BHARATHIDASAN UNIVERSITY

Tiruchirappalli- 620 024

Tamil nadu, India

Programme: B.P.Ed., Physical Education & Yoga

Course Title :Computer Application in Physical Education

Course Code: 21BPE32

UNIT – 2

Microsoft Word

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Guest Lecturer

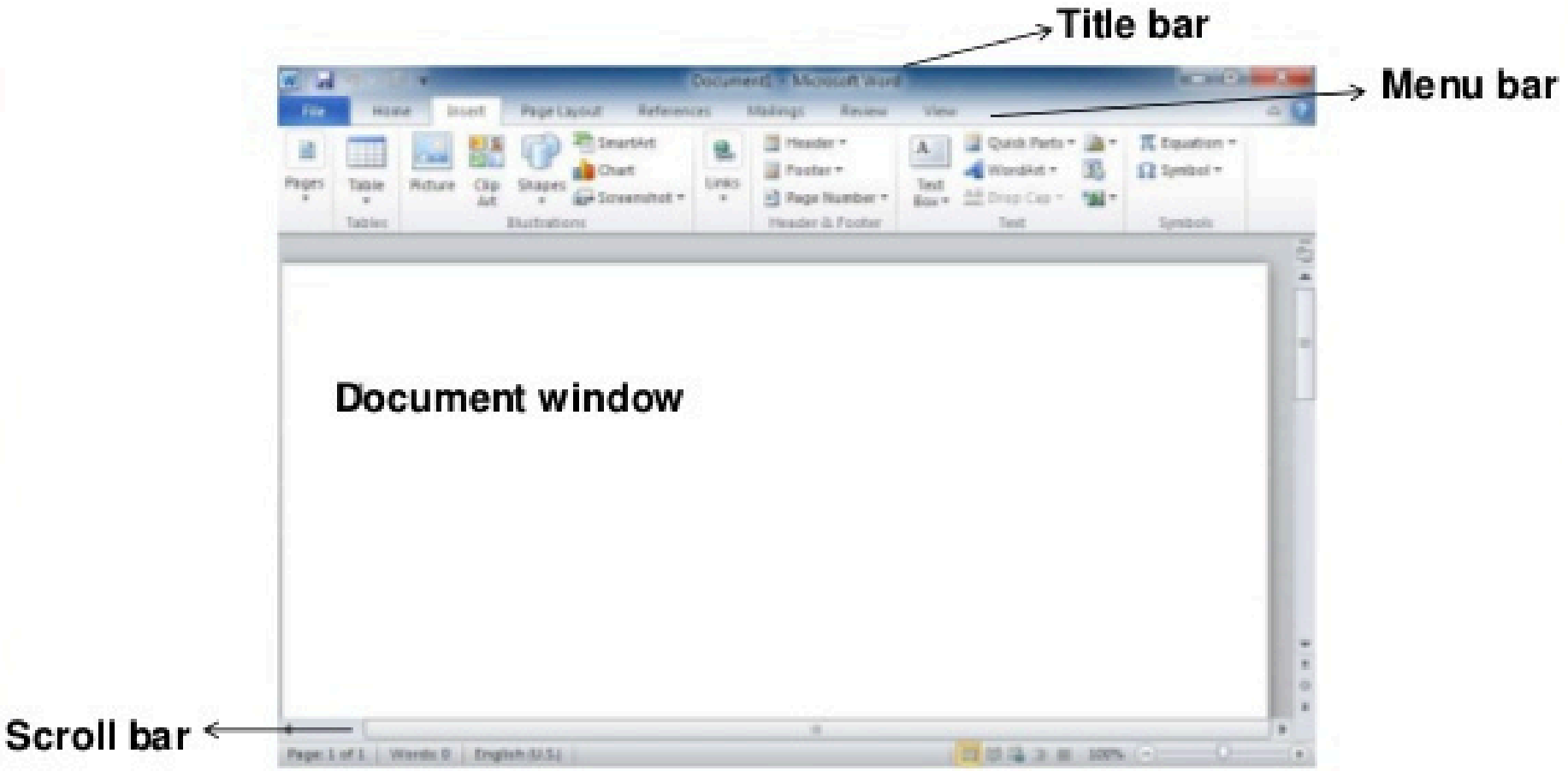
Department of Physical Education and Yoga

What is MS Word?

- MS Word is a word processing program used to create, format, save and print letters, reports, newsletters, manuscripts, signs, certificates other documents.

Introduction

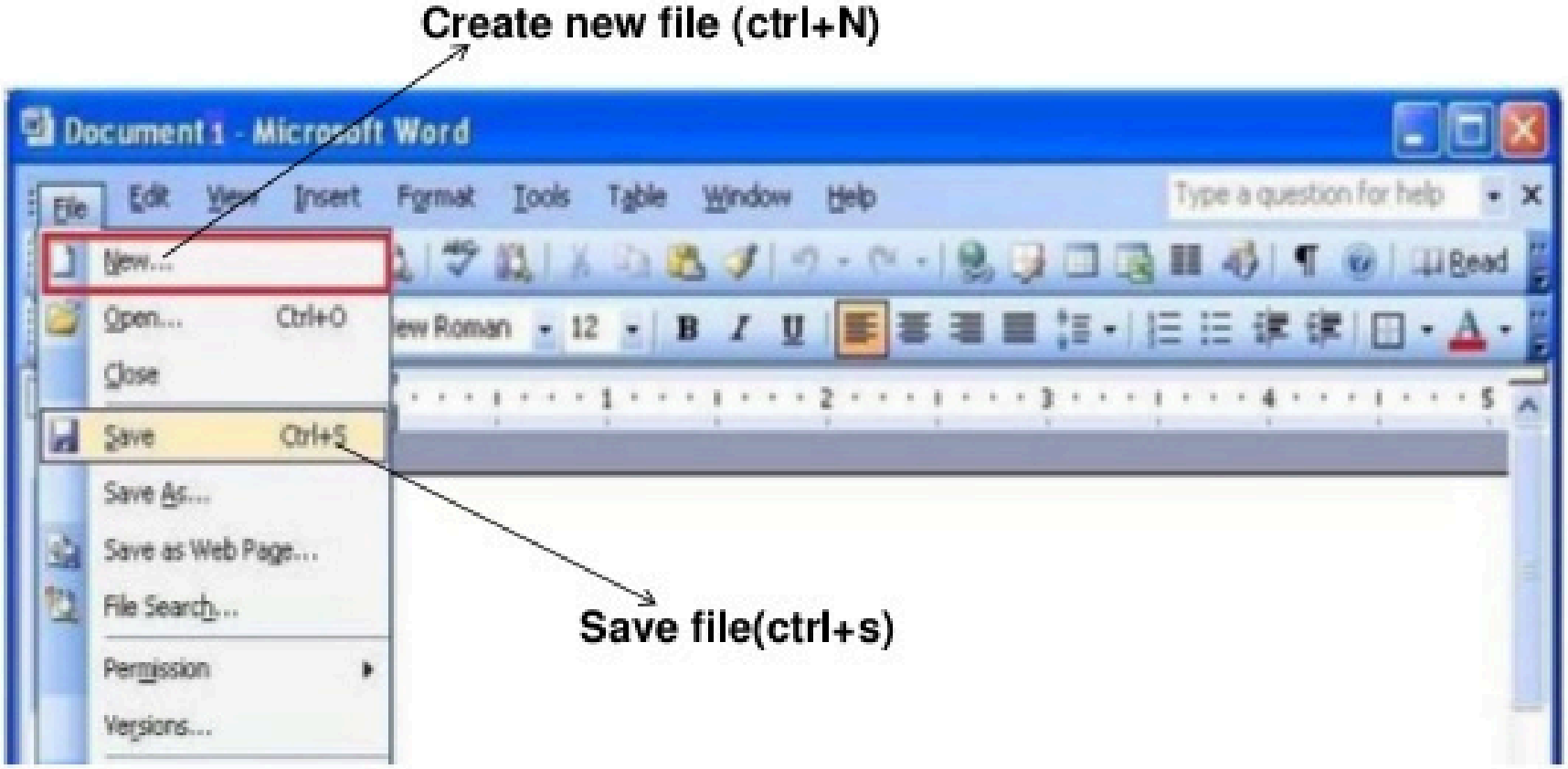
Microsoft Word (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type and save documents.



Features of MS Word

- Creating and saving a file
- Editing and formatting a document
- Paragraph formatting
- Inserting header and footer and Page number
- Checking spelling and grammar
- Subscript and superscript
- Inserting symbols
- Print preview and printing
- Inserting clipart, word art, and picture
- Page setting
- Bullets and number
- Border and shading
- Searching a word and replacing it by another word
- Inserting table

Creating and saving a file



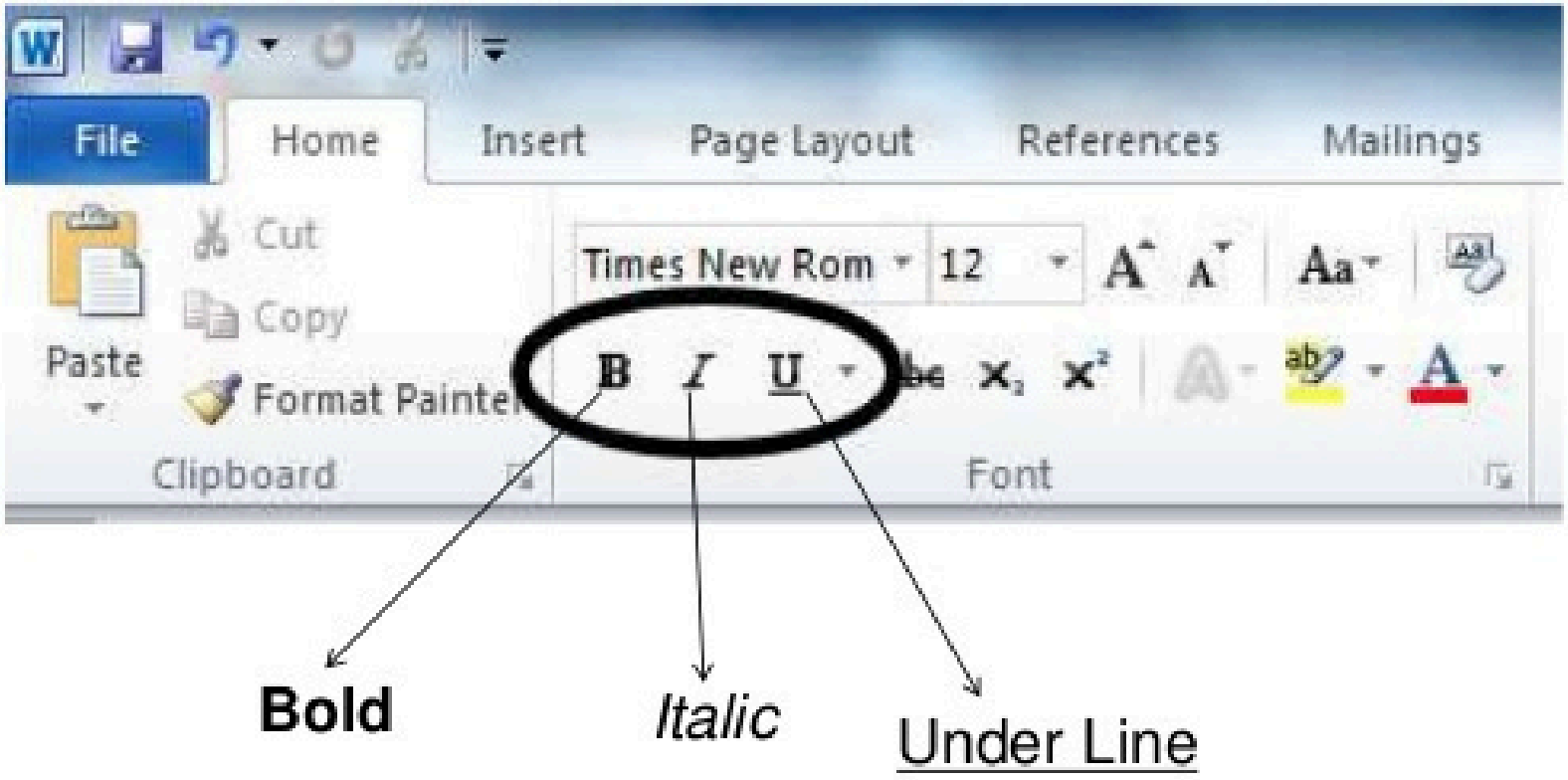
Editing involves all the activities closely associated with“ creating and changing the text in a document”.

Editing is one of the main and more difficult tasks in the composition of a written piece. Editing can only be successful with direct participation of the human writer. It involves a lot of word choice decisions, incorporating sentence structure ideas and keeping the general flow of writing moving towards the intended ends.

