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# UNIT 10 WORKING WITH WORD PROCESSING

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## **10.0 OBJECTIVES**

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After completing this unit, you should be able to:

- understand how to create a new file or open an existing file in MS-Word;
- understand how to edit the documents in MS-Word;
- understand working with MS doc; and
- understand the compatibility of MS-Word and Google docs.

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## **10.1 INTRODUCTION**

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When it comes to word processing, Microsoft Word is the gold standard. As part of the Microsoft Office productivity suite, more than one billion computer users rely on the program every day. Even though so many consumers use Microsoft Word, not everyone knows how to maximize the capabilities of the program. Word is packed with a multitude of features that can help make the creation of documents, reports, and text files easier. This unit makes you understand the basics of MS Word and about its interface, the process of creating a word document and drafting your letters and how to modify your contents and save the document and how to move your contents within the documents using cut, copy and paste, etc. To format the document various formatting tools available like alignment, font style, page break, border, and shading, etc. are also explained. The unit will also explain few advanced features of MS Word like Header and Footer, Tab setting, inserting table, word art, use of formula, working with graphics, use of pictures and clip art, and SmartArt. Along with MS word Google docs is also popular these days that make our work much easy. The later part the unit has explained the working with Google docs along with their comparison with MS word.

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## **10.2 FILE MANAGEMENT IN WORD**

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As of now, you must be familiar with most of the basic features of MS Word. Let us understand to create a file or a document where you can start word processing and draft your text matter. By default, a new blank document opens when you launch the MS Word.

### **10.2.1 Create a Document**

Although it is very easy to start working with a basic document in MS Word 2010, however, if you wish to create another document you simply have to follow a few steps to do so. Go to File Tab and click on “New” in the left column, and then double click on “Blank Document” to create a new document window.

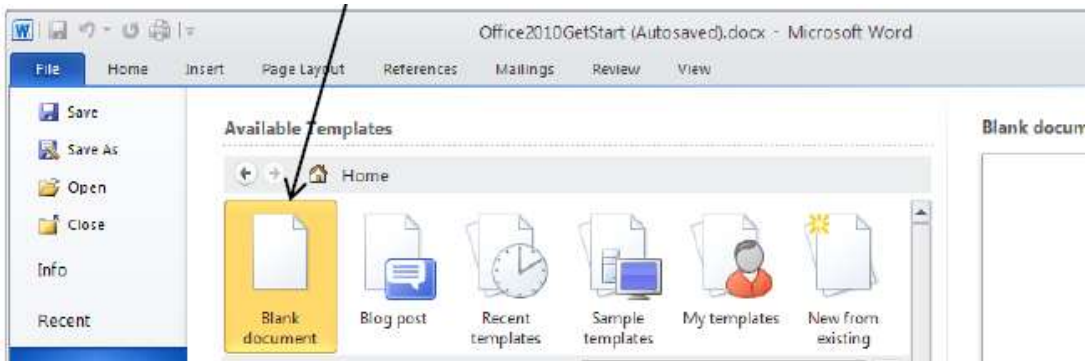


Fig. 10.1: Blank Document

## 10.2.2 Open an Existing File

You can open your existing word file which you have created earlier. This can be done by clicking on the “Open” available in the File Tab. When you click “Open” a dialog box appear as shown in figure 10.2.

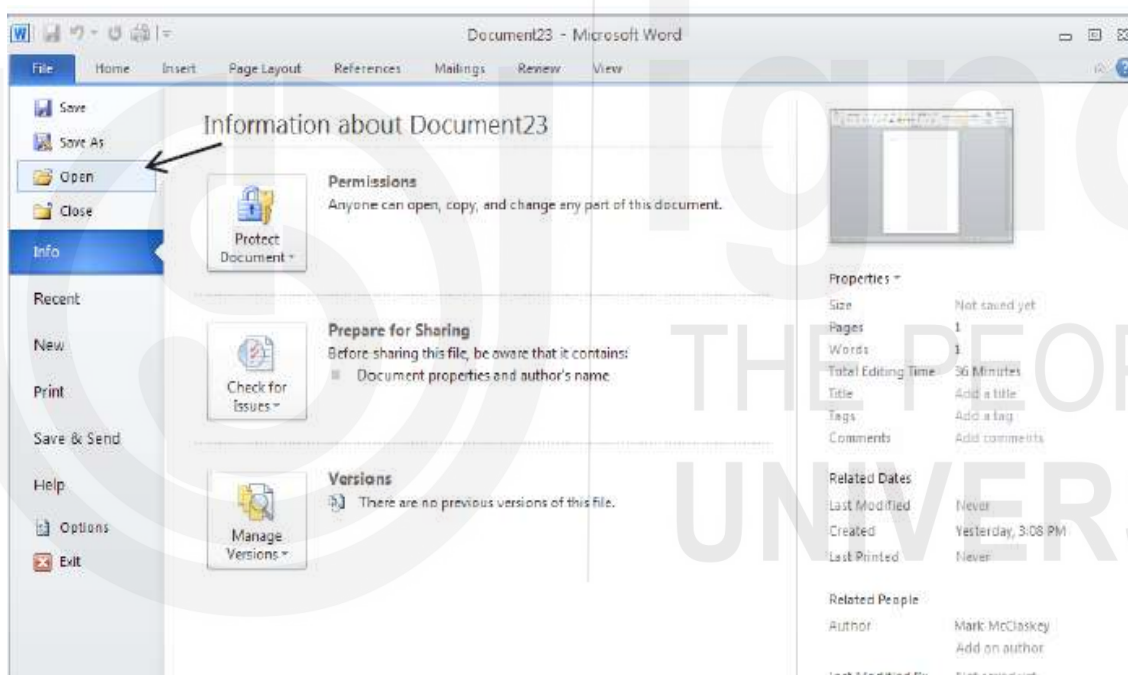


Fig. 10.2: Open an existing file

You can now browse through the computer to locate your file which you want to open. Once you have selected the file you have to just click “Open” button at the right bottom to finally open the file.

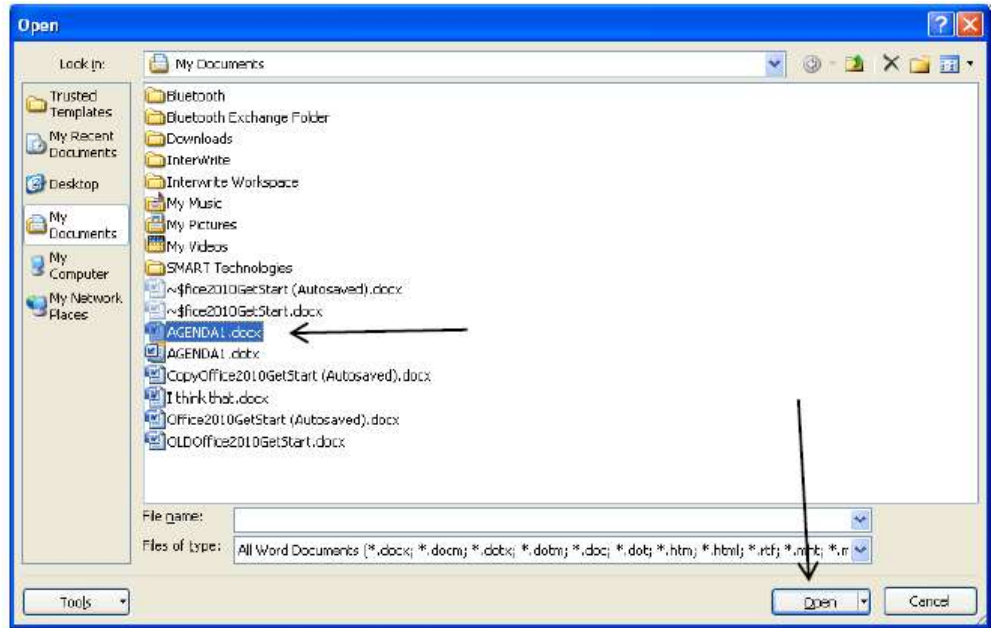


Fig. 10.3: Open the file from the list

### 10.2.3 Saving File Option I (Save Command)

Save option is used to store your work in the computer’s memory so that you can access your work in the future. It’s a good habit to save your work every time you edit your content in the file. MS Word offers two different options to save your file. Either you can use File Tab and save your work using “Save” option or else you can use the “Save button” available in the Quick Access Toolbar.

