

Special keys:

Caps lock, Shift, Enter, Backspace, Control keys.

Joystick

Joystick is a device used to provide input to the computer. It has a long handle fixed at the center. The handle can move in all directions. The movement of handle corresponds to the movement of the cursor on the screen. This device has four switches for four directions of movement. The movement of the cursor depends on the movement of the handle. It is the most popular device used to play video games. When the joystick is moved it generates digital signals and a signal is sent to computer to control cursor movements.

Track Ball

Track ball is used to control the cursor movement. The ball can be rotated by hand in any direction. Direction and speed are translated with digital signals by track ball and cursor movement is controlled.

Touch Screen

Touch screen registers input when a finger or object comes in beams and ultrasonic waves. Infra red beams cross the surface of the screen and when a light beam is broken, the location is recorded. They are user friendly for feeding data into a computer. Location of fingers is sensed by computers.

Light Pen

Light pen is used to select a displayed menu option. It is a pointer device and is like a pen. The pen contains a photocell placed in a small tube. The light from the screen causes the photocell to respond and this electric response is transmitted to the process, which can identify the menu options triggering the photocell. Computer aided designs and graphics can be done easily by light pen. A tiny circuit compares the signals with the scanning process to locate position. Digitizer pads are mounted horizontally. It is easier to enter data into a computer. It is similar to light pen. Drawing, charts, graphs and engineering diagrams can be drawn using digitizer pads.

Mouse

Mouse is a pointing device. It can be used as an alternate to the keyboard. It can be used for games and for graphics. It can also be used in combination to enhance operations. Mouse is an important input device. This device is called mouse as it looks like a mouse. The mouse is connected to the central processing unit by wire. The mouse may have two or three buttons on its surface, which is easy to click by fingers. It can be held in palm and it controls the movement of the cursor on the screen. When the mouse is moved, the cursor moves. There is a small ball in the bottom of the mouse. The ball rolls on the mouse pad and enables to move the cursor. Movement of cursor on the screen is quicker than operating in the keyboard. Mouse has become a very important input device in the present-day computer operation.

Floppy Disk

Floppy disk is a circular piece of thin plastic material with 8-inch diameter. This was introduced by IBM during 1970 and is used as a storage device. Now the disks are available at different sizes. There are 5-inch and 3-inch diameter disks. The disk is divided into concentric circles called tracks. Each track is subdivided into number of sectors. Normally 80 track disks are used at present. Floppy disk is inserted into floppy drive to read the stored data. A large center hole fits over the hub mechanism to position the disk. The disks rotate from 300 to 600 revolutions per minute. Characters are stored on a disk in bytes. The read and write heads move from track to track. The storage capacity of floppy disk is 1.44 MB. The disks may be

