

# COMPUTER CONCEPTS

For Learners of Digital Generation

5

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### Lesson Extract

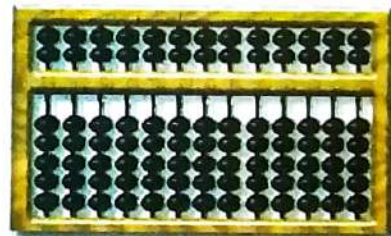
- ❖ Evolution of Computers
- ❖ Generations of Computers
- ❖ Types of Computers

Do you know how computer came into existence? The computers we see today have been developed part by part, by many scientists. In fact, the history of computer comprises a gradual development from simple abacus to the electronic computers we use today. The present day computer is entirely different from the earlier devices that were invented for doing calculations. Let us have a glance through the major milestones in the journey leading to the evolution of present day computers.

## EVOLUTION OF COMPUTERS

### 3000-BC Abacus

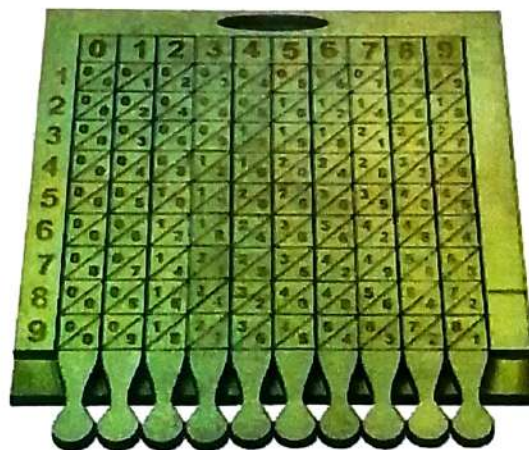
Abacus was the first mechanical device used for calculations. It was invented more than 5000 years ago. It was developed in China. It is made up of a wooden frame with rods, each having beads. Abacus frame is divided into two parts : Heaven and Earth. Each rod in Heaven has 2 beads and the Earth has 5 beads in each rod.



Abacus

### Napier's Bones

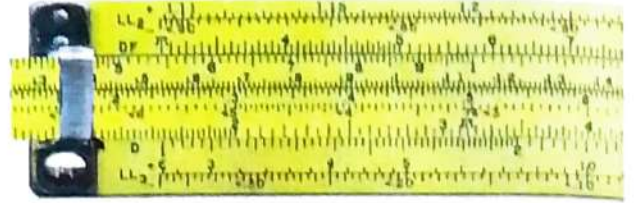
In 1617, Scottish mathematician, John Napier had built some rectangular strips, with which multiplications could be done quickly. These strips were made from bones of animals. Therefore, they were called Napier's bones. These strips are of 10 types on which multiples of 0 to 9 are printed in such a way that tens digits of one strip are nearer to unit digits of the adjacent strip. Multiplication becomes easy by adding these two digits.



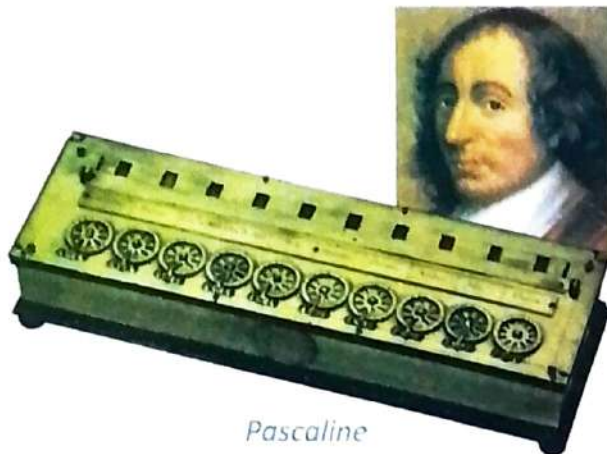
Napier's Bones

## Slide Rule

In 1620, German mathematician, William Oughtred invented Slide Rule, which could do calculations easily with the help of logarithm method. In a Slide Rule, there are two strips marked in a special way, which can be moved forward or backward. With the help of Slide Rule, multiplications are simply converted to additions.



