

Unit-3

PowerPoint Presentation

To help you produce professional-looking presentations, Microsoft PowerPoint provides a comprehensive set of features that you can use to create and format your information.

Features of Powerpoint Presentation:

A new and intuitive look

PowerPoint has a new, intuitive user interface called the Ribbon that helps you create better presentations much more quickly. PowerPoint offers new and improved effects, themes and enhanced formatting options that you can use to create great-looking, dynamic presentations in a fraction of the time that you used to spend. You can:

- Find features and commands in intuitively categorized tabs and related groups.
- Save time and create better presentations when you select easily accessible formatting

Themes and Quick Styles

PowerPoint comes with new themes, layouts and Quick Styles that offer you a wide range of options when you are formatting your presentations.

Themes simplify the process of creating professional presentations. Just select the theme that you want, With one click, the background, text, graphics, charts, and tables all change to reflect the theme that you select, ensuring that all elements in your presentation complement one another

After you apply a theme to your presentation, the Quick Style galleries change to adapt to that particular theme. As a result, any new SmartArt graphics, tables, charts, WordArt, or text that you insert into the presentation automatically match your existing theme. With consistent theme colors, all of your materials can look consistent and professional.

Custom slide layouts

With PowerPoint, You can now create your own custom layouts that can contain as many placeholders as you want; elements such as charts, tables, movies, pictures, SmartArt graphics, and clip art. You can also now save the layouts that you customize and create for future use.

Designer-quality SmartArt graphics

With SmartArt graphics, you can create editable illustrations of your information in an PowerPoint presentation simply and without the aid of a professional designer. You can add stunning visual effects to your SmartArt graphics, shapes, WordArt, and charts, including three-dimensional (3-D) effects, shading, reflections, glows, and more.

New text options

You can create professional-looking presentations with a wide range of text formatting features, including text wrapping within a shape, text in columns and paragraph-level rulers. You can also now select discontinuous text.

New character styles provide you with more text choices. You can add fills, lines, shadows, glow, kerning and 3-D effects to your text.

Table and chart enhancements

In PowerPoint, tables and charts have been designed to be much easier to edit and work with. The Ribbon offers many easy-to-find options for editing your tables and charts. The Quick Styles, galleries present all of the effects and formatting options that you need to create professional-looking tables and charts..

Presenter view

Presenter view offers the following tools to make it easier for you to present information:

- You can use thumbnails to select slides out of sequence and create a customized presentation for your audience.
- Preview text shows you what your next click will add to the screen, such as a new slide or the next bullet in a list.
- Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.
- You can black out the screen during your presentation and then resume where you left off. For example, you might not want to display the slide content during a break or a question and answer period.

Creating and Saving PowerPoint Presentation

To Create a new Presentation:

- Click the Microsoft Office Button, located in the upper-left corner of the PowerPoint Ribbon.
- Select New option, a dialog box will appear.
- Select the type of presentation you wish to create (Blank Presentation).
- Click Create button.
A new presentation will appear on-screen ready for you to start entering information.

To Save a Presentation:

- Click the Microsoft Office Button, located in the upper-left corner of the PowerPoint Ribbon.
- Select Save As option. a dialog box will appear.
- Select a folder where you will like to save the presentation Enter the file name which you want to give to your presentation.
- Finally, click on the Save button and your presentation will be saved with the entered name in the selected folder.

Slide Show in PowerPoint

A SlideShow is an electronic presentation displayed on a computer screen. To ensure that all slides appear in sequence we view our presentation which is called viewing a SlideShow.

Following are the steps to view a SlideShow:

- Click the Slide Show tab on the ribbon.
- Click From Beginning button from the Start Slide Show group.

Your slides appear on full screen. Click your mouse each time to see the next slide.

Advance slides:

Use the options in the Advance slides section to specify how to move from one slide to another.

- To advance to each slide manually during your presentation, click **Manually**.
- To use slide timings to advance to each slide automatically during your presentation, click **Using timings, if present**.

