

**(CHAPTER 3) TOOLS OF WORD PROCESSOR**

[**INSTRUCTION:-** Parents are expected to ensure that the child Understands, Learns and is able to do these exercises.]

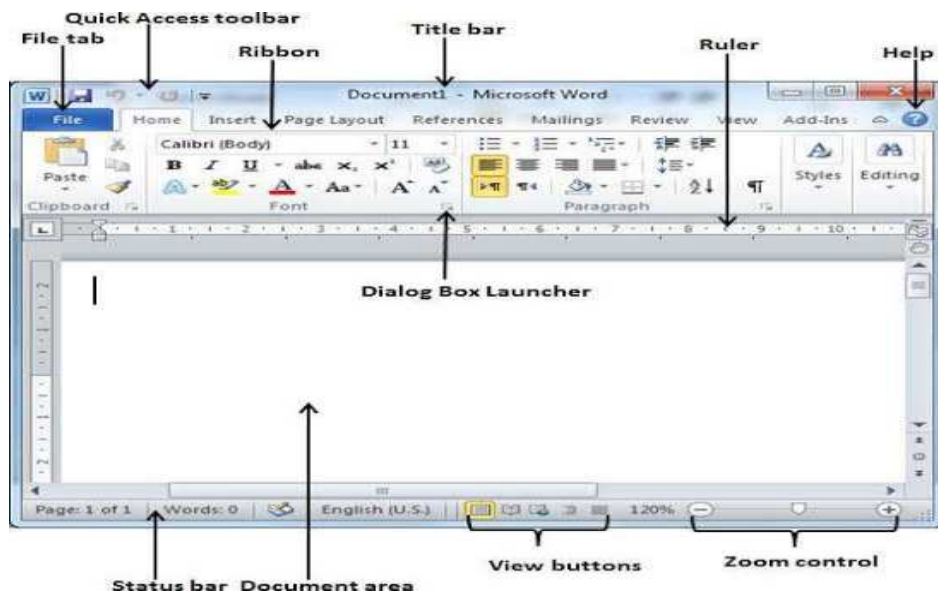
**(A QUICK REVIEW)** – Microsoft Word is an application software used for word processing. It was introduced by Microsoft Corporation, one of the world's largest companies in software development. Microsoft Word has the power and flexibility to:

- Produce letters, reports, notices, newsletters, books, etc., quickly and in a present manner.
- Modify the text; both while typing and after typing. Beautify the text; using colour, style, font size, border shading, and various other effects.
- Insert graphics and make use of various drawing tools to draw pictures.
- Copy and move the text from one location to another.
- Preview the text before printing it. Take multiple printouts.

**(STARTING MICROSOFT WORD)**

Click on the Start → All Program → Microsoft Office → Microsoft Word 2010

The Word application opens a blank document with the temporary name, Document 1. The small blinking vertical line that you notice on the screen is known as the **Insertion point** or **Cursor**. It indicates the position where the next typed character will appear. As you start typing, the cursor automatically shifts to the right. We can enter text on the same screen or create a new document.



**(Microsoft Word Document Window)**

**(ENTERING THE TEXT)** – In Microsoft Word, while typing, you will observe that 'Word' wraps the text automatically. Wrapping the text means that if the text does not fit in the current line then it gets shifted to the next line, by default.

### Creating a New document –

- 1) Click on the **File** tab > **New** option.
- 2) Select the Blank document option under Available Templates.

**OR**

Click on the **New** button on the **Quick Access Toolbar**. (Shortcut key **Ctrl + N**)

### Saving a document–

- 1) Click on the **File** tab > **Save** option.
- 2) The **Save As** dialog box will open.
- 3) Type the file name in the **File name** box.
- 4) Click on the **Save** button.

**OR**

Click on the **Save** button on the **Quick Access Toolbar**. (Shortcut key **Ctrl + S**)

### Closing a document—

- 1) Click on the **File** tab > **Close** option.
- 2) If the file is not saved, a message box appears.
- 3) Click on **Save** if you want to save the file. If you do not want to save the changes, select the **Don't Save** option. (Shortcut key **Ctrl + W**)

### Opening a document—

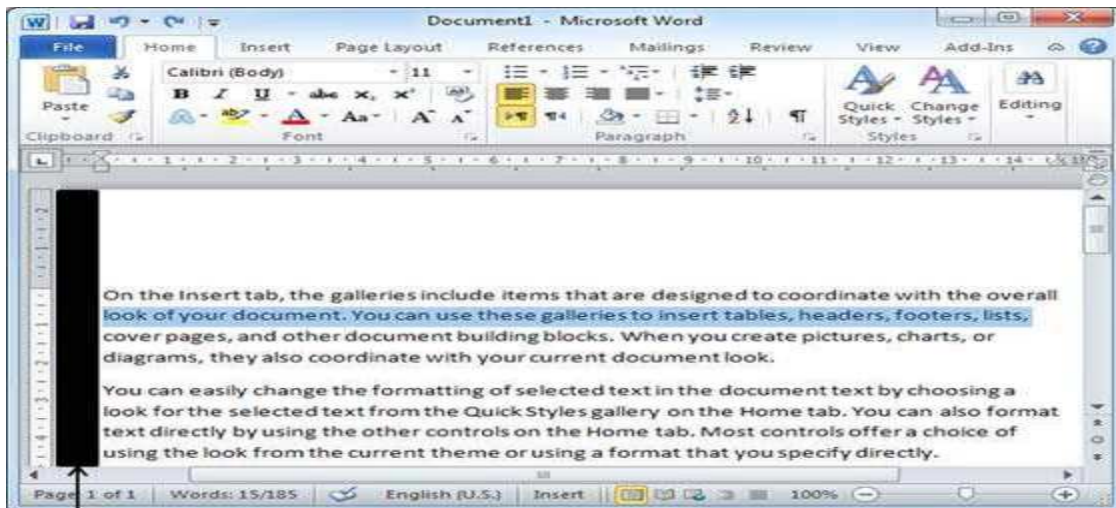
- 1) Click on the **File** tab > **Open** option.
- 2) The **Open** dialog box will appear.
- 3) Select the file that you want to open.
- 4) Click on the **Open** button.