*Slide Rule*



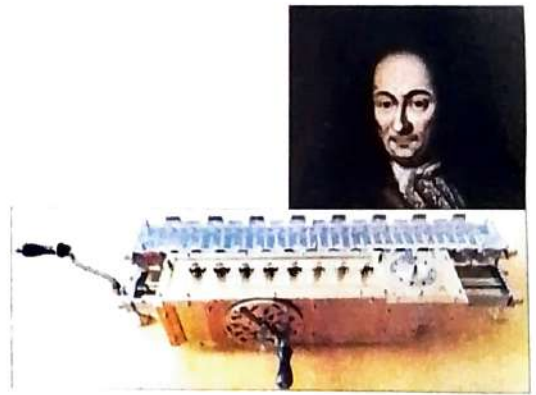
*Pascaline*

## Pascaline

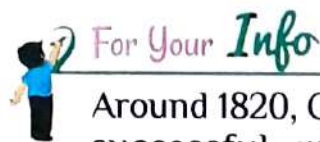
Blaise Pascal invented the first mechanical calculator, Pascaline in 1642. Pascal Adding Machine used gears, wheels and dials. Numbers were displayed by rotating the wheels. This gear principle was employed in many mechanical calculators.

## Leibniz Calculator

Leibniz, the German mathematician, improved Pascaline machine in 1671. This calculator could do addition, subtraction, multiplication, division and find square roots. With this machine, the speed of calculations increased many folds. This machine was manufactured in large numbers. Even today, machines similar to this are used in many places.



*Leibniz's Calculator*



Around 1820, Charles Xavier Thomas created the first successful mechanical calculator, the Thomas Arithmometer that could add, subtract, multiply and divide, based on Leibniz Calculator.

## Difference Engine

Charles Babbage, a British mathematician invented a working model of mechanical computer called Difference Engine. The machine had five units—Input, Output,



Store, Mill and Control. All these units worked like the various parts of modern computers. Store was used for storing the numbers and mill was used to do all arithmetic operations. For this invention, Charles Babbage is considered "The Father of Computer".

## Babbage's Analytical Engine

Inspired with the success of his Difference Engine, Charles Babbage prepared a complete design of a machine, which has wonderful similarity with modern computers. This machine was called the Analytical Engine. There were 5 main parts of this machine: Input Unit, Store, Mill, Control and Output Unit. The design of this machine was complete in itself. It could also store numbers besides doing all arithmetical operations. Idea of a stored program was presented first time in this machine.



*Babbage's Analytical Engine*

## Tabulating Machine



Herman Hollerith, an American statistician, invented a machine called Tabulating Machine which was capable of reading data, processing data and giving output. Input was given through punched cards. Tabulating Machine used punched cards to record and store data or information.

*Tabulating Machine*

## Mark I

Mark I was the first automatic digital computer made in 1944 by Howard Aiken. It was a very big electromechanical machine. It could do calculations of up to 23 digits and two numbers could be added in just 3 seconds.



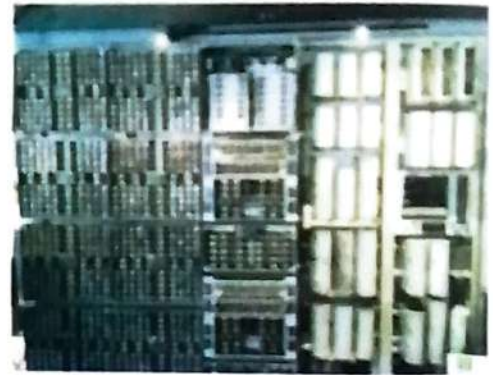
*Mark I*

**ENIAC** : ENIAC (Electronic Numerical Integrator And Computer) was invented by John W. Mauchly (American physicist) and John P. Eckert (American electrical engineer). It was initially built to help the army in carrying out calculations for bombs, missiles and other artilleries.



**EDVAC** : EDVAC (Electronic Discrete Variable Automatic Computer) was built using the binary code by Neumann, John P. Eckert and John W. Mauchly. EDVAC was the first electronic computer that used to store different programs on punched cards.

**EDSAC** : In ENIAC, programs could not be stored. Professor M. Wilkes of Cambridge University, designed EDSAC (Electronic Delay Storage Automatic Calculator). This machine was slightly faster than ENIAC. It is the first computer that used stored programmes.



