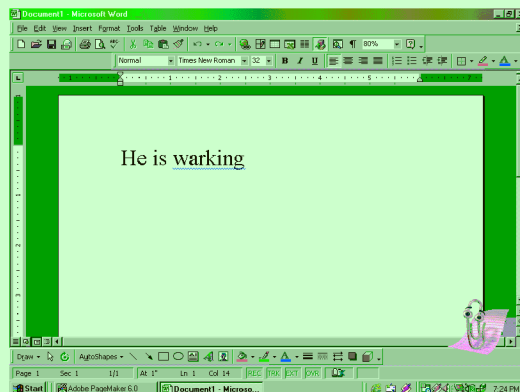
Diagram 6.10 Spelling and Grammar

As shown in above figure that underlined word is misspelled or grammatical error in there. To remove error put more pointer on that work and click right button, which display list of all possible correct words of that misspelled word. As are choose correct one misspelled will be replaced by correct one. As shown in figure if we click right button of mouse it lists correct possible words and offer choosing right one. It replaces misspelled word. If no correct match in available from Microsoft Word then we can instruct that word written by us is correct and if similar words are there in file them they showed not be treated as incorrect. To instruct in this way select Ignore all option. Word treats all spelling as in correct which are not available in its dictionary. Assume that we type Jaipur and this in not in words dictionary then always word says it is incorrect word. In this situation, we have to add this word in word's dictionary so this word is not treated in misspelled word.
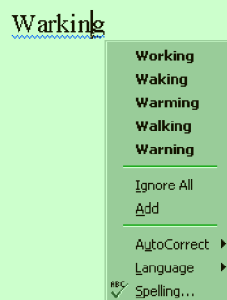
Diagram 6.11 Possible correct words

To add word in Words dictionary, click right button of mouse on that word and select add option.

If sentence in grammatically erroneous them word shows the error and provides suggestions to correct the sentence.

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Suppose, If we type sentence 'the new cars rented by company' then word puts green underline. Click right button of mouse and it provides suggestion that sentence can be written as 'company rents the new cars'.

Write check the error a list shows following option:

1.   One or more

2.   Ignore

3.   Grammar related help

Microsoft Word checks words and grammar automatically and informed about possible errors, which can be removed by word.

Subscript & Superscript

Several times letters to be written either above line or below line for example $x^2+y^2+2xy = (x+y)^2$

Here x to the power2, y to the power2 and (x+y) to the power2 written above line, which in known as superscript. Similarly

$$2H_2O + +O_2 - 2H_2O$$
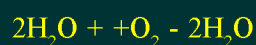
In above equation 2 after H, after O are written below to line which in called on subscript.

It is better to type in normal manner instead of typing directly in subscript or superscript. Later change the format on subscript or superscript.

for example :- To type $x^2 + y^2 + 2xy = (x + y)^2$ first type is x2 + y2 + 2xy = (x + y)2, then select 2 after x, y and (x + y) individually and change format to superscript.

Method

1.   Select character to change as superscript/subscript.

2.   Select font option of format mend. Select font tab dialog box appears.

3.   Select subscript or superscripts from various option available in effects.
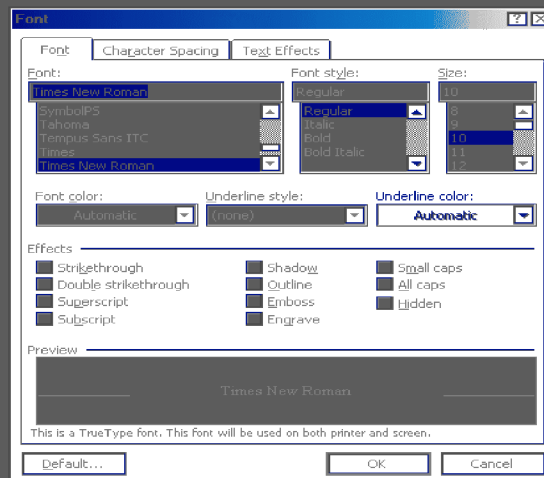
Diagram 6.12 Fone dialog box

4.   Click OK button.

        Above method in used to change into superscript or subscript.

Inserting Symbols

        Some special symbols are used regularly in commercial or other letters. There symbols are not available on keyboard like ® copyright TM-Trademark etc. If we want there symbols in file then we are unable to type from keyboard. Some symbols can appear by the combinations of special keys etc. Alt+Ctrl+C key press given ©, but some symbols are there which cannot be formated by this method we discuss both method one after another.

First

        By this method we type same symbols which are known as special character. To type there some key combinations are made which is knows as shortcut keys.

Method

1.   More cursor where special character to be typed.

2.   Select symbol option from insert menu, which shows symbol dialog box. Then select special character tab. This dialog box contains list of shortcut key for special characters.

Diagram 6.13 Spacial Charecter and short cut

3.   Select the required special character and then click insert button. By this way special characters can be typed where user is in file. It we can remember the shortcut keys then without using dialog box he can type special character like hold all keys together to set © Alt+Ctrl+C.

Second

It may be possible that the shortcut keys are not available for the characters as symbol which we want. So to get these character as symbol method is to be used.

Method

1.   More cursor where symbol to be type in file.

2.   Select symbol option from insert menu.

3.   Select symbol tab in symbol dialog box.

4.   Than above dialog box appears, which shows various symbols required me can be select.

5.   Click ok button.

If desired symbol in not available then use font option and select different fonts and repeat the some method.

Print Preview

In order to minimize or maximize of paper in file print, file should be viewed on the screen prior to its print. The corrections can be made where ever required. Only then the print is taken on paper in the desired form.

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Word offers various options by which file can be viewed. The options mainly used are of 2 types:

1.   Page setup view. 2. Print preview.

1.   Page setup view

Page setup view illustrates the page print of the file. Header, Footer, Column etc. are shown at their respective locations & the view show the exact replica of page as seen after it print on the paper. The corrections / modifications can be made & seen at the some time.

To View the page of file in page setup view click on the page setup view button located left hand side of horizontal scroll bar. In the page setup view one or more pages can be seen on the screen simultaneously by the use of zoom controller box.
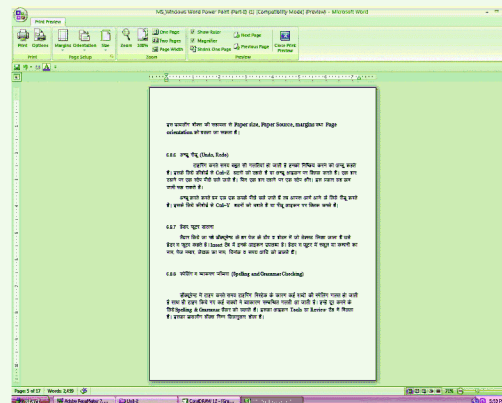
Diagram 6.14 Page setup view

Choose the appropriate option in the list & click the arrow in front of option. The options enlisted beyond zoom controller box. The options hold 10% to 2000% values that enables to view the size of file page in small or bigger from other options are:

Whole page: To view entire page on the screen.

Two pages: To view 2 pages on the screen.

To return to normal view from page setup view, click on the normal view button.

2.   Print Preview

Is similar to page setup view along with additional facilities as change of margin, to pat pictures at appropriate place etc. To see the page in print preview, click print preview option at standard tool bar. By doing this page preview appears as shown in figure. If we see the figure, then we find ruler line in both horizontal and vertical which

can be use to set margin, tab, indent etc. It shares the point preview tool bar which contains various tools. There can be use for following tasks.
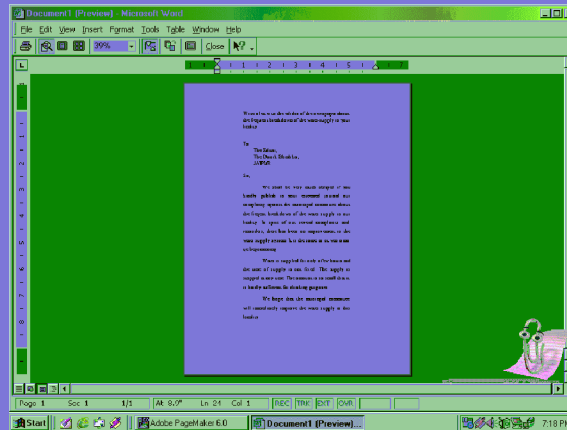

Diagram 6.15 Print Preview

Full Screen: This tool is used to display page on whole screen and tool bar other hides.