10.30

LESSON 3

WORD 2000

3.1. INTRODUCTION TO WORD 2000

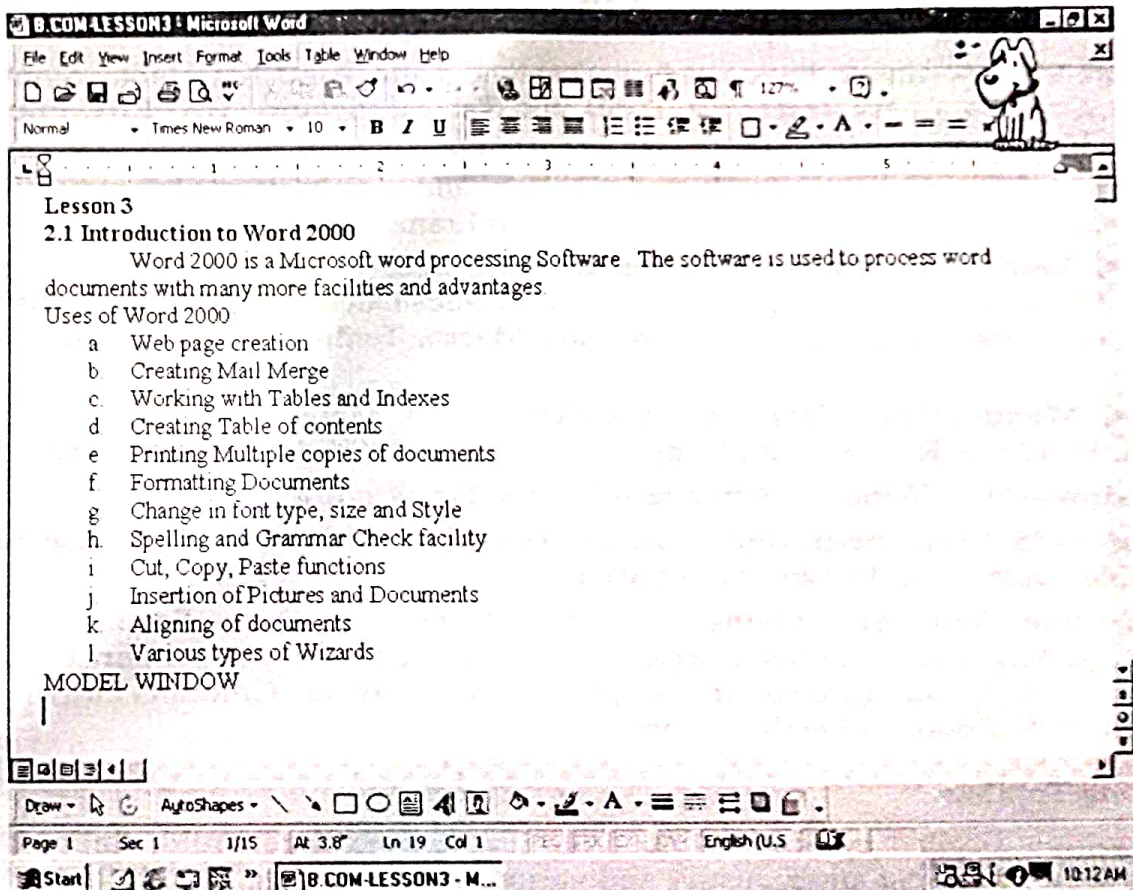
Word 2000 is a Microsoft word processing Software. The software is used to process word documents with many more facilities and advantages.

Explain the advantages of Word 2000.

Uses of Word 2000:

- | | |
|---|---|
| (a) Web page creation | (g) Change in font type, size and style |
| (b) Creating Mail Merge | (h) Spelling and Grammar Check facility |
| (c) Working with Tables and Indexes | (i) Cut, Copy, Paste functions |
| (d) Creating Table of contents | (j) Insertion of Pictures and Documents |
| (e) Printing Multiple copies of documents | (k) Aligning of Documents |
| (f) Formatting Documents | (l) Various types of Wizards |

MODEL WINDOW



Opening Word Document

Start → Programs → Ms Word → Click or
 Start → Run → Path name or
 Click the Word icon in the Desktop

WORD WINDOW

What is a Word Window? How can it be opened?

The Word Window contains various components. They are (1) Title Bar (2) Menu Bar (3) Standard Toolbar (4) Ruler (5) Collapse Bar (6) Scroll Bar, etc.

Title Bar

Title Bar contains Word Icon, Software Name as Microsoft Word, Minimize, Maximize and Close Buttons.

Menu Bar

Menu Bar contains File, Edit, View, Insert, Format, Tool, Table, Window and Help menus.

Items in the Menu Bar

Explain the menu items in the Menu Bar.

File Menu—New, Open, Close, Save, Save As, Save as Web page, versions, Page Setup, Print preview, Print, Send to..., Properties, recently visited files and Exit.

Edit Menu—Undo, Redo, Cut, Copy, Paste, Paste Special, Paste as hyperlink, Select all, Find, Replace, Go to, Link and objects.

View Menu—Normal view, Web view, Print view, Outline, Toolbar, Ruler, Document Map, Header and Footer, Footnotes, comments, Full Screen and Zoom.

