



Notes

Class: IX

Sub: Information Technology

Date: 05.07.2021

Topic: Digital Documentation

Digital Documentation

Inserting the Blank Page: To add/insert a **blank page** into your **Word** document, place the cursor where you want the new/blank **page**.

- Click on **Insert tab > Pages group>Blank Page**.
- The **blank page** opens, ready for whatever you want to **add**.

Entering the text:

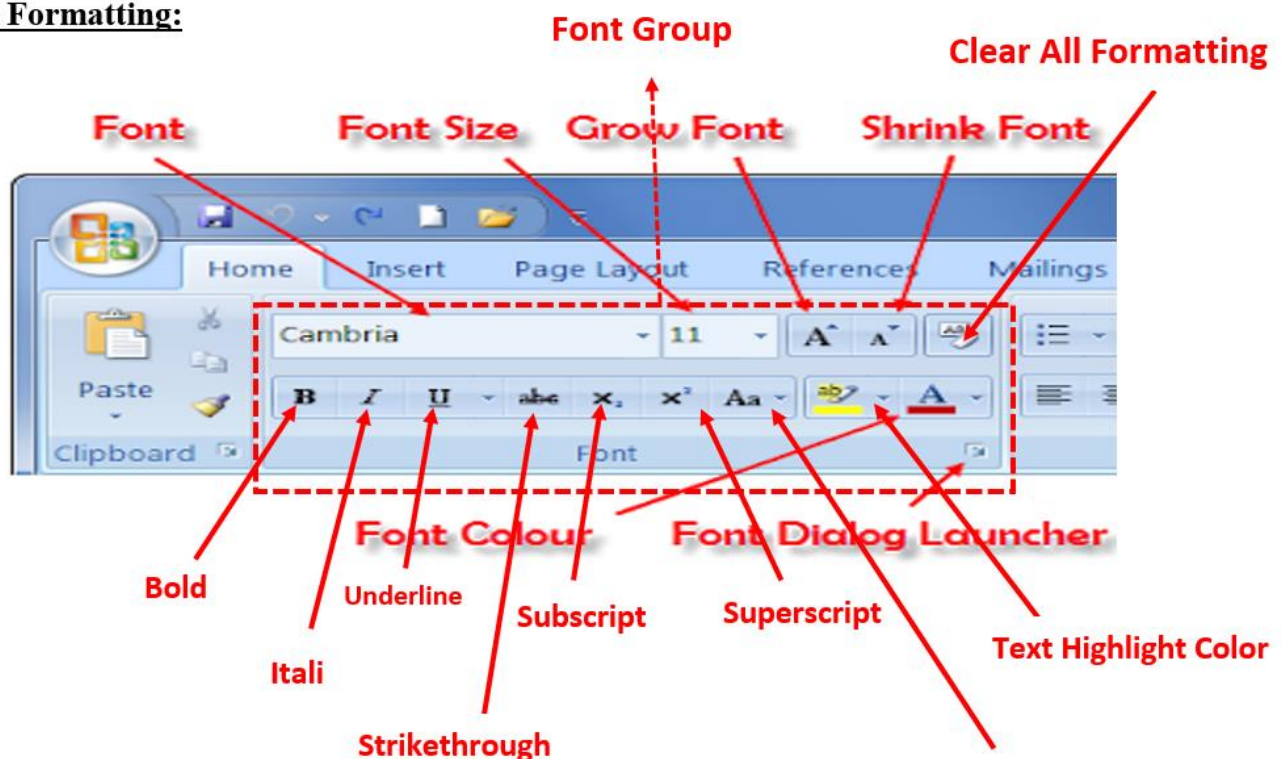
Document Area: Document area is the area where you type your text.

