4. Introduction to MS word 2010
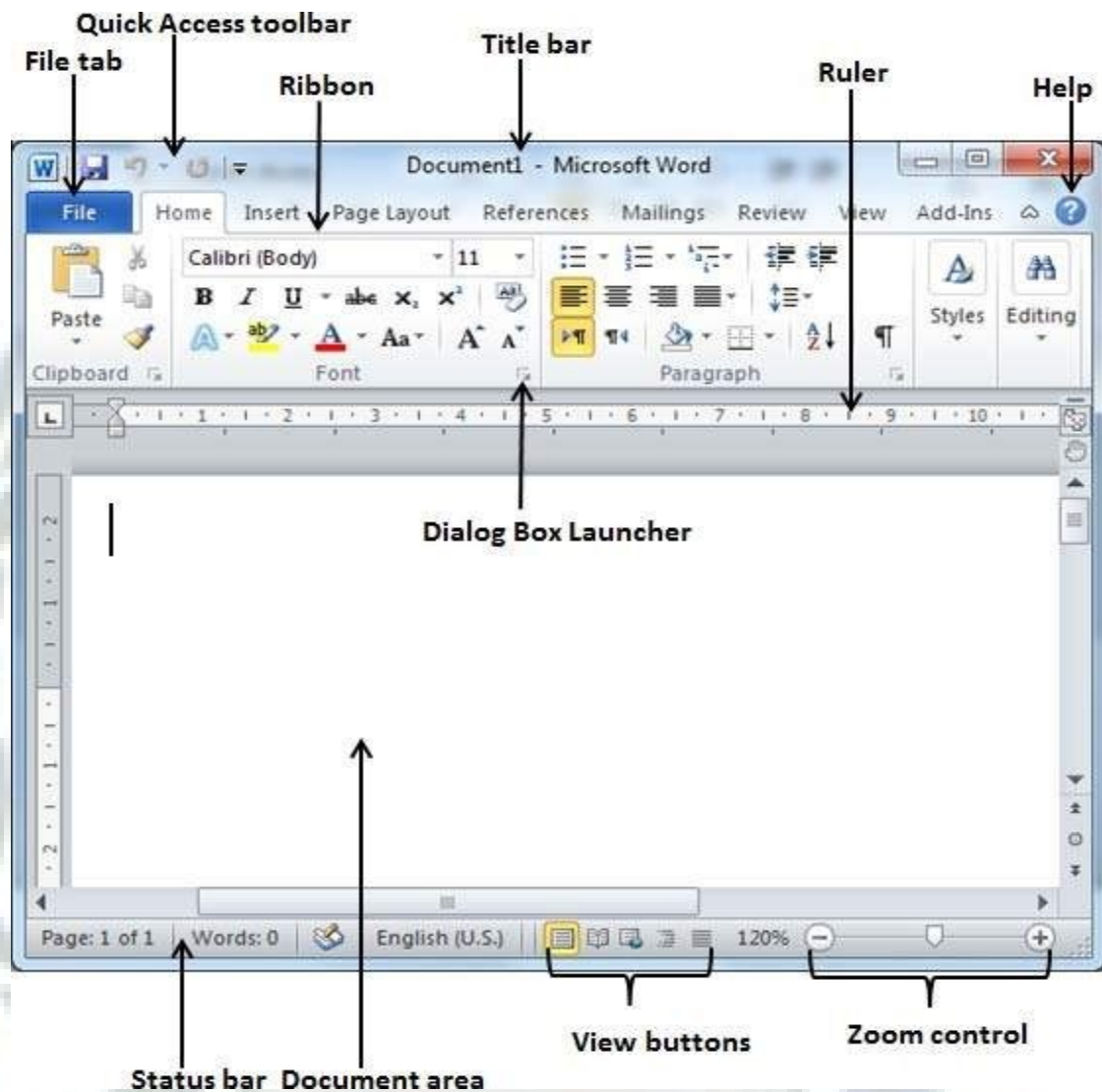
⭐**Focus of the Chapter**
1. Starting MS word
2. Parts of the MS word window
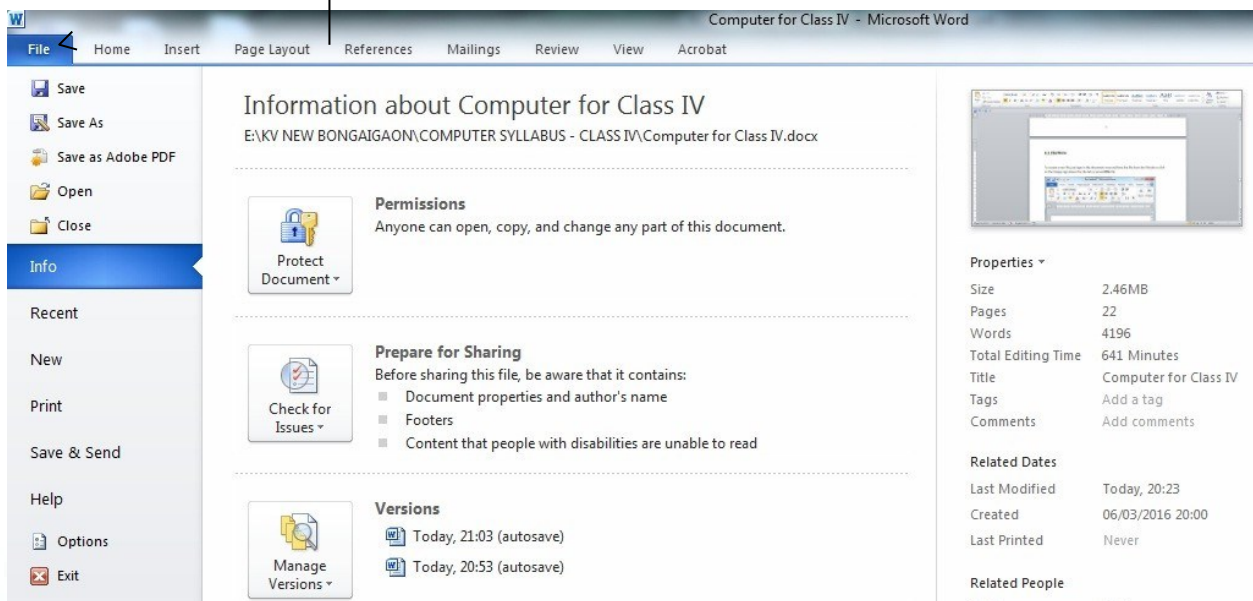3. Creating, saving, opening and exiting a file

Keywords

- **Word Processor –** A program that edits, formats and stores text according to the instructions given

- **Title bar**- The bar that shows the name of the document and the program name.

- **Document area**- The white space where what we type or edit appears.