Insert Menu—Break, Page number, Date and Time, Auto Text, Field, Symbol, Comment, Footnote, Caption, Cross Reference, Index and Tables, Pictures, Text Box, File, Object, Mark and Hyperlink.

Format Menu—Text, Paragraph, Bullets and numbering, Columns, Tab, Drop Cap, choose case, Background, Themes, Frames, Auto Frames, Style, Objects, etc.

Tools Menu—Spelling and Grammar, Language, Word Count, Auto Summarize, Correct, Track Changes, Merge Documents, Protect Document, Online Collaboration, merge, Labels and Envelopes, Letter Wizard, Macro, Templates and Add Ins, Customize Options.

Table Menu—Draw Table, Insert, Delete, Select, Merge Cells, Split Cells, Split Table, Auto Fill, Headings Row Repeat, Convert, Sort, Formula, Hide Gridlines, Table Properties

Window—New Window, Arrange All, Split and Windows

Help—MS Word help, Show Office Assistant, What is this?, Office on Web, Perfect help, Detect and Repair, About Microsoft help.

Formatting Tool Bar contains New Blank Document, Open, Save, E-mail, Print, Preview, Spelling and Grammar Check, Cut, Copy, Paste, Format painter, Undo, Redo, Hyperlink, Tables and Borders, Insert Tables, Work Sheet, Column, Drawings, Document map, Show/Hide Zoom and Help buttons.

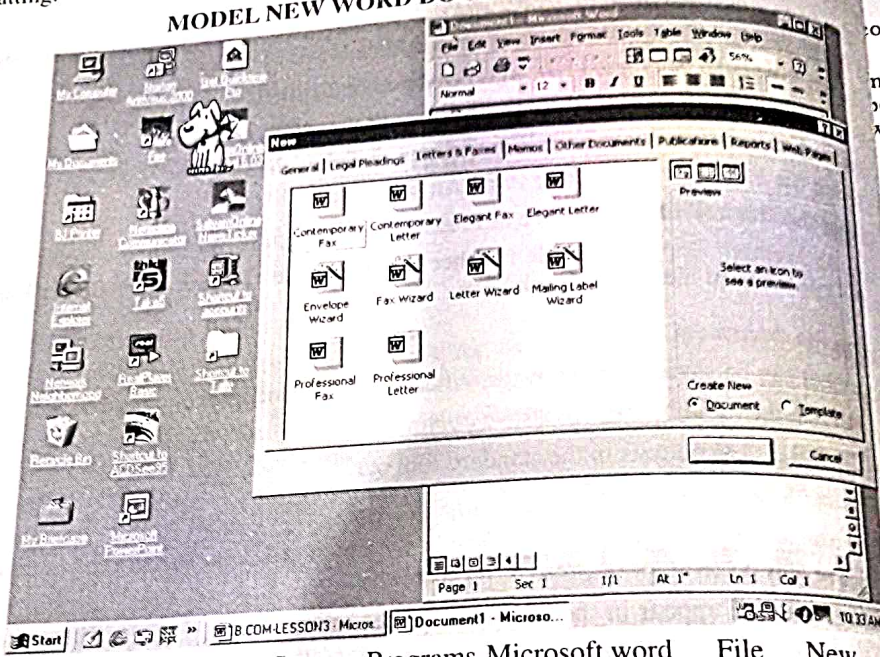
Formatting Toolbar

Formatting Toolbar contains Style, Font Type, Font Size, Bold, Italic, Underline, align, Center align, Right align, Justify and various other buttons.

3.3. BUSINESS LETTERS

Business letters can be easily created in the word documents. There are Tabs such as General, Legal Pleadings, Letters and Faxes, Memos, Office Documents, Publications, Reports and Web Pages. Tabs can be clicked to select the required model of the documents. Wizard is a tool to assist the user for specific programs. The wizard is like a Template and has a standardized form for formatting.