**UNIVAC I** : John P. Eckert and John W. Mauchly designed the world's first commercially available computer, UNIVAC I (Universal Automatic Computer I). It is the first electronic computer that was equipped with magnetic tape unit. It could handle both numeric and text data.

## GENERATIONS OF COMPUTERS

Evolution of the present day computer is often referred to different generations of computers. With every generation of computers, there was a major development in technology. As a result, computers became smaller, cheaper, powerful and efficient.

In simple terms, the generations of computers can be shown in the following way.

Generation	Technology	Input/Output	Main Characteristics	Examples
First (1940)	Vacuum Tubes	Punched cards	<ul style="list-style-type: none"> <li>✦ Slow in speed</li> <li>✦ Required a lot of power</li> <li>✦ Very large in size</li> <li>✦ Very expensive</li> </ul>	Mark I, ENIAC, EDVAC, EDSAC, UNIVAC I
Second (1956)	Transistors	Punched cards Magnetic tapes	<ul style="list-style-type: none"> <li>✦ Smaller, faster and cheaper</li> </ul>	IBM 1401, RCA 501
Third (1964)	Integrated Circuits (Chips)	Keyboard for input, Monitor for output	<ul style="list-style-type: none"> <li>✦ Smaller, faster and cheaper</li> <li>✦ Increased storage capacity</li> <li>✦ Available to general public</li> </ul>	IBM 360, IBM 370
Fourth (1971)	Micro- processors	Keyboard, Mouse, Scanner and so on for input; Monitor, Printer, Speakers and so on for output	<ul style="list-style-type: none"> <li>✦ High storage capacity</li> <li>✦ Could process millions of instructions in a second</li> </ul>	IBM PC, Apple Macintosh
Fifth (2010)	Artificial Intelligence	Touchscreen voice recognition	<ul style="list-style-type: none"> <li>✦ Use super large scale integrated chips</li> <li>✦ Ability to think like humans</li> <li>✦ Ability to recognize image and voice</li> </ul>	CRAY CS 300

*Generations of Computers*

## TYPES OF COMPUTERS

According to their working principle, modern computers can be classified into three types.

- ▶▶ Digital computers
- ▶▶ Analog-digital hybrid computers
- ▶▶ Analog computers

### Digital Computers

Digital computers work on binary data. These computers are being used everywhere. Digital computers can be divided into the following four main categories.

- ▶▶ Microcomputers
- ▶▶ Mainframe computers
- ▶▶ Minicomputers
- ▶▶ Supercomputers

## Microcomputers

Microcomputers are also known as personal computers. They are meant to be used by a single person at a time. Desktop computers, laptop computers and palmtop computers are different types of microcomputers. These computers are very small in size and can be placed even on a small table. Their cost is also very less, due to which every government office and small shopkeepers too can use them. Software of any type can be used on these computers according to our needs. These can work easily on normal temperature and are also not much sensible to dust.



## Minicomputers

Minicomputers are bigger in size than microcomputers. These computers are more powerful computers than microcomputers. About fourty users can use it at the same time. These computers can be installed in a small room. Many types of software can be used on these computers also. Minicomputers are generally used in small government offices and commercial organisations. Air conditioning is desirable but not compulsory for these computers. PDP-8, and VAX computers are examples of minicomputers.



## Mainframe Computers

Mainframe computers are large and more powerful than minicomputers. They have large memory and high speed. They are also multi-user systems which allow more than hundred users to work on them, simultaneously. Mainframe computers are used in big government offices and business organisations. These computers are very sensible to temperature, humidity, dust, etc., so air conditioning is must for



these computers. These days number of mainframe computers is very less. IBM Z Series 800 and IBM 704 are examples of mainframe computers.

### Supercomputers

Supercomputers are the most powerful computers. These computers are very big in size and have very fast speed. Their cost is also in many crores of rupees. Their speed and storage capacity is very high. These work on the principle of parallel processing, in which hundreds of CPUs together do calculations.



*Blue Gene P Supercomputer*

These can do crores of calculations in a second's time. They are used for doing complex calculations and for controlling complex processes. They are used in weather forecasting, defence, space research, etc. Param 1000, CRAY, Deep Blue, Blue Gene P are examples of supercomputers.

