CLASS-4   **LESSON PLAN**   **SUB: Computer**

3..Editing in MS Word 2010

Focus of the Chapter
1. Selecting text
2. Inserting text
3. Overtyping text
4. Deleting text
5. Using Undo & Redo commands.
6. Copying & moving text.

Keywords

- **Editing** – Making changes to the next in a document.

- **Default mode**- An option that a computer uses if you do not choose a different one

- **Selection bar**- The space to the left of the text where the mouse pointer changes from an I-beam to an arrow.

INTRODUCTION TO WORD PROCESSOR

Word processor processes words, paragraph, pages and entire papers. The first word processor were basically computerized typewriters, which did little more than place character on a screen, which could then be printed by a printer.

Modern word processing program includes features to customize the style of text, change the page formatting and able to add header and footer, page number etc.

Some example of word processing programs includes Microsoft Word, WordPerfect, AppleWorks and OpenOffice.org.

INTRODUCTION TO MS-WORD

Ms-Word - It is a program that is used for typing text. It is a part of MS-Office package developed by Microsoft Corporation.
Ms-Word is part of Ms-Office Package which consists of MS-Excel, Ms Powerpoint etc.

WHAT CAN WE DO WITH THE TEXT IN MS-WORD?
- You can change the writing style, size, colour of the text.
- The text can be highlighted by Bold, Italics and can be underline.
- Spelling and grammars are checked and converted automatically in MS- Word.

CREATING DOCUMENT

In Word, we can create document by typing the text. The text we type is displayed on the screen. When the text reaches the end of a line, Word automatically moves

to the new line and continue.
- Press the SPACE BAR, to give space between words.
- For a new line or paragraph, press the ENTER Key.
- If we want to delete a word or line, we can use Backspace or Delete keys.

TO CREATE A NEW MICROSOFT WORD DOCUMENT

1. Click on start ☐ Program Microsoft Office☐ Microsoft Word to open Microsoft Word 2010.
2. Select File☐ New or press CTRL+ N to open a new document.
3. Place the insertion point at the location where we want to type the text.

COMPONENTS OF MS-WORD 2010
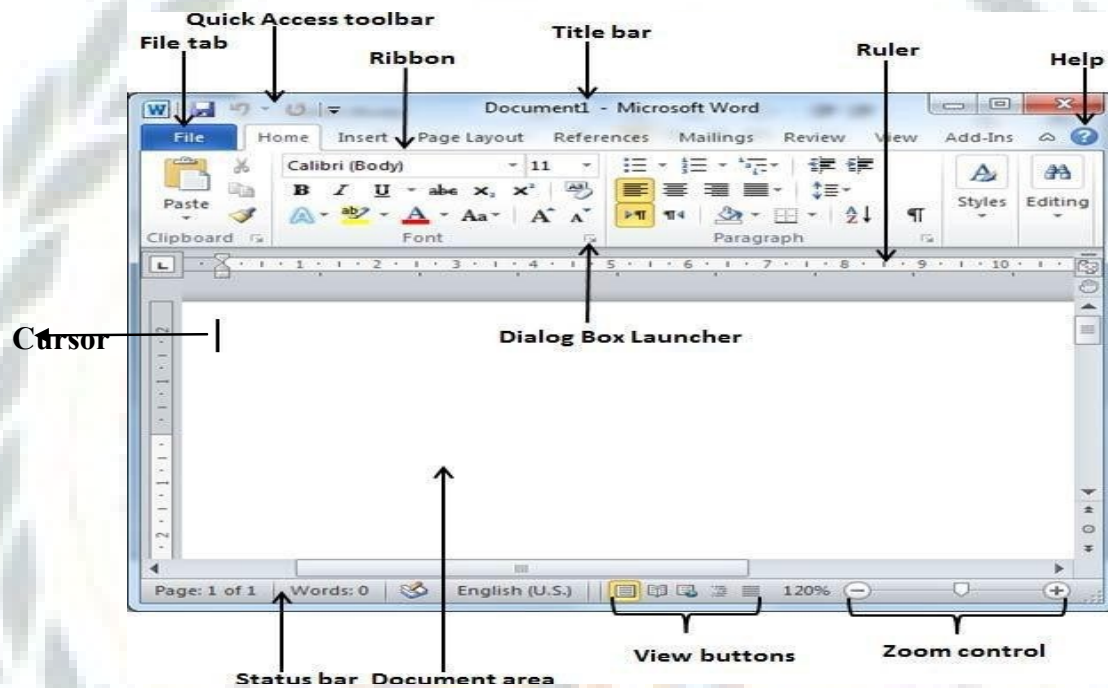
Editing the Word document

Select the text

Select means choosing the text to be formatted. Just bring the cursor in the beginning of the text, we want to select.

