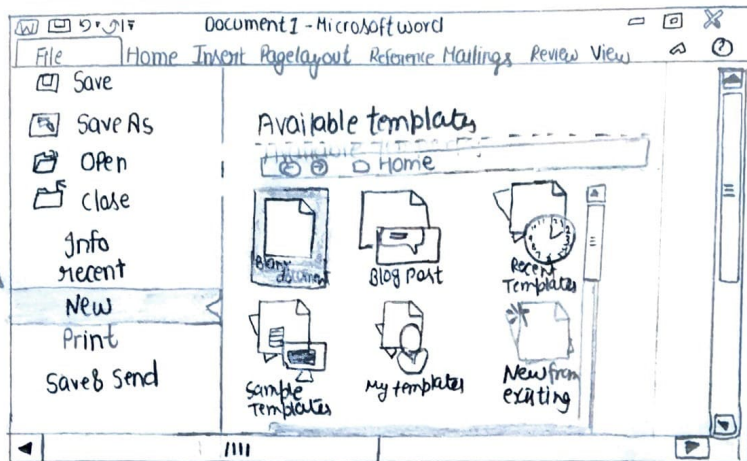




Expt. No.

Date

- * Starting Microsoft word 2010.

To start microsoft word 2010 from the start menu:

1. Click on the start button, point to all programs then click on Microsoft office and click on Microsoft word 2010.
2. This will launch microsoft word 2010 application and the first screen that you will see a new a new blank page document.

* Creating a New document:- To create a new Document:

1. click the file tab.

The backstage view appears.

2. click New.

A list of templets appears.

3. Double click the template you want to use.

Word 2010 creates a new document based on your chosen template.

OR

click on new button present under Quick Access Toolbar.

OR

Press Ctrl+N key combination from the keyboard.

- * Opening a Existing documents: To open an existing document:-

1. Click the file tab.

The backstage view appears.

2. Click open.

An open dialog box appears.

3. Finally locate and select a file which you want to open, and then click open.

* Saving A document:- To save a document:

1. click the file tab and select save as option,
2. A save as dialog box appears,
3. Select a folder where you would like to save the document, Enter file name which you want to give to your document and click on save button.

* Print a document:- To print a document :-

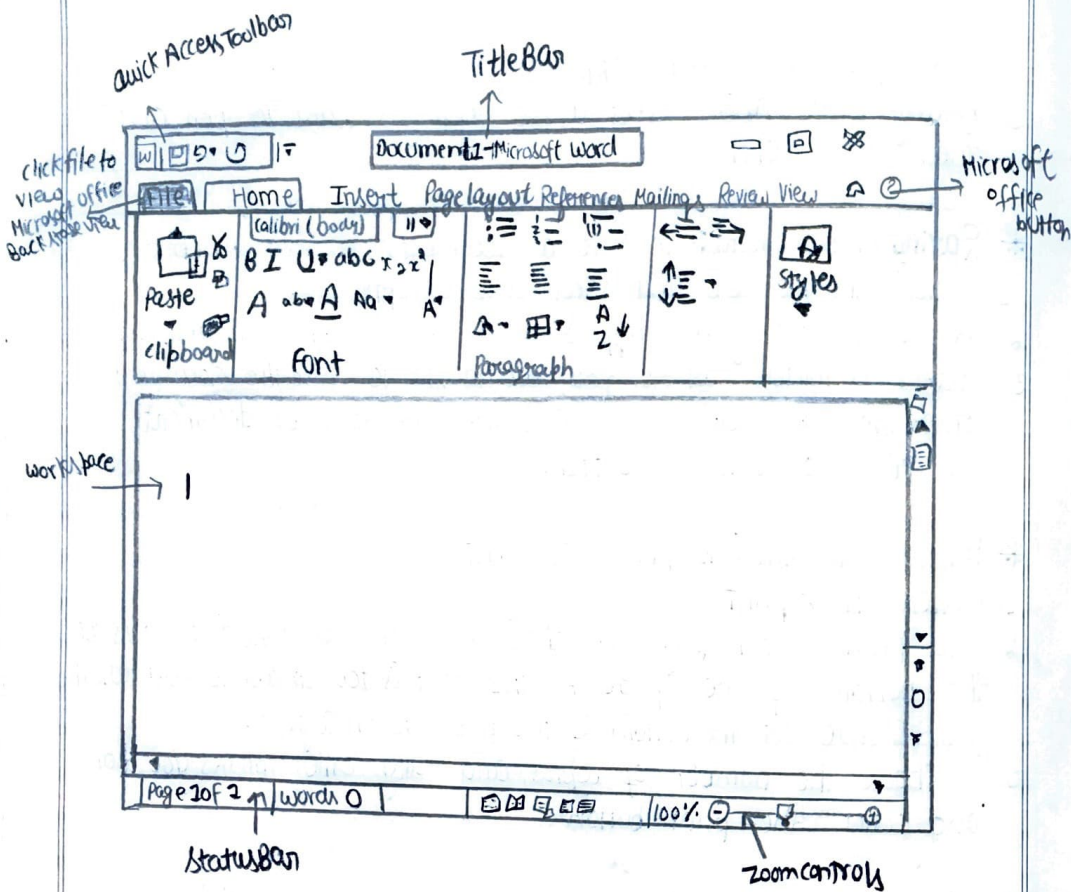
1. click file > print
2. To preview each page, click the forward and backward arrows at the bottom of the page. If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.
3. Choose the number of copies, and any other options you want, and click the print button.

