Centre for Differently Abled Persons
Bharathidasan University

DVTD- I SEMESTER

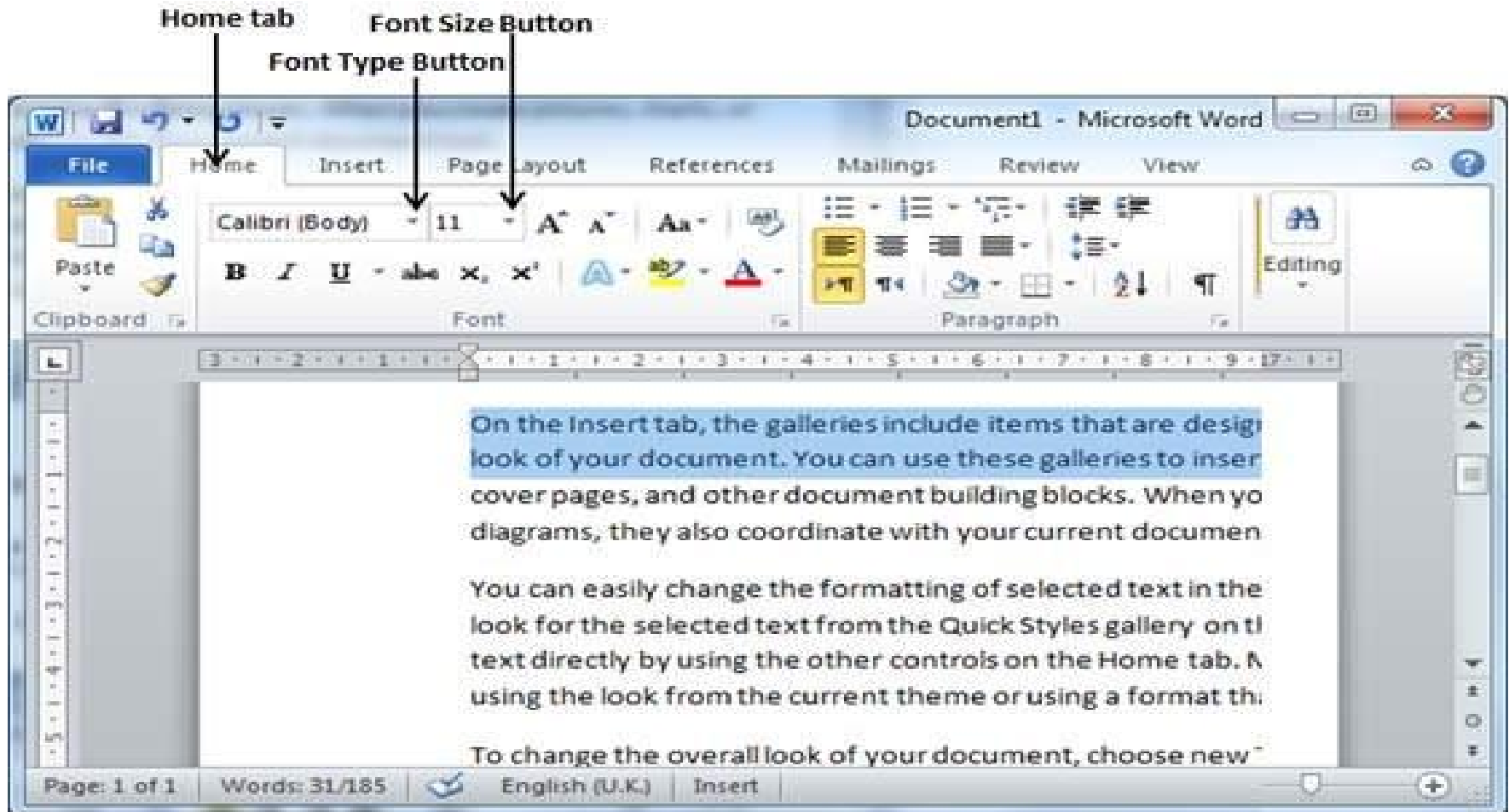## (DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

Word Processing

(23DVTD2)

Prepared by
Dr.M.Prabavathy

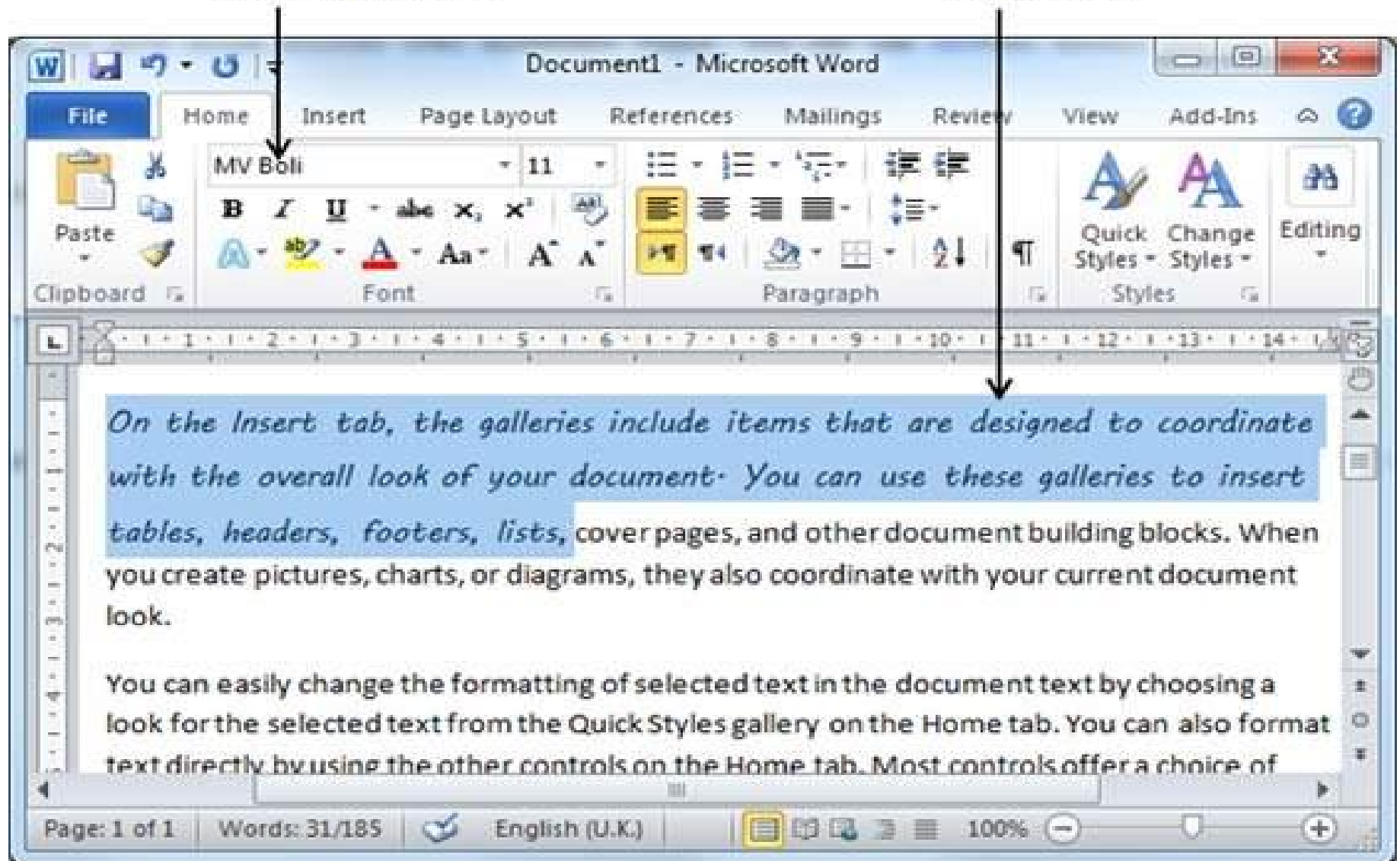# MS Word-UNIT II

Set the Text Fonts and Size in Word 2010.

- Change the Font Type & Size
- **Step 1** – click the **Font Type**
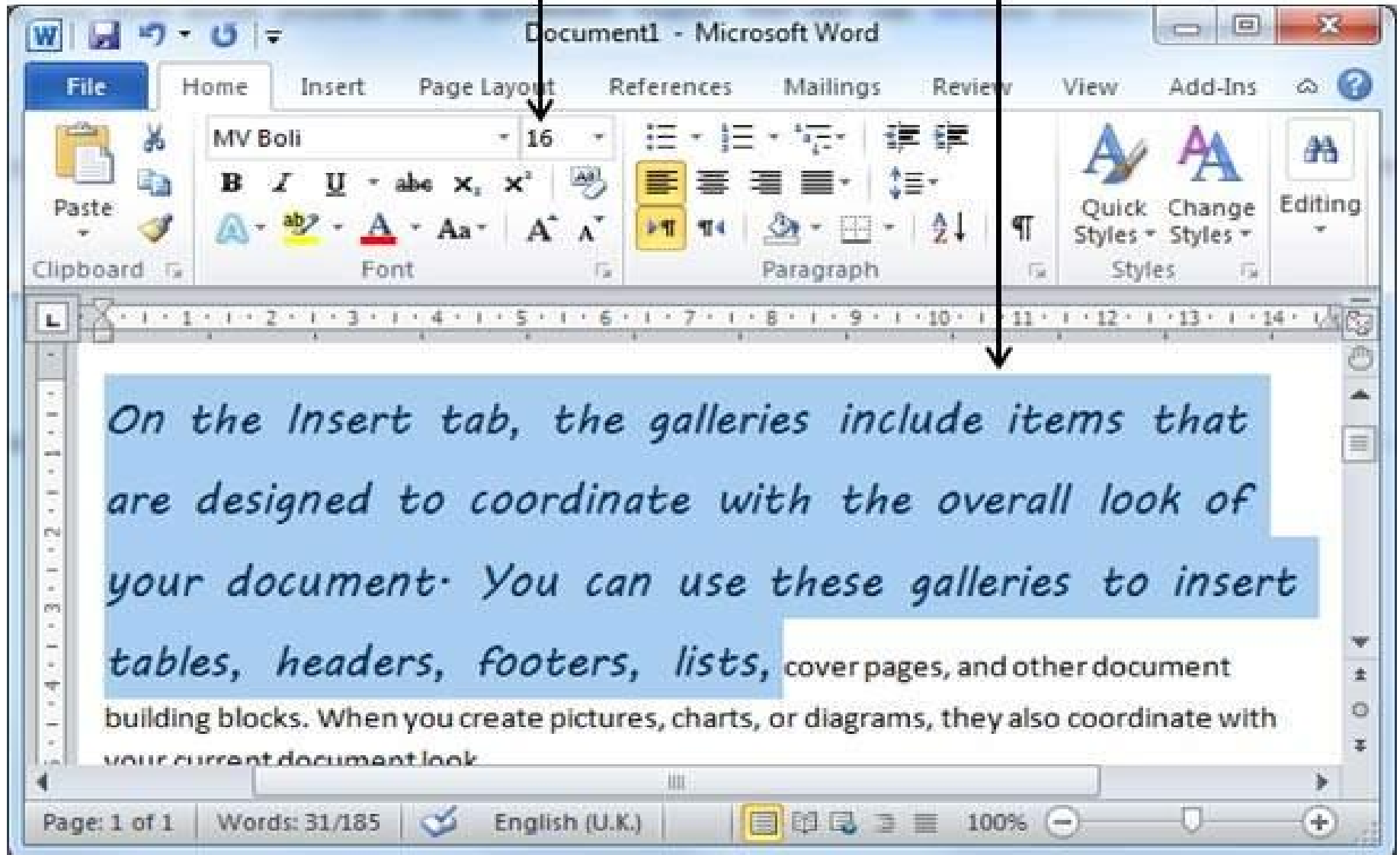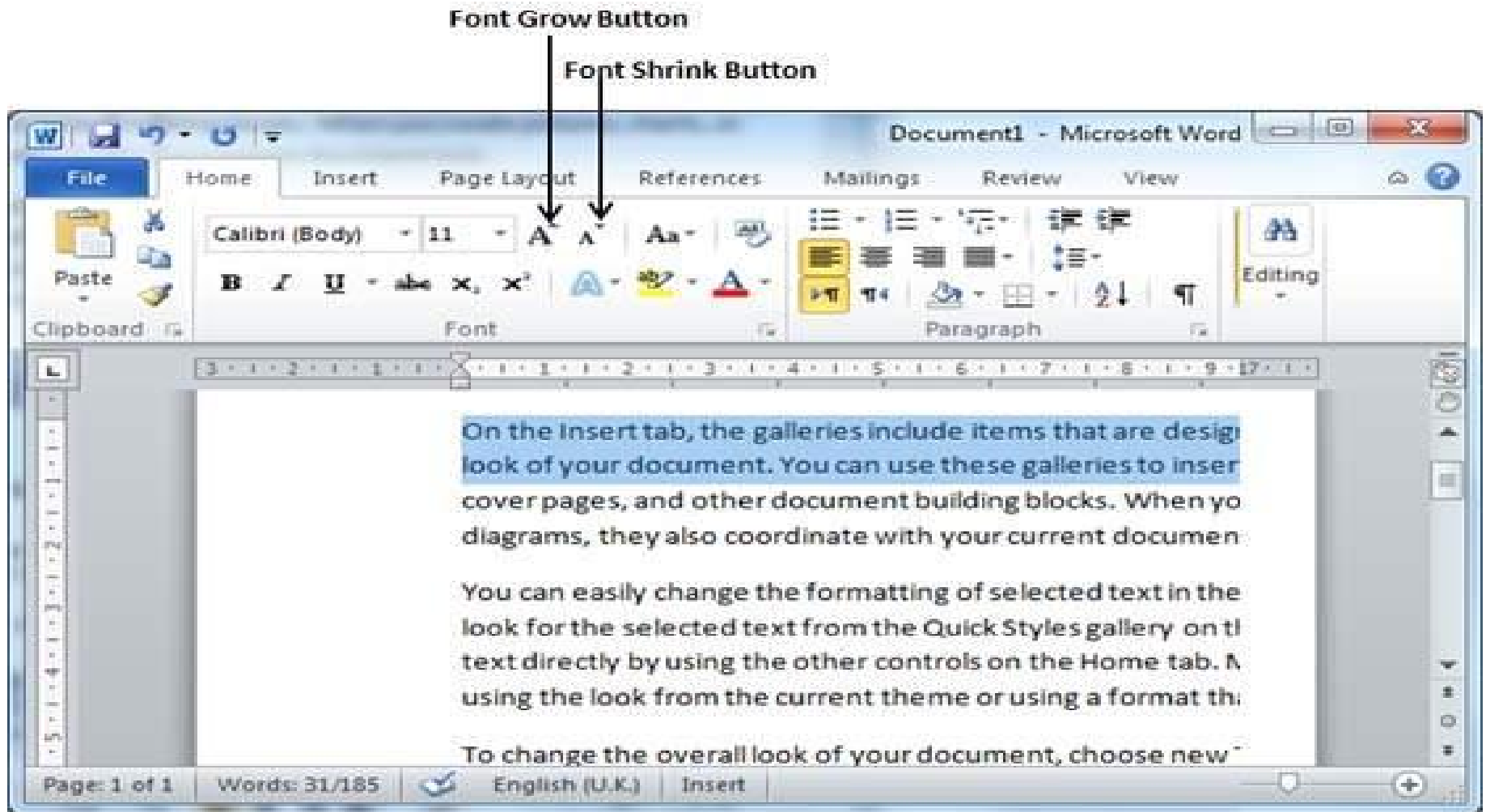
Step 2 – selected **MV Boli**
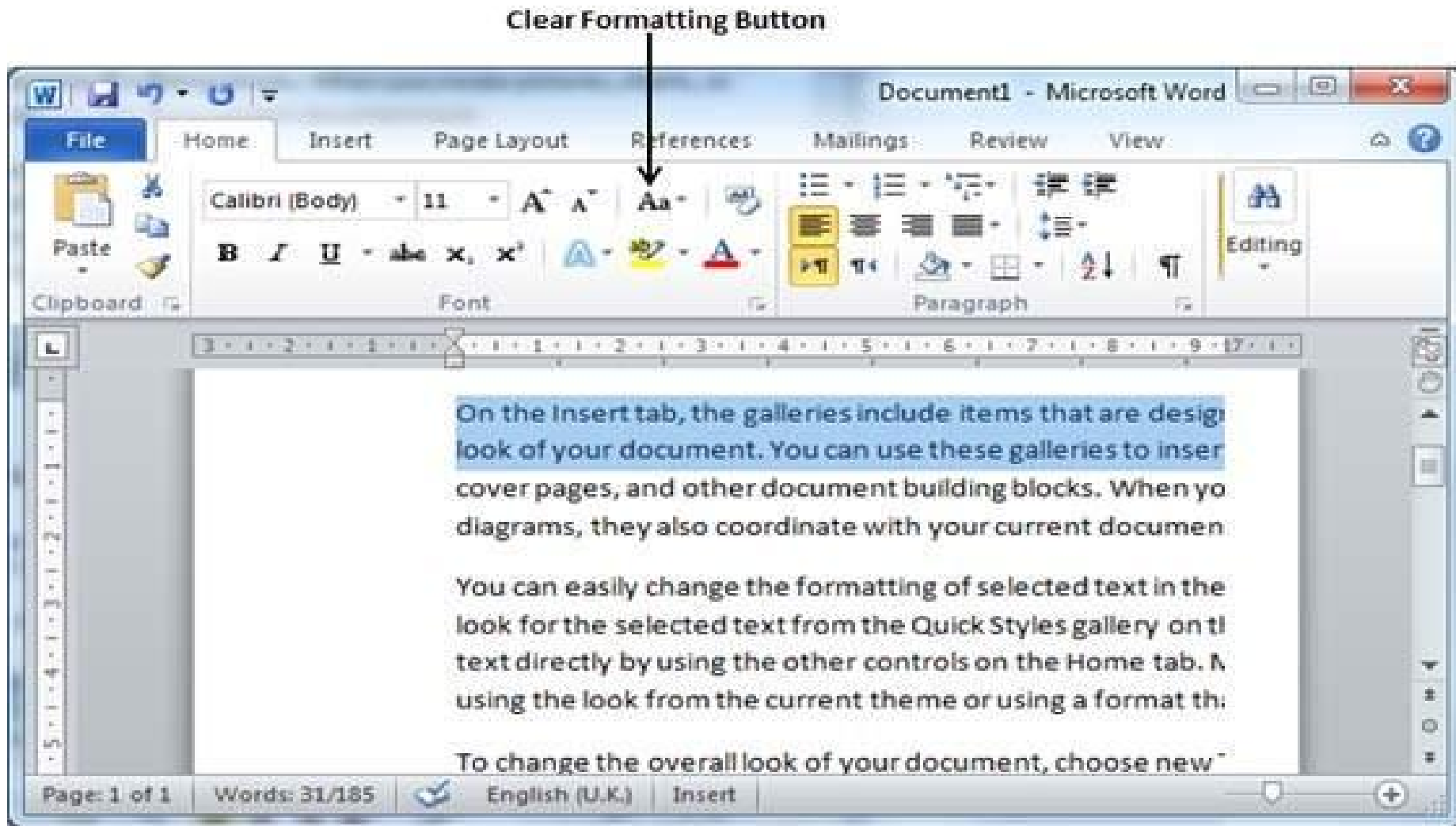
Step 3 – change the **Font size**.