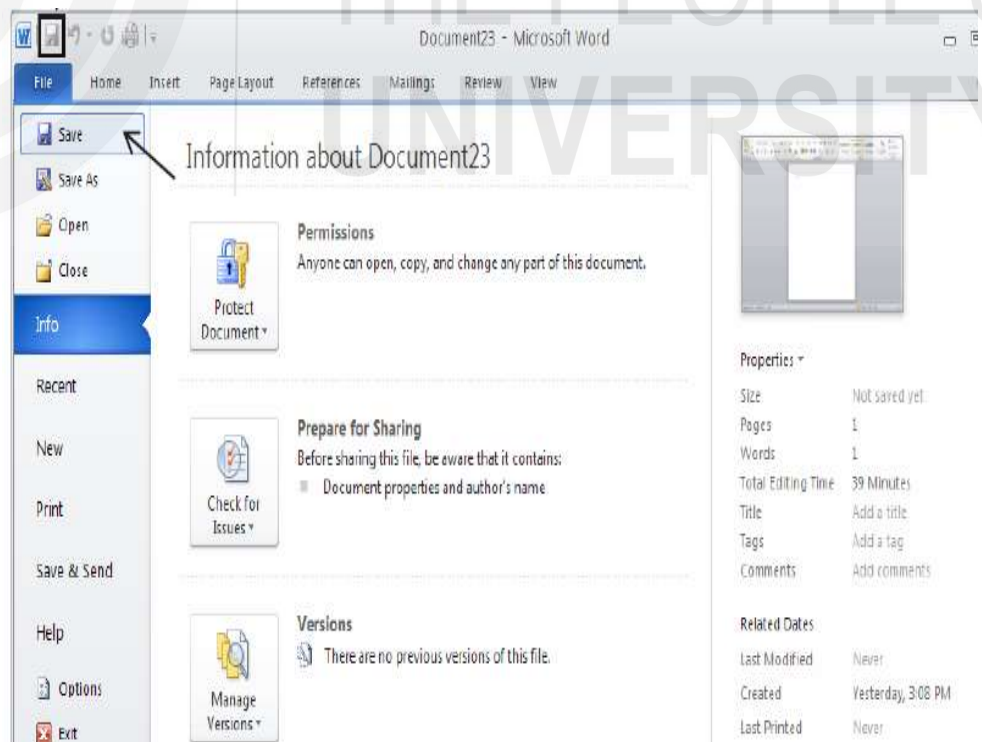


Fig. 10.4: Save the File

## 10.2.4 Saving File Option II (SaveAs Command)

MS Word offers you an option through which you can create a duplicate file or a replica of your existing word file. You can do so using “Save As” options of File Tab. When you click on this option, a dialog box will appear as given below

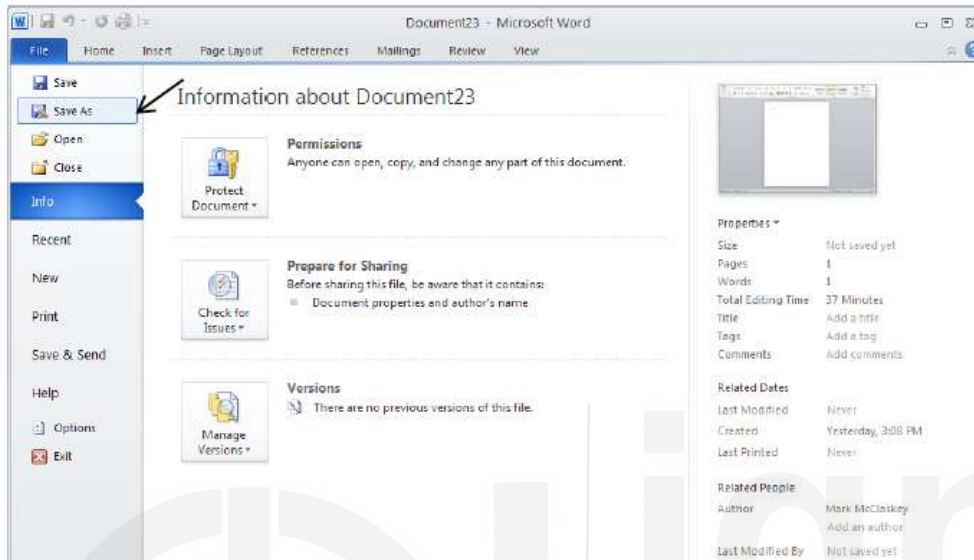


Fig. 10.5: Save As the File

You have to click on the “Save As” button of the dialog box. The another dialog box will appear where you can choose a different name for your file and select the location where you wish to save your file the file

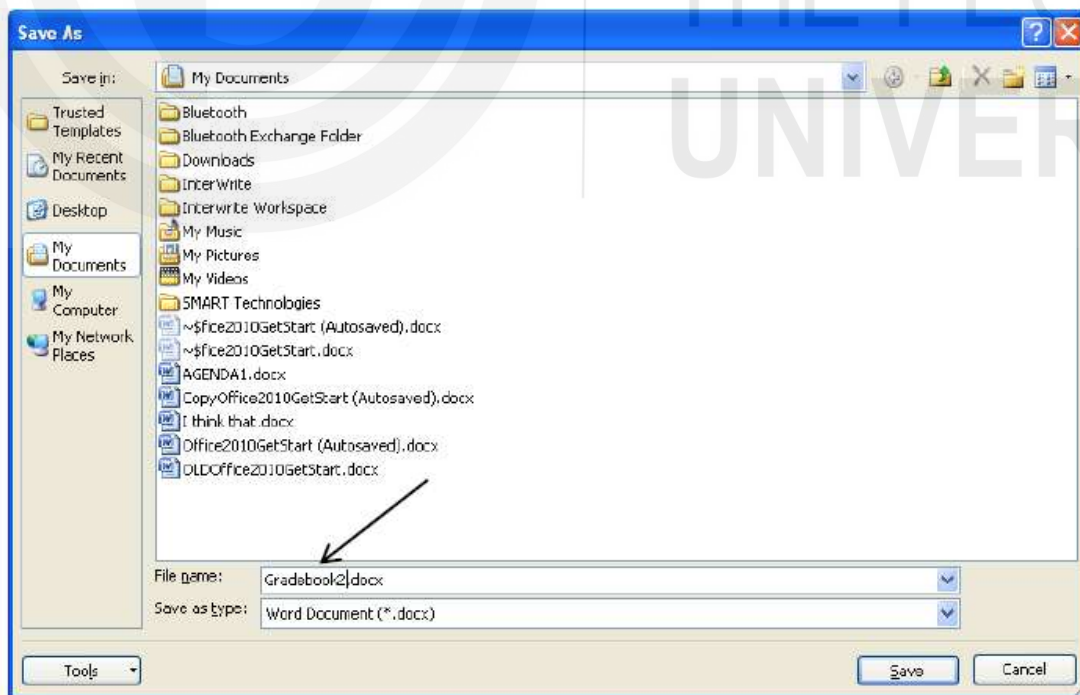


Fig. 10.6: Select the location where you wish to save the file

## 10.2.5 Auto Saving Document

It is always a good idea to periodically save your work in MS Word. This can be done automatically using AutoSave option. All you have to do is to choose the AutoSave and its period i.e. frequency of saving by clicking on “Options” in the File menu.

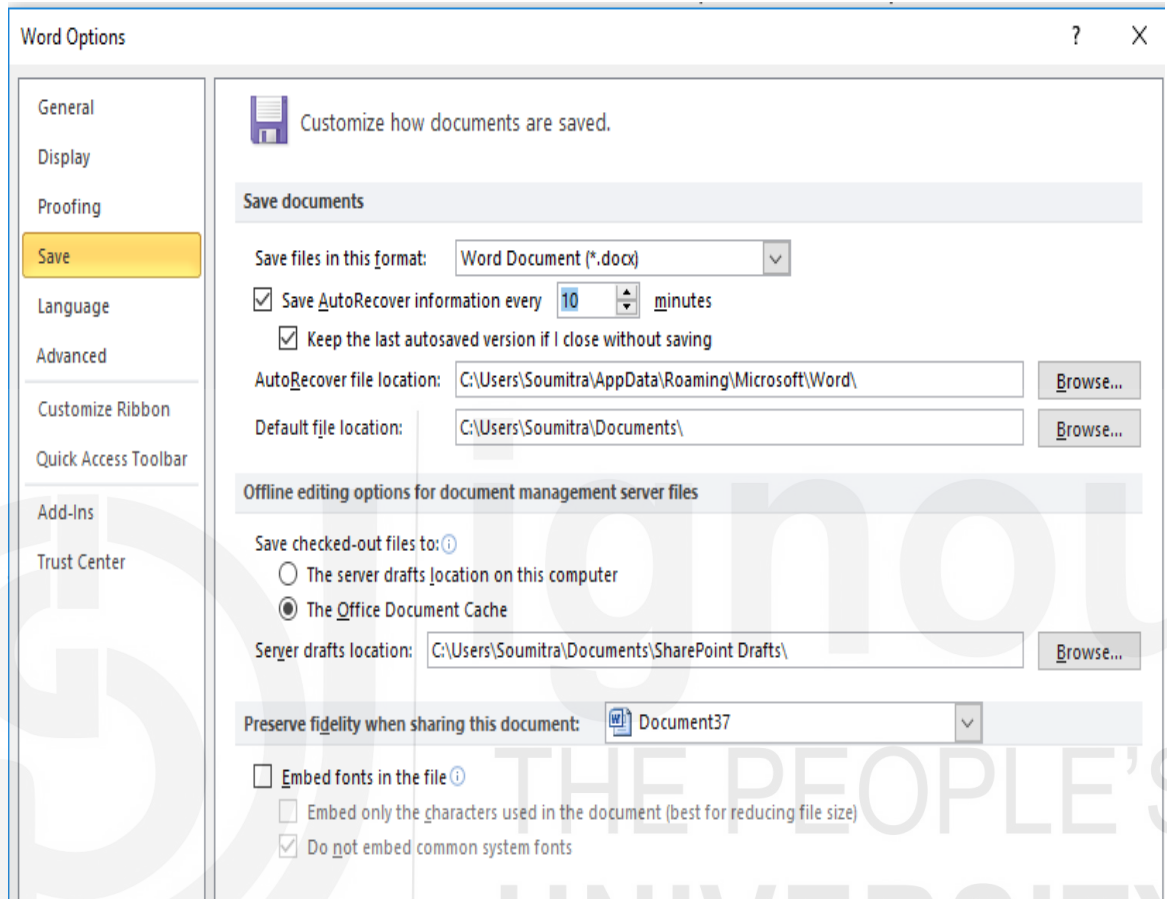


Fig. 10.7: Auto Saving Document

## 10.2.6 File Tab with Recent Option

The “Recent Option” of the File tab gives you a quick option to access your other documents. You can also recover the file by clicking on the Recover Unsaved Document option at the bottom of the page if you have accidentally deleted document