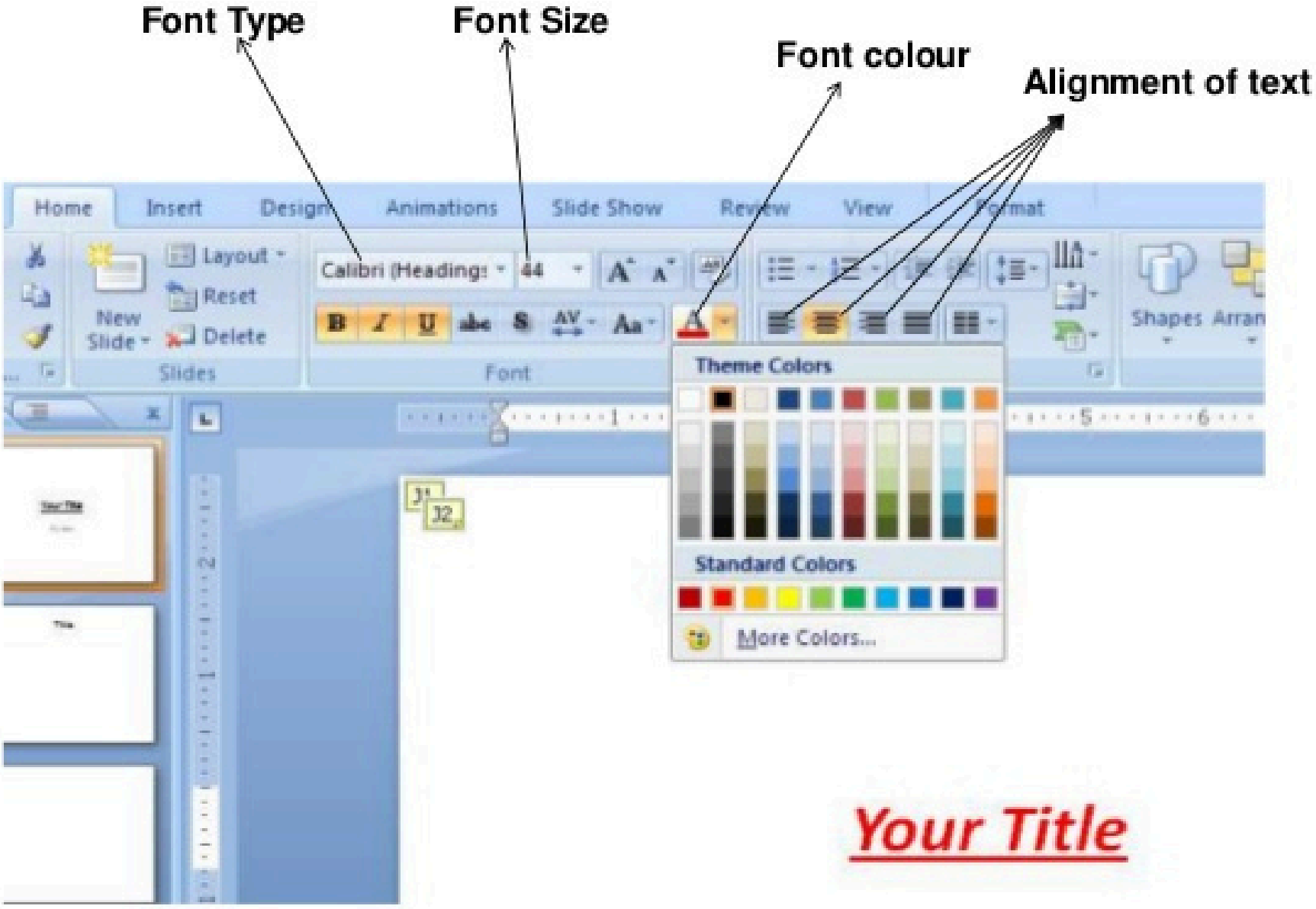
Formatting involves all the activities which alter the position and appearance of a documents elements (words, sentences, paragraphs)

The Format of a document is its layout and arrangement. Formatting is not such a time consuming activity, especially for a student’s essay

Editing and formating a document



Normal

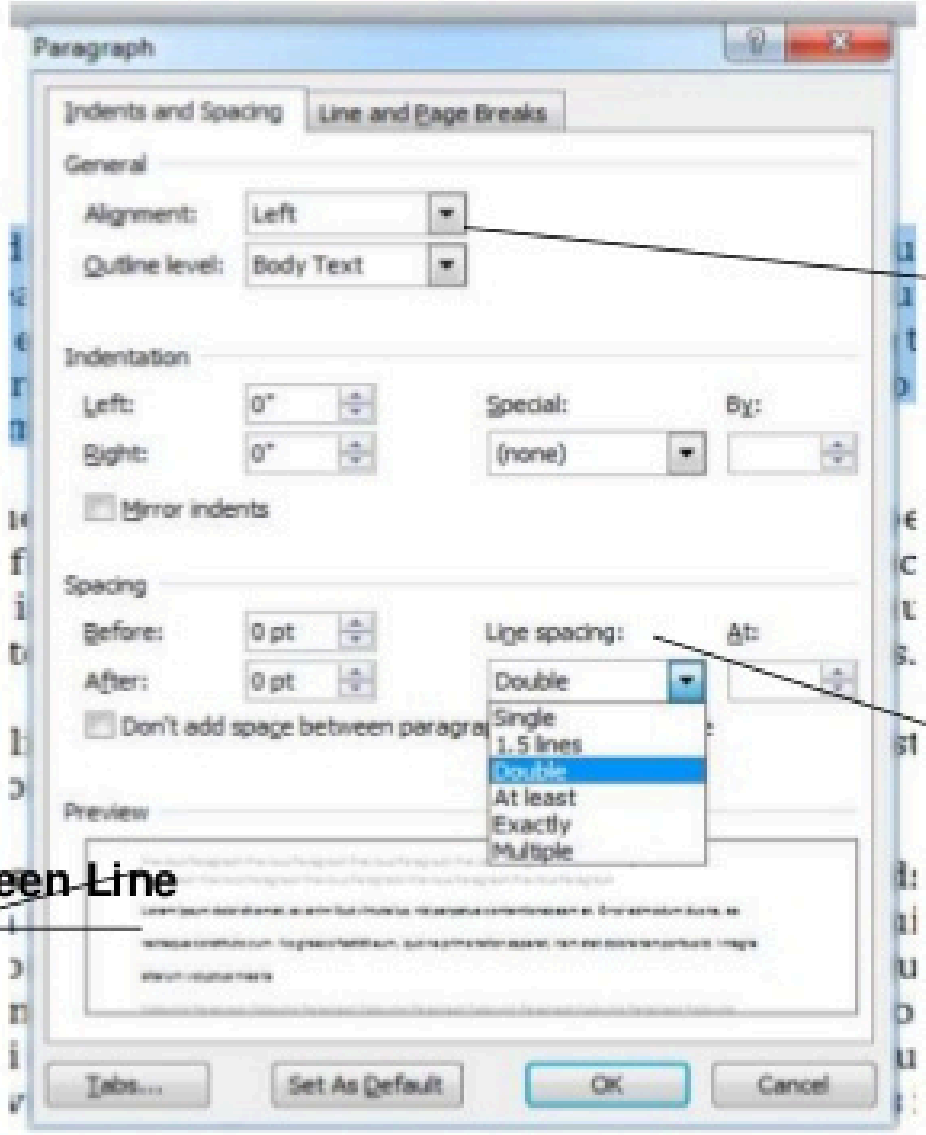

Font Type
Font Size
Font colour
Alignment of text
Home
Insert
Design
Animations
Slide Show
Review
View
Format
Layout
Reset
Delete
New Slide
Slides
Calibri (Heading:
44
Font
Shapes
Theme Colors
Standard Colors
More Colors...
Your Title

What is paragraph formatting?

A paragraph in Word is any text that ends with a hard return. Paragraph formatting lets you control the appearance if individual paragraphs.

For example, you can change the alignment of text from left to center or the spacing between lines form single to double.

Paragraph formating



Alignment of Paragrap

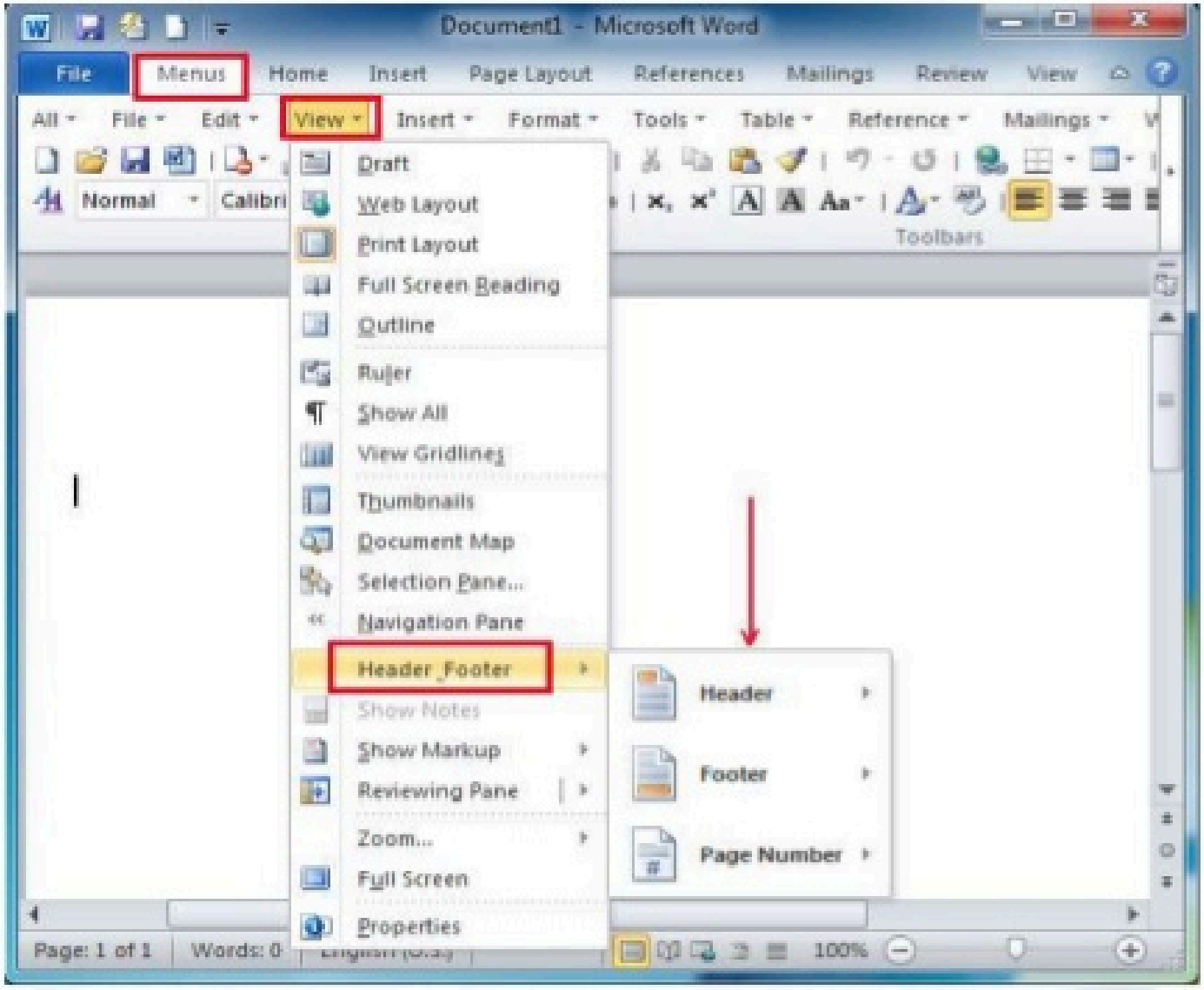
Line spacing in paragra

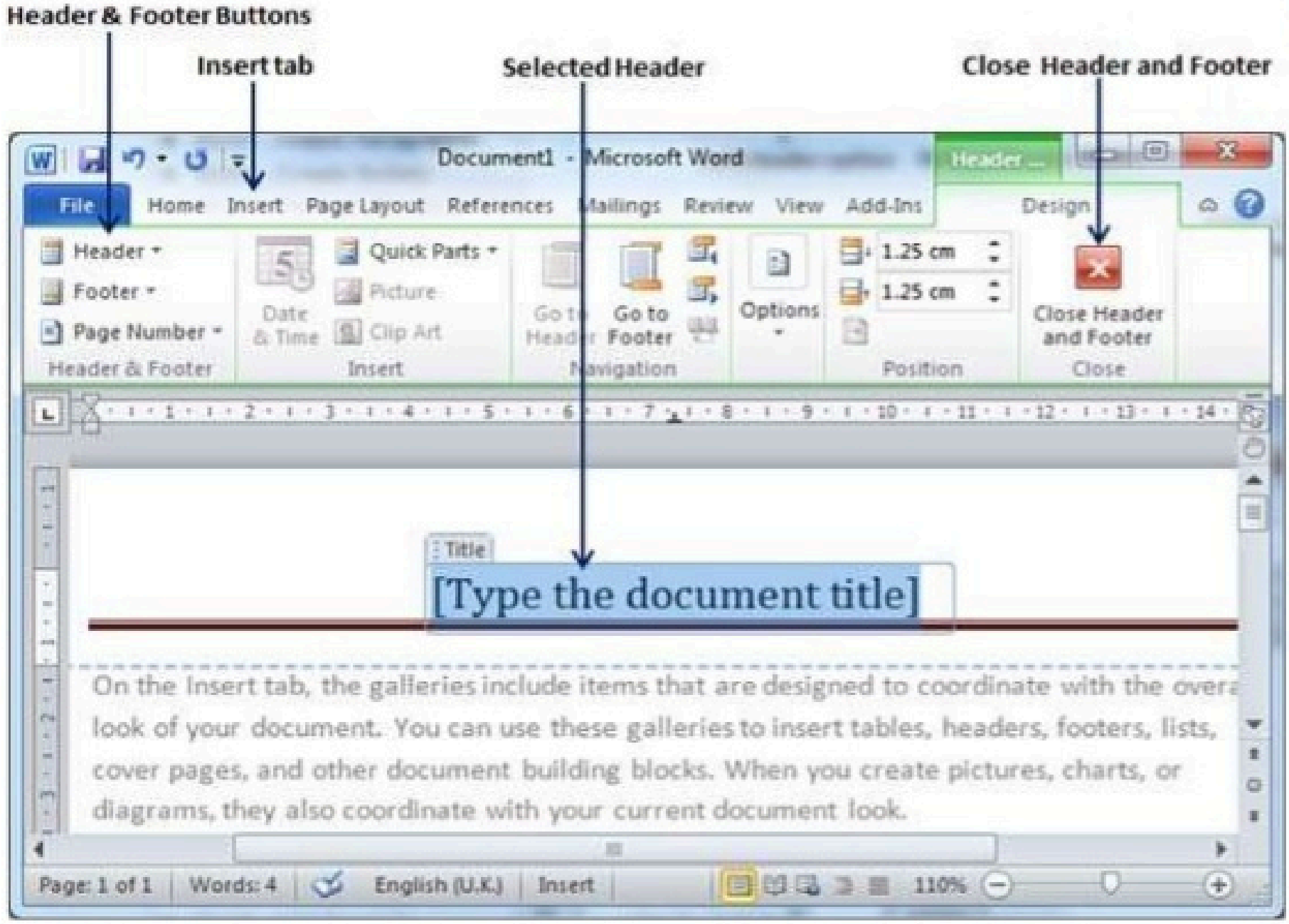
Space between Line

WHAT IS HEADER AND FOOTER?

