

WORD PROCESSING Tool

3

Objectives

After completing this Chapter, the student will be able to:

- work with any word processing program,
- create, save and open a document using a word processor,
- format a document inserting bullets/numbering, tables, pictures, etc.,
- set custom tabs and apply styles,
- prepare a document for printing,
- enhance the features of the document inserting graphics, tables, pictures, charts, etc., and using different formatting styles,
- modify document using various editing and formatting features within or across documents,
- produce documents for various purposes and
- apply mail merge facility to send a document to different members.

I like the computer because it keeps giving you options. What if I do this? You try it, and if you don't like it you undo it. The original can always be resurrected. It raises the idea of working on one painting your whole life, saving it and working on it again and again.

Elliott Green

Research Associate and Tutorial Fellow, Oxford University

Introduction

We have to submit a project as part of our course evaluation. We will perhaps take a chart paper and design the project, write a report and submit it to our teacher. That's the way we have done it all along? Have we ever thought of typing the entire project report using a computer and submitting it in a nicely designed printed form? Ever reflected on getting information from the Internet and presenting it neatly for the project? Now that's the way things are being done! And if we are already thinking of it, it's time to discover some document creation software, i.e., *word processing* tool to get the job done. Not only a project, we can get lots of other things done through it – writing letters and applications, making newsletters, designing posters, and the list goes on and on!

Computers are dominating our lives today in more ways than we know. The power of computers can however be seen in the word processing tools.

3.1 WORD PROCESSING

Word processing is the ability to create documents using a word processor. It can also refer to advanced shorthand techniques, sometimes used in specialised contexts with a specially modified typewriter. These were primarily aimed at typists, particularly in offices where other workers sent handwritten notes to be transcribed into documents for printing which were returned for reviewing. The word processing operators achieved considerable time saving largely due to:

- the faster typing speeds achieved as a result of electronic keyboards
- the assistance of the word processing software for functions like layout and spell check, etc.

Today, there are different word processors available; some are proprietary like Microsoft Word, WordPerfect Office, StarOffice Writer, etc., while others are open source like Kwrite, Openoffice.org Writer, etc. Basic functions in all remain more or less similar and do not require advanced computer or typing skills for use. However, a complete word processor is that which lets us work with text and other features, for example, pictures, tables, artistic texts, to create interesting and meaningful pages. We can make our own posters for bulletin board, type letters and attach them as documents to an e-mail, etc. Since MS Word, an integral component of MS-Office, is one of the programs which provides all these features and many more and is also being mostly used due to its ease of usage, we have taken it as a sample Word Processing Tool.

3.2 STARTING THE WORD PROCESSOR

Most of the time, we will be able to start the word processor of our choice from the *Program* option under the *Windows Start menu*. Of course, we might also create a shortcut on the desktop to access our word processor.

For example, to start Microsoft Word, click on

-  , then on
-  , and lastly on
-  Microsoft Word

as shown in figure 3.1.

3.2.1 ANATOMY OF THE APPLICATION WINDOW

The first and foremost task is to get acquainted with the application window of the word processing package that we are planning to use. As already mentioned, most of the packages allow the user to perform identical tasks; their application windows too appear by and large comparable. The important components of this are:

- **Menu Bar** : Provides menu options like File, Edit, View, etc.

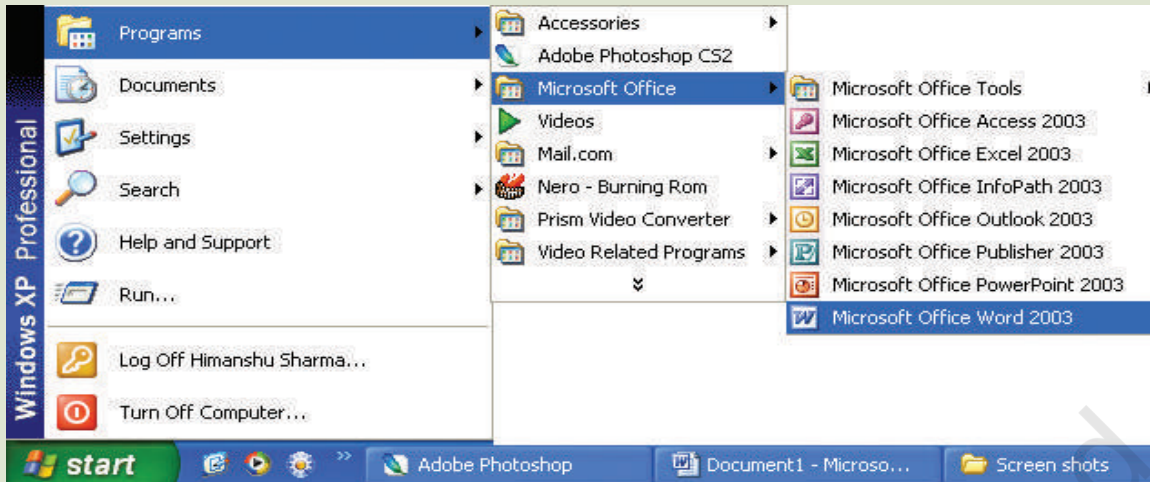


Figure 3.1 : Selecting Word to start

- **Standard Toolbar** : Contains tools for standard tasks, like saving, printing, cutting, copying, pasting, etc.
- **Formatting Toolbar** : Provides tools for formatting like bold, italic, underline, etc.
- **View Buttons** : Provides options to switch between Normal, Web Layout, Print Layout, Outline and Reading views.
- **Tab stop**: A position we set for placing and aligning text on a page.
- **Drawing ToolBar** : Provides tools for drawing basic shapes, inserting pictures, changing colors, etc.
- **Status Bar** : This provides information about the current document.

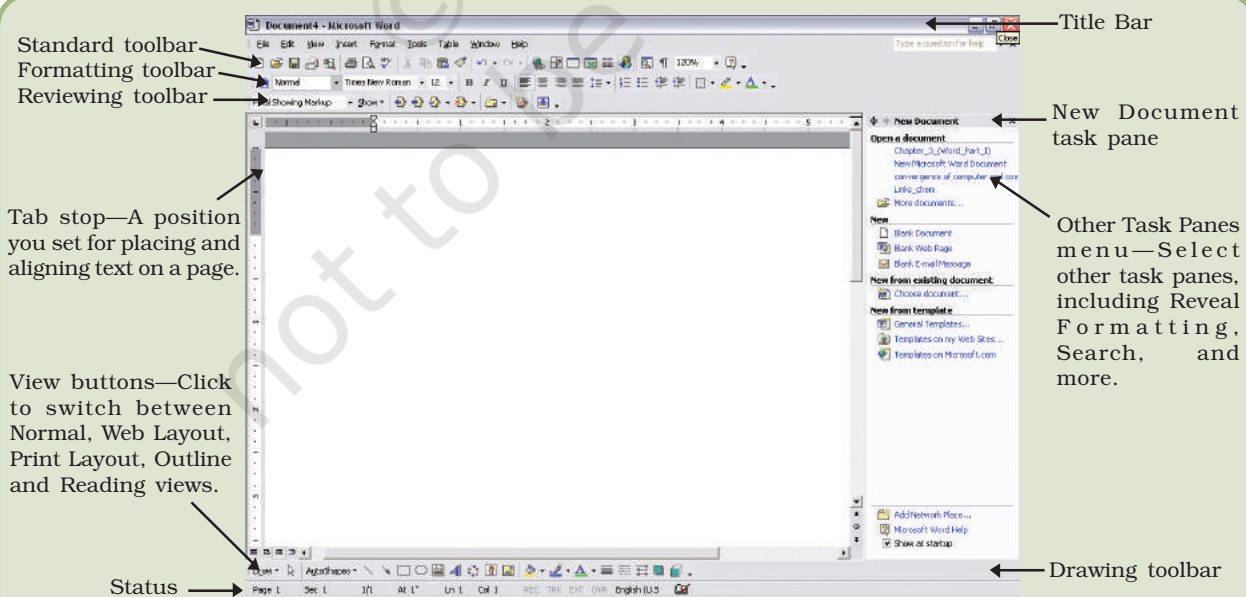


Figure 3.2 : Application Window

Other programs like WordPad, NotePad could also be used to create word documents, but these programs lack certain important features as compared to MS-Word. Therefore MS-Word is a more complete package for word processing.

When we start MS-Word, a blank document opens up. Word names the document as *Document1* (Figure 3.2). We can also start a new document in any of the following ways:

- Click on *New* button () on the *Standard toolbar*, or
- Click on *New* option in the *File* menu (Figure 3.3).

