KALPAVRUKSHA MODEL SCHOOL

Notes

Class: IX   **Sub: Information Technology**   **Date:**

05.07.2021   **Topic: Digital Documentation**

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 Processor
➢ Word processing is the use of computer software to enter, edit, format, store, retrieve and print the document.	➢ 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	Typewriter
- You can save the document.	- You can't save or backup the document.
- You can make the changes without retyping the entire document.	- You can't make changes or correct the mistakes.
- It is easy to insert a word or sentence in the middle of a document.	- It is difficult to insert a word or sentence in the middle of a document.
- Multiple copies can be created.	- 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.

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, emails 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 sidebars.

➢ To create letters and letterheads for personal and business purpose.

➢ To design different documents such as resumes or invitation cards etc.

➢ To create a range of correspondence from a simple office memo to legal copies and reference documents.

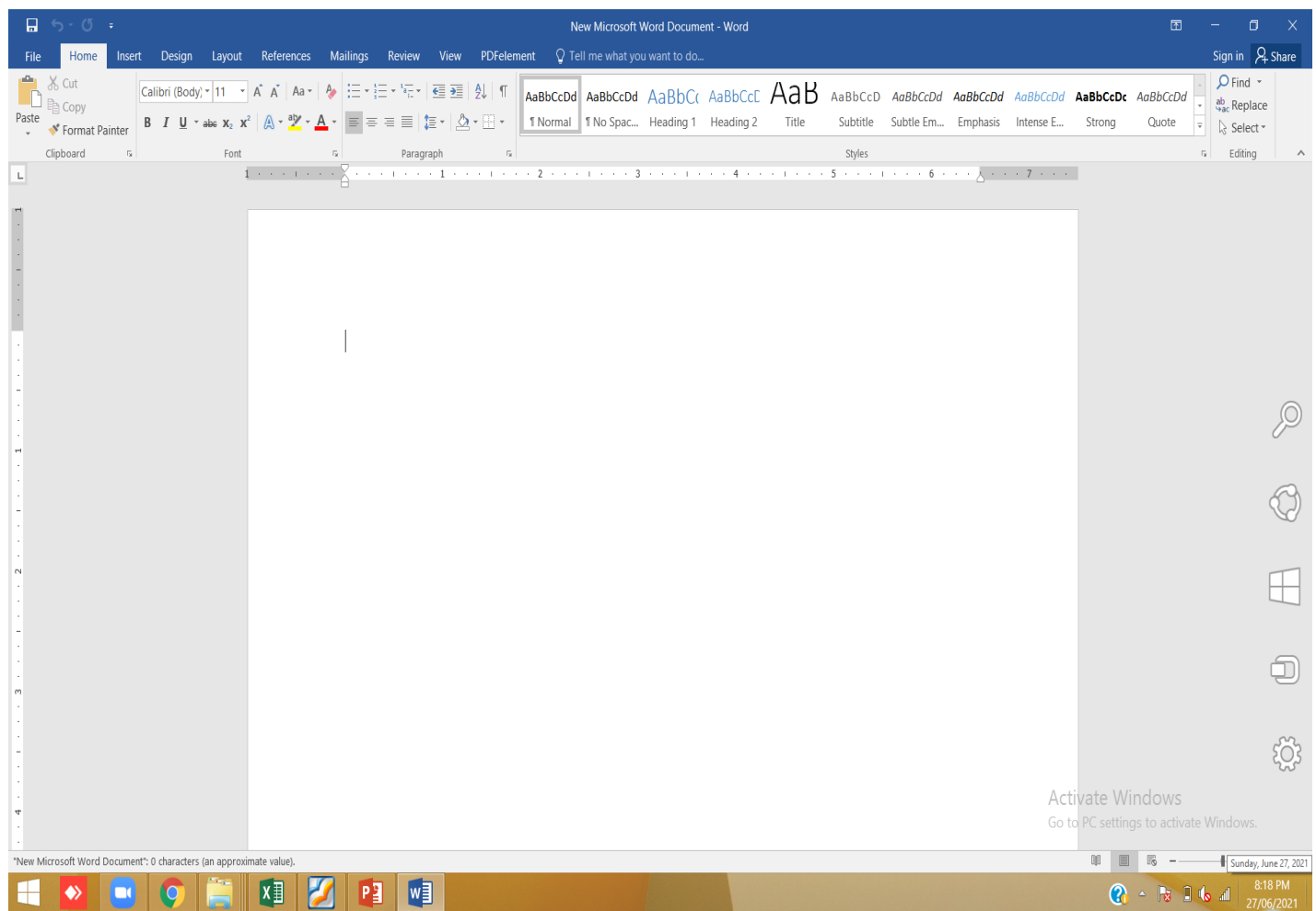➢ **Word — Getting Started :** To open a new MS Word document:

Step1: Click the **Start** button.