The **header** is a section of the document that appears in the top margin, while the **footer** is a section of the document that appears in the bottom margin. ***Headers and footers generally contain information such as the page number, date, and document name.***

Inserting Header and Footer and page number




Header & Footer Buttons
Insert tab
Selected Header
Close Header and Footer
Document1 - Microsoft Word
Header ...
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Design
Header
Footer
Page Number
Header & Footer
Quick Parts
Picture
Clip Art
Date & Time
Insert
Go to Header
Go to Footer
Navigation
Options
1.25 cm
1.25 cm
Position
Close Header and Footer
Close
Title
[Type the document title]
On the Insert tab, the galleries include items that are designed to coordinate with the overa
look of your document. You can use these galleries to insert tables, headers, footers, lists,
cover pages, and other document building blocks. When you create pictures, charts, or
diagrams, they also coordinate with your current document look.
Page: 1 of 1
Words: 4
English (U.K.)
Insert
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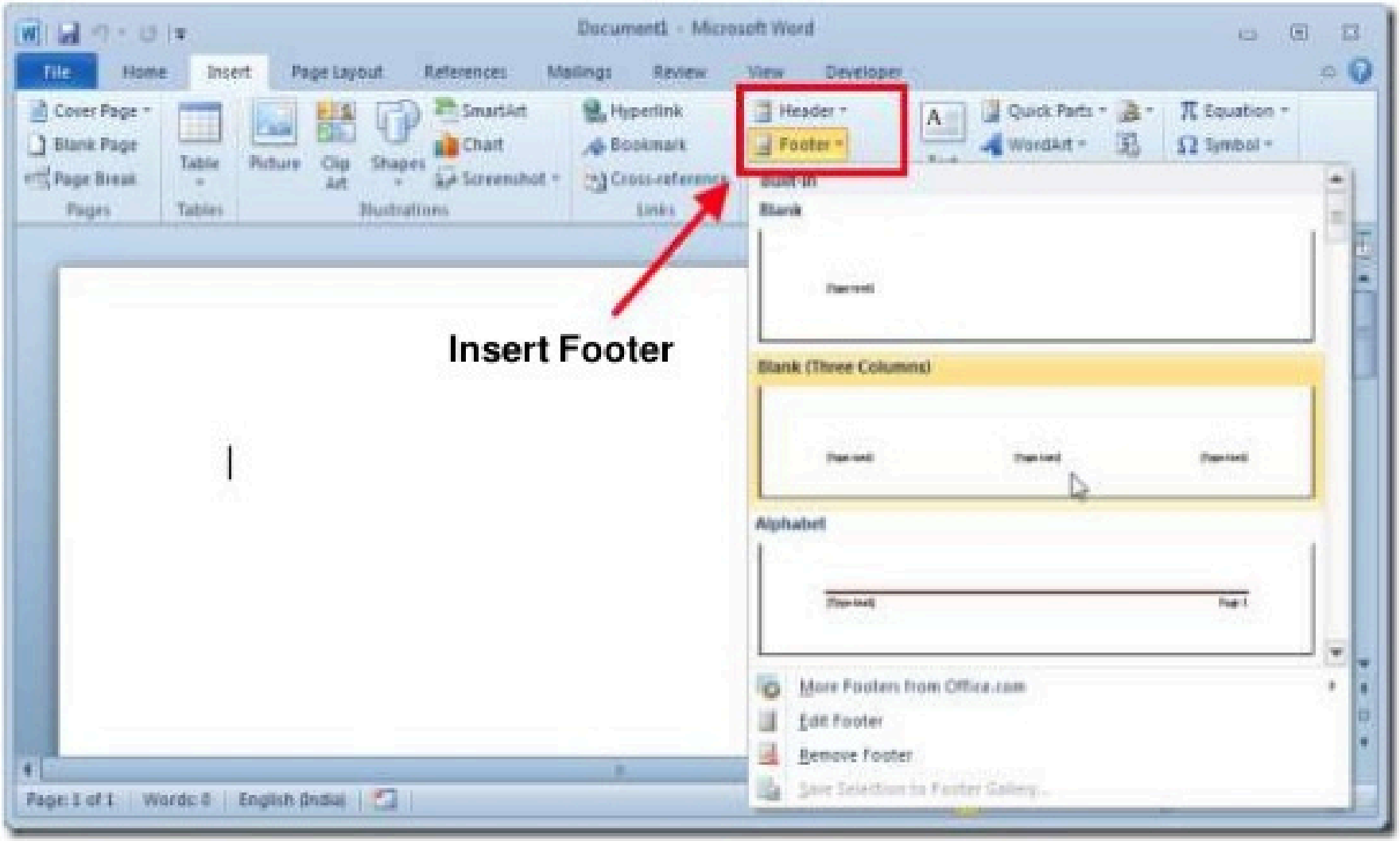
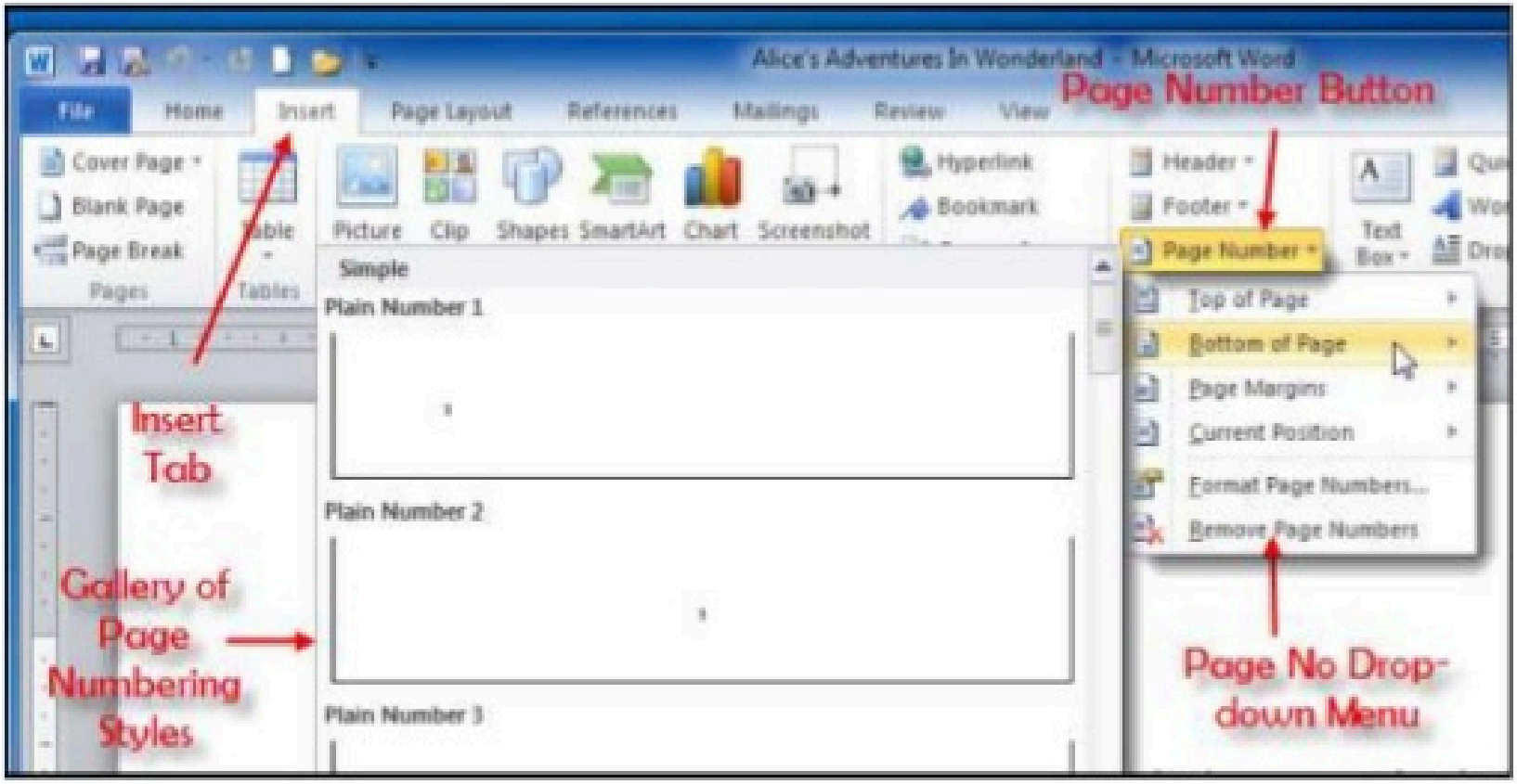

Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Quick Parts
WordArt
Equation
Symbol
Insert Footer
Built-In
Blank
Blank (Three Columns)
Alphabet
More Footers from Office.com
Edit Footer
Remove Footer
Save Selection to Footer Gallery...
Page: 1 of 1
Words: 0
English (India)


Alice's Adventures In Wonderland - Microsoft Word
Page Number Button
File
Home
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Page Layout
References
Mailings
Review
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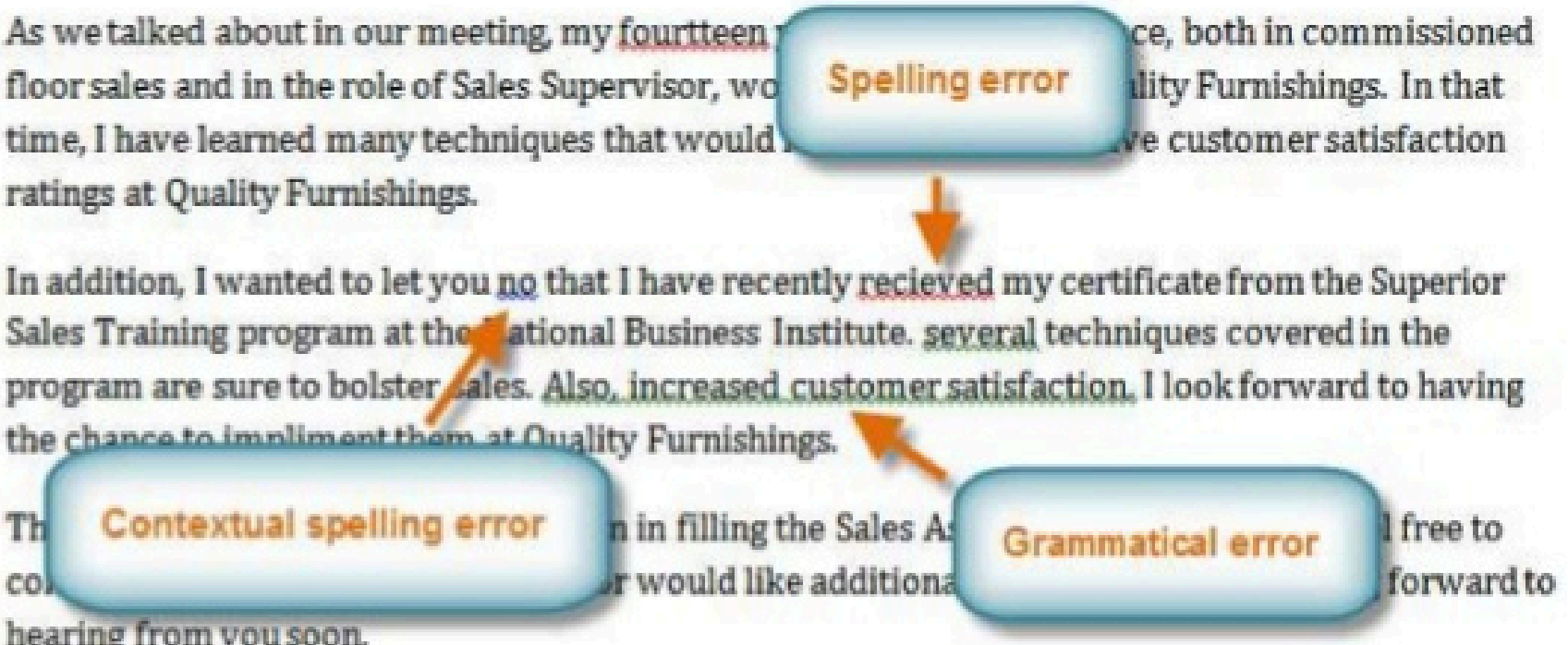
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip
Shapes
SmartArt
Chart
Screenshot
Hyperlink
Bookmark
Header
Footer
Page Number
Text Box
Simple
Plain Number 1
Plain Number 2
Plain Number 3
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers
Insert Tab
Gallery of Page Numbering Styles
Page No Drop-down Menu

