

Centre for Differently Abled Persons Bharathidasan University

### **DVTD- I SEMESTER**

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

# Word Processing (23DVTD2)

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# **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

#### Selected Font type

#### **Changed Font**



# Step 3 – change the Font size.



# Use Shrink and Grow Buttons

#### • Step1 - Shrink Font button reduce the font size

Font Grow Button

#### **Fopt Shrink Button**



# **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

Press Ctrl + B keys to make the selected portion of text bold.
Home tab



Or

# Making Text Italic

• Step 1 – Click the Font Italic[ / ] button in the Home tab Font group

Or

Press Ctrl + I keys to make the selected portion of text bold.
Home tab



# 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

- <u>Change Text to Sentence Case</u>
- Step 1 Click the Change Case button and then select the Sentence Case



# **Change Text to Sentence Case**



## 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



List of Colors More Colors Option

# Highlight Text with Colors

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



List of Colors

# **Apply Text Effects**

#### • Step 1 – Click the Text Effect button



List of Effects

# Text Alignments in Word 2010

- Left-Aligned Text
- Step 1 click the Align Text → Left button

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# **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



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. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. 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. 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. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

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## Create Bullets in Word 2010

- Create a List from Existing Text
- Step 1 Select a list of text
- Step 2 Click the Bullet Button

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List of Bullet Styles

## Set Line Spacing in Word 2010

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

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## **Spacing between Paragraphs**

- Step 1 Select the paragraph → click the Paragraph Dialog Box
- Step 2 Click the Before spinner to increase or decrease  $\rightarrow$  ok button

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## 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



Shading Style, Color

Shade Application Options

#### Home tab Applied Shading



## Header and Footer in Word 2010

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

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



#### **Final Document Header**