After we have started a new document, type in some introductory text into the document. When we start a new document, the *insertion*

point (the blinking vertical line, also called cursor) appears in the first column of the first line. We can just type the text, and it will appear where the insertion point is. But in a document where we already have the text, we can place the insertion point anywhere in the text by clicking the mouse pointing at the desired location.

3.3 HOW TO SAVE A DOCUMENT?

- Click on *Save* button () on the formatting toolbar, or
- Click on the *Save* option in the *File* menu (Figure 3.4).

The *Save As* dialog box appears (Figure 3.5). It's a good idea to give the new document a name and save it as soon as we create it.

The steps we should follow to save our document are as follows:

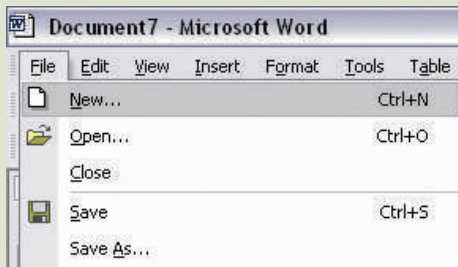


Figure 3.3 : To open new document from file menu

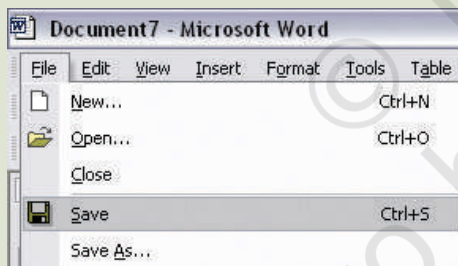


Figure 3.4 : To save a document from file menu

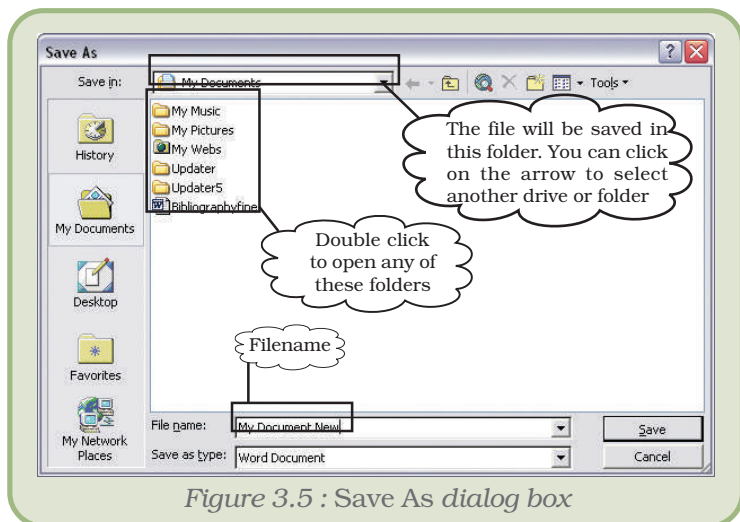


Figure 3.5 : Save As dialog box

- Automatically, we will save our file in *My Documents* folder. If we need to save in some other location, navigate towards it by clicking on the arrow on the right, and selecting one of the available options. Select the location. Figure 3.5 shows the drive/folder/sub-folder where we want to save the document.
- Type the filename as *Document New* and Type of document as *Word document*.
- Click on the *Save* button.

We can cancel the process at any time by clicking on the *Cancel* button.

3.4 HOW TO OPEN AN EXISTING DOCUMENT

- Click on *Open* under *File* menu, or click on  tool on the *Standard* toolbar.
- The *Open* dialog box is seen on the screen. This is similar to the *Save As* dialog box.
- Navigate to the folder where our file is located, select the filename.
- Click on *Open*.

3.5 FORMATTING TEXT

Formatting refers to the way our text will look like – the design of the characters, their size, the space between paragraphs, their alignment, etc.

First, selection of text.

- By using the mouse, position the insertion point (by clicking the mouse) at the beginning or end of the block to be selected and then click and drag to the end or beginning of the block.
- By using the shortcuts:
 - Double-click on a word to select it.
 - Triple-click on a paragraph to select it.
 - Ctrl+click on a sentence to select it.

There are basically two types of formatting:

- Character formatting, and
- Paragraph formatting

3.5.1 CHARACTER FORMATTING

Character formatting is the one which we can apply to any individual character or to a group of characters. It has the following options (Figure 3.6):

Font : This decides the appearance of our characters.

Font Style : We can make characters stand out by making them Bold, Italic or both.

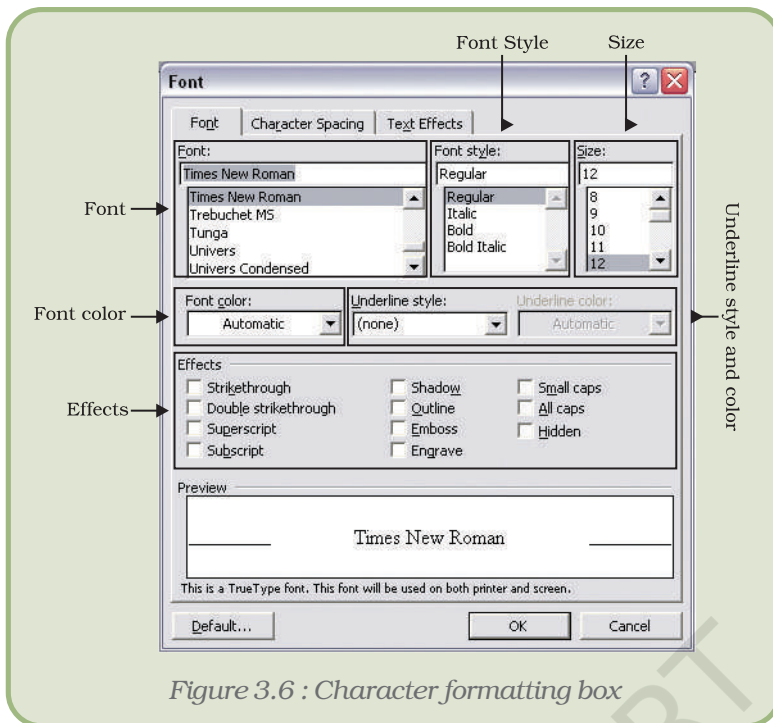


Figure 3.6 : Character formatting box

3.5.2 PARAGRAPH FORMATTING

There are some formatting features that get applied to an entire paragraph or paragraphs, but not to any given character or a group thereof. Such formatting features are described as *Paragraph formatting*.

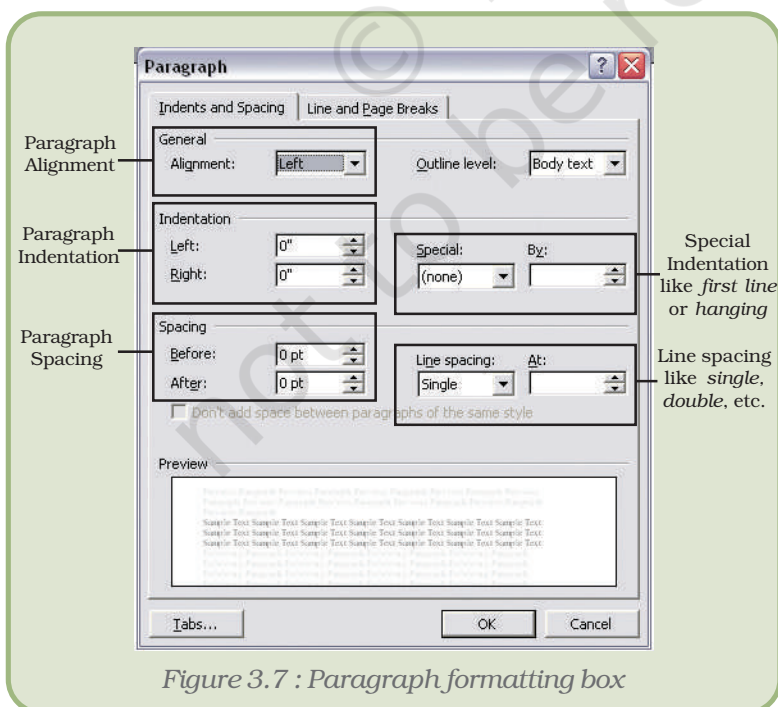


Figure 3.7 : Paragraph formatting box

Size : This increases/decreases the size of the characters – the size measured in points (72 points = 1 inch)

Font Color : We can apply colours to the characters for printing the final document.

Underline : We can draw attention to some particular text by underlining it.

Effects : We can also apply effects to our text. Two most common ones are Superscript and Subscript. The 2 in 3^2 is a superscript. To make a character into superscript, we need to select only that character, and click the box against Superscript. Similarly, l in T_l is a subscript.

It provides the following options (Figure 3.7):

Alignment : The alignment of a paragraph may be *left*, *center*, *right* or *justify* as given in Table 3.1.