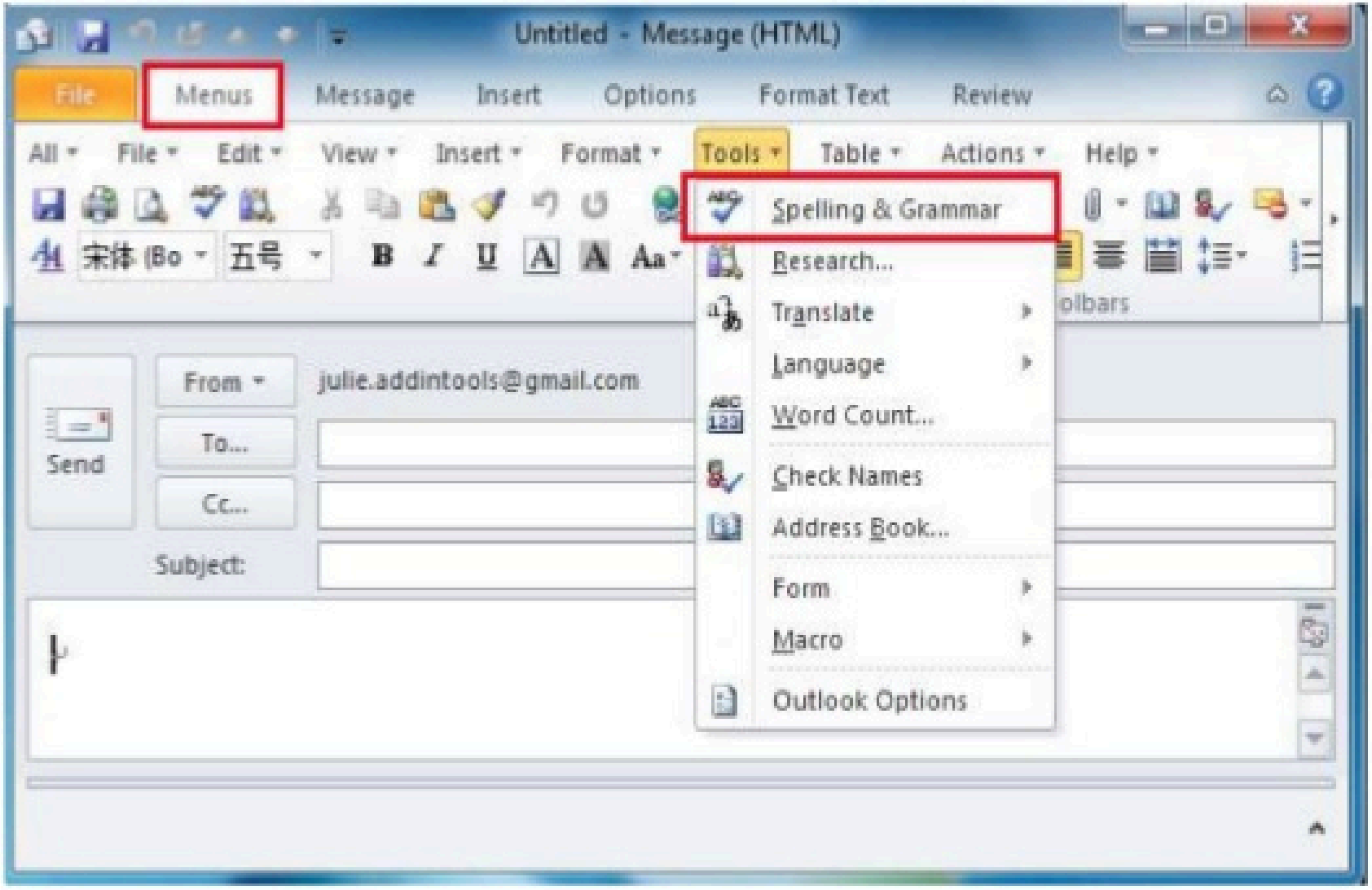
Checking Spelling and Grammer



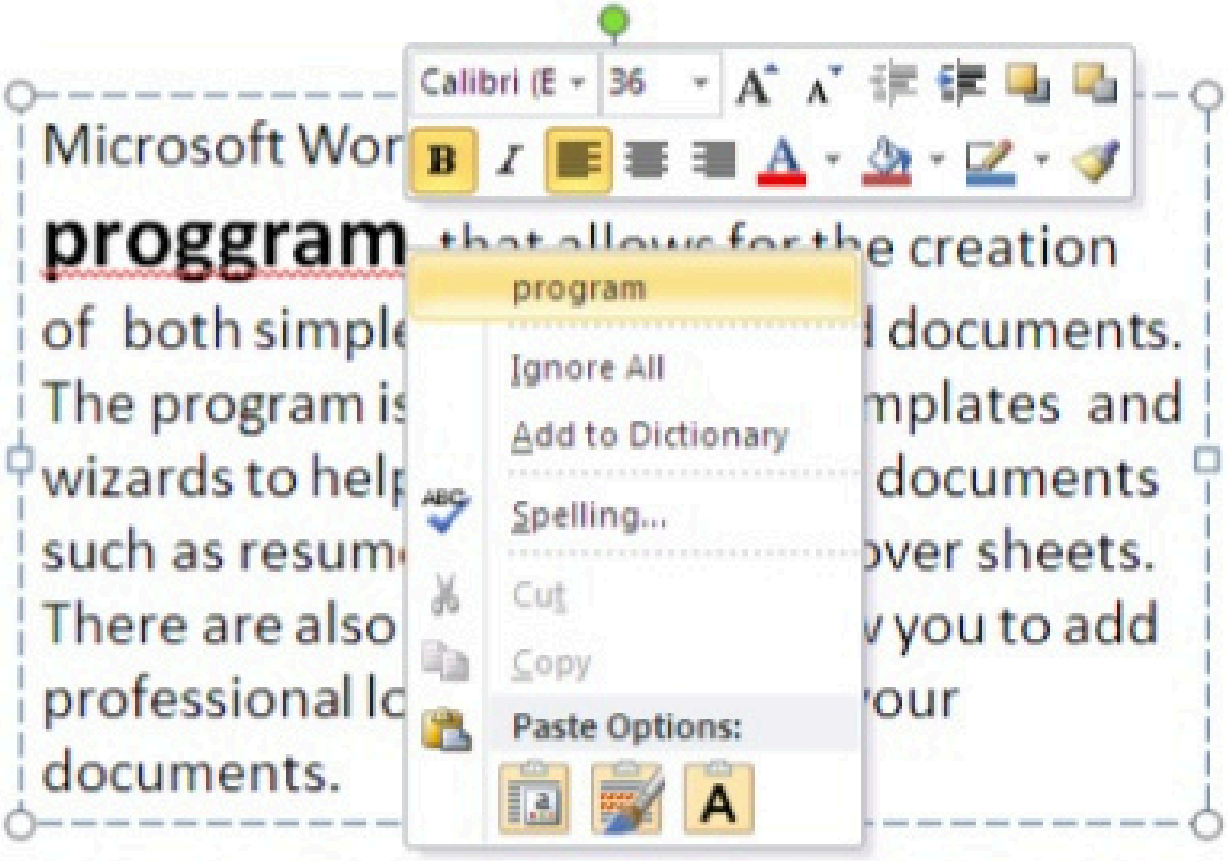
As we talked about in our meeting, my fourtteen ce, both in commissioned floor sales and in the role of Sales Supervisor, wo lity Furnishings. In that time, I have learned many techniques that would ve customer satisfaction ratings at Quality Furnishings.

In addition, I wanted to let you no that I have recently recieved my certificate from the Superior Sales Training program at the ational Business Institute. several techniques covered in the program are sure to bolster ales. Also, increased customer satisfaction. I look forward to having the chance to impliment them at Quality Furnishings.

Th n in filling the Sales A l free to co r would like additiona forward to hearing from you soon.


Untitled - Message (HTML)
File
Menus
Message
Insert
Options
Format Text
Review
All
File
Edit
View
Insert
Format
Tools
Table
Actions
Help
Spelling & Grammar
Research...
Translate
Language
Word Count...
Check Names
Address Book...
Form
Macro
Outlook Options
From
julie.addintools@gmail.com
To...
Cc...
Subject:
Send

Example:


Calibri (E
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Microsoft Wor
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of both simple
documents.
The program is
mplates and
wizards to help
documents
such as resume
over sheets.
There are also
you to add
professional lo
our
documents.
program
Ignore All
Add to Dictionary
Spelling...
Cut
Copy
Paste Options:
A

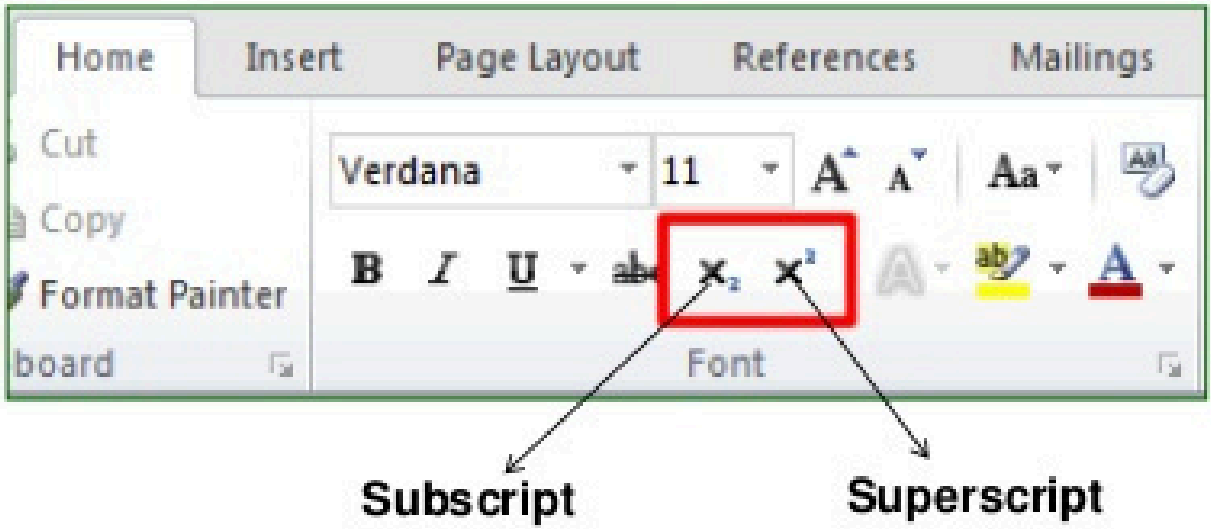
Subscript and Superscript

Superscript example: Per m^3

Subscript example: Rate per month $_{(1)}$

What is **subscript** and **superscript?**

A **subscript** and **superscript** is a character (number, letter or symbol) that is (respectively) set slightly below or above the normal line of type. It is usually smaller than the rest of the text. Subscripts appear at or below the baseline, while superscripts are above. Subscripts and superscripts are perhaps most often used in formulas, mathematical expressions, and specifications of chemical compounds and isotopes, but have many other uses as well.



Step 1

H2O

Type the text

Step 2

H2O

Select the text

Step 3

Click the subscript

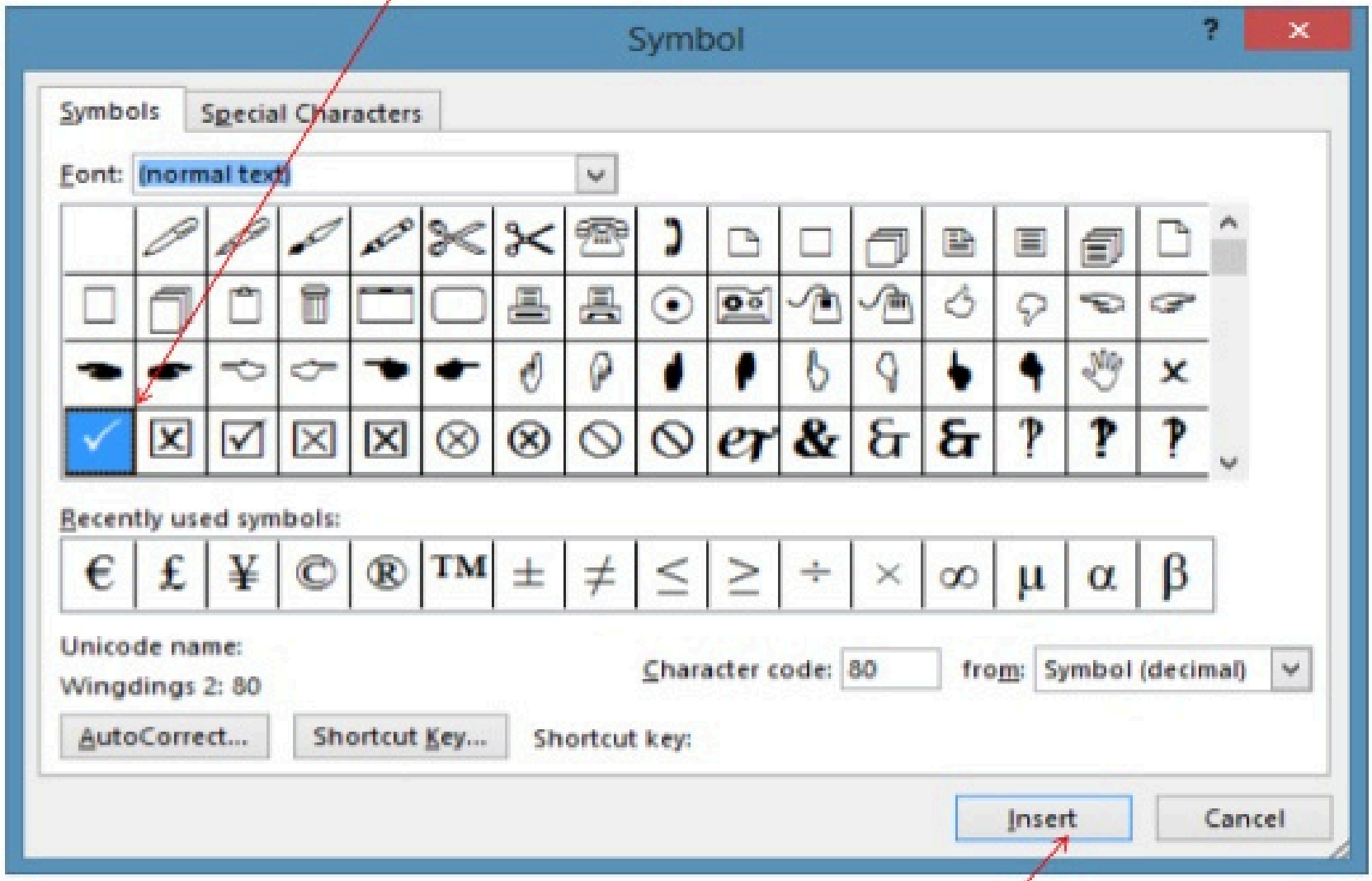
Done!

H_2O

Success!

