

Unit - 3 (DIGITAL DOCUMENTATION)

Chapter – 4: INTRODUCTION TO WORD PROCESSOR

Answer the Following Questions

1. A Word processor is application software, which is capable of creating, editing, saving and printing documents.
2. A text editor only allows you to create and edit plain text. Whereas, while using a word processor, you can format and illustrate the text.
3. Three popular Word Processors are:
 - a. Microsoft Word – Desktop Utility
 - b. LibreOffice Writer – Desktop Utility
 - c. Google Docs: Internet based utility
4. Four main operations which are possible with MS Word are:
 - a. Creating and Saving a Document
 - b. Opening an existing document
 - c. Editing and formatting a document
 - d. Previewing and printing a document
5. The Quick Access Tool bar provides an easy access to the frequently used command buttons. By default, three buttons are present on it which are Save, Undo, and Redo.

Chapter – 5: EDITING A DOCUMENT

Answer the Following Questions

1. The Undo command allows you to cancel the last action performed. This is useful if you have made changes in the document by mistake, and want to cancel the last change done. To perform Undo action, click on the Undo button on the Quick Access Tool bar or press Ctrl+Z. The Redo command is highlighted when you have performed the Undo operation in the document. This reverses the action which is performed by the Undo command. To perform Redo operation, click on the Redo button on the Quick Access Tool bar or press Ctrl + V.
2. Editing text means making corrections to it, and manipulating text in a manner that would lead to the desired end result. Editing process includes inserting, deleting, copying, moving, finding and replacing a particular text in a document.

3. Entire paragraph can be selected by triple clicking anywhere in the paragraph, or double clicking in the left margin of the paragraph.
4. Copying and pasting text means to keep the text at the original location as well as copy it to another location. Whereas, cutting and pasting allows you to change the position of the selected text from one place to another.
5. While looking for certain words or formats in a large document, it is very inconvenient to go through the entire text. The Find and Replace feature automates the process of searching as well as replacing a particular text or format with another.
6. The **Go to Page** command is used to directly jump from one page to another.
7. A red wavy line under any word signifies the incorrectly spelt word.
8. The Thesaurus feature is a built-in dictionary that enables you to look up synonyms, antonyms, word substitutes, and alternative spellings. This feature increases your writing abilities and vocabulary, and helps you to better understand the text.

BRAIN DEVELOPER

SECTION 4: APPLICATION BASED QUESTIONS-(UNSOLVED)

1. Ctrl+N: to create a new Word document
Ctrl+S: to save a Word document
2. Subodh should use copy and paste method to copy the slogan 50 times.
 - a. Type the slogan "Keep Your School Clean".
 - b. Select the slogan.
 - c. Press Ctrl+C to copy
 - d. Press Ctrl+V 50 times to paste the slogan.
3. Select the paragraph to be moved and press Ctrl+X to cut it. Move the cursor to the end of the document and press Ctrl+V to paste it there.
4. Press F7 to check spellings for the article and correct them. Use bullets and numberings to mention any topic point-wise.
5. Find and Replace feature should be used. Find 'Mrs' and replace with 'Mr'. Use Replace All to make quick replacements.

SECTION 5: SHORT ANSWER TYPE QUESTIONS-(UNSOLVED)

1. Some important features of a word processor:
 - a. Ease and Speed: A word processor provides an easy and fast method to type the text.
 - b. Editing Features: Using a word processor, you can apply the editing features like copying, moving, and deleting text. You can also overwrite or insert a sentence, paragraph, page numbers, headers and footers, or words through this feature. It also enables you to present the data in a tabular format.
 - c. Formatting Features: It provides various formatting features, such as Boldface, Italics, Underline, Font Name, Font Color, WordArt, and so on.