Indentation : Indents are the left and right boundaries of selected paragraphs within a document. This may be necessary when different paragraphs have different left and right boundaries. For example, we can see the indentation in poems. The indentation options available in most word processors are

Table 3.1 : Different types of Alignments

Alignment	Description
Left Alignment	All the lines of the paragraph will be aligned on the left.
Right Alignment	All the lines of the paragraph will be aligned on the right.
Center Alignment	All the lines of the paragraph will align to the center.
Justify	The left as well as the right side of the paragraph will be aligned except for the last line.

Left and *Right*. Apart from these, we can have special indentation in the form of *First Line* and *Hanging*.

Spacing : This option allows us to have some space before and/or after a paragraph or a group of paragraphs. We can select the paragraph(s) and select or type in the desired value against the appropriate option – *Before* or *After*. These values are measured in points.

There is also a *Line spacing* option, which decides on the spacing between the lines of the paragraph. Normally we will type with the value *Single* for it. But if we want to have more space between the lines, we can select *1.5 lines* or *Double* for it.

Activity 3.1

Type “We are changing the font”. Try the activity by using the following options:

- font *Arial*,
- font style *Italic*,
- size *10 point*,
- font colour blue,
- underline style - a simple line,
- underline colour green, and
- effects *Small Cap*.
- right alignment,
- indentation *1 inch* for left as well as right,
- *first line* indent *0.5 inch*,
- spacing as *6 point* both before and after the paragraph and
- line spacing *1.5 lines*.

3.5.3 To ADD BULLETS OR NUMBERING

Bullets are small dots, squares, dashes or graphics that are often seen before the text (word, line, sentence, paragraph or any other object). To add bullets,

- Select the object
- Click on *Bullets and Numbering* from *Format* menu to open the *Bullets and Numbering* dialog box (Figure 3.8)

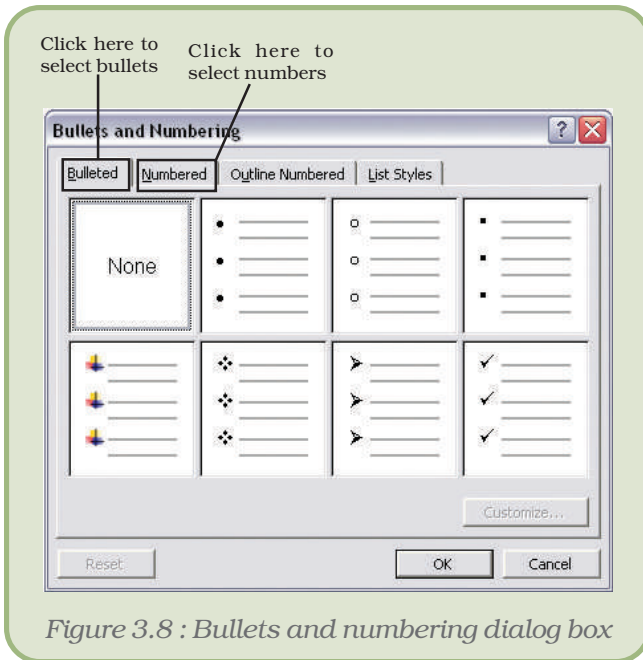


Figure 3.8 : Bullets and numbering dialog box

Click on the bullet of your choice, and click **OK**.

Instead of a bullet, a number may also precede a group of paragraphs. To do so, proceed as follows:

- Choose the numbered tab from *Bullets and Numbering* of *Format* menu to view the numbering options.
- Select the numbering option of choice, and click **OK**.

To remove bullet(s) or number(s) applied to paragraph(s), select the paragraph(s), open the *Bullets and Numbering* dialog box, and select *None* in *Bulleted* or *Numbered* tab. Click on **OK**.

Many of the formatting options discussed above can be applied through the *Formatting Toolbar* (Appendix 3.1 *Tools in Formatting Toolbar*).

The tools for Bold (**B**), Italic (*I*), Underline (U), Shadow, Numbering, and Bullets act as toggles – that is, the desired formatting will be applied if it is not already applied to the selected text, else it will remove that formatting.

3.5.4 USING TABS TO ARRANGE DATA

The tab setting allows us to align the text at a particular point, or to create a tabular layout. Try this out – open a new document and

- type 2 3 4 5 6, pressing the tab key after every digit. Press the *Enter* key.
- type 22 33 44 55 and 66, again pressing tab key after every number (type 22, press tab, type 33, press tab, and so on).

3.6 A GLANCE INTO VIEWS

Most word processors provide us multiple views: we can select the one that suits the work at hand. We can display our document in one of the five views: Normal layout, Web Layout, Print Layout, Reading Layout or Online Layout.

- *Normal Layout*
Normal layout view shows formatting such as line spacing, font, point size and italics.
- *Web Layout*
Web layout view enables us to view our document as it would appear in a web browser such as the Internet Explorer.

- *Print Layout*

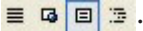
The **Print Layout** view shows how the document will look when it is printed.

- *Reading Layout*

Reading Layout view formats our screen to make reading our document more comfortable.

- *Outline Layout*

Outline view displays the document in outline form. Only headings can be displayed hiding the text under them. We can just move a heading; the accompanying text will automatically move with it.

We can opt for any one of the available views by selecting it from the *View* menu, or clicking on the appropriate *View Buttons* – .

3.7 CREATE A TABLE

Tables provide a neat way to present complex information in vertical columns and horizontal rows of cells. Each cell can contain text – a single paragraph or multiple paragraphs – or graphics. To insert a table:

- click on *Insert* in the *Table* menu and select on *Table* from resulting menu. (Figure 3.9)
- This opens up the *Insert Table* dialog box (Figure 3.10). Type in some value for the number of columns and rows... let us type in the values 5 and 4 respectively.
- We can now see this table (Figure 3.11) on the page – with 5 columns and 4 rows
- Time to type in some text! We can move the insertion point from one cell to another by clicking the mouse at the desired cell. We can also press the *Tab* key to move to the next cell, or *Shift+Tab* keys to move to the previous one. *!*, *!* and *!* keys can also be used for this.

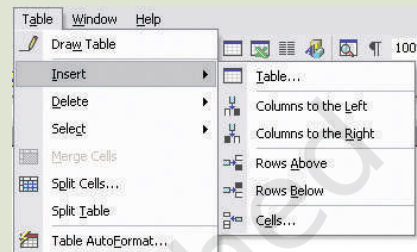


Figure 3.9: To insert table in the document

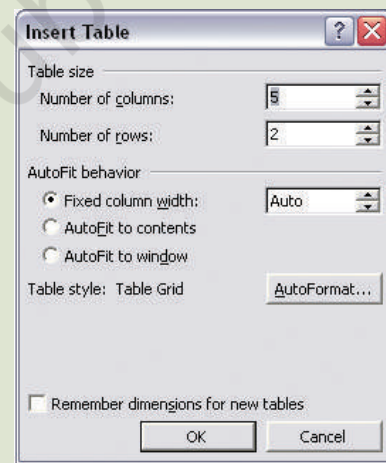


Figure 3.10 : Insert Table dialog box

Figure 3.11 : Blank table created

- When a table is inserted, all columns are of same width and all rows are of same height. To change their size, move the mouse pointer to the line separating the rows or columns. If the mouse is at column separator, it will change to $\leftarrow\rightarrow$; if it is on the line bordering two rows, it changes to $\updownarrow$. Now drag the mouse to change the size of the column or row. If the cell is selected, then only the size of the selected cell changes instead of the entire column or row.
- Type in the text and adjust the column widths to make a table as shown in Table 3.2:

Table 3.2: Sections and Houses of Class XI Students

Roll No	Name	Class	Section	House
1	Vijaya	XI	A	Red
2	Lalruata	XI	B	Blue
3	Kabir	XI	A	Yellow

There are times when we need to change the number of rows/columns after we have inserted the table. There are two options each for rows and columns in the *Table* menu.

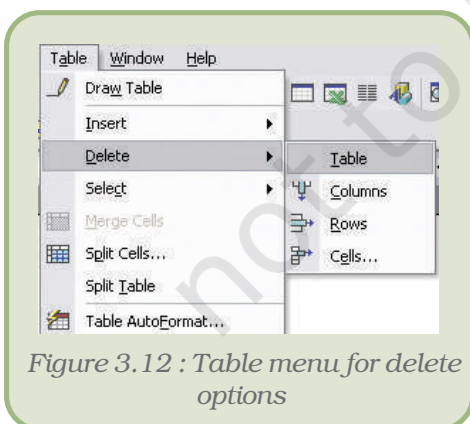
- To insert columns, use the options  Columns to the Left OR  Columns to the Right under *Insert* option of *Table* menu. Put the insertion point in any cell at the column adjacent to the location where the new column is to be inserted, and select the appropriate option.
- For rows, the options are  Rows Above and  Rows Below. We can use these like we did for inserting columns.