Charts in PowerPoint Presentation

PowerPoint includes many different types of charts and graphs that you can use to inform your audience about inventory levels, organizational changes, sales figures, and much more. You can add a chart or graph to your presentation in one of two ways:

- You can embed (embedded object: Information (object) contained in a source file and inserted into a destination file. Once embedded, the object becomes part of the destination file. Changes you make to the embedded object are reflected in the destination file.) and insert a chart in your presentation When you embed data from a chart in PowerPoint, you edit that data in Office Excel, and the worksheet is saved with the PowerPoint file.
- You can paste an Excel chart into your presentation and link to data in Office Excel When you copy a chart from Office Excel and paste it into your presentation, the data in the chart is linked to the Excel worksheet. If you want to change the data in the chart,

you must make your changes to the linked worksheet in Office Excel. The Excel worksheet is a separate file and is not saved with the PowerPoint file.

Embed and insert a chart in your presentation:

Do the following when you want to maintain the data that is associated with the chart in PowerPoint:

- In PowerPoint, click the placeholder (placeholders: Boxes with dotted borders that are part of most slide layouts. These boxes hold title and body text or objects such as charts, tables, and pictures.) that you want to contain the chart.
- On the Insert tab, in the Illustrations group, click Chart.
- In the Insert Chart dialog box, click a chart, and then click OK.
Office Excel 2007 opens in a split window and displays sample data on a worksheet.
- In Excel, to replace the sample data, click a cell on the worksheet, and then type the data that you want.
- In Excel, click the Microsoft Office Button , and then click Save As.
- In the Save As dialog box, in the Save in list, select the folder or drive that you want to save the worksheet to.
- In the File name box, type a new name for the file.
- Click Save.
- In Excel, on the File menu, click Close.
-

Paste an Excel chart into your presentation and link to data in Excel:

Follow this procedure when you want to link to data on an external Excel worksheet. You create and copy the chart in Excel and then paste it into your PowerPoint presentation. When you update the data in Excel, the chart in PowerPoint is updated as well.

- In Excel, select the chart by clicking its border, and then on the Home tab, in the Clipboard group, click Cut.
- In PowerPoint, click the placeholder on the slide or notes page that you want to insert the chart on.
- On the Home tab, in the Clipboard group, click the arrow under Paste, and then click Paste.

SmartArt graphics in PowerPoint Presentation

A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.

Creating designer-quality illustrations can be challenging, especially if you are not a professional designer or you cannot afford to hire a professional designer. With SmartArt graphics and other new features such as themes (theme: A combination of theme colors, theme fonts, and theme effects. A theme may be applied to a file as a single selection.), you can create designer-quality illustrations very quickly.

Because PowerPoint presentations often contain slides with bulleted lists, you can quickly convert slide text to a SmartArt graphic. Also, you can add animation to your SmartArt graphic in PowerPoint presentations.

When you create a SmartArt graphic, you are prompted to choose a type of SmartArt graphic, such as Process, Hierarchy, Cycle, or Relationship. A type is similar to a category of SmartArt graphic, and each type contains several different layouts. After you choose a layout, it is easy to change the layout for your SmartArt graphic. Most of your text and other content, colors, styles, effects, and text formatting are automatically carried over to the new layout.

When you select a layout, placeholder text (such as [Text]) is displayed, so that you can see how your SmartArt graphic looks. Placeholder text is not printed, nor is it displayed during a slide show. However, the shapes are always displayed and printed, unless you delete them. You can replace the placeholder text with your own content.

As you add and edit your content in the Text pane, your SmartArt graphic is automatically updated — shapes are added or removed as needed.

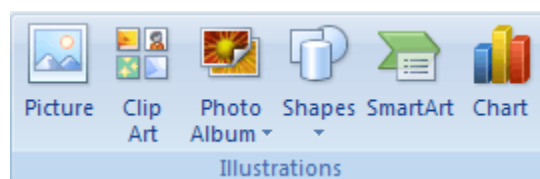
You can also add and remove shapes in your SmartArt graphic to adjust the structure of the layout.

To quickly add a designer-quality look and polish to your SmartArt graphic, apply a SmartArt Style to it.

Create a SmartArt graphics:

Following are the steps to create a SmartArt graphics.

- On the Insert tab, in the Illustrations group, click SmartArt.



- In the Choose a SmartArt Graphic dialog box, click the type and layout that you want.
- Enter your text by doing one of the following:
 - Click in a shape in your SmartArt graphic, and then type your text.
 - Click [Text] in the Text pane, and then type or paste your text.
 - Copy text from another program, click [Text], and then paste into the Text pane.