Use Shrink and Grow Buttons

- **Step1 - Shrink Font** button reduce the font size

Clear Formatting Options

- **Step 1** – Select the portion of text that you want to reset.
- **Step 2** – Click the **Clear Formatting** button→**Home tab**→ **Ctrl + SPACEBAR**.

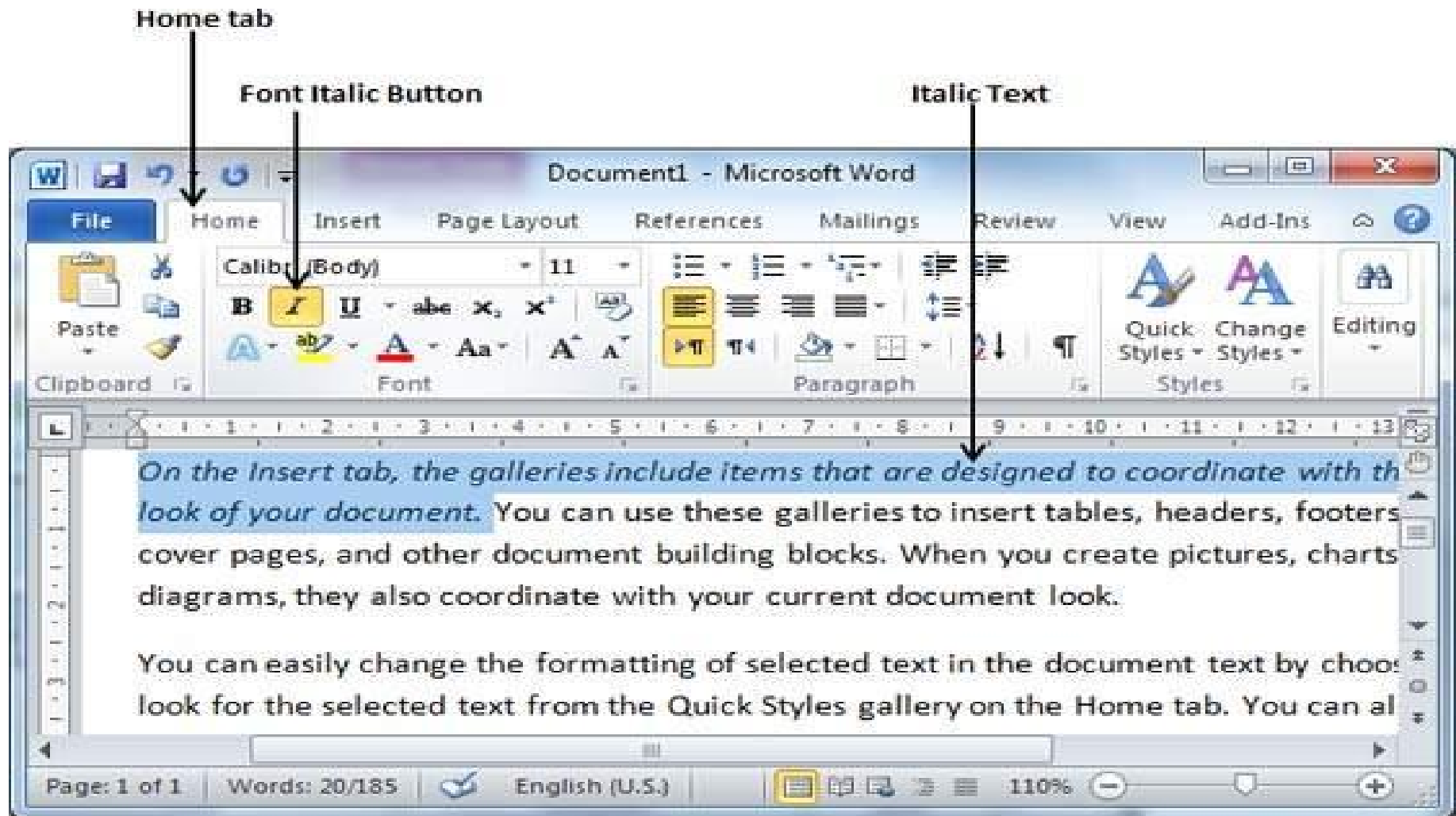Clear Formatting Button

Text decoration in Word 2010.

- **Making text bold**
- **Step 1** – Click the **Font Bold [B]** button in the **Home tab** Font group

  Or

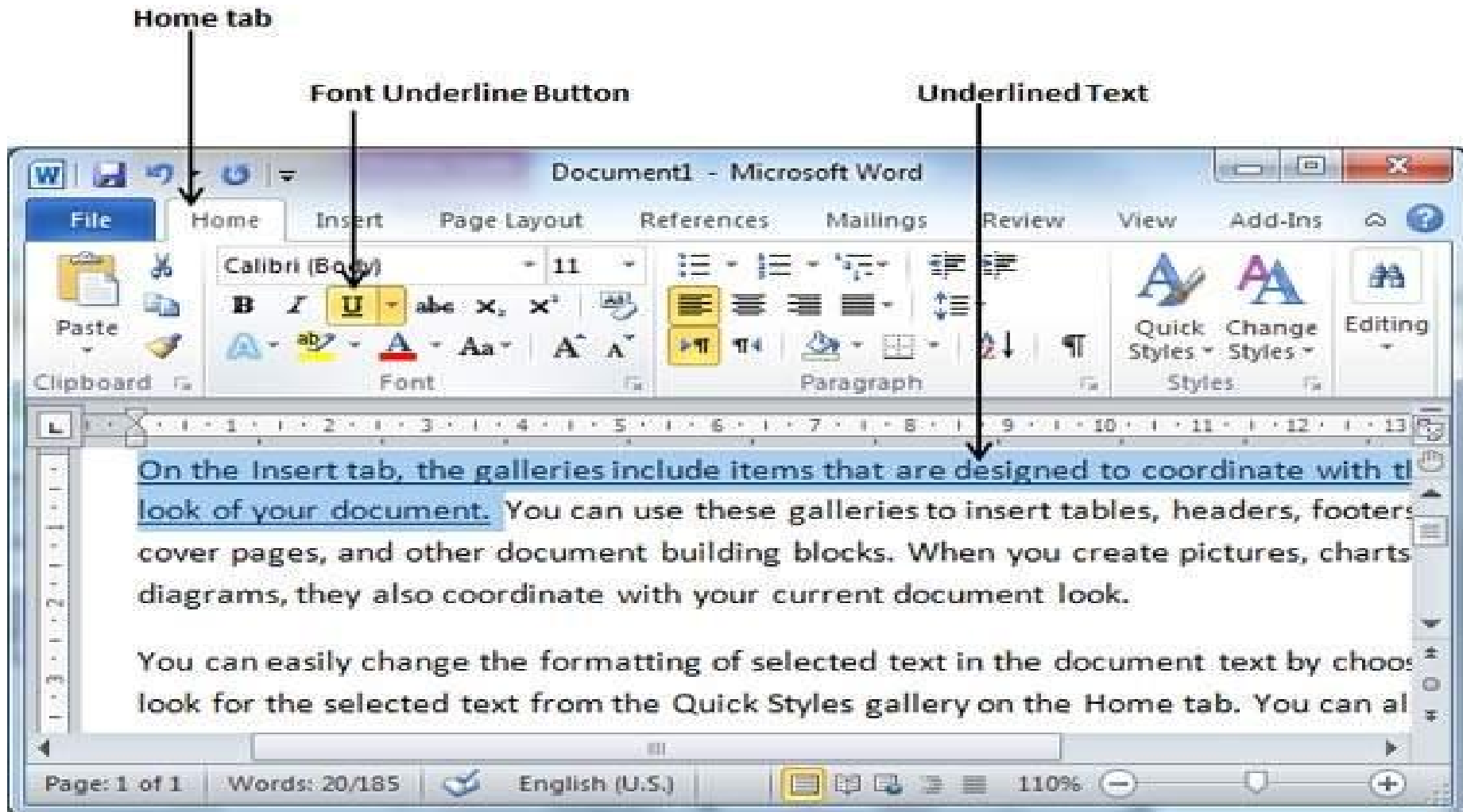- Press Ctrl **+ B** keys to make the selected portion of text bold.
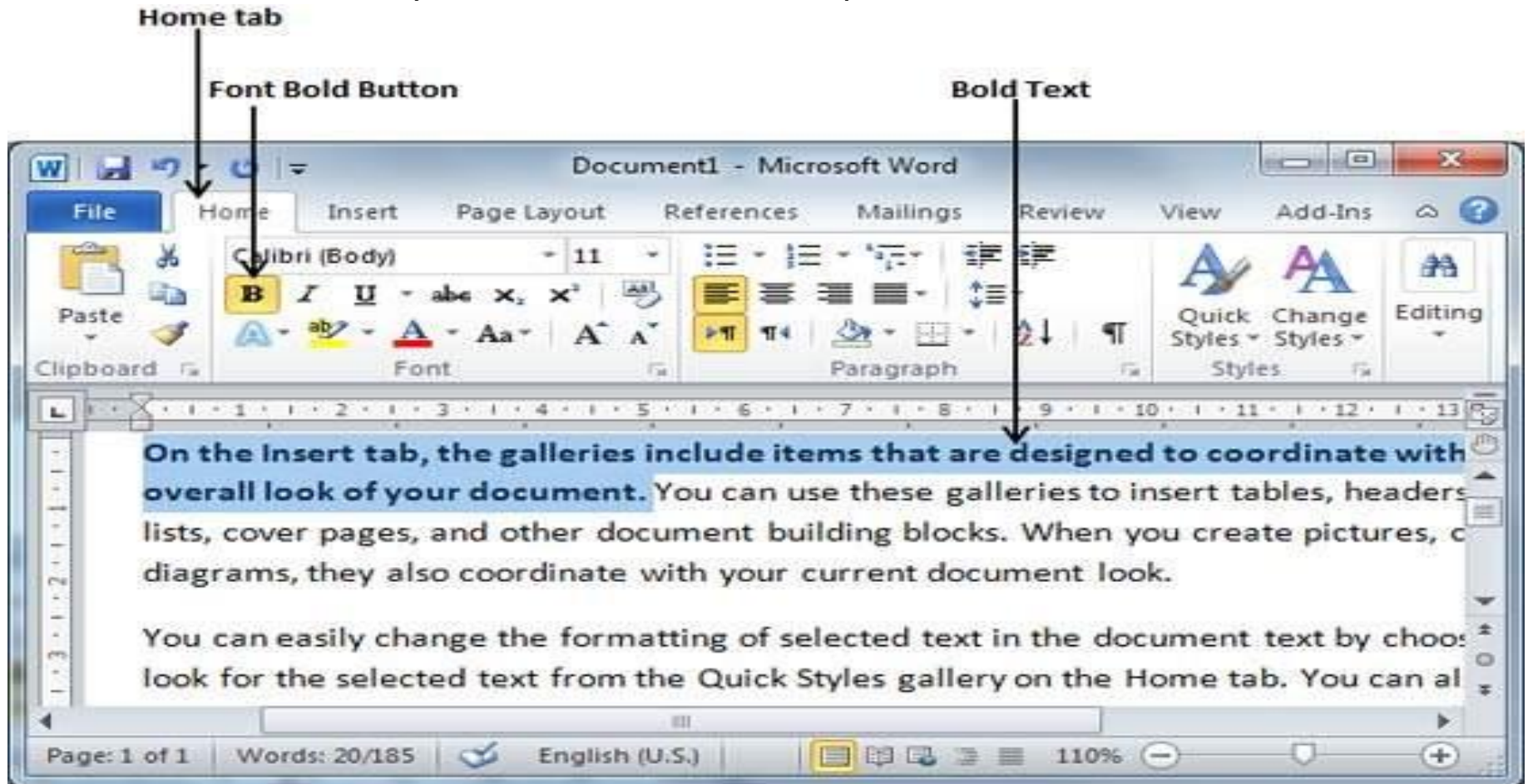
Making Text Italic