To delete row(s) or column(s), we can utilise the *Delete* option under the *Table* menu. The various alternatives under this option are seen in figure 3.12.

Select cell(s) in appropriate row(s) or column(s), and click on the choice to delete *Rows* or *Columns* as desired. To delete the entire table, put the insertion point somewhere in the table and click on *Table* under *Delete* option.

Two or more cells can be merged into a single cell. Alternatively, a single cell can be split into several new cells. These options are also available under the *Table* menu as seen in the figure above.

To merge cells, select two or more cells and click on  Merge Cells. To split cell(s), select the cell(s) and click on  Split Cells... The *Split Cells*



dialog box appears, soliciting the number of rows and columns into which we would like to split the cell(s).

The easiest and quickest way to decorate the table:

Click on  Table AutoFormat... under the *Table* menu. *Table Autoformat* dialog box appears.

Let us decorate the table we had created:

- Place the insertion point anywhere in the table.
- Open the table menu, and click on *Table Autoformat*.
- In the *Table AutoFormat* dialog box (Figure 3.13), select *Contemporary*. We can observe the preview portion of the dialog to see the effect.

Click on *Apply*. Our simple table now looks very different (Table 3.3) from what it originally was.

3.8 INSERTING PICTURE IN A DOCUMENT

Graphics can add interest and impact to the documents. Suppose we have completed a letter telling our friends about the great party we threw for a birthday. The words capture the festive mood of the event, but that page of text looks lifeless and dull. We need graphics to enliven our prose.

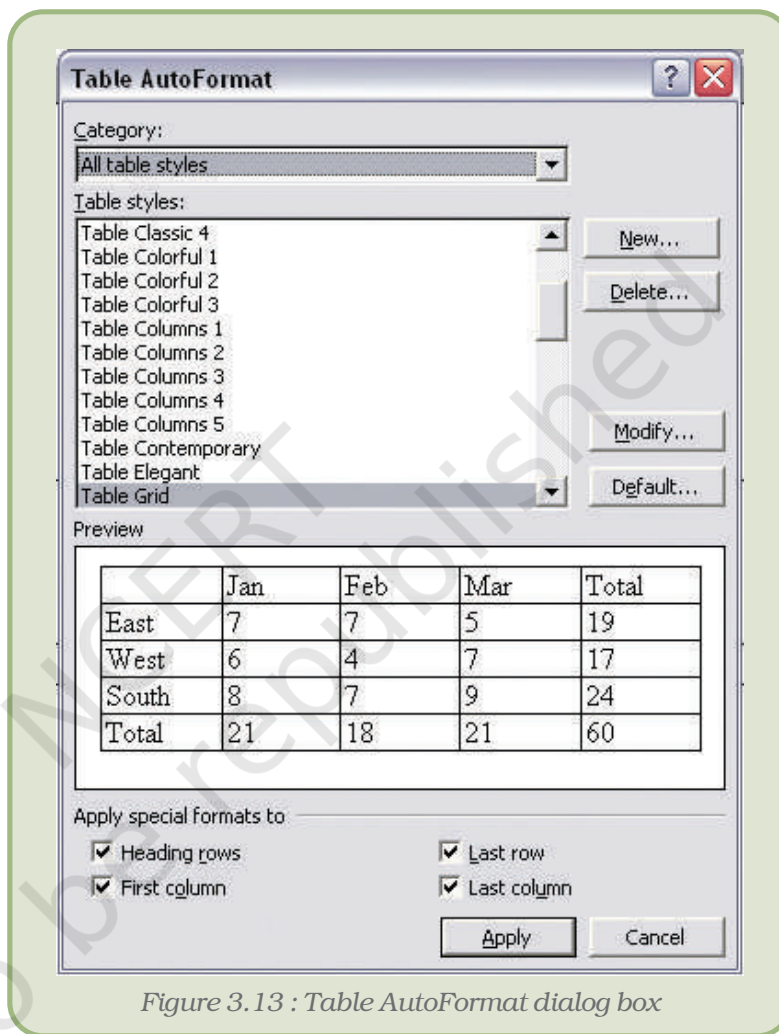


Figure 3.13 : Table AutoFormat dialog box

Table 3.3 : AutoFormatted Table 3.2

Roll No	Name	Class	Section	House
1	Vijaya	XI	A	Red
2	Lalruata	XI	B	Blue
3	Kabir	XI	A	Yellow

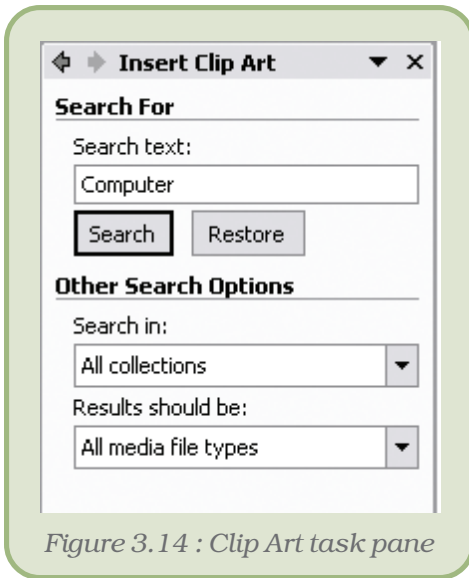


Figure 3.14 : Clip Art task pane

We can insert picture from a picture file or we can use any of the clip arts provided with MS-Word or any word processor of our choice.

3.8.1 INSERT A CLIP ART

Let us insert a clip art into our *Document New* file:

- Open the *Document New* file.
- On the *Insert* menu, select *Picture*, and then click *Clip Art*.
- The *Clip Art* task pane opens up. (Figure 3.14)
- In the *Clip Art* task pane, type the search term (for example, “computer”) in the *Search* for field, and click on the *Search* button. If we are not looking for anything in particular, don’t type in any text, just click.
- Select the insertion point in the document where we want to insert clip art (Figure 3.15 (a)), and then click the clip we want on the task pane (Figure 3.15 (b)).

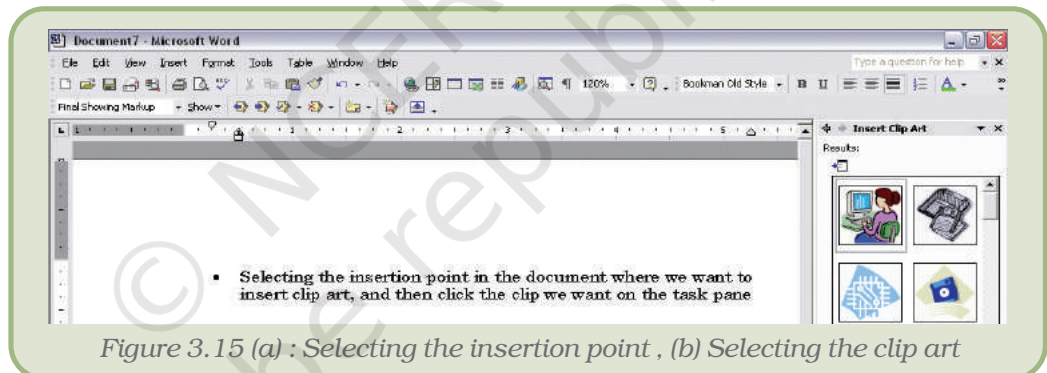


Figure 3.15 (a) : Selecting the insertion point , (b) Selecting the clip art

- The clip art will get placed where the insertion point was (Figure 3.15 (c)).

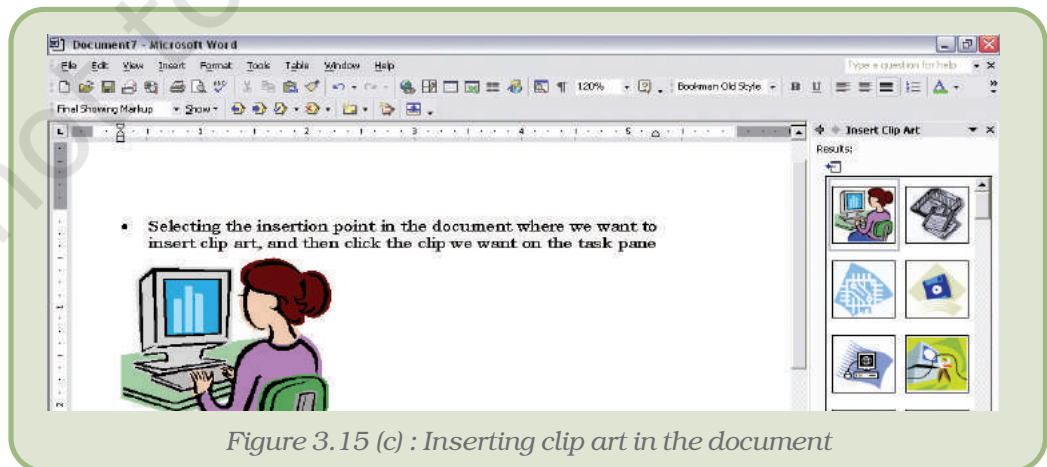


Figure 3.15 (c) : Inserting clip art in the document

3.8.2 TO INSERT A GRAPHIC FROM A FILE

- On the Insert menu, select *Picture*, and then click from *File*.
- The *Insert Picture* dialog box opens up. *Browse* the graphic file.
- Click the file, and then click *Insert*.
- The picture gets inserted where the insertion point was located.