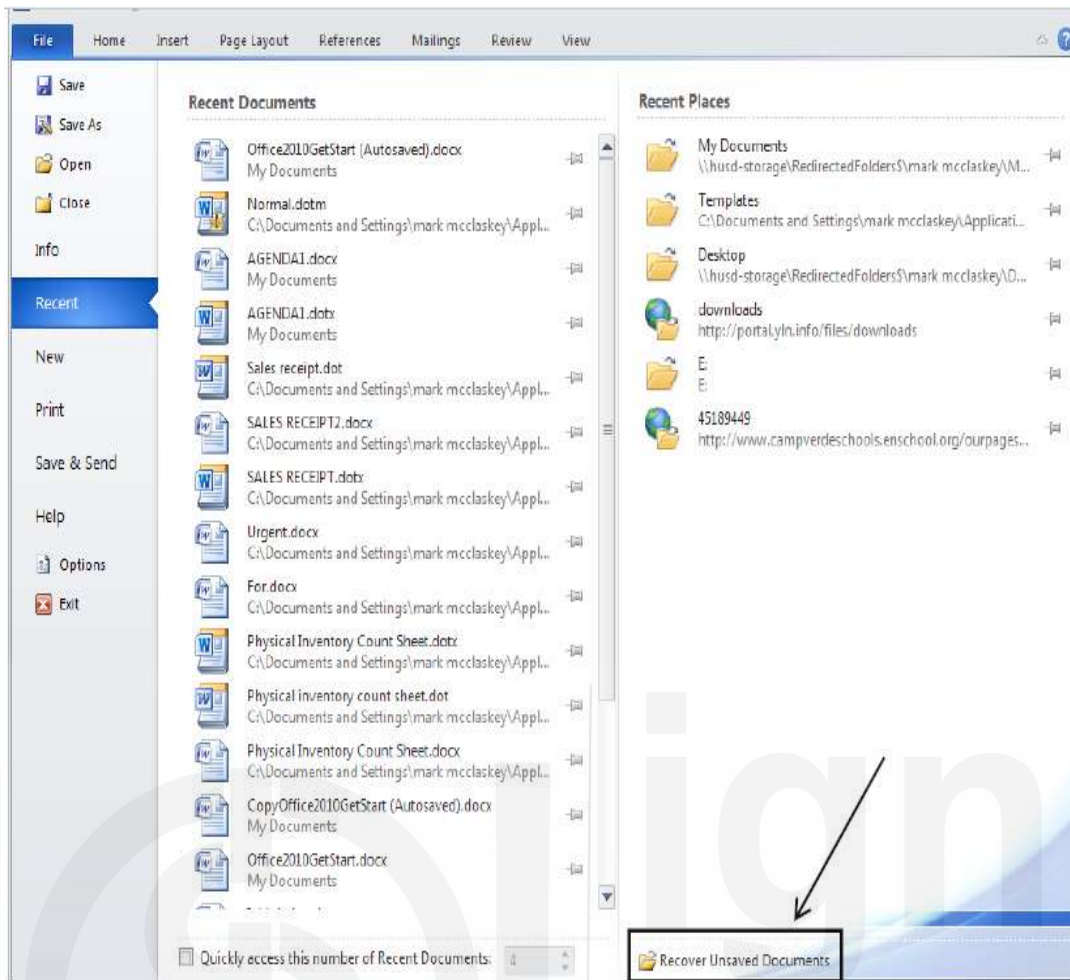


Fig. 10.8: File Tab

### 10.2.7 Save and Exit

The Save function stores all your work in the computer memory and can be used in the future. The Save option available in the File menu can be used to store the document.

### 10.2.8 Quitting Word

Once you are done with your word processing activity, you can come out of the MS Word by clicking on the Exit option available in the File menu. The MS Word will automatically display a dialog box and ask whether you want to save your work before exiting. You can click on the Save button which would make you exit the MS Word with all your data saved.

### 10.2.9 Preview and Printing a Document

#### a) Print Preview

Print Preview automatically displays when you click on the Print tab. Whenever you make a change to a print-related setting, the preview is automatically updated.

- 1) Click the File tab, and then click Print. To go back to your document, click the File tab.
- 2) A preview of your document automatically appears. To view each page, click the arrows below the preview.

**b) Print**

- 1) The Print tab is the place to go to make sure you are printing what you want.
- 2) Click the File tab.
- 3) Click the Print command to print a document.
- 4) Click the Print button to print your document.
- 5) This dropdown shows the currently selected printer. Clicking the dropdown will display other available printers.

These dropdown menus show currently selected Settings. Rather than just showing you the name of a feature, these dropdown menus show you what the status of a feature is and describes it. This can help you figure out if you want to change the setting from what you have.

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### **10.3 ENTERING AND EDITING TEXT**

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After having created your document, you are now ready to enter the text. Whatever text you write would appear in the workspace on the current location of the cursor. MS Word automatically manages the right margin of the document while you enter the text in the document. Once you write a word, the insertion point moves automatically to the next line. To change the line or the paragraph at any time you need to use **Enter** key (↵). Editing the document means making the desired correction in your document. Editing of a document helps you in

- Deleting a part of the text.
- Moving text from one place to another.
- Copying text from one place to another

These editing activities can be performed easily in the MS Word, however, you are required to first select the text or the block of text before you go ahead with editing options. You can select the text using a mouse or by simultaneously pressing Shift and arrow keys. You can refer to the table below for various selection options based on the “Click and Drag” approach.



**Table 10.1: Click and Drag**

To Select	Action
Any variable length of Text	Drag the mouse over the text to be selected.
A word	Double click the mouse on the particular word.
A graphic	Click the graphic.
A line of text	Click in the selection bar to the left of the line.
Multiple lines of text	Drag in the selection bar to the left of the lines.
A sentence	Hold down CTRL and click any wherein the sentence.
A paragraph	Double click in the selection bar next to the paragraph.
Multiple paragraph	Drag in the selection bar

### 10.3.1 Copying Text

Copy text is a very useful function of the MS Word; using copy function you can put the same character, word or block of the text in different places of the document. To copy, you have to select the text either using mouse or keyboard. The copy function can be used through toolbar or drag function. Once you have selected the text, you have to click on the Copy button from the toolbar and then put the cursor to the new location and then click on the Paste button.

### 10.3.2 Undo Repeat

The Undo and Redo options are used to cancel the previous command and to repeat the previous command respectively. The Undo and Redo actions can be performed through the Quick Access Toolbar by clicking on the icons shown in the figure below



**Fig. 10.9: Undo and Redo**

### 10.3.3 Find and Replace Text

The Find and Replace function is a very useful function available in MS Word, as the name suggests the Find and Replace option is used to find any word or text in the document the option also allows you to replace the text with the new one. The short cut key to use Find and Replace function is

“Ctrl+F”. By using “Ctrl+F” button simultaneously the Find and Replace window will appear as given in the figure