Shrink to fit: This tool is use when some matter of current page shifts to next page and we want all matter showed be on same page.

View Ruler: This tool is used to show/hide ruler.

Multiple Page: This is used to display more than one page on screen together.

One Page: To display one page at a time on screen.

Print: To print pages of files.

Zoom Control: To increase or decrease the size of page to view.

Close: This tool is used to return in normal view.

Printing

Printing is the process to print pages of files. Open the file for which we want prints. Then press Ctrl+P keys on keyboard or select print option from file menu. This shows the print dialogue box.

In the dialogue box we have to specify which pages to be print in the page range. This has there options:

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Print [?] [X]

Printer

Name: [▼] [Properties]

Status: User Intervention
Type: hp LaserJet 1010
Where: DOT4_001   ☐ Print to file
Comment:

Page range

◉ All
◉ Current page   ○ Selection
◉ Pages: [   ]

Enter page numbers and/or page ranges
separated by commas. For example, 1,3,5–12

Copies

Number of copies: [1 ▲▼]

☐ Collate

Print what: [▼]

Print: [▼]

Zoom

Pages per sheet: [▼]

Scale to paper size: [▼]

[Options...]   [OK] [Cancel]

Insert Clip Art

If we want to insert clipart can prepared figure than first more cursor where clipart to be insert. Now click picture option in insert menu. Select clipart option. Word display clipart dialogue box as below:
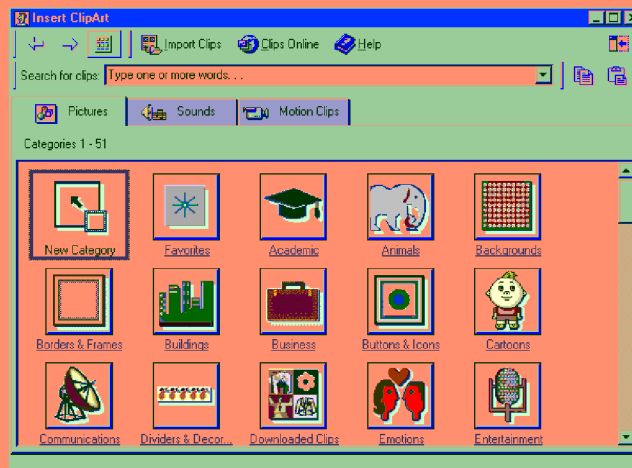
Diagram6.17 clipart dialogue box

This dialogue box displays categories of clipart click- academic, Animal, Business, and Entrainment etc. Select the required category. Word shows some picture in the some dialogue box. Select required figure among there. After selection figure word again shows a tool bar which contain following options.

Figure

If select clip to be inserted than use first option insert clip. If before inserting want to see clip then use second option preview clip. If selected clip in to be insert in favorite category than use third option add clips to favorite or other category. If want to search similar clips then use fourth option fine similar clips. By this way any clip stored in clipart gallery can be insert in word file. Insert clipart dialogue box closer automatically as picture inserted click OK.

Diagram 6.18 Clipart Diolog Box

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We can set colour, size, and shadow by increase by selecting picture.

Diagram 6.19 Clipart Diolog Box

Insert Word Art

Microsoft Word Art gallery has various styles to provide various size. Color and shadows to character or word. Character or words can be written in either of the style for that use picture option in insert menu. Then select word art option. Word displays following figure to show word art gallery. This dialogue box shows various styles. Select required one among there styles. Then MS Word shows edit word art text dialogue box. Type the text in this dialogue box. Fonts, size can be changed here. At last click OK button.

Diagram 6.20 Word Art gallery

Typed text displays in the style are selected, parallel word art tool bar shown on screen with the help of their tool bar size; color position of words can be changed.

Diagram 6.21 Word Art Text

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Insert other Picture

In MS Word Pictures there than Art Gallery, Clipboard Gallery can be insert. There pictures may be scanned one or of any film. Before inserting in word they must be shared file in computation.

More curser where picture to be insert. Select Picture option from insert menu. Select from file option. It shows insert picture dialogue box. In this dialogue box, Select file where picture is saved. Dialogue box display preview of that picture; at last click OK button.
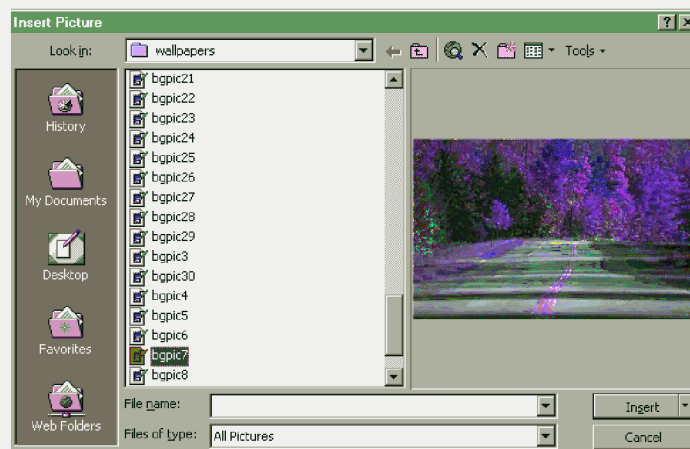

Diagram 6.22 picture dialogue box

Page Setting

Page setting mean fixing the size of paper, margin etc. whenever we create a file than first decide the page size and orientation etc. We find page setting in two parts.

　　　1.　　Set Margin　　2. Set page size & orientation.

Setting Margin

If margin to be change for all the pages more cursor on either of page in file.

-　　If on particular area margin to be change than select that.

-　　If margin to be change where new page starts, then more cursor to the last word of file.

1.　　Select page setup option from file menu.

2.　　Word displays page setup dialogue box. Select Margin Tab in this.

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3.   Type margins in inch to the respective box of the options top, bottom, left, right, header and footer etc. in dialogue box.

4.   Select the desired option from apply box. If margin of entire file to be change then whole document to be select. If margin to be change for selected partitions of pages then select option selected document.
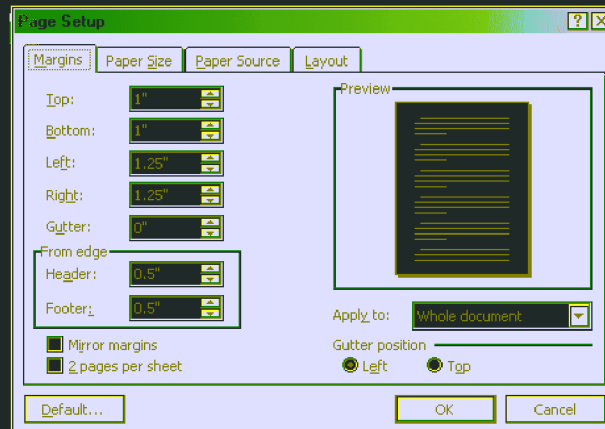

Diagram 6.23 Page setup dialogue box

5.   At last click OK button.

By tins method we can charge header, footer and margin etc. in the life.

Set the paper size & orientation

Word provides facility to set page size as cm need. Apart from that page orientation can be change as need. Orientation can be of two types where as size can be of different types.

Orientation

1.   **Portrait -** This orientation in small in width and more long in height, means uses are parallel to small edges.