Status bar – The bar that gives information about the word document that we are working on

MS Word is a word processing software. It falls under the category of application software. It is used to create and edit personal and business documents such as letters, reports etc. The default file extension of MS Word 2007 is .docx. Given below is the basic Window that appears when we open the MS Word –

Quick Access toolbar

File tab

Ribbon

Title bar

Ruler

Help

Dialog Box Launcher

View buttons

Zoom control

Status bar Document area

File Menu : File menu contains all the options related to an open file


- **To create a new file**, just type in the document area
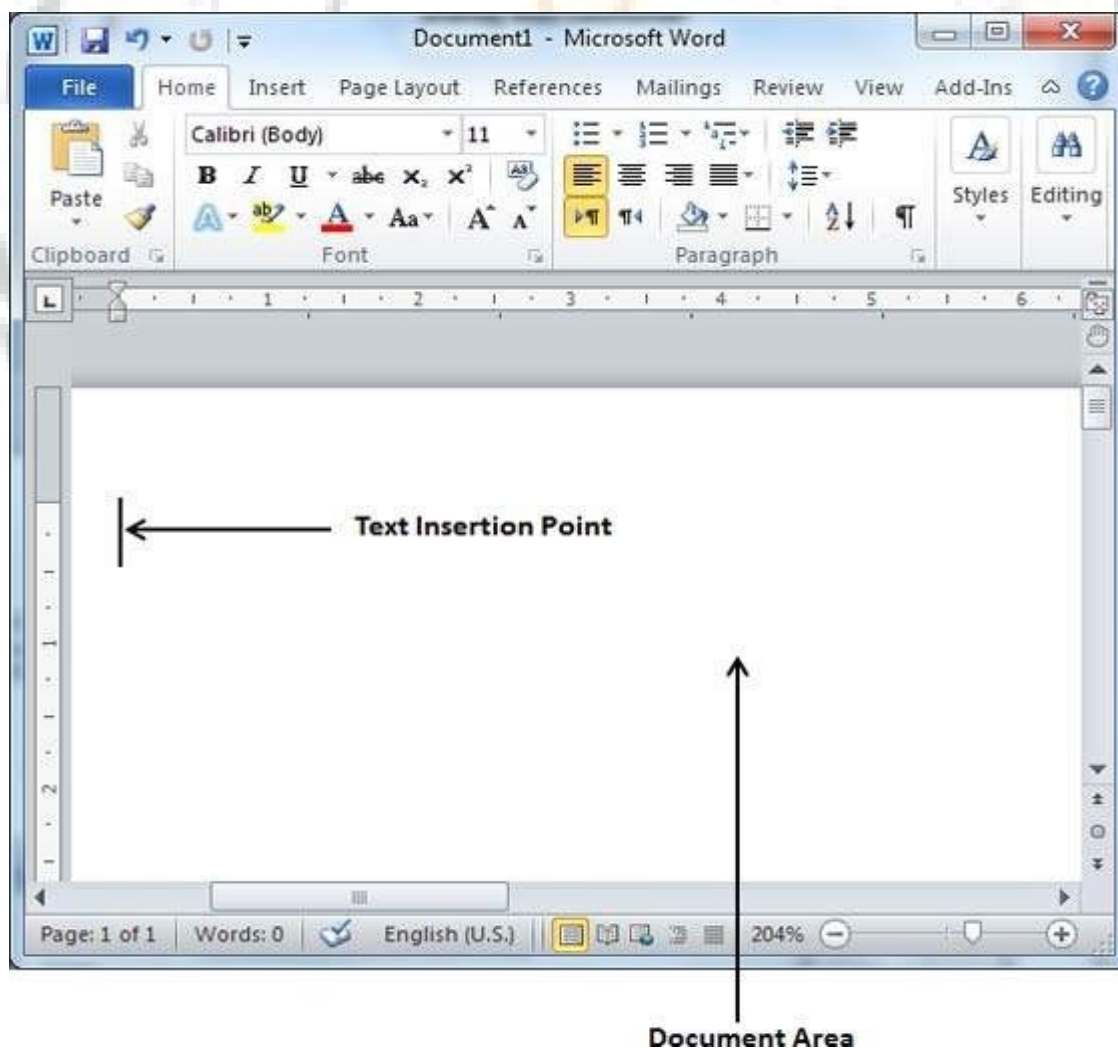
The text insertion point is the place where the cursor stands and the document area is the place where we can type our text. While typing texts, it is advisable to use the TAB key instead of SPACE bar for inserting more than one space between words as it will provide uniform spacing.

- **To Open an existing file :** Click on File menu and select Open or just press CTRL + O , a window will pop up , locate your file in the computer and click Open button
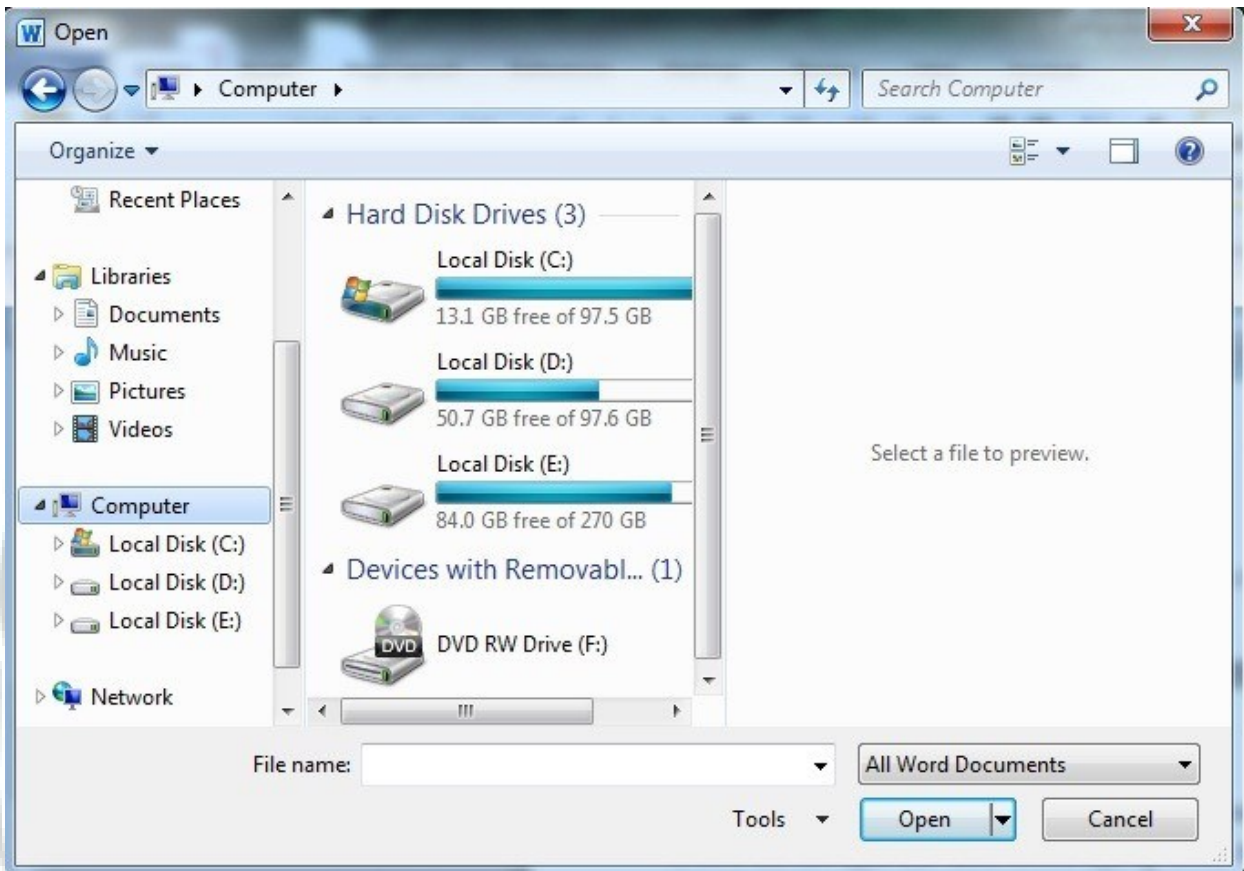