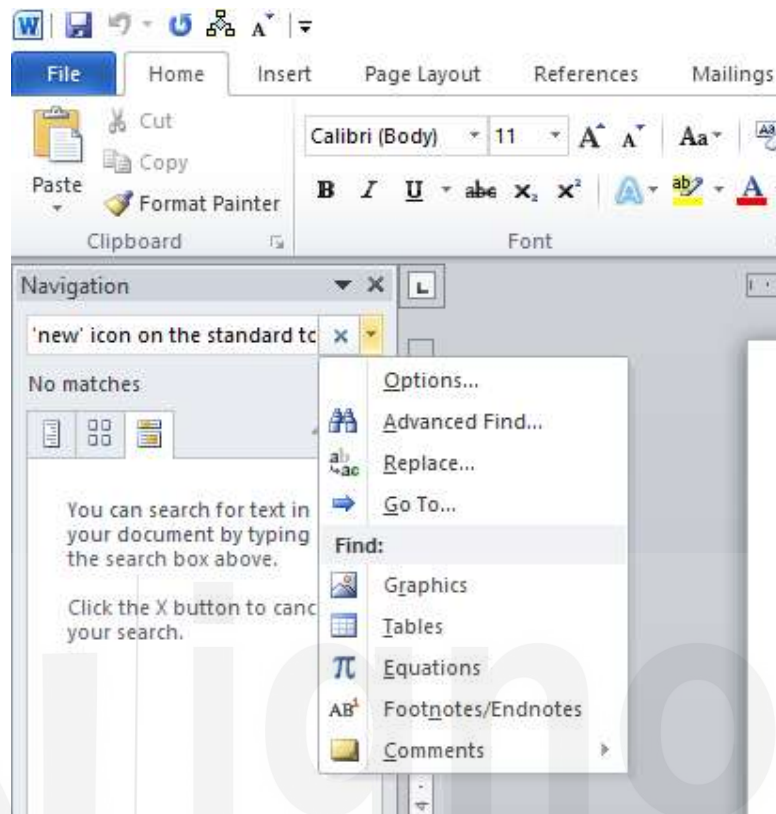


Fig. 10.10: Find Text

On clicking the Replace option following dialog box will appear

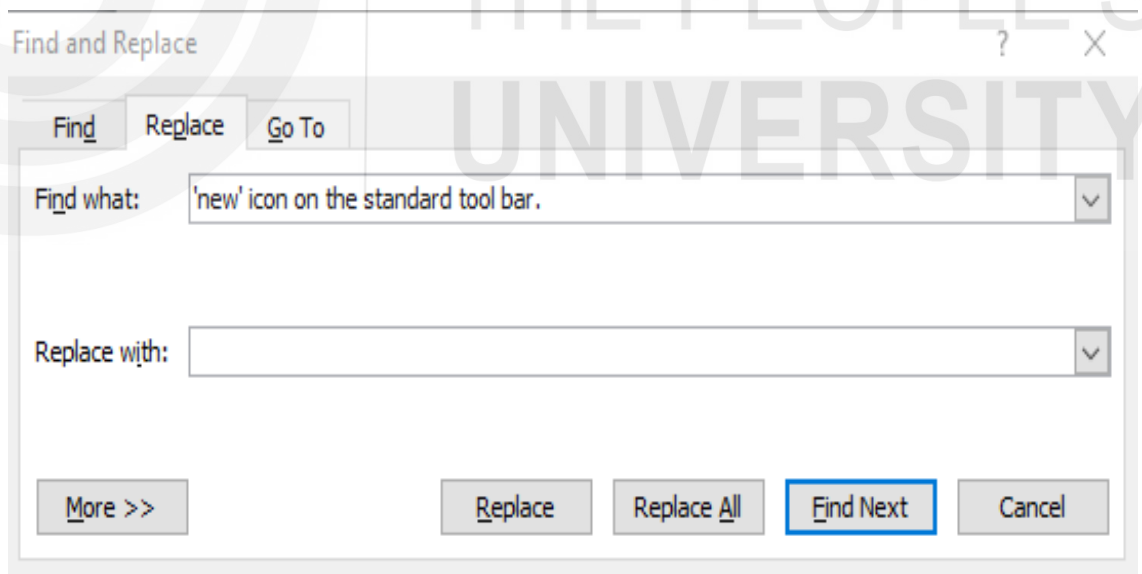


Fig. 10.11: Replace Text

To use Find and Replace function, the following actions are required

- In the Find text box you have to type the word you want to search in the document

- Now you have to click on Find Next. (MS Word will only find the text in the document)
- To replace the text, click on the Replace button
- Type the text you want to replace with.
- Click on Replace or Replace All, as per the requirement.
- Click on close to resume editing.

### Check Your Progress A

State whether the following statements are True or False

- “Alt + F” is used to open a file.
- The new option available in the standard toolbar can be used to open a new document instead of using the File menu.
- Backspace or Delete keys can be used to remove the text.
- If you want to copy the text from one place to another in the document, you need not to select the block of the text first.

### 10.3.4 Character Formatting

You should note that formatting the character means changing the font, size and color of the text. It also includes the appearance of character by changing the font styles. Characters can be formatted MS-Word, you can change the font of the character, size of the font, its style, colour etc. using character formatting. The formatting of character can be done using two different ways

- By pressing “Ctrl+D” shortcut key
- Using Font Group in Home Tab

Click on the required icon from the toolbar

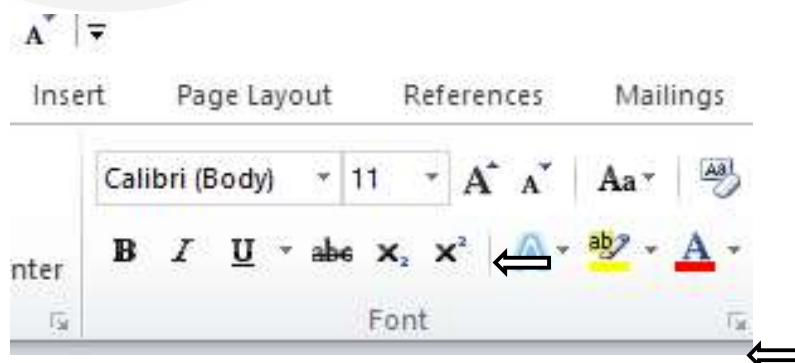


Fig. 10.12: Character Formatting

To change the font, you can select the text and go to the Font Group in Home Tab, a dialog will appear as given below

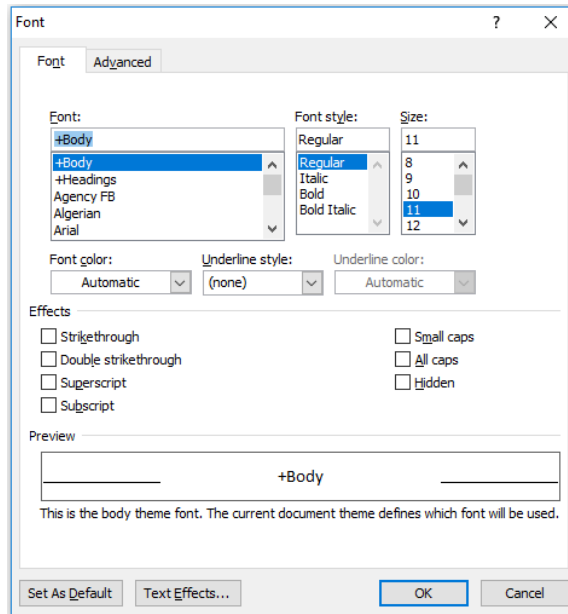


Fig. 10.13: Changing Font, Size and Color of the Text

You can use any of the Font from the list of the fonts.

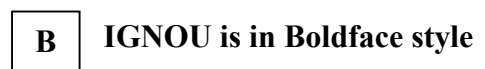


The size of the font can also be changed using font size list.



Also, more options are used to change the look and feel of the character from the dialog box.

- a) **Boldface:** To make any character or word Boldface, you have to select the character or word and then click on the Bold icon from the toolbar



- b) **Italics:** To make any character or word Italics, you have to select the character or word and then click on the italic icon from the toolbar



- c) **Underline:** To make any character or word Underline, you have to select the character or word and then click on the Underline icon from the toolbar



Boldface, Italics, and Underline button toggle between on and off. When you want to remove boldface, italics or underline, you can select the text again and click on Boldface, Italics or Underline button to remove it. The Bold, Italic and Underline buttons can be pressed to have the text in Bold, italic or underline and these can be pressed again to withdraw the effect. This is called toggle option. MS Words offers many toggle icons which can be used as and when required.

**(d) Subscripts and Superscripts:** The subscripting and superscripting options can be used to have the subscripting and superscripting. To do so you need to select the text and then click on the subscript or superscript icon available in font group toolbar

Examples:      Superscript    50<sup>th</sup>  
                         Subscript            A<sub>t</sub>

### 10.3.5 Line Spacing

The line spacing plays a very important role in formatting the letter or any other matter. You can adjust the line spacing as per the need by clicking the **Paragraph Group** in the **Home Tab**

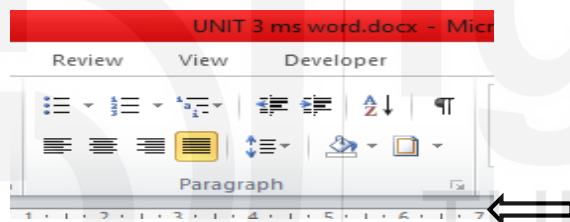


Fig.10.14: Line Spacing

The Single or Double line spacing can be selected as per the requirement. An example of single-spacing text and double-spacing text is given

- a) **Single Line Spacing:** Indira Gandhi National Open University known as IGNOU is a Central University located at Maidan Garhi, New Delhi, India. Named after former Prime Minister of India, Indira Gandhi, the university was established in 1985.
- b) **Double Line Spacing:** Indira Gandhi National Open University known as IGNOU is a Central University located at Maidan Garhi, New Delhi, India. Named after former Prime Minister of India, Smt. Indira Gandhi, the university was established in 1985.

### 10.3.6 Alignment

The default alignment of MS Word is **Left Alignment**. However, you can have **Right or Centre Alignment** as required.

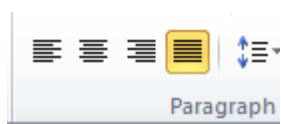


Fig.10.15: Alignment

- a) **Left-Aligning Text:** To have the left alignment, you have to select the content and then click on the Left Alignment icon from the formatting toolbar
- b) **Right-Aligning Text:** To have the right alignment, you have to select the content and then click on the right Alignment icon from the formatting toolbar
- c) **Centre-Aligning Text:** To have the centre alignment, you have to select the content and then click on the centre Alignment icon from the formatting toolbar. To have different alignment, you can also select the Paragraph toolbar. In the Paragraph tool the Alignment drop-down list you can choose the option to get the desired effect
- d) **Justification:** Once the alignment is done, the paragraph can be justified using, Justification tool. To justify the paragraph you have to select the paragraph first and then select on the Justify icon from the formatting toolbar

### 10.3.7 Border and Shading

The borders and shadings can be added on the document to make your document more beautiful.

- a) **Borders:** The Border can be applied on to the entire page or any specific paragraph in your document. You can apply borders through Border toolbar as shown in the figure.

