

Information Technology

NVEQ Level 2 – Class X

IT203-NQ2012- Word Processing (Intermediate)

Student's Handbook



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Student Details

Student Name: _____

Student Roll Number: _____

Batch Start Date: _____

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Preface

The National Curriculum Framework, 2005, recommends that children's life at school must be linked to their life outside the school. This principle makes a departure from the legacy of bookish learning which continues to shape our system and causes a gap between the school, home, community and the workplace.

The student workbook on “**Word Processing (Intermediate)**” is a part of the qualification package developed for the implementation of National Vocational Education Qualification Framework (NVEQF), an initiative of Ministry of Human Resource Development (MHRD), Government of India to set common principles and guidelines for a nationally recognized qualification system covering Schools, Vocational Education and Training Institutions, Technical Education Institutions, Colleges and Universities. It is envisaged that the NVEQF will promote transparency of qualifications, cross-sectoral learning, student-centred learning and facilitate learner's mobility between different qualifications, thus encouraging lifelong learning.

This student workbook, which forms a part of vocational qualification package for student's who have passed Class IX or equivalent examination, was created by a group of experts. The IT-ITeS Skill Development Council approved by the National Skill Development Corporation (NSDC) for the IT/ITeS Industry developed the National Occupation Standards (NOS). The National Occupation Standards are a set of competency standards and guidelines endorsed by the representatives of IT Industry for recognizing and assessing skills and knowledge needed to perform effectively in the workplace.

The Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), a constituent of National Council of Educational Research and Training (NCERT) in association with Wadhvani Foundation has developed modular curricula and learning materials (Units) for the vocational qualification package in IT/ITes sector for NVEQ levels 1 to 4; level 1 is equivalent to Class IX. Based on NOS, occupation related core competencies (knowledge, skills, and abilities) were identified for development of curricula and learning modules (Units).

This student workbook attempts to discourage rote learning and to bring about necessary flexibility in offering of courses, necessary for breaking the sharp boundaries between different subject areas. The workbook attempts to enhance these endeavours by giving higher priority and space to opportunities for contemplation and wondering, discussion in small groups and activities requiring hands-on-experience. We hope these measures will take us

significantly further in the direction of a child-centred system of education outlined in the National Policy of Education (1986). The success of this effort depends on the steps that school Principals and Teachers will take to encourage children to reflect their own learning and to pursue imaginative and on-the-job activities and questions. Participation of learners in skill development exercises and inculcation of values and creativity is possible if we involve children as participants in learning, and not as receiver of information. These aims imply considerable change in school routines and mode of functioning. Flexibility in the daily time-table would be a necessity to maintain the rigour in implementing the activities and the required number of teaching days will have to be increased for teaching and training.

About Your Workbook

This workbook is to assist you with completing the Unit of Competency **IT203-NQ2012: Word Processing (Intermediate)**. You should work through the workbook in the classroom, at the workplace or in your own time under the guidance and supervision of your teacher or trainer.

This workbook contains sessions which will help you to acquire relevant knowledge and skills (soft and hard) on various aspects of the unit of competency. Each session is small enough to be easily tackled and digested by you before you move on to the next session. Animated pictures and photographs have been included to bring about visual appeal and to make the text lively and interactive for you. You can also try to create your own illustrations using your imagination or taking the help of your teacher. Let us now see what the sections in the sessions have for you.

Section 1: Introduction

This section introduces you to the topic of the Unit. It also tells you what you will learn through the various sessions covered in the Unit.

Section 2: Relevant Knowledge

This section provides you with the relevant information on the topic (s) covered in the session. The knowledge developed through this section will enable you to perform certain activities. You should read through the information to develop an understanding on the various aspects of the topic before you complete the exercise (s).

Section 3: Exercise

Each session has exercises, which you should complete on time. You will perform the activities in the classroom, at home or at the workplace. The activities included in this section will help you to develop necessary knowledge, skills and attitude that you need for becoming competent in performing the tasks at workplace. The activities should be done under the supervision of your teacher or trainer who will guide you in completing the tasks and also provide feedback to you for improving your performance. To achieve this, prepare a timetable in consultation with your teacher or trainer and strictly adhere to the stipulated norms or standards. Do not hesitate to ask your teacher or trainer to explain anything that you do not understand.

Section 4: Assessment

The review questions included in this section will help you to check your progress. You must be able to answer all the questions before you proceed to the next session.

SESSION 1: MODIFYING LAYOUT OF A PARAGRAPH

RELEVANT KNOWLEDGE

You have already learnt the basics of word processing. Now consider a situation when you write a lengthy article that spans several pages, and you need to make it easier for the readers to read it? Look at the following example:

What is Culture and Gender Sensitization? Culture in simple terms refers to our values, the way we speak, behave, think, dress, religious beliefs, the music we like, our interactions, and the food we eat. Diversity is a commitment to recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that promotes and celebrates individual and collective achievement. Many people mistakenly use such phrases as “Indian culture,” “white/black culture,” or “Western/Eastern culture,” to describe a particular culture but these people fail to acknowledge the presence of cultural diversity, or the presence of multiple cultures and cultural differences within a society. In reality, many different cultural groups exist today in India and most developing and developed countries. Diversity in the workforce means employing people without discrimination on the basis of gender, age and ethnic or racial background. Since globalization is the current overwhelming trend in business, diversity in the workplace is a better accepted and applied concept now more than ever. There are different kinds of diversity that one encounters at the workplace. These include diversity of gender, age, psychology, education, language and culture.

Is the content presented above easy to read? Now, look at the formatted sample below:

What is Culture and Gender Sensitization?


Culture in simple terms refers to our values, the way we speak, behave, think, dress, religious beliefs, the music we like, our interactions, and the food we eat. Diversity is a commitment to recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that promotes and celebrates individual and collective achievement.

Many people mistakenly use such phrases as “Indian culture,” “white/black culture,” or “Western/Eastern culture,” to describe a particular culture but these people fail to acknowledge the presence of cultural diversity, or the presence of multiple cultures and cultural differences within a society. In reality, many different cultural groups exist today in India and most developing and developed countries.

Diversity in the workforce means employing people without discrimination on the basis of gender, age and ethnic or racial background. Since globalization is the current overwhelming trend in business, diversity in the workplace is a better accepted and applied concept now more than ever. There are different kinds of diversity that one encounters at the workplace. These include diversity of gender, age, psychology, education, language and culture.

Using paragraphs you can break continuous text to one or more sentences. This way, it is lot easier for the readers to understand and enjoy the content. In this exercise, you will learn to work with paragraphs and layouts.

Have you tried to make a professional looking resume? One important part of working with a resume involves alignment. For the sake of both professional appearance and accessibility, it is conventional for similar parts of a resume to all line up along the same vertical axis. So that all the bullet points are aligned, and so are the headers, and sections. You may come across situations where some bullet points don't line up, or where there are many empty spaces that complicate editing and revising. So now what do you do?

1. Open a new document in word processor. Click on the **Page Layout** tab on the **Ribbon**.
2. Click on the  icon under **Paragraph** group, as shown below.