- **Step 1** – Click the **Font Italic[I]** button in the **Home tab** Font group

Or

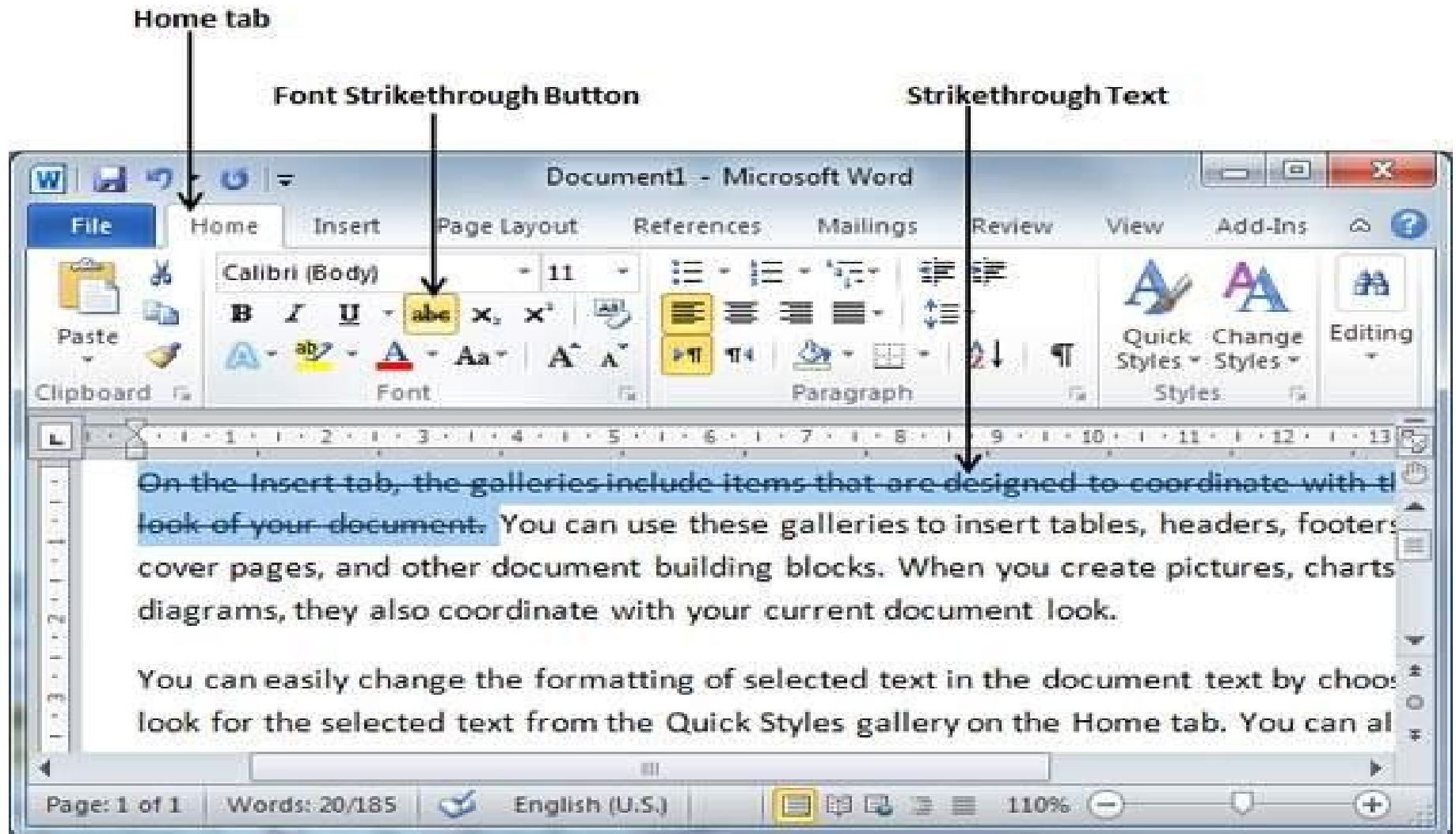- Press Ctrl **+ I** keys to make the selected portion of text bold.

Underline the Text

- **Step 1** – Click the Font **Underline [U]** button in the **Home tab** Font group

Or

- Press Ctrl **+ U** keys to make the selected portion of text bold.
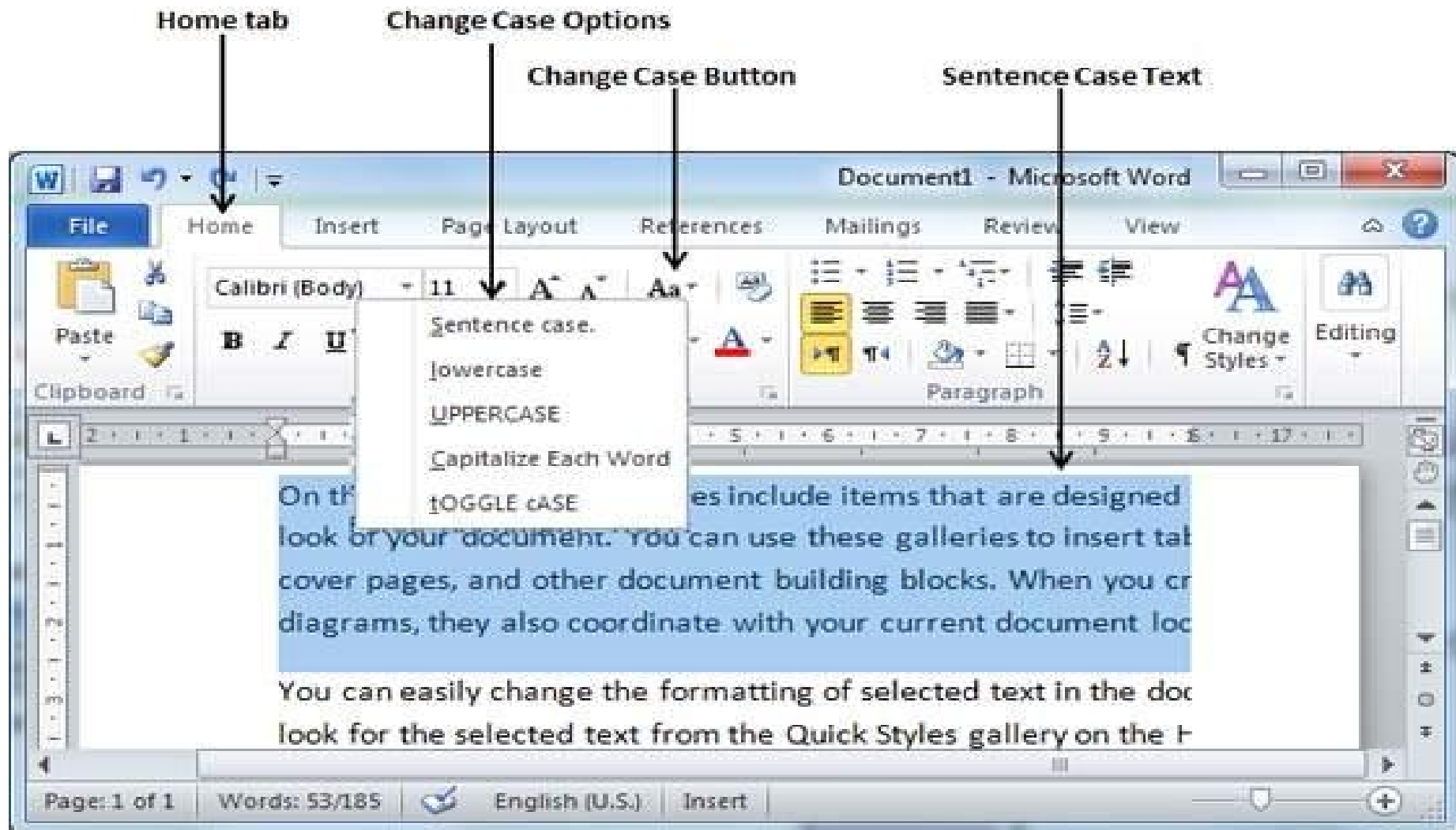
Strikethrough the Text

- **Step 1** – Click the Font **Font Strikethrough** ~~[abc]~~ button in the **Home tab** Font Group

Change text cases in Word 2010

- **Change Text to Sentence Case**
- **Step 1** – Click the **Change Case** button and then select the **Sentence Case**
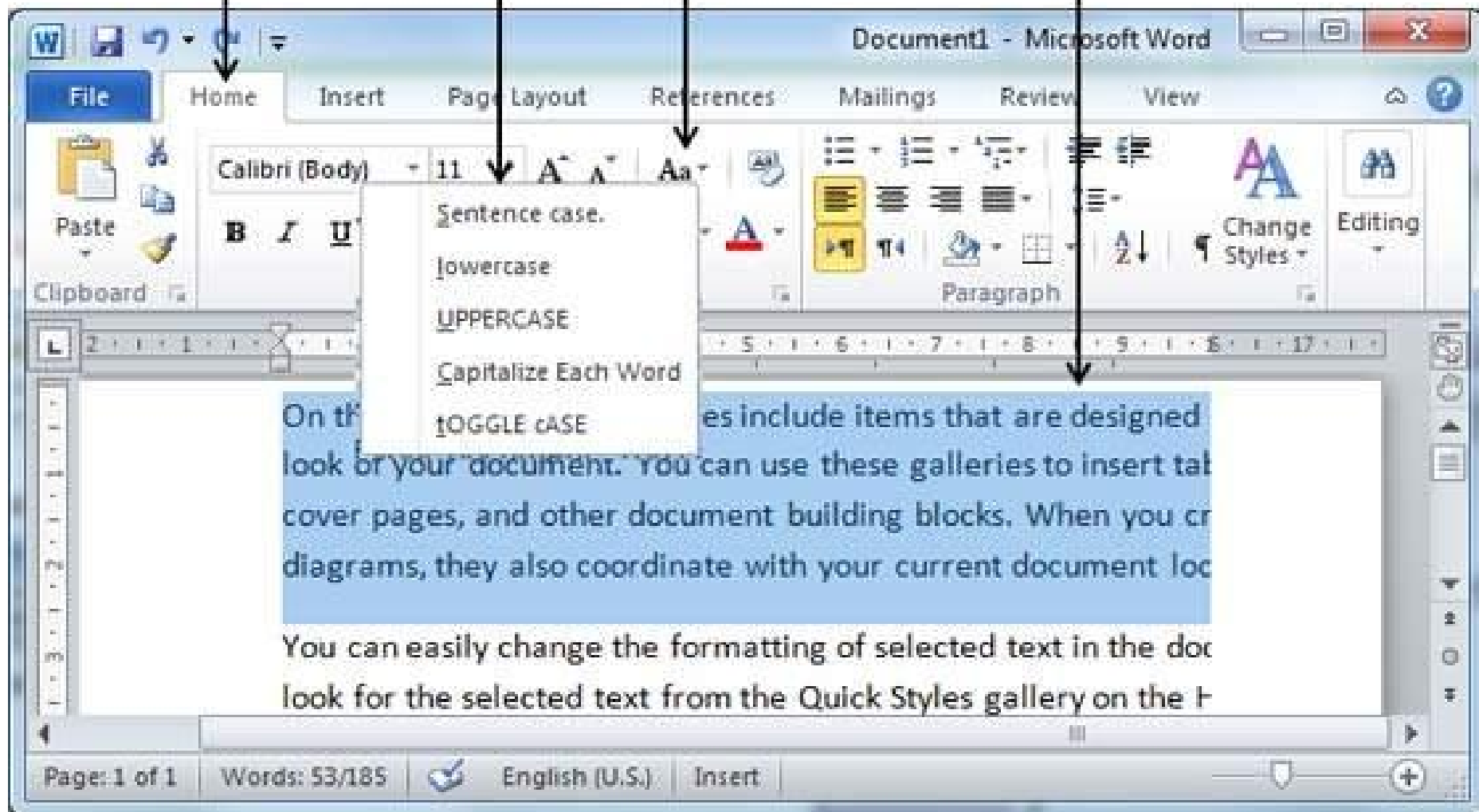
Change Text to Sentence Case