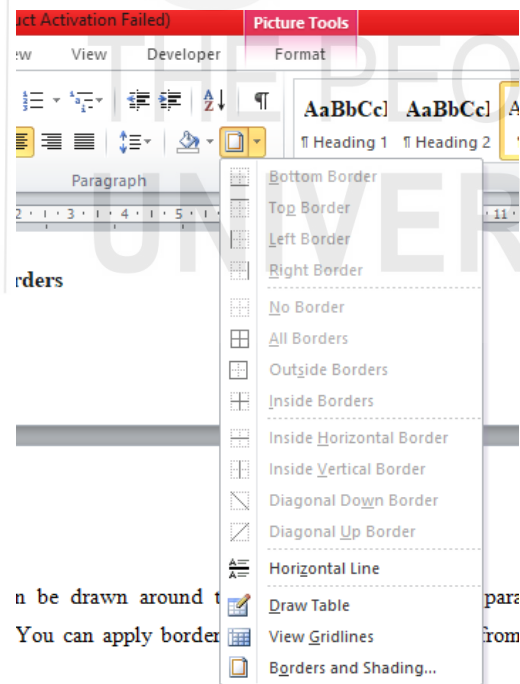


Fig. 10.16: Borders Toolbar

Different border options can be used to apply the border in the document as per need. You can also decide about the thickness of your borderlines. The drop-down list available in the Border toolbar allows you to select the desired thickness for the borderline.

- b) **Shading:** Like borders, shadings can also be applied to the document. It can be applied to the entire page or a specific paragraph. The shading option is used to make your content more noticeable in the document. You can use Shading toolbar to explore various shading options available for you as depicted in the figure.

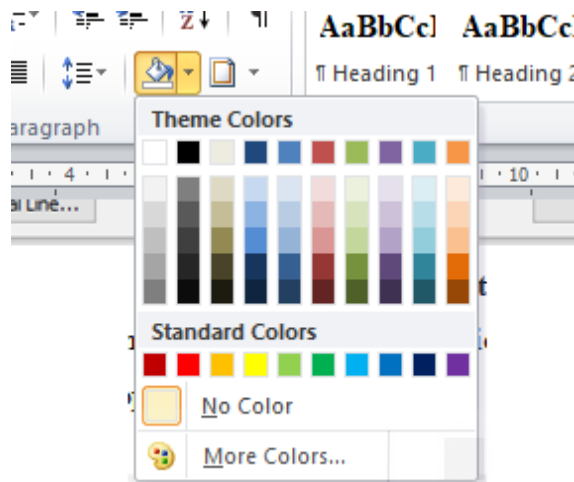


Fig. 10.17: Shading Text

Alternatively, you can use the Borders and Shading option from the Format menu bar. The following dialog box will appear as shown in the Fig. The various shading options can also be assessed using “Border and Shading” option available in the Formatting Group.

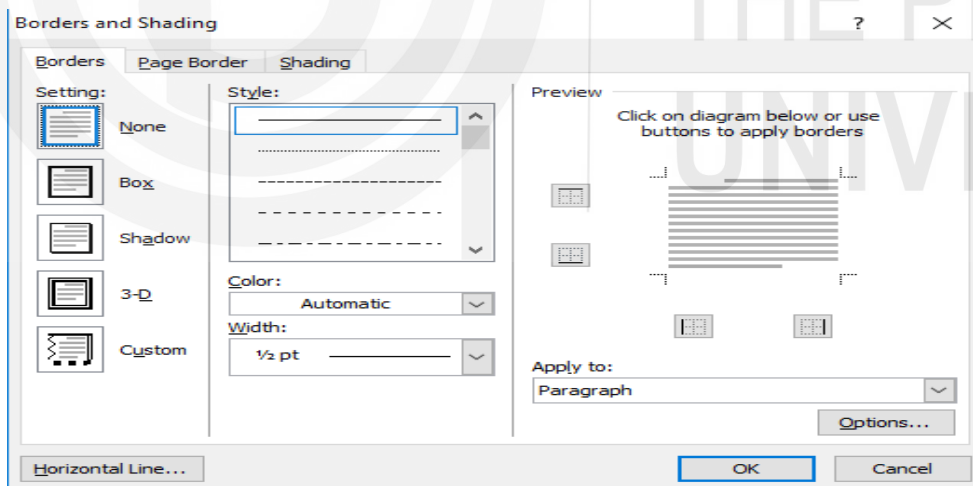


Fig.10.18: Customizing Borders and Shading

### 10.3.8 Page Breaks

Although, MS Word manage the pages and add new page automatically once the current page on which you are writing is full called the Soft Page Break. However, you can also break the page as per your wish which is known as Hard Page Break. To insert a new page, you have to put your cursor on the

location where you want a page break and click on the “Page Break” option available in the Insert tab. The shortcut keys for Page Break are **Ctrl+Enter**. The pages can be removed as well using backspace or Delete key in the keyboard.

### 10.3.9 Column

Sometime, you are required to prepare your document by writing your text in multiple columns as done in a newspaper or a magazine. The contents are written in columns where the text runs down the left-most columns till the bottom of the page and then wraps to the next column. The number of columns can be decided and fixed before initiating the word processing; even you can create the columns after you are done with the text writing. The Page Layout tab can be explored to find the “Column” option and select the desired number of columns as per the requirement. The size of the column can also be adjusted as per the need. Either you can select the Preset options or else the width and spacing can be specified.

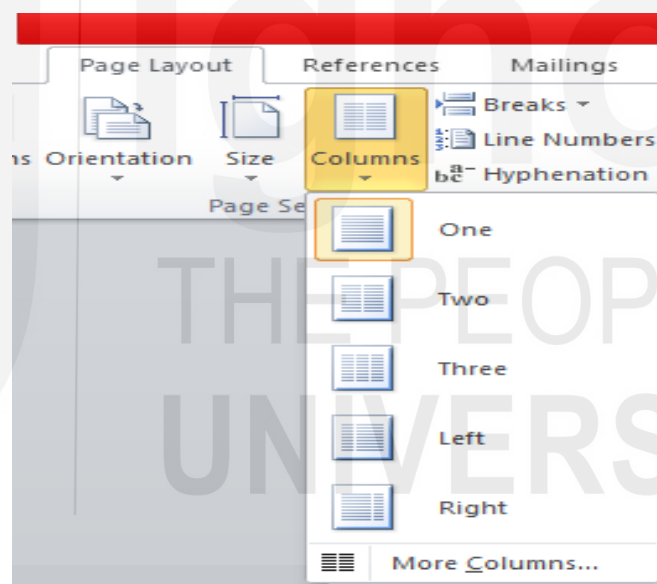


Fig. 10.19: Column selection

### 10.3.10 Change Case

To prepare your document with different cases, you can use the “Change Case” option provided by MS Word. You have to select the paragraph where you want to apply the change case option and then click on the “Change Case” in the Home, tab to get the dialog box as shown in the figure.



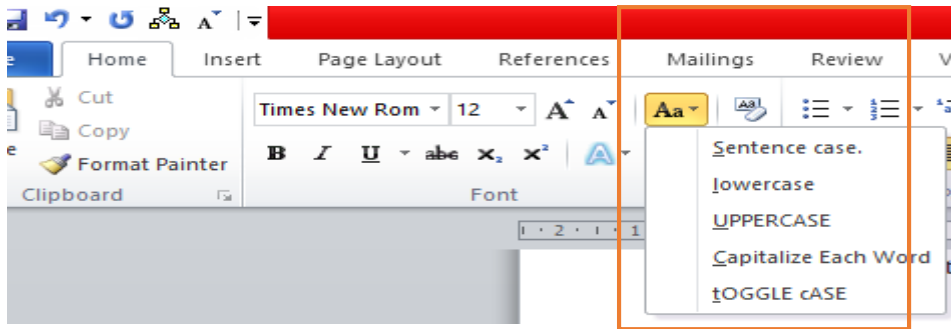


Fig. 10.20: Changing Case

The following five different types of text cases are shown in the dialog box. MS Word offers you the following five types of text case as explained below:

- a) **Sentence case:** This option will make the first letter of each sentence in upper case.
- b) **Lower case:** If you select the “Lower Case” option, all the characters of the selected text would be changed in the lower case
- c) **Upper case:** If you select the “Upper Case” option, all the characters of the selected text would be changed in the lower case
- d) **Title case:** The “Title Case” makes the first character of each word in the Upper Case.
- e) **Toggle case:** The Toggle Case makes all the lower case characters into upper case and all the upper case characters into the lower case for the selected paragraph.

### 10.3.11 Adding and Removing Numbers and Bullets

Many times, you require presenting some of the text in bullet points or in numbered form. Writing the text in a bulleted or numbered form improves the presentation of your content in the document. MS Word allows you to add bullets or numbers to the text. To add numbers to a specific paragraph, select **Home Tab Paragraph Ribbon** then on **Bullets and Numbering**. A dialog box will appear as shown in the Fig. 10.21 The numbers or bullets can be added using the “Bullet and Numbering” option available in the Home tab.

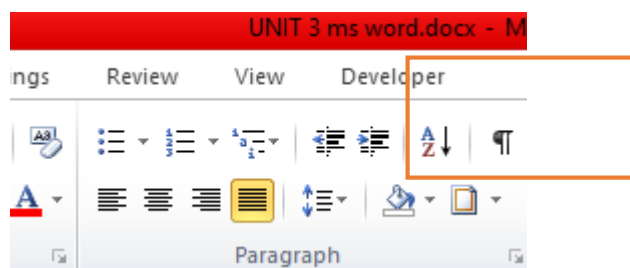


Fig.10.21: Bullets and Numbering

In order to apply bullets or numbers to your text, you need to select the text first and then click on the “Bullet and Numbering” option. You can click Bullet icon to add bullets and number icon to add numbers for your text. Different styles of Bullet and Numbering can also be selected as per your needs. To remove the bullet or numbering, you have to select the numbered or bulleted text and click on the number or bullet icon accordingly

### Check Your Progress B

State whether the following statements are True or False.