* Closing documents:-

1. click the file tab.

(The backstage view appears.)

2. Click close. If you have not saved your file, a dialog box appears asking whether you want to save your changes.
(For a faster way to choose the close command, Press Ctrl+F4)
3. Click save to your changes, Don't save to discard any changes, or cancel to keep your file open. If you click either save or Don't save,



2. Menu Toolbars Interface and MS word interface components

MS word interface Components :-

- | | |
|---------------------------|------------------------|
| (i) Quick Access Toolbars | (v) Tab selector |
| (ii) Tabs | (vi) Vertical Ruler |
| (iii) Title Bar | (vii) Horizontal Ruler |
| (iv) office button | (viii) Ribbon |
| (ix) Ruler Button | (xi) Status Bar |
| (x) Zoom Tools | (xii) View Buttons |

(i) **Quick Access Toolbar:** The Quick Access Toolbar is a customizable toolbar that contains a set of commonly used commands, such as save, undo and repeat.

(ii) **Title Bar:** Title Bar contains the name of the open file, the program name and the sizing buttons.

(iii) **Ribbon:** Ribbon is a combination of menu bar and Tool Bar. The ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organised in logical groups, which are collected together under different tabs. Each tab relates to a type of activity, such as writing or laying out a page.

(iv) **Microsoft office Help Button:** Opens the Help window for office program.

(v) **Workspace:** Displays the files you are working on. This is the place where you perform all of the functions associated with your office program.

(vi) **Status Bar:** Provides information about the program, open file, or current task as well as the view shortcuts and zoom controls.

(vii) **Zoom controls:** Magnify or shrink the contents displayed in the workspace.

Component of menu bar

→ File Home Insert Page layout References Mailings Review View ^ ?

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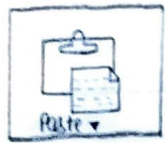
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Menu Toolbar Interface:

Menu Toolbar Interface components:

- (i) File
- (ii) Home
- (iii) Insert
- (iv) Page layout
- (v) References
- (vi) Mailings
- (vii) Review
- (viii) View