- **Save the Current file :** Save the file from the File tab or click on the Floppy sign above the File tab or press **CTRL + S**. A window will pop up , locate the path where you want to save the file , give a valid name to your file and click Save button. This pop-up window will appear only once, when you are saving your file very first time, thereafter just press CTRL + S
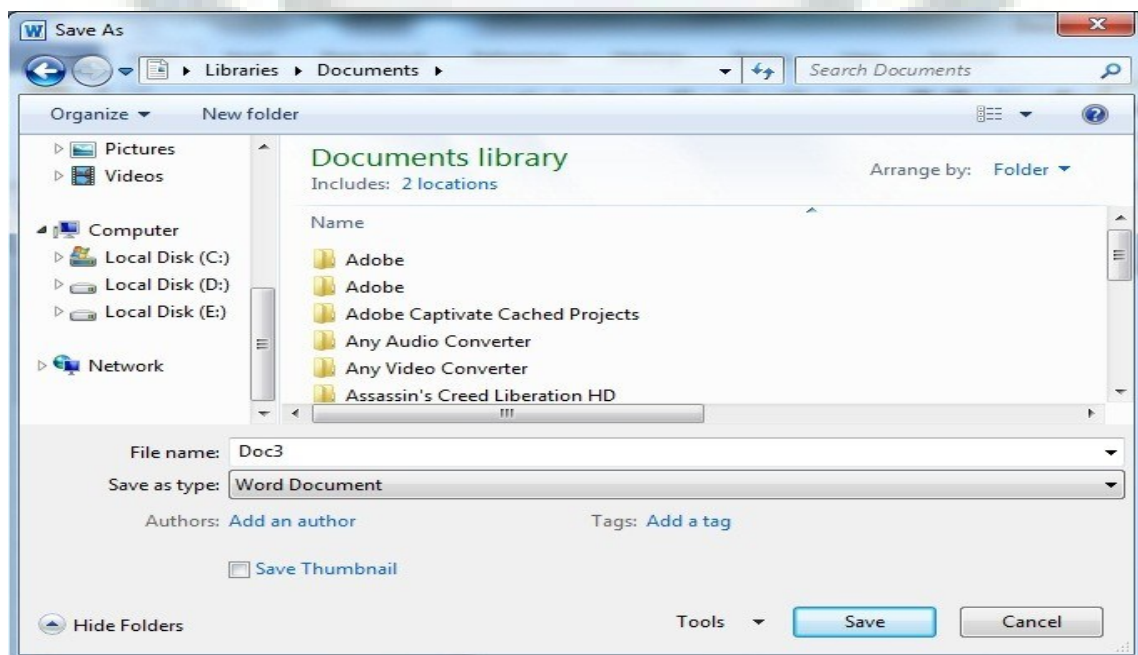
- **Save As :**The 'Save As' option under File menu provides us to save our file in different formats or to save our existing file with different name. We can choose our desired format and then save the file.
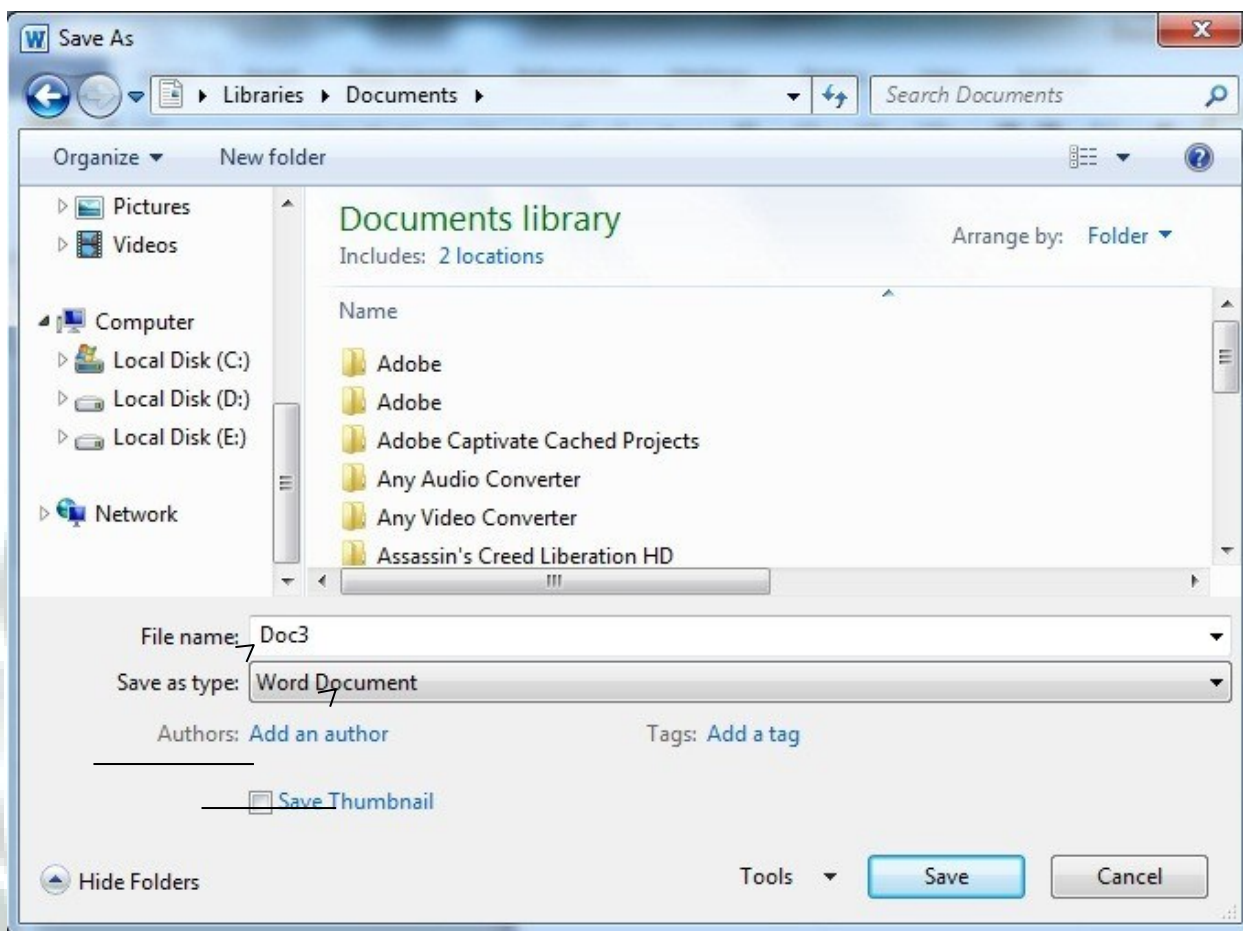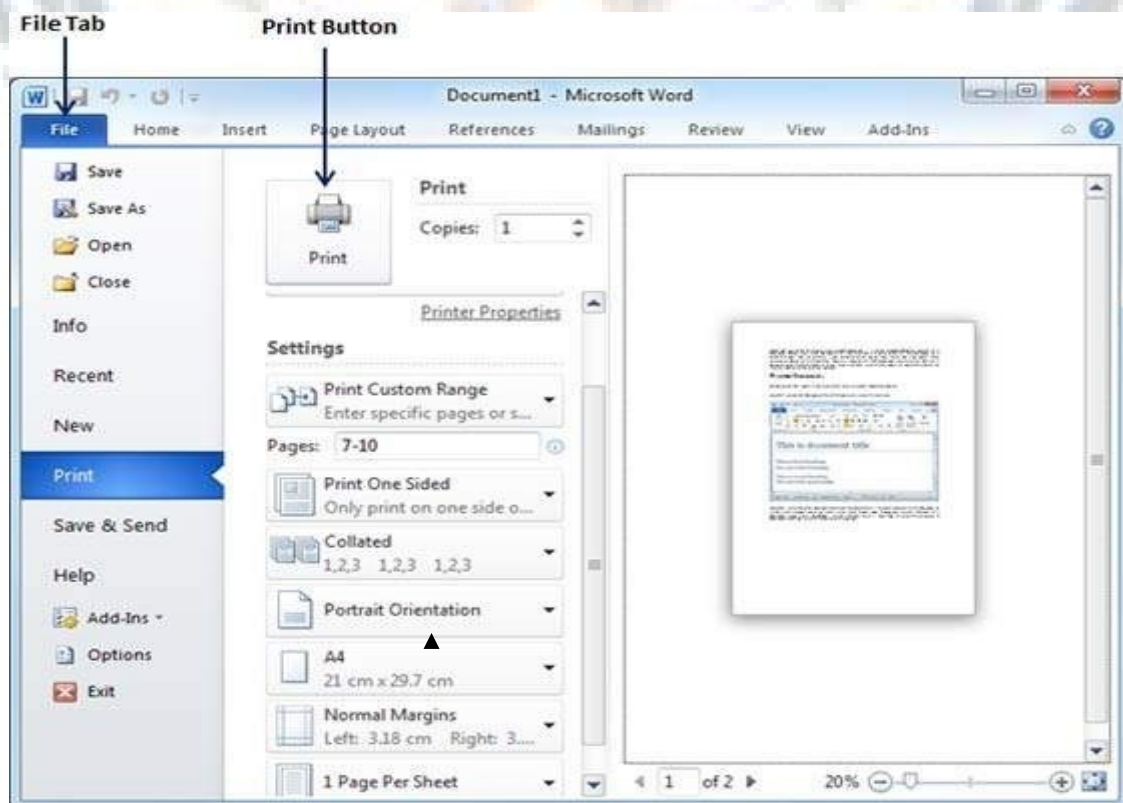