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

The following are the two important points that will help you while typing:

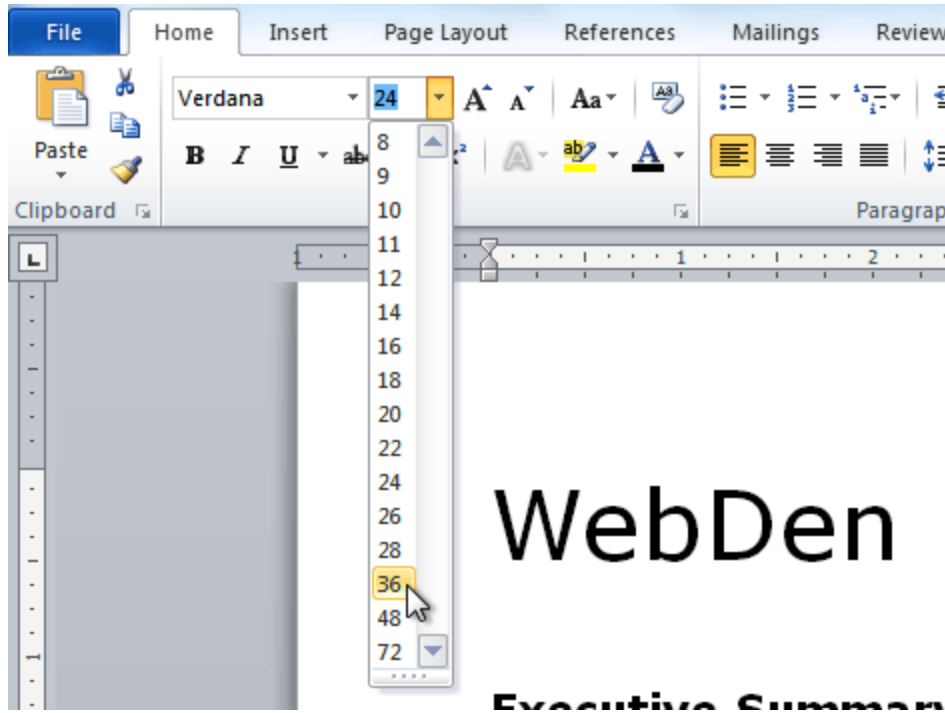
- You do not need to press Enter to start a new line. As the insertion point reaches the end of the line, Word automatically starts a new one. You will need to press Enter, to add a new paragraph.
- When you want to add more than one space between words, use the Tab key instead of the spacebar. This way you can properly align text by using the proportional fonts.

Text Formatting:

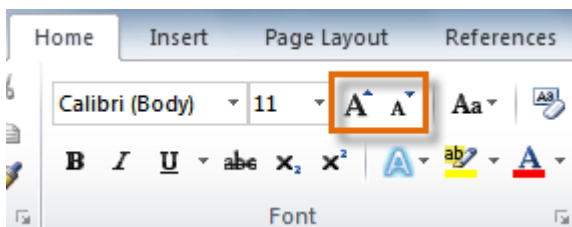


To change the font size:

1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears.
3. Select the desired font size from the menu. Alternatively, you can type the value you want and then press **Enter** on your keyboard.