Press left mouse button☐ Drag the mouse till the end.

The background of the selected text will become black and we will see the selected text in white colour.

□ Changing the size of the text.
1. Select the text by putting the cursor in the beginning of the text drag it at the end.
2. Choose the size by clicking on the arrow besides the font size box.

Default Font size is 12.

After selecting the text use Ctrl+] and Ctrl+[

Copying and Moving

□ Moving means to remove(cut) the selected text or graphic from one place and paste it on another location.

Copying means to make a copy of the selected text or graphics and insert it to another place leaving the original unchanged.

Cut – Cut operation will remove the content from its original place and move it to new desired location.

Following is the procedure to CUT/COPY and PASTE the content in word.
1. Select a portion of the text using any   of the text selection methods.
2. Press Ctrl+C for Copy or Press Ctrl+X for Cut.
3. Place the cursor at the desired location where you want to paste the text and press Ctrl+V

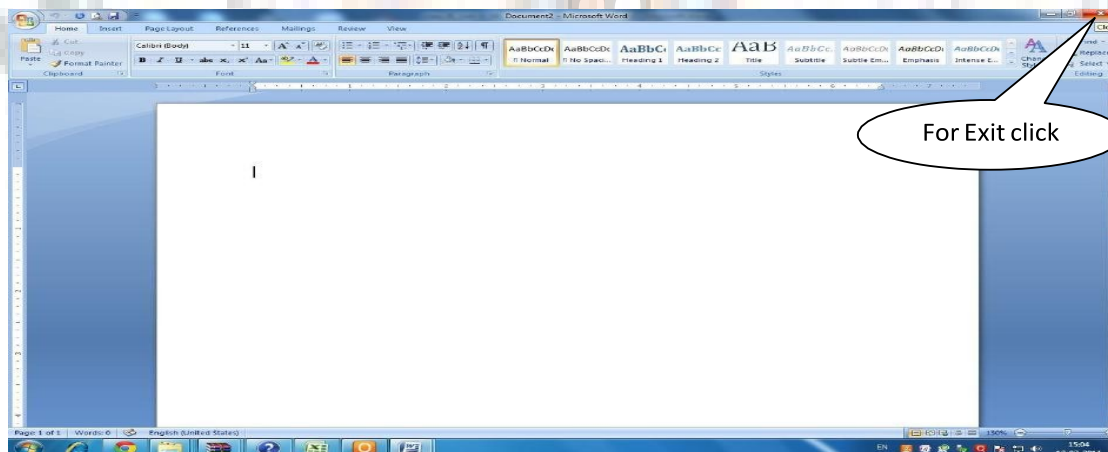### Saving the Document- To save a document ondisk

1. Click on office button tab. (Microsoft Word 2007 is used)
2. Drop down menu will be displayed click on the save option.
3. The Save as dialogue box will be displayed to type a name for the document.

CLOSING WORD

Click the Office tab ☐ close button.

To close word file, click on close button

EXIT FROM WORD

For Exit click
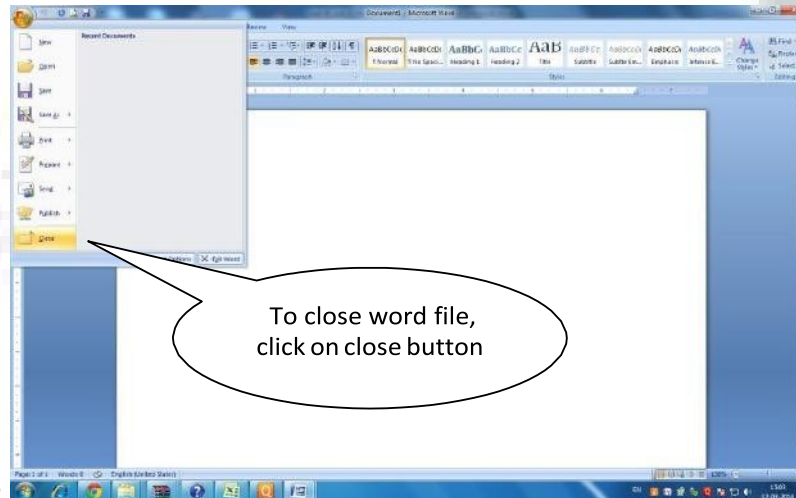
1. We can exit from MS Word by using close button of MS Window.
2. Or, by clicking on Office tab -> Exit option.

