

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 V

Printing Documents in Word 2010

- Printing Documents
 - **Step 1** Open the document \rightarrow click the **File** tab \rightarrow **Print** option



Print Option

Printer Properties

Scrollbar

Step 2 – you can set various other printing options available.
 Select from among the following options

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Set Watermark in Word 2010

- Set Standard Watermark
- Step 1 Open a word document in which you want to add a watermark.
- Step 2 Click the Page Layout tab→click the Watermark button



List of standard watermarks

• Step 3 – clicking confidential watermark

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Set Custom Watermark

- Step 1 Open a Word document in which you want to add a watermark.
- Step 2 Click the Page Layout tab → click the Watermark button
 At the bottom, you will find the Custom Watermark option



Custom Watermark Option

• Step 3 – Click over the Custom Watermark option→display the Printed Watermark dialog box

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Custom watermark parameters

Step 4 – type your text in the Text box → Printed
 Watermark DUPLICATE → click the OK button



Custom watermark

Remove Watermark

- Step 1 Open a Word document the watermark of which needs to be deleted
- Step 2 Click the Page Layout tab → Watermark button → Remove Watermark
- Step 3 Click Remove Watermark



Remove watermark Option

Find and Replace operation in Word 2010

- Find Command
- Step 1 =rand() and press Enter



Step 2 – Click the Find option in the Editing group



Step 3 – Enter a word search in the Search box



- Step 4 Click the clear button (X) to clear the search and results
- Step 5 Click the option button to display the options
- Step 6 click the close button (X).

Options Option Button



Find & Replace Operation

- Step 1 Click the Replace option in the Editing group
- Step 2 Find and Replace dialog box



Step 3 – Type a word want to search, Find and Replace

Step 4 – Click the Replace button available on the Find and Replace

Word to be searched

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Replace with

Check spelling and grammar in Word 2010



Grammatical Mistake

Step 2 – A Spelling and Grammar dialog box will appear and will

display the wrong spellings or errors in grammar.

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Step 3 - Select click the Change option Step 4 - finally Click OK

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