Step 2: Click the **All Programs** option from the menu.
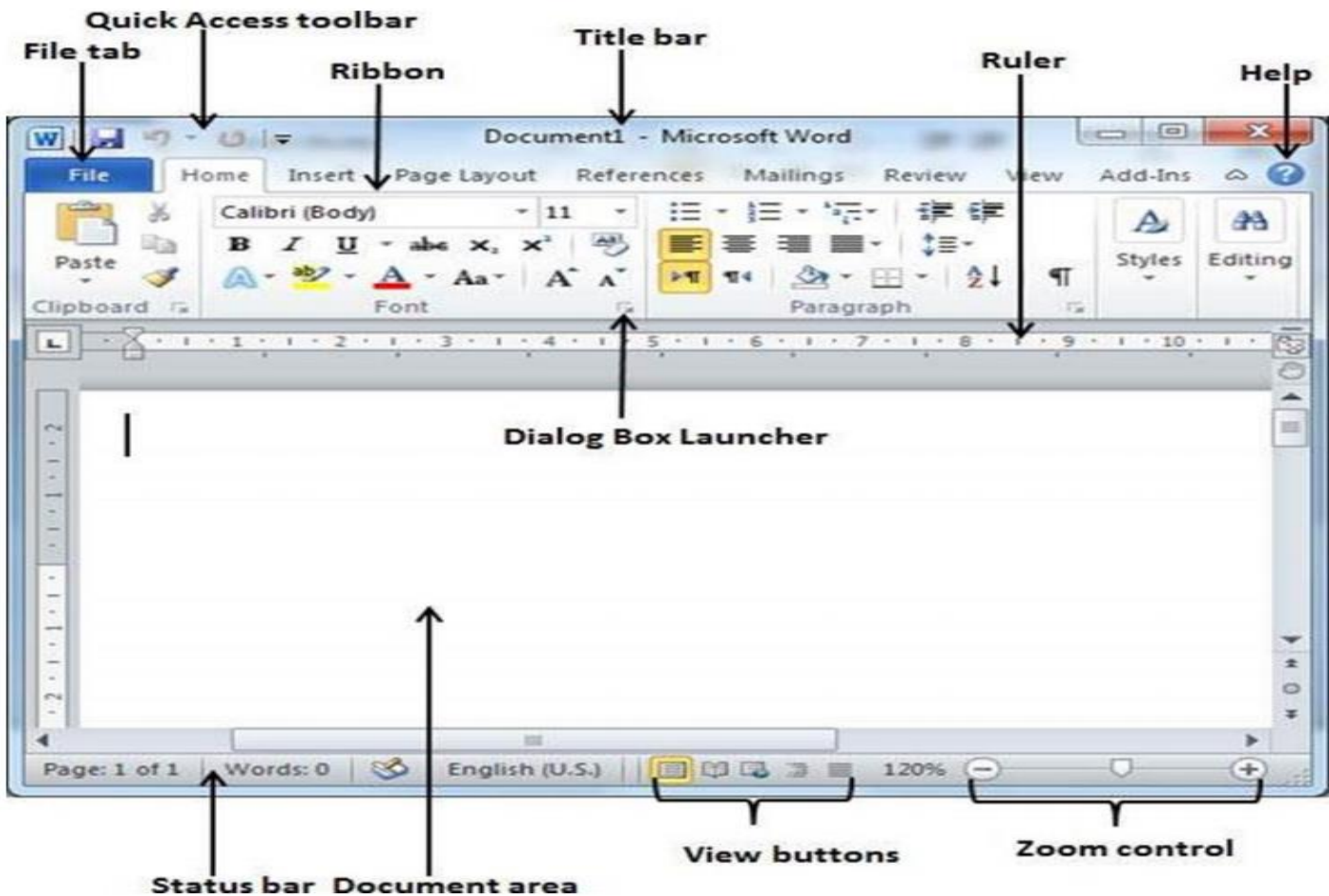
Step 3: Search for **Microsoft Office** from the submenu and click it

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

When you open MS Word document it looks like as follows

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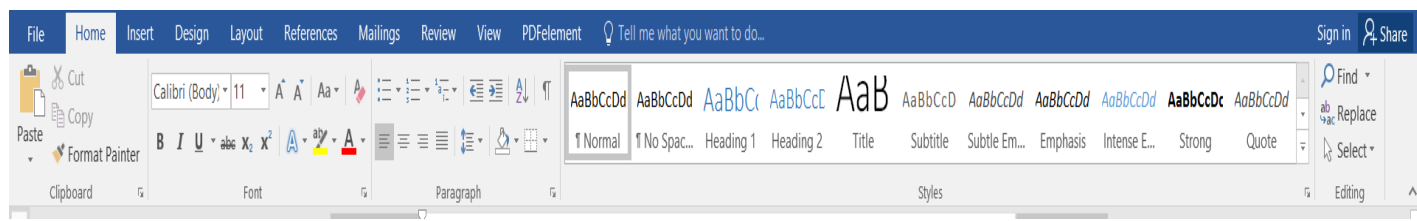
Quick Access Toolbar:
This you will find just above the File tab. This is a convenient resting place for the most-frequently used commands in Word. You can customize this toolbar based on your comfort.

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

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.

Ruler:
Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just beneath 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 gauge 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 or decrease the zoom factor.