Change the colors of an entire SmartArt graphic:

You can apply color variations that are derived from the theme colors to the shapes in your SmartArt graphic.

- Click your SmartArt graphic.
- Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click Change Colors.
- Click the color variation that you want.

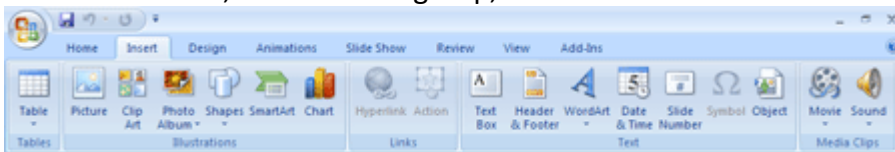
Tables in PowerPoint Presentation

Tables are used for data that is to be presented in rows and columns.

After you add the table to your presentation, you can use the new table features in Office PowerPoint to quickly change the table style or add an effect.

Add a table:


- Select the slide that you want to add a table to.
- On the **Insert** tab, in the **Tables** group, click **Table**.



- Do one of the following:
 - Move the pointer to select the number of rows and columns that you want, and then click.
 - Click **Insert Table**, and then enter a number in the **Number of columns** and **Number of rows** lists.
- To add text to the table cells, click a cell, and then enter your text. After you enter your text, click outside the table.

Apply or change a table style:

A table style (or Quick Style) is a combination of different formatting options, including color combinations that are derived from the theme colors of the presentation. Any table that you add has a table style applied to it automatically. Thumbnails of table styles appear in the **Quick Styles** gallery in the **Table Styles** group. When you place your pointer over a Quick Style thumbnail, you can see how the Quick Style affects your table.

- Click the table that you want to apply a new or different table style to.
- Under **Table Tools**, on the **Design** tab, in the **Table Styles** group, click the table style that you want. To see more table styles, click the **More** button .

When you place your pointer over a Quick Style thumbnail, you can see how the Quick Style affects your table.

Animations in PowerPoint Presentation

PowerPoint gives a variety of ways to apply animations to your slides and to the text, graphics and other objects on your slides.


Slide Transition:

Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next. You can control the speed of each slide transition effect, and you can also add sound.

Microsoft Office PowerPoint 2007 includes many different types of slide transitions, including (but not limited to) the following:



- 1 No transition
- 2 Blinds Horizontal
- 3 Blinds Vertical
- 4 Box In
- 5 Box Out
- 6 Checkerboard Across
- 7 Checkerboard Down
- 8 Comb Horizontal
- 9 Comb Vertical

To see more transition effects, in the Quick Styles list, click the **More** button , as shown in the diagram above.

Add the same slide transition to all of the slides in your presentation:

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- On the **Home** tab, click a slide thumbnail.
- On the **Animations** tab, in the **Transition To This Slide** group, click a slide transition effect.

To see more transition effects, in the Quick Styles list, click the **More** button .

- To set the slide transition speed, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
- In the **Transition To This Slide** group, click **Apply to All**.

Add different slide transitions to the slides in your presentation

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- On the **Home** tab, click a slide thumbnail.
- On the **Animations** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide.

To see more transition effects in the Quick Styles list, click the **More** button .

- To set the slide transition speed, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
- To add a different slide transition to another slide in your presentation, repeat steps 2 through 4.

Add sound to slide transitions:

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- On the **Home** tab, click a slide thumbnail.
- On the **Animations** tab, in the **Transition To This Slide** group, click the arrow next to **Transition Sound**, and then do one of the following:
 - To add a sound from the list, select the sound that you want.
 - To add a sound not found on the list, select **Other Sound**, locate the sound file that you want to add, and then click **OK**.
- To add sound to a different slide transition, repeat steps 2 and 3.

Add sound effects to an animation:

- Click the slide that contains the animation effect to which you want to add a sound.
- On the **Animations** tab, in the **Animations** group, click **Custom Animation**.



- In the **Custom Animation** task pane, click the arrow to the right of the animation effect in the **Custom Animation** list, and then click **Effect Options**.
- On the **Effect** tab, under **Enhancements**, click the arrow in the **Sound** list, and then do one of the following:
 - To add a sound from the list, click a sound.
 - To add a sound from a file, click **Other Sound**, and then locate the sound file that you want to use.

