



Shri. A V Dhammanagi Vision Foundation ®

KALPAVRUKSHA MODEL SCHOOL

SUBJECT : INFORMATION TECHNOLOGY (402)

TOPIC : Digital Documentation

CLASS : IX

PART 1

Online resources

VIDEO CODE : KMSSCIIX01

Alankar Nagar, Murgod Road, Bailhongal - 591102

E-mail: kalpavrukshamodelschool@rediffmail.com website: www.kmsedu.in

We will Learn



- Document
- Documentation
- Word Processing and Word processor
- Difference between Word processor and Typewriter
- Features of Word processor

Digital Documentation

Digital : Electronic

Document : A paper something written on it.

Ex: letters, notices, reports and books etc.

Documentation: The process of preparing a document.

Digital Documentation: Any document which is created with the help of any application or software.

Word Processing and Word Processor

Word Processing

- Word processing is the use of computer software to enter, edit, format, store, retrieve and print the document.

Word Processor

- Word processor is a computer application used for production of printable material.
- **Ex:** MS-Word, Libre Office Writer, Google Docs, Open office writer etc.

Typewriter



- A typewriter is a mechanical machine for typing characters.
- Typically, a typewriter has an array of keys, and each one causes a different single character to be produced on paper by striking an inked ribbon selectively against the paper with a type element.

Difference between Word processor and Typewriter

Word Processor

- You can save the document.
- You can make the changes without retyping the entire document.
- It is easy to insert a word or sentence in the middle of a document.
- Multiple copies can be created.

Typewriter

- You can't save or backup the document.
- You can't make changes or correct the mistakes.
- It is difficult to insert a word or sentence in the middle of a document.
- Multiple copies cannot be created.

Features of Word processor

- Create, edit, save, retrieve and print the document.
- Select and move the text from one place to another in the document.
- Copy the text to other places within the document.
- Move or copy a selected text from one document to another document.
- Check the font style, size of the text in the document.
- check spelling and grammar.
- Create table, modify the size of the selected rows, columns or cells.
- Combine one or more documents.
- Insert pictures or graphs within the document.



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PART 2

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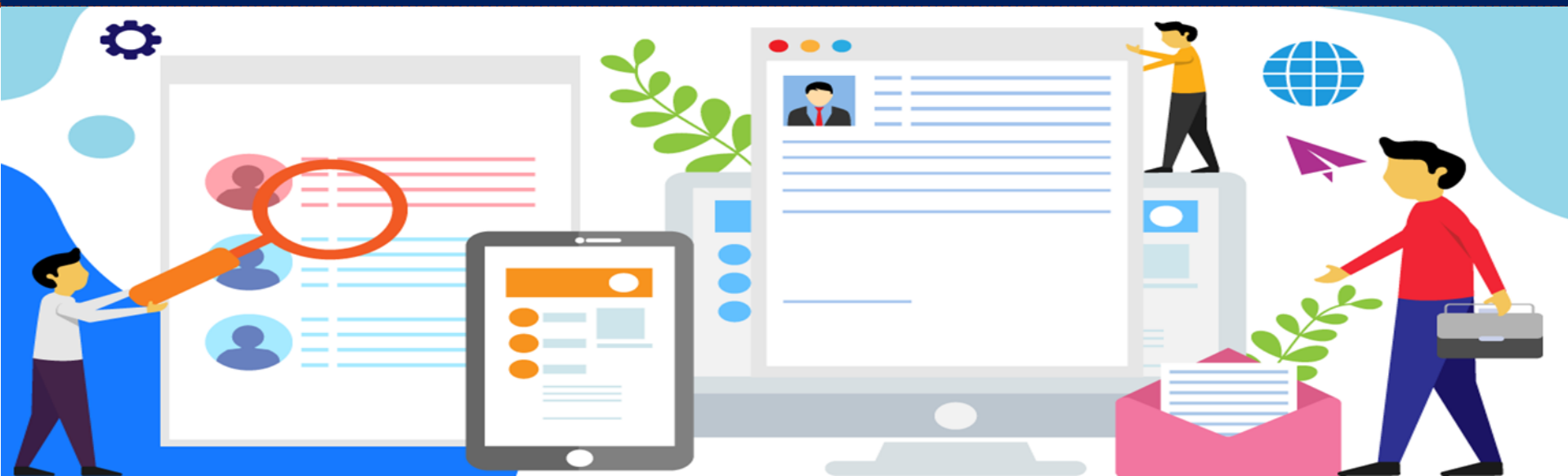
VIDEO CODE : KMSSCIIX02