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.
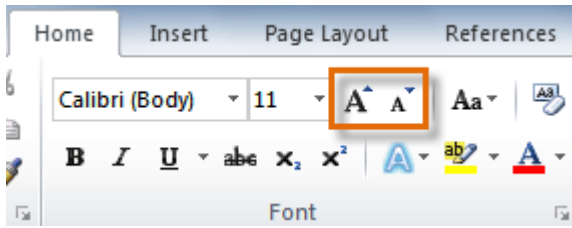
Text Formatting:
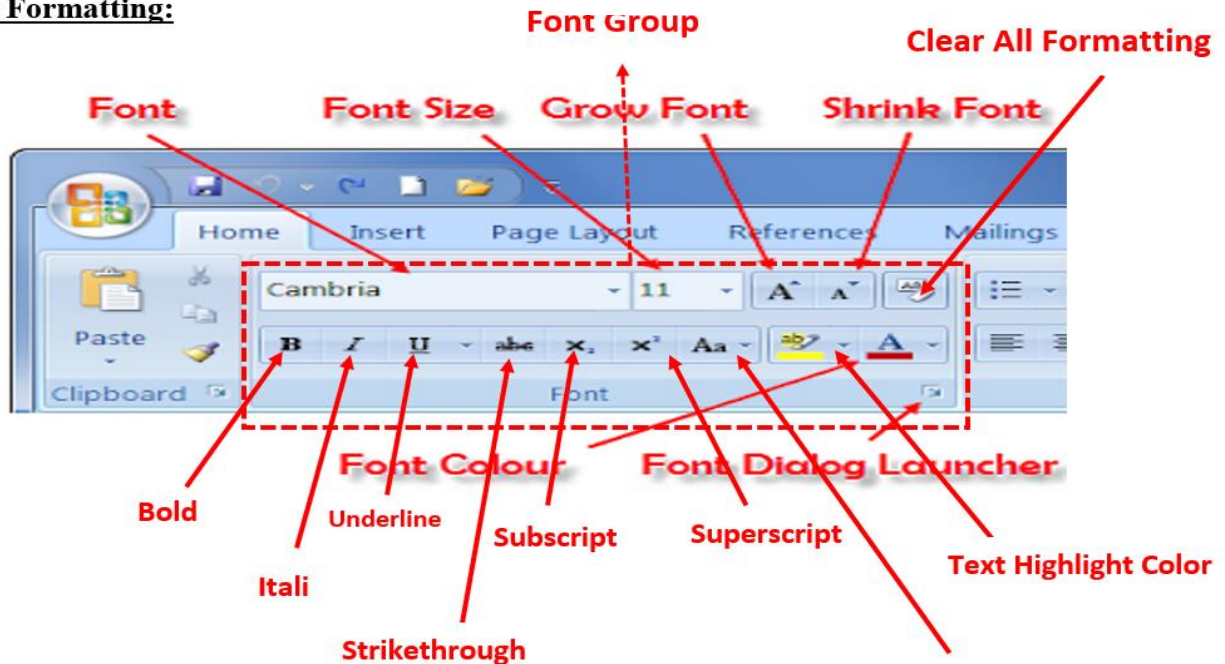
To change the font size:

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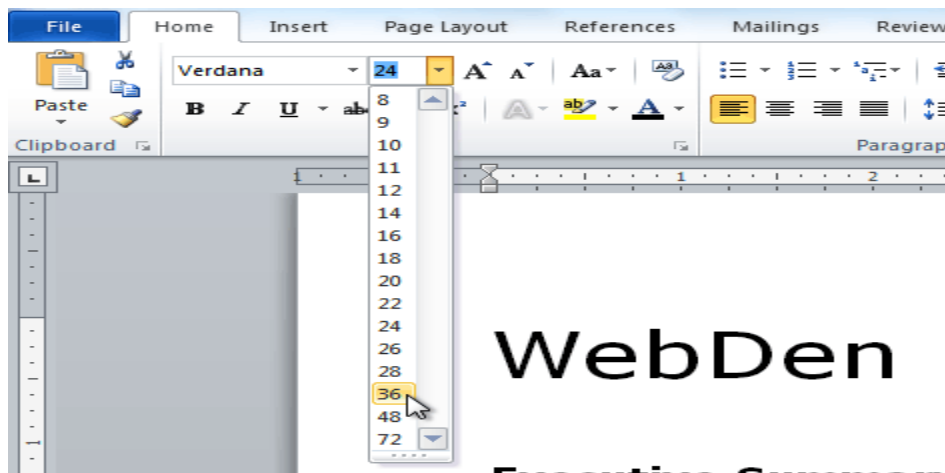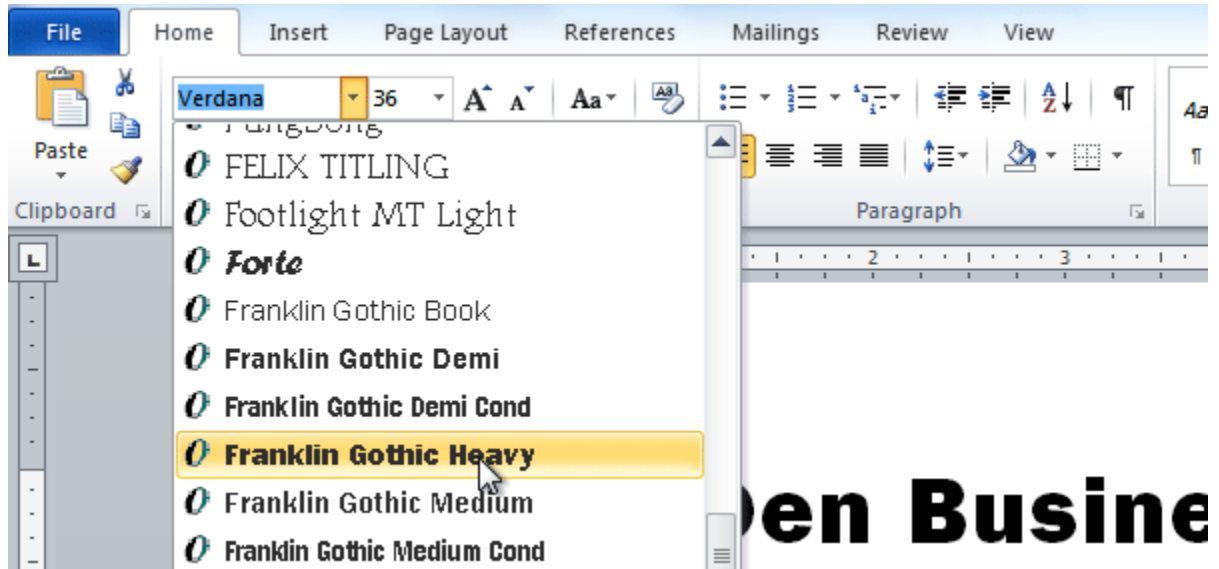
You can also use the **Grow Font** and **Shrink Font** commands to change the size.
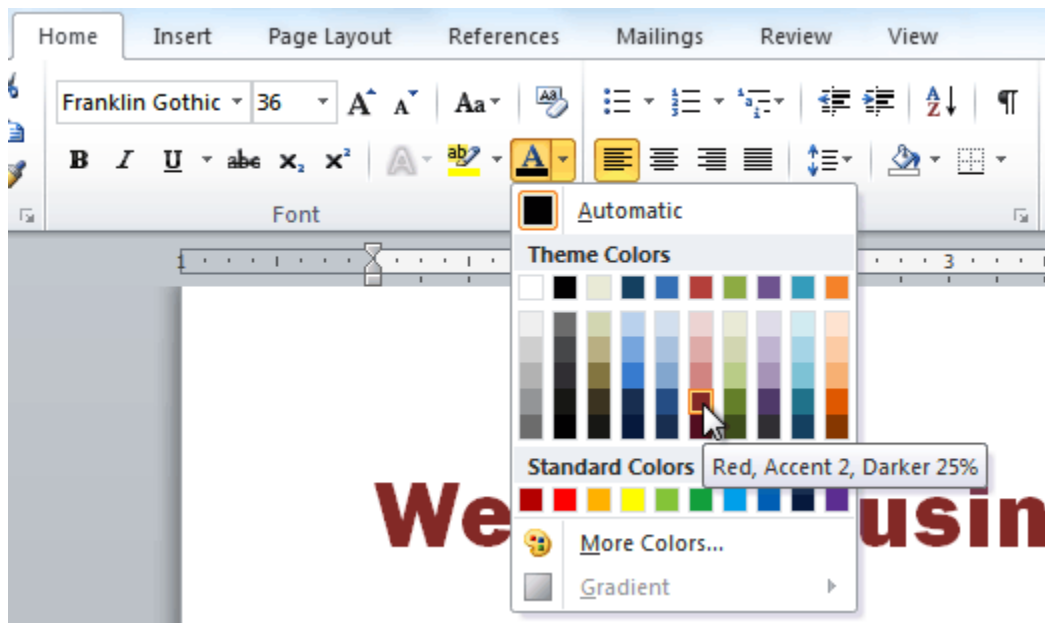
To change the font:

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.
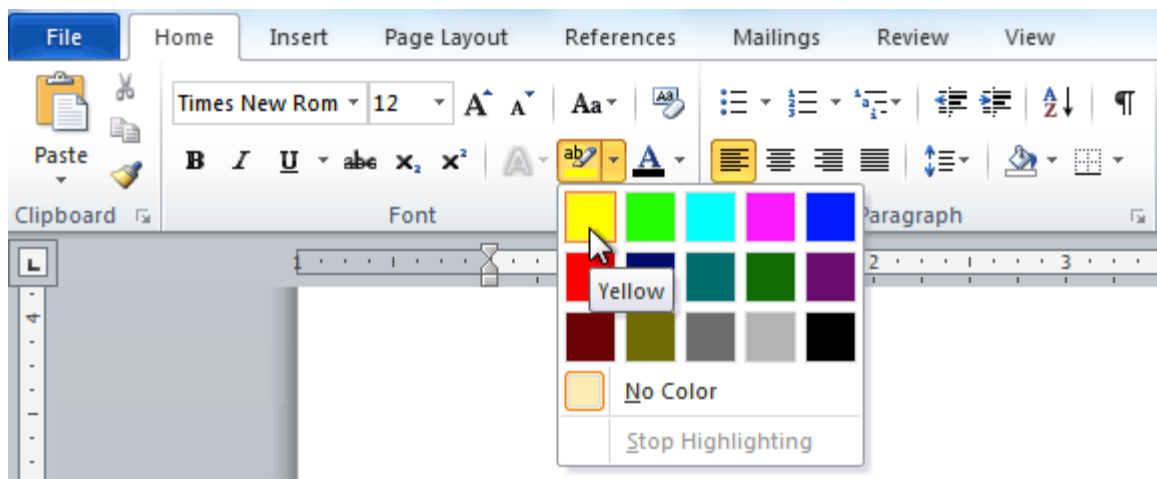
2. Select the desired highlight color.