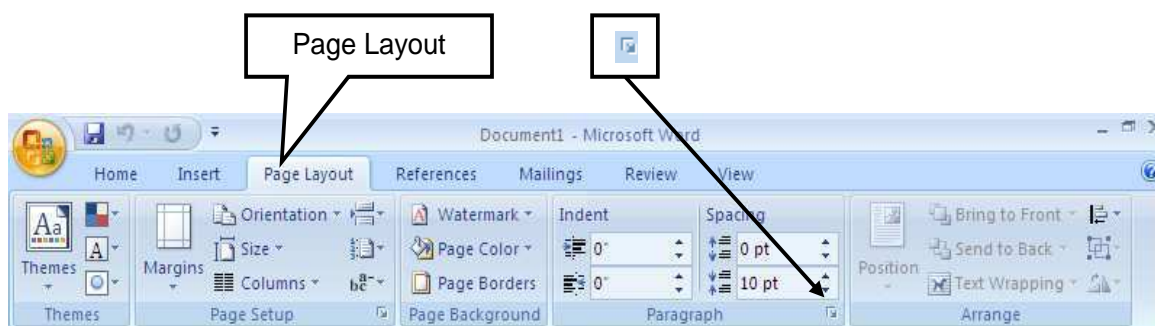


Figure 1

3. The **Paragraph** dialog box appears. You can see the options for automatic alignment, spacing, etc. that you can setup while composing the document itself instead of doing the alignment towards the end.
4. Click on **Tab...** button, **Tab** dialog box appears.
5. You can specify the tab stop position by mentioning the stopping position in the **Tab stop position** box. After specifying the tab stop position click on **Set** button and the **Tab** window appears.

Note: You can also the set the initial tab stop position value from the default value (0.5") by specifying the new value under **Default tab stops**. You may specify the value at which the tab stops by giving the value specified along with the unit (like 7cm, etc.)

6. Click **OK**. The ruler of the document will be marked with a L shaped symbol at 2", meaning that the tab stop position has been set at that position. Now when you press the tab key, the cursor will automatically jump from its initial position to the next tab stop position. And this solves your problem too!

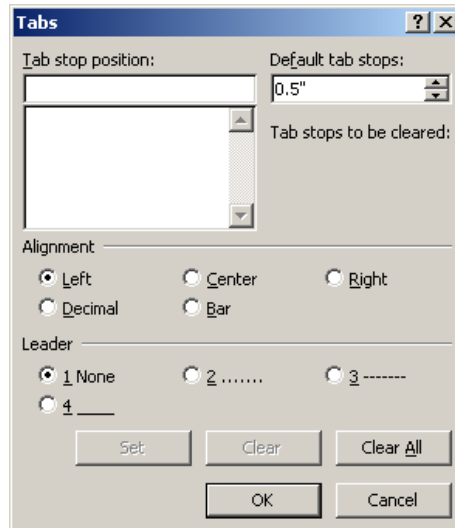


Figure 2

Note: You can also set the tab stop position by clicking at the required point on the ruler.

Now open a new document, type some text and press Enter. Notice that the continuous text is automatically formatted as paragraphs, with the size that you have specified in the Tabs Dialog box.

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities																														
1.	<p>Create the details given below (the tab descriptions are provided as a hint for you):</p> <table border="1"> <thead> <tr> <th>Student's Name</th> <th>First-Test</th> <th>Second-Test</th> <th>TOTAL</th> <th>REMARK</th> </tr> </thead> <tbody> <tr> <td>Anita Chopra</td> <td>23.42</td> <td>54.11</td> <td>77.53</td> <td>Passed</td> </tr> <tr> <td>Shruti Tandon</td> <td>17.34</td> <td>29.97</td> <td>47.31</td> <td>Passed</td> </tr> <tr> <td>Mehek Wadhwa</td> <td>12.01</td> <td>17.87</td> <td>29.88</td> <td>Failed</td> </tr> <tr> <td>Anuj Yadav</td> <td>25.76</td> <td>65.11</td> <td>90.87</td> <td>Passed</td> </tr> <tr> <td>Vishwank Arora</td> <td>10.23</td> <td>19.83</td> <td>30.06</td> <td>Failed</td> </tr> </tbody> </table> <p>Click to select the type of tab stop...</p> <p>and then click the ruler.</p> <p>Tab character indicating where you press TAB</p>	Student's Name	First-Test	Second-Test	TOTAL	REMARK	Anita Chopra	23.42	54.11	77.53	Passed	Shruti Tandon	17.34	29.97	47.31	Passed	Mehek Wadhwa	12.01	17.87	29.88	Failed	Anuj Yadav	25.76	65.11	90.87	Passed	Vishwank Arora	10.23	19.83	30.06	Failed
Student's Name	First-Test	Second-Test	TOTAL	REMARK																											
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Anuj Yadav	25.76	65.11	90.87	Passed																											
Vishwank Arora	10.23	19.83	30.06	Failed																											

2.	Create the one page of Table of Contents of this book using a word processor. Save this document with the name TOC_{your name}. You will use it in the next exercise
----	--

ASSESSMENT

Fill in the blanks:

1. _____ can be used to break continuous text to one or more sentences
2. Paragraph group is available under _____.
3. Default tab stop position is _____ .

SESSION 2: MANAGING HEADERS

Headers are text or images included at the top of the page. They usually contain important information such as company or department name, logo, page numbers, name of the author, etc. separated from the work or actual document area.

Look at the following example:

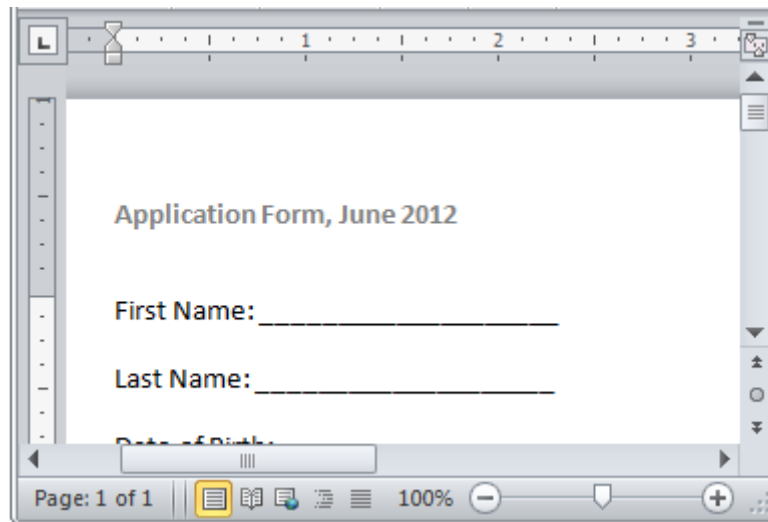


Figure 3

Notice the header in the above document; the title “Application From, June 2012” will be included on all pages of this document.

In this exercise, you will learn to include a header to a document.

To understand and work with headers, open a new document in word processor

1. Click on the **Insert** tab on the **Ribbon**.
2. Click on the option **Header** in the **Header & Footer** group, as shown below.



Figure 4

3. A drop down list appears which lists predefined header options (Figure below).

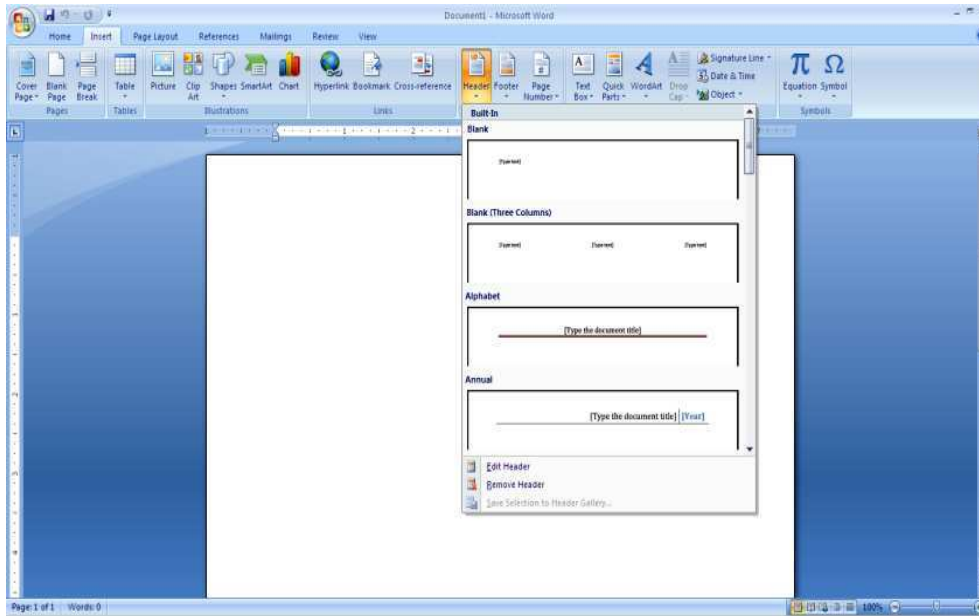


Figure 5

Now try inserting any of the predefined options from the list and observe the changes at the header area of the document.

