

Unit 1

1. What is editing the document?

Undo and Redo:

❖ Undo:

If the undo button is pressed then the last change made is deleted and the original text is displayed.

Undo can be done in two ways:

- Click undo button.
- Press ctrl+Z.
- Click the undo command from the Home menu.

❖ Redo:

If the Redo button is pressed then the changes made will be displayed in the document.

Undo can be done in two ways:

- Click redo button.
- Press ctrl+Y.
- Click the redo command from the Home menu.

2. Types of formatting documents?

The document is aligned in various formats. Some of them

- a) Formatting of Font,Font size, Font type and Font style.
- b) Paragraph Indents
- c) Paragraph Alignments
- d) Auto format
- e) Bullets and Numbering
- f) Table and grid lines
- g) Header and footer
- h) Line Spacing

3. MS-Ward?

MS-ward rotten called is a graphical ward processing program that users can type with it is made by the computer company Microsoft. Its purpose is to allow users to type and save documents similar to other word processor it has helpful tools to make documents.

4. What is working with menus?

System means can also hold custom commands for example for navigating between application's windows content menu is shown for the selected objected or control by right clicking it and holds items specified to the current context. Context menus are also called popup means or sturtcut menus.

5. What is a files?

A computer file is a computer resource for recording data discretely in a computer storage device.

A collection of information or material on one subject that is stored together in a computer on a disk with a particular name.

Any of several different types of counts used to store papers, letter and other document.

6. Editing?

Editing is the process of selecting and preparing writing, photography, and visual, audible and film media used to convey information.

The editing process often begins with the author's idea for the work itself, containing as a collaboration between the author and the edit as the work is created.

7. What is view?

A filter that allow users to embed content lists generated by the views module into node bodies and block using relatively simple tag syntax.

8. What are the Microsoft office file formats so complication?

Use a simplex format for writing fills if you merely have to produce office documents programmatically there's almost always a better format then the office binary formats that you can use which word missing a beat.

9. Where are the table tools? Office support?

You may want to be change the design of an excel table pivot table or refresh their data or some options for them if you see the table tools or pivot tools on your worksheet, do this if you we selected an excel table, you'll see the table tool with a design tab.

10. How to find and replace the Text in MS word?

Have your ever finished typing a letter report or presentation only to discover that you misspelled a person's name or had the wrong company listed multiple times throughout your word's find and replace feature. You can quickly locate and replace text let's see how it works.

11. Printing a document with a header and footer?

Text inserted in the top margin of each page of a document is called a header and text inserted in the bottom margin is called file name, text of up to 16 double byte or 32 single - byte characters can be inserted into these areas.

12. How to checking setting grammar option?

Word includes a full featured grammar checker that allows you to check your document (or a section of it) for common grammar mistakes. Each potential error is displayed and you are given the opportunity to make changed.

UNIT 3

1. What is MS PowerPoint?

PowerPoint is a Microsoft presentation programs chart creates a slide show of important information chart and images to display during a presentation.

2. Which key can be used to view slide show?

F5 is a probably the most of them used function key in PowerPoint. You can quickly see how your slide show looks in full screen.

3. What are the feature of PowerPoint?

- Adding smart art
- Inserting shapes
- Inserting an image
- Slide transition

4. What is purpose of slide show views?

Slide view are used to view slide in pour different modes such as normal slide sorter, reading and slide show.

5. What is the slide show sorter view?

In this view one can see slide in a sorter view therefore one the facility to view all of the slide in a single view.

6. What is meaning of custom animation?

Custom animation is a set of affects which can be applied to object in PowerPoint so that they will animate in the slide show.

7. What is the function of custom animation?

Ads or change animation effects on the current slide. Animation is feature that makes the objective inserted on the slide move. You can highlight important part or make the presentation more lively if you apply animation effects to objective.

8. What is the purpose of ribbon?

The ribbon is designed to help you quickly pint the commands that you need to complete a task.

9. What is the purpose of slide Tab?

Slide tab is used to view and work with the slide.

10. What is background view?

The background view is where you manage your files and the data about them creating savings, inspecting for hidden metadata or personal information and setting option.

UNIT 2

1)What are the Advantage of MSword?

The Advantage of MSword:

- Web page creation,
- Creating Mail merge,
- Working with table and indexes,
- Cut, copy, paste functions,
- Aligning of documents,
- Spelling and grammar check facility,
- Formatting documents,

➤ Insertion of pictures and documents.

2)How to open the word document?

Opening a word document:

Start-> programs-> Ms Office-> Microsoft word 2007

3)Write the components of MS-word window?

In word contain number of components. Some components are

1. Title bar
2. Menu bar
3. Standard toolbar
4. Scroll bar
5. Ruler

4)Write the menus in MS-word menubar.

- In menu bar contains number of menu. They are

Home	Mailings
Insert	Review
Page layout	View
References	Help

5)How to create the word document in different ways?

CREATING A WORD DOCUMENT

Word documents are the text documents may be files or letters or books.

- Start-> programs-> Ms Office-> Microsoft word 2007
- Then click the new from file menu.(File->New)
- Click the blank document and then create button.

The screen will automatically display the new document. Then typing the text. If the line will be end press the enter for next line.