3.8.3 TO APPLY WRAPPING STYLE

We have inserted a clip art or picture, but we do not want blank space to the right and left of the picture. No problem, we can further refine the layout of the graphic and text. Using the five wrapping styles, we can create documents with just the look we want.

To apply wrapping styles to a graphic,

- Click on the graphic to select it.
- On the *Format* menu, click *Picture*.
- In the *Format Picture* dialog box, click the *Layout* tab.
- Click the preferred wrapping style, and then click *OK*.

Different Wrapping styles are given in Appendix 3.3.

3.9 HOW TO COPY, MOVE AND DELETE TEXT

Any word processor will allow us to copy or move text/graphics from one part of the document to another or from one document to another. If the same text is appearing in more than one place, the copy option can save us from quite a lot of trouble. If we want to reorganise the document by changing the position of certain text, we need not delete the text from existing location and re-type at the new location – just move it from its current location to the desired location.

To copy or move, proceed as follows:

- Select the item to copy or move. This can be a character, a few words, some paragraphs or a graphic.
- If we want to copy, click on *Copy* from *Edit* menu. Alternatively, we can click on  tool on the *Standard* toolbar.
- If we want to move, click on *Cut* from *Edit* menu. Alternatively, we can click on  tool on the *Standard* toolbar.
- Place the insertion point at the destination location (this may be within the same document, or in another document), where we want the text or graphic to be copied or moved.
- Click on *Paste* from *Edit* menu. Alternatively, we can click on  tool on the *Standard* toolbar.

To delete some text or graphic, select the same and simply press the *Delete* key.

3.10 CHECKING SPELLING AND GRAMMAR

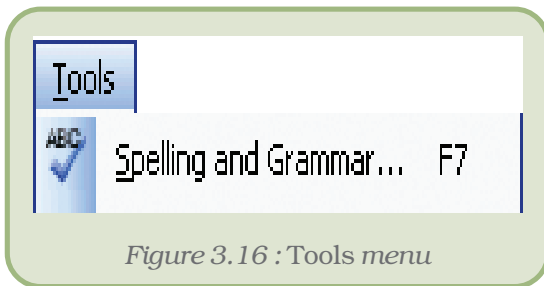


Figure 3.16 : Tools menu

Checking spelling and grammar in a document after we finish typing and editing the text is very useful. We can check for possible mistakes and then confirm each correction. In Microsoft Word, we can start the spell checker by clicking on *Spelling and Grammar* option under *Tools* menu (Figure 3.16).

When the spell checker finds a spelling mistake, a dialog box or task pane (Figure 3.17) is displayed and the first misspelt word found by the spelling checker is selected.

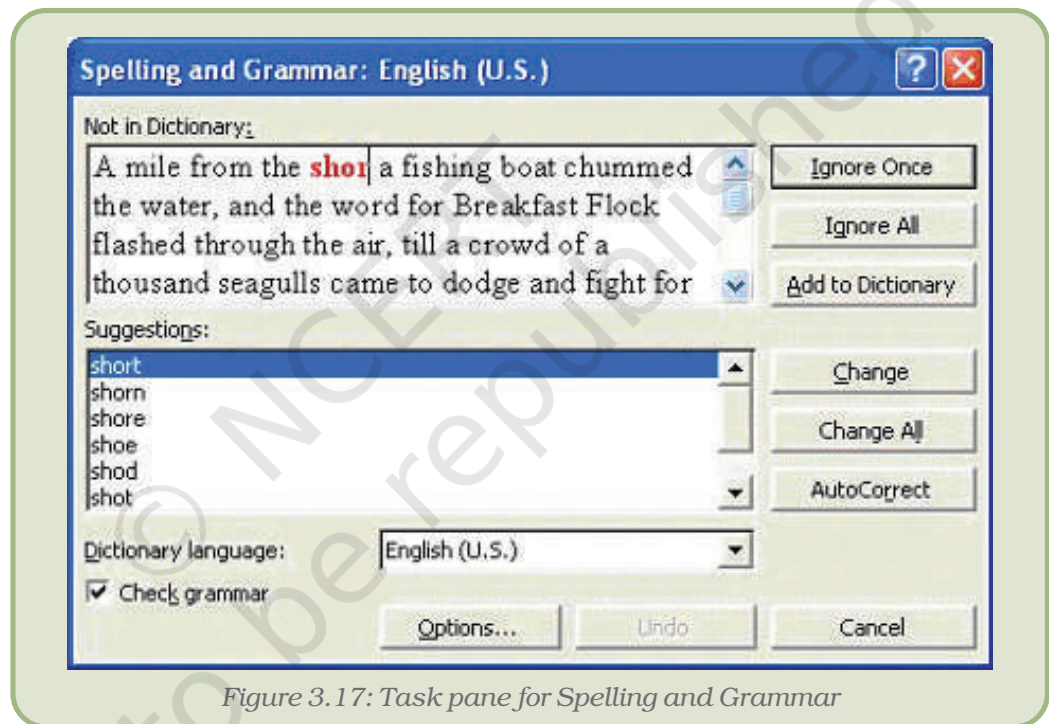


Figure 3.17: Task pane for Spelling and Grammar

We can resolve each error that the program finds in different ways:

- We can use one of the words suggested by the word processor and click *Change*.
- We may want to change the word ourselves. Click the word on the document (not in the *Spelling and Grammar* dialog box) and edit it. After fixing the error, click on *Resume*.
- The indicated word may actually be the correct one, but not available in the Dictionary; for example, the name of the town *Shillong*. To include such word into the word processor's dictionary, click *Add to dictionary*. If, we would like to ignore it, click *Ignore once*. If we want to ignore all instances of such cases in the document then click *Ignore All*.

After we resolve each misspelt word, the word processor flags the next misspelt word so that we can decide what we want to do.

After the program finishes flagging the spelling mistakes, it begins showing us the grammatical mistakes. We can proceed in a similar fashion to correct those also.

Alternatively, we can check spelling automatically while we type. In that case, we can be more confident that we won't need to correct a lot of spelling mistakes when we are ready to deliver our document. Word flags misspelt words by underlining them with a wavy red line (Figure 3.18) so that we can easily spot them. We can right-click the misspelt word to see suggested corrections on the resulting shortcut menu.

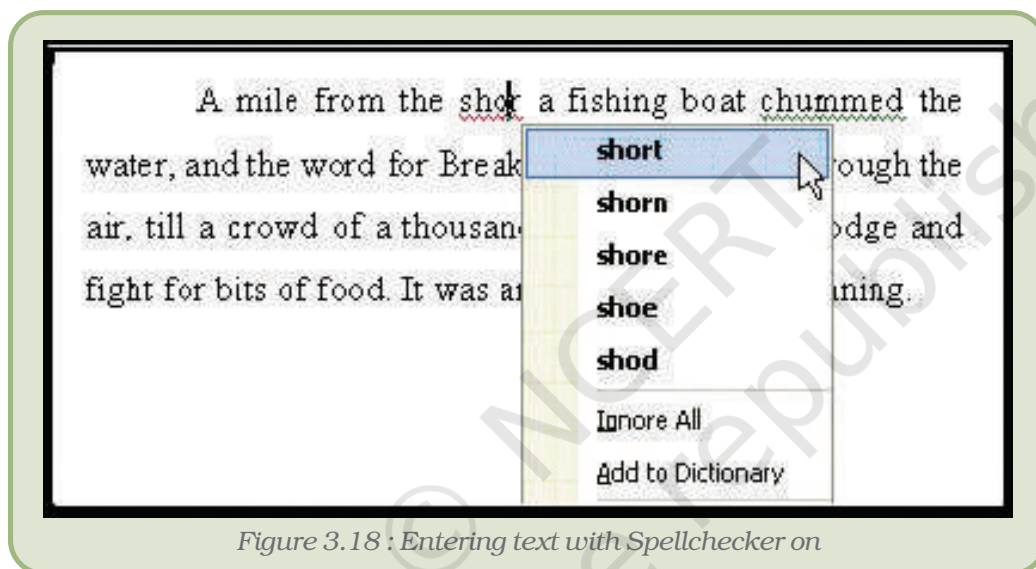


Figure 3.18 : Entering text with Spellchecker on

Similarly, the grammar mistakes are flagged by a wavy green underline – we can correct these just as we corrected the spellings.