← Paste option



⇒ Cut option



⇒ Copy Option



→ Format Painter

Practical 3:- Editing Text options (Cut, Copy, Paste, Move), Format Painter

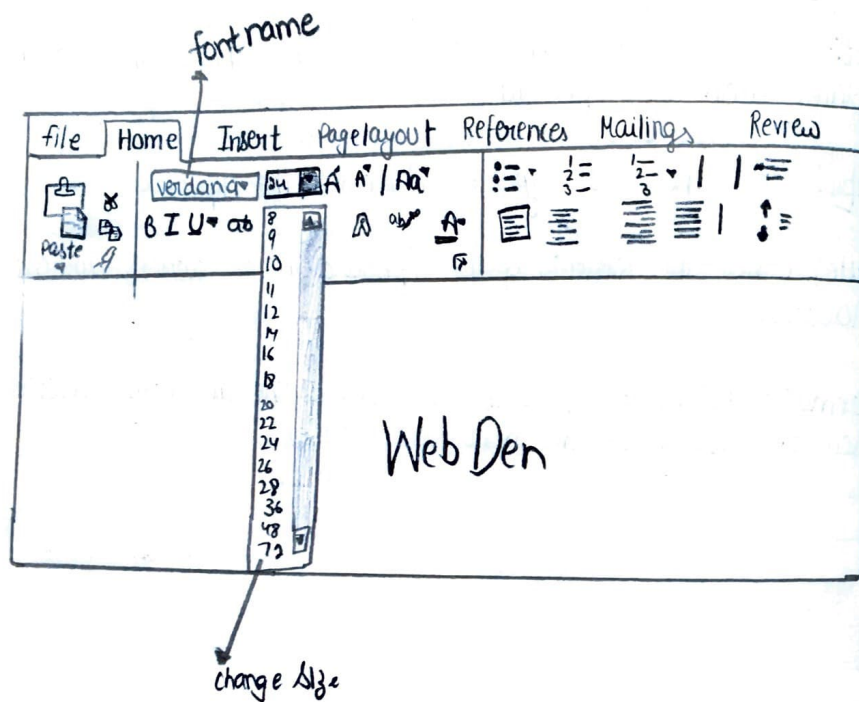
Editing Text options:-

Cut:- Removes the currently selected items from the document and places it on the clipboard.

Copy:- Copies the currently selected item to the clipboard.

Paste:- Pastes the contents of the clipboard in the cursor's current location.

Format Painter:- Copies the formatting of the currently selected item to apply to the next selected item.



4. Character formatting and font dialogue box in MS Word.

- font name
- change size
- Text colour and Highlight
- Bold, italic and underline
- clear formatting

a) To change the font:

- Select the text you want to modify.
- Click the drop-down arrow next to the font box on the Home tab. The font drop-down menu appears.
- Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.
- Select the font you want to use. The font will change in this document.

b) To format font size.

- Select the text you wish to modify.
- Left click the drop-down arrow next to the font size box on the Home tab. The font size drop-down menu appears.
- Move your cursor over the various font sizes. A live preview of the font size will appear in the document.
- Left click the font style you wish to use. The font style will change in this document.

c) To format font colour.

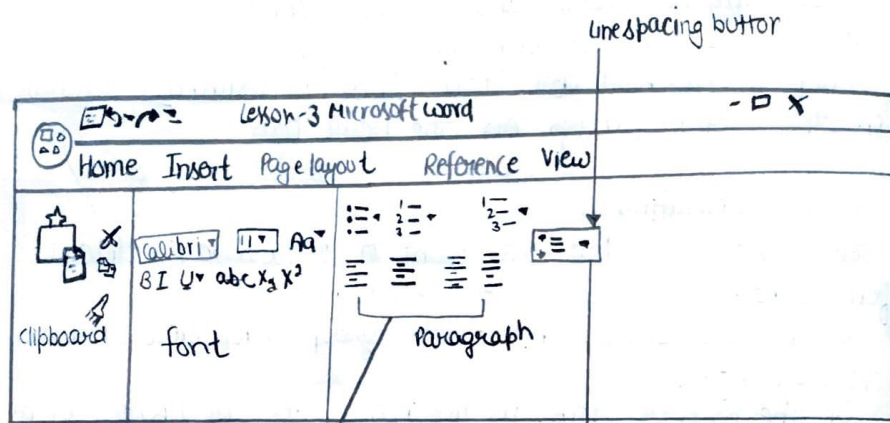
- Select the text you wish to modify.
- Left click the drop-down arrow next to the font color box on the Home tab. The font color menu appears.
- Move your cursor over the various font colors. A live preview of the color will appear in the document.
- Left click the font color you wish to use. The font color will change in the document.

(d) To use the Bold, italic and underline commands:

- (i) Select the text you wish to modify.
- (ii) Click the Bold (B), italic (I) or underline (U) command in the font group on the Home tab.

(e) Clear formatting

- (i) Select the text that you want to return to its default formatting.
- (ii) On the Home tab, in the font group, click clear All formatting.
- (iv) On the message tab, in the basic text group click clear all formatting.



- Text-alignment
1. left
 2. Center
 3. Right
 4. Justify



Text-alignment and line spacing button

5.] Paragraph formatting and paragraph disclosure box in MS Word.

- a. Text alignment
- b. Line Spacing
- c. Bullets, Numbering and multilevel list.
- d. Indentation.

Ans a) Text alignment: Steps:

- (i) Place the insertion point anywhere in the paragraph document or table that you want to align.
- (ii) Do one of the following: To align the text left, press **ctrl + L**. To align the text right, press **ctrl + R** and to center the text press **ctrl + C**.