- a) Changing the style of your font does not come under formatting.
- b) Superscripting and Subscripting can be done in MS Word.
- c) The default Ms-Word alignment for all the text is the Right Alignment.
- d) You cannot apply the border on to the entire page.
- e) MS Word manages the page and add a new page when the current page is full.
- f) Columns of unequal widths cannot be created using the Column toolbar.
- g) The shading makes the text more noticeable.
- h) MS Word offers 4 types of change case options.

### 10.3.12 Indenting

The Indenting is used to clearly demark the lines or paragraphs from the rest of the text. The indenting can be done using Paragraph Group of Home Tab. The figure shown below would appear on Line and spacing option. The dialog box as shown above provides you with all the necessary options through which you can set the left or right indents. You can also set the indents by dragging the indent marker available on the ruler.

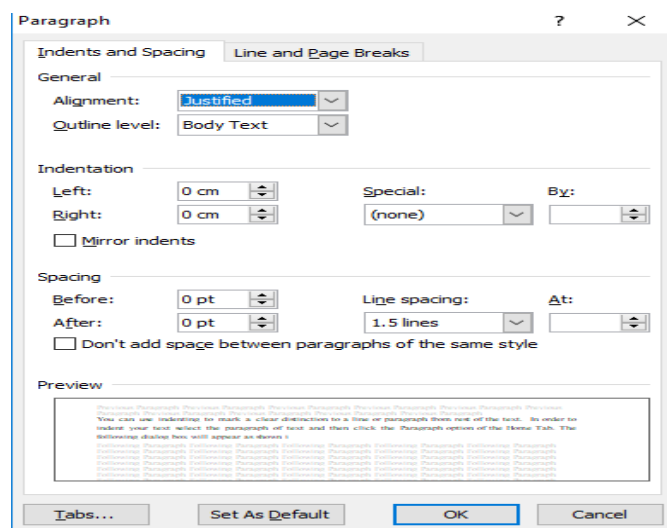


Fig.10.22: Indenting Paragraph

### 10.3.13 Margins

The margin plays a very important role in any document. Though MS Word by default sets the margin for the document, however, you can also set margin using the Ruler bar, or else it can be adjusted using the margin boundaries by clicking and dragging it as shown in fig. 10.23.

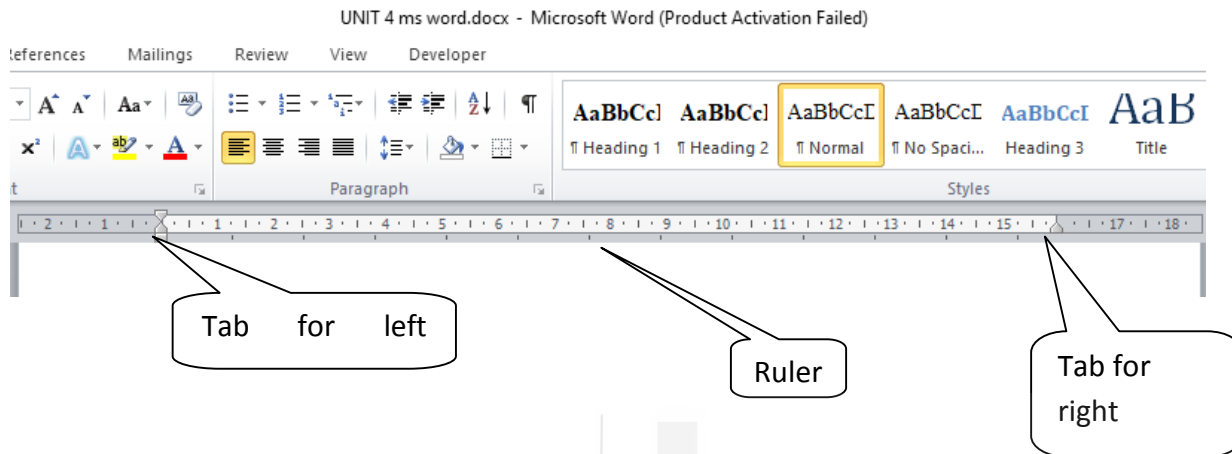


Fig.10.23: Margin Setting using Ruler bar

The margins can also be set by using the Page Setup Group from the Page Layout Tab. On clicking the Margins icon from the Page Setup Group following dialog box will appear. From the dialog box, you can specify the Top, Bottom, inside, and outside margins. The new settings for the margins can be applied either to the whole document or a particular section of the document. Selecting the required option from the drop-down list of apply to does this. The dialog box enables you to set all the margins i.e. Top, Bottom, Left, and Right. You can apply the new setting for the whole document or for a specified block of text.

### 10.3.14 Header and Footer

Sometime you will find a situation where you have to put some common text as a heading and which would appear at the top of each page of the document or a common text which should appear at the bottom of the page throughout the document. So instead of writing the content all over again and again for each page, you can use the Header and Footer option of MS Word. The Header and Footer option is a very important tool and is used very extensively while preparing the document. The Header and Footer option can be applied by clicking on Header and Footer options available in Insert Tab. When you click on Header icon a box as shown below would appear to allow you writing the text for Header to appear at the top of every page.

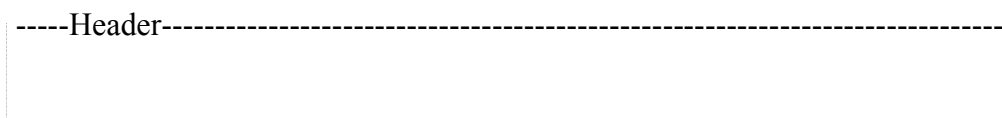


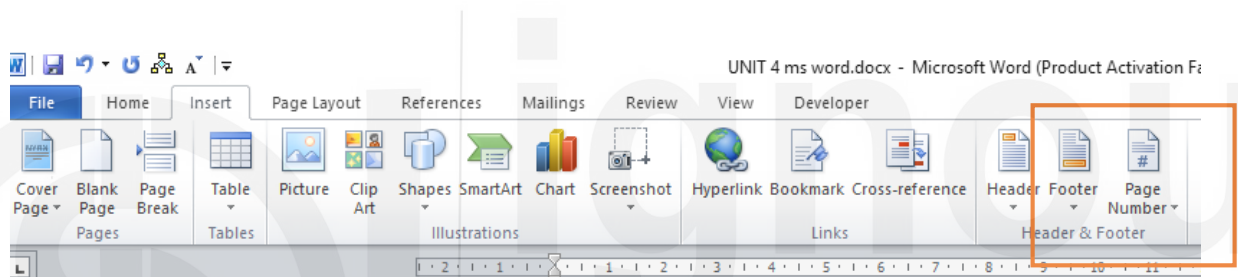
Fig. 10.24: Header Area

Like Header, you can go to Footer option by clicking on Footer icon, a box at the bottom of the page will appear where you can write your text for the Footer.



**Fig. 10.25: Footer Area**

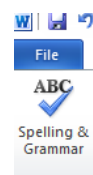
You can use the Header and Footer toolbar buttons in Header & Footer Group in The Insert Tab to insert the page number, the current date, or the current time into your Header or Footer. The Header & Footer Group can be used to apply page number, date, time, etc. in the Header and Footer section of the document. The page numbers can be inserted using the Page Number tool of Header & Footer Group as shown in the figure below



**Fig. 10.26: Header and Footer**

### 10.3.15 Spell Checking the Document

Spell Check is a very important tool of MS Word which informs you about your spelling mistakes and suggests the correct word. The spellings are checked by referring to the main dictionary of the MS Word; however you can also create your own custom dictionary. The Spell Check tool can be invoked by clicking on the Spell Check tool available in the Proofing Group of Review Tab



**Fig.10.27: Spellchecker Tool**

The Spelling & Grammar tool over see the whole document and displays with a dialog box whenever any error is found. The tool also provides you with suggestions to correct the word(s) in the suggestion box for the words which are not found the main dictionary of MS Word.

### 10.3.16 Creating and Managing Tables

In MS Word you can also present your data in a tabular form to make your presentation more impressive. Word provides Table feature to create tables for your data

#### a) Creating a Table

The table option is available in the Insert Tab can be used to create table in the document. When you click on the Table icon, a drop-down will appear as shown in the figure. To insert a table, you need to click and drag the mouse to select the rows and columns. After selecting the desired number of column and rows you have to release the mouse button to insert the table at the current cursor location. The table can also be created using Insert option in the Table group. You have to click on the Insert Table option to get a dialog box. With this dialog box you can enter the number of column and rows and click on OK to get the table inserted in the document.