However, don't blindly accept the corrections suggested by the word processor. The word processor is not always accurate in detecting spelling and grammar errors!

3.11 SETTING PAGE LAYOUT

When a document is to be printed, the word processor has to be told as to how the document should appear on the page, i.e., its paper size, margins, layout of the paper, etc.

To alter the page setup, click on *Page Setup* under the *File* menu. In the resulting Page Setup dialog box (Figure 3.19), set the margins to the required values. Let us set the margins as *Top – 1 inch*, *Bottom – 1 inch*, *Left – 1.25 inch* and *Right – 1.25 inch*.

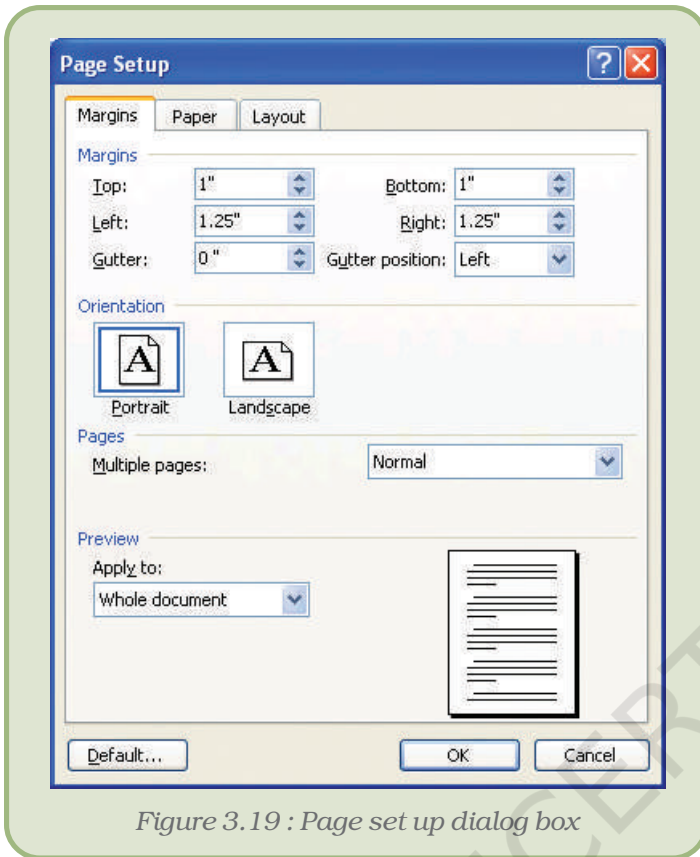


Figure 3.19 : Page set up dialog box

Apart from the four margins, we may set the following:

- *Gutter* is the space left on one side for stitching and binding – give an appropriate value, if required.
- The orientation decides whether the page will be printed lengthwise (portrait) or across its breadth (landscape). In other words, *Portrait* is taller than it is wide; *Landscape* is wider than it is tall. The orientation buttons themselves are quite self-explanatory.

In the *Paper* tab, select the paper size on which we are going to print the document. There are standard paper sizes like *letter*, *A4*, *legal* etc. Either we can select one from these or we can enter the width and height of the paper we are using.

Click *OK* once we have typed in the values for margins, chosen the

orientation, and selected the paper size.

3.12 MAIL TO MANY IN SIMPLE STEPS – THE MAIL MERGE

We use **mail merge** when we want to create a set of documents that are essentially the same except that each contains some unique elements. For example, in a letter to invite friends to a birthday party, the date of invitation and the text thereof will be same everywhere, but the address and greeting line will be different in each letter.

Using mail merge, we can create:

- A set of labels for envelopes : The return address is the same on all the labels or envelopes, but the destination address is unique on each one.
- A set of form letters, e-mail message or faxes : The basic content is the same in all the letters, messages or faxes, but each contains information that is specific to the individual recipient, such as name, address or some other piece of personal data.

Creating each letter, message, fax, label, envelope, etc. individually would take hours. That's where mail merge comes in. Using mail merge,

all we have to do is create one document that contains the information that is the same in each version. Then we just add some placeholders for the information that is unique to each version. The **word processor** will take care of the rest.

We can prepare mail-merged documents by using this facility as described in Appendix 3.2.

Summary

- A word processor is a software for typing, formatting and creating documents.
- There are two types of formatting that we can apply – *character formatting* and *paragraph formatting*.
- For *character formatting*, we must first select all the characters where we want to apply the formatting. For *paragraph formatting*, it is enough to have any part of the paragraph selected – for a single paragraph, it is sufficient to place the insertion point somewhere in that paragraph.
- Character formatting includes – *font, font style, size, font colour, underline style, underline colour, and effects* – for example *subscript, superscript, emboss, etc.*
- Paragraph formatting comprises of – *alignment; indents* – left, right, first line and hanging; *space before* and *after* paragraphs; and *line spacing*.
- To highlight the points, we can use bullets or numbering for the paragraphs.
- If we plan to put tabular data, we can either use *tabs* – left, right, center and decimal; or use *table* to type in the text within the cells.
- To enhance the appeal of the document, we can insert pictures – either from clip art, or from files. We might have to select appropriate wrapping options to have the text around the picture.
- We can move or duplicate text in a document or across documents using options like *Cut, Copy* and *Paste*.
- If we are likely to make mistakes (and all of us are!), we can utilise the word processor to check the spellings and grammar.
- Before we print the document, we must decide on margins, page size, gutter etc. through *Page Setup*.
- If we need to have many copies of documents which are same except for some parts, like invitation letters, we can use the *mail merge* facility to make the task simpler.
- We can allow others to review the documents by editing as well as by adding comments. These changes can be tracked. We can later decide as to whether to keep those changes or to revert back to the original text.

EXERCISES

SHORT ANSWER TYPE QUESTIONS

1. What is a cursor?
2. How many types of text alignments are there?
3. What are the methods of selecting a line in MS-Word?
4. How many types of page orientations are there in page setup?
5. What are the views used in word processors?
6. How can words be added in word processors, dictionary?
7. List the advantages of word processors.

LONG ANSWER TYPE QUESTIONS

1. Give the steps to insert a clip art picture to your document.
2. What is formatting? Discuss the different types of formatting that you can have using a word processor.
3. Discuss the different types of indentation.
4. How is line spacing different from space before or after paragraphs?
5. What are the various facets of Paragraph Formatting? Explain each one clearly.
6. Explain the process of applying bullets to some paragraphs in a document.
7. What is tab? How do they assist in the process of formatting?
8. What is style? Discuss the steps involved in defining styles. What is the use of style for *next paragraph*?
9. How do you change the features of an existing style?
10. How do you insert table in your document? Discuss the steps involved in splitting and merging cells.
11. Discuss the various text wrapping options available when you insert a picture in your document.
12. Explain the utility of mail merge.
13. Define mail merging in word processor.

MULTIPLE CHOICE QUESTIONS

Identify the most appropriate option for the following :

1. To increase the space on the left for just one paragraph in a page, you can adjust
 - (i) Left indent
 - (ii) Right indent
 - (iii) Alignment
 - (iv) Tabs

2. When you want to repeat the same formatting at different places in your document, you can take the help of
 - (i) Character formatting
 - (ii) Paragraph formatting
 - (iii) Style
 - (iv) Tabs
3. Which of the following is not character formatting?
 - (i) Text Colour
 - (ii) Alignment
 - (iii) Font
 - (iv) Subscript
4. Which of the following is not a paragraph formatting?
 - (i) Alignment
 - (ii) Indentation
 - (iii) Line Spacing
 - (iv) Underline style
5. Which of the following cannot be included in a style?
 - (i) Paragraph formatting
 - (ii) Character formatting
 - (iii) Table
 - (iv) Numbering

Activities

- 1 The following interview letter is to be sent to all the candidates who had applied for admission to XYZ College, informing them the respective date and time of interviews. The name, address, date and time of interview for each candidate is given. Use Mail Merge to perform this task. Save your work in the folder created in question number 1.

XYZ COLLEGE : PQRPUR

Dear.....

Date :

Apropos your application for admission to the Degree course on at this college, you are requested to attend the interview on at The interview will be held at the Principal's office. You are to bring :

- (i) The higher secondary marksheet.
- (ii) Birth certificate
- (iii) Character certificate from the last institution attended.

Please note the following :

- Attending the interview does not qualify you for admission.
- In case of any delay on your part, your candidature will stand cancelled.