Alankar Nagar, Murgod Road, Bailhongal - 591102

E-mail: kalpavrukshamodelschool@rediffmail.com

website: www.kmsedu.in

We will Learn



- Microsoft Office Word
- Elements of the MS Word

Microsoft Office Word

Microsoft Office Word 2007, 2010, 2013, 2016 etc. allows you to create and edit personal and business documents, such as letters, reports, invoices and books. By default, documents saved in Word are saved with the **.docx** extension.

Microsoft Word can be used for the following purposes:

- To create business documents having various graphics including pictures, charts, and diagrams.
- To store and reuse readymade content and formatted elements such as cover pages and templates.
- To create letters and letterheads for personal and business purpose.
- To design different documents such as resumes or invitation cards etc.

Word – Getting Started

Step 1: Click the **Start** button.



Start Button

Step 2: Click the **All Programs** option from the menu.



All Programs

Step 3: Search for **Microsoft Office** from the submenu and click it.

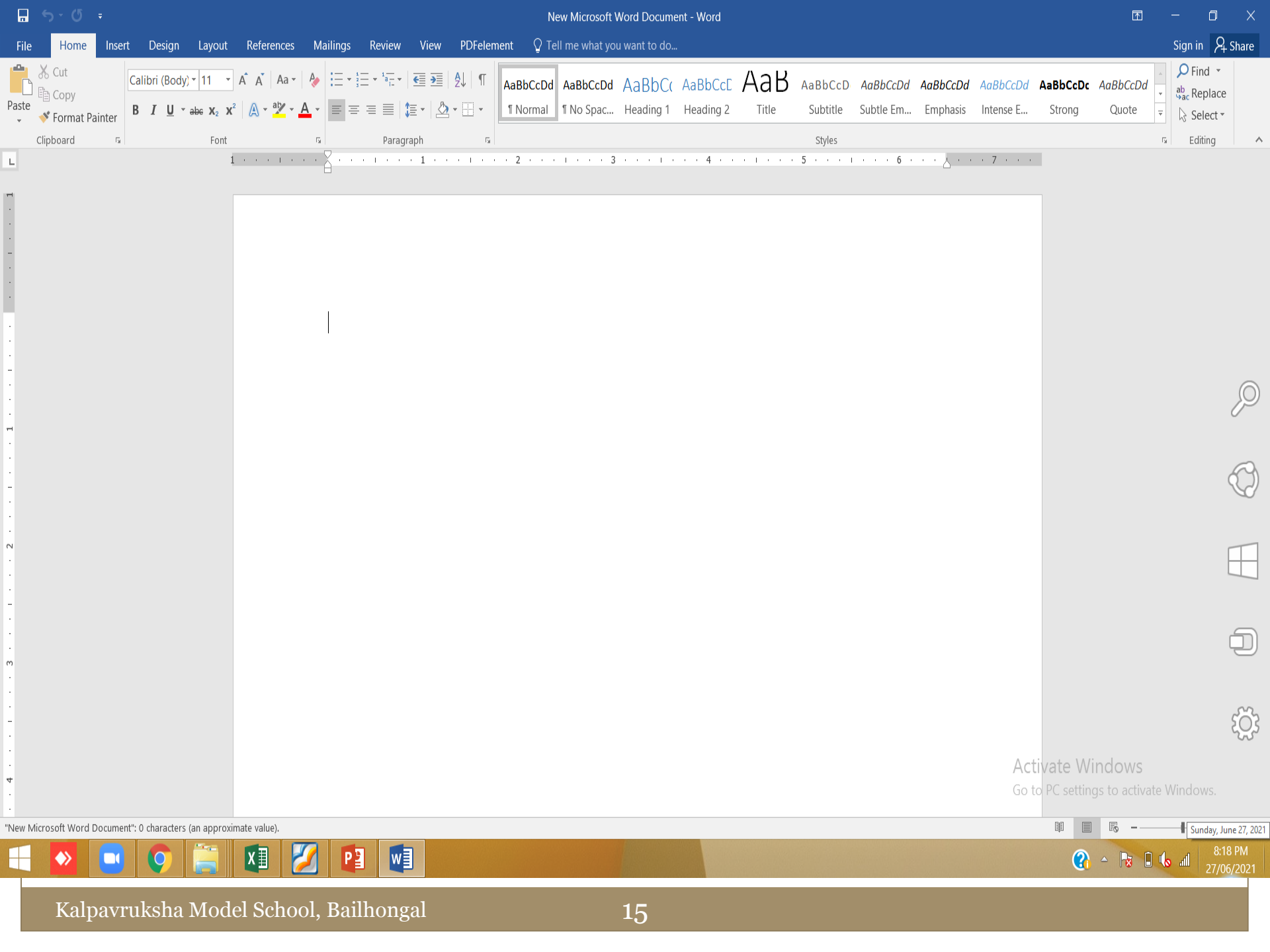


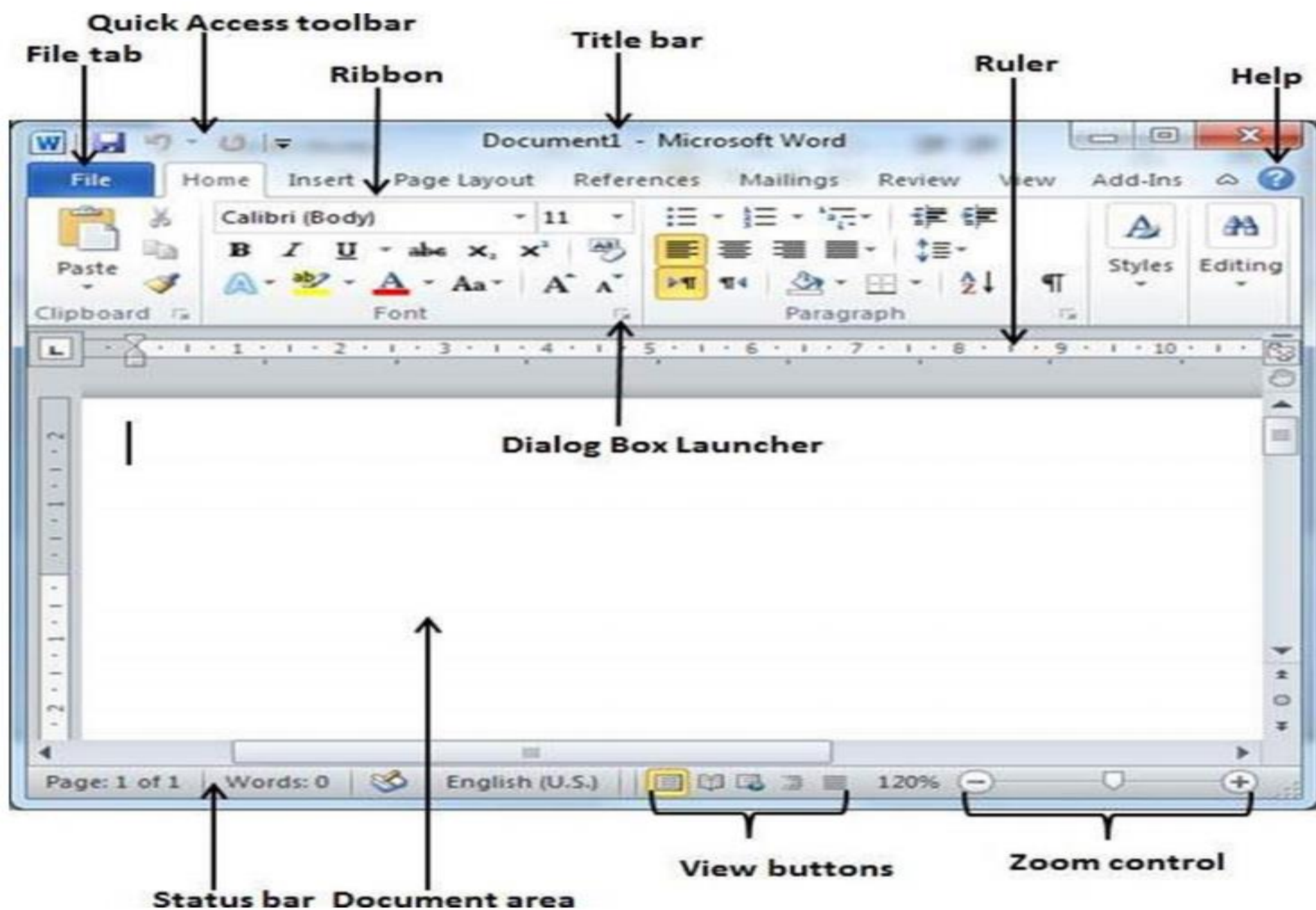
Microsoft Office

Step 4: Search for **Microsoft Word 2010** from the submenu and click it.



Microsoft Word 2010





Microsoft Office Word

File Tab:

You can click it to check the Backstage view. This is where you come when you need to open or save files, create new documents, print a document, and do other file-related operations.

Quick Access Toolbar:

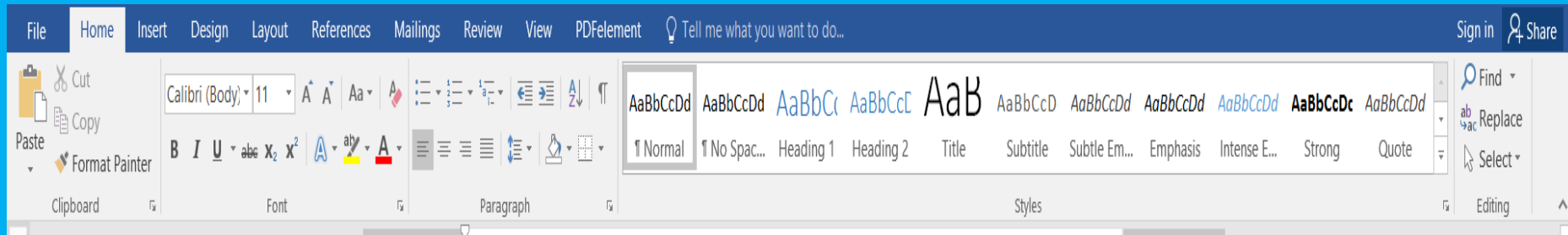
This you will find just above the File tab. This is a convenient resting place for the most-frequently used commands in Word. You can customize this toolbar based on your comfort.

Title bar:

This lies in the middle and at the top of the window. Title bar shows the program and document titles.

Microsoft Office Word

Ribbon:



Ribbon contains commands organized in three components:

- **Tabs:** These appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are examples of ribbon tabs.
- **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment, etc.
- **Commands:** Commands appear within each group as mentioned above.

Microsoft Office Word

Ruler:

Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just below the Ribbon and is used to set margins and tab stops. The vertical ruler appears on the left edge of the Word window and is used to set the vertical position of elements on the page.

Help:

The Help Icon can be used to get word related help anytime you like. This provides nice tutorial on various subjects related to word.

Zoom Control:

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out; you can click the + buttons to increase and - button decrease the zoom factor.

Microsoft Office Word

Document Area:

This is the area where you type. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.

Status Bar:

This displays the document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language, etc.

You can configure the status bar by right-clicking anywhere on it and by selecting or deselecting options from the provided list.

Dialog Box Launcher:

This appears as very small arrow in the lower-right corner of many groups on the Ribbon.

Clicking this button opens a dialog box or task pane that provides more options about the group.

Microsoft Office Word

View Buttons:

The group of five buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch through the Word's various document views.

- Print Layout view: This displays pages exactly as they will appear when printed.
- Full Screen Reading view: This gives a full screen view of the document.
- Web Layout view: This shows how a document appears when viewed by a Web browser, such as Internet Explorer.
- Outline view: This lets you work with outlines established using Word's standard heading styles.
- Draft view: This formats text as it appears on the printed page with a few exceptions. For example, headers and footers aren't shown. Most people prefer this mode.



Thank
you!!!

Prepared By: Mahboobi Sayyad

Verified By: Fairoz Sayyad (HOD Computer Science)