You can insert the page number at any position within the header area by selecting the alignment option under **Page Number**. You can also change the number format for page numbers by clicking **Format Page Numbers...** under **Page Number** options. The **Page Number Format** dialog box appears as shown below.

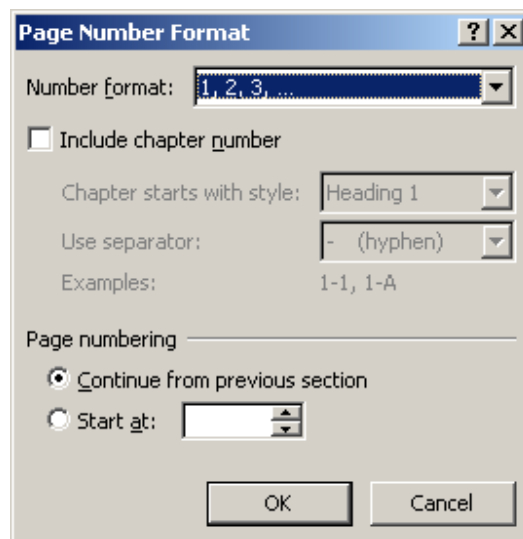


Figure 6

You can insert date and time by clicking the **Date & Time** option available under **Insert** Group. You can choose the date and time format from the available formats.

You can also insert a picture or clipart within the header. This option can be useful in situations when you need to insert company's or an event's logo. Try inserting a

picture or a clipart into the header using the *Picture* and *Clip Art* option under *Insert* Group; observe the changes made to the document.

EXERCISE

Perform the following activity till you are confident:

S.No.	Activities
1.	Open the file saved in the last exercise (saved as TOC_{your name}). Give an appropriate name in the center of the header section with your School name on the left hand side. Download a logo from the Internet or use a picture (Insert>Picture) on the right hand side. Save the file.

ASSESSMENT

Fill in the blanks:

1. _____ can be used for inserting information at the top of each page automatically.
2. Header option is available under _____ group in Insert Tab.

Answer the following:

1. List any five items that can be added to the header area.

SESSION 3: MANAGING FOOTERS

RELEVANT KNOWLEDGE

Footers are text or image included at the bottom of the page and may repeat in all pages of the document. The procedure for creating a footer is similar to that of headers.

For example, if you wanted to create a text book, you can include the name of the text book using the headers and the page numbers using the footer option. This makes the document look neat and organized.

To insert footer to a document, open a new document in Word processor

1. Click on the **Insert** tab on the **Ribbon**.
2. Click on the option **Footer** in the **Header & Footer** group, as shown below.

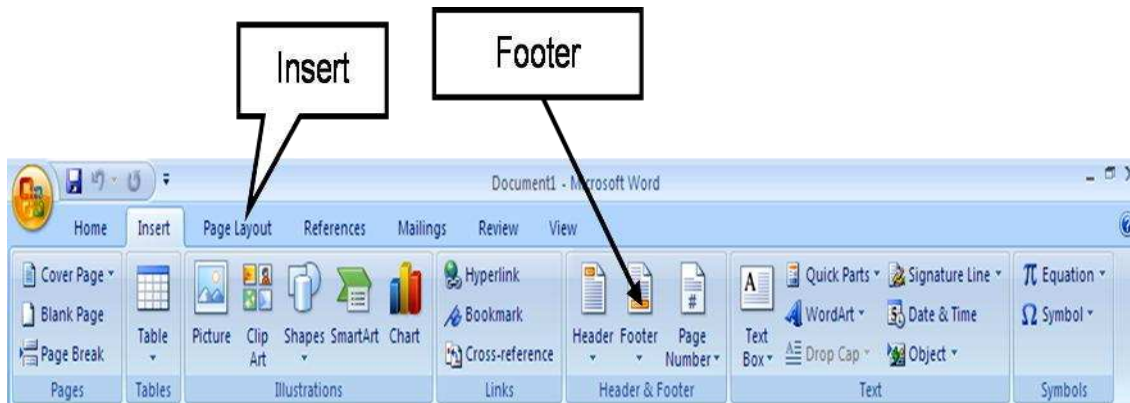


Figure 7

3. A drop down list appears which lists collection of predefined Footer options

Now try inserting date and time, page numbers, pictures and clip arts in the footer area and observe the changes.

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Create a one page article on “Influence of Gandhiji on Youth Today”. Insert a picture of Gandhiji and the title of the article in the header. Insert your name, class and date in the footer. Save as Gandhiji_{your Name}, print and submit this article to your facilitator for evaluation. You may try the same in Google docs too.

ASSESSMENT

Fill in the blanks

1. _____ can be used for inserting information at the bottom of each page automatically.
2. The Footer option is available under _____ group in the Insert Tab.

SESSION 4: MANAGING STYLES

RELEVANT KNOWLEDGE

Styles or Style sets are pre-defined or customized options used for creating good looking professional documents with least efforts. You can find a number of styles available within word processor that can be applied to a document. In this exercise, you will learn to apply and manage styles.

To work with styles, open a new word document in word processor,

1. To view list of styles, locate the **Style** group under **Home** tab (Figure below)

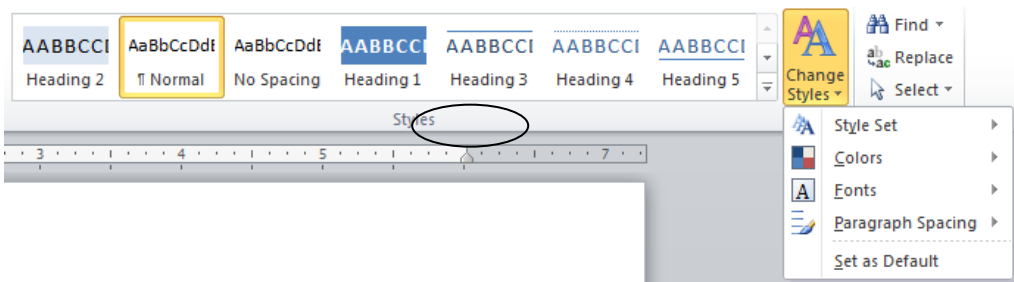


Figure 8

2. If you would like to view the list of style sets available, point to **Style Set** under **Change Styles** option. A drop-down with different styles will be displayed (Figure below).

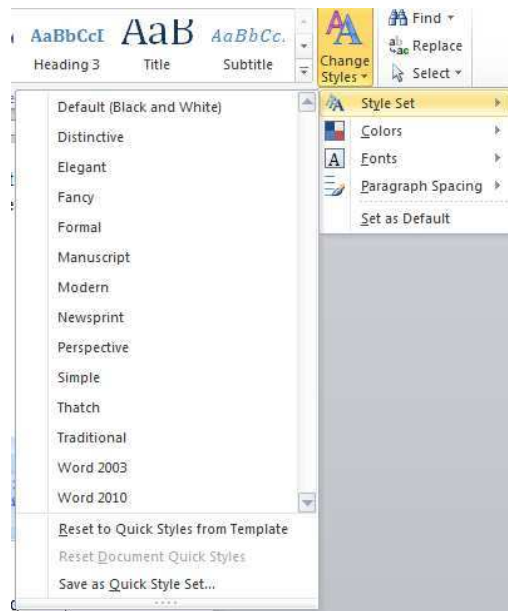


Figure 9

Select any of the styles listed by clicking it. The entire document will change to the specified font or color automatically.