Unit-3

Word Processor

A word processor is software that allows users to create, edit, and print [documents](#). It enables you to write text, store it electronically, display it on a screen, modify it by entering [commands](#) and characters from the keyboard, and print it.

Standard Features of Word Processors : Word processors support the following basic features-

Insert text: Allows you to insert text anywhere in the document.

Delete text: Allows you to erase characters, words, lines, or pages.

Cut and Paste: Allows you to remove (cut) a section of text from one place in a document and insert (paste) it somewhere else.

Copy: Allows you to duplicate a section of text.

Page size and Margins: Allows you to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits.

Search and Replace: Allows you to direct the word processor to search for a particular word or phrase. You can also direct the word processor to replace one group of characters with another everywhere that the first group appears.

Word wrap: Automatically moves to the next line when you have filled one line with text, and it will readjust text if you change the [margins](#).

Print: Allows you to send a document to a printer to get hard copy.

Font specifications: Allows you to change fonts within a document. For example, you can specify bold, italics, and underlining.

Spell checking: Identifies words that don't appear in a standard dictionary.

Grammar checking: Identifies sentences, paragraphs, and punctuation that doesn't appear to meet commonly recognized rules of grammar.

Automated lists: Automatically creates bulleted or numbered lists, including multi-level outlines.

Graphics: Allows you to embed illustrations, graphs, and possibly even videos into a document. Some word processors let you create the illustrations within the word processor; others let you insert an illustration produced by a different program.

Headers, Footers, and Page numbering: Allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.

Layout: Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.

Merge: Allows you to merge text from one file into another file. This is particularly useful for generating many files that have the same format but different data. Generating mailing labels is the classic example of using merges.

Thesaurus: Allows you to search for synonyms without leaving the word processor.

Microsoft Word

MS Word is used to create and edit personal and business documents, such as letters, reports, invoices, emails.

Microsoft Word can be used for the following purposes:

- To create business documents having various graphics including pictures, charts, and diagrams.
- To store and reuse readymade content and formatted elements such as cover pages.
- To create letters and letterheads for personal and business purpose.
- To design different documents such as resumes or invitation cards etc.
- To create a range of correspondence from a simple office memo to legal copies and reference documents.
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Creating documents in MS-Word: To create a new file,do this-

- Click the Microsoft Office Button, located in the upper-left corner of the Word Ribbon.
- Select New option, a dialog box will appear.
- Select the type of document you wish to create (Blank document).
- Click Create button.
A blank document will appear on-screen ready for you to start entering information.

Saving documents in MS-Word:

Once you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done on a Word document.

Following are the steps to save an edited Word document:

- Click the Microsoft Office Button, located in the upper-left corner of the Word Ribbon
- Select Save As option. a dialog box will appear.
- Select a folder where you will like to save the document, Enter the file name which you want to give to your document.
- Finally, click on the Save button and your document will be saved with the entered name in the selected folder.

Editing documents in MS-Word:

Making changes in a document is called editing. To perform editing, you should select the text first.

Selecting Text:

you can select text by using the mouse or the keyboard. You can also select text or items that are in different places. For example, you can select a paragraph on one page and a sentence on a different page.

Select Text by using the Mouse-

Select Text in the Body of a Document

To select	Do this
Any amount of text	Click where you want to begin the selection, hold down the left mouse button, and then drag the pointer over the text that you want to select.
A word	Double-click anywhere in the word.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Triple-click anywhere in the paragraph.

Multiple paragraphs	Move the pointer to the left of the first paragraph until it changes to a right-pointing arrow, and then press and hold down the left mouse button while you drag the pointer up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT while you click where you want the selection to end.
An entire document	Move the pointer to the left of any text until it changes to a right-pointing arrow, and then triple-click.

Select Items in a Table

To select	Do this
The contents of a cell	Click in the cell. Under Table Tools , click the Layout tab. In the Table group, click Select , and then click Select Cell .
The contents of a row	Click in the row. Under Table Tools , click the Layout tab. In the Table group, click Select , and then click Select Row .
The contents of a column	Click in the column. Under Table Tools , click the Layout tab. In the Table group, click Select , and then click Select Column .
The contents of multiple cells, rows, or columns	Click in a cell, a row, or a column and then hold the left mouse button down while you drag across all of the cells, rows, or columns that contain the content that you want to select. To select the contents of cells, rows, or columns that are not next to each other, click in the first cell, row, or column, press CTRL, and then click the additional cells, rows, or columns that contain the content that you want to select.
The contents of an entire table	Click in the table. Under Table Tools , click the Layout tab. In the Table group, click Select , and then click Select Table .