Home tab   Change Case Options
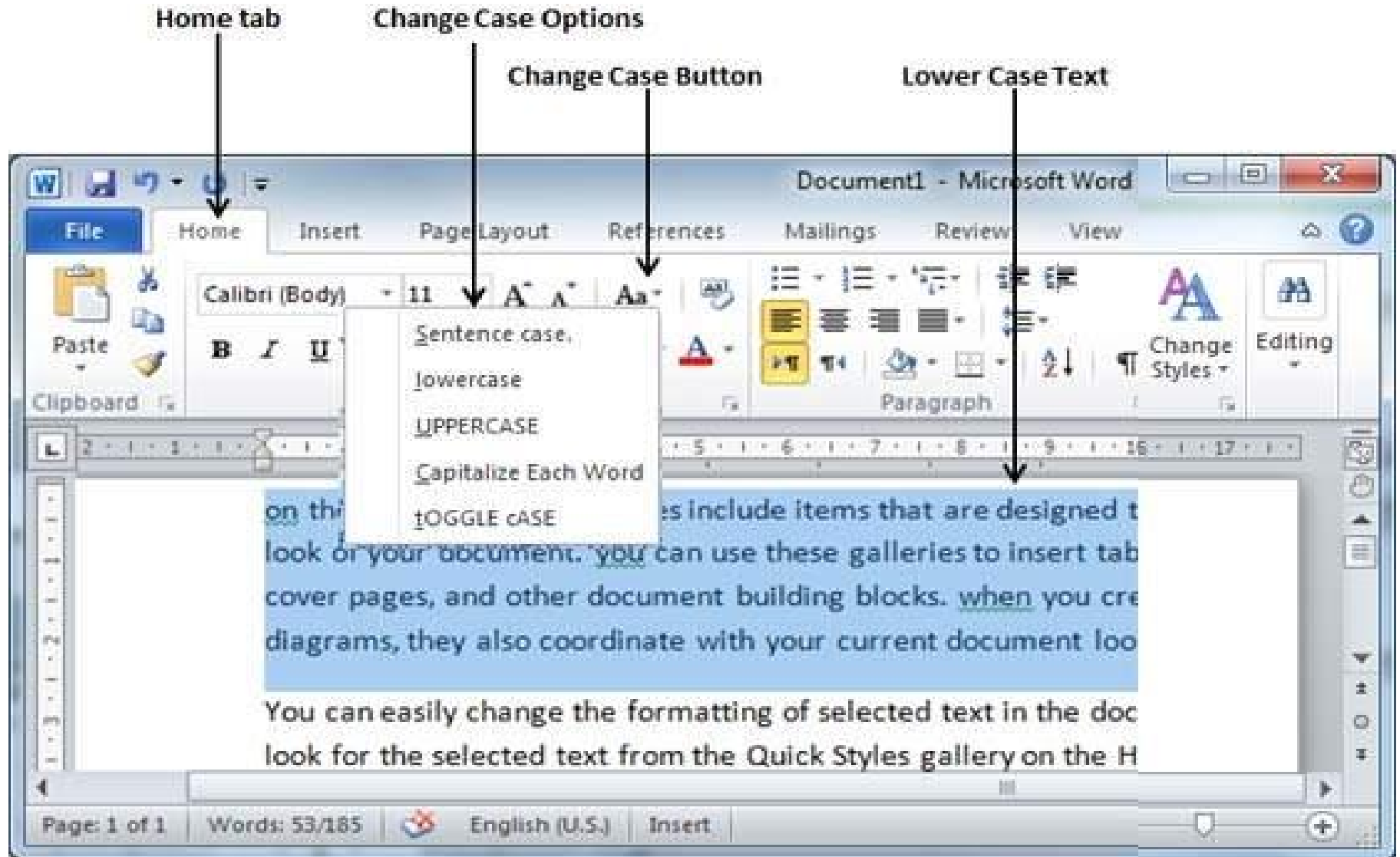
Change Case Button   Sentence Case Text

Change Text to Lowercase

- **Step 1** – Click the **Change Case** button and then select **Lowercase**
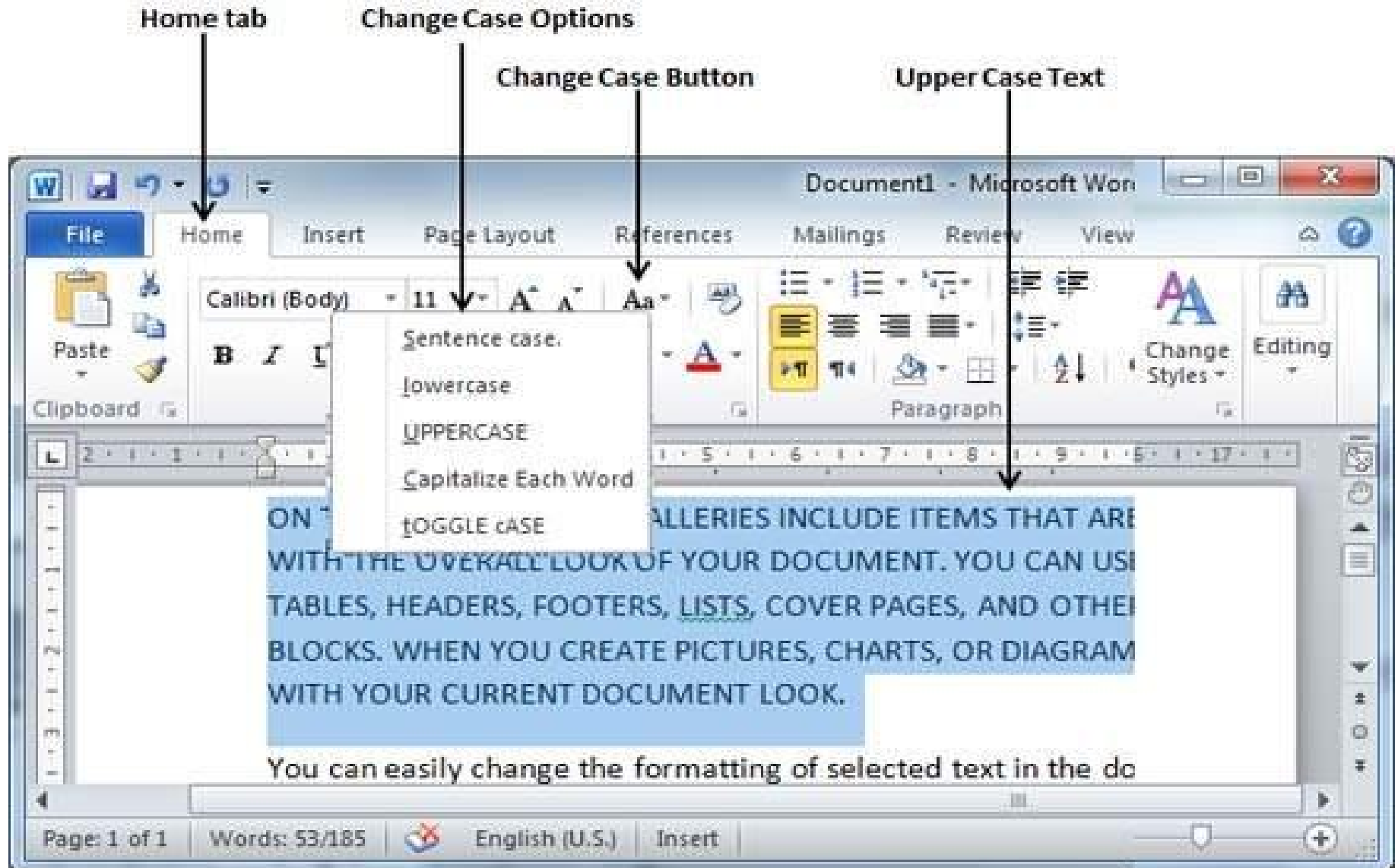
Change Text to Uppercase

- **Step 2** – Click the **Change Case** button and then select **UPPERCASE** option

Capitalize Text

- **Step 2** – Click the **Change Case** button and then select the **Capitalize Each Word** option.
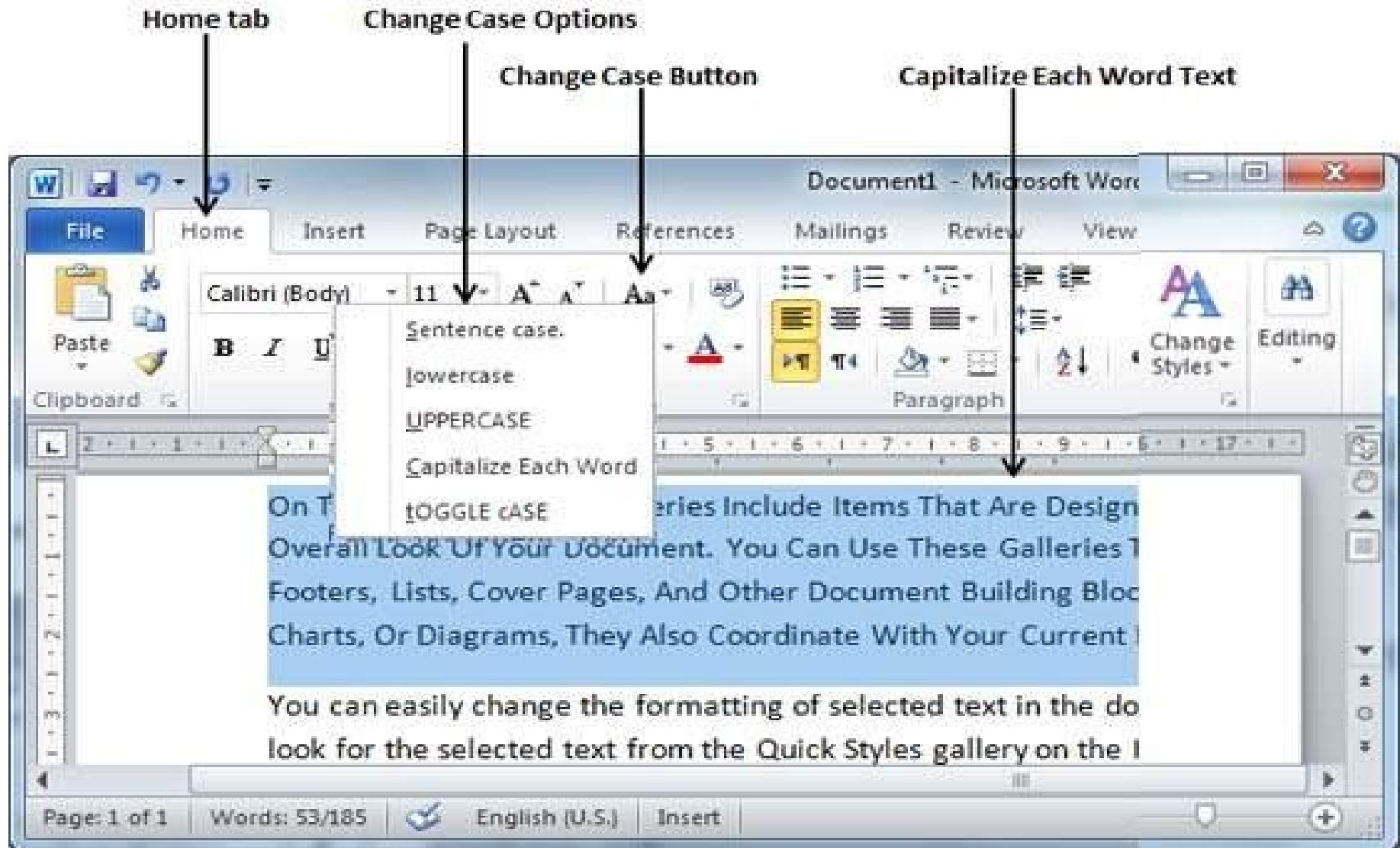
Change Text Color in Word 2010

- Change Font Colors
- **Step 1** – Click the **Font Color** button triangle to display a list of colors and choose
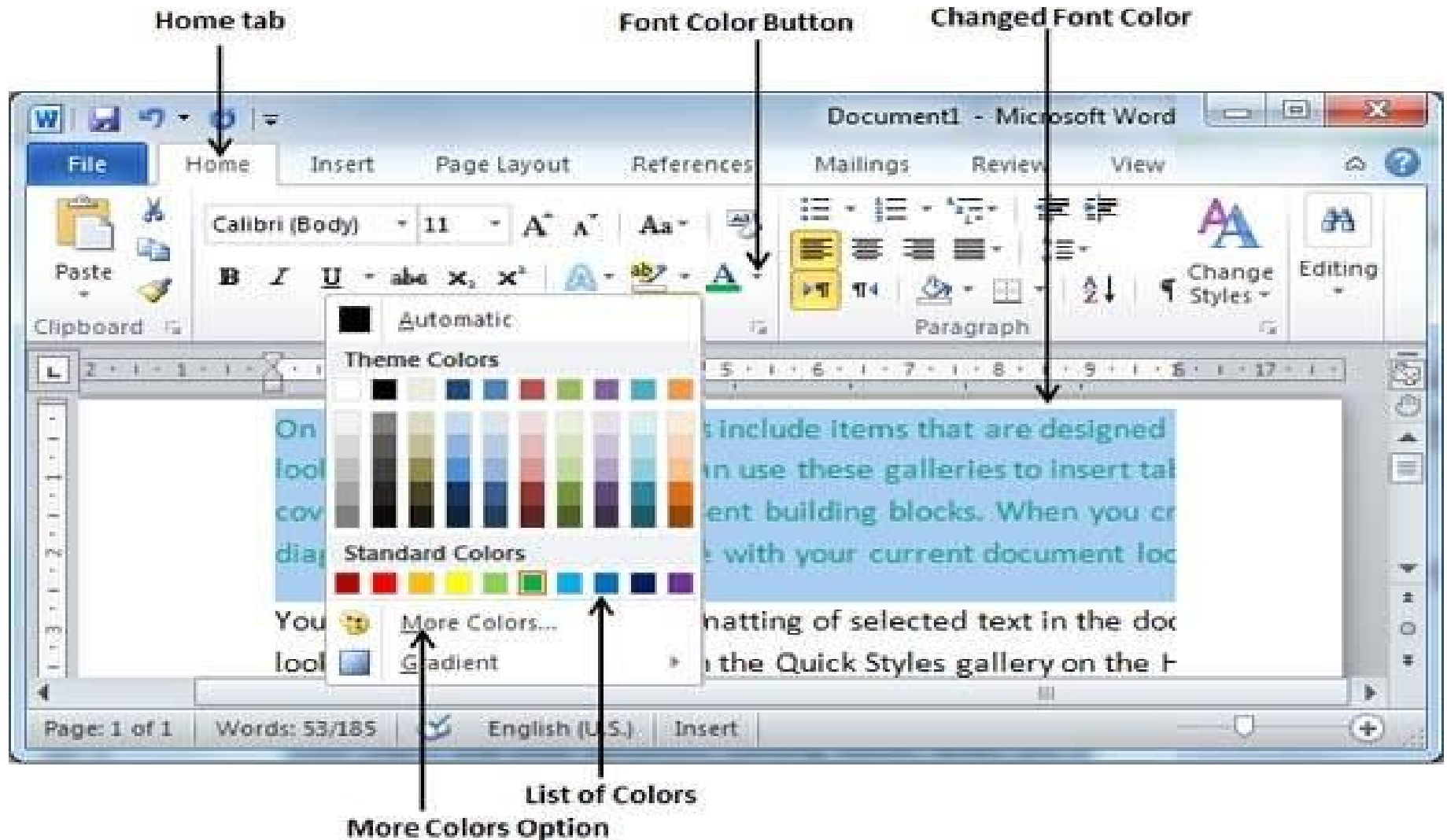
Highlight Text with Colors