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 <u>Underline</u> command in the **Font** group on the Home tab.
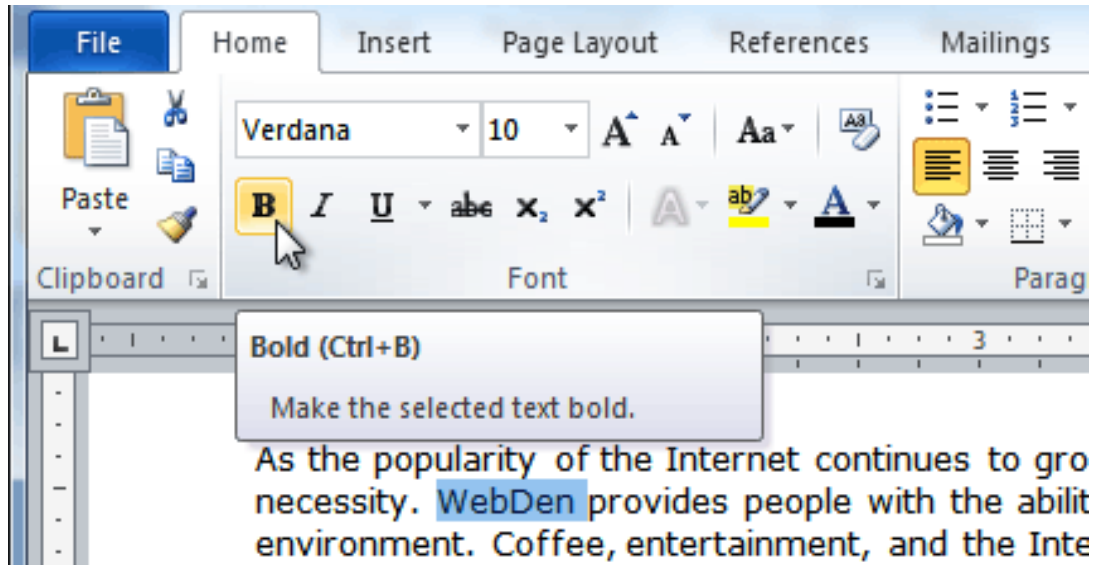
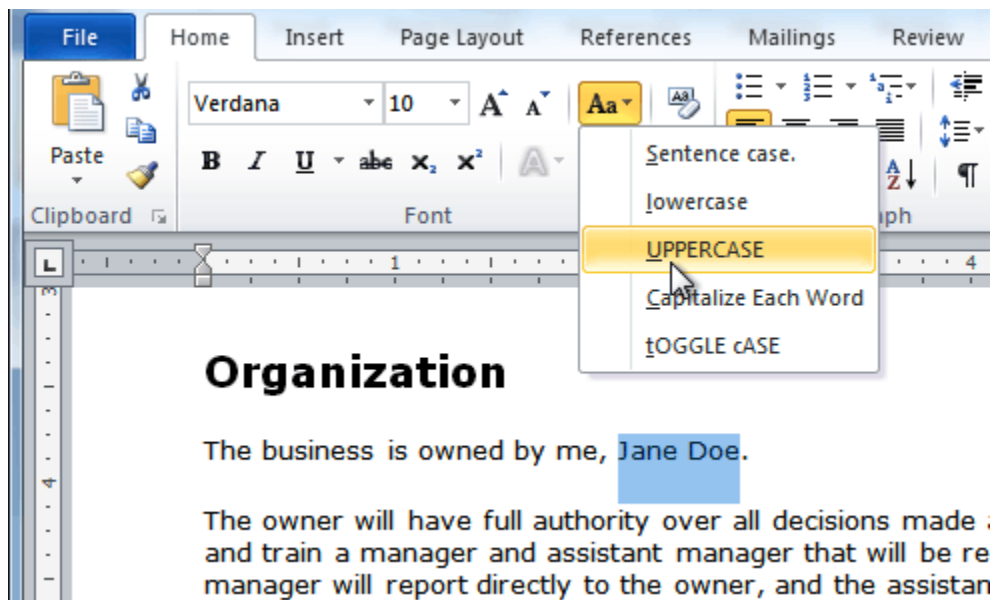## To change text case: There are five change case. They are as follows.

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.

Move Around

i. **Moving with Mouse:**
➤ You can easily move the insertion point by clicking in your text anywhere on the screen. There may be instances when a document is big and you cannot see a place where you want to move.
➤ You can scroll through your document by rolling your mouse wheel, which is equivalent clicking the up-arrow or down-arrow buttons in the scroll bar.

ii. **Moving with Scroll Bars:**
➤ There are two scroll bars: one for moving vertically within the document, and one for moving horizontally. Using the vertical scroll bar, you may:
• Move upward by one line by clicking the upward-pointing scroll arrow.
• Move downward by one line by clicking the downward-pointing scroll arrow.

iii. Moving with Keyboard

The following keyboard commands, used for moving around your document, also move the insertion point:

Keystroke	Where the Insertion Point Moves
→	Forward one character
←	Back one character
↑	Up one line
↓	Down one line
PageUp	To the previous screen
PageDown	To the next screen
Home	To the beginning of the current line
End	To the end of the current line

You can move word by word or paragraph by paragraph. You would have to hold down the Ctrl key while pressing an arrow key, which moves the insertion point as described here:

Key Combination	Where the Insertion Point Moves
Ctrl + →	To the next word
Ctrl + ←	To the previous word
Ctrl + ↑	To the start of the previous paragraph

|	
Ctrl + ↓	To the start of the next paragraph
Ctrl + PageUp	To the previous browse object
Ctrl + PageDown	To the next browse object
Ctrl + Home	To the beginning of the document
Ctrl + End	To the end of the document

iv.   Moving with Go To Command:

Press the **F5** key to use the **Go To** command. This will display a dialogue box where you will have various options to reach to a particular page.