Select Text by using the Keyboard-

Select Text in the Body of a Document

To select	Do this
One character to the right	Press SHIFT+RIGHT ARROW.
One character to the left	Press SHIFT+LEFT ARROW.
A word from its beginning to its end	Place the insertion point at the beginning of the word, and then press CTRL+SHIFT+RIGHT ARROW.
A word from its end to its beginning	Move the pointer to the end of the word, and then press CTRL+SHIFT+LEFT ARROW.
A line from its beginning to its end	Press HOME, and then press SHIFT+END.
A line from its end to its beginning	Press END, and then press SHIFT+HOME.
One line down	Press END, and then press SHIFT+DOWN ARROW.
One line up	Press HOME, and then press SHIFT+UP ARROW.
A paragraph from its beginning to its end	Move the pointer to the beginning of the paragraph, and then press CTRL+SHIFT+DOWN ARROW.

A paragraph from its end to its beginning	Move the pointer to the end of the paragraph, and then press CTRL+SHIFT+UP ARROW.
A document from its end to its beginning	Move the pointer to the end of the document, and then press CTRL+SHIFT+HOME.
A document from its beginning to its end	Move the pointer to the beginning of the document, and then press CTRL+SHIFT+END.
From the beginning of a window to its end	Move the pointer to the beginning of the window, and then press ALT+CTRL+SHIFT+PAGE DOWN.
The entire document	Press CTRL+A.

Select Items in a Table

To select	Do this
The contents of the cell to the right	Press TAB.
The contents of the cell to the left	Press SHIFT+TAB.
The contents of adjacent cells	Hold down SHIFT while you press the appropriate arrow key repeatedly until you have selected the contents of all of the cells that you want.
The contents of a column	Click in the column's top or bottom cell. Hold down SHIFT while you press the UP ARROW or DOWN ARROW key repeatedly until you have selected the contents of the column.
The contents of an entire table	Click in the table, and then press ALT+5 on the numeric keypad (with NUM LOCK off).

Deleting Text:

You can delete text in several ways :

- To delete text to the left of the insertion point,press the Backspace key on your keyboard.
- To delete text to the right of the insertion point,press the Delete key on your keyboard.
- Select the text that you wish to remove, press the Delete key on your keyboard.

If you select text and start typing,the selected text will automatically be deleted and replaced with the new text.

Copying Text:

Following are the steps to copy text.

- Select the text you want to copy.
- Click the Copy button from Clipboard group on the Home tab.
- Move the cursor to the place where you want to paste your text.
- Click the Paste button from Clipboard group on the Home tab.
The text will appear

Moving Text:

Following are the steps to move text.

- Select the text you want to move.
- Click the Cut button from Clipboard group on the Home tab.
- Move the cursor to the place where you want to paste your text.
- Click the Paste button from Clipboard group on the Home tab.
The text will appear

Find Text:

You can quickly search for every occurrence of a specific word or phrase.

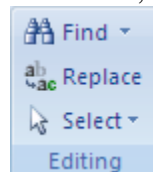
Following are the steps to move text.

- On the **Home** tab, in the **Editing** group, click **Find**.
- In the **Find what** box, type the text that you want to search for.
- Do one of the following:
 - To find each instance of a word or phrase, click **Find Next**.
 - To find all instances of a specific word or phrase at one time, click **Find All**, and then click **Main Document**.

Find and Replace Text:

You can automatically replace a word or phrase with another — for example, you can replace Ram with Om.

- On the **Home** tab, in the **Editing** group, click **Replace**.



- Click the **Replace** tab.
- In the **Find what** box, type the text that you want to search for.
- In the **Replace with** box, type the replacement text.
- Do one of the following:
 - To find the next occurrence of the text, click **Find Next**.
 - To replace an occurrence of the text, click **Replace**. After you click **Replace**, Word moves to the next occurrence of the text.
 - To replace all occurrences of the text, click **Replace All**.