- **Step 1** – Click the **Text Highlight Color** button triangle to display a list of colors
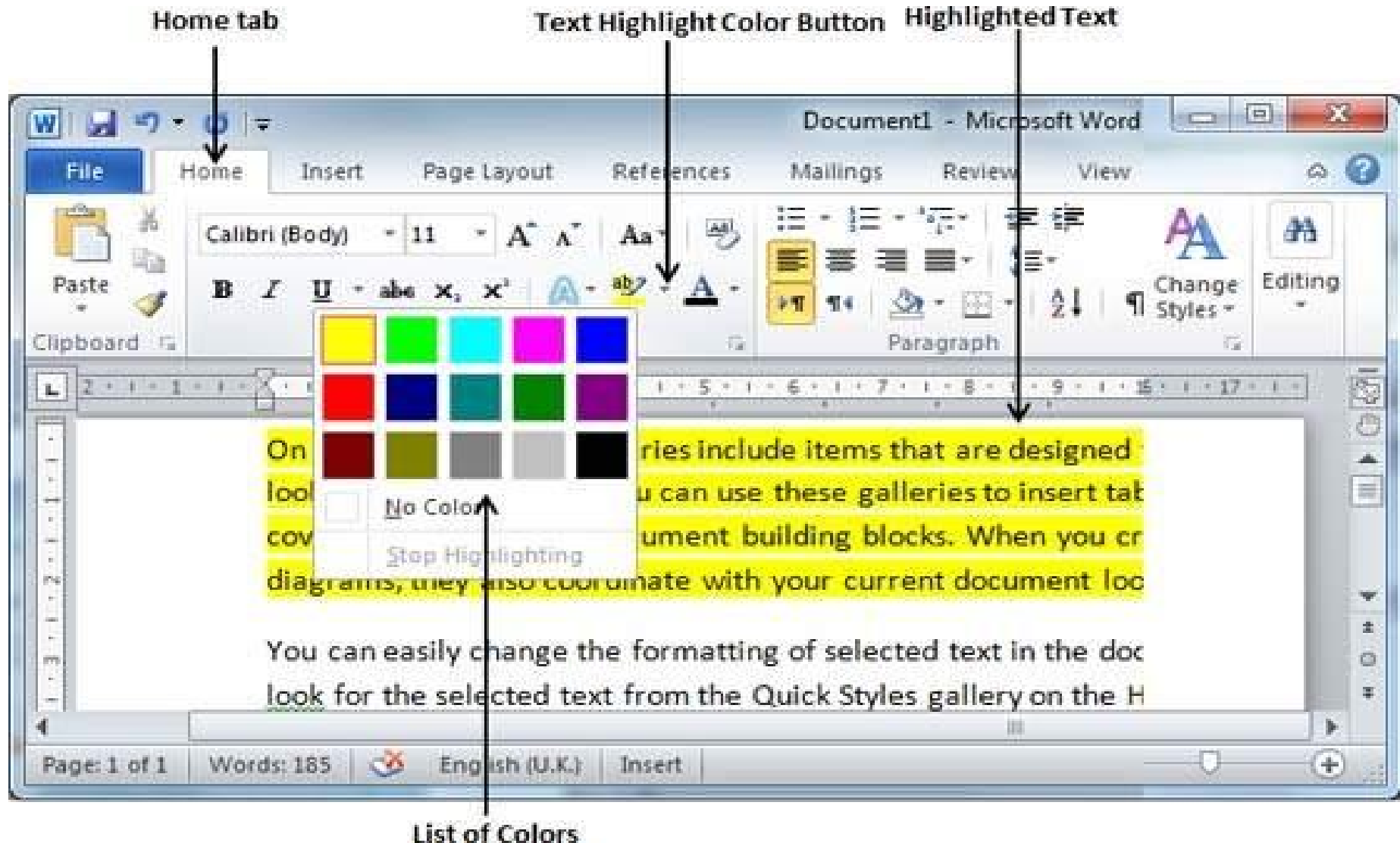
Apply Text Effects

- **Step 1** – Click the **Text Effect** button
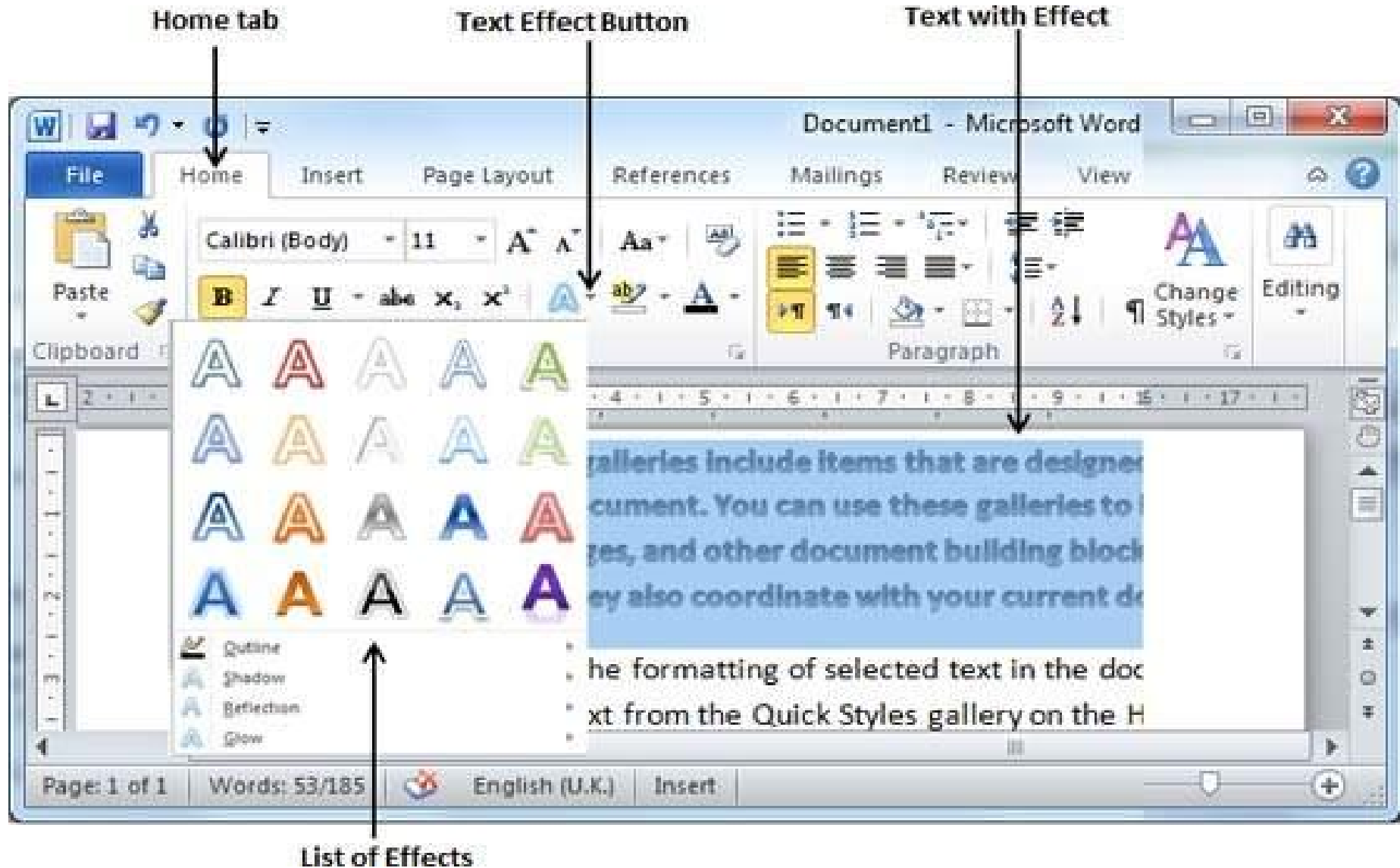
Text Alignments in Word 2010

- Left-Aligned Text

- **Step 1** – click the **Align Text → Left** button
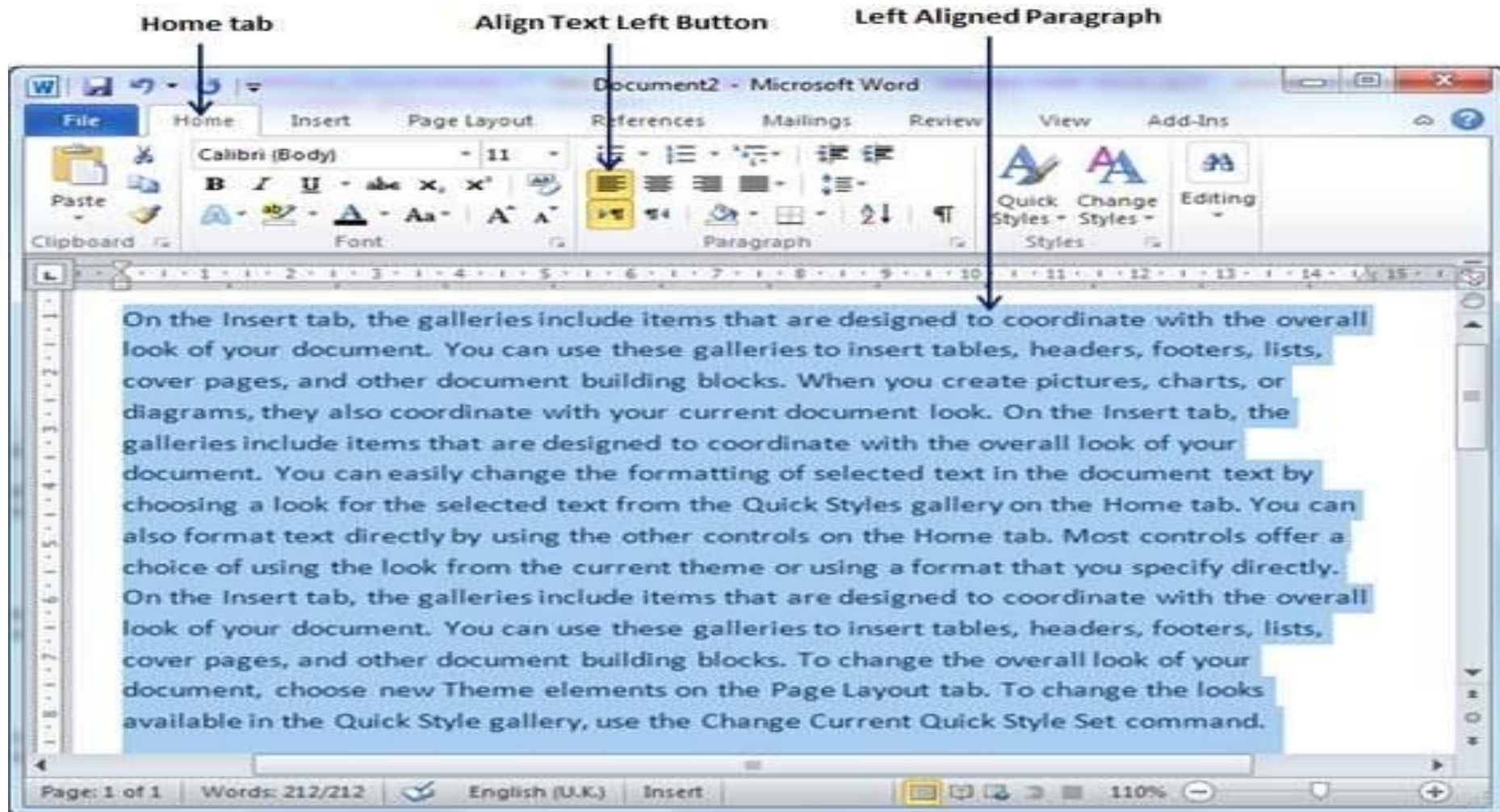
Center Aligned Text