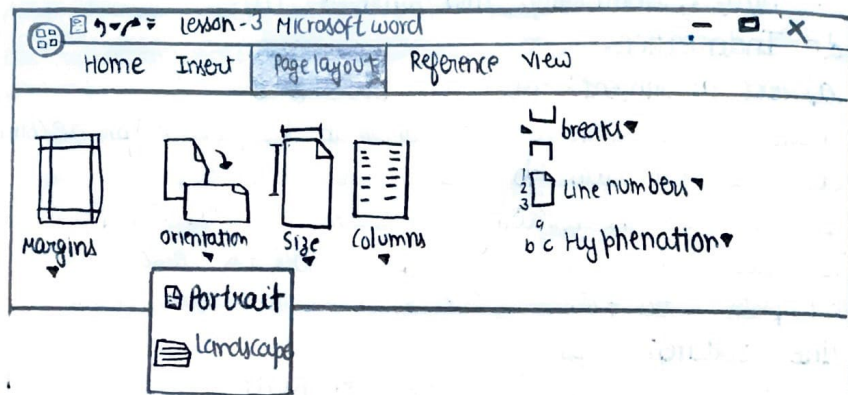
b) Line Spacing: Steps:

- (i) Select one or more paragraph to update.
- (ii) Go to Home > Line and paragraph Spacing.
- (iii) Select the spacing options and choose and option in Line Spacing box.
- (iv) Adjust the before and after settings to change spacing between paragraph.

c) Bullets, Numbering and multilevel list:

- (i) Bullets → Bulleted list (The arrow will give you bullet option).
- (ii) Numbered list → (The arrow will give you number option).
- (iii) Multi-level list → The arrow will give you level options.

- (d) Indentation →
- (i) Decrease indent
 - (ii) Increase Indent.



Orientation size and columns.

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6. Page formatting in MS word

- | | |
|----------------|-------------------------|
| a) Margin | (e) Page breaks |
| b) Orientation | (f) Headers and footers |
| c) Size | (g) Page numbering |
| d) Columns | (h) Page borders |

a) Margin: (i) Go to the page layout tab on the ribbon and click on the margins button in the page set up group.

(ii) A list of margins appears on the screen. Select margins according to your requirements.

b) Orientation: (i) Select the page layout tab.

(ii) Locate the page setup group.

(iii) In page setup group click the orientation command.

(iv) It displays two options, portrait and landscape.

(v) Select the desired page orientation.

c) Size: (i) Select the text on the pages that you want to change.

(ii) On the Format menu, click document.

(iii) Click page setup

(iv) On the paper size pop-up menu, select a paper size.

(v) Click ok.

(vi) On the apply to pop-up menu, click selected text and then click ok.

(d) Columns: (i) To apply columns to only part of your document, with your cursor, select the text that you want to format.

(ii) On the page layout tab, click columns, then click more columns.

(iii) Click selected text from the apply to box.

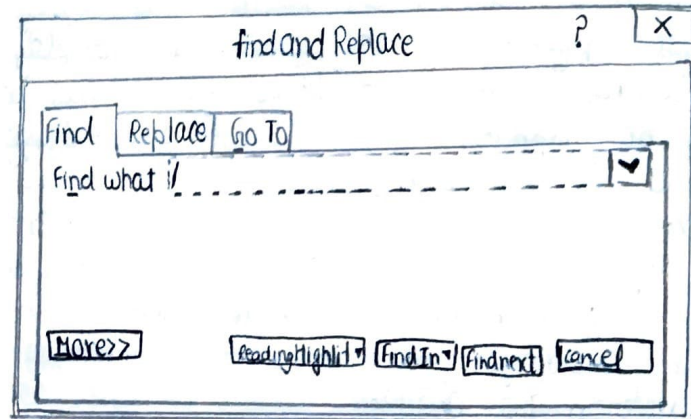
- (e) Page breaks:- (i) Place the insertion point where you want to add the break.
- (ii) Click the page layout tab.
- (iii) Click the breaks command in the page setup group. a drop down menu will appear.
- (iv) Select column from the list of break types.
- (v) The text will shift to reflect the column break.
- (f) Header and footer:- (i) Select the Insert tab.
- (ii) Click either the Header or footer command in the Header & Footer group. A drop-down menu will appear.
- (iii) from the drop down menu, select blank to insert a blank header or footer, or choose one of the built in options.
- (iv) The design tab will appear on the ribbon, and the header or footer will appear in the document.
- (v) Type the desired information into the Header or footer.
- (vi) When you are finished, click close Header and footer in the design tab, or hit the Esc key.
- (g) Page numbering:- (i) Select the Header or footer that contains the page number.
- (ii) from the design tab, select the page number command.
- (iii) click format page number.
- (iv) from the dialog box, select the desired number format.
- (v) Next to start with, enter the number you want the page numbers to start with.
- (h) Page border:- (i) click Home Tab → Paragraph Group → Border Button to display a list of options to put a border. Select the

Border and shading option available at the bottom of the list. This will display a Border and shading dialog box. This dialog box can be used to set borders and shading around a selected text or page borders.

