



# Centre for Differently Abled Persons Bharathidasan University

## DVTD- I SEMESTER

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

## Word Processing

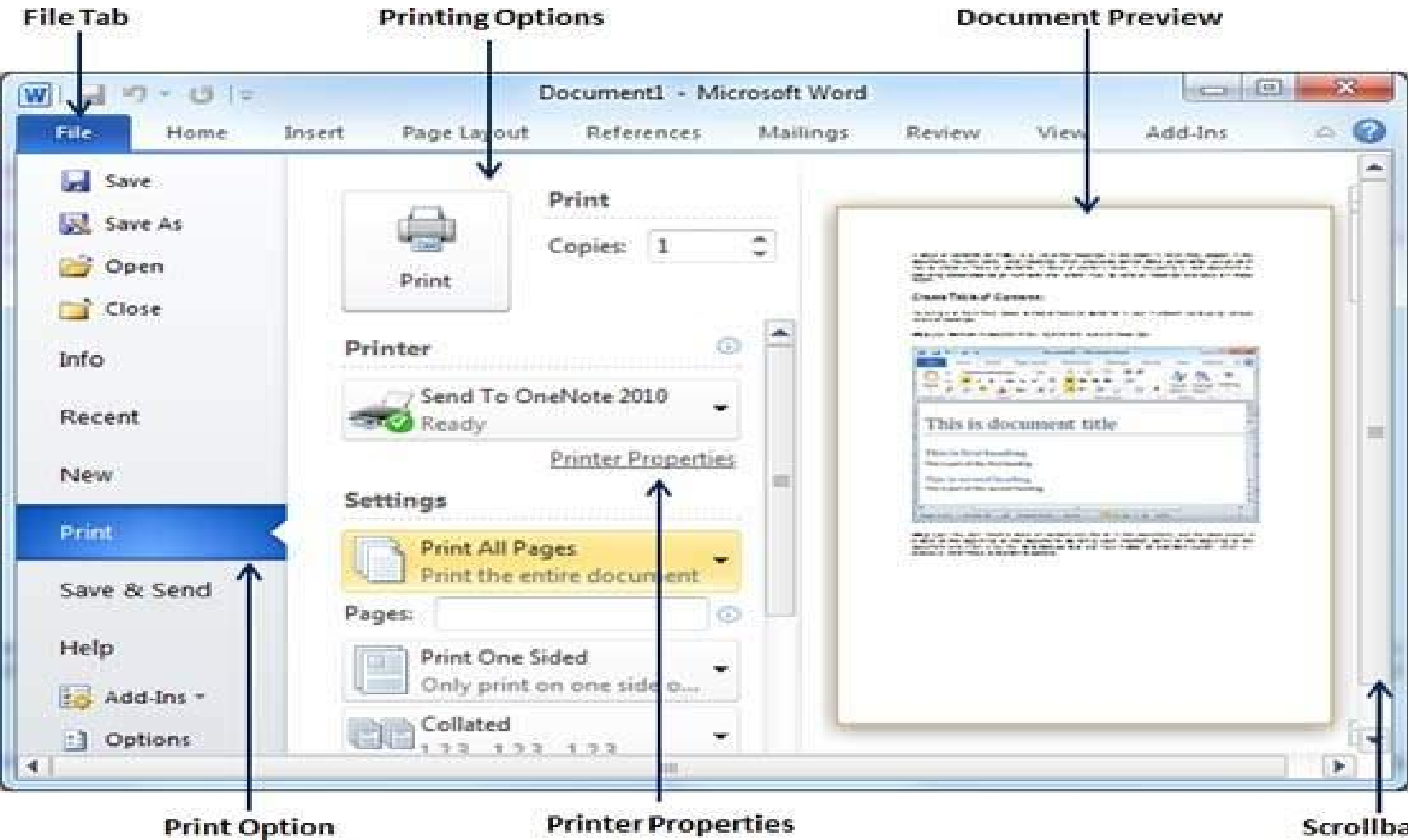
(23DVTD2)

Prepared by  
Dr.M.Prabavathy

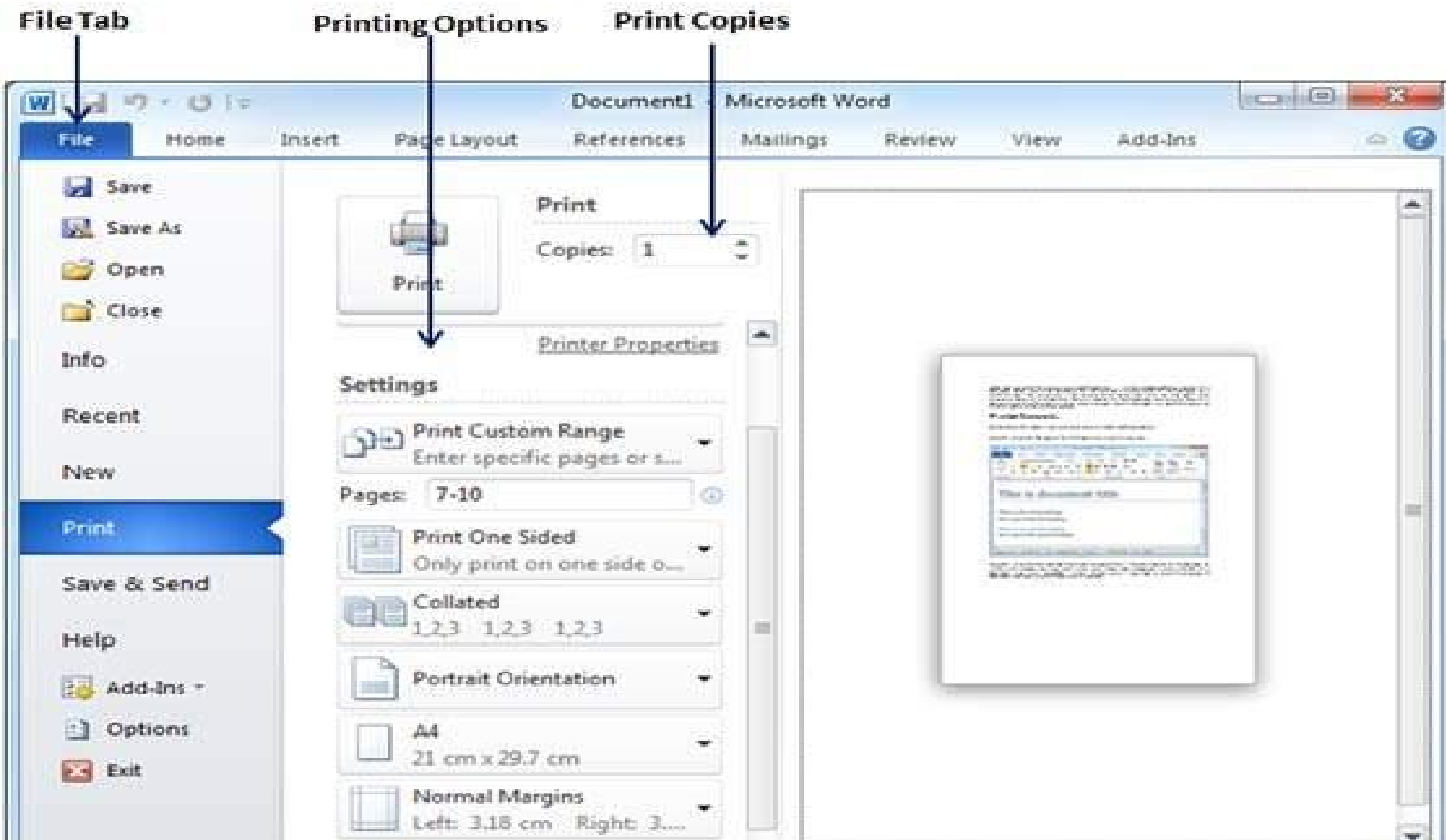
# MS WORD – UNIT V

# Printing Documents in Word 2010

- Printing Documents
- **Step 1** – Open the document → click the **File** tab → **Print** option