- d. **Storage Features:** It stores all your documents for future use, which can be retrieved whenever you want.
 - e. **Graphic Features:** You can add pictures, drawings, shapes, and charts to your documents. This enhances the overall presentation of a document.
2. The Word window has the following components:
- a. **FILE TAB:** The Office button of 2007 is replaced by the File tab in Word 2010. On clicking the File tab, you can create a new file, open an existing file, save a file, print a file, and perform other tasks, which are discussed later.
 - b. **QUICK ACCESS TOOLBAR:** The Quick Access Tool bar is located next to the Word icon (ii). It provides an easy access to the frequently used command buttons. By default, three buttons are present on it which are Save, Undo, and Redo. You can customise this tool bar by adding and removing commands using the drop-down arrow of Customize QuickAccessToolbar.
 - c. **TITLE BAR:** Title bar is located at the top of the Word window. It displays the current document (Document1) and the name of the application (Microsoft Word) in the centre.
 - d. **RIBBON:** MS Word 2010 has a Ribbon which contains eight tabs. These are, File, Home, Insert, Page Layout, References, Mailing, Review, and View. These tabs have individual groups and the groups have different icons which represent different commands. The names of the tabs reflect their utility and purpose.
 - e. **WORKAREA:** This is the blank area in the document window where you can type, edit, and format the text.
 - f. **RULERS:** Rulers are present on the top and left side of the document area. The Vertical Ruler allows you to format the vertical alignment of text. Using the Horizontal Ruler, you can modify the indents, margins, tab stops, and page measurement.
 - g. **SCROLLBARS:** The scroll bars help you to navigate through different parts of a document. The Horizontal Scroll bar is located at the bottom of the window and just above the Status bar. You can navigate through a document from left to right by using it. The Vertical Scroll bar is located at the right side of the window and used to navigate through a document from top to bottom.
 - h. **STATUS BAR:** It is located at the bottom of the Document window. It displays the status of the document that you are working on. It displays the number of pages and number of words. If you need more information then double-click on the Words option on the Status bar. The Word Count dialog box opens, which gives the complete information, like pages, words, characters, paragraphs, and lines. Adjoining to it is a Proofing error icon. Clicking on it will highlight the errors. At the right end of the Status bar, you will find the View buttons and Zoom Slider.
3. To save and protect an entire document using password, follow the given steps:
- a. Click on the File tab and select the Save As option from the drop-down menu.
 - b. The Save As dialog box appears.
 - c. Click on the drop-down arrow of the Tools tab and select General Options.

- d. The General Options dialog box will appear with two fields. They are-'Password to open' and 'Password to modify'.
 - e. Type the desired password in the Password to open field. Click on OK.
 - f. The Confirm Password dialog box appears. Re-enter the password in order to confirm the password. Then click on OK.
 - g. If the password matches, the document is saved with a password protection. If the password does not match, you receive the prompt message to re-enter the password.
4. While looking for certain words in a particular case format in a large document use the Find & Replace feature in the following way:
 - a. Click on the Find drop-down button M1 Find T in the Editing group of the Home tab.
 - b. A drop-down menu appears. Select the Advanced Find option from the menu.
 - c. The Find and Replace dialog box appears. The Find tab is selected by default.
 - d. In Find what box, type the text that you want to search in the document.
 - e. Click on the More button if you want to widen your search criteria.
 - f. Check the Match case check box to find the exact matches of the word in the same case format.
5. Thesaurus is a built-in dictionary that enables you to look up synonyms, antonyms, word substitutes, and alternate spellings. This feature increases your writing abilities and vocabulary and helps you to better understand the text. When you look up a word in the thesaurus, it will provide you a list of alternative words which you can use in place of an existing word.

SECTION 6: LONG ANSWER TYPE QUESTIONS-(UNSOLVED)

1. Word Processing is a technique of creating, editing, saving, and printing documents. An application software used to perform these tasks is called a word processor. Every single piece of information is touched by a word processor directly or indirectly. A word processor should never be confused with a text editor, such as Notepad, which only allows you to create and edit plain text. Whereas, while using a word processor, you can format and illustrate the text.
2. The open application of MS Word displays two windows on the screen. The larger window is called the Application window and the smaller window, which is inside the Application window is called the Document window. The Application window helps the user to communicate with the MS Word program. The Document window is used for typing, editing, and formatting the text.
3. Editing text means making corrections to it, and manipulating it in such a manner that would lead to the desired result. This process may include inserting, deleting, copying, moving, finding, and replacing a particular text in a document.
4. Select the text to be moved then press Ctrl+X to cut the text. Place the cursor to the destination location where the text is to be placed and press Ctrl+V to paste the text.