- **Step 1** – click the **Align Text→ Center** button
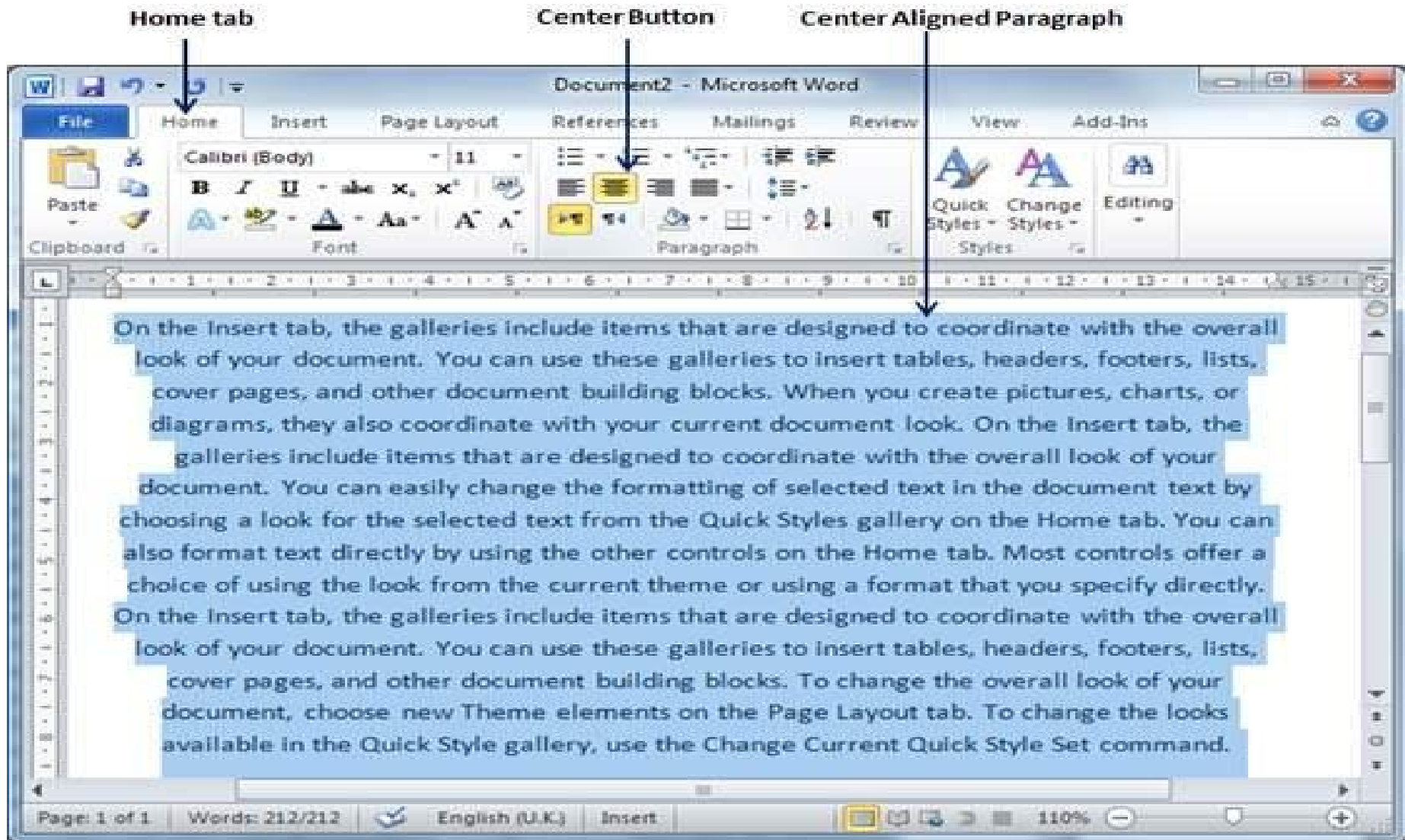
Right-Aligned Text

- **Step 1** – click the **Align Text → Right** button
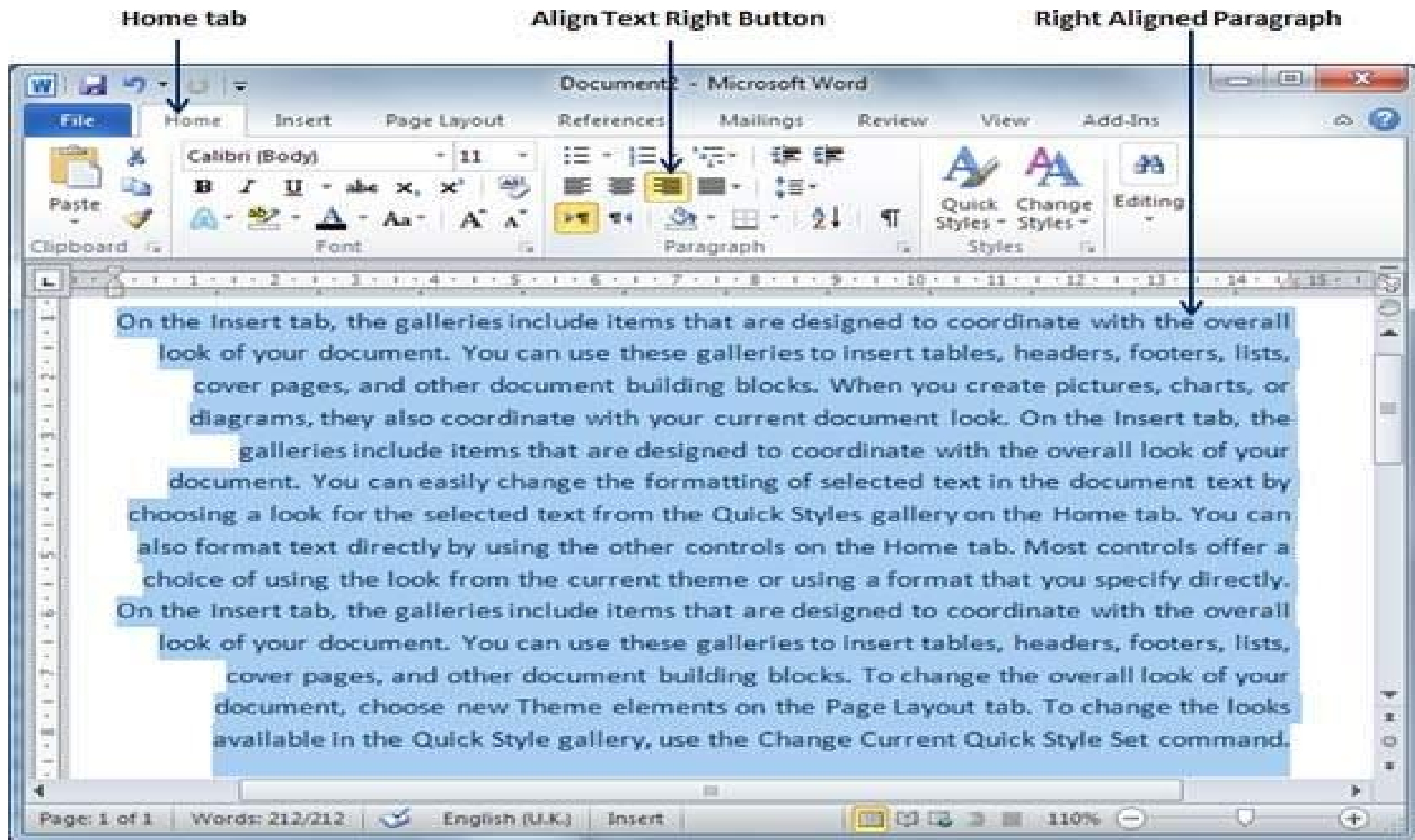
Justified Text

- **Step 1** – click the **Align Text → Justify** button
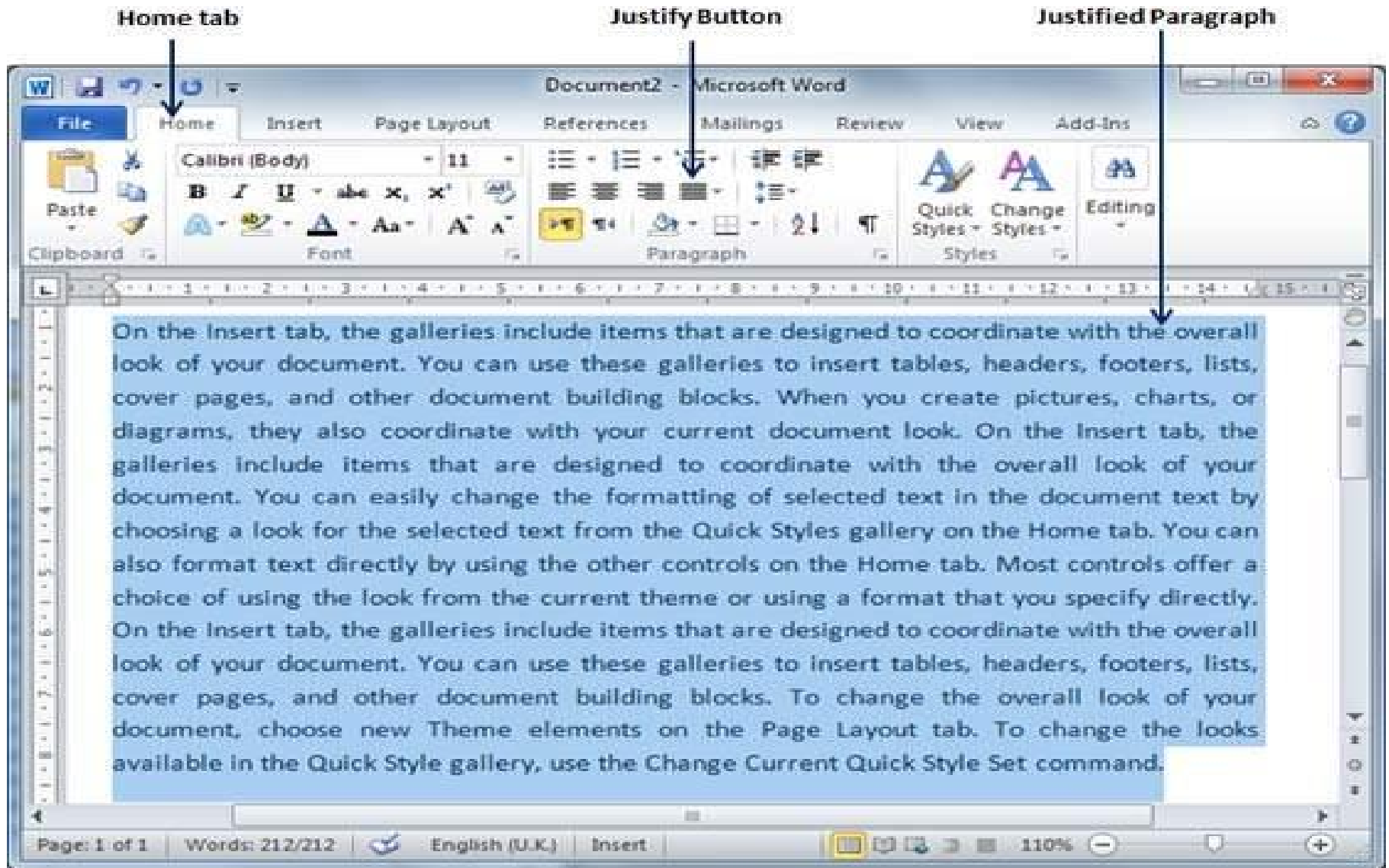
Create Bullets in Word 2010

- **Create a List from Existing Text**

- **Step 1** – Select a list of text

- **Step 2** – Click the **Bullet Button**
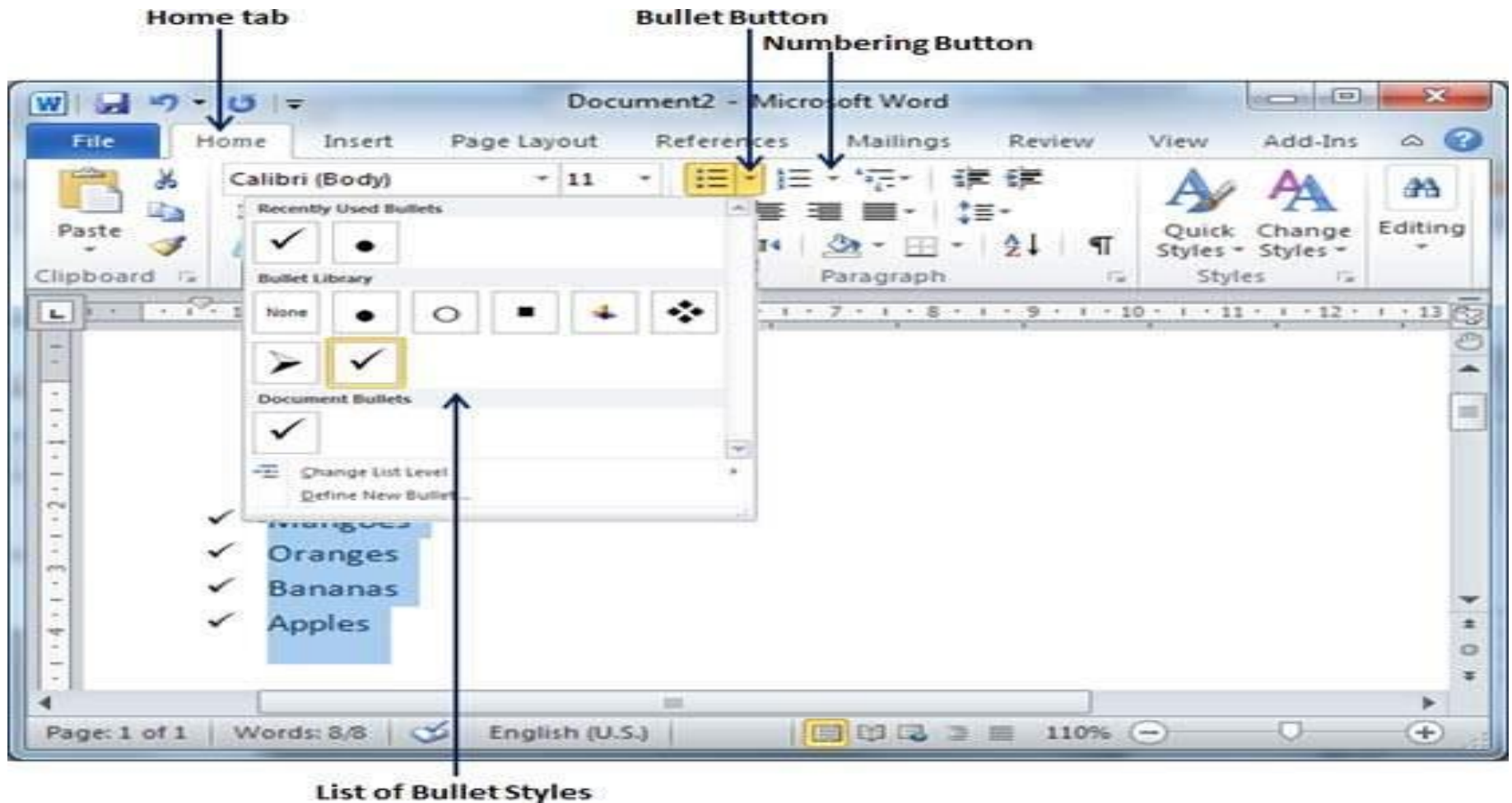
Set Line Spacing in Word 2010