2.   **Landscape -** This orientation have more width and   in height mean lines are parallel to large edges as shown in figure.

Diagram 6.24 Orientation

Method-I^st :

1.   Select page setup option form file menu.

2.   Select paper size tab from page setup dialogue box.

3.   Slick downward arrow in the paper size box in the d dialogue box.

4.   Select desired size from the listed one. If no size suits than select custom size.

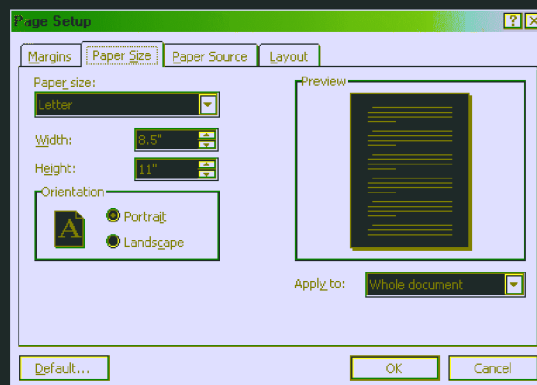5.   Enter width and height in inches to respective width and height box if desired.

Diagram 6.25 Set Page Size

6.   Select one option form given two in orientation. Dialogue box shows preview of file in the size and orientation we select.

7.   Click OK button after selecting the desired option. By this way we can change size of page, orientation, its margin, size of header and footer.

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Bullets and Number

Some time matter to be written in letter point wise or in list style. These points always start from new line and serial number or special symbol, like:

Microsoft Office:

1.	Microsoft Word

2.	Microsoft Power Point

3.	Microsoft Excel

4.	Microsoft Access

In the above example symbol before Microsoft Office in known as Bullet and 1, 2, 3 and 4 called Numbers.

If we write 1. before list or point then word automatically written next serial number i.e. 2. If we write A then next word writs B, C and D automatically. They are known as numbers.

Similarly if write '*' before letters than on next line automatically written '*'. These are known as Bullets.

Make list using Bullet or Number

1.	If we already typed the list without Bullet or Number then select entire list.

2.	To insert bullet, select Bullet tool from Format tool bar or to insert number, select Number tool from format tool bar. Word automatically inserts bullet or number before every point (paragraph).

If we want to type list Bullet or Number, then before typing click bullet or Number option. Then start typing. Word automatically insert Bullet or next Number before new points (paragraph).

Similarly if before typing list if we write 1. (Number 1 then decimal and black space) then 2. Commas before list and B. Commas before next point. If we type I then next becomes II.

If in not necessary that Bullet in always made of * (Asterisk) or Number contain decimal point and blank space. We can change them as are requirements.

Changing format of Bullet or Format

1.	Select bullet & Numbering option from format menu.

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2.   Click Bullet Tab if we want to change Bullet and select.

          (a) Bullet   (b) Number

Diagram 6.26 (A) & (B)

3.   Select required format of Bullet or Number from Bullet and Number dialogue box.

4.   At last click OK button.

        By this way format of Bullet Number can be charged. Once Changed item Ist have some format for Bullet/Number.

Borders and Shading

Border: Make a boundary line to a paragraph is known as Border.

Shading: To give background color to selected text or page is known as shading as shown in figure. Generally, we keep page colorless. Border and shading is used for special attention. To add border or shading Border Tool Bar is used. To show, tool bar click Format Menu.
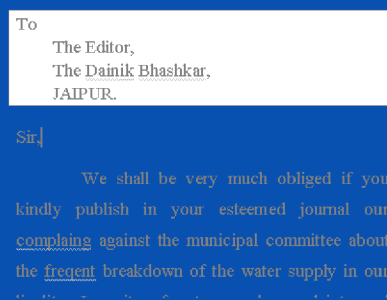

Diagram 6.27 Border and Shading

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Making Border

1.   If add a border to one paragraph then move cursor on to paragraph. If want to add border for more than one paragraph then select all the paragraphs.

2.   Now click one or more tools from Border Tool Bar.

      The tools and their uses of Border Tool Bar are as follows:

(A) Out side Border   -   To add border over paragraph

(B) Left Border   -   To draw a line left to paragraph

(C) Right Border   -   To draw a line right to paragraph

(D) Top Border   -   To draw a line at top of paragraph

(E) Bottom Border   -   To draw a line at bottom of paragraph

(F) Inside Border   -   This tool activates once more than one paragraph selected. To draw line between paragraphs this tool is used.

(G) No Border   -   To remove borders from the paragraph.

      More than one tool can be used on one paragraph. Suppose we want to add border on top and bottom of paragraph then two tools Top Border and Bottom Border to be use.

3.   We can change the line of border. Generally borderline is thin but border can be made of Dotted lines, Thick line, Double line etc. To change in the style of line click Line Style box this displays the list of different style of lines. Select from list as required. By this way thickness and patter of lines can be changed.

Shading: By this command we can change the background color of paragraph. Background color is where text appears over it. Like in book letters are in black color and background color is white.

Method

1.   If for single paragraph shading is to be change then move cursor on that paragraph or if more than one paragraph is there then select them.

2.   Click Shading color in the Border Tool Bar, which displays different colors, as choose color the background color will be changed. If want to remove then use No Fill Color option.

Find and Replace word: Assume that we have on file, which contains information about Bombay city. After typing complete file we ask to change the Bombay with Mumbai. To replace first we have to search where Bombay is typed then replace with Mumbai. Word provides facility to find a word then replace with other word.

Method

1.   Move cursor on the file from where we want to start search. If we want to search from the beginning of file then cursor must be at beginning of file.

2.   Select the option Replace from the Edit Menu as shown in figure.
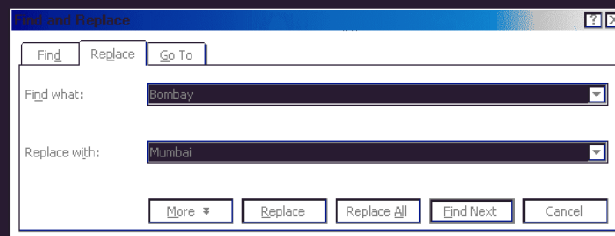

Diagram 6.28 Find and replace Dialogue box

3.   Type word to search in Find what box like if want to search Bombay then type Bombay.

4.   Type word with we want to replace in Replace with box, like if we want replace Bombay with Mumbai then Mumbai in the replace with box.

5.   Now click Find Next button. Word stops as it finds the first occurrences of Bombay and ask user to replace or not. If want to replace then click Replace button. By this ways word stops wherever it finds Bombay and asks to replace. If we want to replace Bombay with Mumbai wherever it found then click the option Replace All.

      So by this way we can search/find a word and if want to replace with other word we can replace it.

Insert Table in File: One of the features among others is capable to create table in word. With the help of table we can organize words or numbers in rows and columns. Sometimes its better to present information using table. Editing can be done easily after creating tables.

Creating Tables: At the time of creating table it is necessary to mention how many rows and columns have in table. Later the number of rows and columns can be increase and decrease.

Method

1.   Move cursor a table to be created.

2.   Click Insert Table option on the Standard Tool, word displays a table.

3.   From the leftmost top corner by click and drag up to right and downside. Word shows the number of column and rows of selected table. Here selects the number of rows and columns as required.

4.   Release the mouse button, table created where the mouse pointer is.

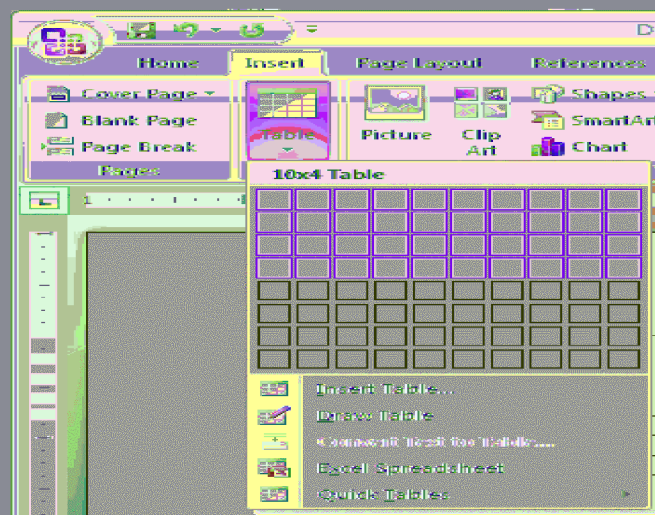Initially all cells of table empty and width and height of cells are equal as shown in figure.