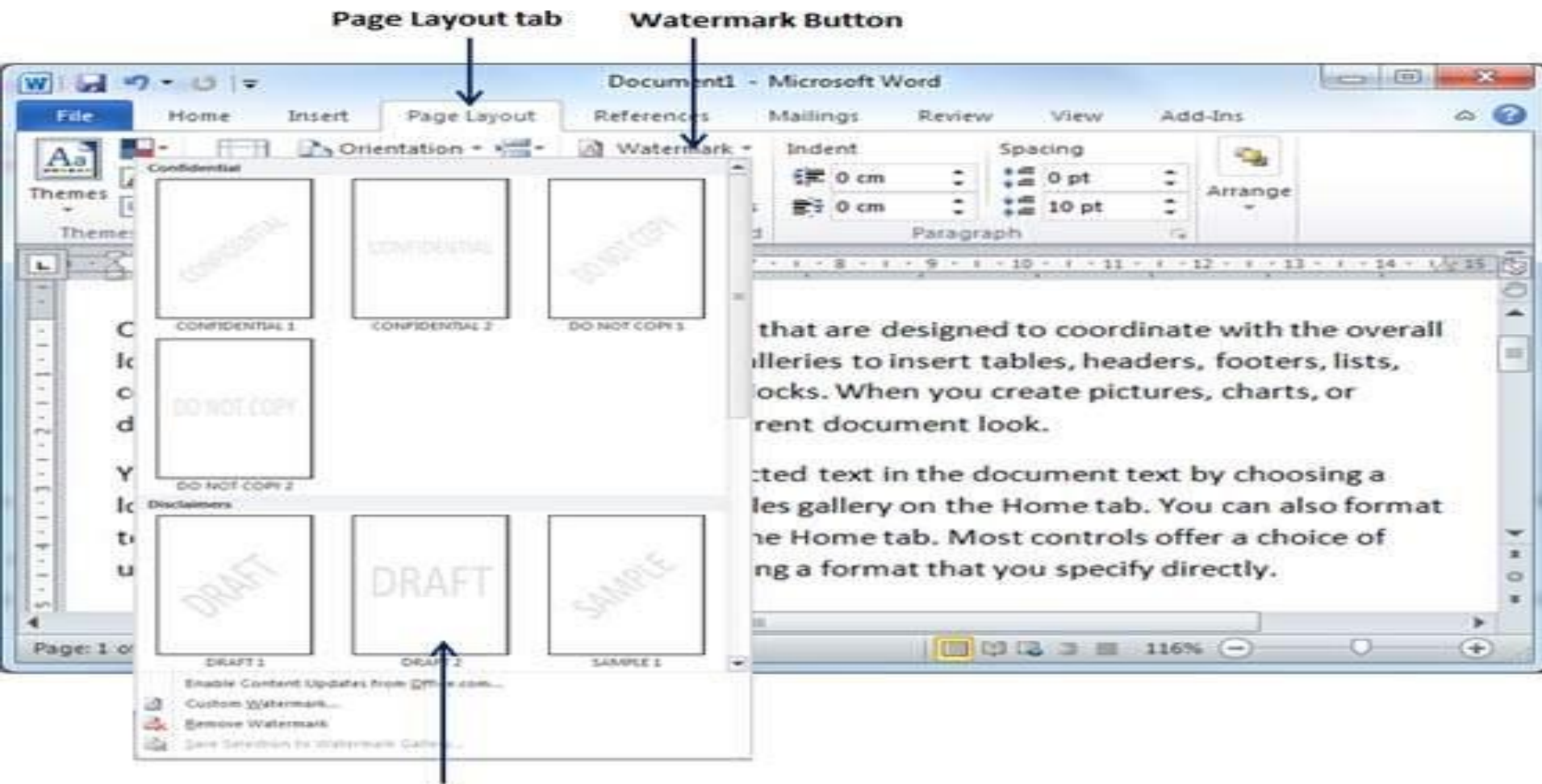


- **Step 2** – you can set various other printing options available. Select from among the following options