Normally, we use the page number, the line number or the section number to go directly to a particular page and finally press the **Go To** button.
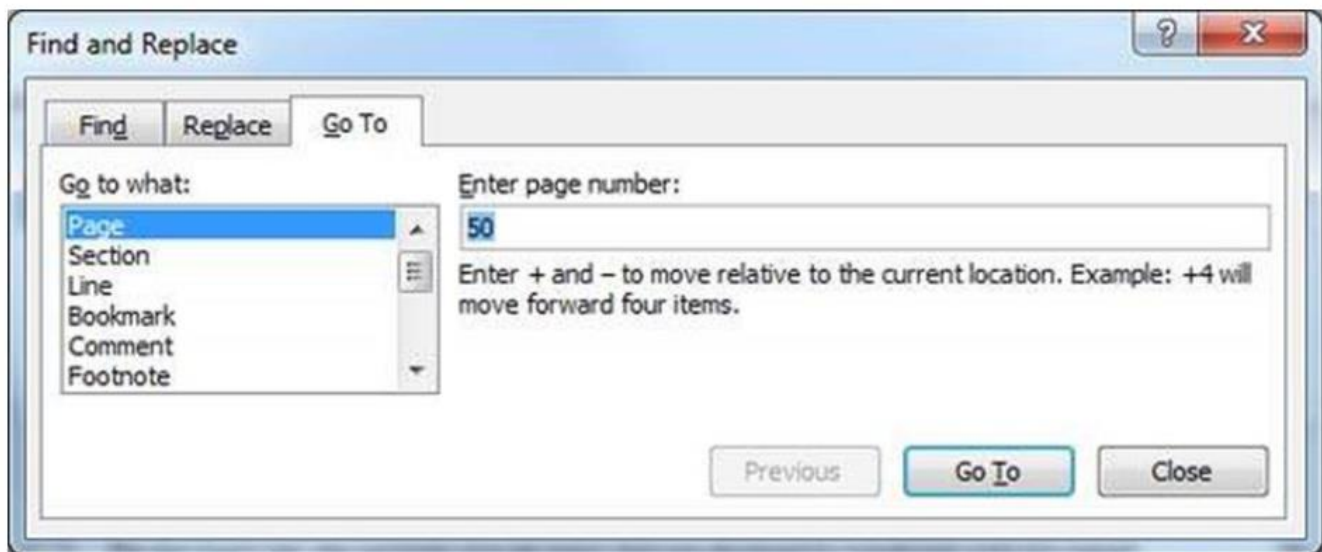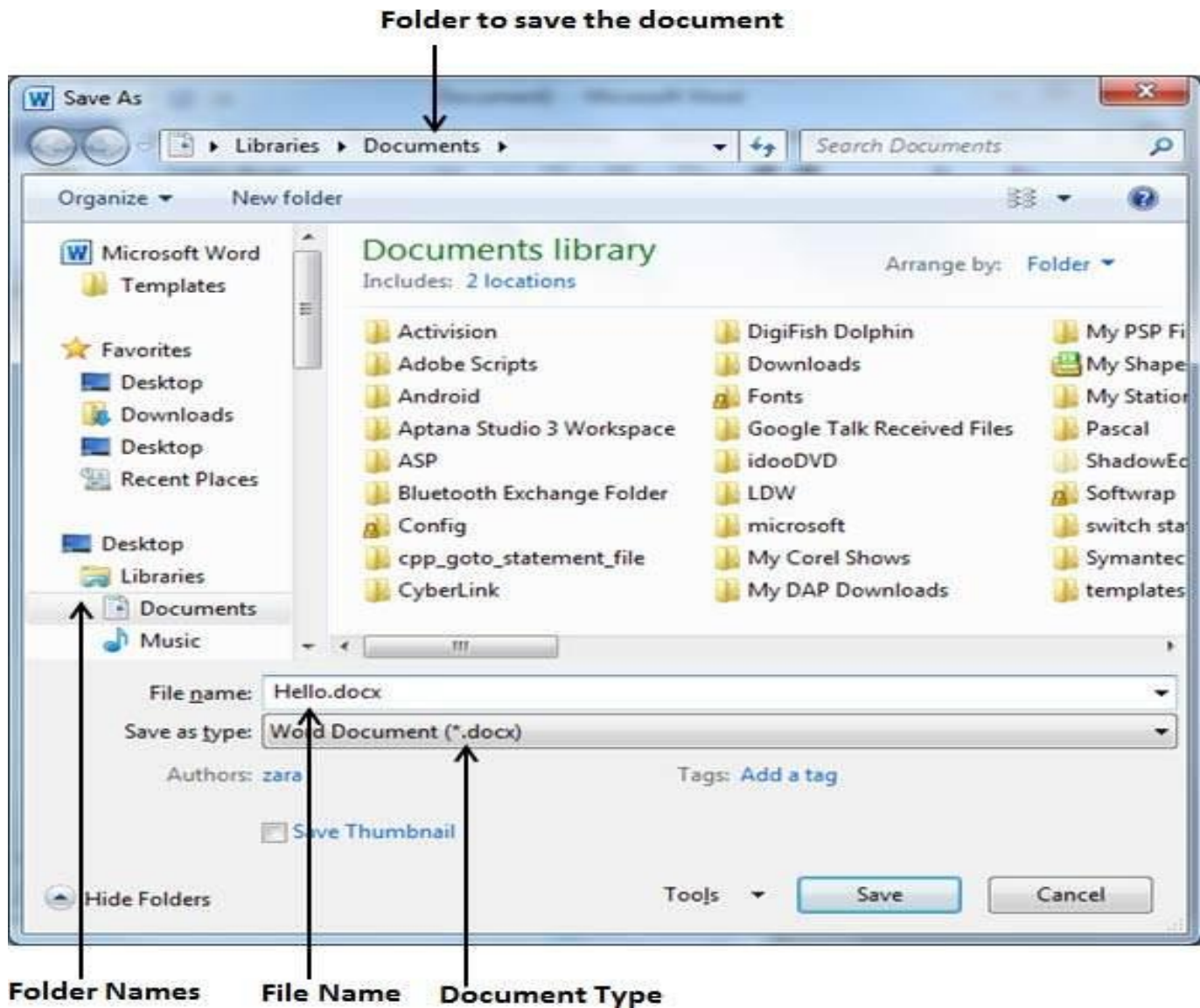
Saving Document:
Once you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done on a Word document. Following are the steps to save an edited Word document –