EXERCISE

Perform the following activity till you are confident:

S.No.	Activities
1.	Open the article on “Influence of Gandhi ji on Youth Today” created in the previous session and try using elegant, formal, fancy and manuscript style sets on different sections of the document and observe the changes.

ASSESSMENT

Fill in the blanks:

1. _____ are customized options for creating professional looking documents with the minimum efforts.
2. You can change styles by using the _____ group under the Home tab.

SESSION 5: DOCUMENT TEMPLATE

RELEVANT KNOWLEDGE

Templates or document templates refer to a sample fill-in-the-blank document that can help in saving time. Usually templates are customized documents that may have sample content, themes, etc. For example, if you want to create a resume you can use a resume template and modify only the sections that require changes.

In this exercise, you will learn to work with document templates.

To view sample templates available with your word processor,

1. Go to **File > New**. You will be displayed with different types of templates (Figure below). For example, if you would like to create a letter, you can select the **Letters** option under **Office.com Templates** section.

Suppose you need to create certificates for a recently held competition, you can select the **Certificates** option. You will be displayed with a list of Certificate templates.

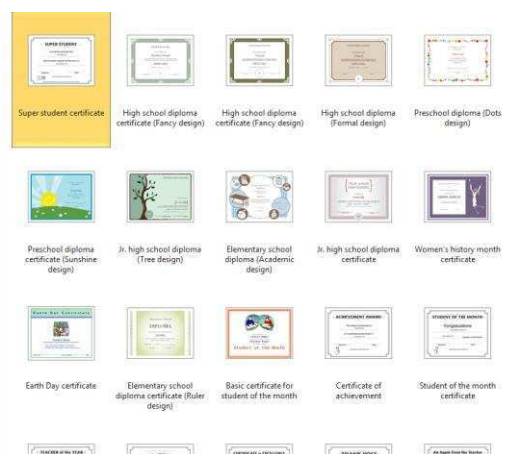


Figure 10

Now select any of the templates by double-clicking on it.

A sample certificate window similar to the one below appears. Now you can use this template and customize the contents by replacing the school name, student name, etc.

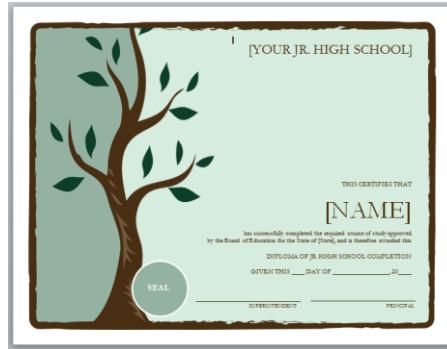


Figure 11

You can also download other types of templates from websites. Some of the websites that offer free templates are:

- office.microsoft.com/templates
- www.thepapermillstore.com
- openoffice.blogs.com/openoffice/templates/
- www.docstoc.com

You can visit the above mentioned websites to search, download and use a template that suits your needs.

Creating a new document based on a template can save you time and effort because all the work it takes to design the document has already been done. You may use the templates that come with word processing software, or downloading templates created by other people, or you can also create and save your own templates for future use. First of all, you need to create a document that will serve as the template.

Note: You create the template as a normal document, but the magic step is where you save it. Click on **File > Save As**, and give the template a name. Select **Word Template** from the **Save as type**: drop down list.

Notice that there is a *Templates* folder within *Microsoft Word*. If you save your template there, then we'll be able to see the template in the *My templates* category. So select that and click **Save**.

Now to use the template, click on the **File > New**. Go to *My templates*, and as you scroll down, you will find the file {your name}_Invoice , the template you just created. Select that and click **OK**.

Notice that this is a new document and it's not the template. So, we've just created a new document based on one of your own templates. Now when you save this document, it gets saved as a normal .docx file.

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Download and use templates from the Internet
2.	You will now create a template of an invoice. An invoice is just the kind of document that needs to have a set format and one that will be created over and over again. Save the file with the name - {your name}_Invoice.

Hint on how to create an invoice: You can divide the invoice into 3 main parts: The Header, Body and Footer.

The **invoice header** may contain **Your letterhead** : (Your business name, address, telephone & email and web address if available); the word **“Invoice”** or **“Bill”** clearly written towards the top of the page; an **invoice number** (this a running serial number that you maintain and should be unique for every invoice); an **invoice date**; **Your payment terms** or how soon you expect to be paid e.g. **“COD”**, **“Cash”**, **”30 days”** etc.; your customer or **client name and address**; **“Our Ref#”** or **“Our Reference”** (here you can enter your quotation number if you issued a quotation prior to the invoice) ; **“Your Ref#”** or **“Customer Ref”** (if you were given a Purchase order or Work Order by your customer, here you should enter the PO or WO number so the customer can match your invoice with their own paper work).

The invoice body could have a **description of the goods** you are supplying, quantity, unit of measure, price per unit and total amount for individual items. In the case of services, **your brief scope of work** and amount for individual items. You may specify information in a tabular form. You are creating a template, so you need to just create the skeleton, the details will be filled in when you use the template and make multiple invoices. The **invoice footer** could have a **Total Amount** of all individual items; **Payment instructions** (only if necessary! This tells recipients how to make their cheque payment, whom to address it to etc. If you expect payments by bank transfer, you should provide your bank account number and details here.); **Other comments** (delivery instructions, goods return policy, overdue payment policy etc).

ASSESSMENT

Fill in the blanks:

1. Templates or document templates refer to a _____ document.
2. Creating a new document based on a _____ can save you _____ because _____.

SESSION 6: WORKING WITH PAGE AND SECTION BREAKS

RELEVANT KNOWLEDGE

Page and Section breaks can be used to separate a document into sections.

If you would like to start a new page in a document, you can use a page break.

To separate a section in a document, you can use the section break. For example, you can lay out part of a single-column page as two columns. You can separate the chapters as separate sections in your document so that the page numbering for each chapter begins at 1. You can also create a different header or footer for a section of your document. For example, if you are creating a textbook and you can create different sections for digital literacy, word processing, spread sheets, etc.

To work with breaks, open a new document in the word processor and type some contents. If you need another fresh page, choose the page break option in the **Page Layout** tab.

- Click on the **Page Layout** tab on the **Ribbon**.
- Click on the option **Breaks** in the **Page Setup** group (Figure below).

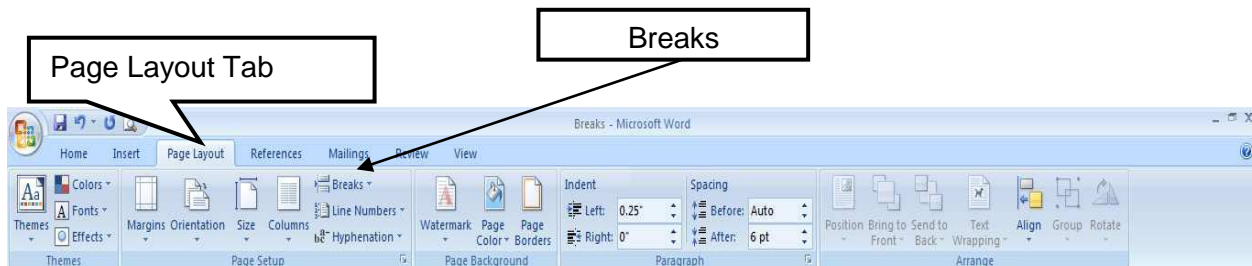


Figure 12

- A dropdown list with options for different types of breaks appears. An explanation is given for each type of page or section break.