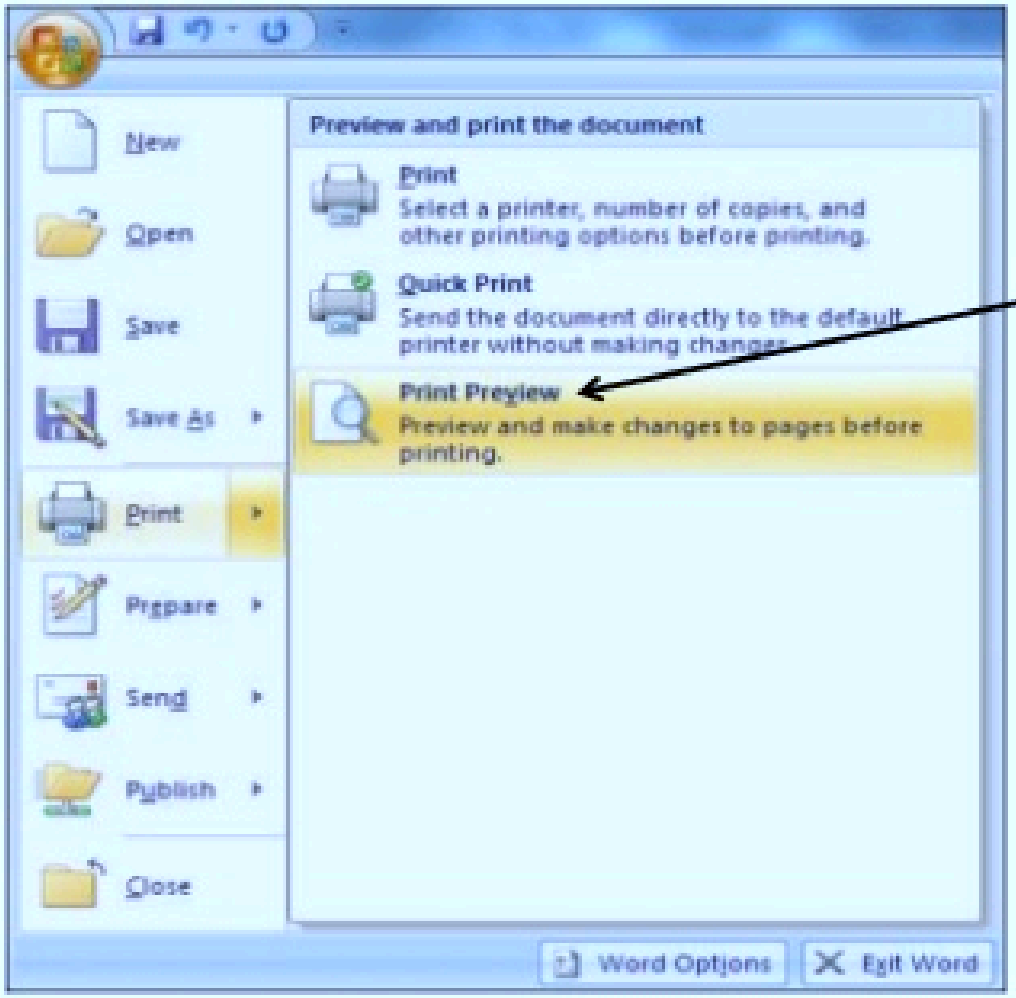
Inserting Symbols

1. select the symbol



Click insert

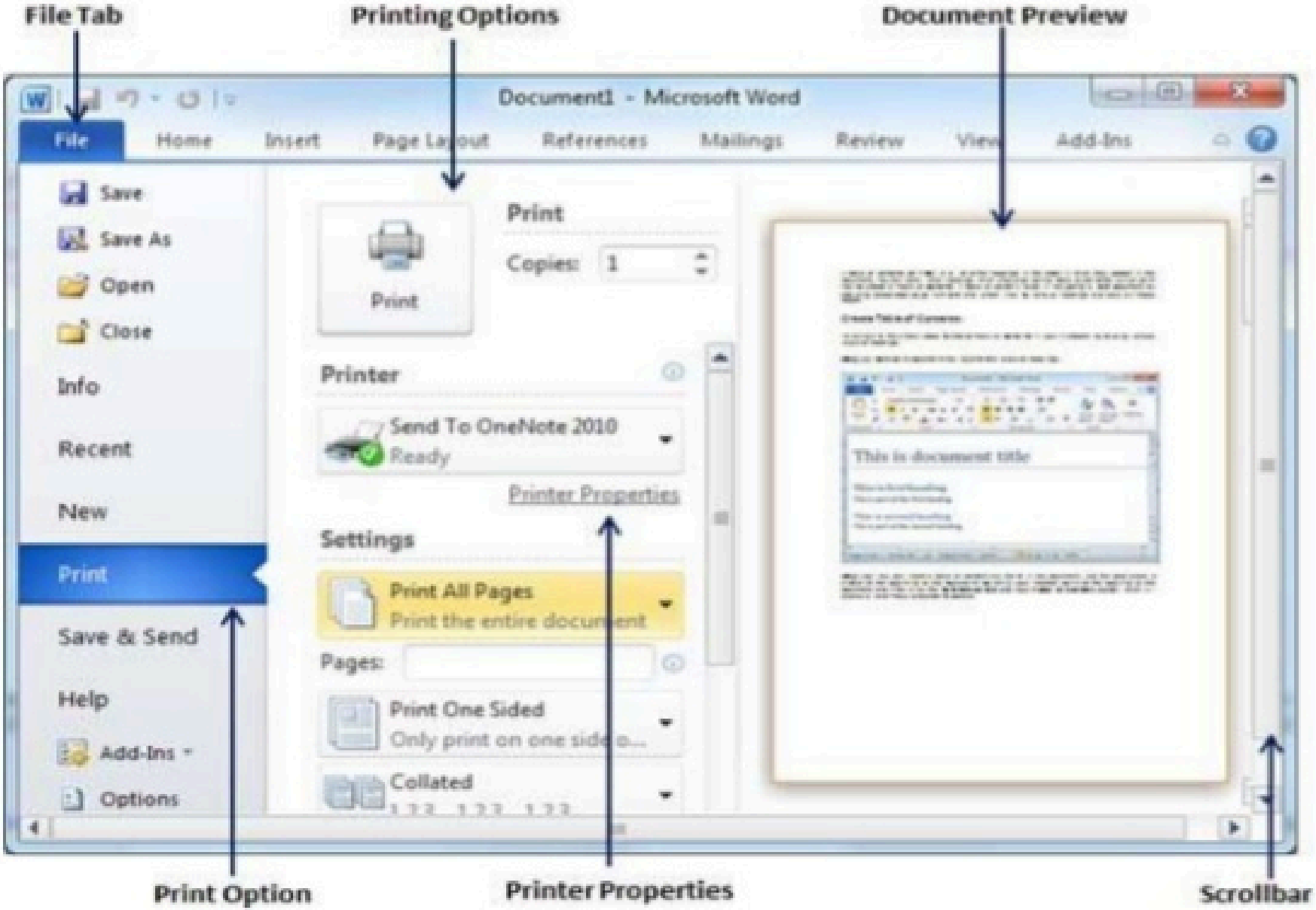
Print Preview and Printing



Print preview is use

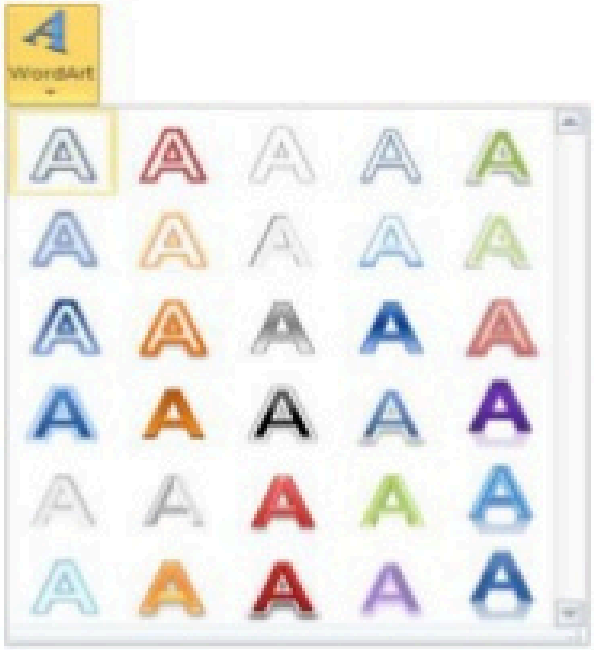
What is Print preview?

In word processing print preview refers to formatting a document for the printer, but then displaying it on the display screen instead of printing it. Print preview is more commonly called *preview* or *previewing*.


File Tab
Printing Options
Document Preview
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Add-Ins
Options
Print
Copies: 1
Printer
Send To OneNote 2010
Ready
Printer Properties
Settings
Print All Pages
Print the entire document
Pages:
Print One Sided
Only print on one side o...
Collated
This is document title
Print Option
Printer Properties
Scrollbar