(ii) Click the page border tab which will display a list of border settings, styles and options whether this border should be applied to the whole document or just one page or the first page.

(iii) You can use the preview section to disable or enable left, right, top or bottom borders of the page. Follow the instruction given in the preview section itself.

(iv) You can customize your border by setting its color, width by using different art available under the style section.



1) finding and Replacing text, Spell and Grammar check, Autocorrect, Auto formatting

To find a particular word or phrase in a document:-

(i) To find and replace a word or phrase in the document, click find or Replace on the Editing group under Home tab of the ribbon.

(ii) find and replace dialog box appears.

(iii) Type a word or, phrase or format in the find what: box.

(iv) click find next to start the search.

(v) Word will jump to the first instance of that word and will highlight the word.

(vi) Continue clicking the find next button to find all other instance of that word.

using Replace: (i) Type the word, phrase or format in the Replace with: box that will replace what is in the find what: box.

(ii) Click Replace

(iii) Click Replace All to replace every occurrence of the selected with the replacement text.

(iv) Click find next to bypass it and find the next.

(v) Click cancel to quit

Spell and Grammar check:- Spell check:

(i) Place your I-Beam over the misspelled word and right-click.

(ii) A menu list displays the following options: boldfaced suggested spellings, Ignore, Add to dictionary, Autocorrect, Language or Spelling.

- (iii) Select the boldfaced suggestion to replace the incorrectly spelled word in the document.
- (iv) Select Ignore and word ignores all future instance of this spelling in this document.
- (v) Select Add to Dictionary and word adds the underlined word to the dictionary so it won't be flagged as an error in any other document you create.
- (vi) Select AutoCorrect to add the correct spelling to your list of words that word automatically corrects as you type.
- (vii) Select language to specify a word as part of another language, preventing word from seeing this word as a mistake.
- (viii) If you select spelling, the Spelling and Grammar dialog box appears.
Grammar Check:-
 - (i) Place your I-beam over the grammatical mistake and right click.
 - (ii) A menu list displays the following options: boldfaced grammar suggestion, Ignore Once, Grammar, About this sentence.
 - (iii) Select Ignore once and Word ignore the grammatical mistake it believe to exist.
 - (iv) Select Grammar, and the Grammar dialog box appears.
 - (v) Select About this sentence and the office Assistant will offer you reason as to why word believes this to be a grammatical error.

Word Options	
General	 change how word corrects and formats your text.
Display	
Proofing	
Save	
Auto Correct options change how word corrects and formats text as you type. Auto correct options	

Autocorrect:- (i) click file → options → Proofing → Auto correct options.

(ii) Auto correct dialog box will be displayed. Click on Auto correct tab.

(iii) Check or de-select any of the following options:

- Show Autocorrect options buttons.
- Correct Two Initial Capitals
- Capitalize names of days
- Replace text as you type.

(iv) use the Replace: box to type a word you frequently misspell or type a shorthand word to represents a longer word or phrase, such as Herrady.

(v) Use the with: box to type the correct word, Hierarchy.

(vi) Click add and then click on OK.