Diagram 6.29 Create Table

In above figure table contains 4 rows and 3 columns. Cells have border.

Inserting figure and editing

To enter figure move cursor on that cell where figures to be written. To move cursor from one cell to other use keys as follows:

Key/Keys	Use
Tab	To move cursor to next cell
Shift + Tab	To move cursor to previous cell
Alt + Home	To move cursor to first cell of row

Alt + End   To move cursor to last cell of row

Alt + PgUp   To move cursor to top cell of column

Alt + PgDn   To move cursor to bottom cell of column

Deleting Row and Column: If we want to remove row and columns from table we can delete them. The contents will be deleted if we delete the row and column. If we want to delete the contents written in them then don't use this method. Deleting the row and column are different them deleting contents of row and column.

Method:

1.   Move cursor on the cell that row/column to be delete

2.   Choose Delete Cells option from the Table Menu, this shows Delete Cells dialogue box.
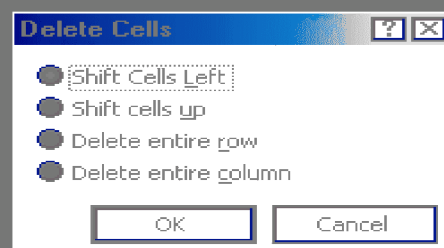

Diagram 6.30 Deleting Row and Column

3.   If row to be delete then click Delete Entire Row option and if want to remove column then click Delete Entire Column option.

4.   At last Click Ok button

Merging and Splitting Cells: Sometimes we have to create a table where number of cells in rows and column are not equal. It may possible that in the first row of table, we want to write name of table, which should have one cell only, or we want less cells in last row comparison to other rows, as shown in figure.
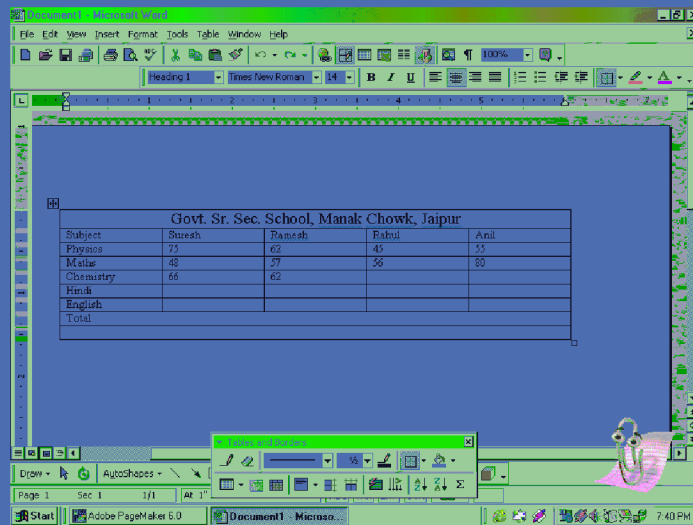
Diagram 6.31 Merge & Split Cells

To make table like this we have to combine two or more cells or split one cell in two or more cells. The combining two or more cells together is known as Merging where as dividing the cell in two or more is known as Splitting.

In MS Word, we can merge and split the cells.

Method of Merging

1.   Select the cells that are to be merged.

2.   Select Merge Cells tool from the Table and Border Tool Bar or select Merge Cells option from Table Menu.

Method of Splitting

1.   Select the cell that is to be divided.

2.   Select Split Cell option from Table Menu or from Table and Border Tool, which shows Split Cells Dialogue box.

Enter the desired value for column and rows in respective boxes and click Ok button. This splits cells into two or more cells. For example, If we enter 2 for number of columns and 2 for number of rows and click ok then selected cell split into 4 cells.

Mail Merge

In Microsoft Word, we can reorganize the information. Name, Addresses etc can be use in Word; can be organized in any order. We can combine information to other

file and have a print. To merge the figures collected, as information with other file is known as Mail Merge.

Assume that we have to send greeting letters to students of our class and we want that letter must contain the name of student and address. In this situation, we create two files. In first file we write the contents, which are common for all students, means greeting message which, is to be sent to all students. That is known as Main document. The second file contains the information, which is different for each letters, means addresses for every student. This file is known as Data Source.

Now we merge and then print. The printed letters have in manner that each letter contains the content of first file where as name of student and their addresses will be taken for different pages from the second file. After merging, each letter contains different name and addresses of students.

Mail Merge completes in three steps-

1. Create Main Document and Data Source

2. Decide the place where data appears in the Main Document.

3. Merge both files.

Diagram 6.32 Mail Marg Helper

1. Creating Main Document and Data Source file

To accomplish this task Mail Merger Helper is to be use. First select Mail Merge option from Tool Menu. Word displays the dialogue box as shown in figure below. This dialogue box contains three options.

1. Main Document

2.   Get Data

3.   Merge the data with the document

These three options respectively use to create main file, data source file and to merge both. First create the Main Document and then create data source file.

To create main document, click Create option of Main Document. Word asks what kind of file to be created. Select the required one from the list displays here. (Initially choose Form Letters option for easiness)

After selecting the file, Word asks to create new file or open an existing file. Open new file.

In the main document, type the information that is common for all, as our example is concern types the greeting message.

To create Data Source file again open the Mail Merger Helper dialogue box. Select Get Data Option. Select Create Data Source from list displays by Word. Word displays the Create Data Source dialogue box, which is as follows:
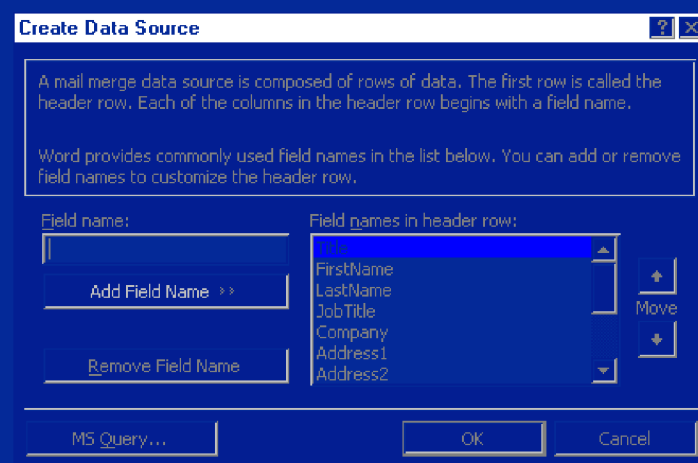

Diagram 6.33 Create Data Source dialogue box,

This box contains readymade fields. Field is name given to the data, which contain information. In our example, two fields are Name and Address. We can delete and add from readily available field. If we want to remove some field then select that field and click Remove Field Name option. If we want to add a field then type the name of field and click the option Add Field Name.

Field Name may not larger than 40 characters. Field Name must start with alphabet only and must not have any special character like , - ' / \ etc. By applying this

process, delete all the fields except fields which requires. In our example, we keep only two field Name and Address.

Enter data then click Ok button. Word ask for a file name to save records. Save by the suitable name.

Diagram 6.34 Enter data

While save file Word displays a message that no record is in file. Do you want to add records? To enter records so select Edit the Data Source and start entering records. As our example, enter records of student one after another. Click Add New Record button as first student records entered then enter second record, third and so on. At last click Ok button.