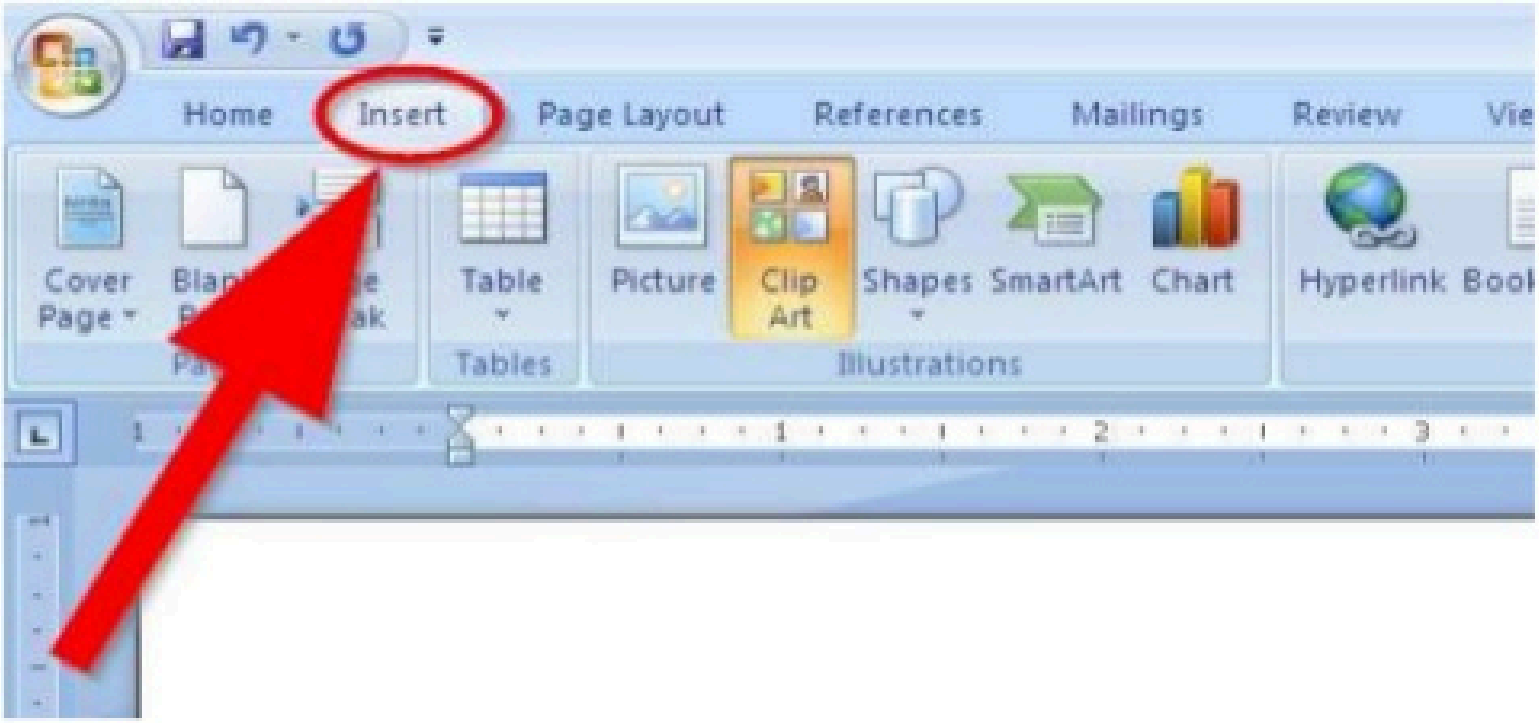
Inserting Clipart, Wordart, and Picture

Clipart

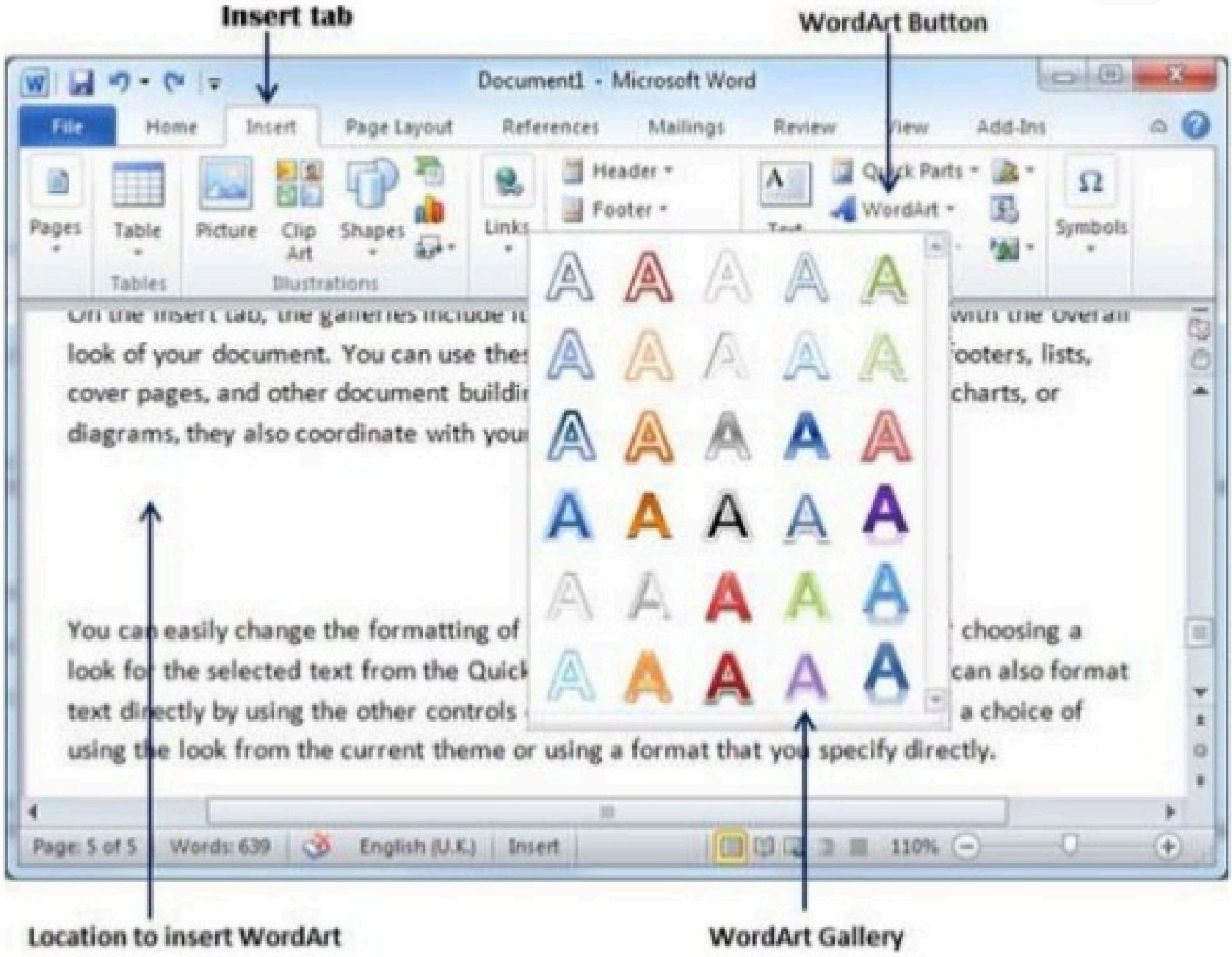


Wordart

Picture



Then select the Clipart you want to insert


Insert tab
WordArt Button
Document1 - Microsoft Word
File
Home
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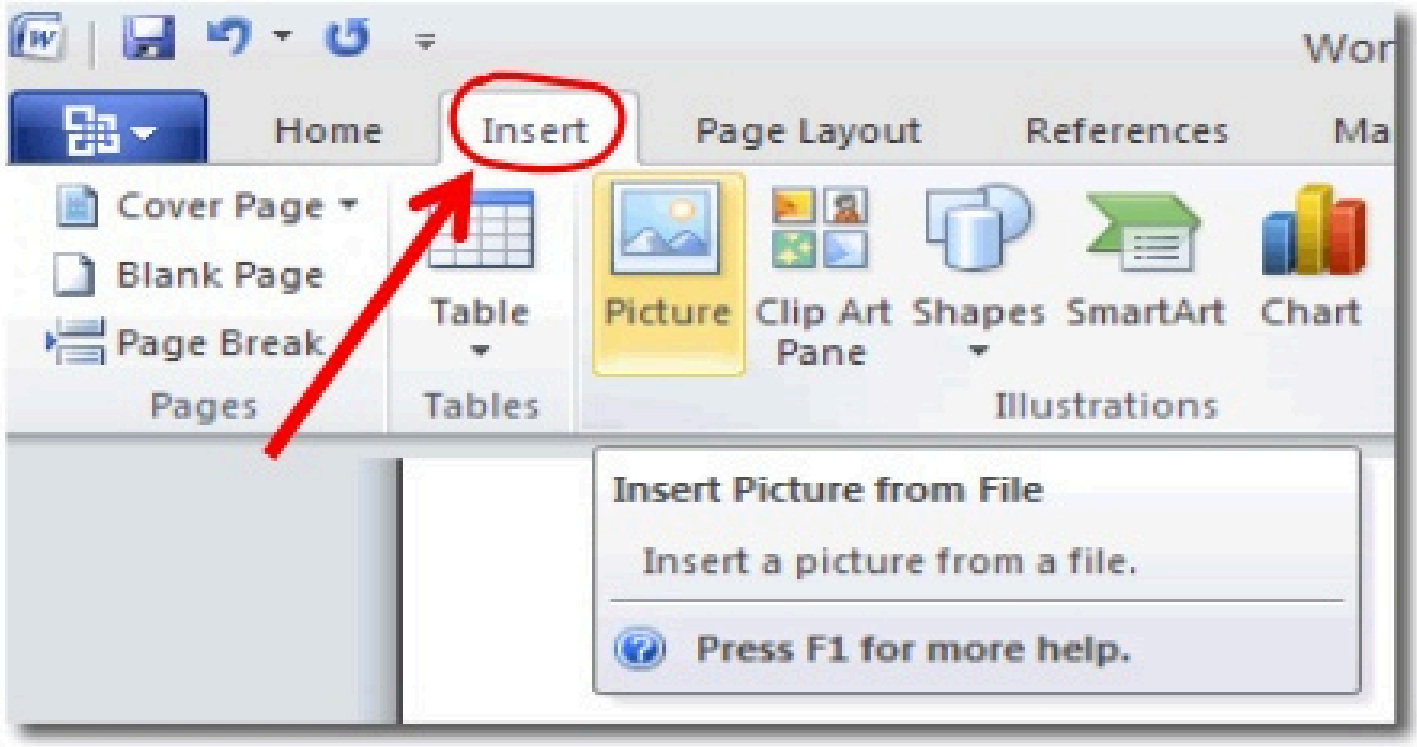
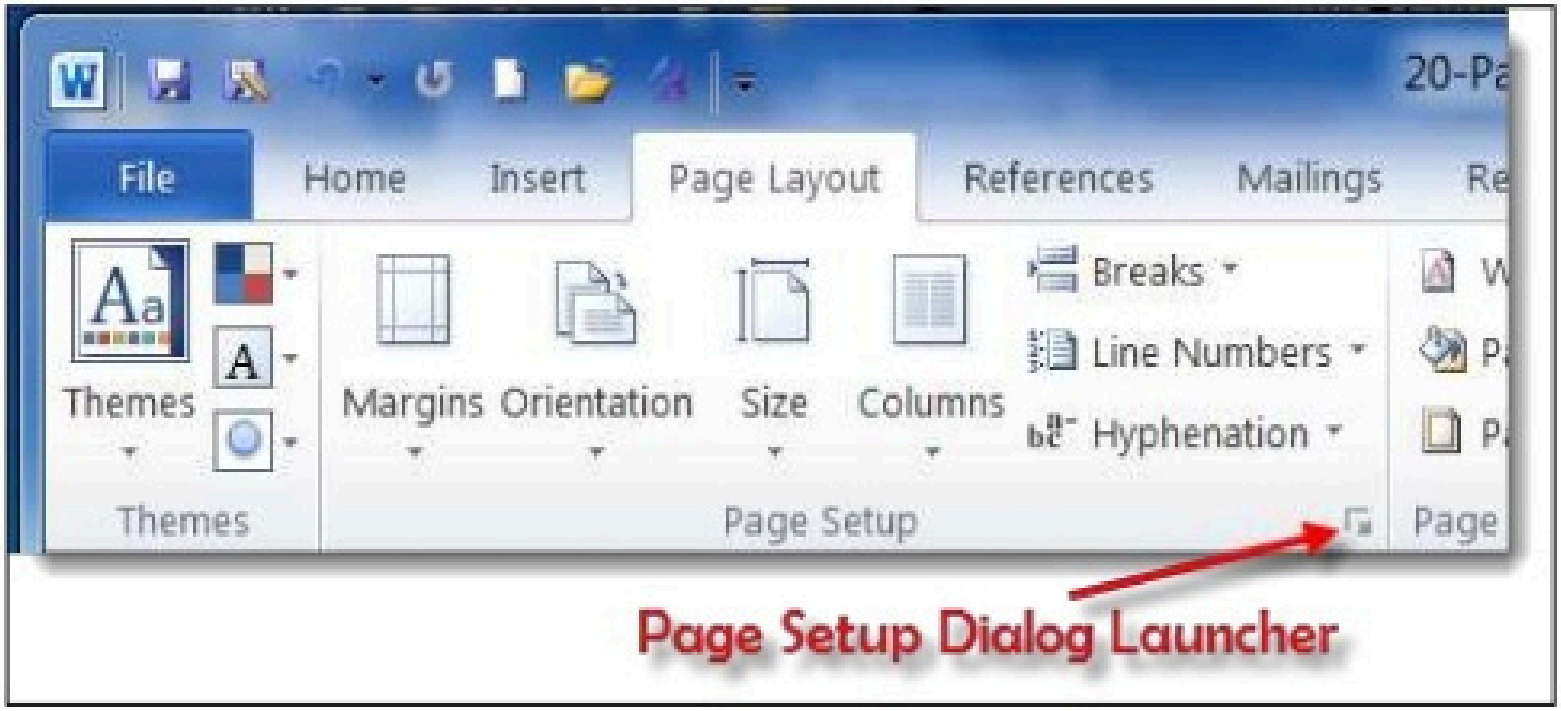
Page Layout
References
Mailings
Review
View
Add-Ins
Pages
Table
Tables
Picture
Clip Art
Shapes
Illustrations
Header
Footer
WordArt
Symbols
look of your document. You can use thes
cover pages, and other document buildi
diagrams, they also coordinate with you
charts, or
You can easily change the formatting of
choosing a
look fo the selected text from the Quick
can also format
text directly by using the other controls
a choice of
using the look from the current theme or using a format that you specify directly.
Page: 5 of 5
Words: 639
English (U.K.)
Insert
110%
Location to insert WordArt
WordArt Gallery



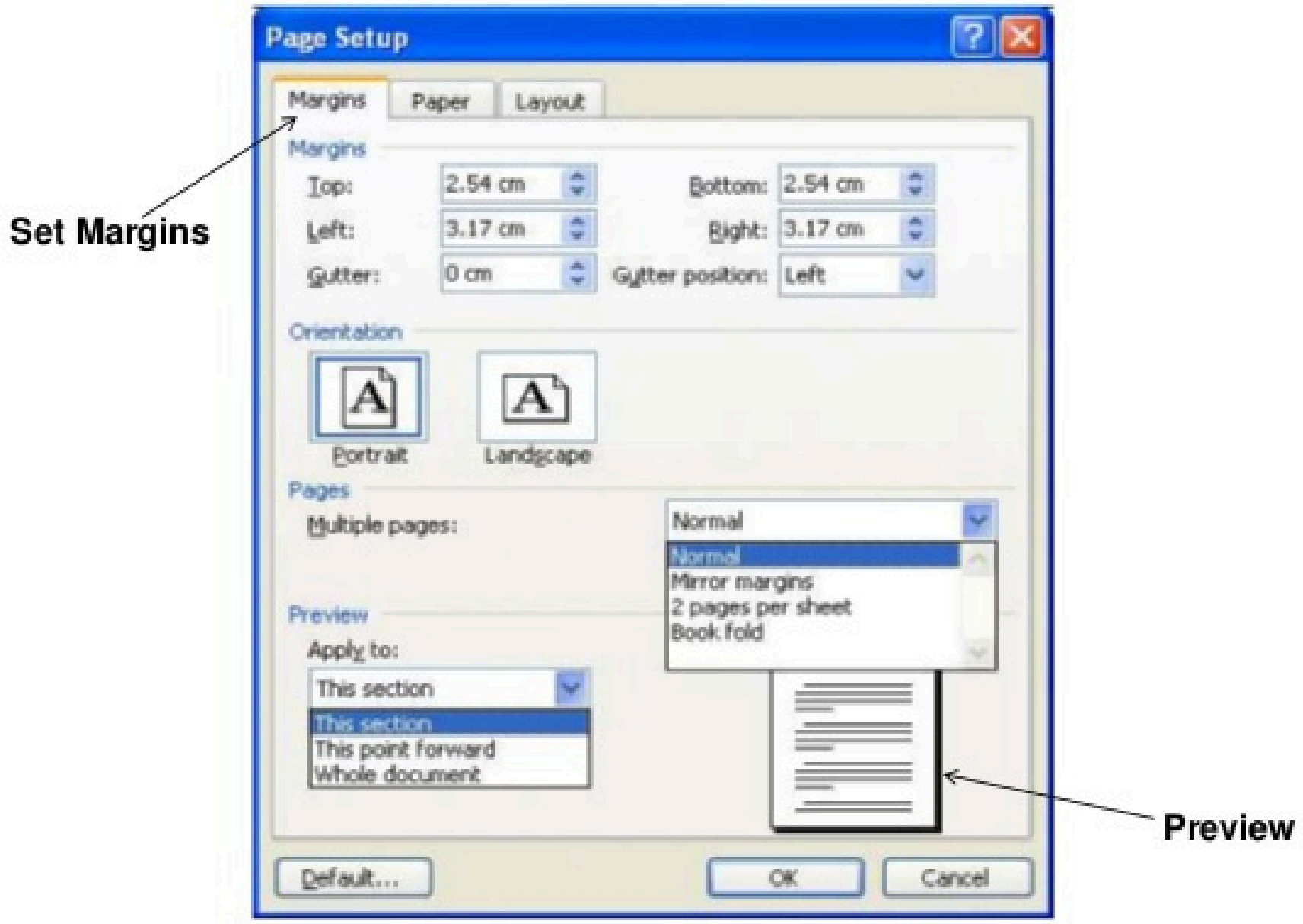
Then select the Picture you want to insert