Step 1 − Click the **File tab** and select the **Save As** option.
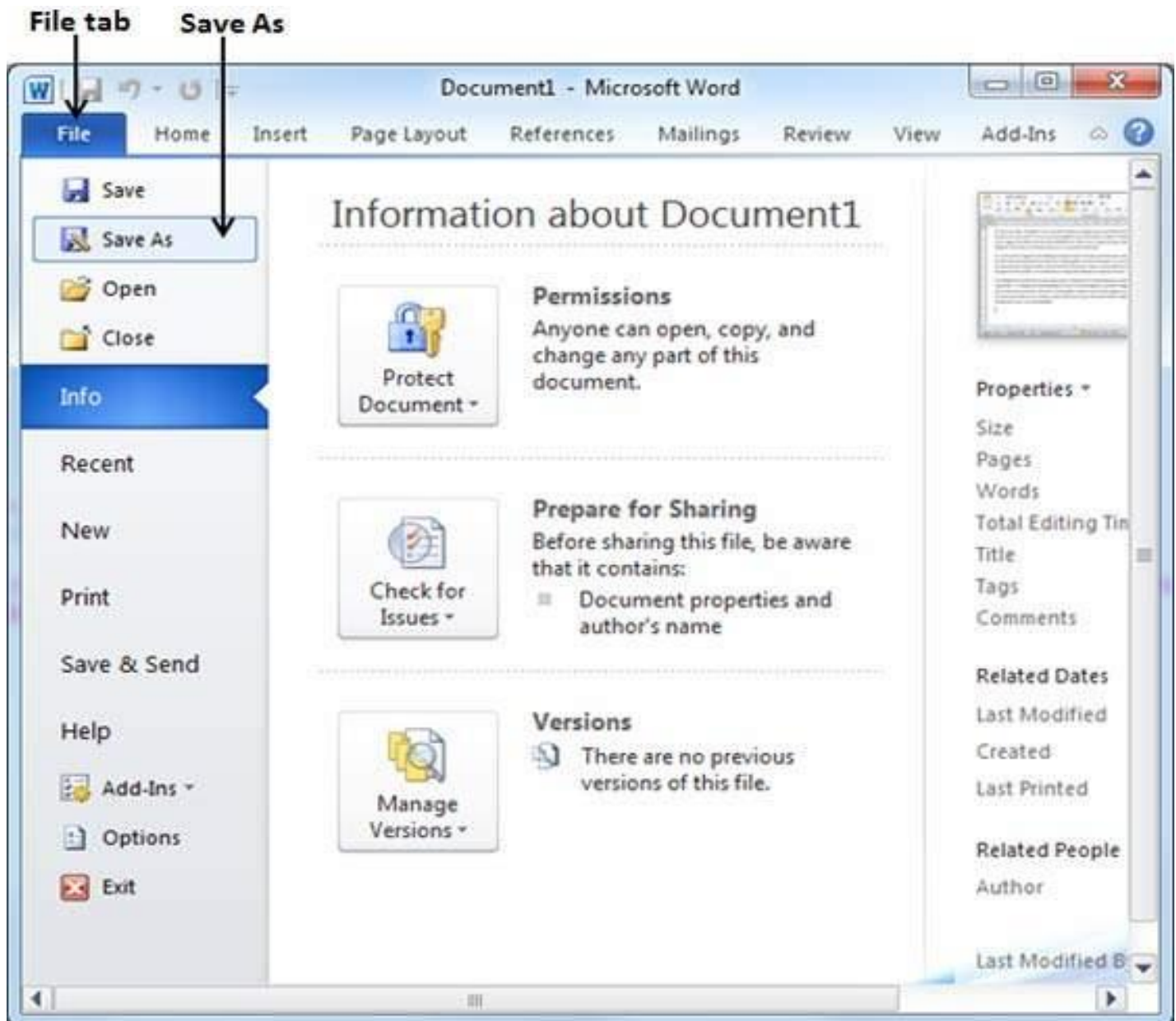
Step 2 − Select a folder where you will like to save the document, Enter the file name which you want to give to your document and Select the **Save As** option, by default it is the **.docx** format.

Folder to save the document

Folder Names   File Name   Document Type

Step 3 − Finally, click on the **Save** button and your document will be saved with the entered name in the selected folder.

Saving New Changes:

There may be an instance when you open an existing document and edit it partially or completely, or an instance where you may like to save the changes in between editing of the document. If you want to save this document with the same name, then you can use either of the following simple options −

- Just press the **Ctrl + S** keys to save the changes.