1. Type ten lines on about your school in Font size 16 and font face as Arial.
2. Type your favorite poem in font size 30 and font face as Times New Roman.

- ## **CHECKPOINT**

1. Making changes to the text in a document   **Editing**

2. the default mode in word for working with text   **Insert**

3. the command to cancel the last action done in the document   **Undo**

4. the tab with the copy and paste commands   **Home**

Exercise Corner

A. Tick (✓) the correct answer.

1. Making the changes to the text in a document is called?
a. Editing ✓   b. Selecting _____
c. Copying____   d. Pasting____

2. Triple-clicking anywhere on the selection bar selects?
a. a word ____   b. a line of text____
c. the entire document   d. a paragraph ✓

3. To select text till the end of the line, press
a. CTRL +A ____   b. SHIFT + END ✓
c. SHIFT + HOME ____   d. CTEL + C____

4. CTRL + Y is the shortcut for?
a. Undo____   b. Redo ✓
c. Copy_____   d. Paste _____

5. The command used to select text at both the location is
a. Copy____   b. Cut _____
c. Undo_____   c. Paste ✓

B. Name the keys you will press to select the following.

1. Text till the end of he lines   **SHIFT + END**

2. Text till the beginning of the line   **SHIFT + HOME key**

3. The entire document   **CTRL + A**

4. One character to the right of the cursor   **SHIFT + RIGHT ARROW key**

5. Text till one-line down   **SHIFT + DOWM ARROW key**

C. Fill in the blanks.

1. Selected text is highlighted in **<u>Blue</u>**

2. The mouse pointer is in the shape of an **<u>I</u>** inside the document area

3. In the **<u>over type</u>** mode, the text you type replaces the existing text.

4. To delete a paragraph, select it and press either the delete key or the **<u>Backspace</u>** key.

5. The copy and **<u>Paste</u>** commands are used to copy text

Class IV   **worksheet 3**   **Computer**

1. **Tick ( ) the correct answer.**
   1) Which of the following can a slide contain?
      a. text   b. images   c. sound and videos   d. all of these

   2) when a series of slides is presented one after another, the presentation is called a
      a. slide view   b. slide sorter   c. slide bar   d. none of these

   3) Which tab displays all of the slides in a small view?
      a. slide tab   b. file tab   c. inserts tab   d. ribbon

   4) Which key will you press and hold to select non-adjacent slides you want to delete?
      a. ALT   b. ENTER   c. CTRL   d. ATL

   5) Which of the following is the first thing you would do to make changes to a picture?
      a. Delete the picture   b. Copy the picture
      c. Select the picture   d. Paste the picture

   6) Which option will you use to remove part of the picture?
      a. paste   b. Copy   c. Select all   d. Crop

   7) In which of the following options will make a picture appear slanted?
      a. Image   b. Clipboard   c. Tools   d. Shapes

   8) Which option helps you to make copies a picture?
      a.Resize   b. Skew   c. Copy   d. Cut

2. **Write True or false**

   1) PowerPoint 2010 is a part of MS office Package   _____

   2) A PowerPoint presentation consists of pages called slides   _____

   3) When a series of slides is presented one after another, the presentation
      Is called a slide show.   _____

   4) The slide pane is the main working area   _____

   5) The title bar is located at the bottom of the PowerPoint window .   _____

   6) You can crop a picture ,delete it, resize it or copy it   _____

   7) Free-form selection is used to select an irregular part of a picture.   _____

   8) The delete option removes the selected part of a picture   _____

3. Fill in the blanks.

1. The title bar is located at the _____ of the PowerPoint Window .
2. The _____Tab displays only the text written in a slide .
3. You can use the _____view button to view slides one by one.
4. Press the _____ Key on the keyboard yo start a slide show from the first slide.
5. Use the _____tool to select a part of the picture that you want to change.
6. To select an irregular part of the picture , click on _____selection.
7. Use the _____option to flip a picture of a part of it .
8. Use the _____ option to paste an existing picture into paint.

4.Match the following.

1. to run a slide show

2. to close a presentation

3. to see all the slides in a series of rows

4. to run a slide show from the beginning

5. to insert pictures