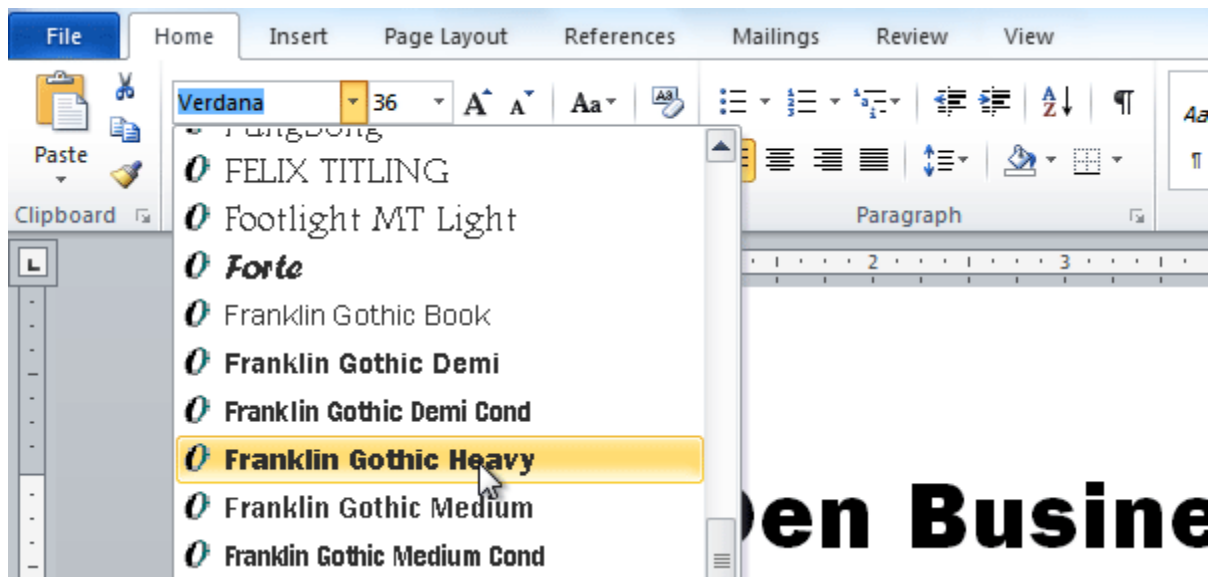


You can also use the **Grow Font** and **Shrink Font** commands to change the size.



To change the font:

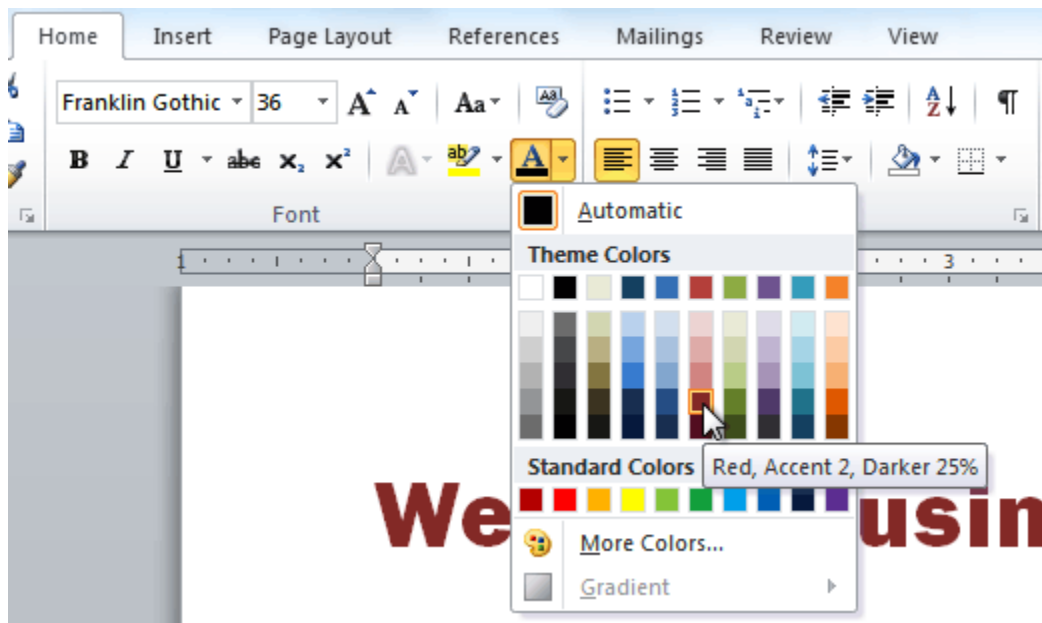
1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font** box on the **Home** tab. The **Font** drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.



4. Select the font you want to use. The font will change in the document.

To change the font color:

1. Select the text you want to modify.
2. Click the **Font Color** drop-down arrow on the **Home** tab. The **Font Color** menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.