- **VIEW MENU:** View menu allow us to view our document in different ways
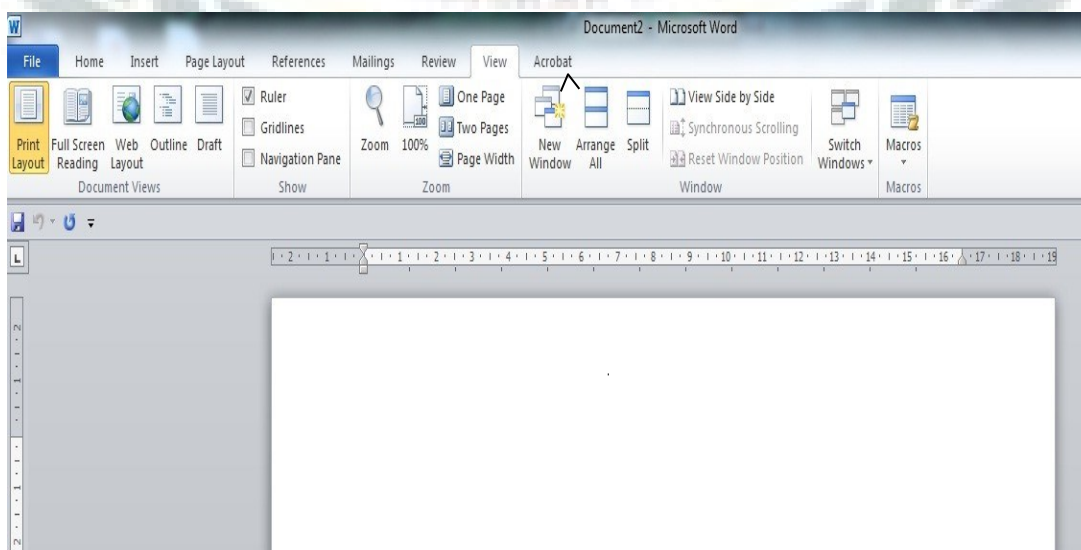
- **Print Layout :** To go to the Print Layout, we need to click on the file tab and then the Print option. The various print menus as displayed below:
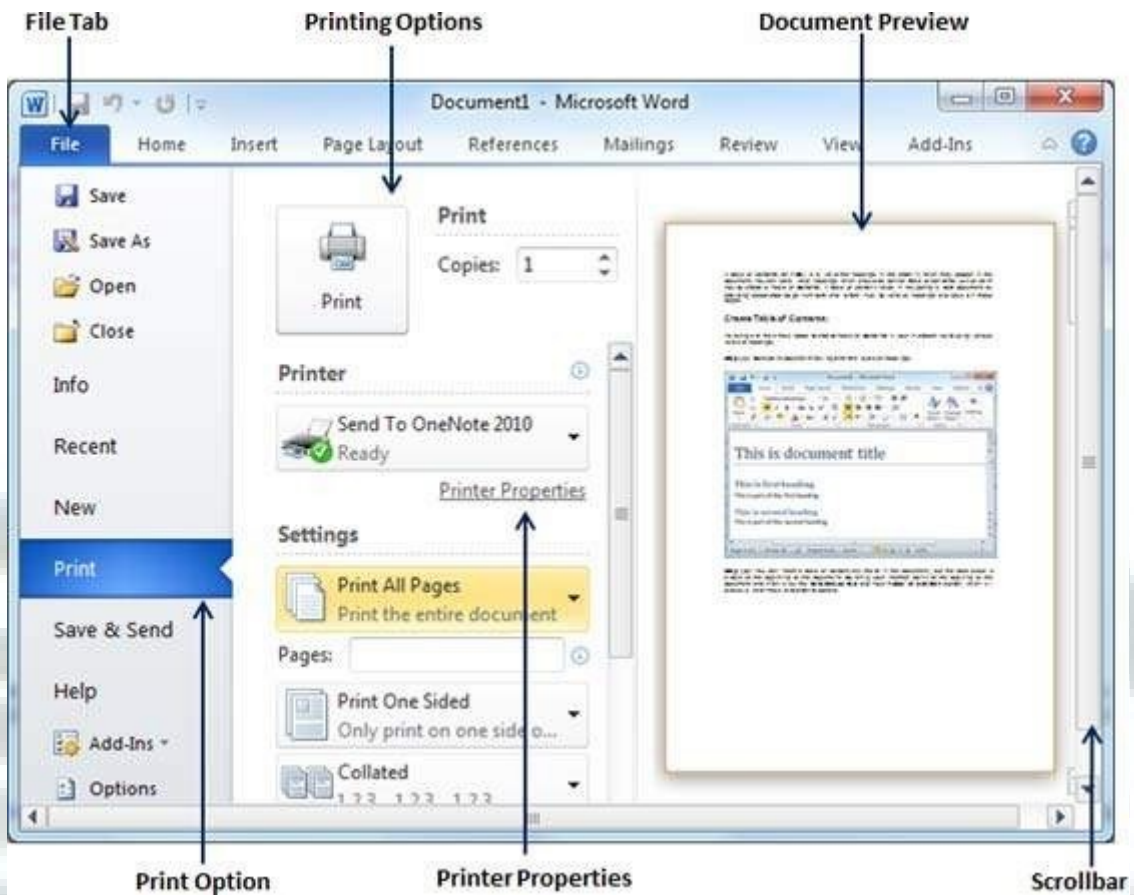
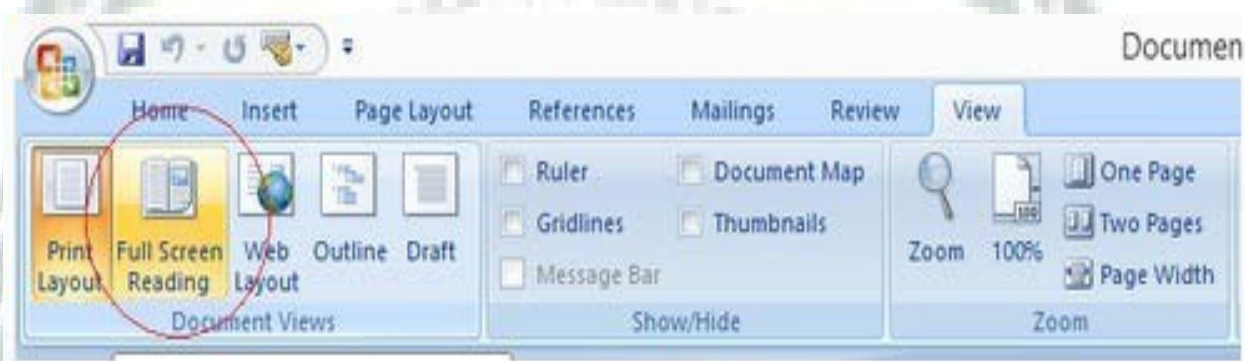The Print Preview is show in the right pane of the window.