5. A blue wavy line under a word refers to a contextual error. This error occurs when a correctly spelled word is used mistakenly for another word. For example, if you write 'Deer Mr. George' in the beginning of a letter then the blue wavy line appears under the word 'Deer', as it is a contextual error. Although its spelling is correct but the usage of the word is inappropriate at this place. The word 'Dear' should be used in place of 'Deer'.
6. Non-printing characters are the characters that do not appear in a printed document. These are basically used for formatting the document: that is why they also known as Formatting marks. The following are some most common non-printable characters used in word processors:
 - a. Space(.)
 - b. Non-breaking space(o)
 - c. Tab character (→)
 - d. Line break(↵)
 - e. Paragraph mark (¶)

Chapter – 6: FORMATTING A DOCUMENT

Answer the Following Questions

1. Formatting means changing the general appearance of text in a document. You can enhance the look of a document by doing the following:
 - a. Changing font and its size
 - b. Adjusting line spacing
 - c. Setting tabs/Margins/Borders/Shading
 - d. Creating bulleted or numbered lists
 - e. Highlighting certain words
 - f. Changing case
 - g. Aligning text on a page
 - h. Changing text styles and colour
2. Bold: Ctrl+B, Italics: Ctrl+I, Underline: Ctrl+U.
3. The Subscript option places the selected text slightly below the baseline and makes it appear smaller than the rest of the text. On the contrary, the Superscript option places the selected text slightly above the baseline.
4. In a bulleted list each new entry is identified by a "bullet" - often a small circular symbol - to the left of the list entry. In a numbered list this is replaced by a number/alphabet, in sequential order. Numbered list can be said or defined as the list where numbers/alphabets come first before the list point.
5. There are four types of horizontal text alignment:
 - a. Left Alignment: This is the default alignment of text in a document. The text is aligned along the left margin while leaving a little space towards the right margin.

- b. Right Alignment: The text is aligned along the right margin while leaving a little space towards the left margin. This alignment is mostly used to put dates on letter heads.
 - c. Center Alignment: The text is aligned centrally between the left and right margins. It is mostly used for titles.
 - d. Justified Alignment: The text is aligned evenly between the left and right margins.
6. The distance between the written text and the edge of the paper is called margin.
7. The distance between the text boundaries and the page margins is called Indent. Types of indents are:
- a. Left Indent: A positive value will leave the corresponding space from the left margin. Entering a negative value will make your text appear inside the left margin.
 - b. Right Indent: A positive value will leave the corresponding space from the right margin. If you enter a negative value, the text will appear in the right margin.
 - c. Special Indent: It displays three options: First Line, Hanging, and none.
8. To insert an image from a file, follow these steps:
- a. Click on the Insert tab and select the Picture button in the Illustrations group. The Insert Picture dialog box appears.
 - b. Browse the picture you wish to insert.
 - c. Choose the desired file and click on the Insert button.

Chapter – 7: WORKING WITH TABLES

Answer the Following Questions

1. A table is organized arrangement of text in the form of rows and columns. It is an efficient and useful way of organizing and presenting large amount of data and Information in tabular form.
2. The different ways to Insert a table in MS Word are:
 - a. Using table grid
 - b. Using insert table option from table menu
 - c. Using draw table option
3. Columns are the vertical section of the table whereas Rows are the horizontal sections of the table.
4. Intersection of a row and a column is known as a cell.
5. To split a table into two, follow these steps:
 - a. Place the cursor inside a cell from where you want spilt the table.
 - b. Click on the Table menu.
 - c. Select the Split Table option.
 - d. The Split Table dialog box appears.
 - e. Select the Copy heading option, if you want headings on the split table, or No heading option, if you do not want any headings on the table.
 - f. Click on OK. Table will be split into two tables.

Chapter – 8: PRINTING A DOCUMENT

Answer the Following Questions

1. You can magnify the view of the page by using the Zoom Slider bar at the bottom right corner of the preview section.
2. Click on the File menu and select the Print option, or Press Ctrl+P, or click on the Print tool from Standard toolbar.
3. If you want to print more than one copy of a document, you can choose between the Collated and Uncollated options under the Settings section. If there are 10 pages in a document and you want to print 5 copies, the Collated option will print the complete copy of the document, i.e., from page 1 to page 10 and then it will again start printing the next copy. Whereas, the Uncollated option will print all the 5 copies of the first page and then print the copies of the subsequent pages likewise.
4. In the Print dialog box, select the Print Selection option to print only the selected text from the document.