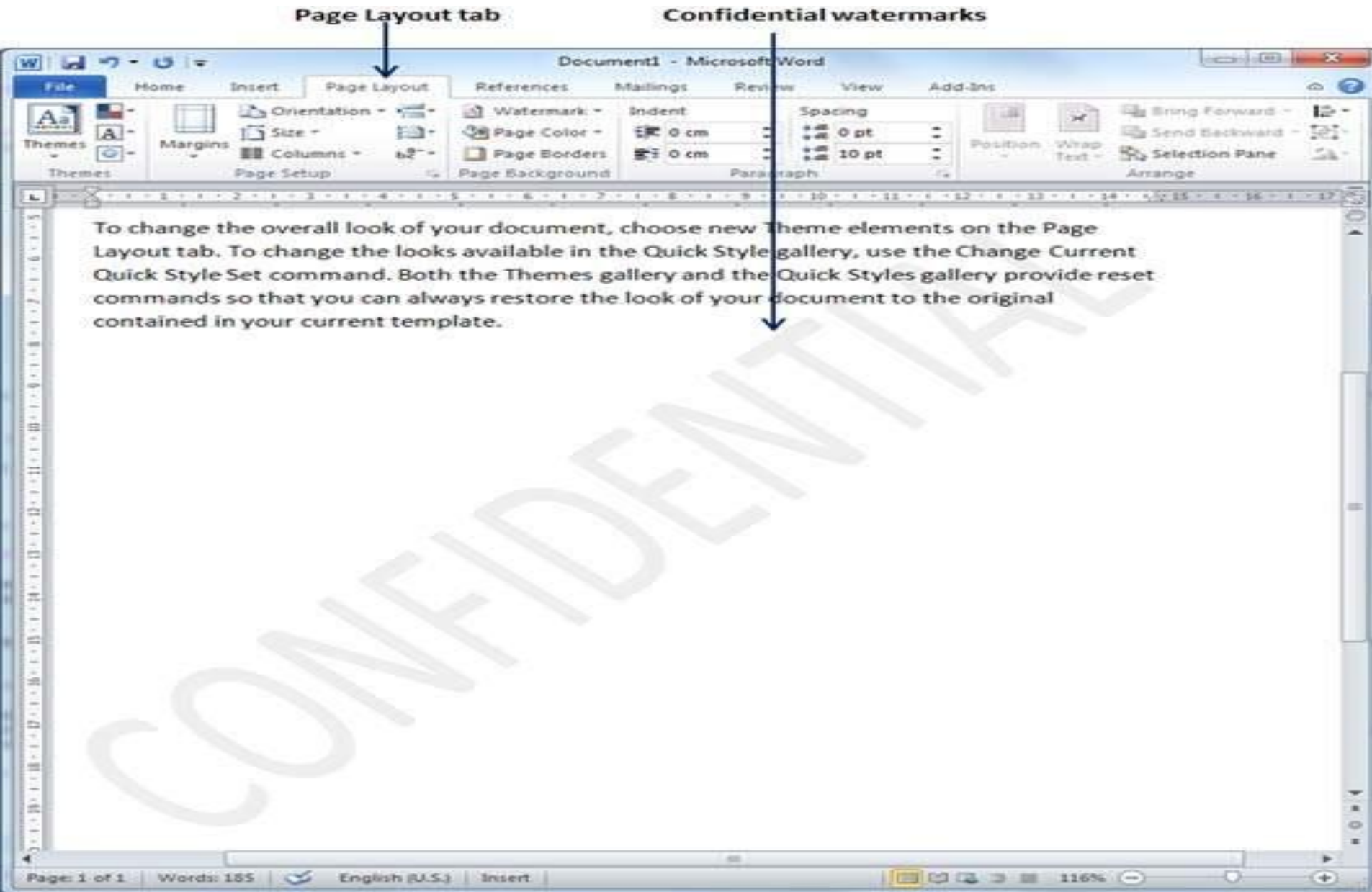
# Set Watermark in Word 2010

- 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



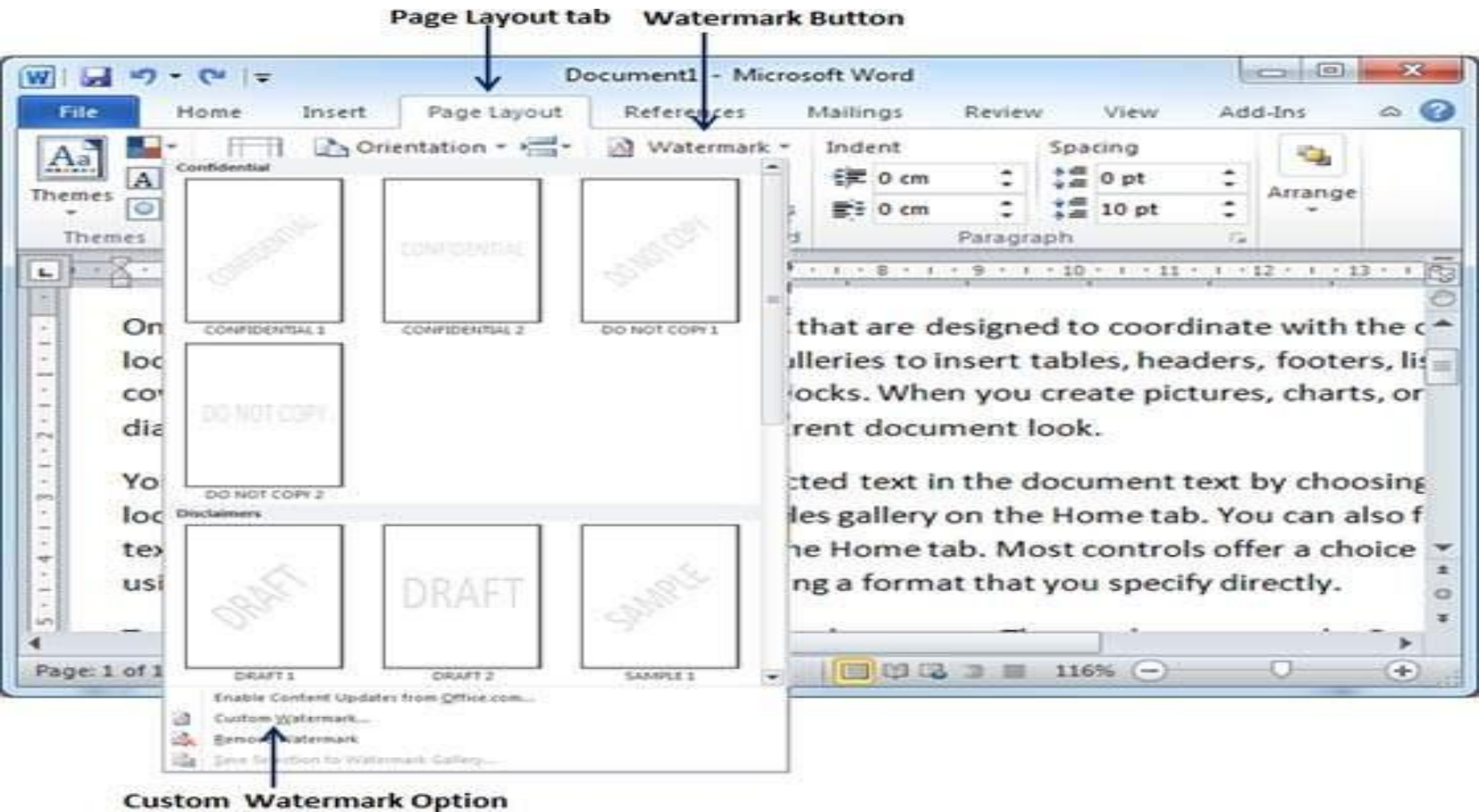
List of standard watermarks

- **Step 3 – clicking confidential watermark**

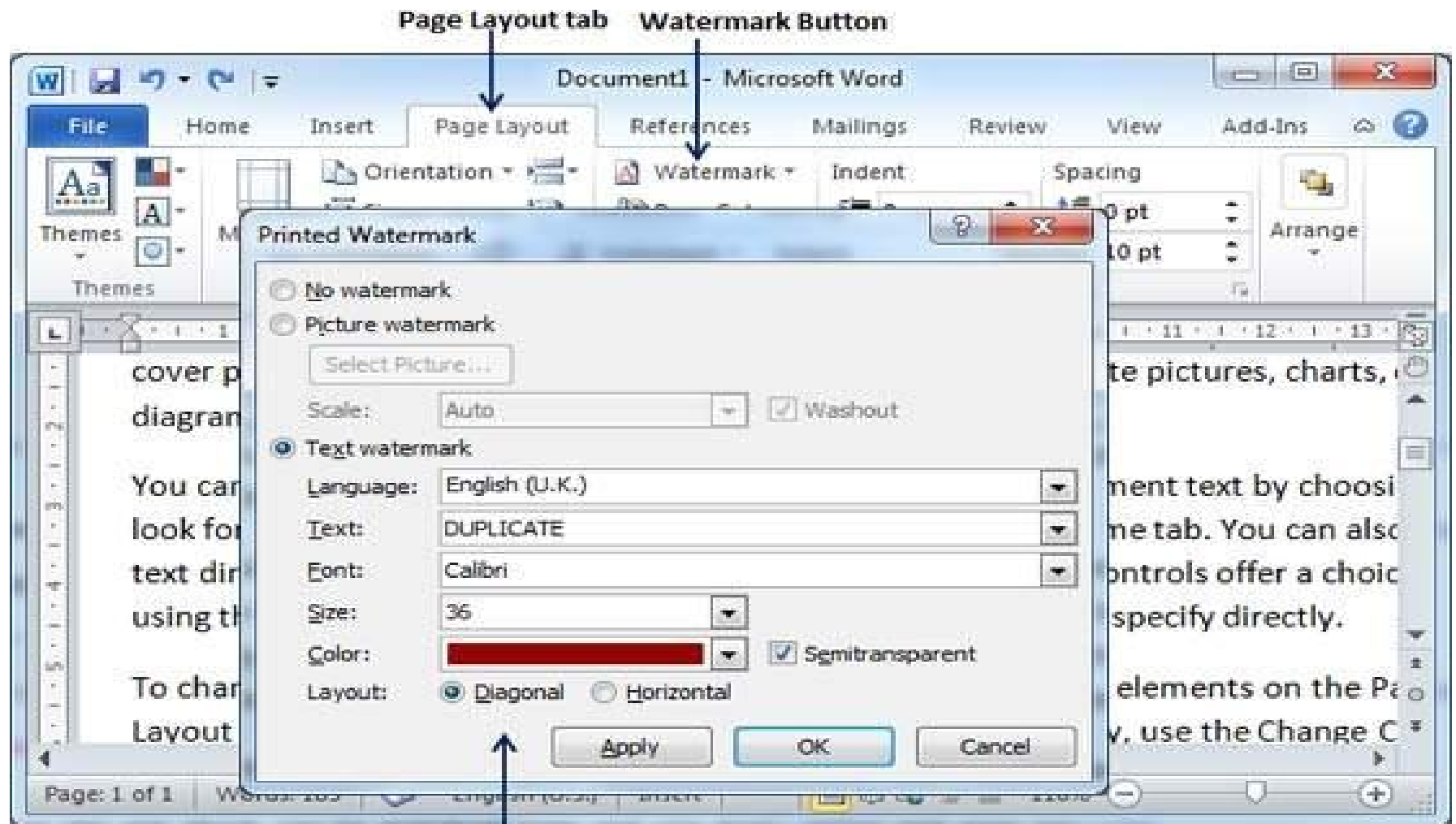


# Set Custom Watermark

- **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