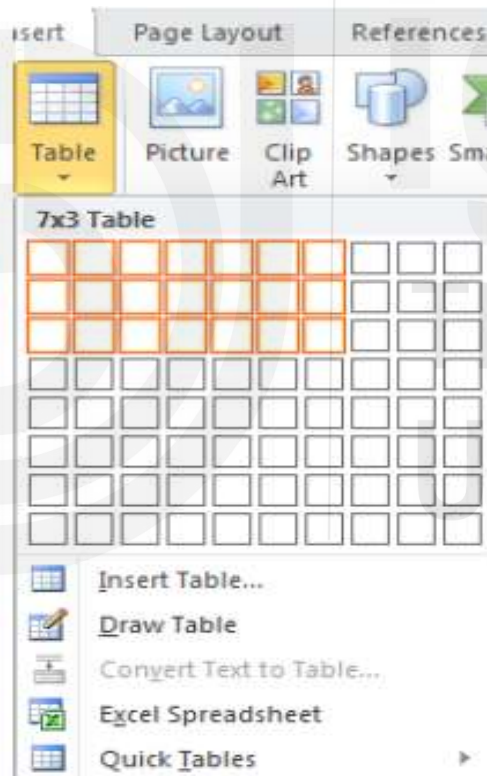


Fig.10.28: Inserting a Table

#### b) Entering text into Table

Once you created a table, you can enter the desired text in the cell (the intersection of rows and columns). The Tab button in the keyboard can be used to move your cursor from one cell to other

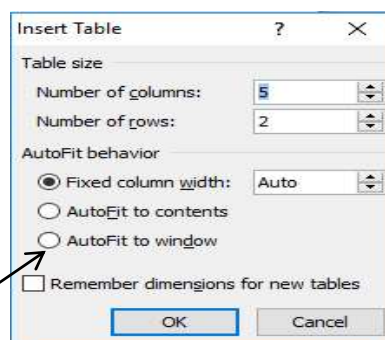


Fig.10.29: Insert Table

**c) Add Row/Column to Table**

You can add columns and rows in the table you have created. To add, click on the Table toolbar. You can use insert above or insert below to add a row above or below from the selected row position like columns can be added to the left or right to the currently selected column.

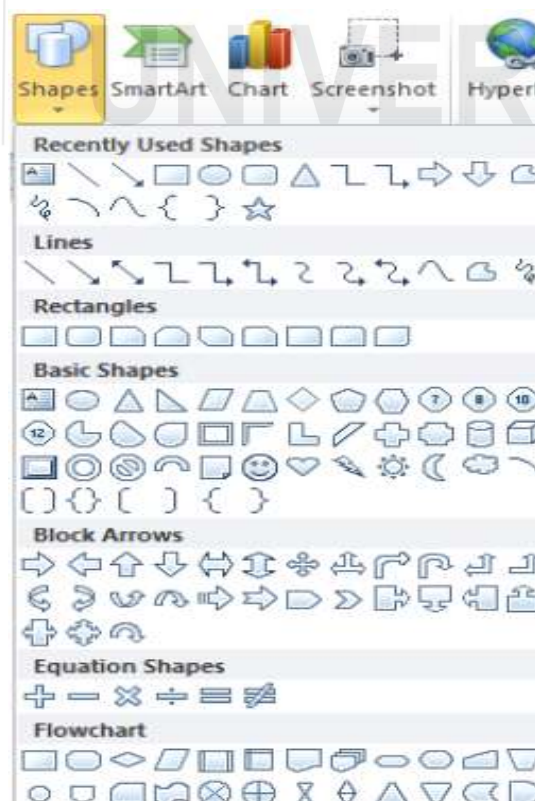
**d) Deleting Rows and Column**

The rows and columns of the table can be deleted as **figure 10.28: Add row/ column** well. To delete the rows of a table you have to select the rows which you want to delete and go to the Table group and click on the delete row option. To delete the column of a table you have to select the rows which you want to delete and go to the Table group and click on the Delete Column option. You can delete the entire table also be clicking on Delete Table option.

**10.3.17 Working with Graphics**

**Inserting Shapes:** MS Word provides you with the option to insert shapes in your document. You can easily draw different shapes using the building block shapes like line, arrow, circle etc. You can also create flowcharts and other drawings. You have to follow the given steps to make drawing

- 1) Click on the Illustration group available in the Inset Tab to access different shapes.
- 2) You can select any shape you want to use
- 3) Now you can click in your document to get the shape there.



**Fig. 10.30: Shapes**

- a) **Insert Text to Shapes:** To add the text in the shape itself, you just need to click inside the shape, the cursor will appear and you can start writing. The text you have entered inside the shape will become the part of the shape
- b) **Format Shapes:** The MS Word automatically adds a new Tab called “Drawing Tool” whenever you start working with shapes which will help you format the shapes as per your need.
  - 1) You can select the shape for which you want to apply different formatting style
  - 2) Now you can access the Drawing Tool to apply the style. You can click on More to explore more styles



Fig. 10.31: Format Shapes

- c) **Delete Shapes:** If you want to delete the shape from your document, you just need to select the shape which you want to delete and press Delete button from your keyboard.
- d) **Inserting Text Boxes:** The Text Box allows you to write the text anywhere in the file.

### 10.3.18 Word Art

The Word Art feature of MS Word is basically used to beautify your text. You can write your text in different ways using the Word Art options available. Once you have created the word art you can edit it also whenever required.

The Word Art can be inserted using the following steps:

- 1) Click on the Word Art icon available in the Insert Tab to access the drop down
- 2) You can select any of the Word Art styles of your choice
- 3) Once you have selected the text, a text box will appear asking you for the text which you want to write in word art style

### 10.3.19 Insert Picture/Clip Art

Like different shapes, the pictures and clip arts can also be inserted in the word document. MS Word provides its own library for clip arts from where you can choose the image. You can also get the picture or image inserted

from other locations of computer where you have saved your images or even from the internet.

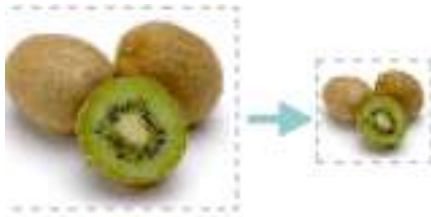


Fig. 10.32: Clip Art

- a) **Insert Clip Art:** To insert the clipart you need to follow the below steps:
  - 1) Click on the Clip Art icon in the Illustration group available in the Insert Tab
  - 2) You will find a Clip Art pane with search option at the right hand side of your screen.
  - 3) In the search option write the phrase or word and click on Go to get the related clip arts
  - 4) You can select any one of the clip arts from the list appeared by double-clicking the art
- b) **Insert Picture from Web:** You can search your desired picture from the internet and use the copy and paste option to get it pasted in your document
- c) **Insert Picture from File:** To insert pictures from a file you need to follow the below steps:
  - 1) Click on the Picture icon in the Illustration group from the Insert Tab.
  - 2) A window will appear through which you can browse the picture in your computer
  - 3) You have to now select the picture and click on the Insert button to get the picture inserted.
- d) **Sizing Graphics:** You can easily resize pictures, text boxes, shapes, and WordArt in your file. You can also crop pictures or return them to their original size. MS Word allows you to resize the objects like shapes, text box, pictures, or word art. The picture can also be cropped as per the need by following the below steps:
  - 1) The object like picture, shape or word art needs to be selected first
  - 2) On selection, the size handle a small circle with a ball will appear on corners of the object



- 3) You can drag the size handle accordingly to increase or decrease the size.



**Fig. 10.33: Sizing Graphics**

- e) **Cropping A Picture:** The cropping tool is used to trim the picture by its edges to remove the unwanted area. You can easily crop the picture by following the steps as given below:
  - 1) Select the picture by clicking on to it
  - 2) Click on the Crop tool in the Size group from the Picture Tab
  - 3) The picture will show the thick black line across the edges of the picture called crop handle. The crop handle can be drag inwards to get the picture cropped.
  - 4) After cropping the picture, click anywhere outside the picture.

### 10.3.20 SmartArt Graphics

The SmartArt Graphics are used to create a pictorial representation of your information this tool can be used to quickly represent your information using images. SmartArt helps you with quick illustration in just two-three simple steps. Different kind of SmartArt graphics can be chosen like Process, Hierarchy, Cycle, or Relationship. Each category comprises or many layouts of graphics to use.

#### a) Create a SmartArt Graphic

- 1) You need to select the SmartArt tool from the Illustration group in Insert Tab
- 2) You will be shown, choose a SmartArt Graphic dialog box, to choose the type and layout as per your need
- 3) Now you can enter the text by:

Clicking [Text] in the Text pane

Copy and paste the text from another location, in the Text pane

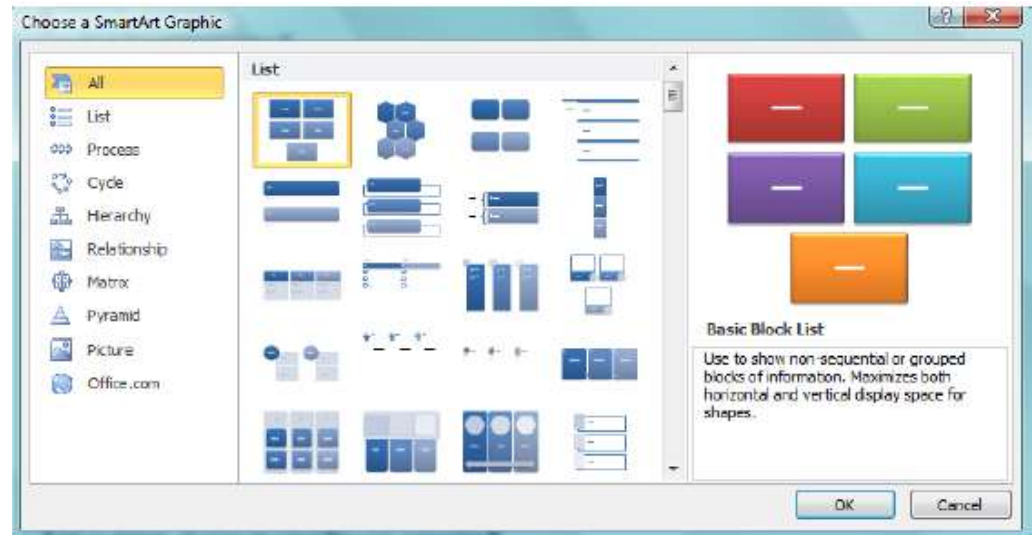


Fig. 10.34: SmartArt Graphics

**b) Add or Delete Shapes in SmartArt Graphic**

- 1) Click the SmartArt graphic that you want to add another shape to.
- 2) Click the existing shape that is located closest to where you want to add the new shape.
- 3) Under SmartArt Tools, on the Design tab, in the Create Graphic group, click the arrow under Add Shape.
- 4) Do one of the following:  
 To insert a shape after the selected shape, click Add Shape After.  
 To insert a shape before the selected shape, click Add Shape Before.  
 To delete a shape from your SmartArt graphic, click the shape you want to delete, and then press DELETE. To delete your entire SmartArt graphic, click the border of your SmartArt graphic and then press DELETE.