### Analog Computers

Analog computers are computers that work continuously on variable data such as electric currents, voltages, etc. They are used to stimulate physical processes such as motion of aircraft through the air.



### Analog-digital Hybrid Computers

Analog-digital hybrid computers are devices in which a digital computer is combined with an analog computer. The analog part processes the analog data while the digital part of computer processes the result given by analog part. These computers are used in special kind of radars and for weather forecasting computations.

# Time to Drill

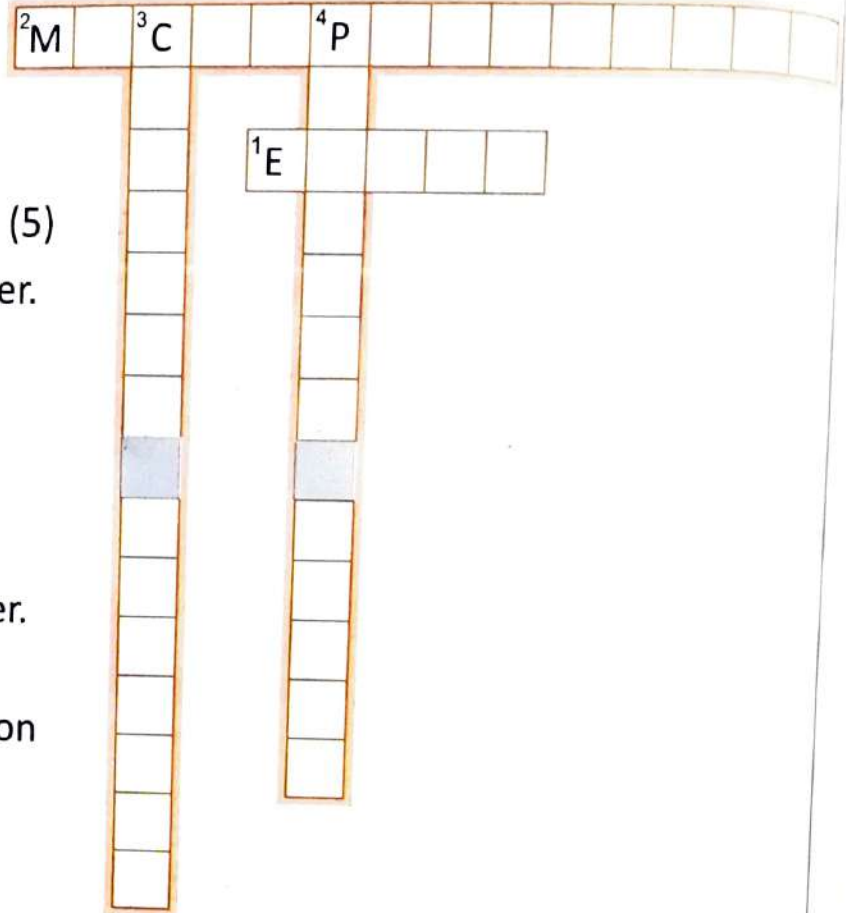
Use the clues and find the words to complete the crossword.

## ACROSS →

1. A first generation computer. (5)
2. A fourth generation computer. (14)

## DOWN ↓

3. Inventor of the first computer. (7, 7)
4. An input in the first generation computers. (7, 5)



# Boost Your Brain



A. Tick (✓) the right option.

1. Abacus frame is divided into:

(a) Heaven and Sky

(c) Heaven and Earth

(b) Heaven and Hell

2. The first mechanical calculator was invented by :

(a) Blaise Pascal

(c) Charles Babbage

(b) Isaac Newton

3. Charles Babbage invented a working model of mechanical computer called:
- (a) Difference Engine  (b) Mark I   
 (c) ENIAC
4. .... is the ability of computers to think and act like humans.
- (a) Artificial Intelligence  (b) Machine Intelligence   
 (c) Human Machine Intelligence
5. IBM 1401 is an example of:
- (a) Third generation computer  (b) First generation computer   
 (c) Second generation computer

**B. Fill in the blanks with the correct words.**

transistors    five    Abacus    1944    Micro or personal    first

- ..... was the first calculating device.
- There are ..... different generations of computers.
- In second generation computers, ..... were used instead of vacuum tubes.
- ENIAC is an example of ..... generation computers.
- Mark-I was invented in .....
- ..... computers are used in homes, schools, shops, offices, banks, etc.