Chapter – 9: MAIL MERGE

Answer the Following Questions

1. The Mail Merge feature is used to combine a data source with the main document. It saves our time and energy to send letters at multiple addresses. It primarily enables automating the process of sending bulk mail to customers, subscribers or general individuals.
2. Data Source and Main Document are merged together using Mail Merge.
3. Data source consists of mailing list. For example, name, address, city, PIN, telephone number, etc., whereas, the main document that contains the text that you wish to send to all the recipients.
4. Main document contains the text that you wish to send to the recipients.
5. Mail merge involves three basic steps - creating a main document, specifying a data source, and merging the data source with the main document.

BRAIN DEVELOPER

SECTION 4: APPLICATION BASED QUESTIONS-(UNSOLVED)

1. Use Table feature.
2. By adding new rows to the table.
3. Adjust indents on the ruler.
4. Use template to write informal letter. Alternatively, write letter in a blank document and align text using paragraph dialog or tools.
5. Drag the First Line, Right and Hanging indents to the desired positions.
6. Select the paragraph by double-clicking on its left margin. Apply the desired color scheme using Font group and alignment using Paragraph group in the Home tab.

SECTION 5: SHORT ANSWER TYPE QUESTIONS-(UNSOLVED)

1. Page orientation is the direction in which a document is displayed or printed. The two basic types of page orientation are portrait (vertical) and landscape (horizontal).
2. A list refers to a number of items written or printed consecutively one below the other. A bullet is a small graphic symbol that marks an item in a list. You can format lists in a document by using Bullets and Numbering options.
3. The distance between the written text and the edge of the paper is called margin.
4. Text alignment refers to the positioning of text between the margins of a page.
5. The indenting feature is used to move the complete paragraph or the first line to a specific number of spaces between the left or right margins.
6. Header and Footer are the identifiers that run across the top and bottom of the document, respectively. They include information, like page numbers, date, title of a book/chapters, author's name, and slide show theme, etc.
7. The Print window can be opened in the following ways:
 - a. Click on the File tab, and then select the Print option.
 - b. Press Ctrl+P.
8. The Mail Merge feature is used to combine a data source with the main document. It saves our time and energy to send letters at multiple addresses. It primarily enables automating the process of sending bulk mail to customers, subscribers or general individuals.

SECTION 6: LONG ANSWER TYPE QUESTIONS-(UNSOLVED)

1. The two basic types of page orientation are portrait (vertical) and landscape (horizontal).
2. To create a list with symbols, follow these steps:
 - a. Select an existing list. Click on the drop-down arrow next to the Bullets button in the Paragraph group of the Home tab.
 - b. Select the Define New Bullet option from the list. The Define New Bullet dialog box appears.
 - c. Click on the Symbol button. The symbol dialog box appears.
 - d. Click on the Font drop-down box and select a desired font category.
 - e. Various symbols relevant to the selected font appear in the dialog box. Select a symbol by clicking on it. Click on OK.
 - f. The selected symbol will now appear in the Preview section of the Define New Bullet dialog box. Click on OK.
 - g. The symbol will appear as a bullet in the list of your document.
3.
 - i. To insert a row above the second row, click on the second row and select Rows Above from the Table toolbar.
 - ii. To insert a column left to the first column, click on the first column and select Columns Before from the Table toolbar.
4. The following are the four types of margins:
 - a. Top Margin: Distance between the text and the top edge of the page.
 - b. Bottom Margin: Distance between the text and the bottom edge of the page.