Mail- Merge in MS-Word

Suppose, you want to give a party to your friends and relatives. You have typed the invitation letter. Now, you have to type all the addresses of your friends and relatives. Typing all the names

and addresses and then making the documents and saving them, is a tedious job. This work can be done very easily in MS-WORD using the Mail Merge.

With the help of Mail Merge, you can send the same letter to a number of people.

The Mail-Merge process requires the following:

Main Document: The document that contains letter or text which is to be sent is called the Main Document.

Data Source: The file where all the addresses of the recipients are stored is called the Data Source.

The process of combining the Main Document with the Data Source is called Merging. The final document is called the Merged Document.

In general, the Mail Merge process involves the following 3 steps:

- Creating Main Document
- Creating Data Source
- Merging Main Document and Data Source

To **Mail Merge**, following the given steps:

- Click **Mailings** tab on the ribbon
- Click **Start Mail Merge** option from the Start Mail Merge group and choose **Letters** from the choices available.
- Type the letter you want to send.
- Click **Select Recipients** option and choose **Type New List** from the choices available.
The New Address List dialog box appears.
- Fill in the various fields with appropriate information.
- To create another entry, click the **New Entry** button.
You can arrange the records according to your choice by clicking the appropriate column heading. For example, click **First Name** field to arrange according to names.
- After completing the form, click **OK** button.
The Save Address List dialog box appears.
- Give a suitable name to the list and click **Save** button.
- Now, place the cursor in the main document where you want the fields to be inserted.
- Click **Insert Merge Field** option from Write & Insert Fields group and choose the required field. Again, place the cursor to another place for the next field and insert it in the same manner.
- Click **Finish & Merge** option from Finish group to complete the mail merge process.
- Choose **Edit Individual Documents** option. The Merge to New Document dialog box appears.
- Choose **All** option and click **OK**.

The merged letters will be opened in MS Word window for further editing.

Formatting in MS-Word

To make a text in a document attractive, we have to change and arrange the text, which is known as formatting a document. We can format our document using Font group and Paragraph group in the Home tab in MS-Word.

Word divides formatting into two types-

- **Character format:** This format can be applied to individual characters within a document.
- **Paragraph format:** This format can be applied to whole paragraphs within a document.

Making Text Bold, Italic and Underline:

The following steps should be used to make text Bold.

- Select the text you want to make bold.
- On the Home tab, in the Font group, click Bold icon or press CTRL+B keys in the keyboard.
The text becomes bold.

The following steps should be used to make text Italic.

- Select the text you want to make italic.
- On the Home tab, in the Font group, click Italic icon or press CTRL+I keys in the keyboard.
The text becomes italic.

The following steps should be used to make text Underline.

- Select the text you want to make underline.
- On the Home tab, in the Font group, click Underline icon or press CTRL+U keys in the keyboard.
The text becomes underline.

Add a decorative underline:

- Select the text you want to make underline.
- On the Home tab, in the Font group, click the Font Dialog Box Launcher, and then click the Font tab.
- In the Underline style box, click the style that you want.
- To change the color of the underline, click Underline color, and then click the color that you want.

Changing Font Style:

Font style is an option through which you can change the look and face of font.

The following steps should be used to change the font of the text.

- Select the text to change the font
- On the Home tab, in the Font group, click the Font drop-down list arrow option.
- Choose the font type from the list and click it to apply.

Changing Font Size:

Font size refers to the size of a character or word.

The following steps should be used to change the font size.

- Select the text to change the font size.
- On the Home tab, in the Font group, click the Font size drop-down list arrow option.
- Choose the font size from the list and click it to apply.

Changing Font Color:

You can apply different colors to the text.

To color the text, follow the given steps.

- Select the text to change the font color.
- On the Home tab, in the Font group, click the Font color drop-down list arrow option.
A color palette appears.
- Choose the color you want from the palette and click it to apply.

Paragraph formats:

When you need to control how a paragraph lines up on a page, you apply paragraph formats.

Alignment-Alignment refers to the way in which text is placed in a page.

Word allows 4 ways of Alignment a paragraph.

- Left Alignment
- Right Alignment
- Center Alignment
- Justified

To set Alignment a paragraph, follow the given steps-

- Select the paragraph that you want to set the alignment.
- On the Home tab, in the Paragraph group, click the Alignment button
The selected paragraph is aligned as desired.