**C. State whether the following statements are true or false.**

- Both first and second generation computers used punched cards as input.
- Transistors are bigger than a vacuum tube.
- Charles Babbage invented the Difference Engine in 1822.
- Keyboards are in use from the second generation computers.
- Minicomputers allow more than hundred users to work on them, simultaneously.

**D. Match the following.**

- |                            |                                 |
|----------------------------|---------------------------------|
| 1. Microprocessor          | (a) Fifth generation computers  |
| 2. Integrated circuits     | (b) First generation computers  |
| 3. Artificial Intelligence | (c) Second generation computers |
| 4. Vacuum tubes            | (d) Third generation computers  |
| 5. Transistors             | (e) Fourth generation computers |

**E. Answer the following questions.**

1. Who invented the first mechanical calculator?

.....

2. Who is considered as "The Father of Computers"?

.....

3. Write any three differences between first generation and second generation computers.

.....

4. What are the major improvements in the fifth generation computers?

.....

5. Name the inventor of EDVAC and EDSAC?

.....

**Activity Monitor**

1. Collect some pictures of computers of different generations from newspapers, magazines, etc., and paste them in your scrapbook.
2. Make a collage on Different Types of Microcomputers.



**LAB VISIT**

1. Operate any computer in your computer lab and find out its:

(a) manufacturer (b) microprocessor

(c) processor speed (d) RAM size

(e) memory (hard disk) size (f) operating system

*(Hint : You can get these details by going to Start→Control Panel→System and Security→System)*

2. Type the features of each generation of computer in an MS Word file. Find from the internet the related pictures of each generation and insert them in the file. Save the file as "Generations of Computers" on your desktop. Take a printout for your project file.

**Lesson Extract**

- ❖ Copy Formatting to Another Selection
- ❖ Finding the Text
- ❖ Replacing the Text
- ❖ Page Formatting
- ❖ Previewing a Document
- ❖ Printing a Document

Microsoft Word or MS Word is an application software for word processing. It is the most popular and widely used word processor across the globe. It helps us to create documents with professional look. It provides features to type and modify text. It also enhances the appearance of text and gives an option to preview a document before printing it.

**COPY FORMATTING TO ANOTHER SELECTION** 

As you know, formatting means changing and arranging text in a document to make it attractive. **Format Painter** tool is used to copy the formatting effects of a piece of text to another selection.

- Select the text with the formatting you want to copy. Click on the **Format Painter** button in the **Clipboard** group on the **Home** tab.
- The pointer changes into a brush shape. Now, apply the copied format by selecting the text and clicking on it.
- The formatting attributes of the previous text will be applied to the new text.

**Sticky Note**

- ❖ To copy formatting to multiple text, double-click on the **Format Painter** button and apply the effects.
- ❖ **Format Painter** is a toggle button. To turn off the **Format Painter**, click on the button again.

**FINDING THE TEXT** 

To find a particular word or phrase in the current document, follow these steps :

- Click on the **Find** button in the **Editing** group on the **Home** tab. A menu appears.
- Select the **Find** option on the menu.
- In **Find what:** box, type the text that you want to search in the document.

- Click on **More** button and select the options that you require. Click on the **Find Next** button. The pointer will move to the next occurrence of this word and the text will get highlighted.
- After finishing the search, 'Word' displays a message : "Word has finished searching the document." Click on **OK**.

### For Your Info

- ◆ When a document is saved, the file name appears on the **Title bar**.
- ◆ In MS Word, a file is saved with an extension **.docx**.