By applying this process Main Document and Data Source can be create and records can be enter.

2. Decide the place where records to insert

Once we created the Data Source and decided what fields to be used. Now we have to decide the place where we put these records in Main Document file.

Word shows Merge Tool Bar on the screen of Main Document. One of the options is Insert Merge Field, click this it displays the list of Fields from Data Source. Move cursor where you want to insert field in the Main Document select from the list which shown by Insert Merge Field. By this way, we can insert field as required. Fields are enclosed in symbols << >>. After merging once we print the file, we get actual values of the field. In our example, after Dear word name of student appears and in the next line address appears. By this way, we can decide the place of fields in the main document.
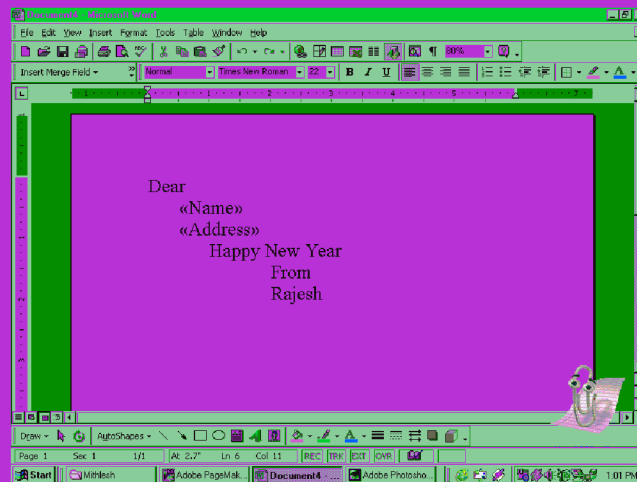
Diagram 6.35 After Merging of File

3. Merge both files

We have created Main Document and Data Source files. How both files merged? After merging where the field value printed and where the content from main document appears. Once we completed the task to merge open Mail Merger Helper dialogue box and selects the last option Merge.

Now Word merges main document and data source and creates a new file, which contains different pages for every student. These file have same sentences as main document only field values are different.
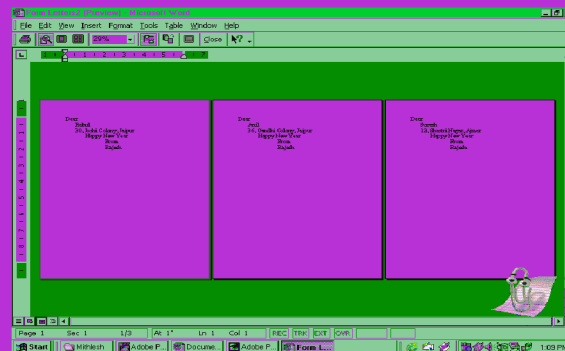

Diagram 6.36 Merge File

By this way, we can merge two files and print the same.

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6.3   M.S. POWER POINT

Introduction to Presentation

The presentation of Information is very important issue in current area. Today's necessity in to presenting information. Information must be given in formal and easy way so that recipient can understand easily. One of the programs of Microsoft in completing this task easily. Program which facilities presentation in known as MS Power Point.
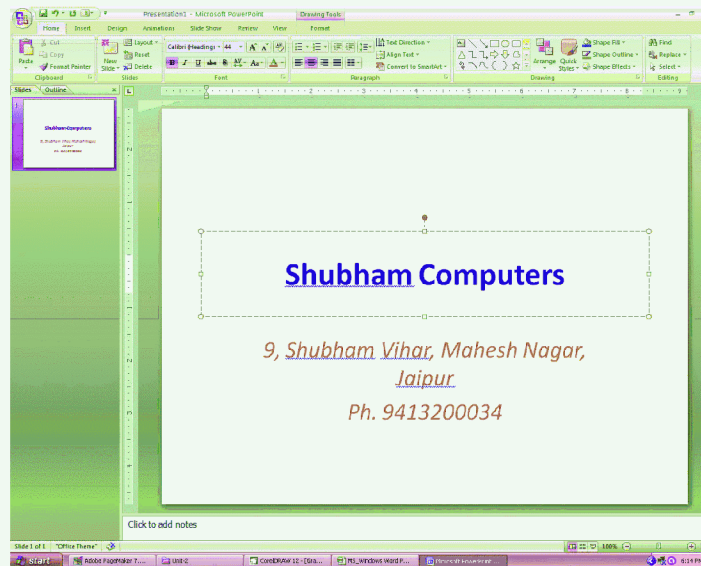

Diagram 6.37 Power Point Slide

Concepts of slide show

Slides: The first option of Power Point in slide, as we click it, complete slide displayed on screen. Titles, Text, Graphs, Drawings, Clipart etc. can be used in slide may be black & white or color. Transparencies can be made by it.

Handouts: Presentation can be simpler with the help of handouts. Before presentation handouts can be given to audience. It can contain prints of more than a slide in a single page.

Speaker Notes: With the help of this notes can be prepared for speaker. Each page contains are slide and notes are written for speaker.

Out lines: While preparing presentation one option is outline. Using this option only title and main text is displayed.

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Basic Elements of Slides

User has to prepare slides for presentation. User have to present title, contents and figures, slide is made of these.

Firstly title and then content be given in slide. Contents must be given precisely.

Different type of slider layouts: Slides can be prepared differently for the different type of presentation. some of the slides contains only text where as in some slide contains text and Contents. Some times chart, Clip arts, Media Clips, Tables or organization chart to be shown. While preparing slides keep all these in mind and accordingly choose the layouts, mainly four types of slide layouts:
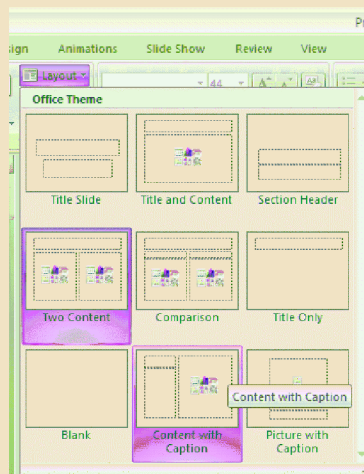

Diagram 6.38 Slide Layout

Text Layouts: If only text based slider to be prepared them choose text layout option. Text layout has other option like Title Slide, Title only, Title and Text and Title and 2 columns. Text layout can be select as per our requirements.

Content Layouts: This is an very important layout where we can use stored information. In presentation several time, we have to use table, chart, Clipart, Pictures, Diagram, Organizational Chart and Media Clips. There are prepared and can be used in per requirements, It contain other options also:

1.   Blank

2.   Content

3.   Title and content

4.   Title and 2 content

5.   Title, Content and 2 content

Text and Content Layout: While preparing the slides several times we have to use content with text. For this purpose text and content layouts to be used. Variety of layouts is available in this, which can be used as per the requirement. Different layouts available are:

1.   Title, text and content

2.   Title, content and text

3.   Title, content and 2 content

4.   Title and text over content

5.   Title and content over text

6.   Title and 2 content over text

Other Layouts: Different kind of layouts is available where clip art, chart, media clip, table, diagram and organizational chart can be used in different manner. The available layouts are :

1.   Title, text and clip arts

2.   Title, clip art and text

3.   Title, text and chart

4.   Title, chart and text

5.   Title, text and media

6.   Title, media and texts

7.   Title and table

8.   Title, diagram and organization chart

9.   Title chart

Creating and saving & Presentation

Presentation can be prepared by three ways :

1.   Blank Presentation

2.   From Design Template

3.   Auto content wizard

Auto Content wizard: Firstly, are get information about auto content wizard. This is the simplest way to prepare presentation. You can start by working with the Auto Content wizard, by click this option available in new option. After clicking Auto Content Wizard, startup window appears on screen where next button to be click. Select the type of presentation you are going to give to give as per your heads. By click next, screen will ask to choose the type of output i.e. presentation style. We will choose the required presentation style. If on computer presentation is to be given them first option to be chooses by click, next information about presentation title to be give. Last option displays on screen by click Next button. As we click Finish button Auto Content Wizard prepares presentation. In the presentation we can make changes as our requirements.