- Spacing between Lines
- **Step 1** – Select the paragraph
- **Step 2** – Click the **Line and Paragraph Spacing Button**
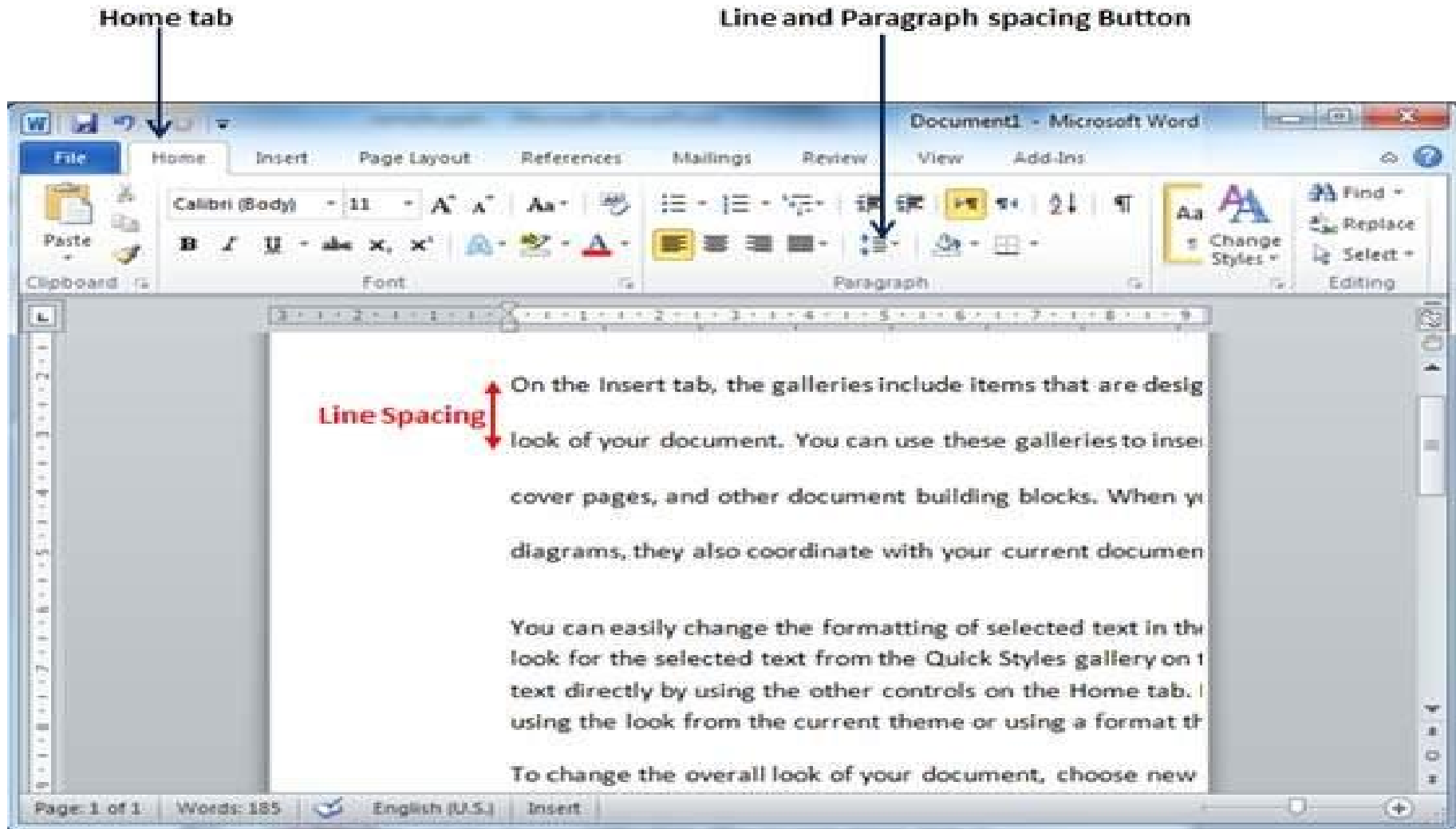
Spacing between Paragraphs

- **Step 1** – Select the paragraph→ click the **Paragraph Dialog Box**
- **Step 2** – Click the **Before** spinner to increase or decrease→**ok** button
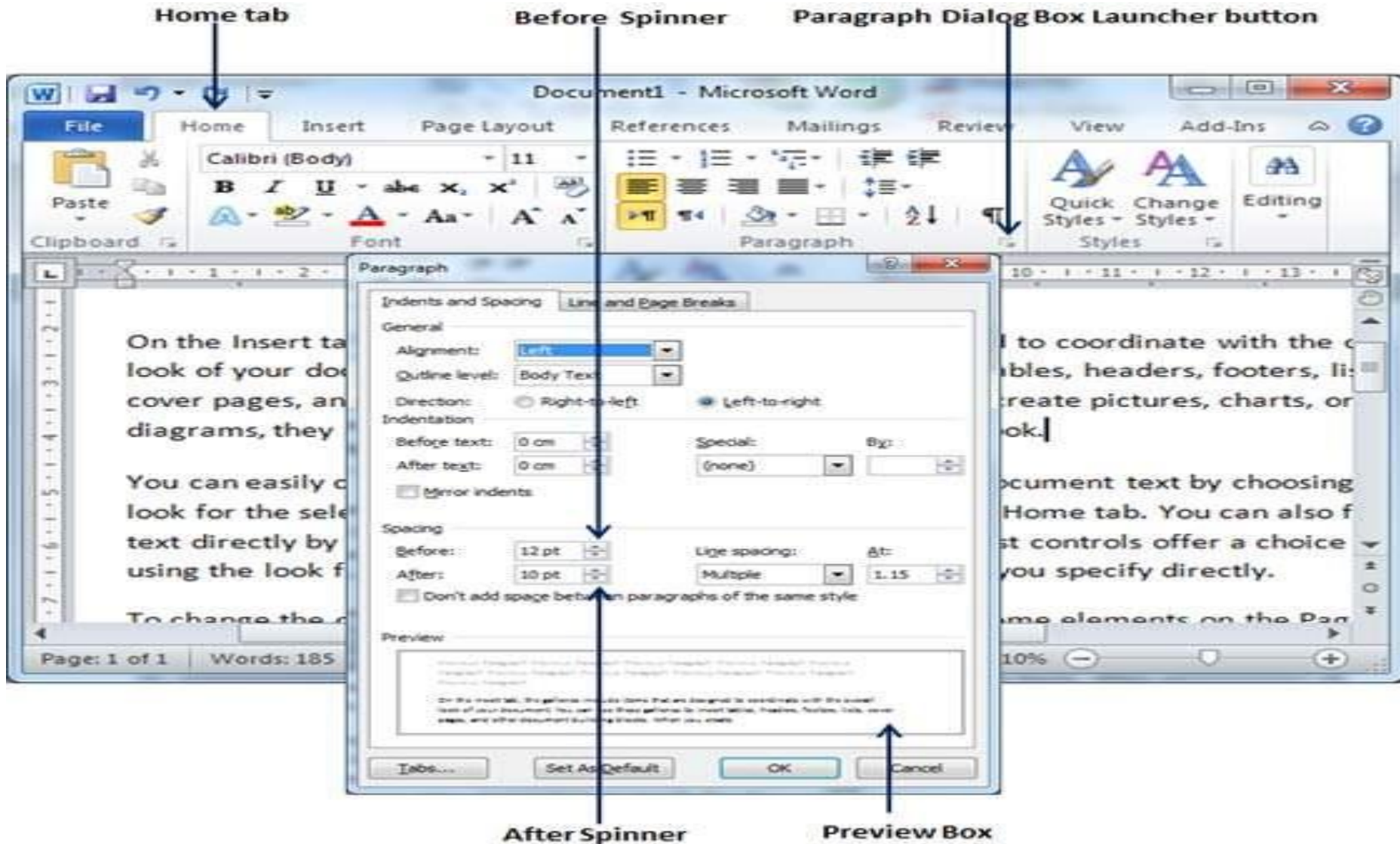
Add Shades to Text

- **Step 1** – Click the **Border Button** → **Border and Shading**
- **Step 2** – Click the **Shading** tab select **fill, color** and **style**
- **Step 3** – **Preview** →click the **OK** button

Home tab   Applied Shading

Document1 - Microsoft Word

File   Home   Insert   Page Layout   References   Mailings   Review   View   Add-Ins

Calibri (Body)   11

Paste   B *I* U abc x₂ x²   Quick Change   Editing
   A A Aa A A   Styles Styles

Clipboard   Font   Paragraph   Styles

On the Insert tab, the galleries include items that are designed to coordinate with the overall 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.
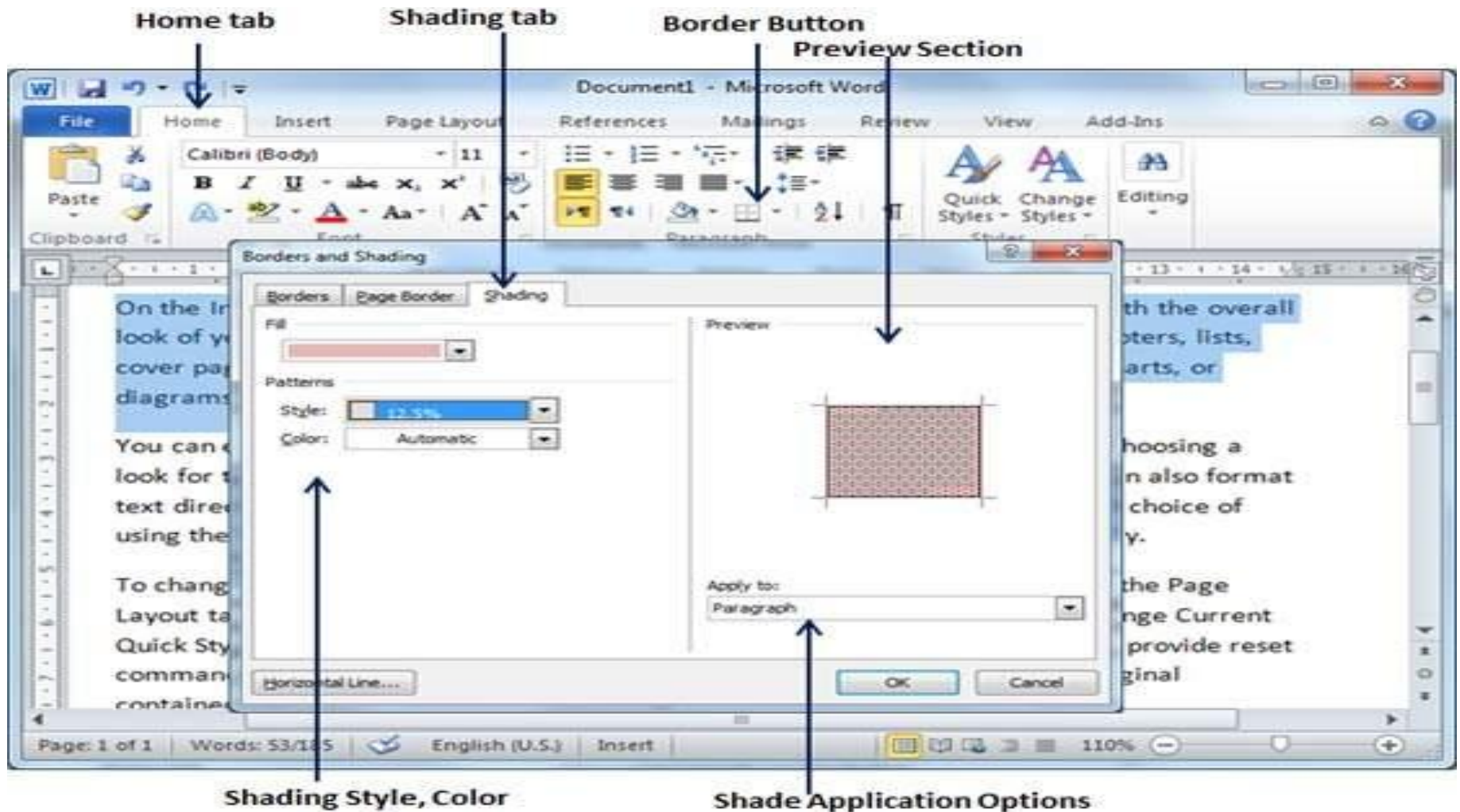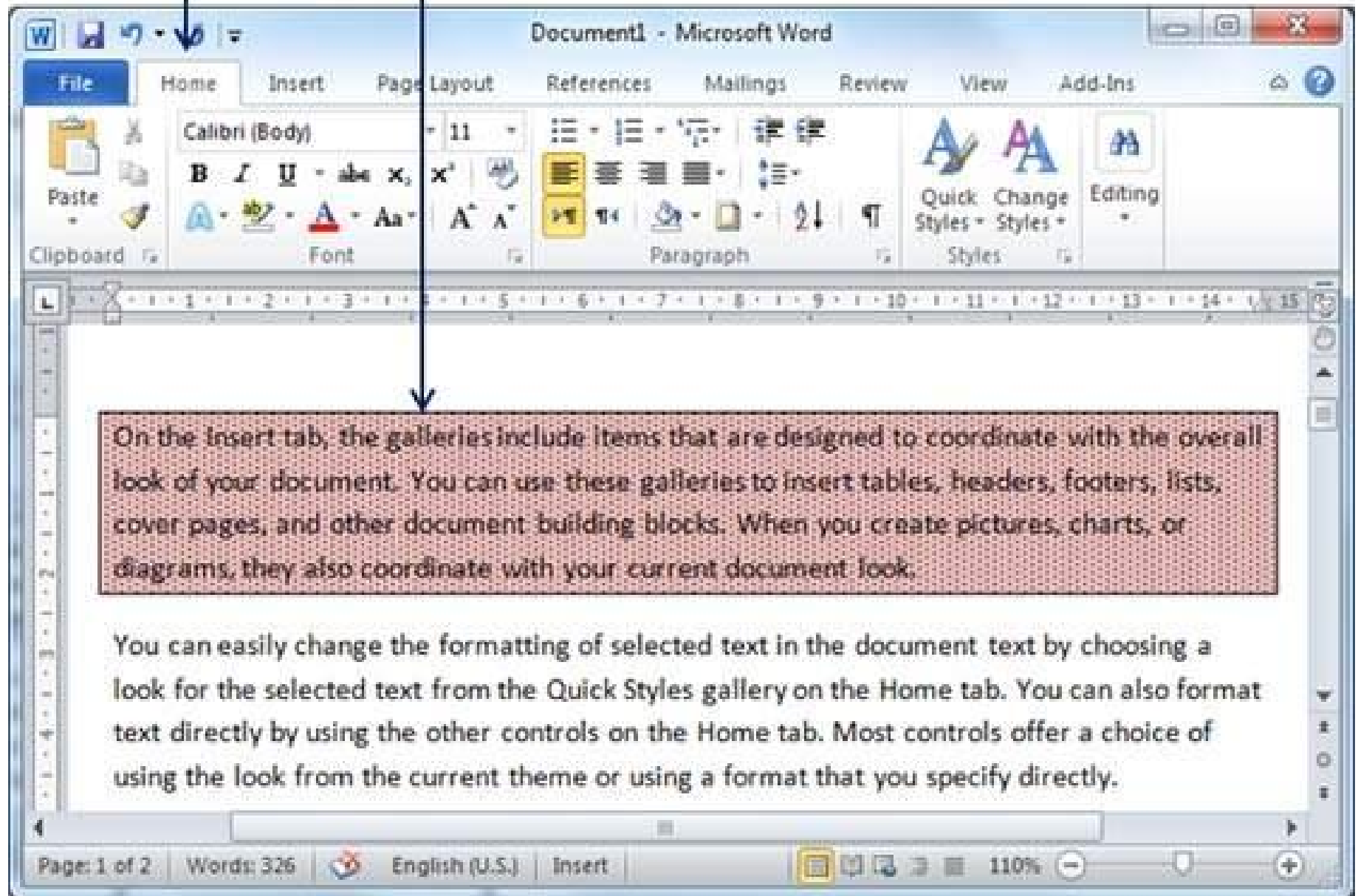
You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