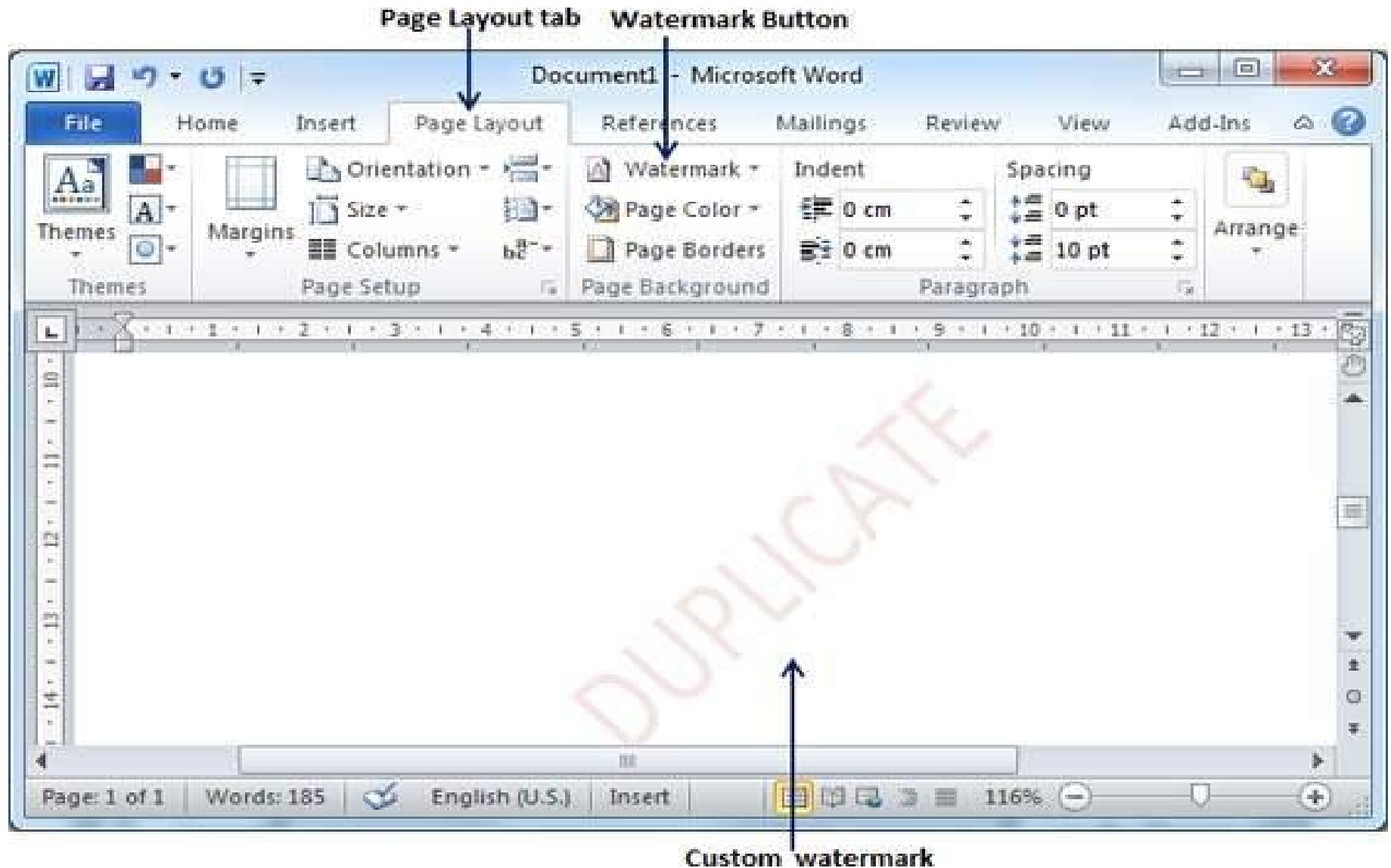
- **Step 3** – Click over the **Custom Watermark** option → display the **Printed Watermark** dialog box



Custom watermark parameters

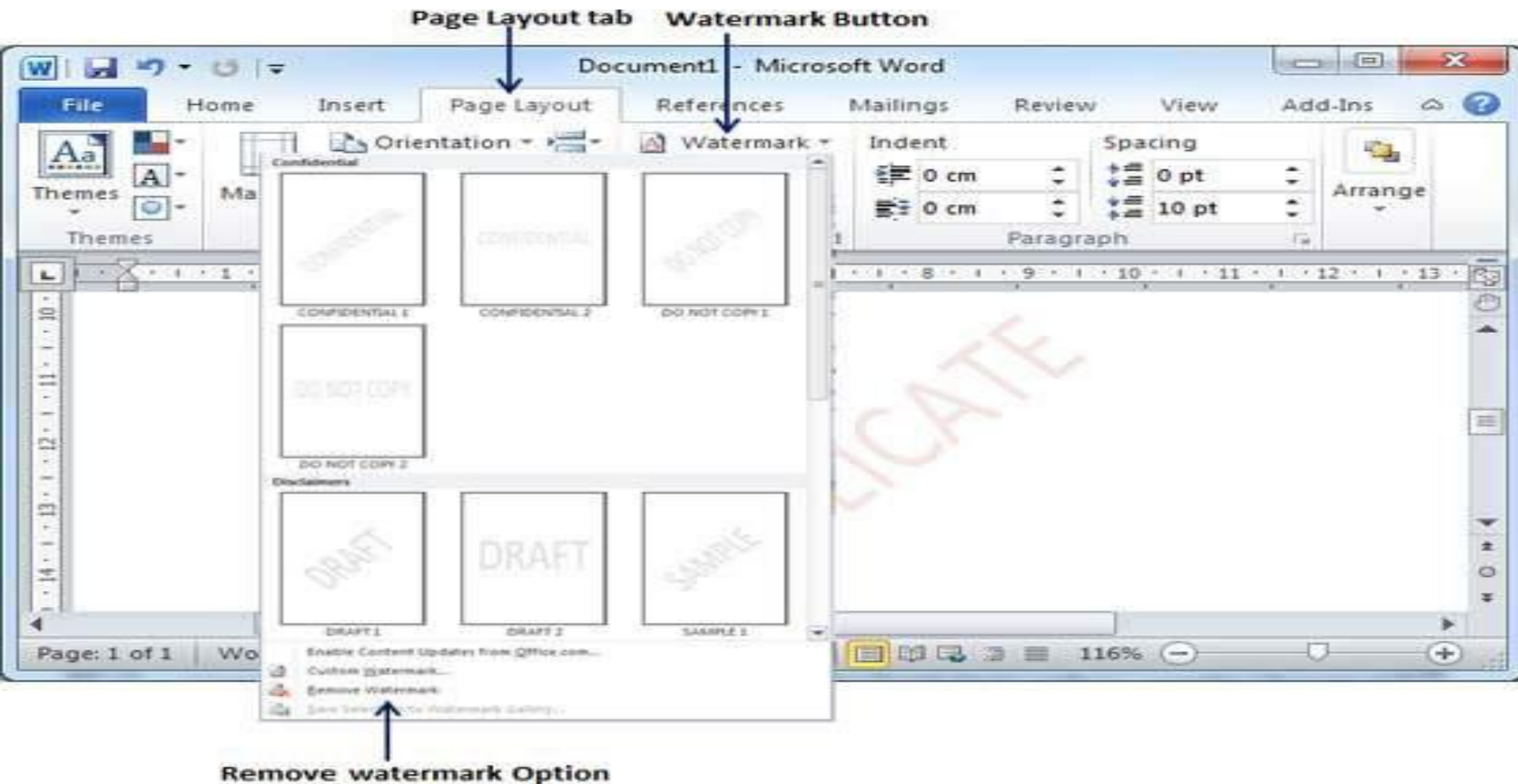


- **Step 4** – type your text in the **Text** box → **Printed Watermark DUPLICATE** → click the **OK** button