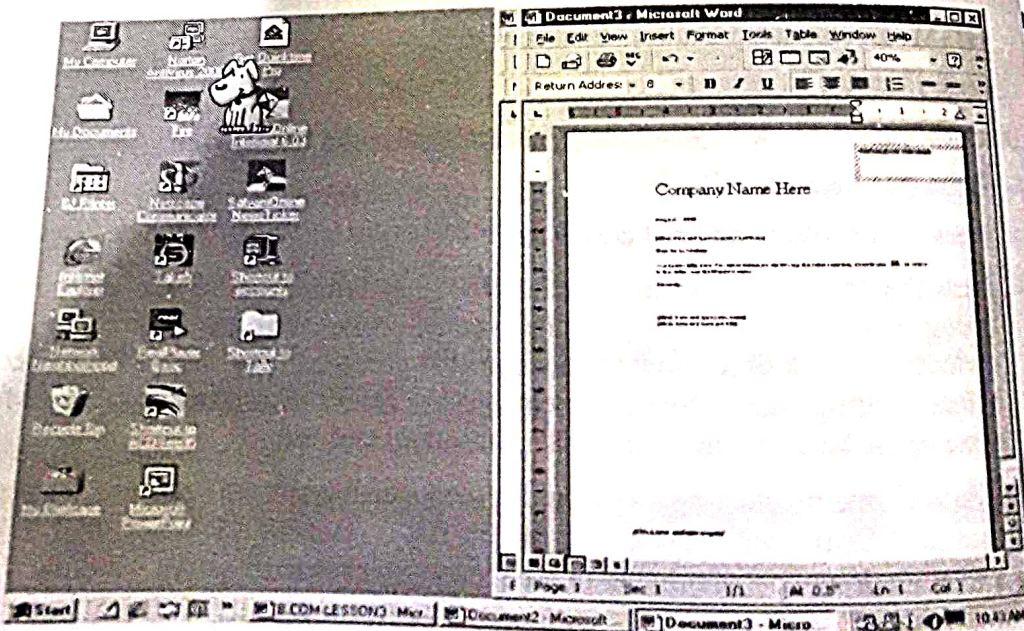
MODEL NEW WORD DOCUMENT WIZARD



Business letters using Wizard: Start Programs-Microsoft word File New Wizard appears;

Select Letters and Forms Click Select the required option.

MODEL LETTER WIZARD



Begin typing the letter as per the instructions

4. EDITING

What does Editing mean? Explain

Editing is the process of making modifications. Copied, cut and paste operations can be done.

Let us suppose the Raman is typed as S. Mouse pointer after 'R'. Press back space key to delete 'S' and type 'R'. Now the word is typed correctly.

There are two modes in Word OVR and Insertion. It can be selected by Ins button in the document.

Insert a word or sentence and then click on the document.

Space between lines can be given by using the Enter key. Paragraph can be started by printing the first line. Selecting text can be done by clicking. Now the word is selected. If the sentence will be fully selected.

Lines can also be selected by placing the mouse pointer on the entire line is selected.

Show / Hide button is used to toggle the visibility of the symbol becomes the part of the document.

Keyboard can be used to select text. Press shift and ^ →; Then the word is selected. Do not be released till the entire line is selected.

The selected text can be deleted. Go to standard Tool bar and press the Delete key. The same place. If ^A is pressed, all the text is selected.

Undo and Redo

The standard toolbar contains Undo and Redo buttons. The last change made is deleted. The changes made will be displayed.

Undo can be done in 3 ways

- (1) Click undo button on toolbar
- (2) Press ^Z keys
- (3) Open edit menu and click on Undo

Redo can be done in 3 ways

- (1) Click Redo button on toolbar
- (2) Press ^Y keys
- (3) Open Edit menu and click on Redo

Editing a Document

Editing is the method of changing the content of a document. It is done by deleting or cut, copied, pasted, indented, bolded, italicized, underlined, heading, footers, etc.,