Principal.

The data for the Merging are as follows:

Name	Address	City	Date	Time	Course
S. Khongwir	Malki	Shillong	10/6/08	9:30	Comp. Sc.
P. Sharma	Malviya Nagar	New Delhi	10/6/08	11:30	B.B.A.
S. Sahoo	Baily Road	Patna	11/6/08	10:45	Mass Comm.
P. Deka	Dispur	Guwahati	12/6/08	9:30	Biotechnology
A. Sema	Church road	Dimapur	12/6/08	12:30	Pisciculture

2. Type the text given below, taking note of all the formatting.

Don't skim over this

Tibetan monks consumed a bowl of this wonder food a day, and lived to the ripe old age of 109. Ayurvedic practitioners have prescribed it for 5,000 years and health-food buffs swear by its magical properties.

Yet today the reports are conflicting. Because milk, the main ingredient in the preparation of yoghurt, is considered by many nutritionists to be highly mucous-forming and difficult to digest, yoghurt has received a step-motherly treatment from the medical community. Yet ounce for ounce, it packs more calcium, protein, riboflavin, phosphorous and vitamin B12 than milk.

Type of milk used to prepare yoghurt	Protein (g)	Fat (g)	Carbohydrates (g)	Calories (g)
Buffalo	89	14	6.3	182
Cow	7	9	9.6	160
Skim Milk	8.4	0.2	6.3	69

3. Type the text given below, taking note of all the formatting.

Covering All Bases

Dev Dasgupta, 35, is a middle-level manager in a private bank. He's taken a householder's policy to insure his house (valued at Rs 20 lakh), its contents (valued at Rs 3 lakh) and his wife's jewellery (Rs 50,000). He also has a comprehensive cover for his pride and joy, a zippy, new Maruti Zen (cost: Rs 3.6 lakh). Additionally, he's bought a personal accident cover for Rs 5 lakh, and a health cover of Rs 2 lakh each for himself and his wife. Here's what he pays to secure everything he values. Well, almost everything...

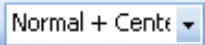
Insurance For	Premium	
	For amount (Rs.)	Payable (Rs.)
Fire and allied perils	20 lakh	1,300
Contents	3 lakh	195
Burglary, theft, housebreaking	3 lakh	720

Jeweller	50,000	500
Personal Accident	5 lakh	750
Health		4658
New Maruti Zen	3.6 lakh	12,007
Total Premium		20,130

4. Get some pictures of your school. Now design a calendar for the next year, with one picture for every month of the year.

APPENDICES

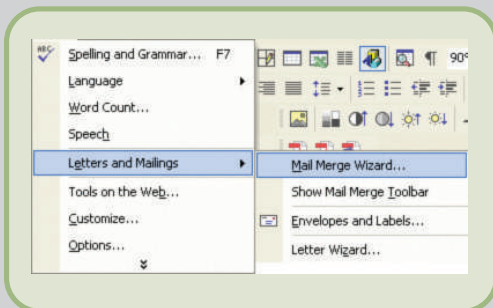
APPENDIX 3.1 : TOOLS IN FORMATTING TOOLBAR

	<i>Style.</i> We can apply a style to the selected paragraph using this option.		<i>Styles and Formatting.</i> Opens the Styles and Formatting task pane; we can use this task pane to define and apply styles or formatting.
	<i>Font.</i> We can change font of selected text through this option.		<i>Size.</i> We can change size of selected text through this.
	<i>Bold.</i> We can make selected text Bold through this option.		<i>Italic.</i> We can make selected text Italic through this option.
	<i>Underline.</i> We can underline selected text through this option. But we cannot select the type of underline – for that we have to open <i>Font</i> dialog box.		<i>Align Left.</i> We can use this to left align selected paragraph(s).
	<i>Center.</i> We can use this to center align selected paragraph(s).		<i>Align Right.</i> We can use this to right align the selected paragraph(s).
	<i>Justify.</i> We can use this to change the alignment of selected paragraph(s) to <i>justify</i> .		<i>Line Spacing.</i> We can use this to make the line spacing of paragraph(s) to single, double, etc.
	<i>Numbering.</i> We can make selected paragraph(s) numbered. But we cannot change the type of numbering by this option.		<i>Bullets.</i> We can apply bullets to selected paragraph(s). But we cannot change the type of bullets by this option.
	<i>Decrease Indent.</i> This option allows us to move selected paragraph(s) to the left, if not already at extreme left.		<i>Increase Indent.</i> This option allows us to move selected paragraph(s) to the right.

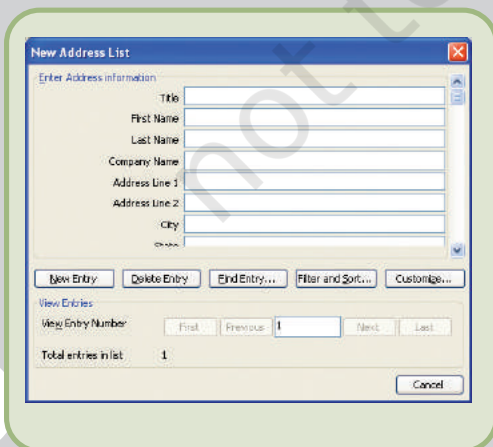
	Border. We can use this to apply different borders to paragraph(s) or table(s).		Highlight. We can use this tool to highlight selected text.
	Font Color. This option allows us to change the color of selected text.		

APPENDIX 3.2 : MAIL MERGE

Mail to Many in Simple Steps

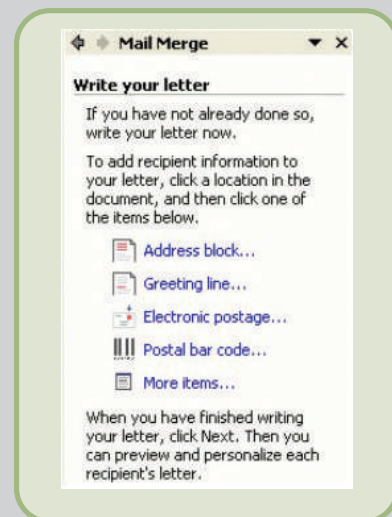
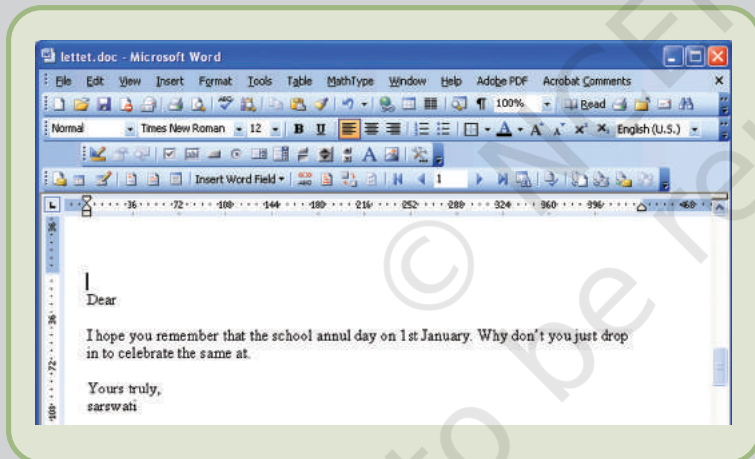
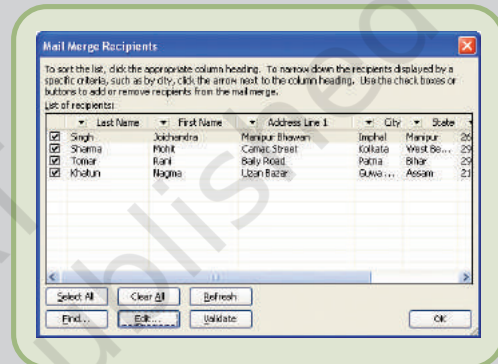
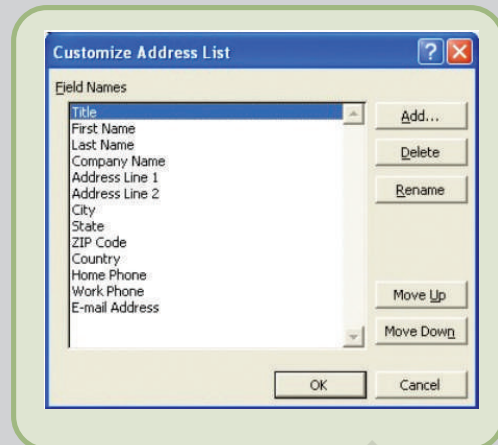


In Word, we initiate the process of mail merging by starting the *Mail Merge Wizard* from the *Tools* menu.