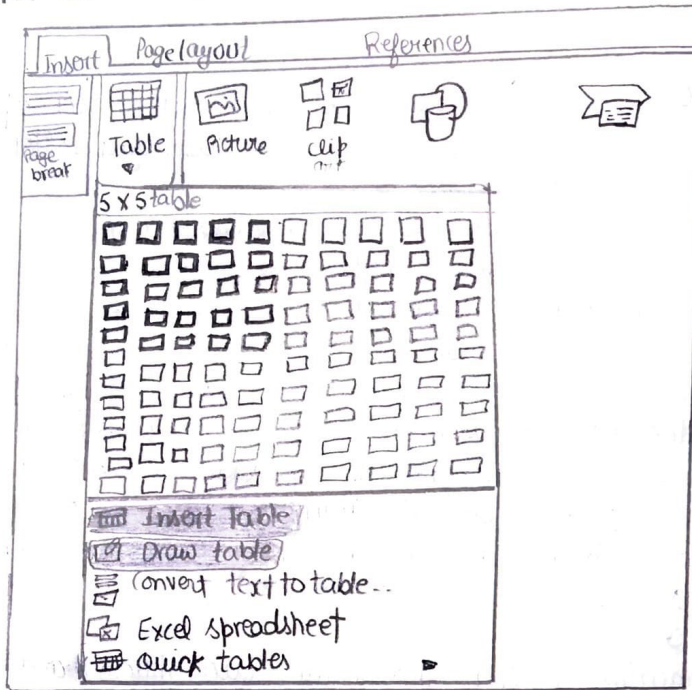
(vii) Click OK

Auto formatting:- (i) click the file tab, click options, and then click the ~ proofing option available in the left most column, it will display the word options dialog box.

(ii) Click the Auto correct options button; this will display the Auto correct dialog box and then click the Auto format as you type tab to determine what items word will automatically format for you as you type.

(iii) Select from among the given options, depending on your preference and click OK to close the Auto correct options dialog box and again click OK to close the word options dialog box.

Steps for Insert A Table



Insert Table	
Table size	
Number of columns:	5
Number of rows:	2
Autofit behaviour	
☒ Fixed column width:	Auto
☐ Autofit to contents ☐ Autofit to window	
☐ Remember dimensions for new tables	
OK Cancel	

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8 Practical: Insertion of table and formatting of table.

Insertion of table: There are three methods to insert a table

Method 1: i) click the insert tab of the ribbon.

(ii) In the table group, click the table icon. Word displays a drop-down list.

(iii) Drag the intended table w columns and rows from the table grid.

* For example 5x5 tables, The table will automatically insert into the document

Method 2: 1. click the insert tab of the ribbon.

2. In the table group click the table icon.

3. From the drop-down list displayed, click the Insert table command. (Fig. b)

4. Insert table dialog box appears.

5. From the insert table dialog box displayed, in the table size

6. section, specify the number of columns and number of rows of the table.

6. click ok.

Method 3: (i) click the insert tab of the ribbon.

(ii) In the table group, click the table icon. Word displays a drop-down list.

(iii) click on draw table from the list of options (Fig. c) Word changes to print layout view (if you are not already in that view) and change the mouse pointer so it looks like a pencil.

(iv) use the mouse pointer to define the outside borders of your table, much as you would draw in a drawing program.

(v) use the pencil to draw the columns and rows into the table.

(vi) Press ESC when you are done.

To convert existing text to a table

Convert Text To Table

Table Size

Number of columns: 4

Number of rows: 4

Autofit behaviour

☒ Fixed columns width: Auto

☐ Autofit to contents

☐ Autofit to window

Separate text at

☐ Paragraph ☐ commas

☐ Tabs ☒ Other: i

OK Cancel

Delete cells

☐ Shift cells left

☐ Shift cells up

☐ Delete entire row

☒ Delete entire column

OK Cancel

To delete a column

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Formatting of a table:

a) To convert Existing text to a table: (i) Select the text you wish to convert.

(ii) Select the insert tab.

(iii) click the table command.

(iv) Select convert text to table from the menu.

(v) A convert text to table dialog box appears.

(vi) Choose one of the options in the separate text at: Section. This is how word knows what text to put in each column.

(vii) click ok. The text appear in a table.

b) To add a Row above an Existing Row: (i) Place the insertion point in a row below the location you wish to add a row.

(ii) Right click the mouse. A menu appears.

(iii) Select Insert → Insert Rows above.

(iv) A new row appears above the insertion point.

c. To add a column:

(i) Place the insertion point in a ~~row~~ column adjacent to the location you wish the new column to appear.

(ii) Right-click the mouse. A menu appears.

(iii) Select Insert → Insert columns to the left or insert columns to the Right. A new column appears.

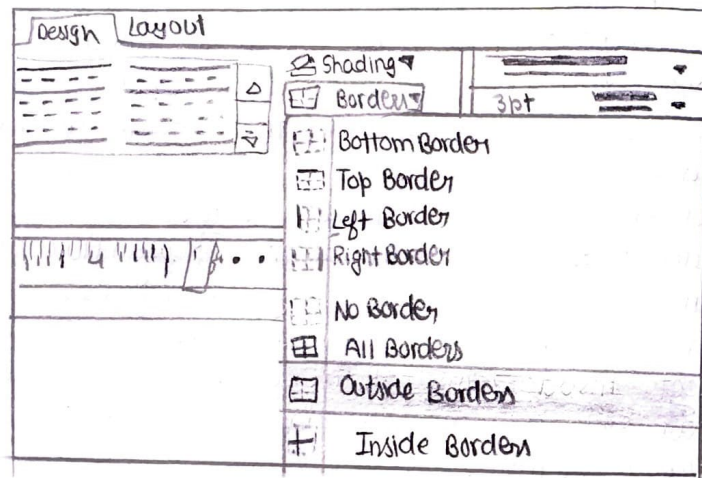
d. To delete a row or column. (i) Select the row or column.