Here, we can select the type of Orientation we need our document to be printed on. Two orientations are available –
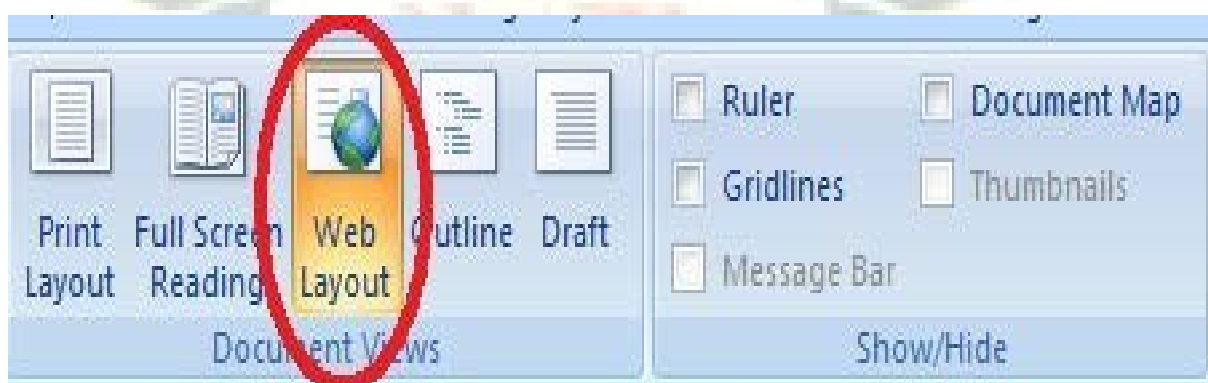
- ☐ Portrait
- ☐ Landscape

- **Full Screen :** To view a document in full screen mode, we need to follow the given below steps:

  - ☐ Click on the View tab
  - ☐ Click on the "Full screen reading" button

- **Web Layout :** The Web Layout view is used to conceptualize how our document appears when it is published to the web. This view provides only approximation and not an exact match.
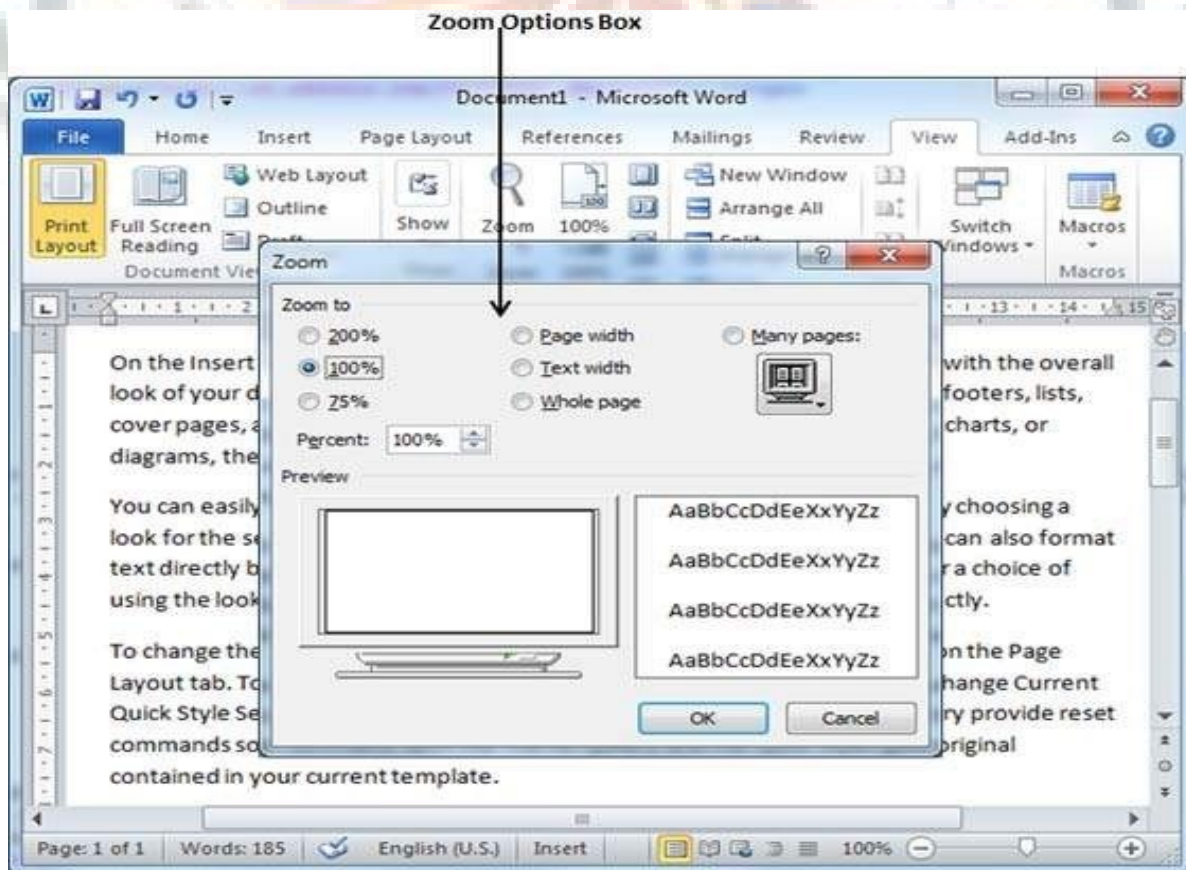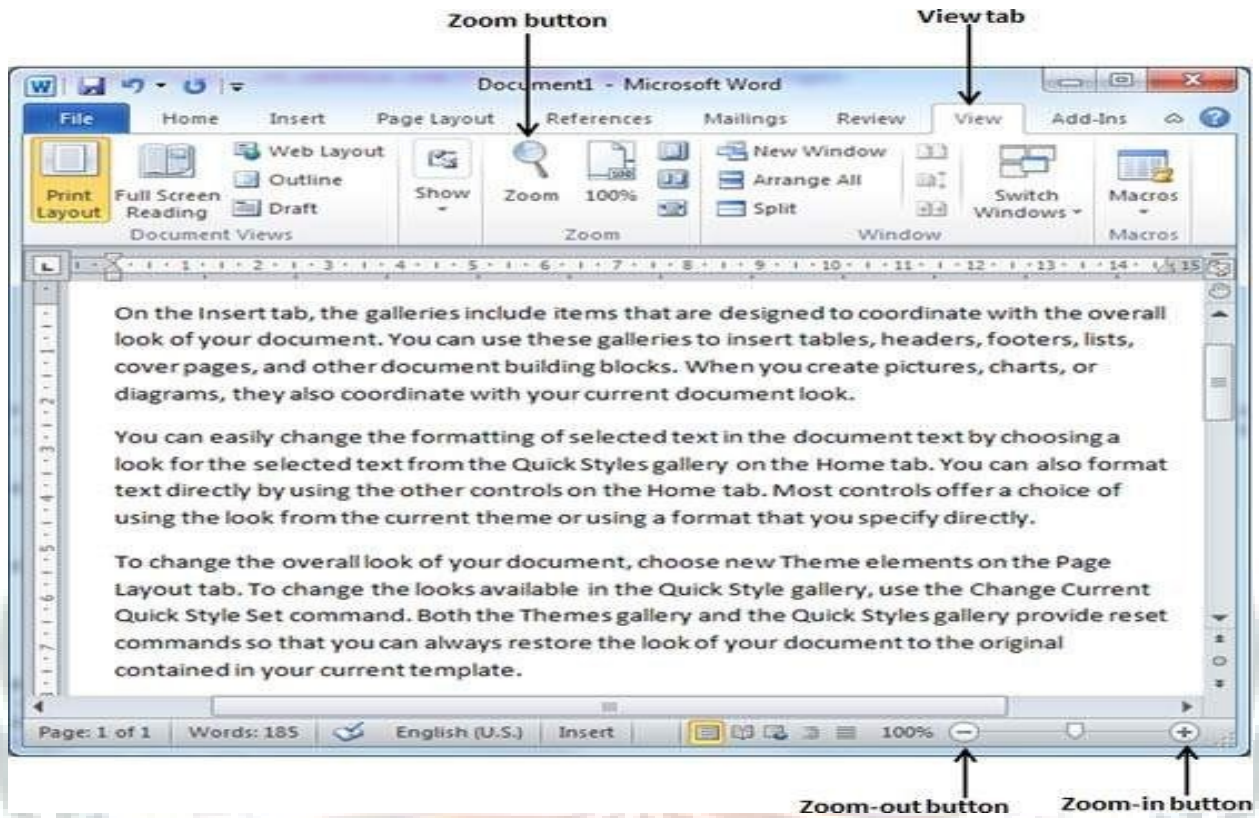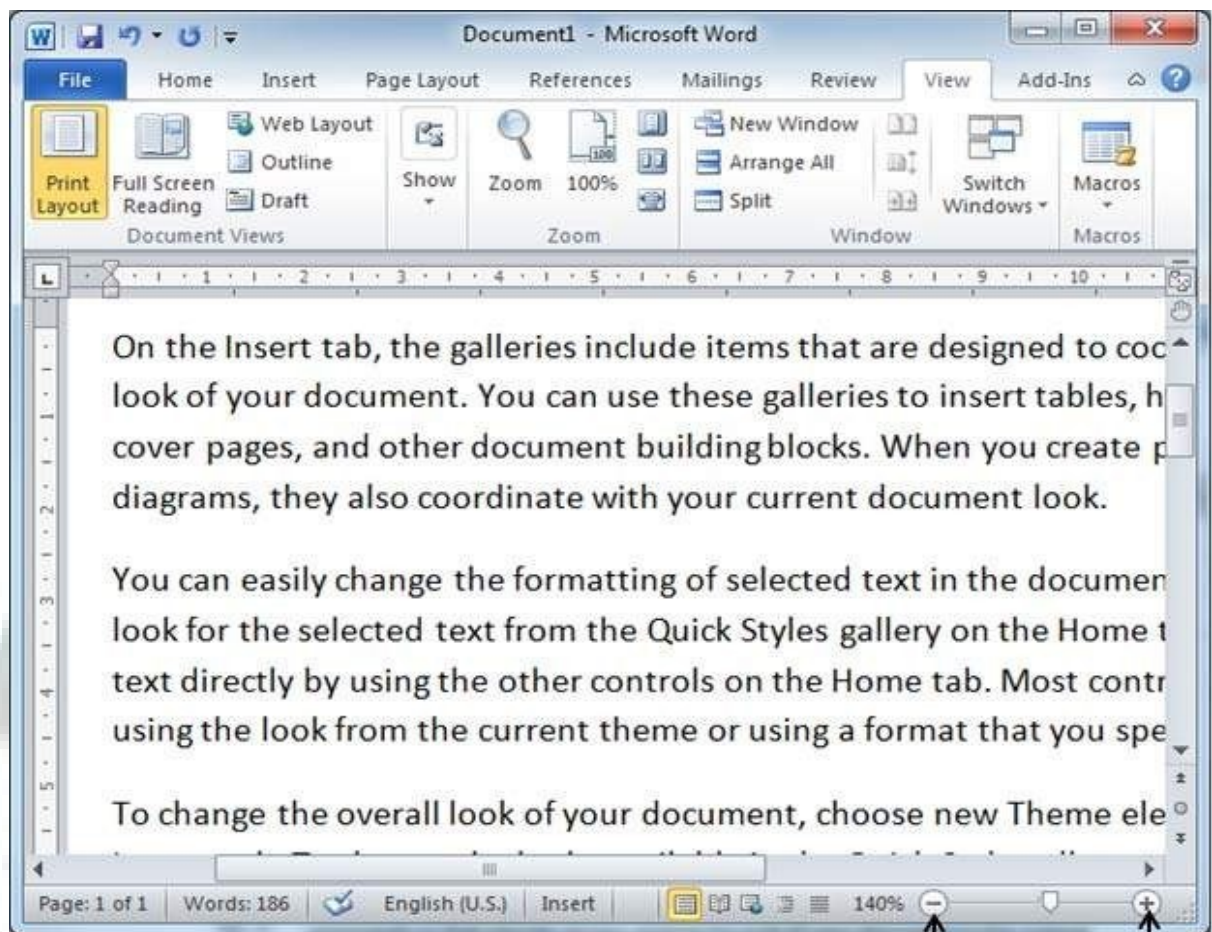
Go to – VIEW > Web Layout