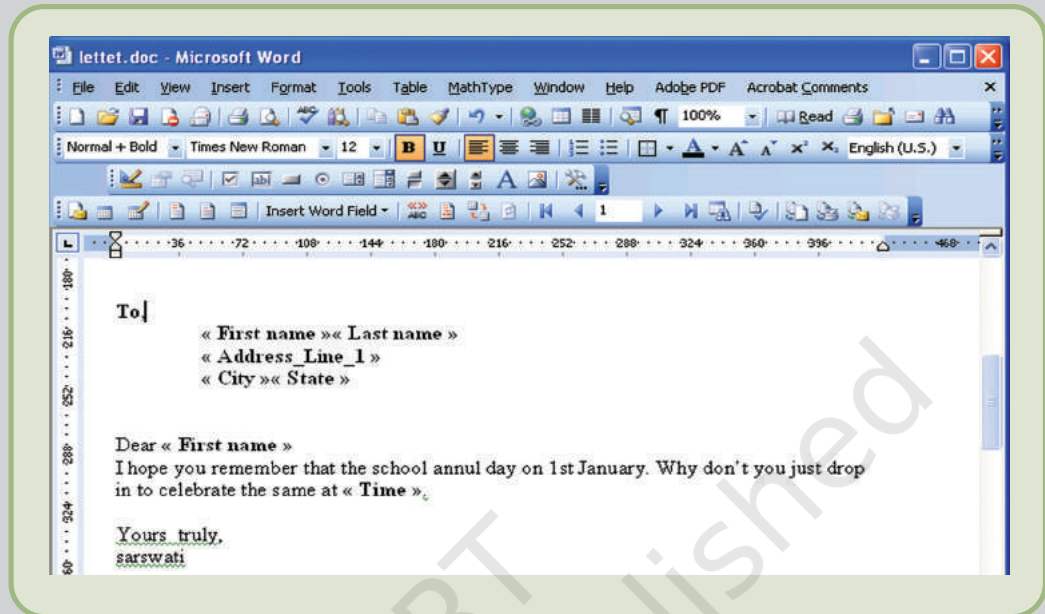
- The *Mail Merge Task Pane* becomes visible in the task pane, asking us to select the type of document we want – letters, e-mail messages, envelopes, labels, etc. Since we want to invite your friends through a letter, select *Letters*, and click on *Next* at the bottom of the pane (not seen in the figure).
- Microsoft Word now prompts for *Selecting starting document*. The options provided are *Use the current document*, *Start from a template*, and *Start from existing document*. Select the first option. We can later try out the others on our own!
- We now have to provide the details or the recipients – like name, address, etc. which will be different for every letter. The options provided in the task pane are *Use an existing list*, *Select from Outlook contacts* and *Type a new list*. We have not yet made any list of friends we would invite, so select the last option to create a new one. Click on *Create* in the task pane.
- The *New Address List* dialog box opens up for us to type in the details that will vary from one letter to another. This dialog box has various buttons that allow us to make *New Entry*, *Delete Entry*, *Find Entry*, view existing entries by moving to *First*, *Previous*, *Next* and *Last* entry.
- However, it will be very rare that all the fields (like *Title*, *First Name*, etc.) in the *New Address List* dialog box will match your requirement. There will be some we don't need, while there may be others which are not included. To modify the list of fields, click on *Customise*.
- The *Customise Address List* dialog box opens up. In this dialog box, we can add new fields, delete or rename existing fields, and also change the order in which the fields are arranged by using the *Move Up* or *Move Down* buttons.
- Since we want to send the letters to your friends, delete the unwanted fields – *Title*, *Company Name*, *Address Line 2*, *ZIP Code* (we don't have ZIP code in India, instead there is PIN Code), *Country* (no one is going to be invited from abroad) and *Work Phone* by selecting them one at a time and clicking on *Delete* button.

- We might also want to invite few of your teachers, but at a different time. So include *Time* as a field by clicking on *Add* and typing in the field name.
- On the screen is the *New Address list* dialog box with the modified field list. Type in the details of your friends; clicking on *New Entry* button after completing each recipient's details.
- Once we have completed entering the details of your invitee, click on *Close* button. We will be prompted to save the address list. Save it with an appropriate name – say *FriendsList*. The list is saved as a *Microsoft Access* database.
- We can now see the *Mail Merge Recipients* dialog box containing the details that we have just entered. If we don't want to send the invitation to one or more names in the list, just uncheck the boxes in front by clicking on them. Click on *OK*, once done.
- Click on *Next* on the task pane to proceed with mail merge. (There are options like *Select a different list* and *Edit recipient list*). Try them.
- In the document that is open, type in the part of the letter which is common to all, like the text of your letter. Don't put in the name, address or time, since they will not be the same in every letter.



- The task pane provides assistance to include fields – the data which we had typed in earlier. We can put the insertion point in the beginning and click on *Address Block* to insert the formatted address. We can also click on *More items* to see all your fields, so that we can include the fields of your choice. The selected field will be inserted where the insertion point is placed.
- Put the insertion point at the beginning of the text. Click on *More items...* on the task pane, and enter the name and the various address fields. Then place the insertion point where we would like to put the time, and insert the *Time* field. If need be, we can format these fields.
- At this point, we will not see the data for the fields that we had typed in; instead we shall only see the field placeholders.
- Click on *Next* on the task pane to see what the actual letter would look like. In this view of the task pane, we have options to preview letter by clicking on <<

or  buttons. We can also exclude certain recipients from your list by clicking on  button. Click on *Next* to complete the merge process.



- In this task pane view, we can merge your document to the printer by clicking on *Print* – meaning that the letters will be printed one after another, containing the names, addresses, etc. that we had put in your address list. We can also merge to a new document by clicking on *Edit individual letters*. This will open a new document containing all your merged letters – if needed, we can then edit them one by one before printing.

In the above discussion, we learnt the *Mail Merge* utility using the task pane. However, when we proceed with mail merge, the Mail Merge Toolbar also appears with the required options. Try different tools available on the toolbar.

APPENDIX 3.3 : TEXT WRAPPING STYLES

Wrapping Style	Result
The <i>In line with text</i> style insets the graphic in the text at the location of the insertion point. The graphic moves as we add or delete text. The text does not wrap around the graphic; white space extends to the margins on either side of the graphic.	are used to locate objects of var location of an object is often dynar dynamic, the information changes : inform  that tells us absolute location data as GPS c navigation system made up of a netw

The <i>Square</i> style wraps the text around all sides of a square bounding the graphic.	 absolute location data as GPS coordinates. It is a navigation system made up of a network of 28 satellites operated by the US Department of Defense. GPS satellites constantly transmit signals to GPS receivers on the ground. The receivers capture the signals and use them to calculate the user's exact location. In order to calculate a 2D position, a GPS receiver must receive signals from at least three satellites. With four satellites, the receiver can determine its position, altitude, and speed. Once the user's position is established, the GPS unit can calculate other information, like speed at which it is moving, the track it has been through during the trip, its distance
The <i>Tight</i> style wraps the text around the graphic in an irregular shape bounding the actual image. The graphic moves as we add or delete text.	 system made up of a network of 28 satellites operated by the US Department of Defense. GPS satellites constantly transmit signals to GPS receivers on the ground. The receivers capture the signals and use them to calculate the user's exact location. In order to calculate a 2D position, a GPS receiver must receive signals from at least three satellites. With four satellites, the receiver can determine its position, altitude, and speed. Once the user's position is established, the GPS unit can calculate other information, like speed at which it is moving, the track it has been through during the trip, its distance
The <i>Behind text</i> style has no border around the graphic. The graphic floats on its own layer behind the text.	 Navigation System (GPS) that tells us where we are. It is a navigation system made up of a network of 28 satellites operated by the US Department of Defense. GPS satellites constantly transmit signals to GPS receivers on the ground. The receivers capture the signals and use them to calculate the user's exact location. In order to calculate a 2D position, a GPS receiver must receive signals from at least three satellites. With four satellites, the receiver can determine its position, altitude, and speed. Once the user's position is established, the GPS unit can calculate other information, like speed at which it is moving, the track it has been through during the trip, its distance
Like the previous case, the <i>In front of text</i> style has no border around the graphic. But in this case, the graphic floats on its own layer in front of the text..	 Navigation System (GPS) that tells us where we are. It is a navigation system made up of a network of 28 satellites operated by the US Department of Defense. GPS satellites constantly transmit signals to GPS receivers on the ground. The receivers capture the signals and use them to calculate the user's exact location. In order to calculate a 2D position, a GPS receiver must receive signals from at least three satellites. With four satellites, the receiver can determine its position, altitude, and speed. Once the user's position is established, the GPS unit can calculate other information, like speed at which it is moving, the track it has been through during the trip, its distance