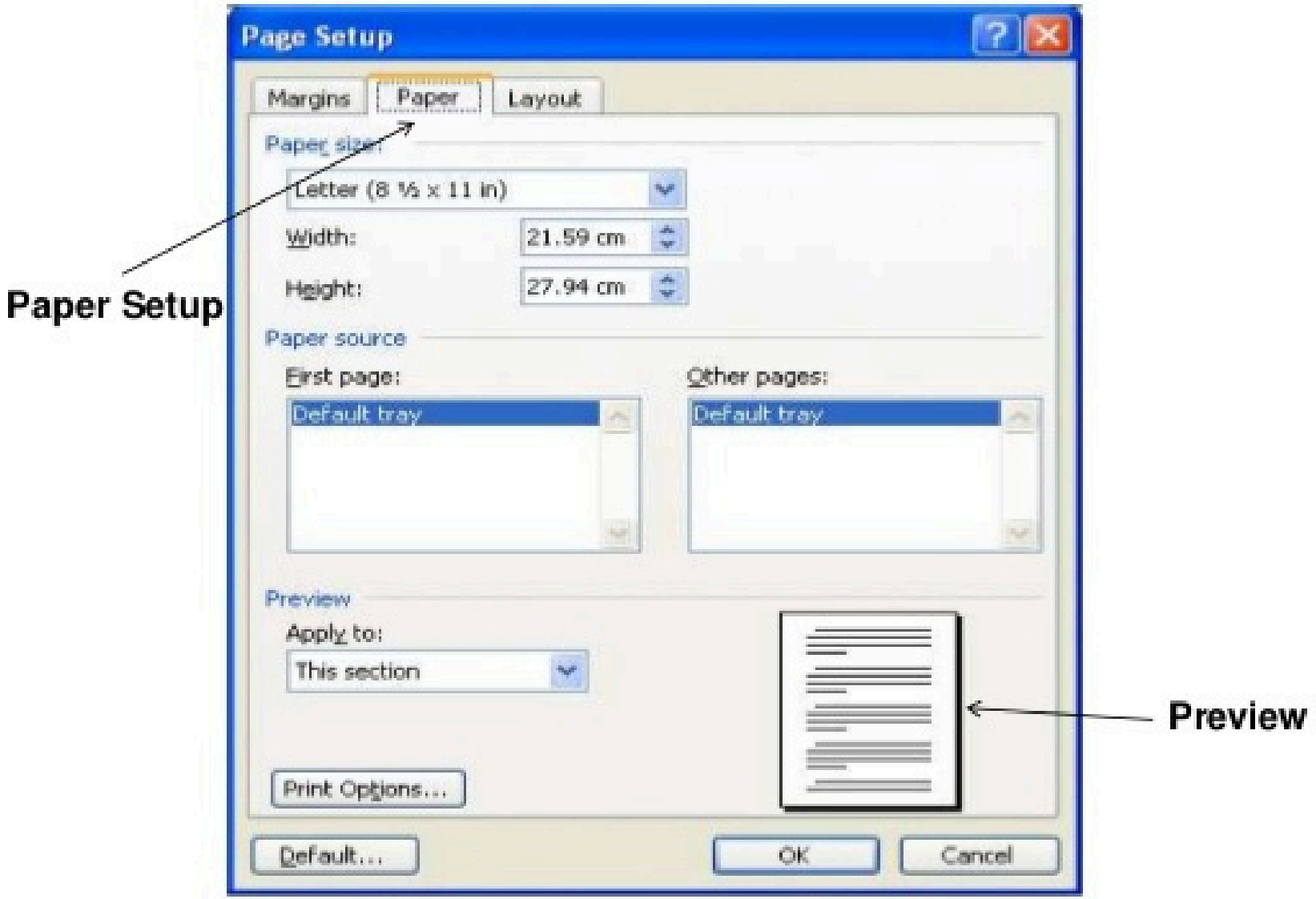
Page Setup

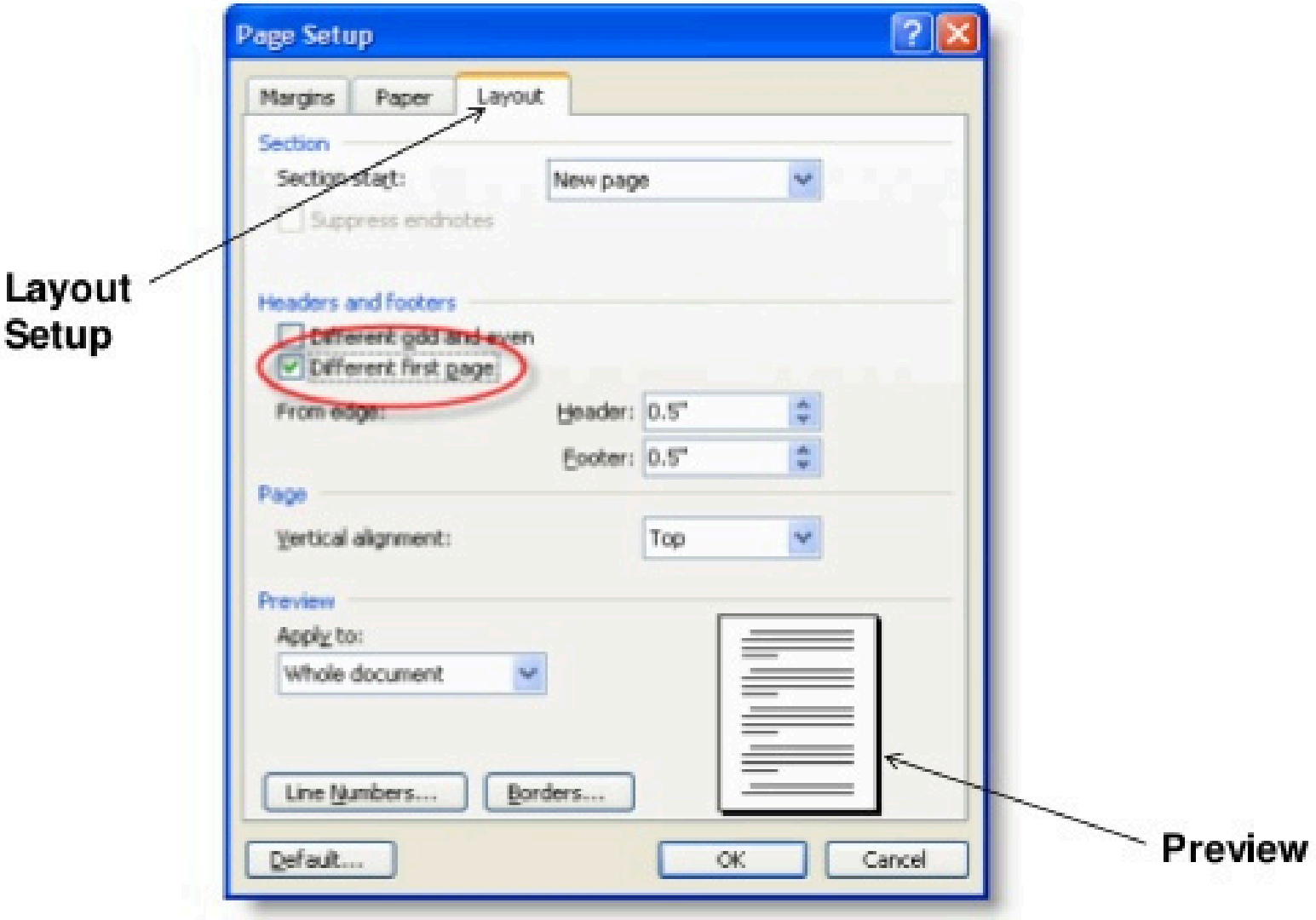

File
Home
Insert
Page Layout
References
Mailings
Themes
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Themes
Page Setup
Page
Page Setup Dialog Launcher

What is page setup?

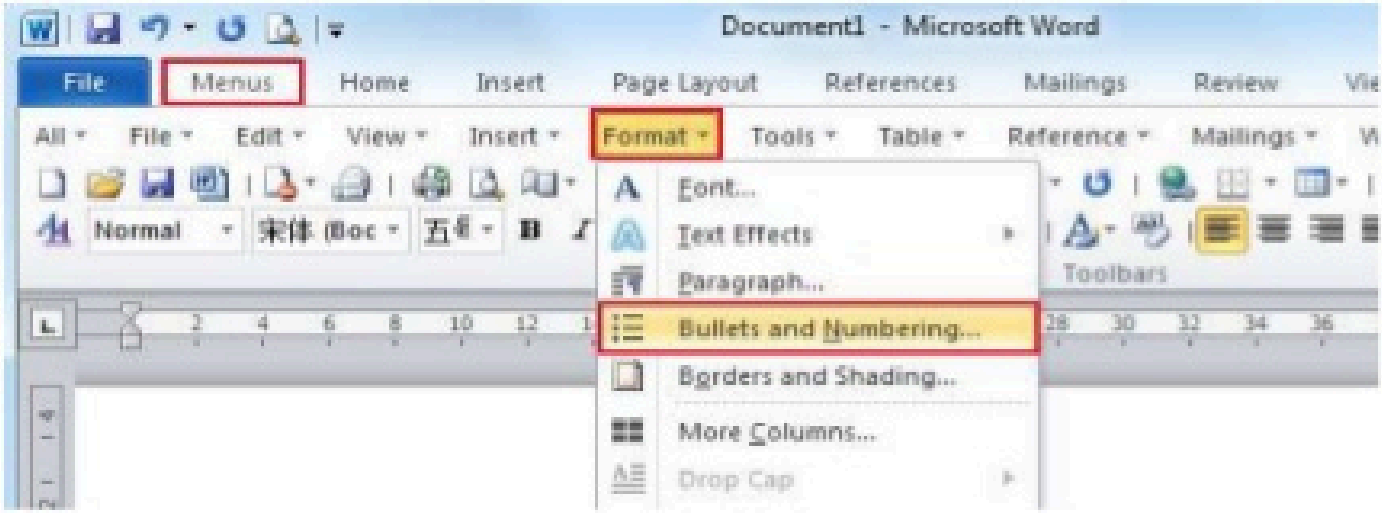
The page setup dialog box is usually available from the File drop-down menu. For Microsoft Word 2007 or later, the page setup options are available under the Layout tab in the Ribbon menu.


Set Margins
Page Setup
Margins
Paper
Layout
Margins
Top:
2.54 cm
Bottom:
2.54 cm
Left:
3.17 cm
Right:
3.17 cm
Gutter:
0 cm
Gutter position:
Left
Orientation
Portrait
Landscape
Pages
Multiple pages:
Normal
Normal
Mirror margins
2 pages per sheet
Book fold
Preview
Apply to:
This section
This section
This point forward
Whole document
Default...
OK
Cancel
Preview

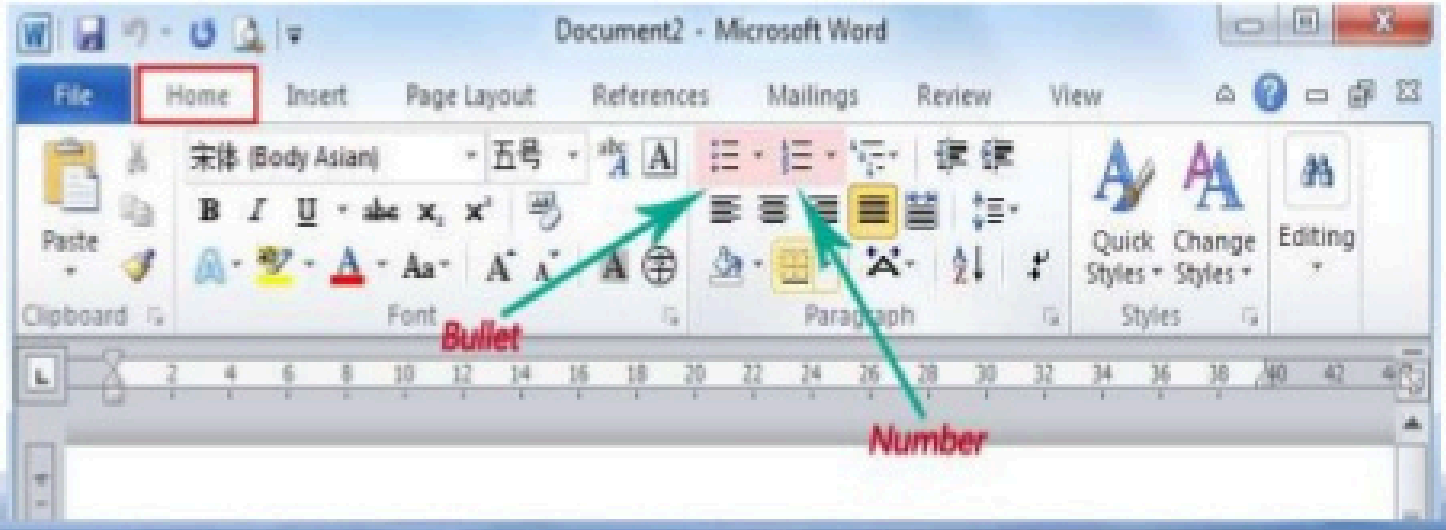

Paper Setup
Page Setup
Margins
Paper
Layout
Paper size:
Letter (8 ½ x 11 in)
Width:
21.59 cm
Height:
27.94 cm
Paper source
First page:
Other pages:
Default tray
Default tray
Preview
Apply to:
This section
Print Options...
Default...
OK
Cancel
Preview

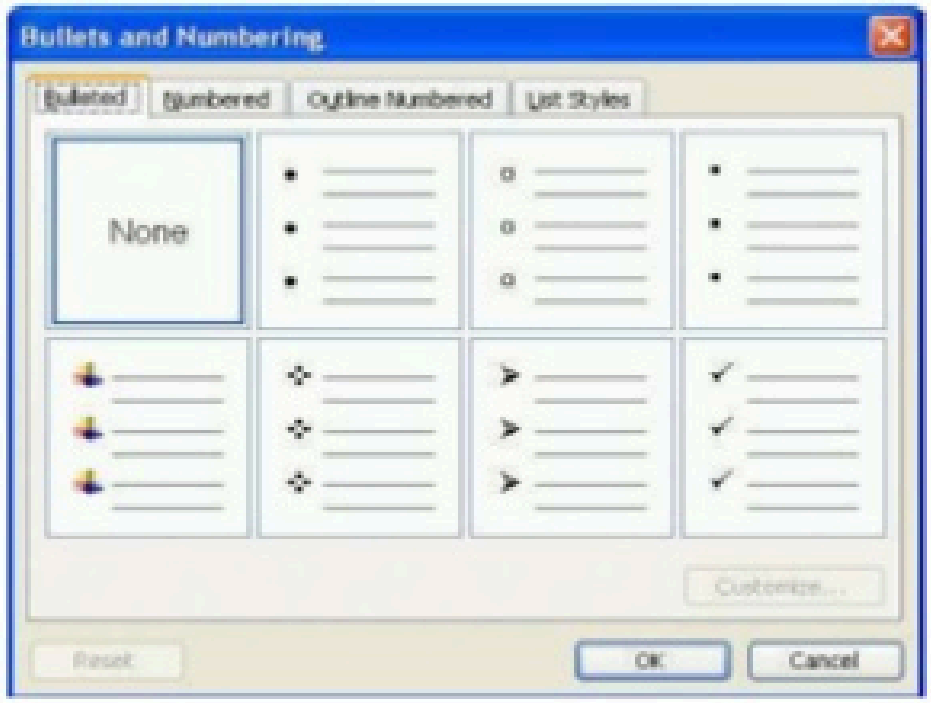

Layout
Setup
Page Setup
Margins
Paper
Layout
Section
Section start:
New page
Suppress endnotes
Headers and Footers
Different first page
From edge:
Header:
0.5"
Footer:
0.5"
Page
Vertical alignment:
Top
Preview
Apply to:
Whole document
Line Numbers...
Borders...
Default...
OK
Cancel
Preview