**c) Format SmartArt Graphic**

You can apply color variations to the shapes in your SmartArt graphic.

- 1) Click your SmartArt graphic.
- 2) Under SmartArt Tools, on the Design tab, in the SmartArt Styles group,
- 3) Select the SmartArt Style you wish to apply to add line styles, bevels or 3-D effects.
- 4) In the SmartArt Styles group, you can also click Change Colors to further modify your SmartArt graphic.
- 5) Click the colour variation that you want.

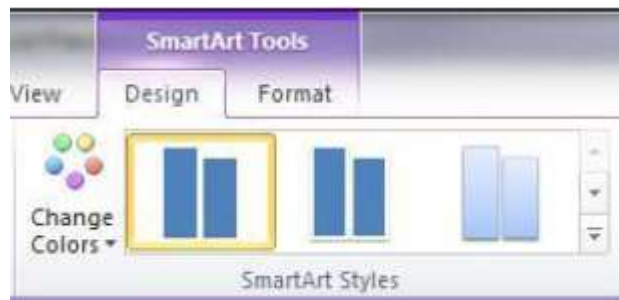


Fig. 10.35: Format Smart Art Graphics

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## 10.4 WORKING WITH GOOGLE DOCS

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Google Docs is a free, web-based word processor offered by Google as part of its complete office suite. It can be used to open and edit Microsoft Word documents. You can even download your Google Docs as a Word document so it has a standard Word extension (.docx). But that's not the only file format Google Docs will let you export. Google, on the other hand, is free to use. Docs is an internet browser driven app and does not need to be installed on the device. You can access docs on any browser or operating systems, unlike Microsoft Word.

The other main services included in the cloud-based suite are Sheets (Excel) and Slides (PowerPoint). Google Docs is available on all devices and platforms; all you need is an internet connection and a web browser (or, in the case of mobile, the applicable apps). Google does the rest and handles the brunt of the heavy lifting while it runs the software in the cloud. Docs supports several different file types, including “.doc”, “.docx”, “.txt”, “.rtf”, and “.odt”, making it easy to view and convert Microsoft Office files directly from Google Drive. And since Docs is an online word processor, you can share and collaborate with multiple people on the same document, tracking revisions, changes and suggestions all in real time.

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## 10.5 COMPARISON BETWEEN MS-WORD AND GOOGLE DOCS

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A word processor is software or a device 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. Of all computer applications, word processing is the most common. Whereas, Google Docs is a word processor which includes as part of free, web-based software, office suite offered by Google within its Google Drive service. This service also includes Google Sheets which we are discussing in Unit-17 and Google Slides in Unit-13), a spreadsheet and presentation program respectively. The app is compatible with Microsoft Office file formats. Microsoft Word has been around longer than Google

Docs and remains exceptionally popular today. Millions of individual users and companies still pay big money to use Word. So, how do Google Docs and Word compare? Below given are some points of the comparison between Google docs and Word.

- Google Docs is free with a Google account. Microsoft Word must be purchased as part of a Microsoft Office package, which includes other Microsoft products such as PowerPoint, Excel, and Outlook.
- The Home and Business packages run from \$69.99 (for an individual user at home) up to \$150 (for an individual user at work) for an annual membership. Google Docs, on the other hand, allows you to collaborate with any number of people, anywhere in the world, for free.
- Another differentiating factor is that, with Google Docs, all of your work is saved to the Cloud. That means you won't lose your 20-page report even if your laptop croaks. With Microsoft Word, your documents live on your computer; your co-workers can't check them out unless you save and share them via email or the like.

### Check Your Progress C

State whether the following statements are True or False:

- a) You can align text and numbers at a tab stop left, right, center, or justified.
- b) To indent the text paragraph option is to be selected.
- c) The Header appears at the bottom of the page.
- d) Footer is used to set the margins.
- e) The Table can be created using Insert Tab.
- f) The table is nothing but the intersection of columns and rows.
- g) Delete row option can be used to Delete the Table.
- h) The Formula feature helps you to calculate the values using a simple formula.
- i) MS Word prints 4 copies of the document by default.

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## 10.6 LET US SUM UP

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A word processor is software or a device 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. Of all computer applications, word processing is the most common. This unit has explained the various features and functions of MS word such as file management and editing of documents and texts.

For example, using copy function you can put the same character, word, or block of the text in different places of the document. The Undo and Redo options are used to cancel the previous command and to repeat the previous command respectively. Find and Replace option is used to find any word or text in the document the option also allows you to replace the text with the new one. Characters can be formatted MS Word, you can change the font of the character, size of font, its style, color, etc. using character formatting. Line spacing plays a very important role in formatting the letter or any other matter. The Single or Double line spacing can be selected as per the requirements.

The borders and shadings can be added to the document to make your document more beautiful. Different border options can be used to apply the border in the document as per need. You can also decide about the thickness of your borderlines. The shading option is used to make your content more noticeable in the document. It can be applied to the entire page or a specific paragraph.

MS Word allows you to add bullets or numbers to the text. The Indenting is used to demark the lines or paragraphs from the rest of the text. The indenting can be done using Paragraph Group of Home Tab. Though MS Word by default sets the margin for the document, however, you can also set margin using the Ruler bar, or else it can adjust using the margin boundaries by clicking and dragging it.

Header and Footer option is a very important tool and is used very extensively while preparing the document. The Header and Footer option can be applied by clicking on Header and Footer options available in Insert Tab. When you click on the Header icon a box would appear to allow you to write the text for Header to be appeared at the top of every page and footer at the end of every page. MS word also allows the features like creating a table; spell check, inserting pictures, clip arts, word arts, smart arts, etc.

Google Docs is a free, web-based word processor offered by Google as part of its complete office suite. It can be used to open and edit Microsoft Word documents. Microsoft Word has been around longer than Google Docs and remains exceptionally popular in today's scenario. Millions of individual users and companies still pay big money to use Word. Google doc has got some more advanced tools than MS word Google Docs, all of your work is saved to the Cloud. That means you won't lose your 20-page report even if your laptop cracks. With Microsoft Word, your documents live on your computer; your co-workers can't check them out unless you save and share them via email or the like.

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## 10.7 KEY WORDS

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**File Management:** File management is the process of administering a system that correctly handles digital data. Therefore, an effective file management system improves the overall function of a business workflow. It also organizes important data and provides a searchable database for quick retrieval.

**Header:** A header is a region at the beginning of each file where bookkeeping information is kept. The file header may contain the date the file was created, the date it was last updated, and the file's size.

**Footer:** A footer is an area at the bottom of a document page that contains data common to other pages. The information in footers may include page numbers, creation dates, copyrights, or references that can appear on a single page, or on all pages.

**Table:** A table is a grid of cells arranged in rows and columns. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables.

**Row:** In the context of a relational database, a row—also called a tuple—represents a single, implicitly structured data item in a table.

**Column:** The columns in a table are the set of facts that we keep track of about that type of object. A column is also called an attribute.

**Indenting:** The Indenting is used to clearly demark the lines or paragraphs from the rest of the text. The indenting can be done using Paragraph Group of Home Tab.

**Word Art:** Word Art feature of MS Word is basically used to beautify your text. You can write your text in different ways using the Word Art options available.

**SmartArt:** The SmartArt Graphics are used to create a pictorial representation of your information this tool can be used to quickly represent your information using images

**Clip Art:** Clip Art is the term given to pre-made images that are ready for use in your Microsoft Word documents. There are many Clip Art categories, such as Christmas, Special Occasions, People, Business, Decorative Elements, Animals, Cartoons, etc.

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## 10.8 ANSWERS TO CHECK YOUR PROGRESS

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### Check Your Progress A

a) True, b) True, c) False, d) True

### Check Your Progress B

a) True, b) False, c) True, d) False, e) True, f) True, g) False, h) True

### Check Your Progress C

a) True, b) True, c) False, d) False, e) True, f) False, g) True, h) True,  
i) False

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## 10.9 TERMINAL QUESTIONS

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- 1) Explain the process of creating a file step by step.
- 2) What is the process to find the word IGNOU and replace it with University?
- 3) How would you save any document?
- 4) Write the steps to open a file for editing.
- 5) Explain the different types of alignment available in MS-Word.
- 6) How would you use Border and Shadings in your document?
- 7) How would you create a document with 1.5 line spacing?
- 8) Explain the steps to create a page break.
- 9) Explain the process of inserting the Table in your document.
- 10) List steps for creating a bulleted list.

**Note:** These questions are helpful to understand this unit. Do efforts for writing the answer of these questions but do not send your answer to university. It is only for your practice.