From Design Template: Power Point contains many presentation styles on different subjects. If we want to make presentation accordingly then select presentation style among given one. As we select the presentation style it appears on screen. We can change the matter as our need for that wherever we have to make changes just click mouse. After clicking mouse Text Mode will appear where we can make necessary changes.
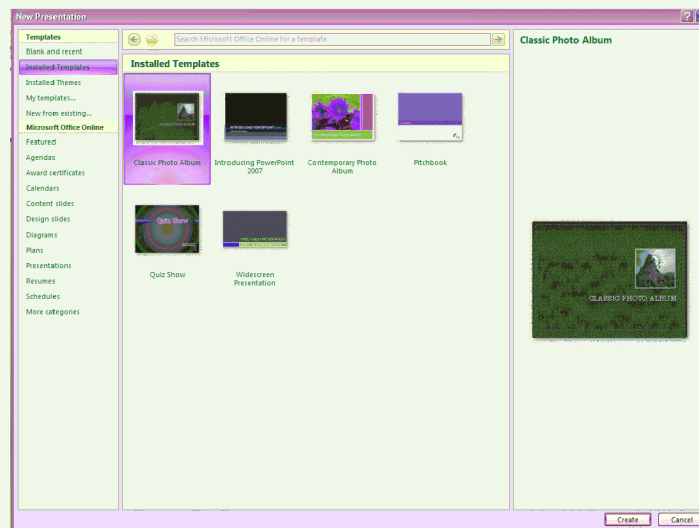

Diagram 6.39 Template View

We can make new slides in the presentation which were made by Templates, for that select New Slide option. As we select this option different slide layouts appears which discussed earlier. We select either of layouts as our convenient.

Blank Presentation: This is not necessary that we depend upon wizard. or predefined presentation. Without using wizard and template we can prepare presentation. For that we select Blank Presentation option. As we select this option different kind of slide layouts appears, one of them to be select as our need. If we select first option then Blank

Slide appears on screen which contains two boxes namely, Title and Subtitle. By the same manner we can make presentation by select slide layout as per convenient.

Saving a Presentation: After creating presentation we have to select it, so that later on it can be used any time. To save click Save option available on File menu. After click Save a window appears on screen where we have to provide Name of Presentation.

Different Views of Slide

Slide Sorter: With the help of it entire presentation displayed as miniature in order. It displays miniature version of slide complete with text and graphics. In slide sorter view we can reorder slides, add transition and animation effects. By this we can set the timing for each slide.

Note Page: This presentation is used for speaker's notes. In this view for each slide one page is displayed. Slide is displayed on this page and at bottom blank space is there, in this space we can prepare notes for speaker. At the time of slide show what speaker have to speak and in what reference is written briefly written here.

In speaker's note all the figures are given which is difficult to remember for the ease of speaker. By this speaker can present correct figure as well as necessary topics can't be left during presentation.

Slide Show: This option is used for slide show and to set the slide show. As this option select one dialogue box Show appears on screen. In this dialogue box we define how many slides to be used. If we select All option means all slide to be used in show. Click From and then type slide number which is first one in the text box then in text box which is for To type the slide number which will be the last one. Below this Advance option is there which decides how next slide come after first. In this three options are there - Manual Advance, Use Slide Timings and Rehearse New Timing. If we use Manual Advance option for slide show will move in back. Means if we are on fifth slide and here if we click right button then we will be on fourth slide. In the same manner it will work for Build. If we don't want to use mouse then space bar, right arrow key, down arrow key, page down key is used as left button of mouse and back space key, left arrow key, up arrow key, page up key can be use as right button of mouse. Use slide timings option is to be used once we have set timings for each slide. By using this option we can see the slide show, power point automatically skip slides and build according to Set Timings.
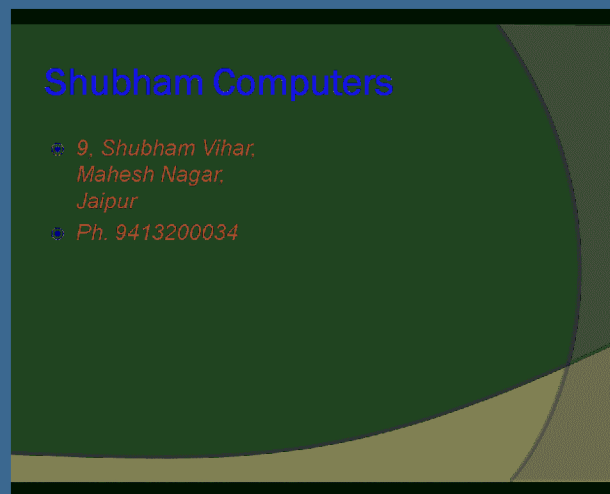
Diagram 6.40 Slide Show

Rehearse New Timing option gives a clock at left hand side on bottom side. As slide appears on screen clock starts. Now show can be forward manually. Manually we have to fix the time for slide and builds. As new slide appears again clock starts means it works like stop watch and fix the time for each slide.

Now if we starts slide show using option 'Use Slide Timings' then show will start by new timings. One option 'Run Continuously Until Esc' appears at bottom in this dialogue box. It mean slide show remain continuous until 'Esc' key is pressed.

Editing and Formatting

Slide can be change as the requirement of user. Similarly format of slide can be change as the need of user. For these tasks we have to read Edit and Format menu. They are explained below.

Edit Menu: This menu contains general option related to editing in Power Point presentation.

Undo: This option is used to undo the immediate previous task. Some tasks are there which cannot be undo at this time instead of undo can't undo appears in Edit menu. This option can be used by Ctrl+Z keys or Alt +Backspace keys. Once we undo the any task and again use undo then previous task appears.

Cut: This option use to cut selected part from slide and to copy at clip board of windows.

Copy: This option is used to paste from windows clip board to slide.

Clear: This option use to remove selected part from slide. This option can be use by Del Key.

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Select All: This option means select entire content. By the use of option entire slide can be select in slide view or entire text from marked text box can be select.

Duplicate: This option is use to make a copy of selected objects for changes. The second copy can be put on desire place by mouse pointer. This option not copy on windows clipboard. If no object is selected then this option is not activated.

Delete Slide: This option is used to delete a slide which appears on screen by Slide View option.

Find: This option uses to search either word or group of words in the presentation..

Replace: This option is used to replace word or group words with other word or group words. Replace dialogue box appear once we use this option.

Link: This option uses to make changes in characteristics of the link object in the presentation. Link dialogue box appears once we opt this option. List and types of all the objects appears which used in our presentation.

One dialogue box appears on screen once change source button clicked. We can select file for that object from dialogue box and then press Ok button by this object will be linked by that file.

By click Break line the relation of object will be removed from source program and it is available on free object in our presentation. Power Point gives a warning message that if we removes link than object converted as picture and we cannot undo the task. Now by pressing Ok we can remove the link of that object from its source application program.

Object: User uses this option once a object from other application program used in the presentation. This option is use to edit the object in its source application program and if possible format can be changed.

Format Menu: This menu contains many options.

Fonts: Font, Font Size, Font Style, Font Color can be decided by this menu. This option can be used before or after typing the text. Text to be selected if changes are to be make after typing. Different types of fonts are available that can be choose as the requirement. Font Style list also appears, which contain Regular, Bold,Italic or Bold Italic options. Among these we can choose the style as we want to show our text. We can choose the size of font dialogue box. Underline, shadow, Emboss, superscript and Subscript. If text to be displayed a shadowed then Shadow option to be chooses. If some text appearance as embossed then embossed option to be opt. Selection of color is possible as desired.