- c. Left Margin: Distance between the text and the left edge of the page.
 - d. Right Margin: Distance between the text and the right edge of the page.
- You can change/set the page margins in two ways:
- a. Using the Ruler Bars
 - b. Using the Page Setup dialog box
- a. To set margins using Ruler, follow these steps:
- i. Place the pointer on the indent markers present left on the Horizontal Ruler.
 - ii. The pointer changes into a double-headed arrow.
 - iii. Now, drag the mouse pointer to the right to increase or to the left to decrease the margin.
 - iv. After setting the margin, release the mouse button and observe the changes in the left margin setting on your page.
 - v. Similarly, you can change the right margin as well as top and bottom margins.
- b. To set margins using the Page Setup dialog box, follow these steps:
- i. Select the Page layout tab.
 - ii. Click the Margins drop-down arrow in the Page Setup group.
 - iii. A drop-down list of options appears. The Normal option is selected, by default.
 - iv. Select the desired predefined margin from the drop- down list. Or
 - v. Select the Custom Margins option from the drop-down list to specify the different margin settings.
5. There are two ways to align the text in MS Word – horizontal and vertical.
- a. Horizontal Text Alignment: Aligning the text with respect to the left and right margins is called Horizontal text alignment. There are four types of horizontal text alignments present in the Paragraph group of the Home tab.
 - i. Align Text Left: This is the default alignment of text in a document. The text is aligned along the left margin while leaving a little space towards the right margin.
 - ii. Align Text Right: The text is aligned along the right margin while leaving a little space towards the left margin. This alignment is mostly used to put dates on letterheads.
 - iii. Center: The text is aligned centrally between the left and right margins. It is mostly used for titles.
 - iv. Justify: The text is aligned evenly between the left and right margins.
 - b. Vertical Text Alignment: It aligns the text with respect to the top and bottom margins of a page.
6. To set left and right indents of a paragraph, follow these steps:
- a. Click on the Page Layout tab.
 - b. Select the text that you would like to indent.

- c. In the Paragraph group, define the Left and Right Indents in their respective text boxes. Or
Open the Paragraph dialog box by clicking on the dialog box launcher in Paragraph group of the Home tab. Select the Indents and Spacing tab if it is not selected by default. Under the Indentation section, set the indentation by using the two options -Left and Right.
7. Indent markers are present on the Horizontal ruler. To indent the paragraph using indent markers, follow the given steps:
- a. Place the insertion point anywhere in the paragraph.
 - b. Adjust the first line indent by dragging the First Line Indent marker on the ruler.
 - c. To adjust the hanging indent, drag the Hanging Indent marker.
 - d. To move both markers at the same time, drag the Left Indent. This will indent all lines in the paragraph.
8. Custom margin lets you adjust the values of each margin. Using this you can specify different values for each margin as per your choice. To set custom margin, do the following:
- a. Select the Page layout tab.
 - b. Click the Margins drop-down arrow in the Page Setup group.
 - c. Select the Custom Margins option from the drop-down list to specify the different margin settings. The Page Setup dialog box will appear.
 - d. Select the Margins tab, click on the increment or decrement arrows next to the Top, Bottom, Left, and Right fields to increase or decrease the margin settings, respectively.
 - e. In Apply to box, choose any option and click on OK.
9. To create a list with symbols, follow these steps:
- a. Select an existing list. Click on the drop-down arrow next to the Bullets button in the Paragraph group of the Home tab.
 - b. Select the Define New Bullet option from the list. The Define New Bullet dialog box appears.
 - c. Click on the Symbol button. The symbol dialog box appears.
 - d. Click on the Font drop-down box and select a desired font category.
 - e. Various symbols relevant to the selected font appear in the dialog box. Select a symbol by clicking on it. Click on OK.
 - f. The selected symbol will now appear in the Preview section of the Define New Bullet dialog box. Click on OK.
 - g. The symbol will appear as a bullet in the list of your document.
10. Sometimes, it is required to get printouts of specific pages, a range of pages or the entire document. In such a situation, you can select any of the following options:
- a. Open the Print dialog box.
 - b. Click on the Print All Pages option under Settings.
 - c. A list of options appears. Select the required option.
 - i. Select the Print All Pages option to print the entire document.

- ii. Select the Print Selection option to print only the selected text from the document.
 - iii. Select the Print Current Page option to print only the current page of your document.
 - iv. Select the Print Custom Range option to print the specified range of pages from the document (like 3-5 8-10, prints two page ranges, 3rd to 5th and 8th to 10th).
- d. After selecting the required option, click on the Print button to get printouts.