(ii) Right-click your mouse and a menu appears.

(iii) Select Delete cells.

(iv) Delete cells dialog box appears. Select delete entire row or Delete entire column, then click OK.

To Add Borders To a Table



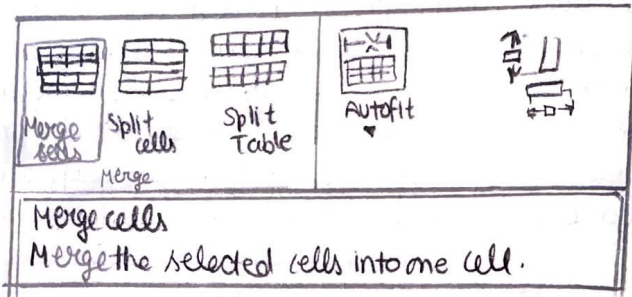
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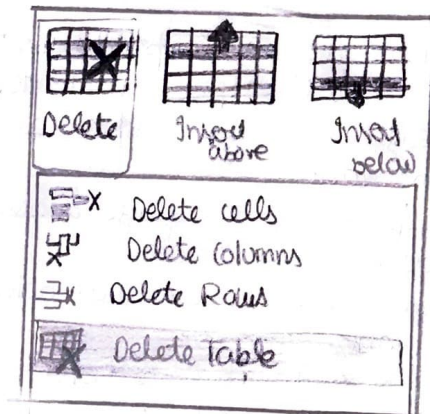
Date

- (e) To apply a table style: (i) click anywhere on the table. The design tab will appear on the Ribbon.
- (ii) Select the Design tab and locate the table styles.
- (iii) Click the more drop-down arrow to see all of the table styles.
- (iv) Place the mouse over the various styles to see a live preview.
- (v) Select the desired style. The table style will appear in the document.
- (f) To add borders to a table: (i) Select the cells you want to add a border to.
- (ii) From the Design tab, select the desired line style, line weight, and pen color.
- (iii) Click the borders drop down arrow.
- (iv) From the drop-down menu, select the border type.
- (v) The border will be added to the selected cells.
- (g) To Resize a table: (i) click anywhere inside the table you want to resize.
- (ii) As soon as you bring your mouse pointer inside the table, a small cross icon will appear at the top-left corner and a small Resize icon will appear at the bottom-right corner of the table.
- (iii) Bring the mouse pointer over the Resize icon till it changes to a diagonal double-sided arrow.
- (iv) Now press the left mouse button and keep holding the button, while resizing the table.
- (v) Drag the table up to make it shorter or down to make it larger. You can drag the table diagonally to simultaneously change both the width and the height of the table.

To Merge cells of a Table

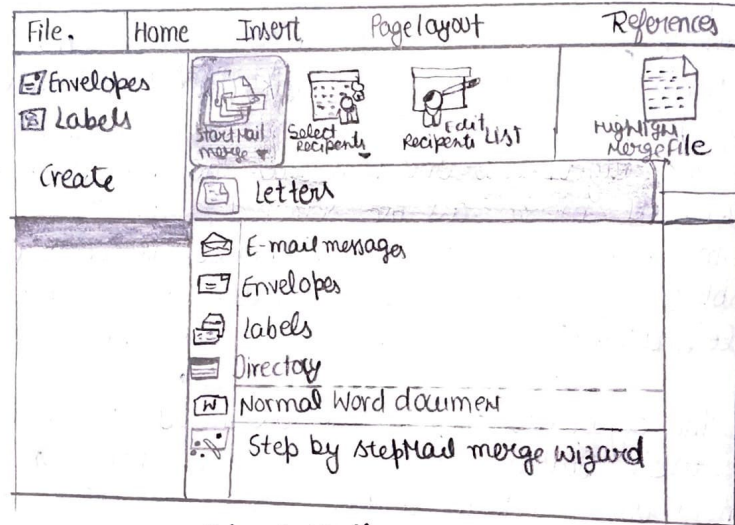


To Delete A Table:-



- h) To merge cells of a table: (i) Set your mouse pointer position inside the first cells that you want to merge.
- (ii) Now press the shift key and click the cells around the cell which you want to merge into the first cell. This will highlight the cells which you click and they will be ready to be merged.
- (iii) click the layout tab and then click the merge cells button which will merge all the selected cells.
- (iv) After merging the cells, all the content of the cells will be scrambled which you can fix later as you like.
- 1) To delete a table: (i) click anywhere inside the table you want to delete.
- (ii) Select the layout tab, and click the Delete table option under the Delete table button to delete the complete table from the document along with its content.