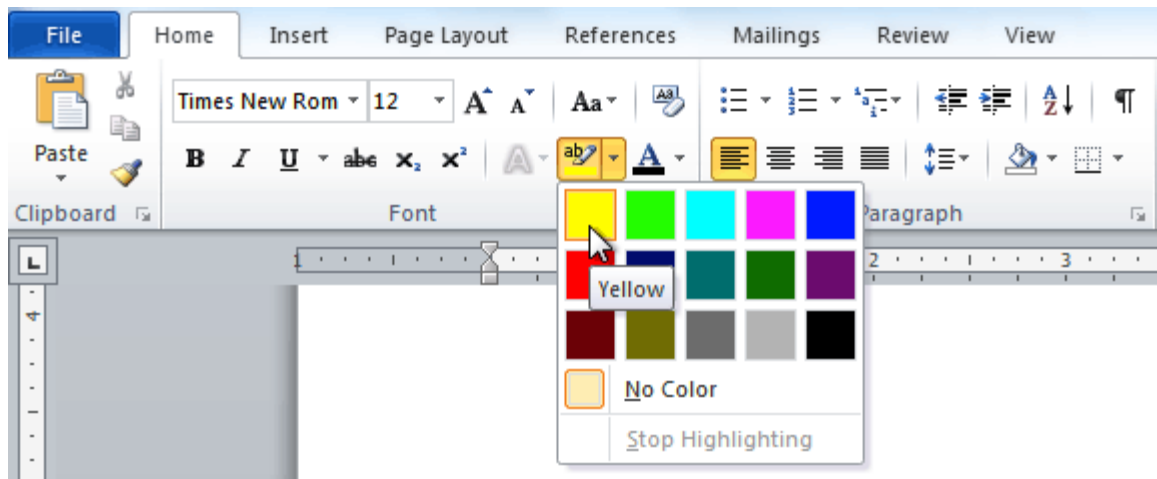


4. Select the font color you want to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialog box. Choose the color you want, then click OK.

To highlight text:

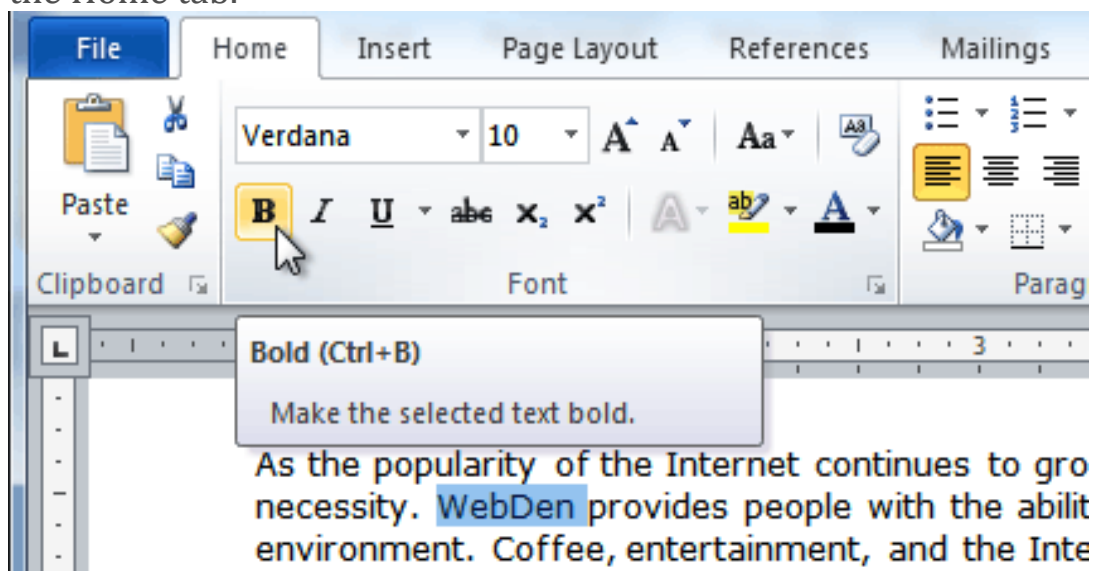
1. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



2. Select the desired highlight color.
3. Select the text you want to modify. It will then be highlighted.
4. To switch back to the normal cursor, click the **Text Highlight Color** command.

To use the bold, italic, and underline commands:

1. Select the text you want to modify.
2. Click the **Bold**, *Italic*, or Underline command in the **Font** group on the Home tab.



To change text case: There are five change case. They are as follows.

- a. Sentence case
- b. Lowercase case
- c. Upper case
- d. Capitalize each word
- e. Toggle case.

Following are the steps to apply change case to the selected text.

1. Select the text you want to modify.
2. Click the **Change Case** command in the **Font** group on the Home tab.
3. Select the desired case option from the list.