A page break can be inserted anywhere in a document to force the end of a page and the beginning of a new one.

To create a new page, you can keep pressing enter and the cursor moves from line to line till a new page starts. But if you add content to the previous page, the content of the new page will automatically shift!

To avoid such problems, there is an easier method - use a page break and start a fresh page! You may also use a page break when you want to be sure that a new chapter or sub-heading automatically starts at the top of its own page.

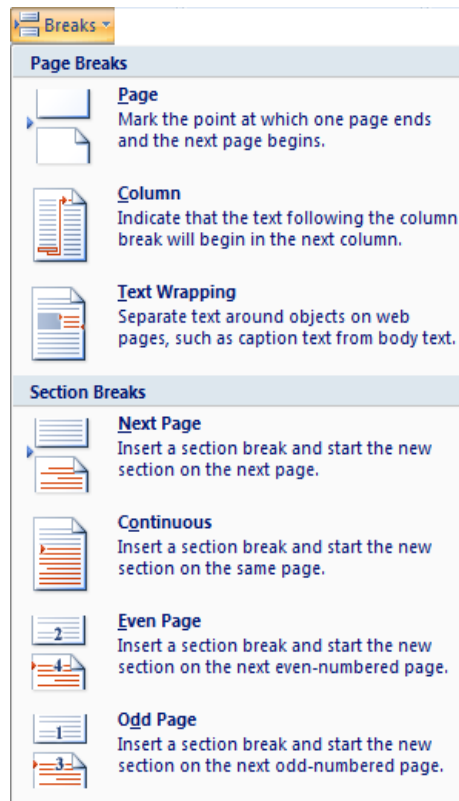


Figure 13

Section breaks add flexibility to formatting your document. Using them, you can create different headers and footers, different footnote numbering, change the layout of columns, change page borders for different pages, and even change page layouts in the same document! Using section breaks is like having mini-documents in one large document.

A section break controls the formatting of the document content that precedes it, until it reaches another section break. For example, if you have a 10 page document, with a section breaks on page 3 and on page 8, the section break on page 3 controls the formatting of pages 1, 2, and 3 while the section break on page 8 controls the formatting for pages 4 to 8.

You need to be able to see where your section breaks or page breaks are inserted in order to see where the formatting stops and ends or to delete them. To see a section/page break, click the **Show/Hide** button on the **Home** tab in the **Paragraph** section. The section/page breaks are displayed in your document.

1. Click on the section/page break.
2. Press **Delete** on your keyboard and the section/page break is removed.

Anytime you need to add a page border to a single page or have a table in Landscape orientation with the rest of the document in Portrait orientation, try using section breaks to make the task easier!

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Create Page and Section breaks
2.	Delete Page and Section breaks
3.	Open a new document. Divide your page into two columns. (Page Layout>Columns). Pick up an article from a newspaper and key it in. Try using column break and page break anywhere in the text.
4.	Open a new document. Type in the heading of your Local newspaper. Use section break and divide the next section into columns and key in an article. Save the document file as Newspaper_{your name} and print your document.

ASSESSMENT

Fill in the blanks

1. _____ & _____ breaks can be used to separate a document into sections.
2. Using page breaks, you can create different _____.
3. A section break controls the _____ of the document content that _____ it, until it reaches another section break.
4. To see a section/page break, click the _____ button.

SESSION 7: APPLYING CHARACTER FORMATS

RELEVANT KNOWLEDGE

If you are creating a textbook with scientific content, you need to use special formatting for some characters. Character formatting can be applied to a single character or word.

In this session, you will learn to perform character formatting.

Working with Character Formatting

To work with character formatting,

- a. Open a new document in word processor and type the following paragraph:

Water is a chemical substance with the chemical formula H₂O. A water molecule contains one oxygen and two hydrogen atoms connected by covalent bonds. Water is a liquid at ambient conditions, but it often co-exists on Earth with its solid state, ice, and gaseous state (water vapor or steam). Water also exists in a liquid crystal state near hydrophilic surfaces. The density of water is 1,000 kg/m³.

Now to make changes, you may need to format the characters as shown below. You will notice that some words of this paragraph are in bold, some are in Italics, some are underlined, some are in colour and some are changed in its position (superscript & subscript).


- b. In order to apply formatting to the contents in the document you must select the concerned word or group of words.


Use the following options to make changes to a character or word:


Font Face: After selecting the text you need to click Font Name in the Font group to select the particular font style from the fonts listed.


Font Size: After selecting the text you need to click Font Size in the Font group to select the particular font size from the values given.


WATER is a chemical substance with the chemical formula H₂O. A water molecule contains one **oxygen** and two **hydrogen atoms** connected by **covalent bonds**. Water is a liquid at ambient conditions, but it often co-exists on **Earth** with its *solid state, ice,* and *gaseous state* (water vapor or steam). WATER also exists in a liquid crystal state near hydrophilic surfaces. The density of water is 1,000 kg/m³.

Grow Font: After selecting the text you need to click the  icon in the Font group to make the font size larger than the current font size by the specified point.

Shrink Font: After selecting the text you need to click the  icon in the Font group to make the font size smaller than the current font size by the specified point.

Strikethrough: After selecting the text you need to click the  icon in the Font group to make a strike through the middle of the selected text.

Subscript: After selecting the text you need to click the  icon in the Font group to make the selected text lower than the normal text position.

Superscript: After selecting the text you need to click the  icon in the Font group to make the selected text higher than the normal text position.

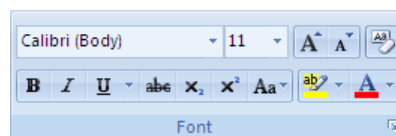


Figure 14

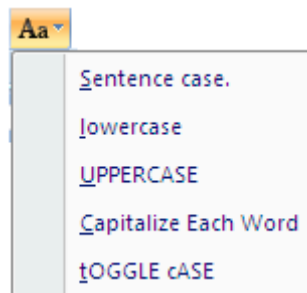






Figure 15

Clear Formatting: Clear Formatting is used to clear the character formatting (such as Bold, Italics, Underline, font face & size, superscript & subscript etc.) of the selected text. To remove the character formatting, select the text and click on  icon in the Font group.

Text Highlight Colour: Use this option to change the background colour. To do so, select the text and click on  icon in the Font group. You can choose the background colour by clicking on the down arrow on the icon.

Font Colour: Use this option to change the colour of the text. To do so, select the text and click on  icon in the Font group. You can choose the text colour by clicking on the down arrow on the icon.

Change Case: Word processor helps us to change the text case to capital letters or small letters. You can also capitalize each word in the sentence and capitalize the starting word of the sentence using **Change Case** under Font Group. To do so, after selecting the text you need to click the  icon in the Font group

Sentence Case: On selecting this option from the dropdown list, the first character in the first word of the selected sentence will be converted to Capital Letter (Uppercase).

Lowercase: On selecting this option from the dropdown list, the selected text will be converted to Small Letters (Lowercase).

UPPERCASE: On selecting this option from the dropdown list, the selected text will be converted to Capital Letters (UPPERCASE).

Capitalize Each Word: On selecting this option from the dropdown list, the first character in all the words of the selected sentence will be converted to Capital Letter (Uppercase).

tOGGLE cASE: On selecting this option from the dropdown list, the small letters in the selected text will be converted into capital letters and capital letters will be converted into small letters.