The Web Layout view is encircled in red.

- **Zooming:** Zooming i.e. Zoom-in and Zoom-out enlarges and reduces respectively the size of the texts.

Go to – View > Zoom

Zoom button

View tab

Zoom-out button

Zoom-in button

Zoom Options Box

Zoom-out button   Zoom-in button

In the above given image, dragging the control at the bottom right, to the left reduces the text size and dragging to the right increases the text size.

- **Ruler: We** can use the horizontal or the vertical rulers in Word to align text, graphics, and other elements in our document.

The ruler appears only when it is turned on. To turn on this option follow the given below steps

- ☐ Click on the File tab
- ☐ Click on Words Options (for MS Word 2007)
- ☐ Click on Advanced
- ☐ Click on Display and then **Some of the important shortcuts are given below:**

- ☐ Open a file – CTRL + O
- ☐ Create a new document – CTRL + N
- ☐ Close a document – CTRL + W
- ☐ Save a file – CTRL + S
- ☐ Display the 'Save as' dialog box – F12
- ☐ Copy – CTRL + C
- ☐ Paste –CTRL + V
- ☐ Cut – CTRL + X
- ☐ Undo – CTRL + Z
- ☐ Redo or repeat an action – CTRL + Y
- ☐ Cancel an action – ESC

➢ LAB WORK

➢

- ☐ 1. Open MS Word and write Five sentences about yourself and save the file with your name on the Desktop.
- ☐ 2. Open the file that you have just created write two more sentence about your parents and save the file with the name My Family in D: drive.
- ☐ 3. Open the file that you have just created and set the page, margin and orientation of the document for printing on a normal A4 size paper.
- ☐ 4. Open the file that you have just created and increase the font size to 16, font style Calibri and save the file with the name My File in a folder.
- ☐ 5. Create a new file say Ruler and write Five points (1 to 5) about your country. Now adjust the space between the text and the point number using the Ruler handles

CH-5
More On MS PAINT

- **<u>Focus Of the Chapter</u>**
  Polygon Tool
 Curve tool
  Colour picker tool
  Magnifier tool
  Brushes tool
  Text tool

<u>Key Words</u>

- **Polygon -** a shape with three or more sides

- **Magnifying Glass** – a tool that gives an enlarged view of an object

- **Text** – a group of letters or words that we type using the alphabet keys

- **Text box** – a dotted box inside which we can type text in paint

Steps To open Paint Brush

Click Start-> All Programs □Accessories□ Paint.
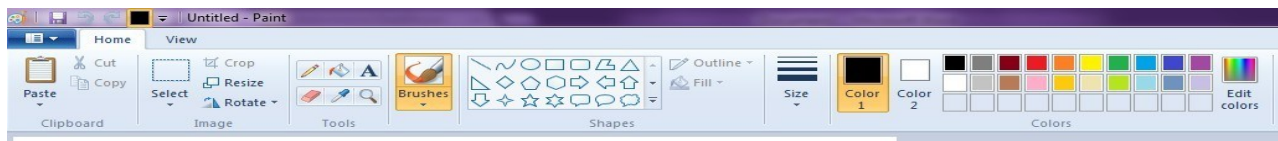
Options on Home Tab- Paste, Cut, Copy, Select, Crop, Resize, Rotate, Brushes, Shapes, Line, Color options

 This tool draw a freeform line with the selected line width.

| Width of the free form line |

To draw a free form line.

1. Click the pencil tool in the tool box.
2. Select a colour from the color box.
3. You can change the thickness of the line by selecting the lines given in the line patterns.

| Colour of the |

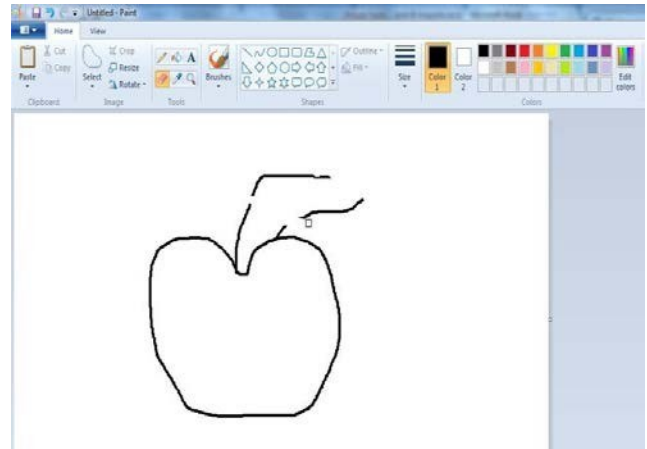| Using pencil |
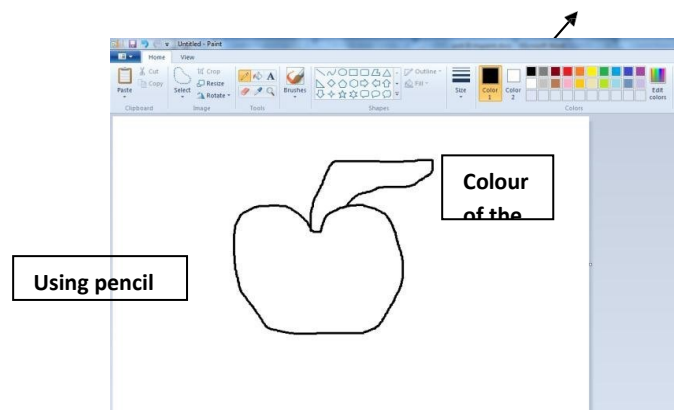
Eraser/Color Eraser-

This tool is useful for erasing part of the image.

To erase an image

1. Select the eraser tool from toolbox.
2. Increase the size of the eraser from size line given in the toolbox.
3. Hold the eraser where you want to erase a part of the image or whole image.

ill With color- This tool help to fill an area or object with selected colour.