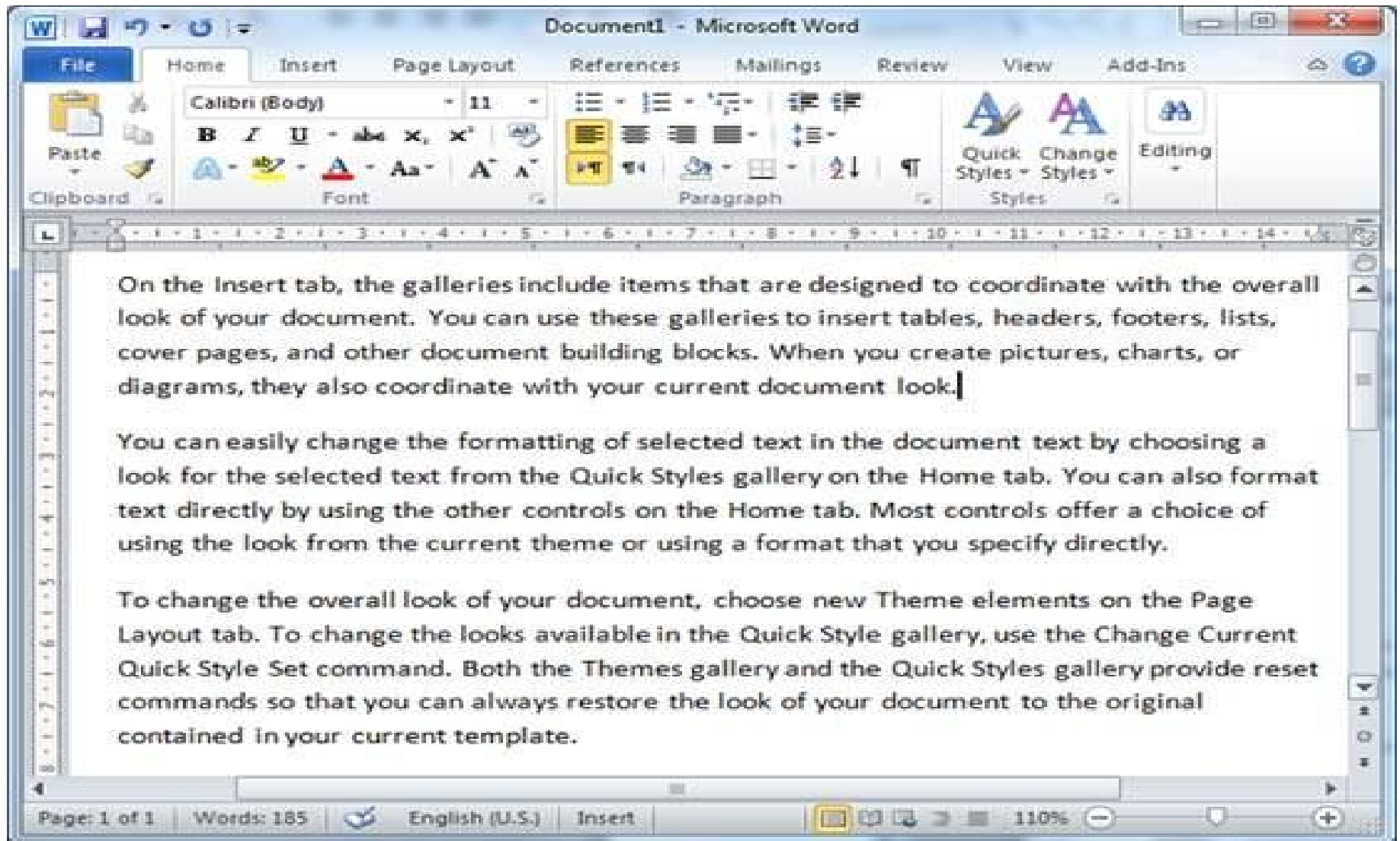
# Remove Watermark

- **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**

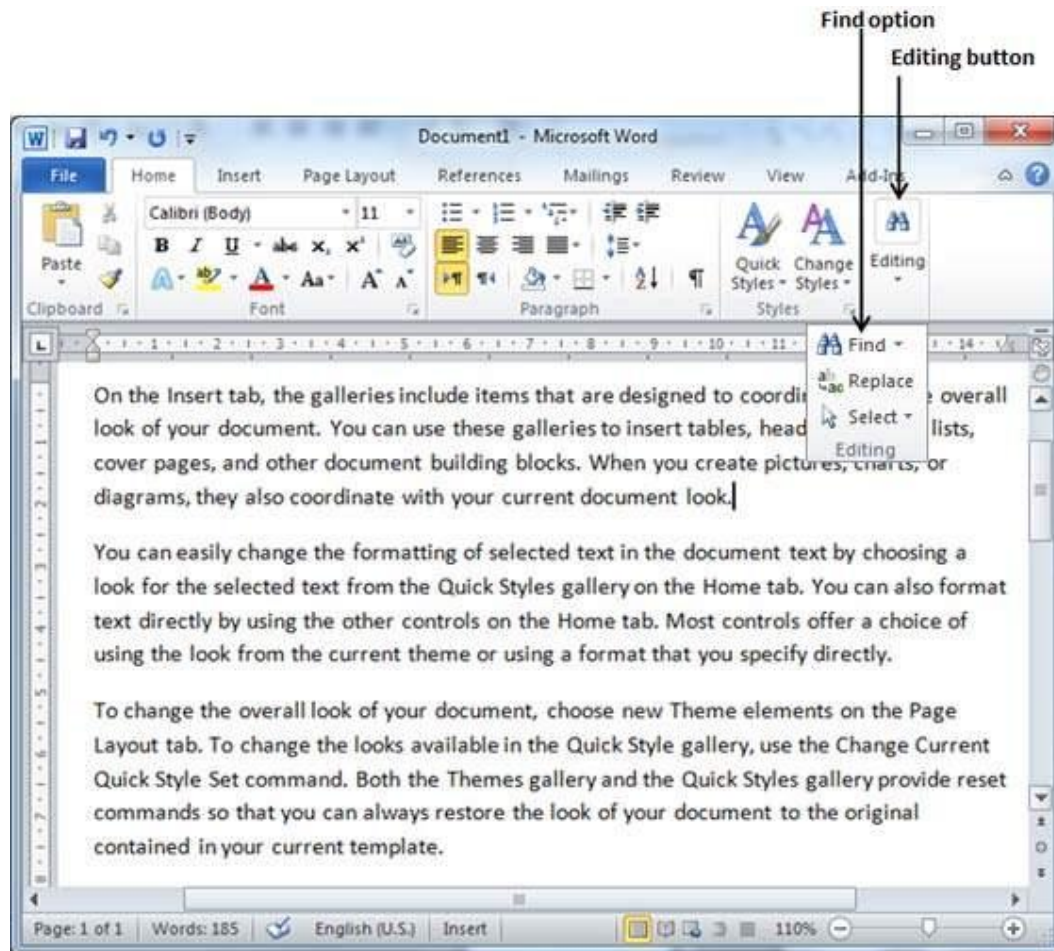


# Find and Replace operation in Word 2010

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



## Step 2 – Click the Find option in the Editing group



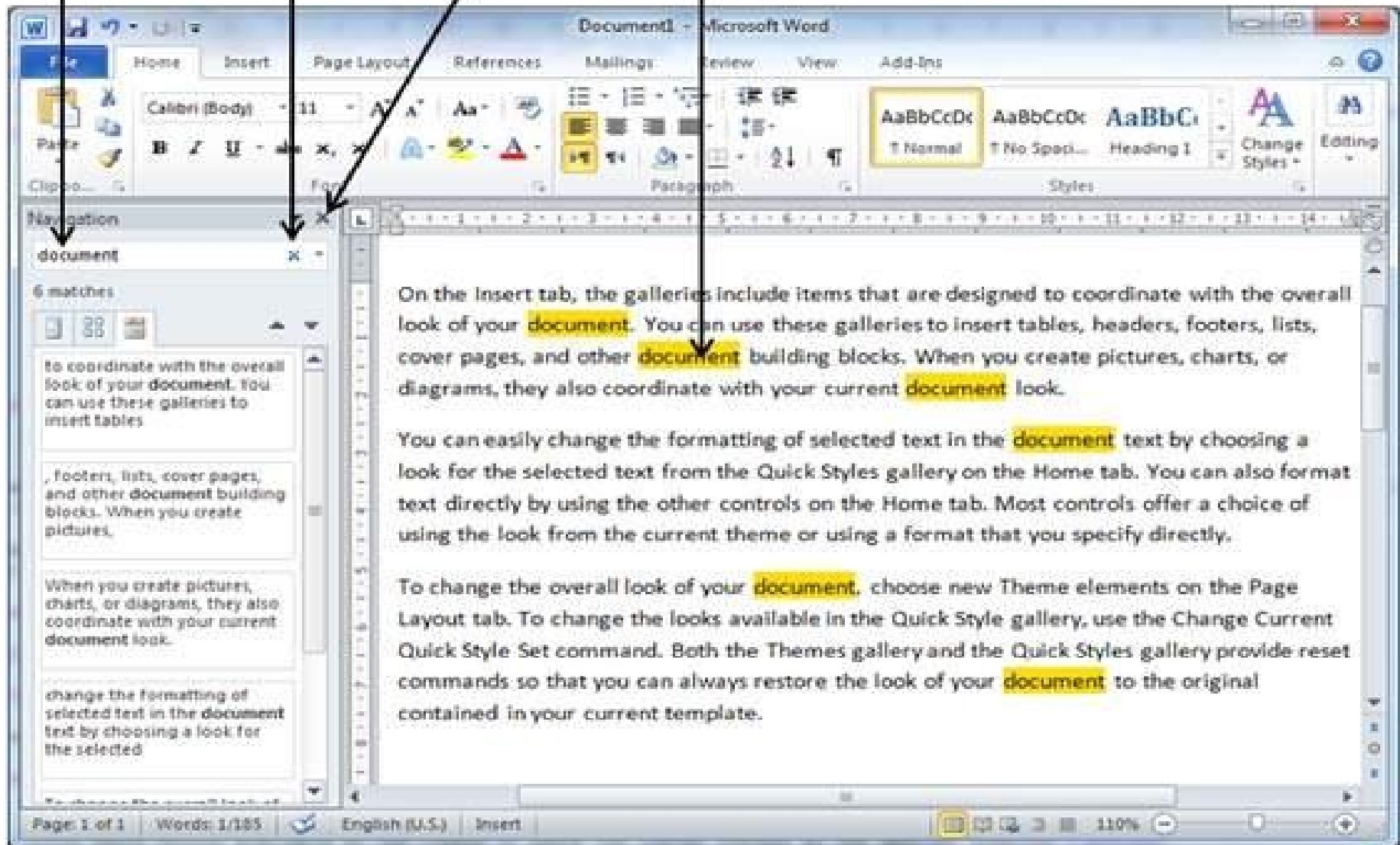
# Step 3 – Enter a word search in the Search box