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Change font face
2.	Change font size
3.	Change font color
4.	Highlight text
5.	Change text case
6.	Reopen the document created in the previous exercise Newspaper_{your name}. Decorate the first page of your article using each one of the character formats you have learnt in this exercise. Take a printout of page 1 of the document and compare it with the printout taken in the previous session.

ASSESSMENT

Fill in the blanks:

1. After selecting the text you need to click the _____ in the Font group to make the font size larger than the current font size.
2. To remove the character formatting, select the text and click on _____ in the Font group.
3. On selecting _____, the first character in the first word of the selected sentence will be converted to Capital Letter.
4. On selecting _____, the first character in all the words of the selected sentence will be converted to Capital Letter.

SESSION 8: INSERT GRAPHICAL OBJECTS AND ILLUSTRATIONS

RELEVANT KNOWLEDGE

Often when you write a technical report, or a newsletter or even letter to friends, including some form of graphics makes the document more interesting!

In a technical report, you may want to incorporate a graph of corporate performance or a technical illustration. While in a newsletter or letter to family and friends, you enjoy sharing memorable events that are represented by photos or maybe even cartoons. The facility to blend these graphics into the document is part of the charm and power of every major word processing program.

But not only can we blend graphic images into our message, but Word, WordPerfect and OpenOffice also allow us to blend in other special features. These features are generally known as “objects”. These objects can be almost any form that can be generated as a computer file. Sounds, Music, drawings, documents spreadsheets, etc. are all examples of possible objects that you can include in a document, or link to a document.

Note: Embedding an object makes it part of the document while linking an object does not include the object file into the document files. Readers trying to access the linked object must also have direct access to the separate file that forms that object. That may mean they have to have access to your hard drive in order to see the linked object.

Most Word processors has support for inserting illustrations in the form of Clip Arts, Shapes, pictures, charts, etc.

Clip Art can help in making a document look colourful and presentable. Clip arts are pre-defined images available for use in documents. For example, if you would like to create a greeting card for your friend, you can use clip arts such as balloon, flowers, etc. along with text message.

You can use the clip art gallery built-in within the word processor; you can also download clipart from websites. Some of the websites that have free clip arts are:

- www.openclipart.org
- www.pdclipart.org
- www.clker.com
- www.freeclipartnow.com
- www.wpclipart.com

In this exercise, you will learn to use Clip Arts.

To insert a clip art in a document,

a) Open a new document in word processor

1. Click on the *Insert* tab on the *Ribbon*.
2. Click on the option *Clip Art* in the Illustrations group (Figure below).

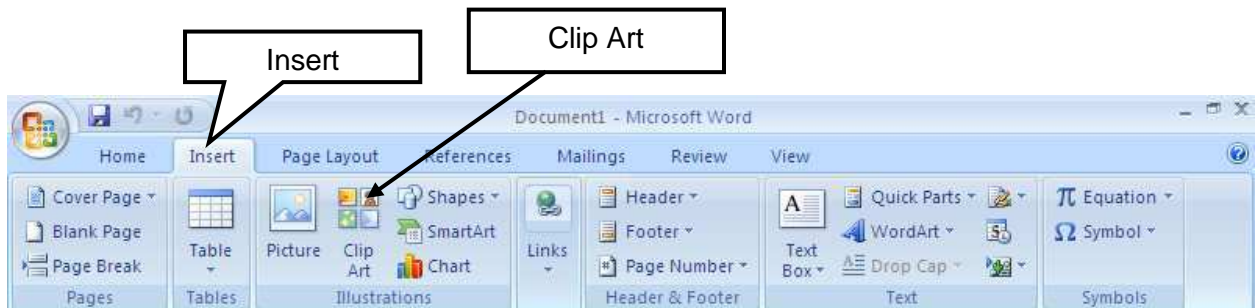


Figure 16

3. The Clip Art Task Pane appears. Enter the clipart category name in the search box and Click **Go**. For example, if you want to insert a logo, type *logo* in the search box and Click "Go".
4. Once you click Go (Figure 17), a window appears along with list of clip arts matching the search keyword (Figure 18).

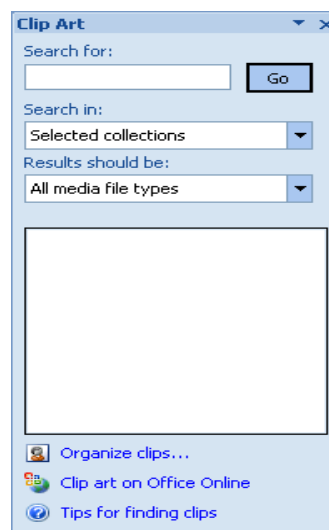


Figure 17

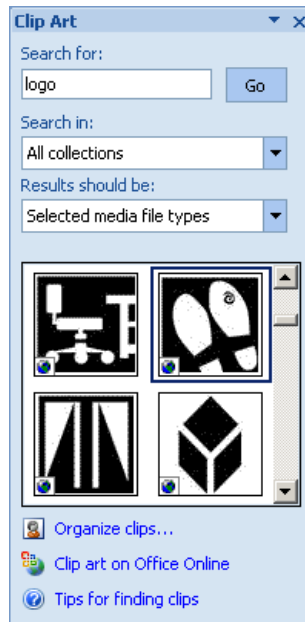


Figure 18

Select the clipart that you want to use, double-click on it and it will be inserted into your document. Sometimes, you may need clip arts that may not be available within the word processor application. In such cases, you can visit websites that offer clip arts such as OpenClipart.org.

Now, you will learn to download a clip art from a website and use it in your document.

b) To download a clip art from www.openclipart.org,

1. Open the web browser, Type www.openclipart.org in the address bar and press Enter

You can use the search box available on the website for viewing the list of clip arts to suit your needs. For example, Type **School Bag** in the search box and Click **Search**

You will be displayed with list of clip arts matching the keyword School bag, similar to the one below.



Figure 19

Now you can select the clip art you like, download it to your computer and insert it using the photo option in the word processor.

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Insert pictures and Clip art in a document
2.	Open a new document. Search for “Birthday Balloons” in Clip Art. Select one from what is made available and make a one page birthday card for a family member
3.	Download a few clip arts from the net and design a poster on Earth Day. In this exercise, you will only insert the appropriate pictures. You will insert relevant text in the next exercise.

ASSESSMENT

Fill in the blanks:

1. Embedding an object _____ the document while linking an object does _____ into the document files.
2. Readers trying to access the linked object must also have _____ file that forms that object.
3. Clip Art can help in making a document look _____ and _____.
4. Clip Art is available under _____ Illustrations group in Insert Tab

Answer the following:

1. List any two websites that offers free clip arts.
2. What are Objects in a Word processing software?

SESSION 9: TEXT WRAPPING

RELEVANT KNOWLEDGE

You have learnt to insert graphics and illustrations in the last exercise. How do you want the text to fit to the picture? Do you want a graphics to stand alone with text above it and below it? Do you want the text to be along one side of the graphics? Do you want to have the text message split so that part of the text is on the left side and then continue on the right side of the graphics? Do you want the text to run right across the graphics? All these options are possible depending on the text wrap options you choose.

What if the graphic image is too large, or too small? This is a problem you may face when placing graphic images into a document. In all word processing software, if you select the image (left mouse click on it) control handles will appear on the sides and on the corners of the graphics. When you place your mouse on these handles, the cursor changes to a double headed arrow and you can click and drag the handle in or out to decrease or increase the size of the picture. In this exercise, you will learn to use text wrapping.

Open a new word document and type the following:

Apache OpenOffice Writer is the word processor component of the OpenOffice package. It is free and is available for a variety of Operating Systems including Windows, Linux, FreeBSD and Solaris. It is capable of opening and saving documents in a variety of formats.