**OR**

Click on the **Open** button on the **Quick Access Toolbar**. (Shortcut key **Ctrl + O**)

**(SELECTING AND EDITING THE TEXT)**—After typing the text in a document, you may want to make some changes in the text. Making changes in a document is called **Editing**. Before performing any action, like copying, moving, finding and replacing, deleting, or formatting the text, we need to select the text. The selected text is displayed on the screen in a highlighted bar.

To select a block of text, we use the 'Selection Area', which is the blank area in the left margin of the document. We can select the text in a variety of ways.



Selection Bar

**(Displaying the Selection Area)**

<b>TEXT TO SELECT</b>	<b>METHOD</b>
<b>A word</b>	Double- click on the word.
<b>A Sentence</b>	Hold down the Ctrl key and click anywhere on the sentence.
<b>A paragraph</b>	Triple click anywhere in the paragraph or double- click in the left margin of the paragraph.
<b>A large block of text</b>	Click at the beginning of the text. Press the Shift key and without releasing it click at the end of the text.
<b>Entire document</b>	Click anywhere in the Selection area while holding down the Ctrl key or triple – click in the Selection area.

**(INSERTING THE TEXT)**—Microsoft Word allows the users to add new text to an already existing document.

- Place the cursor to the right of the character where you want to insert the text and then start typing.
- The existing text present after the cursor (if any) will start shifting to the right side.

**(A) Fill in the blanks:-**

- 1) Microsoft Word is an \_\_\_\_\_ software used for word processing.
- 2) The small blinking vertical line on the screen is known as the \_\_\_\_\_.
- 3) Making changes in a document is called \_\_\_\_\_.
- 4) In Microsoft Word, while typing, you will observe that 'Word' \_\_\_\_\_ the text automatically.
- 5) The Word application opens a blank document with the name \_\_\_\_\_.

**(B) State True or False:-**

- 1) The shortcut key to close a document is Ctrl + E.
- 2) The save command is used to save a document for future use.
- 3) To open an already saved Word document, click on the New option in the File tab menu.
- 4) To select a sentence, hold down the Shift key and click anywhere on the sentence.
- 5) To select a paragraph, double click anywhere in the paragraph.

**(C) Write the shortcut keys:-**

- 1) Creating a New document –
- 2) Saving a document –
- 3) Closing a document –
- 4) Opening a document --

**(D) Question and Answer:-**

**Q1)** What is Microsoft word?

**A1)** Microsoft Word is an application software used for word processing. It was introduced by Microsoft Corporation, one of the world's largest companies in software development.

**Q2)** Write the steps to start MS- Word.

**A2)** To start MS- Word follow the given steps:-

- 1) Click on the: Start
- 2) All programs
- 3) Microsoft Office
- 4) Microsoft Word 2010

**Q3)** List any four uses of a word processing software.

**A3)** Four uses of a word processing software are:-

- 1) Produce letters, reports, reports, notices, newsletters, books, bills etc., quickly and in a presentable manner.
- 2) Modify the text; both while typing and after typing. Beautify the text; using colour, style, font size, border, shading, and various other effects.
- 3) Insert graphics and make use of various drawing tools to draw pictures.
- 4) Preview the text before printing it. Take multiple printouts.

**Q4)** Write the steps to Save any document in MS Word.

**A4)** Steps to Save any document in MS Word are:-

- 1) Click on the File tab > Save option.
- 2) The Save As dialog box will open.
- 3) Type the file name in the File box.
- 4) Click on the Save button.

**Q5)** Write the steps to Open any document in MS Word.

**A5)** Steps to Open any document in MS Word are:-

- 1) Click on the File tab > Open option.
- 2) The Open dialog box will appear.
- 3) Select the file that you want to open.
- 4) Click on the Open button.

**Q6)** Write the steps to create a New document in MS Word.

**A6)** To create a New document follow the given steps:-

- 1) Click on the File tab > New option.
- 2) Select the Blank document option under Available Templates.

**Q7)** What is Inserting? How can you insert text in a document?

**A7)** To add new text to an already existing document is called Inserting. To insert text in a document are:-

- 1) Place the cursor to the right of the character where you want to insert the text and then start typing.
- 2) The existing text present after the cursor (if any) will start shifting to the right side.

**Q8)** Draw and Label:- **MS WORD WINDOW**

(4)

**END**