- Optionally you can click on the floppy icon available at the top left corner and just above the **File tab**. This option will also help you save the changes.

- You can also use the third method to save the changes, which is the **Save** option available just above the **Save As** option as shown in the above screenshot.

If your document is new and it was never saved so far, then with either of the three options, Word will display a dialogue box to let you select a folder, and enter the document name as explained in case of saving new document.

Paragraph Formatting in Word:

A paragraph is a different section that describes a particular idea or point. It is with one or more characters, words, numbers, or any related combination of these. Paragraph formatting or Formatting a Paragraph can be a little combination of different commands, such as an Indention, Numbering, Alignments, Line and Paragraph Spacing.

To format a paragraph, you can use different commands such as different text alignments, bullets, numbering, multi-level list, paragraph indents, sorting text, line spacing, shading, and different borders. To format a paragraph, follow the steps below the picture.

Paragraph Formatting Group in MS-Word:
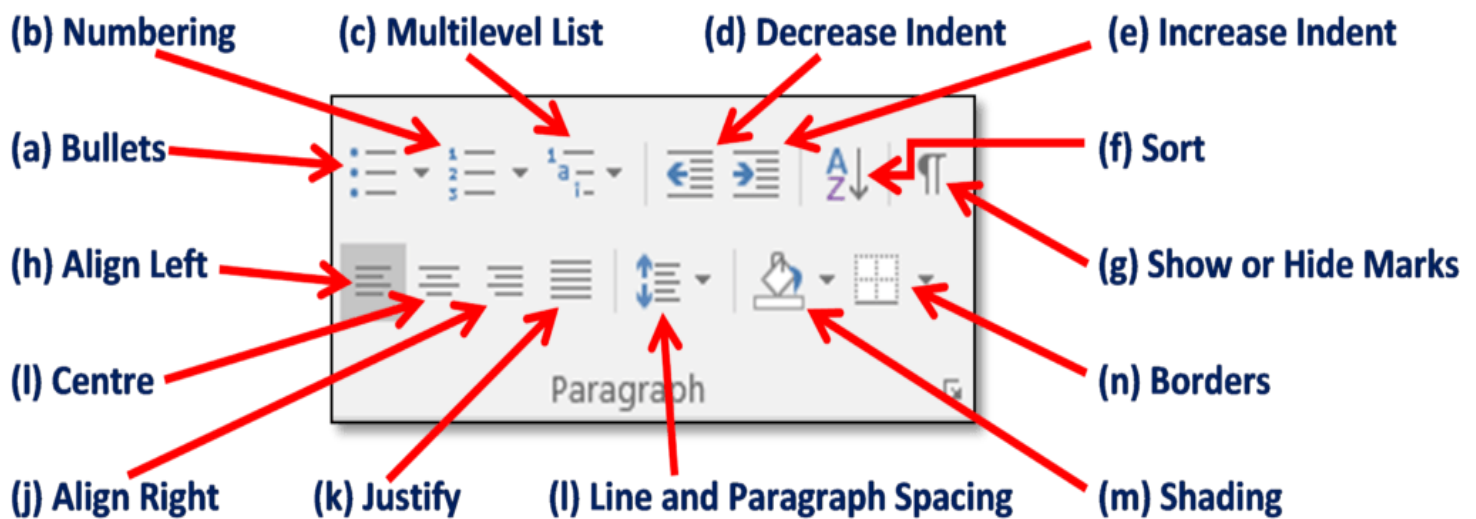
Commands in Paragraph Formatting Group in MS-Word:

Commands of Paragraph Formatting Group in MS-Word are explained in detail below.

- **Bullets:** To start text/Line/Paragraph with a bulleted list, you can choose different bullet styles by clicking the drop-down arrow of the Bulleted List.

- **Numbering:** To start text/line/Paragraph with a Numbered list, you can choose different Number styles by clicking the drop down-arrow of the Numbered List.

- **Multilevel List:** To start text/line/Paragraph with a multilevel list, you can choose multilevel list styles by clicking the drop-down arrow.

- **Left Alignment:** Aligns text to the Left off the page to format a paragraph.

- **Center Alignment:** Aligns text to the center of the Page (for paragraph formatting).

- **Right Alignment:** Aligns text to the right of the page.

- **Justification:** Aligns text to both the right and the left margins of the page by adding the extra space between words for the clean look in a word document.

- **Decrease Indent:** Decrease indent means decreasing the gap between the left margin and left of the paragraph in the document (for paragraph formatting)**.**

- **Increase Indent:** Increase indent means increasing the gap between the left margin and left of the paragraph in the document (for formatting the paragraph).

- **Sort:** In this, you can arrange the selected text in ascending or descending order.

- **Show or Hide Paragraph Marks:** Paragraph Marks are useful and shows the marks when you apply section or page breaks.

- **Line Spacing:** Increases or decreases the space between the lines or paragraphs in the document.

- **Shading:** Coloring the background of a line from the left margin to the right margin.

- **Border:** You can apply different borders to the selected text in the word document.

Steps to Follow in Formatting the Paragraph in MS-Word:

To apply the Paragraph Formatting Group commands, follow the steps given below

Step 1: Go to the **Home** tab

Step 2: Select the **text** or **Position** the cursor wherever you want to format the paragraph.

Step 3: Then click or select any command that you want to apply to the selected text. That's the simple steps to apply the Paragraph Formatting to the Word Document.