Step 1:



Start Mail merge

9. Practical: Mail Merge

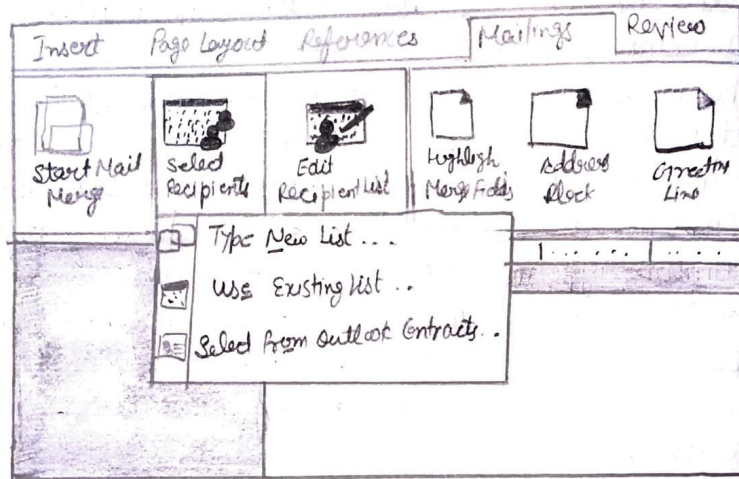
Step I: Accessing word 2010 Mail Merge commands:

- open a blank word 2010 document.
- From the mailing tab, in the start mail merge group, click on start mail merge icon and from the menu appear, select the desired options to create your mail merge.

Step 2: choosing a document type: • Your options for selecting a document type include the following:

- Letters:** allows you to alter one letter and send it to multiple people (assume we select this option for demonstration purpose).
- E-mail messages:** allows you to personalize letters designed to be sent to multiple people via e-mail for instructions on how to perform this type of merge, refer to creating Mail merge Email.
- Envelopes:** allows you to print envelopes addressed to multiple people. For instructions on how to perform this type of merge, refer to creating Mail merge envelopes.
- Labels:** allows you to print labels addressed to multiple people. For instructions on how to perform this type of merge, refer to creating Mail merge labels.
- Directory:** allows you to gather varied but related information into a list such as a collection of lists regarding department directory, can include list names, phone numbers, etc.

Step 3



Select Recipients

Step 3: Choosing the Recipients: From the mailing tab in the start mail merge group, click on select Recipients icon and from the menu appear, select the desired options to select recipients.

- **Type a New List:** Unless you have already have a list created for mail merging, you have to build a new one by typing each recipient.
- **Use Existing List:** When you have a database list you want to use, this option makes the most sense. After choosing the list from the select data source dialog box, where you can choose the file you want to use.
- **Select from outlook contacts:** Uses your existing Outlook contacts as recipients. When your PC is on a network with the proper kind of Microsoft Server software installed, you can't forget this option.

Step 4: Write and Insert field:

- Place the insertion pointer where you want a field to appear.
- From the mailings tab, in the write & insert fields group, click the desired option to add text and variable information to your document. Frequently used options include.
- **Address block:** To specify the format of your recipients names, whether to insert the company name and postal address, and the format of the postal address.
- **Greeting line:** To format how the greeting line will appear. (e.g. Dear Mr. Rahul,) and choose which format to use for unknown names (e.g. Dear Sir or Madam)
- **Insert Merge fields:** To insert fields for a variety of common options (such as the first or last name, phone number, or state of each recipient).

Step 5: Previewing your documents - The mail merge task pane presents you with an opportunity to review what the merged document will look like. This way, you can go back and make any last-minute changes to fine-tune your merge.

- From the mailings tab, in the preview Results group, click the preview result icon.
- You can browse through the documents for the other entries by clicking the previous or Next button.

Step 6: Completing the mail merge: The last step to complete the merge is to accept the preview of how the merge will look and direct word to perform the merge. You can print the merged documents or, prior to printing, you can edit individual documents.