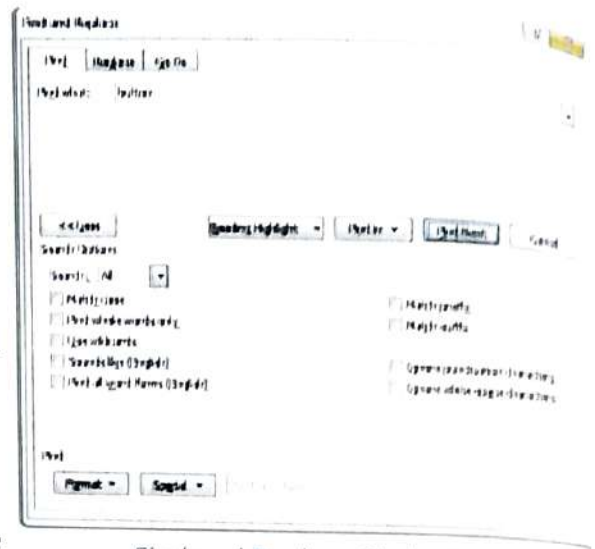
### Sticky Note

- ❖ If you click on **Match case** check box, it will search the text with a similar case that you have typed in **Find what** text box.
- ❖ If you select the **Find whole words only** check box, it will match the complete word; otherwise it will also search those words where it finds the first matching letters. E.g. If you have typed 'the' in **Find what** text box and not clicked on **Find whole words only** option, it will also search the word 'they', 'then', 'there', etc. because the first three letters of these words start with 'the'.

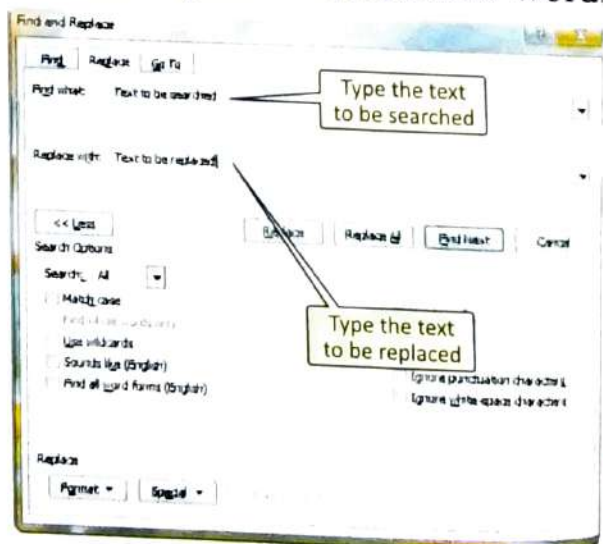
## REPLACING THE TEXT Replace

Word offers a facility to search a particular word and replace it with a new word. To replace text follow the given procedure :

- Click on the **Replace** button in the **Editing** group on the **Home** tab. In **Find what:** box, type the text that you want to search for. In **Replace with:** box, type the text that should appear in place of the searched text.
- Click on the **More** button to select other options if required.
- Click on either **Find Next/Replace/Replace All** button as needed.



Find and Replace Dialog Box



Find and Replace Dialog Box

## Sticky Note

- ❖ **Find Next** button will highlight the next occurrence of the text that it searches.
- ❖ **Replace** button changes the searched text with the new text given in **Replace with** text box.
- ❖ **Replace All** button replaces all the searched text with the new text, at once.
- ❖ **Cancel** button is used to close the **Find and Replace** dialog box.

## PAGE FORMATTING

### Creating Header and Footer

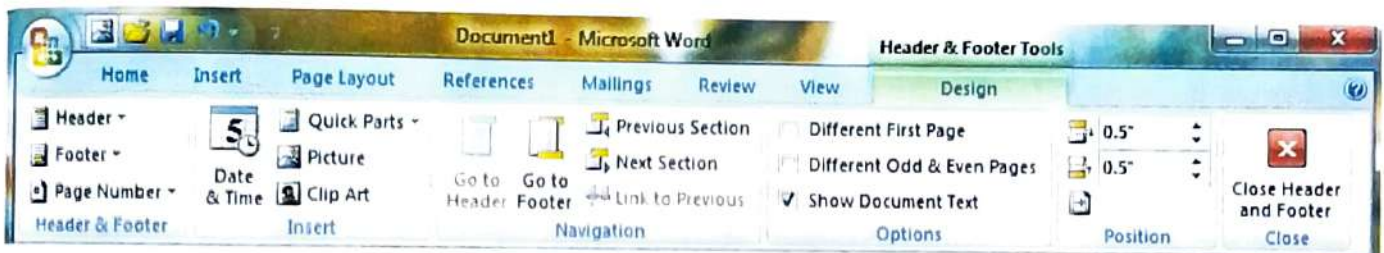
Header and Footer is used to place important information on top and at the bottom of every page respectively. You can include the title, chapter's heading, date, page number, author's name, etc. in this section.