Bullet: If text to be appeared a bullet then this option is to be used. Bullet can be representing by different figure. We can use either of figures as bullet.

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Alignment: Text to be aligns in different ways. This option contains four sub option - left, right, center and justify. We can select as our requirement.

Line Spacing: Option is available to decide spacing between line or paragraph. We can increase or decrease the spacing between lines. Similarly distance between on paragraph and other paragraph can be increase or decrease.

Change Case: While preparing presentation we type the text. At the time of typing case error may be there for example we want all letter in upper case but by mistake we typed in small case. In this situation instead of deleting and typing again we can use the Change Case option. This option contains five sub options, which can be used as our requirements. These options are - Sentence Case, Lower Case, Upper Case, Title Case and Toggle Case.

Replace Fonts: If we want to replace one font to another in presentation then this option is to be use. One dialogue box appears on screen by using this option. It has two boxes first is known as Replace means the fonts which is to be replaced. Select here by pull down arrow. After that we choose the font which we require using Pull Down Arrow from box represented by with. By this way in entire presentation wherever font which is written in Replace founds will be replaced by font which is written in with.

Slide Design: The design of slide can be charged by this option. As we studied earlier, design templates appears on screen which can be select as per requirement.

Slide Layout: By this option the current layout of slide can be changed. The pictorial list of layouts appears on screen as we select this option, from where one layout can be choose as desired.

Slide Background: The background color of either one or all slides can be changed by this option. The one important option is fill effects. By this different type of effects can be provided. These effects are : Gradients, Texture, Pattern and Picture.

Header & Footer: At the time of preparing the presentation user wants to give information in Header(at the top of page) and Footer(at the bottom of Page), for example - The name of company for which presentation belongs to be displayed at header whereas some text, slide number,date & time at footer. For that we have to select header and footer option in View Menu and provide information accordingly. The same header & footer can be given.

File Menu: In this menu options are available to make a new presentation, Open existing presentation, Close the existing presentation, Save Presentation after editing, Page Setup, Print and Exit from Power Point.

New: To make a new presentation this option is uses. The same task can be done by click open option available on Standard tool Bar.

Open: This option is used to open an existing presentation. On using this option Open dialogue box appears on screen. Where selecting drive and directory required file can be open. The extension of presentation file is .ppt.

Close: This option is used to close current presentation. If more then one presentation are open then current one will be closed and the last become current one.

Save: Similar to all programs of MS Office this option is use to save in the memory safely the changes made in the working presentation. If we uses this option first time for any file which is not saved earlier then effect of this option we discuss in the next option.
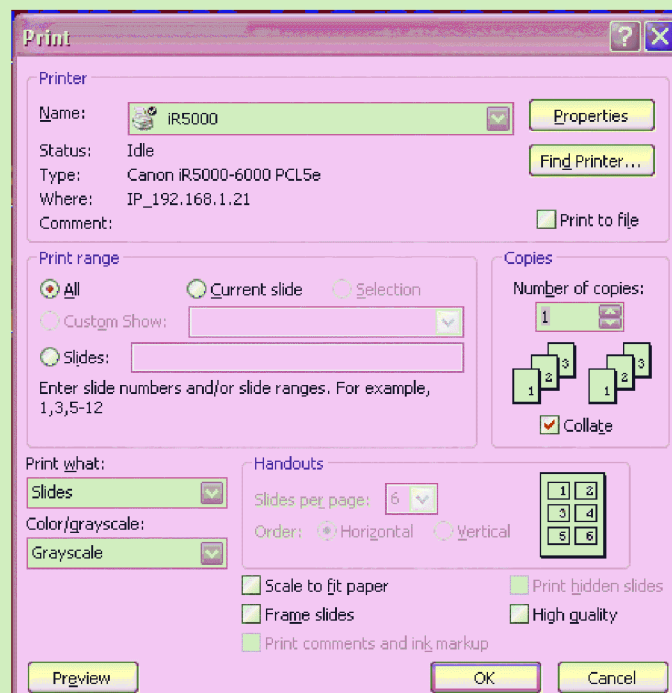
Diagram 6.41 Print Layout

Save As: This option can be use to save an existing presentation by any other name. One dialogue box appears as we click this option user has to type the file name in the text box near to File name, directory and drive can be selected where to save. A new presentation saves in the same manner if we click Save option.

Print: To print the slides of an existing presentation this option is used. Print dialogue box appears on screen as we click this option. Form this presentation what we want to print this is to be select from list from box near to Print What by click Pull Down Arrow. How many copies we require can be decide from the box near to Copies. Slide Range part decides how many slides to be print from our presentation. If we choose All option then all slide will be printed, if we select current slide then current slide will be printed and if we select Slides option then range given in the text box near to it is printed. In this

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dialogue box at bottom six check boxes are given, what are the functions of them is given below:

Print to File	By selecting this check box instead of printing the presentation we can obtain in the form of file.
Print Hidden	Slides By selecting this check box we can have print of hidden slides which hidden by Hide option from tool menu.
Black & White	By selecting this check box we get black and white print of the slides which filled by color.
Collate Copies	By click this check box, if we want to print more than one copies then first it prints complete presentations then print next copy.
Scale to Fit Paper	By click this check box, it prints presentation according to size of paper sets in the Printer Setup.
Pure Black & White	The difference between this and Black & White check box is that it prints pictures into grayscale.

List of installed printers in computer can be display by click Printer pushbutton in the print dialogue box . We can select the required printer from this list.

Exit: By click this option user can come out from the M.S. Power Point. If we have not saved the changes made in open presentation then it asks for save. If want to save click Yes button otherwise No button. Save process save the file which is similar to save option of this menu or by select no we can come out from Power Point.

Insert Menu

This menu contains the options to add new slide, add slide from other files or to add other object.

New Slide: This option is use to add new slides. This can be done by click the New Slide option available on Status Bar.

By click this option a dialogue box appears on the screen. This dialogue box contains various Auto Layouts. One layout among Auto Layouts can be fixed for slide. Once user selects layout from auto Layouts then information about the format of that layout shows below the Help Button.

Date: This option can be used on the Master page only. This option is used to displays the current date on the main slide during the show.

Time: This option is used similar to above option date on master page during the slide

show. The difference between above option and this option is that / / is displayed in text box for Date whereas for Time it shows :

Page Number: This option uses to display the page number on main page during slide show. If after insert Date, Time or Page Number we insert one of these options then it comes in the same text box after present insert.

Slides from File: This option uses to insert slides from the other file into current presentation. Insert File dialogue box appears on screen as we use this option. This dialogue box is similar to dialogue box appears on use of Open option. From this dialogue box we insert slides from desired presentation file into current presentation by click mouse pointer two times or click Ok.

Slides from Outlines: This option uses to insert the layout of other presentation in the current presentation. Insert Outlines dialogue box appears after using this option. This option is used as above option.

Clip Art: This option uses to insert the any clip art from the clip art gallery in current presentation. By using this option Clip art gallery dialogue box appears. Required clip art can choose by click mouse pointer twice in the current presentation. Two button displays in the bottom part of this dialogue box. First button shows the category of selected clip art and second button shows the title of clip art. Edit Picture Information dialogue box appears as we click these option button. From this dialogue box we can change category and description of selected clip art.

Insert Picture: This option uses to insert a picture format file in the current presentation. Insert dialogue box appears after using this option. In this dialogue box we select the required picture then click Ok, then picture inserted in the current presentation.

Microsoft Word Table: This option uses to insert the Microsoft Word Table in current presentation. Insert Word Table dialogue box appears on screen as we use this option. In this dialogue box number of columns to be enter in the box below the Number of columns and number of rows to be entering box below the Number of Rows. After deciding the number of columns and rows as we click Ok button table inserted in the slide of current presentation. Now one menu Table added in the Power Point. The option given in this menu can be use similar to MS word to format the table. That you studied earlier.