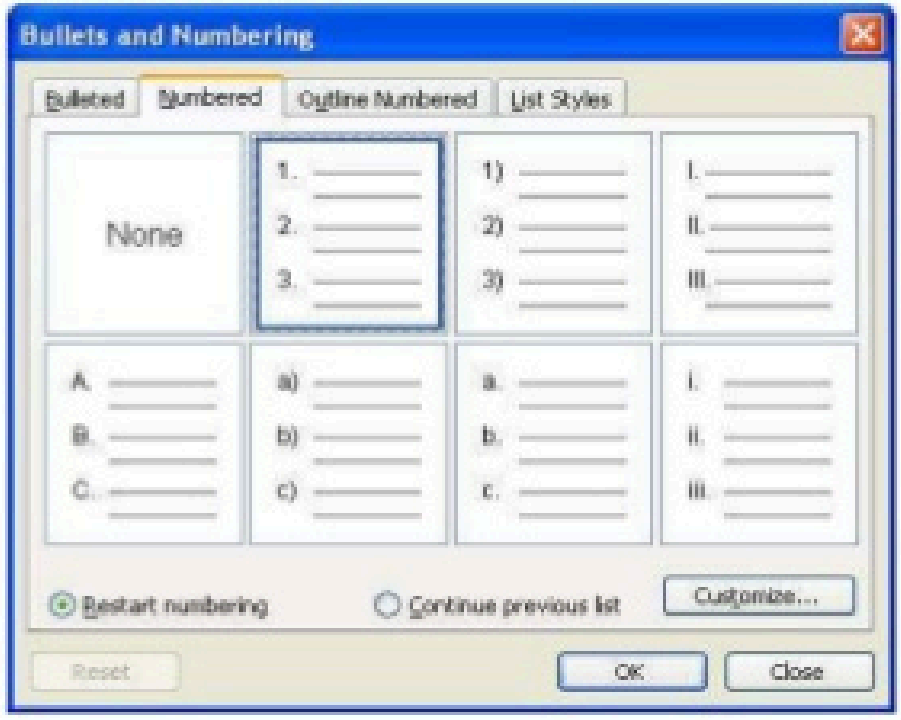
Bullets and Number



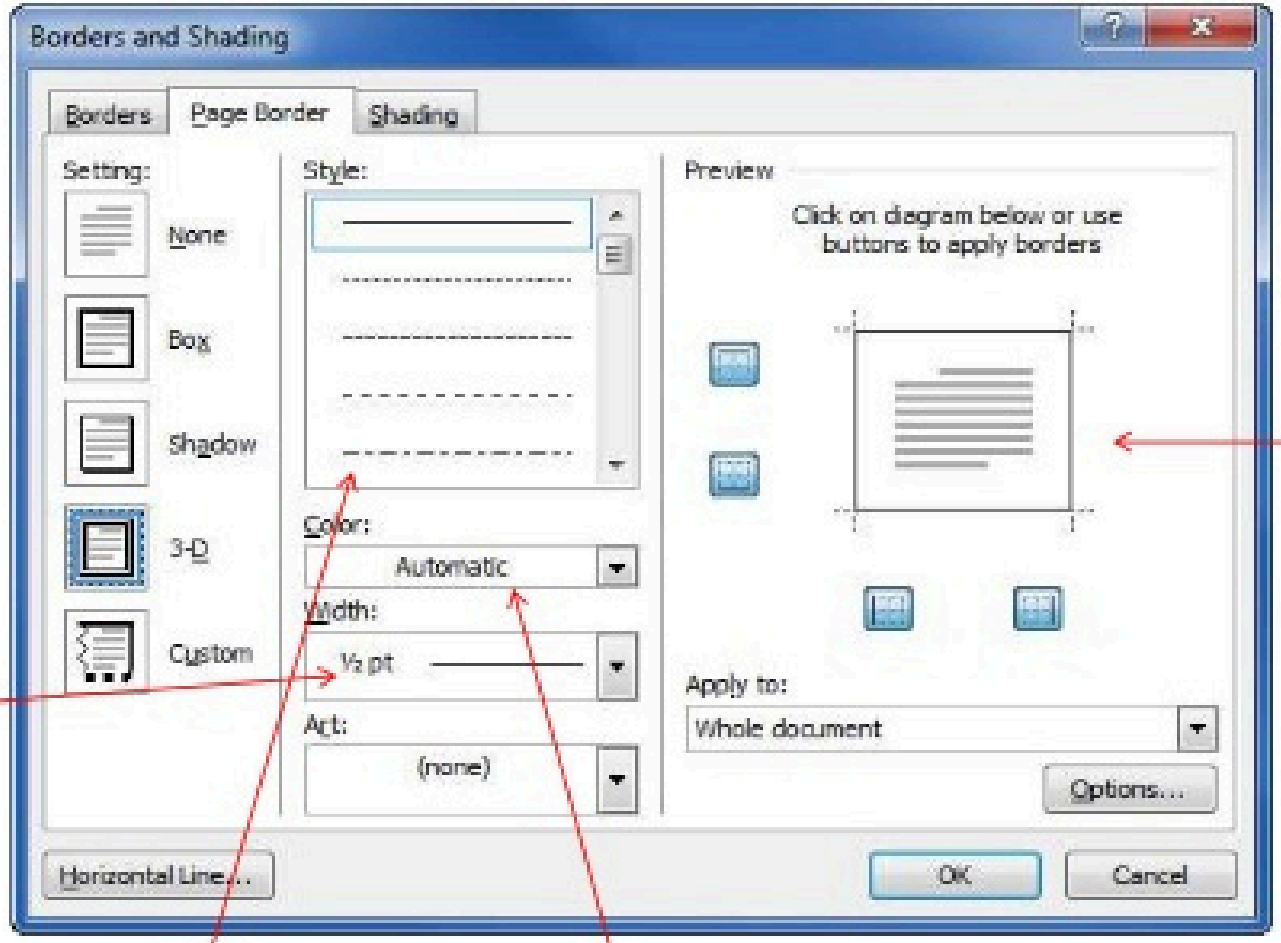
OR




Bullets and Numbering
Bulleted
Numbered
Outline Numbered
List Styles
None
Customize...
Reset
OK
Cancel


Bullets and Numbering
Bulleted
Numbered
Outline Numbered
List Styles
None
1.
2.
3.
1)
2)
3)
I.
II.
III.
A.
B.
C.
a)
b)
c)
a.
b.
c.
i.
ii.
iii.
Restart numbering
Continue previous list
Customize...
Reset
OK
Close

Borders and Shading



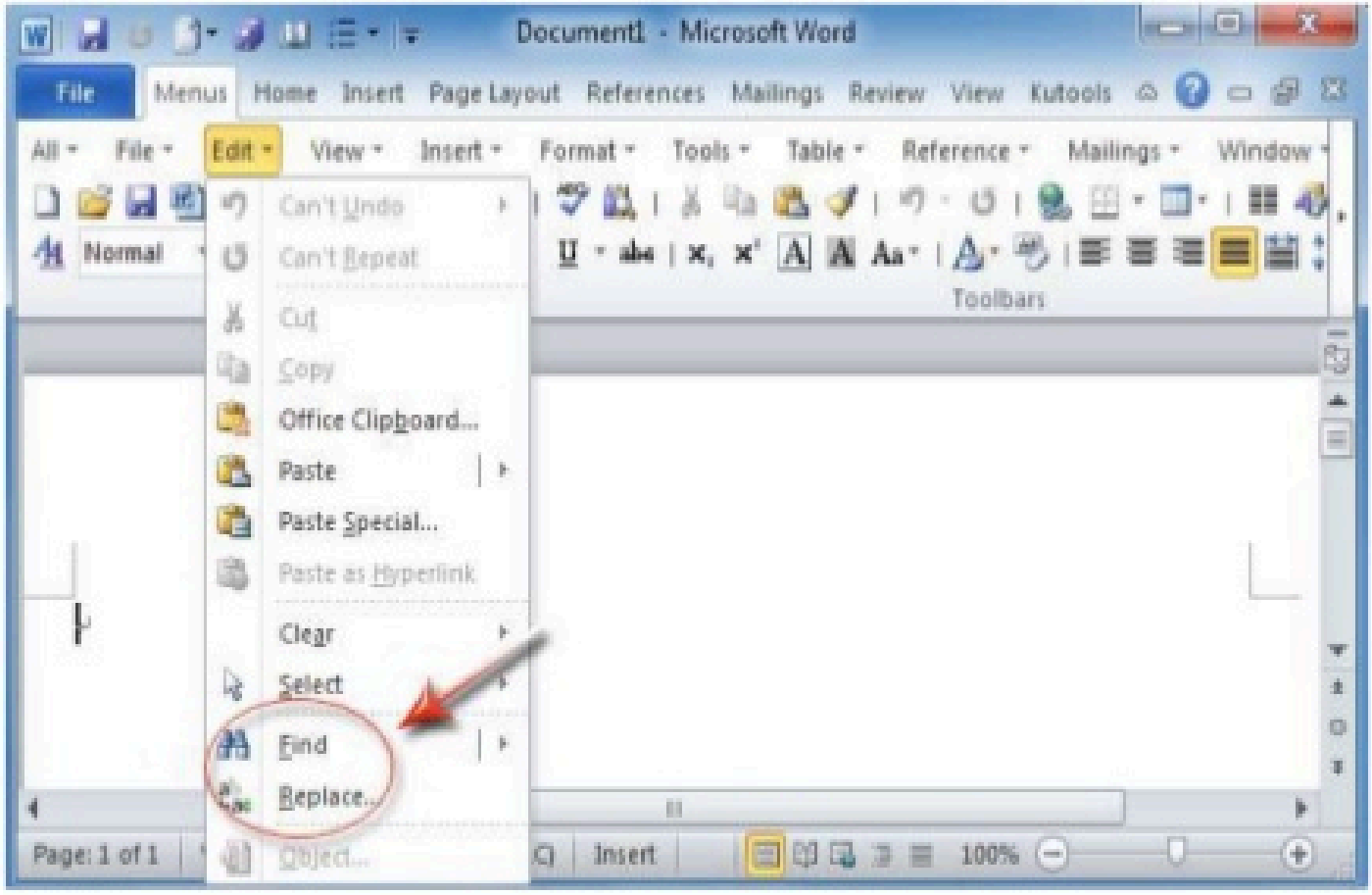
Select border width

Select border style

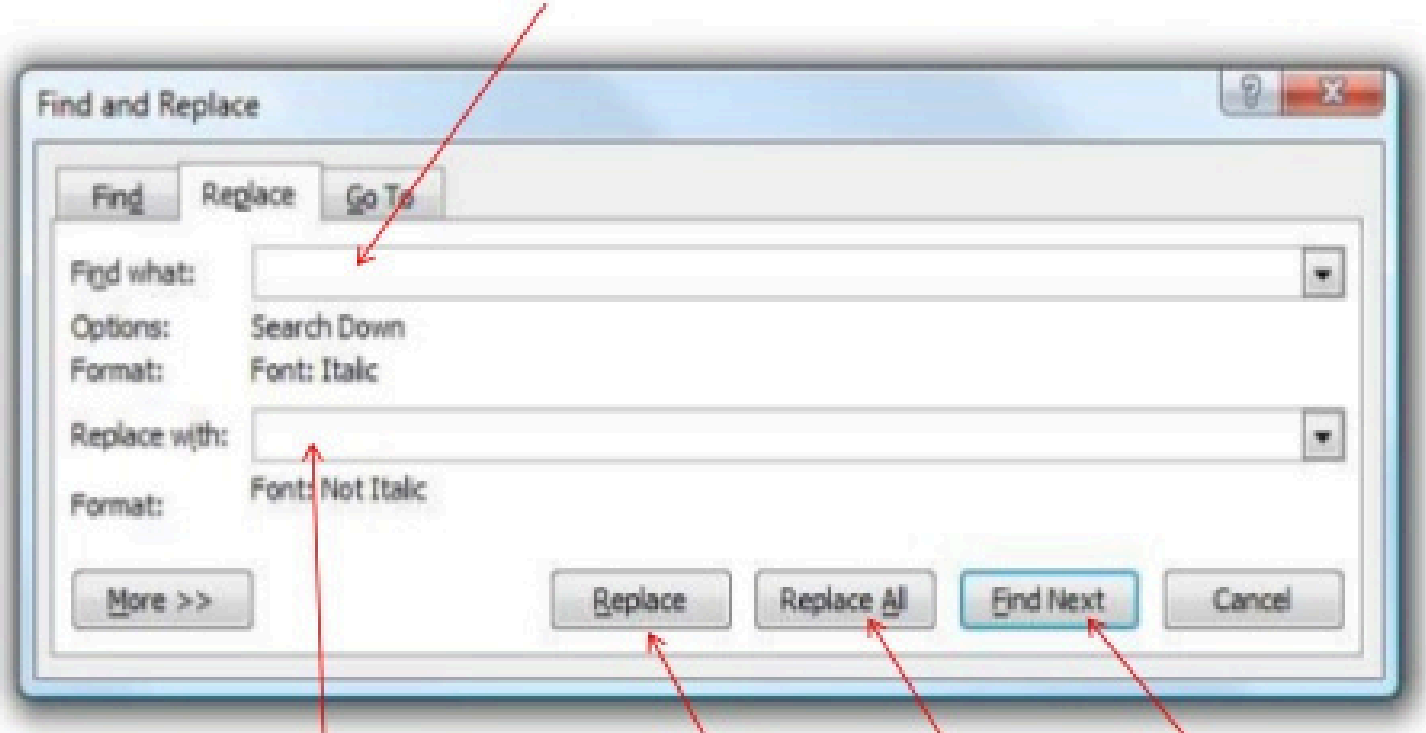
Select border color

Border Prev

Searching a word and replacing it by another word



Type word you want to replace



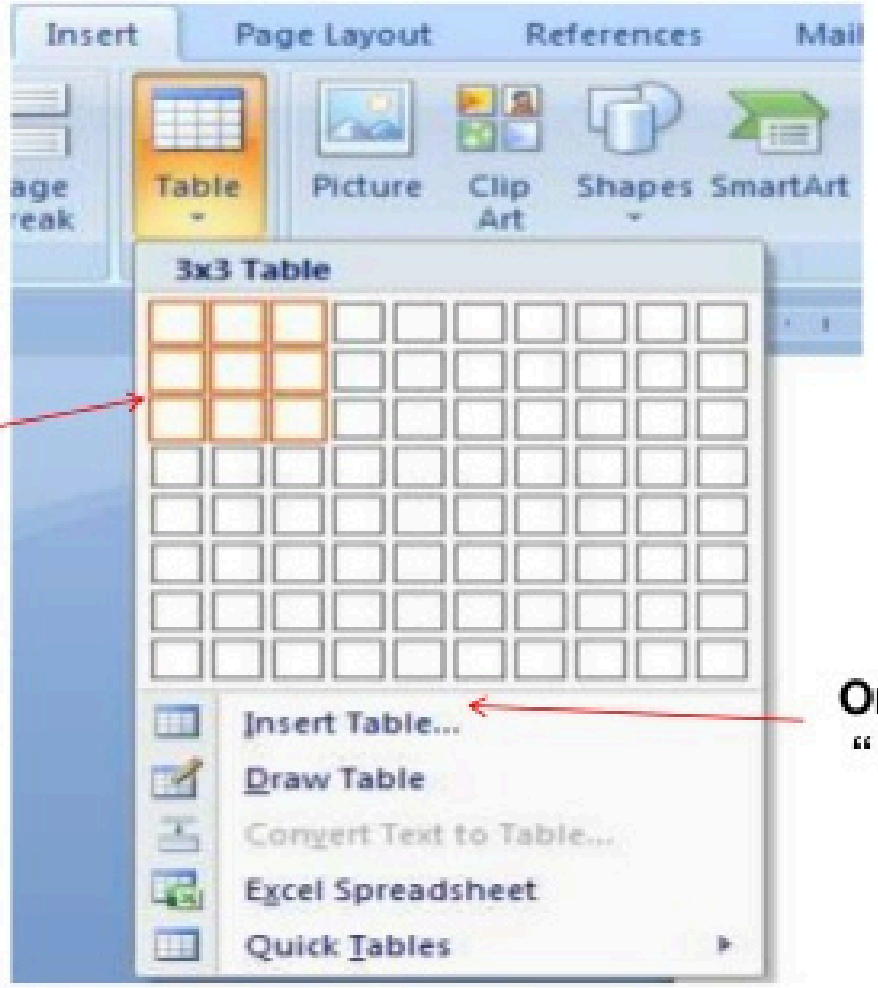
Type new word you want to add

It will replace selected word

It will replace all the same word from document

It will find your word in document

Inserting Table in file



Visually select the size of table

Or click " insert table"