#### Quick Key

The shortcut key for Find is **Ctrl + F**

The shortcut key for Replace is **Ctrl + H**

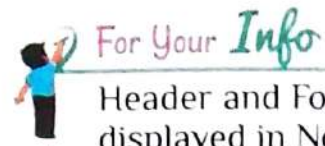
To cancel a search press **Escape key**



Header and Footer Tools

- The **Header** and **Footer** buttons are found in the **Header & Footer** group on the **Insert** tab. Click on the **Header** button. Select the **Edit Header** option in the **Built-In** dialog box. Follow the same manner for **Footer** option. A **Design** tab will appear on the Ribbon.
- You will find the **Header** box with dotted line on top of the page.
- Click the Header or Footer box, and then type the text you want. For example, "Xpress Books International" on the left side.
- Press the **Tab** key twice. The insertion point will jump to the right side. Click on **Date & Time** button in the **Insert** group on the **Design** tab. Choose the **Date & Time** format and click on **OK**.
- Click on the **Footer** button and select the **Edit Footer** option. The **Footer** box will appear at the bottom of the page.
- You can observe the insertion point on the left side of the **Footer** box. Press the **Tab** key, the insertion point will jump to the center of the page.

- Click on the **Page Number** button in the **Header & Footer** group on the **Design** tab and choose the format. Click again on the button and choose by clicking on the **Format Page Numbers** option. Select the required format from the dialog box.
- Click on the **Close** button on the **Design** tab to close the **Header & Footer Tools**.



### For Your Info

Header and Footer are not displayed in Normal View. To view them on the screen click on the Print Preview or Print Layout View.

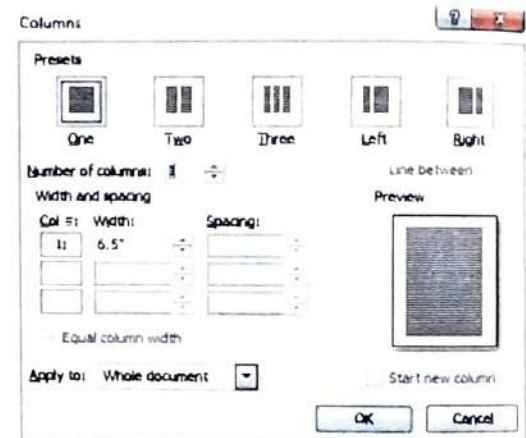
## Inserting Column and Column Break

When you type a document, it is displayed on the screen in single column style or in paragraph style. If you wish to format the document in newspaper style or display it in an interesting new look, **Word** enables you to create two or more columns in your document.

### Using Column Button

The easiest way to create a multi column document is to use the **Columns** button in the **Page Setup** group on the **Page Layout** tab.

- Select the text. Click on the **Columns** button.
- A drop-down menu displays the choices of columns.
- Select the number of columns you would like to insert.

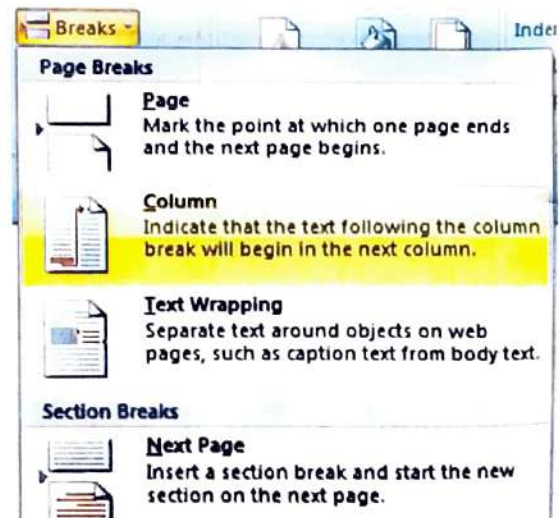


Columns Dialog Box

### Inserting Column Break

If you have already added columns to your Word document, then you might have noticed that some of the columns are not as balanced as you would like. One way to this problem is to add a column break. It will force the end of the column and move that text to the beginning of a new column.