You can either include a screenshot of the OpenOffice Writer or search for a picture in your computer.

To take a screen shot, simultaneously press <Shift> and <Print Screen> keys. Place the cursor on the right of the text and simultaneously press <Ctrl> and <V> keys.

To search for a picture, place the cursor before the text, click **Insert** Tab, and click **Picture** under Illustrations. Browse for the picture and click **Insert**.

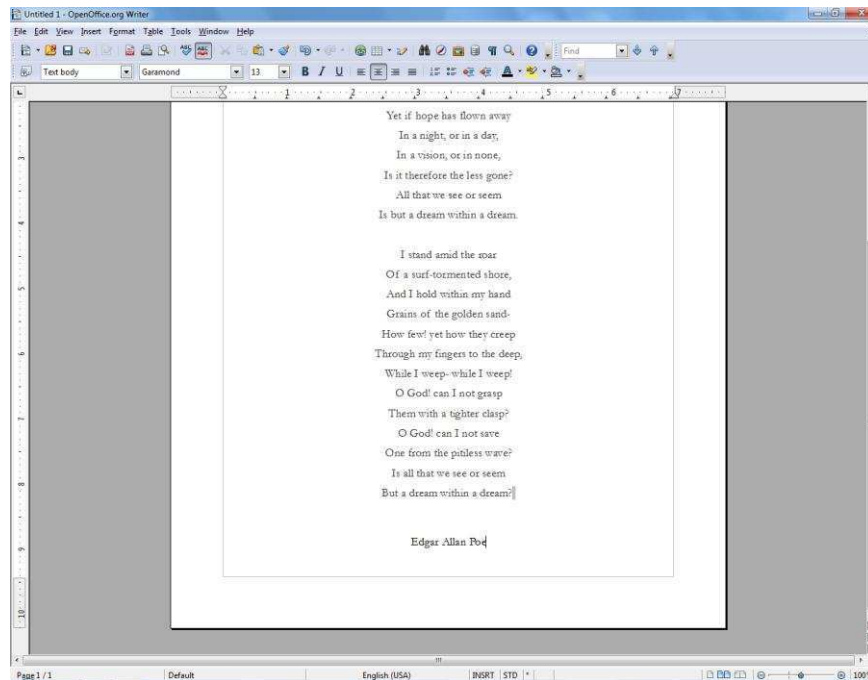


Figure 20

- Once you have inserted the picture, you can wrap the text by using the **Wrap Text** option under **Text** section of the **Insert** Tab after double-clicking on the picture (Figure below). If you are working on Word, select the picture then select the **Text Wrapping** dropdown arrow in the **Arrange** group under the **Format** tab.

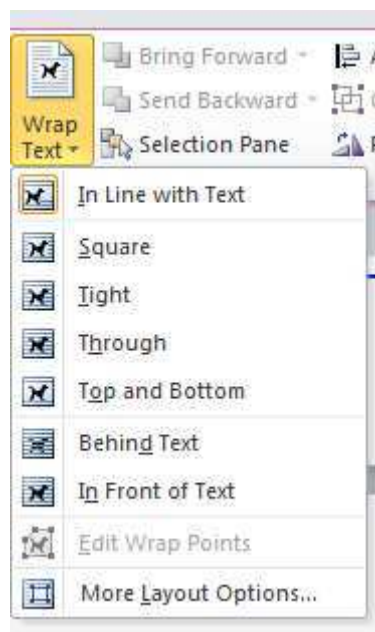


Figure 21

Now try selecting different Wrap Text options such as **Square**, **Tight**, **Through**, etc. and observe the changes made to the wrapping. A screen shot when the **Square** option was used is shown below:

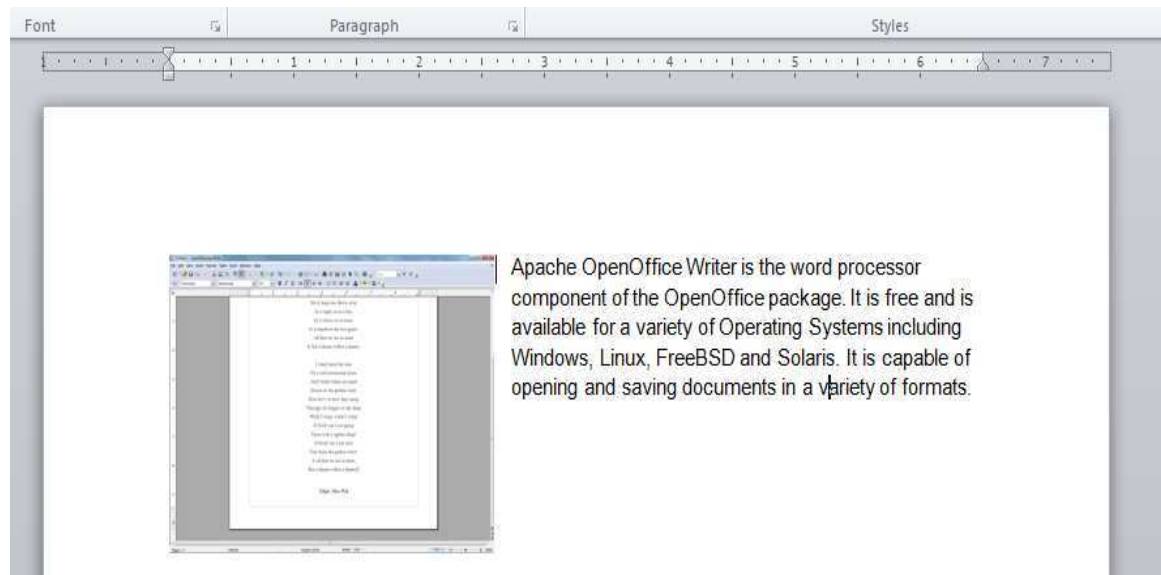


Figure 22

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Wrap text around a picture
2.	Reopen the document you had created in Exercise 1, Gandhiji_{your Name}. Search for an appropriate picture of Gandhiji and try all the Text wrapping options. Select the one you feel suits the best and take a printout of your modified article. Save your document with a different name Gandhiji2_{your Name}.

ASSESSMENT

Fill in the blanks:

- To search for a picture, place the cursor _____ the text, click **Insert** Tab, and click _____ under Illustrations.
- After you have inserted the picture, you can wrap the text by using the _____ option.

Answer the following:

- List any three word wrapping options available in a word processing software.

SESSION 10: INSERTING OBJECTS

RELEVANT KNOWLEDGE

In addition to graphic images, to add a personal touch to a special message or to illustrate a special feature, you may want to embed sound files or maybe even actual files from other software applications in your document. For example, you can insert a PDF file or a spread sheet within the word processor.

In this exercise, you will learn about inserting objects in a document.

To insert an object,

- Open a new word document
- Select Insert Tab
- Click Object under Text section. A dialog box will be displayed, as shown in figure 23.

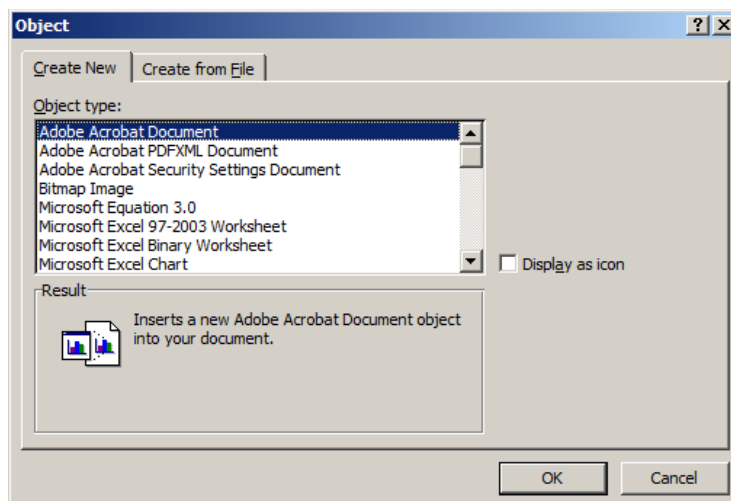


Figure 23

- Select **Create from File** Tab
- Click **Browse** and select a file such as a spread sheet or a PDF document that is available on your computer, Click **Open** and Click **OK**
- Notice the document is available embedded within your word document.