Search box

Clear Button

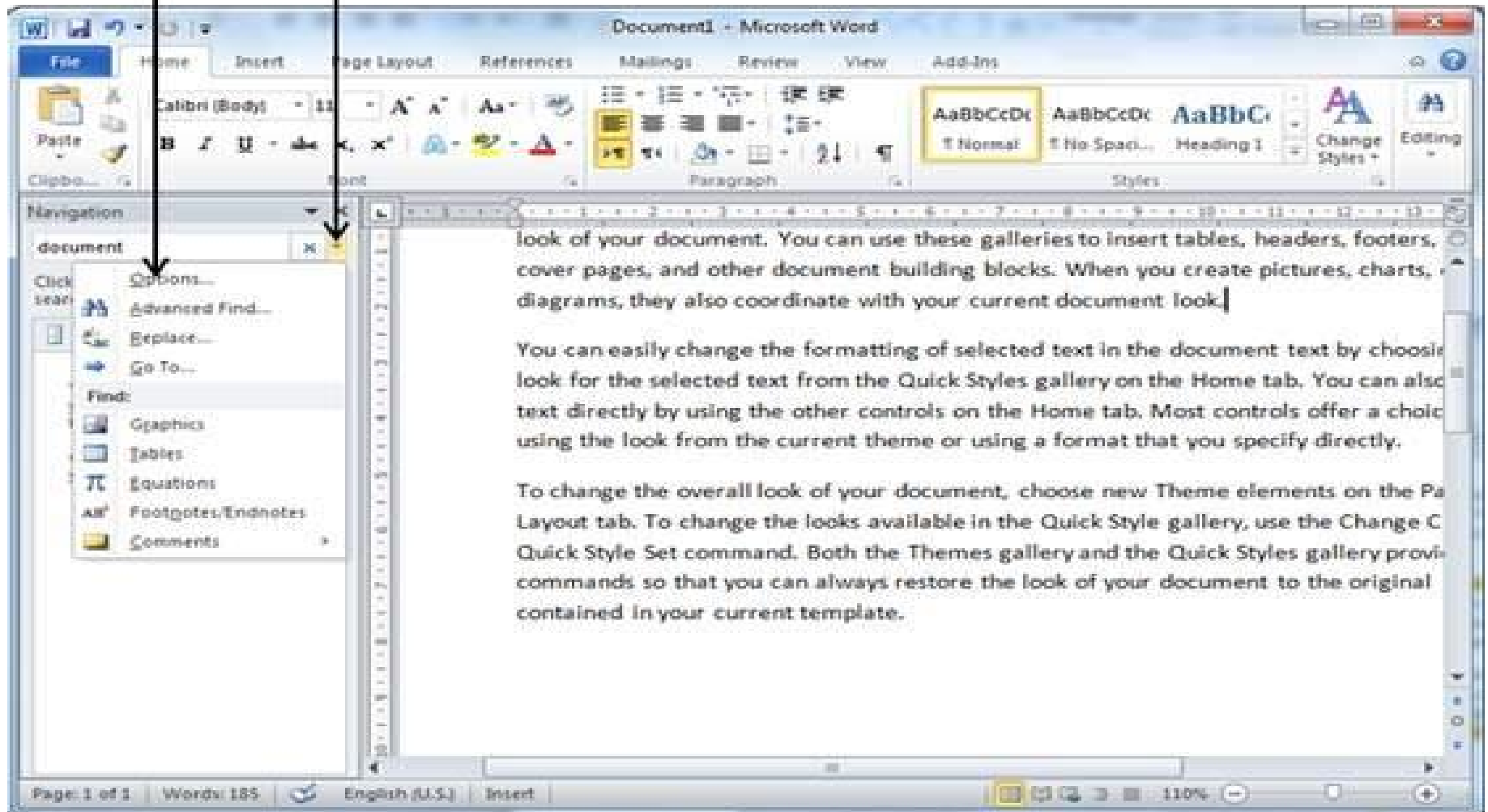
Close button

Searched word



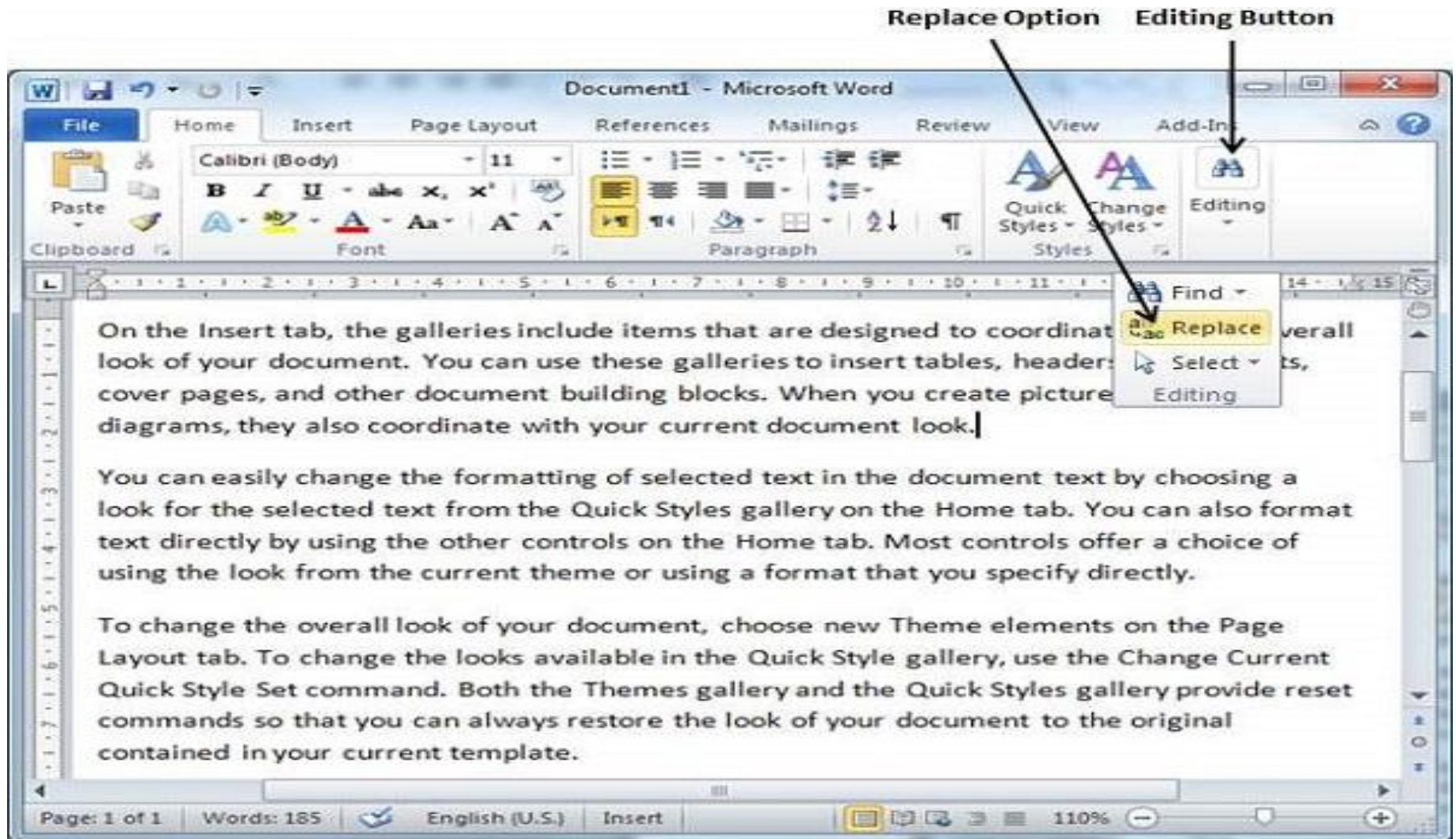
- **Step 4** – Click the **clear button (X)** to clear the search and results
- **Step 5** – Click the **option button** to display the options