Indent- Indent allow you to control the blank space at the left and right side of a paragraph.

Increase or decrease the left indent of an entire paragraph-

- Select the paragraph that you want to change.
- On the Page Layout tab, in the Paragraph group, click the Indent Left arrows next button to increase or decrease the left indentation of the paragraph.

Increase or decrease the right indent of an entire paragraph-

- Select the paragraph that you want to change.

- On the Page Layout tab, in the Paragraph group, click the Indent right arrows next button to increase or decrease the right indentation of the paragraph.

Indent only the first line of a paragraph-

- Click in front of the line that you want to indent.
- On the Page Layout tab, click the Paragraph Dialog Box Launcher, and then click the Indents and Spacing tab.
- In the Special list under Indentation, click First line, and then in the By box, set the amount of space that you want the first line to be indented.

Line spacing- Line spacing refers to the amount of vertical space between the lines of text in a paragraph

To set Line spacing ,follow the given steps-

- Select the paragraph that you want to set the line spacing
- On the Home tab, in the Paragraph group, click the Line spacing option and chose the required number of spacing from the list to adjust the space between lines.

Paragraph spacing- Paragraph spacing refers to the amount of space above or below a paragraph

To set paragraph spacing ,follow the given steps-

- Click anywhere in the paragraph to set the spacing before or after it
- On the Home tab, in the Paragraph group, click the Paragraph Dialog Box Launcher.
- Click the Spacing Before or Spacing After arrows next button to increase or decrease the amount of space you want..

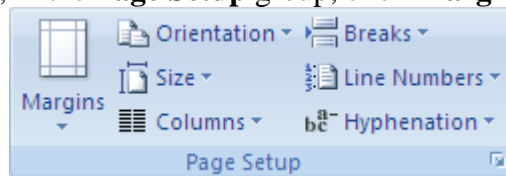
Page Margins in MS-Word

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area between the margins. However, you can position some items in the margins — for example, headers, footers, and page numbers.

Word offers several page margin options. You can use the default page margins or you can specify your own.

Change or Set Page Margins:

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.



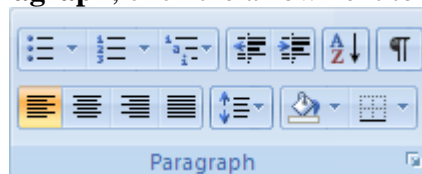
2. Click the margin type that you want. For the most common margin width, click **Normal**. When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.
3. You can also specify your own margin settings. Click **Margins**, click **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins.

Bullets and Numbering in Paragraph

To change the formatting of the bullets or numbers in a list, click any bullet or number to select all the bullets or numbers in the list. If you select the text, the formatting of both the text and the bullets or numbering changes.

Choose a new bullet or numbering format:

1. Click a bullet or number in the list that you want to change.
In a multiple-level list, you can change the formatting one level at a time by clicking one bullet or number at that level in the list.
2. On the **Home** tab, under **Paragraph**, click the arrow next to **Bullets** or **Numbering**.



3. Click the bullet or numbering list format that you want in the **Bullet Library** or the **Numbering Library**.

Unit-3

MS-Excel

Microsoft Excel is an electronic spreadsheet that runs on a personal computer. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly it .

Workbook and Worksheet:

Workbook- In Microsoft Excel, a workbook is the file in which you work and store your data. Each workbook contains many worksheets. It makes you organize various kinds of related information in a single file.

Worksheet- Microsoft Excel consists of worksheets. Worksheet also known as Spreadsheet, is the primary document that we use in Excel to store and work with data. A worksheet consists of cells that are organized into columns and rows. Worksheet is always stored in a workbook. Each worksheet contains columns and rows. The columns are lettered A to Z and then continuing with AA, AB and so on; the rows are numbered 1, 2, 3 and so on.

Creating and Saving a New workbook:

To Create a new ,blank workbook-

- Click Microsoft Office Button , and then click New. Or Keyboard shortcut You can also press CTRL+N.
- Under Templates, make sure that Blank and recent is selected, and then under Blank and recent in the right pane, click Blank Workbook.