Save the document with required drive or folder.(File->save)

Example: Select D drive and, Studies folder and type the file name.

D:\Studies\myfile1.doc,(document)

The extension .doc is automatic and need not be typed.

Creating New Document: File->New or Ctrl+N.

6)How to open the existing MS-WORD document?

Opening an existing Document: File->Open or Select the file and click.

7)How to Close the MS-WORD Document?

Closing the Document: File->close or Alt+f4.

8) How to save the MS-WORD Document?

- Saving the Document: File->Save or Ctrl+S.
- Save as method: File->Save as->Select folder or Drive-> Type name of the file->click save

9) How to Print the MS-WORD Document?

- Print the document :File->print or Ctrl+p.

10) How to Edit the MS-WORD Document?

EDITING

- Editing is the process of making modification in the document. Text can be *added, deleted, copied, and cut ,paste* operations can be done.
- Find and replace options can be used to change the letters.
- Spell and check grammar check can be done.
- The line will be started by pressing *enter key* and then *tab* key to set the initial space for the first line.
- The full sentence will be selected by placing the mouse pointer on the word and use the shift key and press -> arrow button.

Editing the document

1. Undo and Redo.
2. Moving the text.
3. Recently used File.
4. Formatting the text.
5. Editing command buttons.

11)write the some short cut buttons for editing document.

Editing short cut command buttons.

Left arrow	←	Move cursor to one character left
Right arrow	→	Move cursor to one character right
Ctrl+left arrow		Previous word
Ctrl+Right arrow		Next word
End		End of the same line
Home		Beginning of the same line
Up arrow		Line above
Down arrow		Line below
Ctrl+Up arrow		Previous page
Ctrl+Down arrow		Next page
PageUp key		Previous screen page
Page down key		Next screen page
Crtl+Pageup		Previous page top
Crtl+Pagedown		Next page top
Ctrl+Home		first line beginning
Ctrl+End		End of the document

12)how to insert object?

INSERTING OBJECTS

Graphics can be inserted in the word document. The graphics can be inserted using picture and clip art.

1. Insert → Picture
To insert a picture which are saved to our computer.
2. Insert→clipart
Click the clipart twice or select the art and click the insert button.

Now the picture and clipart will be inserted.

13) what are the options to format the documents?

FORMATTING DOCUMENTS

The document is aligned in various formats. Some of them

- Formatting of Font ,Font size, Font type and Font style.
- Paragraph Indents
- Paragraph Alignments
- Auto format
- Bullets and Numbering
- Table and grid lines
- Header and footer
- Line Spacing

14) write about Spelling and grammar check.

Spelling and grammar check

- It is used for check the words spelling and grammar.
- Type the word and click the following commands for checking the spelling.
- Review→Spelling and grammar check

15) write about Auto correct.

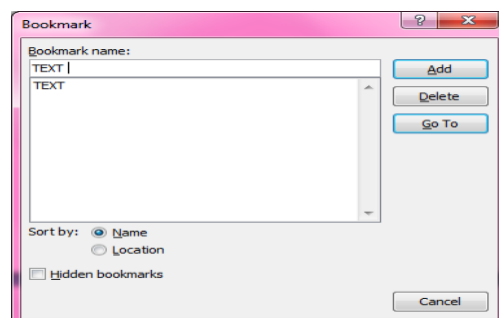
Auto correct

- If typing errors are done , then changes can take place automatically.
- For example, if you type 'teh', then it will be automatically changed as the .
- If you type 'adn'then it will be changed as 'and'.

16) write about book mark.

i) Book Mark

- Book marks are specific location in the Word documents and these are generally used to identify the locations of the tables, chapters and objects.
- Click Insert→Book mark→Dialog box→Enter book mark name→Click Go



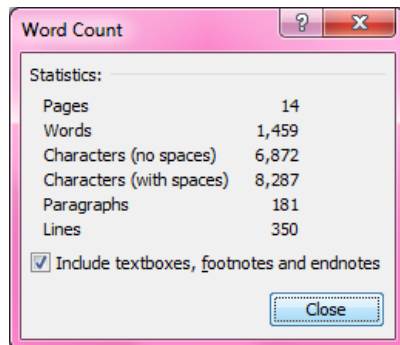
17) Write about Cross Reference.

- Cross reference is the reference to any other item.
- The item may or may not be in the same document.
- For this purpose hyperlinks are to be created.

18)Write about WORD COUNT

WORD COUNT

- It provides information relating to words, pages, etc.
- Word document is used to count pages, words, characters, characters with spaces, Paragraphs and lines in the document.
- Review → word count.



19) what is header and footer?

Header and Footer

- In insert menu select the header and footer command. Then dotted lines appear in the top of the page with small tool box.
- Type the required heading, insert time, date, use page number button.
- Click the footer section use the commands for date, time, page number etc.

20)What is the usage of Mail merge?

MAIL MERGE

- When the same letter or document is to be addressed to various people, the mail merge can be used. It is very useful and powerful addition in windows 98.
- Letters, envelopes and mailing labels can be printed in a beautiful manner.
- The master document and data files to be created and merged.
- Example:
Interview letters, business letters, circulars to be printed at the time number of agents and staff.