- **Step 6** – click the **close button (X)**.

Options Option Button



# Find & Replace Operation

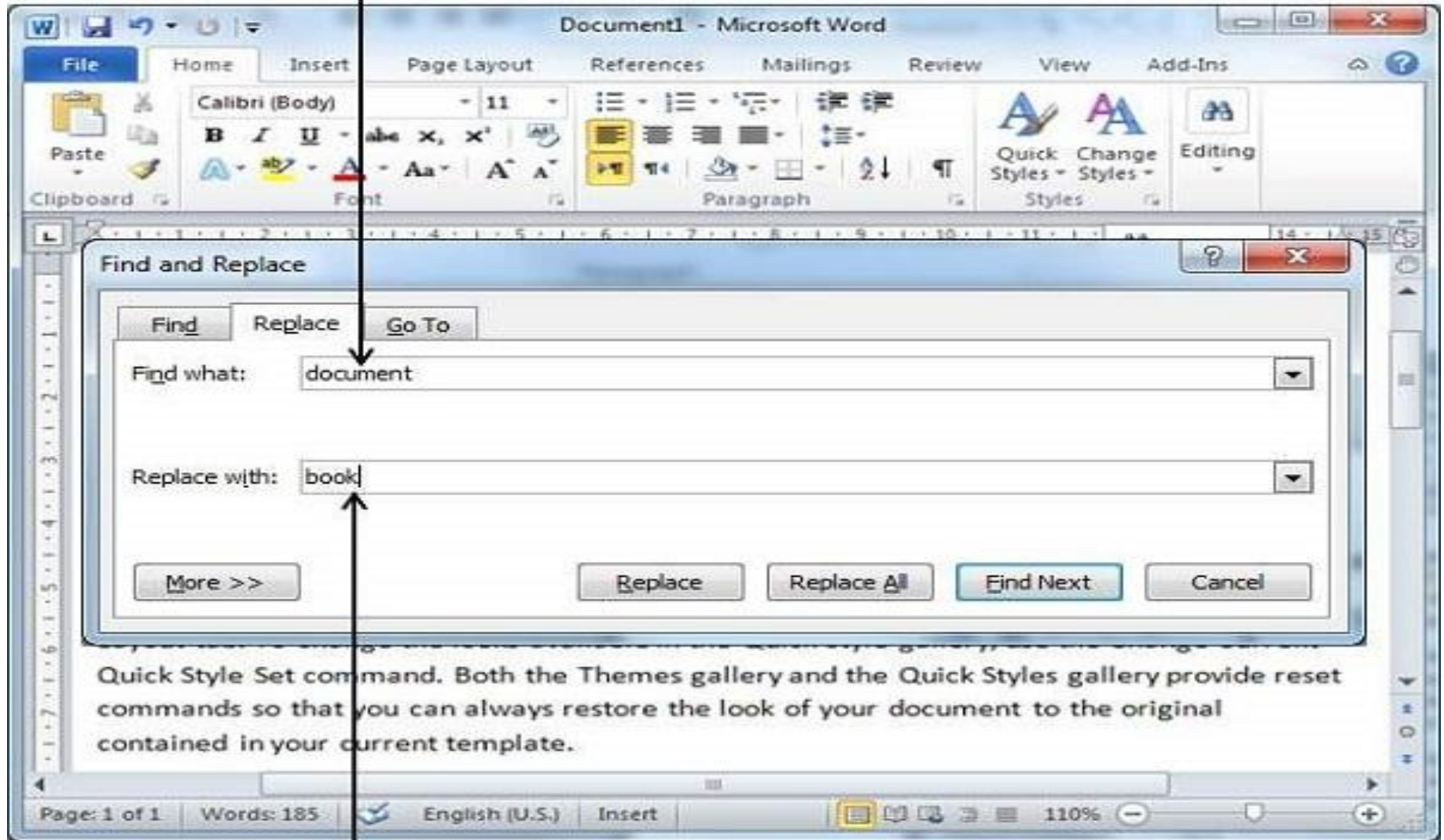
- **Step 1** – Click the **Replace** option in the **Editing** group
- **Step 2** – Find and Replace dialog box