To Save a workbook-

- Click the Microsoft Office Button, located in the upper-left corner of the Excel Ribbon
- Select Save As option. a dialog box will appear.
- Select a folder where you will like to save the workbook, Enter the file name which you want to give to your document.
- Finally, click on the Save button and your workbook will be saved with the entered name in the selected folder.

Entering Information in a Worksheet:

Enter Data

- Click the desired cell.
- Type the data into the cell.
- Press the Enter key to move down a cell.
- Press the Tab key to move to the next cell to the right

Enter Dates

- Click the desired cell.
- Type a date as follows: use a slash mark or a hyphen to separate the parts of a date; for example, type 9/5/2002 or 5-May-2020
- Press the Enter key to move down a cell.
- Press the Tab key to move to the next cell to the right

Enter Formula

- Click the desired cell.
- To indicate a formula will be in this cell,
- type (=) followed by the formula. Example: =A1+3
- Press Enter when finished typing the formula.

Insert Columns in a worksheet:

- Do one of the following:
 - To insert a single column, select the column or a cell in the column immediately to the right of where you want to insert the new column. For example, to insert a new column to the left of column B, click a cell in column B.
 - To insert multiple columns, select the columns immediately to the right of where you want to insert columns. Select the same number of columns as you want to insert. For example, to insert three new columns, you need to select three columns.
- On the Home tab, in the Cells group, click the arrow next to Insert, and then click Insert Sheet Columns.

Insert Rows in a worksheet:

- Do one of the following:
 - To insert a single row, select the row or a cell in the row above which you want to insert the new row. For example, to insert a new row above row 5, click a cell in row 5.
 - To insert multiple rows, select the rows above which you want to insert rows. Select the same number of rows as you want to insert. For example, to insert three new rows, you need to select three rows.
- On the Home tab, in the Cells group, click the arrow next to Insert, and then click Insert Sheet Rows.

Move or Copy rows and columns in a worksheet:

When you move or copy rows and columns, Microsoft Office Excel moves or copies all of the the data that they contain, including formulas and their resulting values, cell formats and You can use the **Cut** command or **Copy** command to move or copy selected rows and columns, but you can also move or copy them by using the mouse.

- Select the row or column that you want to move or copy.
- Do one of the following:
 - To **move rows or columns**, on the Home tab, in the Clipboard group, click Cut button
 - To **copy rows or columns**, on the Home tab, in the Clipboard group, click Copy button .
- Right-click a row or column below or to the right of where you want to move or copy your selection, and then do one of the following:
 - When you **are moving rows or columns**, click Insert Cut Cells on the shortcut menu.
 - When you are **copying rows or columns**, click Insert Copied Cells on the shortcut menu.

Charts in MS-Excel

A pictorial representation of numeric data is called a chart or graph. It is more attractive and appealing than a simple presentation of data.

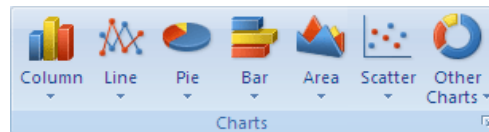
Creating Chart:

Creating a chart in Microsoft Office Excel is quick and easy. Excel provides a variety of chart types that you can choose from when you create a chart .It helps you display data in ways that are meaningful to your audience. When you want to create a chart or change an existing chart,

you can choose from a wide range of chart subtypes available for each of the following chart types.

To create a chart, do this-

- On the worksheet, arrange the data that you want to plot in a chart.
- Select the cells that contain the data that you want to use for the chart.
- On the Insert tab, in the Charts group, do one of the following:
 - Click the chart type, and then click a chart subtype that you want to use.
 - To see all available chart types, click a chart type, and then click **All Chart Types** to display the **Insert Chart** dialog box, click the arrows to scroll through all available chart types and chart subtypes, and then click the ones that you want to use.



When you create a chart, the chart tools become available and the **Design**, **Layout**, and **Format** tabs are displayed. You can use the commands on these tabs to modify the chart so that it presents the data the way that you want. For example,

- Use the Design tab to display the data series by row or by column, make changes to the source data of the chart, change the location of the chart, change the chart type, save a chart as a template, or select predefined layout and formatting options.
- Use the Layout tab to change the display of chart elements such as chart titles and data labels, use drawing tools, or add text boxes and pictures to the chart.
- Use the Format tab to add fill colors, change line styles, or apply special effects.