Page: 1 of 2   Words: 326   English (U.S.)   Insert   110%
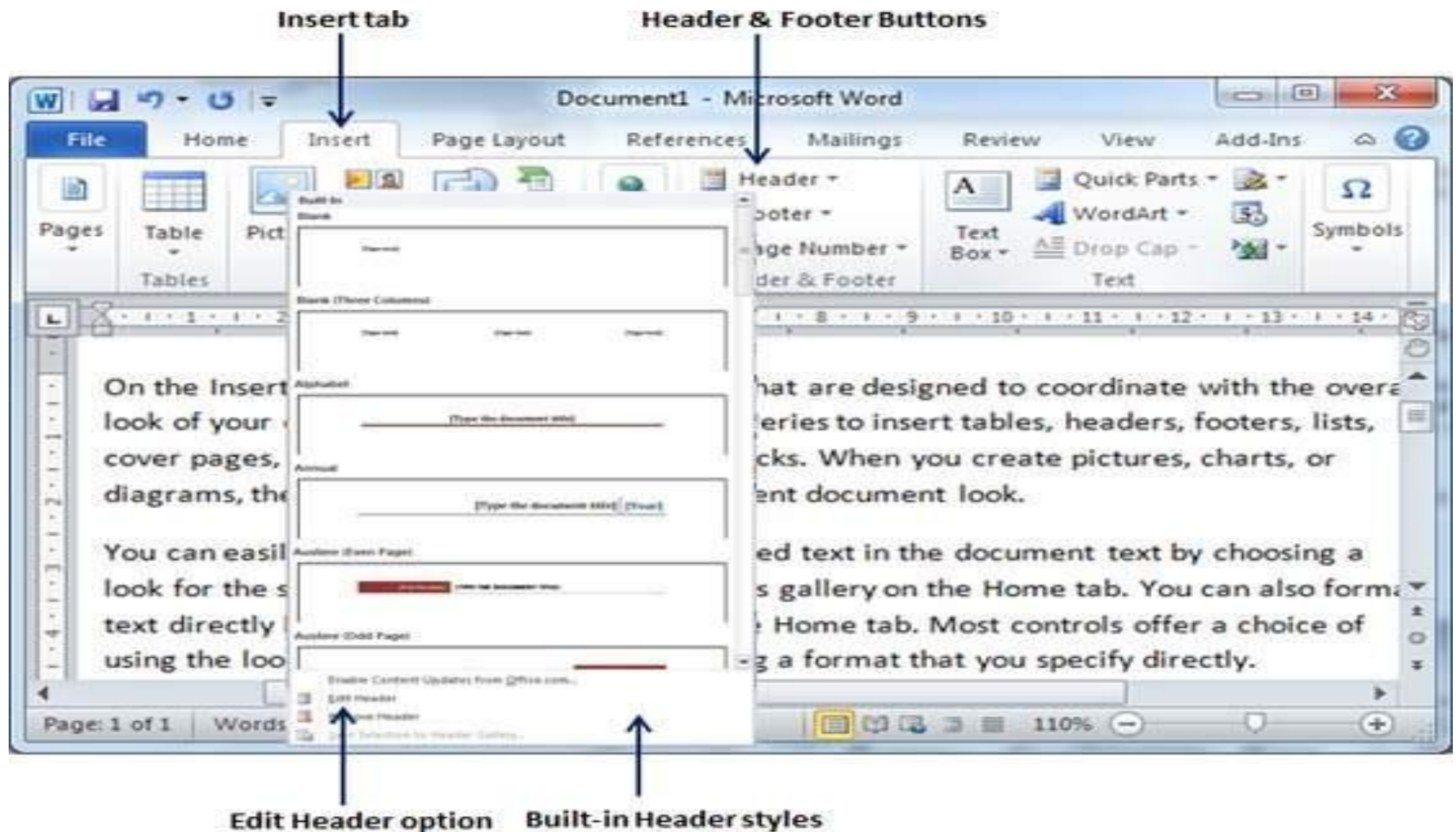
Header and Footer in Word 2010

- **Add Header and Footer**
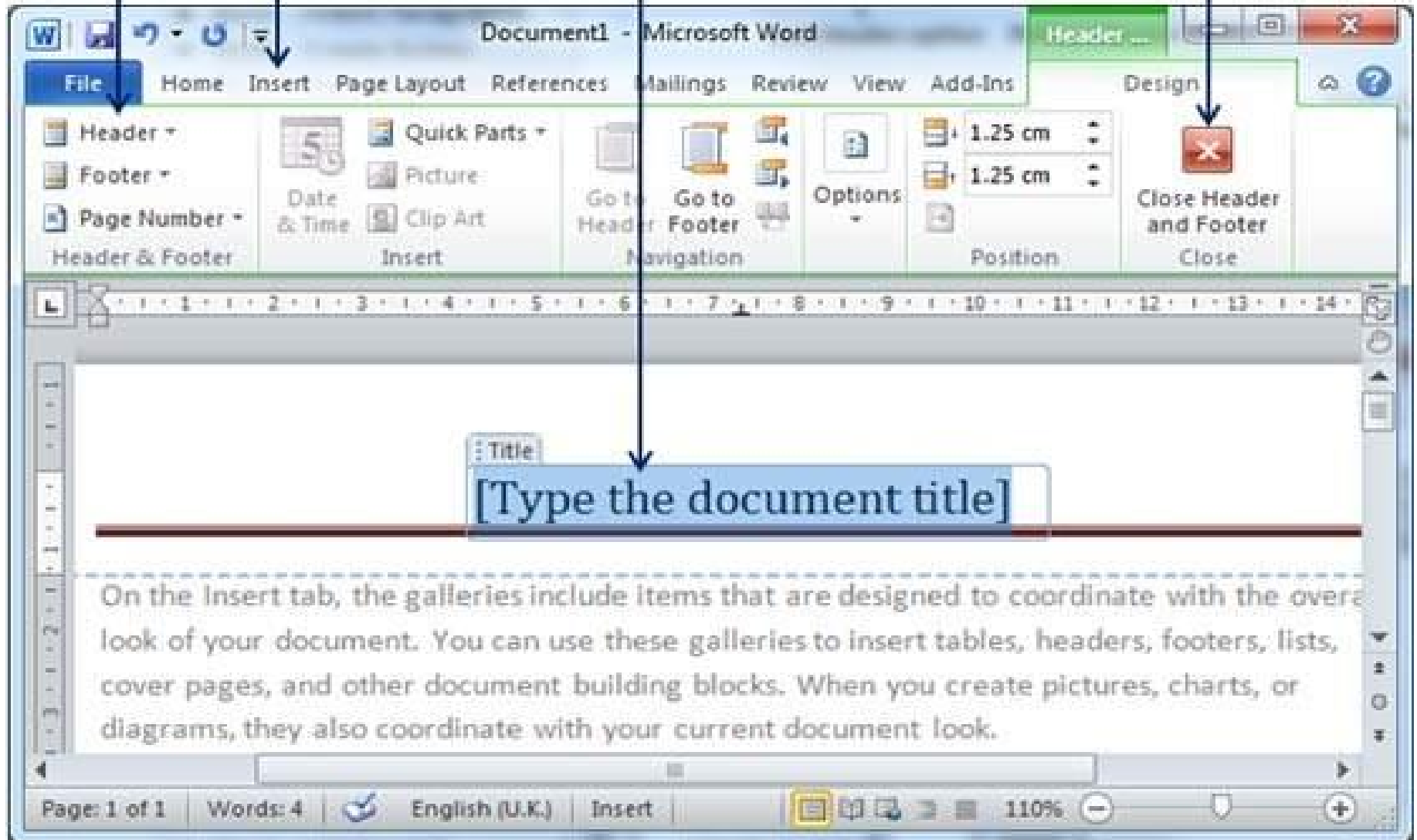- **Step 1** – Click the **Insert tab**→ click **Header button** or the **Footer button**

Insert tab

Header & Footer Buttons

Edit Header option   Built-in Header styles

Step 2 – **Header and Footer buttons** appear→ **Close Header and Footer** button

Final Document Header

Title bar: Document1 - Microsoft Word

Ribbon tabs: File | Home | Insert | Page Layout | References | Mailings | Review | View | Add-Ins

Font: Calibri (Body), 11
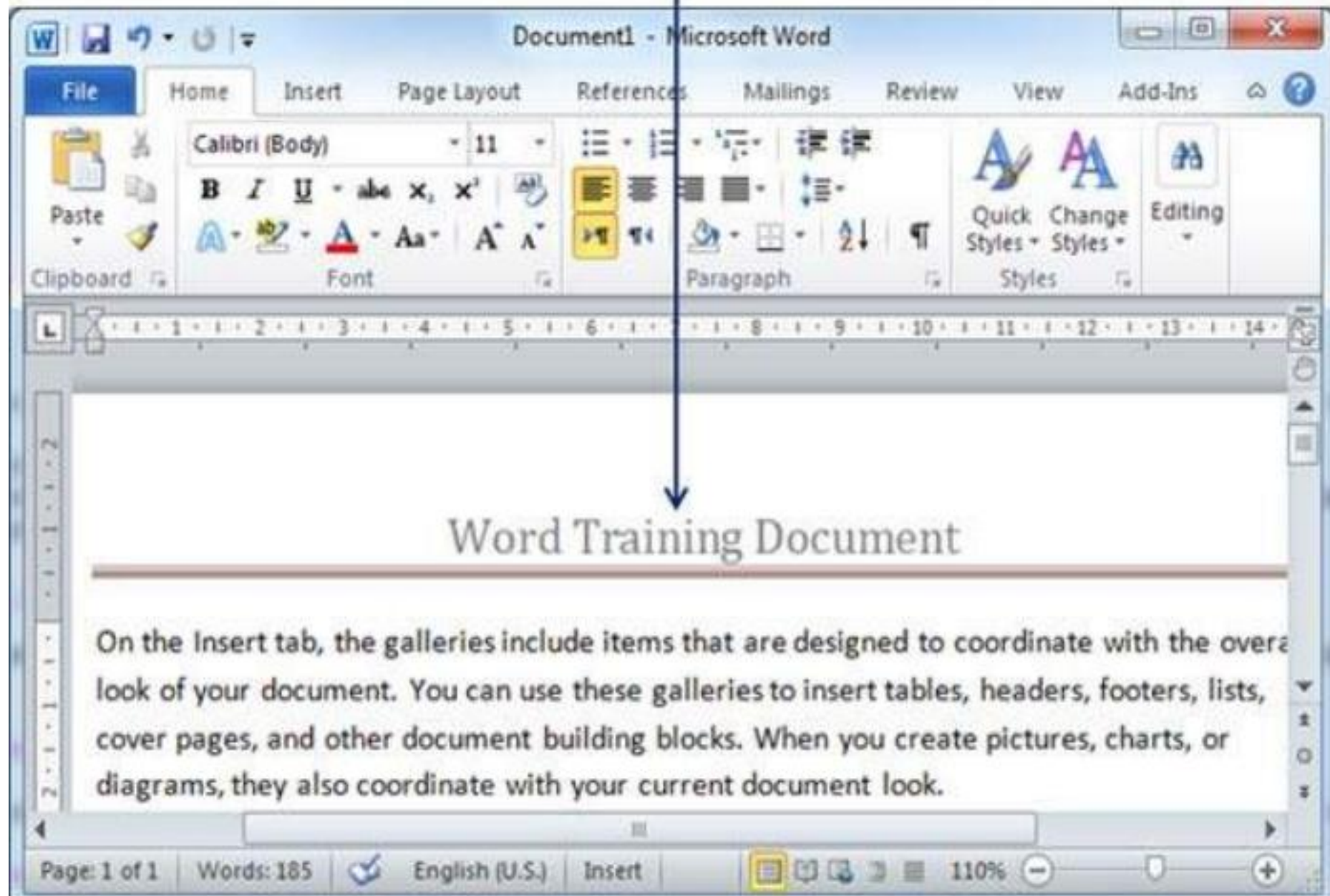
Word Training Document

On the Insert tab, the galleries include items that are designed to coordinate with the overall 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: 185 | English (U.S.) | Insert | 110%