**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



Replace with

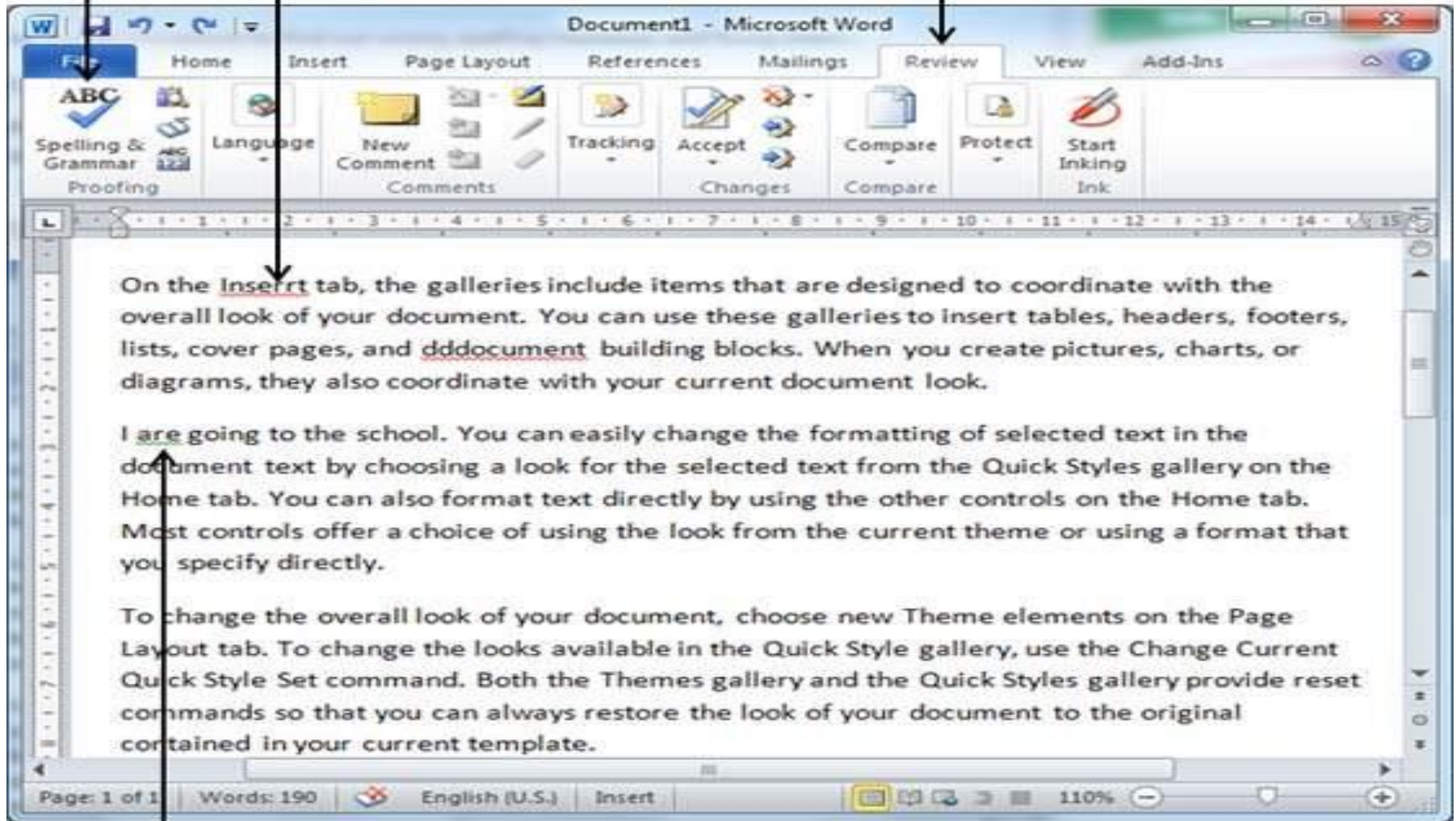


# Check spelling and grammar in Word 2010

Spelling Button

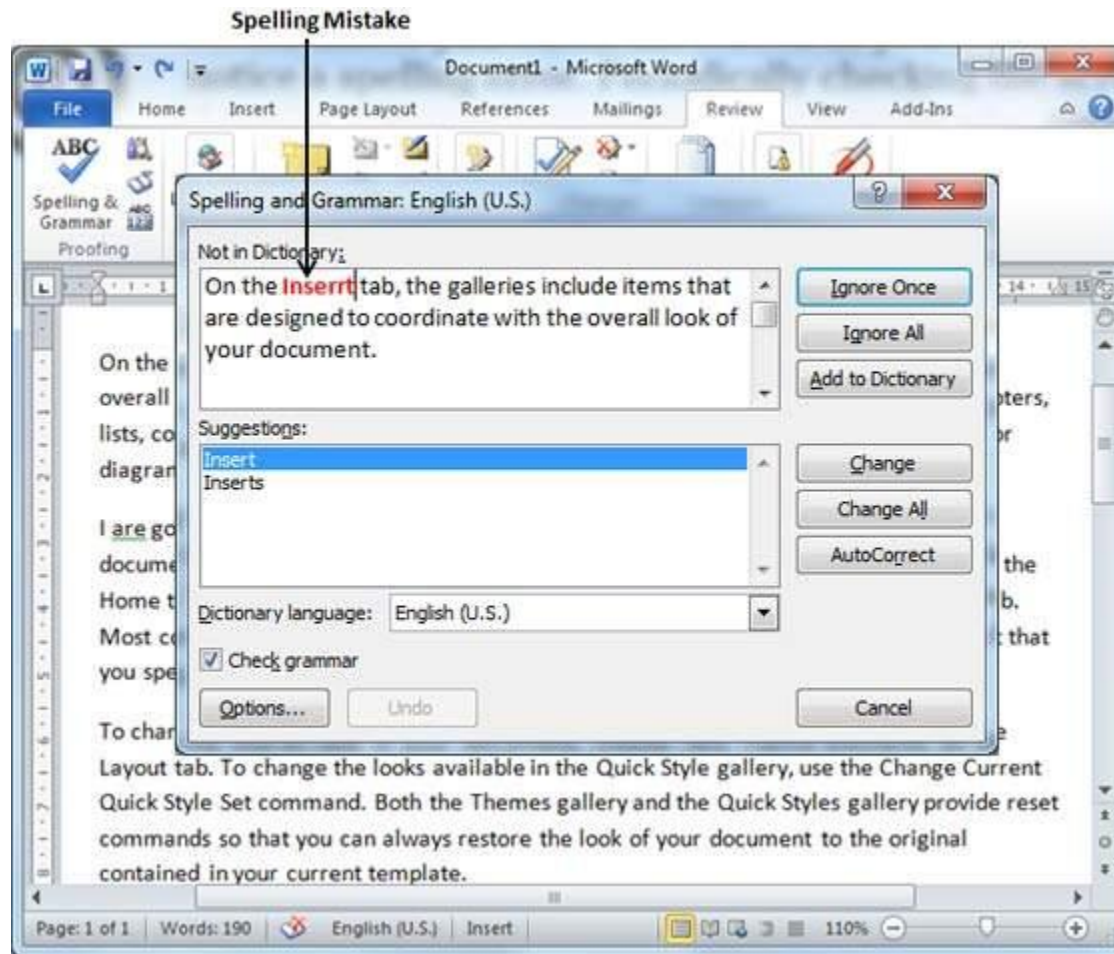
Spelling Mistake

Review tab



Grammatical Mistake

**Step 2** – A Spelling and Grammar dialog box will appear and will display the wrong spellings or errors in grammar.



**Step 3 – Select click the **Change** option**  
**Step 4 – finally Click **OK****