Note: If you would like to edit the embedded document, double-click on it. It will automatically open it for editing using respective application.

Now try inserting different types of document using the procedure mentioned above.

Note:

1. The embedded objects cannot be printed.

2. The person opening your document must have the relevant software loaded on their computer to operate the embedded file.
3. If you embed an object, the size of your document increases significantly and this may cause problems in emailing the document as an attachment.
4. If you link an object, the person opening that document must have a direct connection to the original file location of the object.

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Insert objects in the text

ASSESSMENT

Fill in the blanks:

1. To open an embedded document, _____ it.
2. Embedded objects _____ be printed.
3. When you embed objects in a document, you may have trouble emailing it because _____.

SESSION 11: INSERT SHAPES, SYMBOLS AND SPECIAL CHARACTERS

RELEVANT KNOWLEDGE

You can insert objects that have different shapes such as lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts using the shape option.

In this exercise, you will learn to work with shapes in a word document.

To work with shapes, open a new document in word processor,

1. Click on the **Insert** tab on the **Ribbon**.
2. Click on the option **Shapes** in the **Illustrations** group, as shown in figure 24.

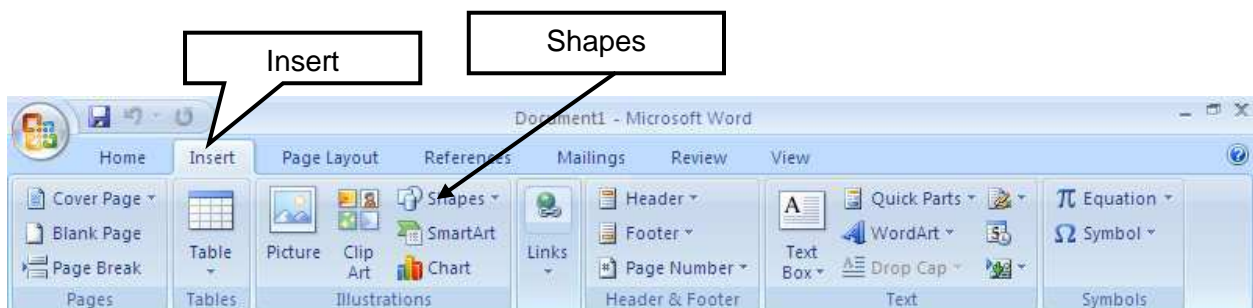


Figure 24

3. Once you click the Shapes option a dropdown list with pre-defined shape such as box, circle, etc. appears.
4. You can select the shape from the list of shapes available and draw the shape by dragging the mouse with the left button clicked. For example, if you would like to insert a square, select the box shaped item from the list, click and drag the shape to draw a square.

Now try inserting other shapes from the list available and work with them by changing colors or adding content inside them.

In some cases, you may need to insert special characters or symbols in documents such as currency sign of a different country, copyright or trademark symbols, etc. In this exercise, you will learn to insert symbols or special characters.

To work with symbols or special characters, open a new document in word processor.

1. Click on the **Insert** tab on the **Ribbon**.
2. Click on the option **Symbol** in the **Symbols** group, as shown in figure 25.

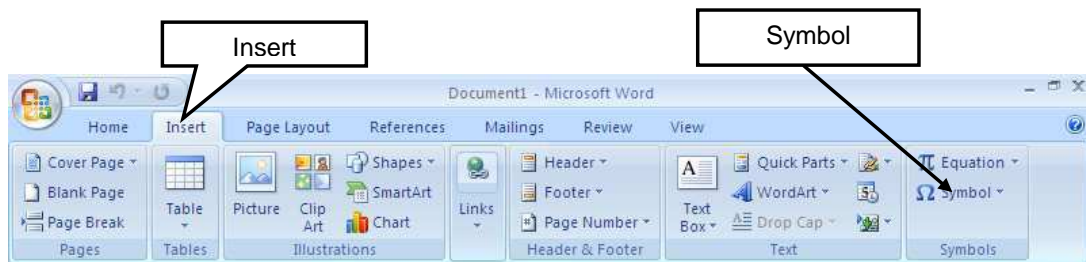


Figure 25

3. A dropdown list appears (figure 26).



Figure 26

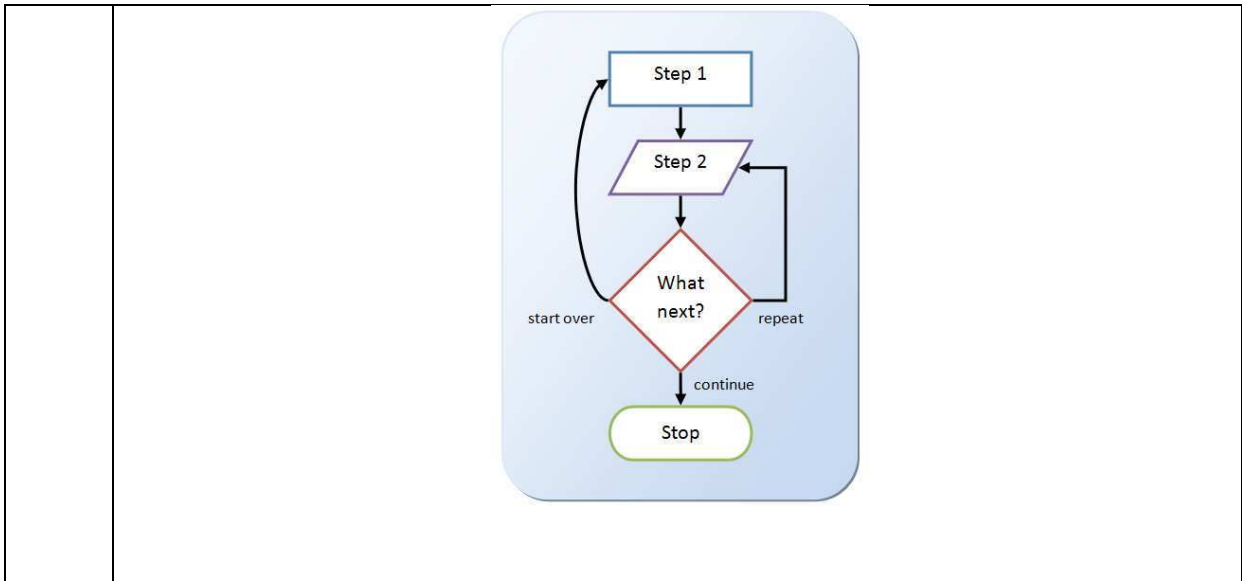
Select a symbol from the list and double-click on to insert the symbol into the document.

If you would like to view more symbols and special characters for inserting into a document, click on the **More Symbols...** option in the **Symbols** Dropdown list.

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Use different shapes, symbols and special characters in a document.
2.	Create a two page brochure for Nainital or any other tourist spot near your town. The brochure must include pictures. Wrap the text around the pictures. It must also include a places to see, hotels to stay in and details of how to reach the place.
3.	Open a new document. Create the basic flowchart diagram as shown below



ASSESSMENT

Fill in the blanks:

1. You can insert lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts using the _____ option.
2. Symbol option is available under _____ group in the Insert tab.