Fill with color

1. Select a fill with color tool from toolbox.
2. Choose a color you want to fill in a picture from colour platelets.

3. Click fill with colour tool in the image.
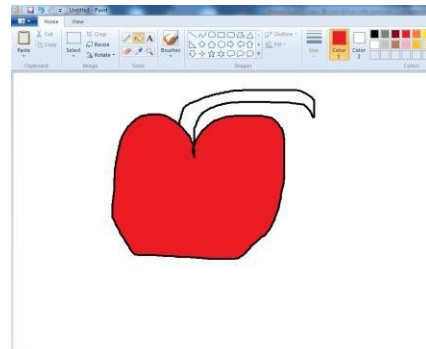
Pick Color-By this tool, Color is selected from one part of the object and can be used to color other areas. Left click is used for back color and right click for foreground color.
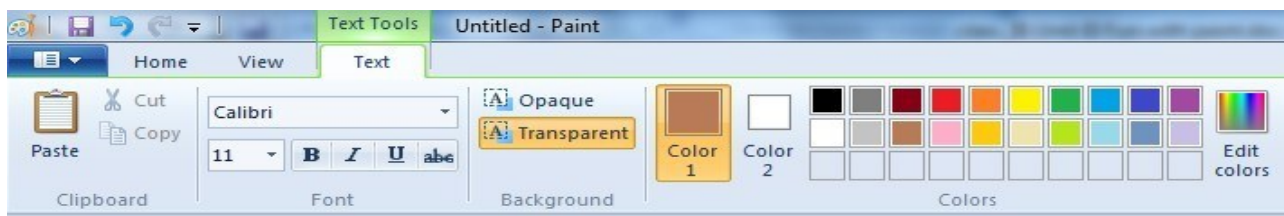

Before Selecting pick color- Back and front color After Selecting Pick color- Back and front color

Brushes tool

Coloured with fill with colour

Using Airbrush.
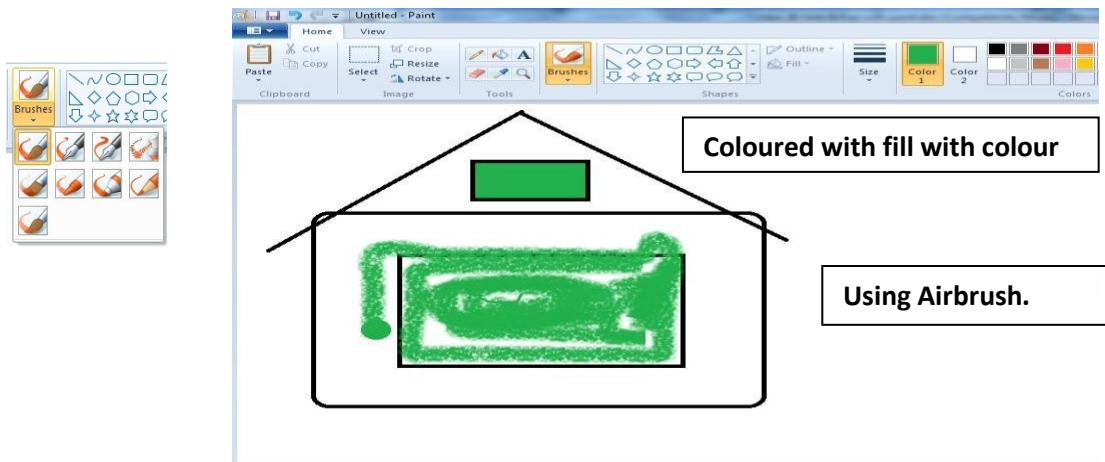
**A** **Text-**To add text to the drawing.

Steps to add Text

1. Click the text tool in the tool box.
2. Create a text frame by clicking and dragging the mouse pointer across.
3. Then Text tab will be appear on the top as menu shown above.
4. Choose the font style, size from the font toolbar.
5. Click in the text frame, and type your text.
6. To change the colour of the text, click a colour in the Color box.
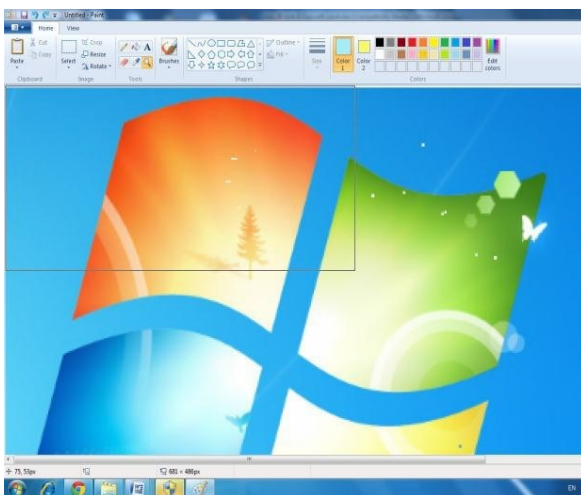7. Click outside the text frame, once text has been done.

Shapes- To draw different shapes click on the shape you want to draw and drag the pointer across the drawing area.
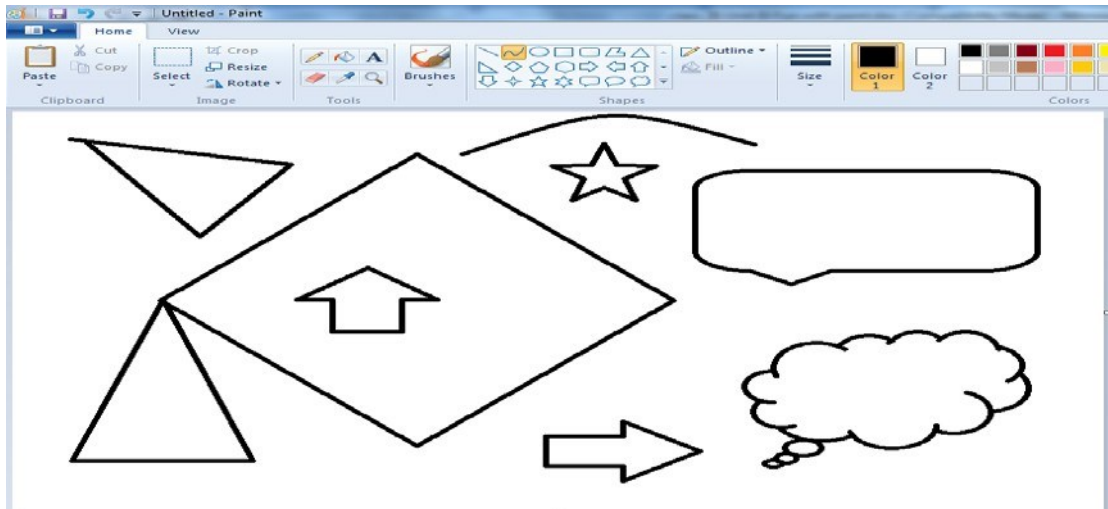
 Magnifier- is used to see the picture or object in enlarged form. Choose a magnifier the left click mouse button will ZOOM In and right click will ZOOM
OUT the picture.

Magnifier- ZOOM OUT	Magnifier- ZOOM IN