Object: This option uses to insert any object from any other application program. Insert Object dialogue box appears as we use this option. This dialogue box shows list of various application programs below the Object Type part. We can insert an object of an application program from the list of the program from which a object to be inserted in the current presentation. This dialogue box contains two options Create New and Create from file. From Create New option we can create a new object by invoking that application

program. To return back in presentation press Alt + F4 keys. From Create from File option we can use required file as an object. We have to provide the information about file name and where it stored. In this to establish the relation between source file of object and application select the Link Check box.

View Menu: This menu contains the option to arrange the view as desired.

Slide: This type of view displays only one slide from the presentation. Editing can be made here means we can type text, change the layout of slide, add graphics in slide and create different art etc.

Master: Sub Menu appears on screen as we use this option. This sub menu contains four options- Slide Master, Outline Master, Handout Master and Note Master. As we use Slide Master, formatted Placeholder for title and textbox along with all background items which we want to present in the presentation displays on screen. If we want to make some change in the Master Slide then it affects all the slides. In this Master title(Tile area for Auto Layouts) part is used similar to Formatted Placeholder for slide text. Here we decide the Font, Font Size, Font Color, Alignment of Title etc. for slide text. Similarly user sets the Master page for outline view in Outline Master. We can decide the format of handout in Handout Master and Speaker's Notes in Note Master.

Animation

To make more effective presentation various animation effects can be provide for scenes and texts in the presentation By Animation option we can give various animation effect to text, clipart and picture etc. Slide show menu contains two options - Animation Scheme and Custom Animation.

Animating Pictures and Text: Presentation can be more effective by giving the animation effect to text and picture used in the presentation. Many types of effect can use to make presentation more effective. In slide show menu contain sub option Animation Scheme, Custom Animation and Slide Transition.

One list of different animation effects displays on screen as we select animation scheme. User can select either of them as need.

User can provide animation effect as required to text and picture to make presentation more effective using Custom Animation option.
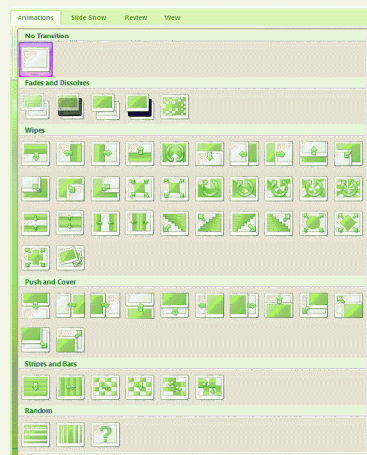
Diagram 6.42 Animation Effect

For each slide time is to decide according to audience. How long slide remains on screen, it is very important. It should not happen to recipient that he is unable to read that slide which is made for him. For each slide time can decide. User can fix the time for every slide using Rehearse Timing. One dialogue box appears on screen while fixing the time from this option. To start timing press Play button after some seconds or minute we press Stop button. Timer runs here. By this way we can fix the total time for the presentation. If equal time to be given to each slide, this is also possible.

Ungrouping and Grouping Picture from Clipart: With the help of Insert option we insert many pictures and clip arts in slide. If we want to move them here and there then before move all objects to be select with Shift key and then click right button of mouse to make the group of objects. If we don't want to keep as group we can ungroup option.

Important Points

1 **Word Processor:** Word processor is the program or software, which processes the words or text. File can be created wit Word Processor. Can change size of letters, color, style. Can insert header, footer, symbol, figure etc.

2 **To make New File:** File-New or Ctrl+N

3 **To save file:** File-Save or Ctrl+S

4 **To change style of letters:** Bold, Underline and Italic tool

5 **To Align lines:** by tools available on Format Tool

6 **Paragraph Formatting:** Selects the paragraph then Format-Paragraph

7 **Header and Footer:** Text, which appears on top of every page of file is known as header and at bottom is called as footer. We can insert page number, date etc.

8   **To insert Header & Footer:** View Menu – Header and Footer

9   **Check spelling and grammar:** Microsoft Word puts red line below the misspelled word. If grammatical error then puts green underline.

10 **Correct spelling and grammar:** Click right button of mouse on the word/sentence, which is misspelled or grammatical error, is there.

11 **Subscript and Superscript:** if letter written above line then superscript and below line then known as subscript.

12 **Change into Superscript/subscript:** Select the text then Format Menu- Font.

13 **To insert symbol:** Insert Menu – Symbol.

14 **View File before Printing:** File – Print Preview

15 **Print File:** File = Print or Ctrl+P

16 **ClipArt:** To insert figures made in windows. Insert Menu – Picture.

17 **Page Setting:** To fix the size of page, orientation, margin, header etc.

18 **For Page Setting:** File – Page Setup

19 **Bullet or Number:** Numbers or special symbols before points called numbers and bullets respectively.

20 **Insert Bullet or Number:** Format Menu – Bullet and Number

21 **Border and Shading:** To make line around the selected paragraph and fill the background color.

22 **Searching word:** Edit – Find

23 **Replacing word:** Edit – Replace

24 **Insert Table:** Insert – Table

25 **Mail Merge:** To merge two files is known as merging. One file contains records, which inserted in Main document file. The file contain records is known as Data Source.

26 The presentation of Information is very important issue in current era. Today's necessity in to presenting information

27 Slides, Handouts, Speaker's Notes and Outline can be prepared with the help of Power Point.

28 Presentation can be prepared by three types - Blank Presentation, Using Templates, Auto Content Wizard.

29 Power Point contains many presentation styles on different subjects.

30 With the help of it entire presentation displayed as miniature in order.

31 This option uses to insert the any clip art from the clip art gallery in current presentation.

32 To make more effective presentation various animation effects can be provide for scenes and texts in the presentation.

Exercises

Multiple choice questions

1. Following is the word processor
    (a) Microsoft Word   (b) Word Star
    (c) Word Perfect   (d) All of the above

2. In word processor we can
    (a) Size of letters can increases and decrease
    (b) Insert header and footer in page
    (c) Check spelling
    (d) All of the above

3. Ruler uses for
    (a) To bold letters   (b) To fix the margin of page
    (c) To scroll page up and down
    (d) All of the above

4. Place for header is
    (a) Between page   (b) on top of page
    (c) at bottom of page   (d) none of the above

5. Orientation of page may be
    (a) Portrait   (b) Landscape
    (c) Both a and b   (d) None of the above

6. For Pictorial Presentation useful
    (a) Access   (b) Excel
    (c) Power Point   (d) All of the above

7. Mainly Slide layout of .... types
    (a) 4   (b) 8
    (c) 11   (d) 9

8. To create presentation form the prepared presentation
    (a) Blank Presentation   (b) Template
    (c) both (a) and (b)   (d) None of the above

9. To display the miniature of the presentation command is
    (a) Slide Sorter   (b) Template

(c) Slide Show   (d) Wizard

10. Delete slide option available at

    (a) in file menu   (b) in format menu

    (c) in edit menu   (d) All of the above

Short type questions

1. Define word processor.

2. What is the shortcut key to save file in Microsoft Word?

3. What is superscript and subscript?

4. What is header and footer?

5. What is the use of Print Preview?

6. What is slide?

7. What types of slide layout?

8. Define the rehearse timing.

9. How can insert diagram in slide?

Essay type questions

1. What you understand by Word Processor? What are the facilities available in general word processor?

2. Discuss the method to insert header and footer.

3. Explain the method to print a page.

4. Explain the method to create table.

5. Write Short Notes on following:

    (a) Bullet and Number

    (b) Text Style

    (c) Facility to check spelling and grammar

6. What you understand by Mail Merge? Explain the method of Mail Merge.

7. What is presentation? Explain utility of presentation?

8. Explain the procedure to develop presentation for Auto Content Wizard.

9. Differentiate Title, Sub Title and Text and Explain how can use new slide in presentation with change colors?

10. Explain the animation? How can useful animation in presentation and how the effects can be inserted in slides.