- Place the cursor before the text where you want to insert column break.
- Click on the **Breaks** button on the **Page Layout** tab and select **Column** option from the drop-down menu.



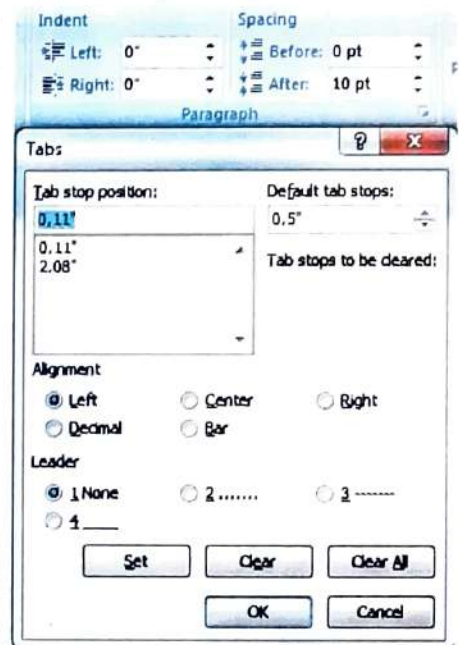
Page Breaks Drop-down Menu

- You will observe that the text where you have placed the cursor will shift to the next column.

## Working with Tabs

A great way to draw attention to specific text is to indent it. The most common way to indent the text is to use the Tab key. Tab key is used to move the cursor at certain spaces in a document. By default, Tab stops are set at every 0.5 inch. You can set the Tab stops along the ruler according to your requirement. When you press the Tab key, the cursor automatically jumps to the next tab. Tabs can also be created using leaders lines. Leaders insert dots or dashes in the space leading up to the Tab stop.

- Tab stops can be set by clicking on the **Page Layout** tab. Click on the **Paragraph** dialog box launcher and click on the **Tabs** button.
- Type a Tab position—for example, 1.25" in the **Tab stop position:** text box.
- Select any of the **Alignment** options and click on the **Set** button.
- Similarly, set a new tab at 3" and click on **OK**.
- Now, press the Tab key. The cursor will jump to the next position where you have set the Tab stop.



Tabs Dialog Box

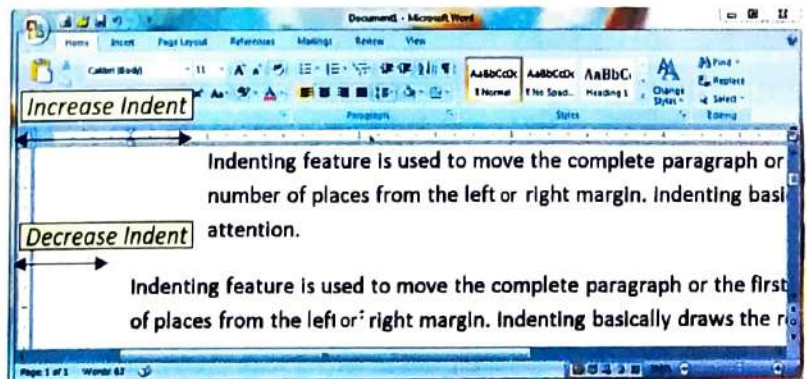
### Sticky Note

You can quickly set Tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab that you want and then clicking the ruler at the location you want.

## Indenting Text

Indenting feature is used to move the complete paragraph or the first line to a specific number of places from the left or right margin. Indenting basically draws the reader's attention.

- Select the text to be indented.
- Click on the **Increase Indent** button in the **Paragraph** group on the **Home** tab. The selected text will shift 1/2 inch away from the left margin.



Indenting Text

- Click on the **Decrease Indent** button to move the text 1/2 inch closer to the left margin.

### Sticky Note

- ❖ Each time you click on the **Increase Indent** button, the paragraph will move 1/2 inch away from the left margin.
- ❖ You can also adjust the indents by dragging method. Select the paragraph and drag the First Line Indent, Left Indent or Right Indent.

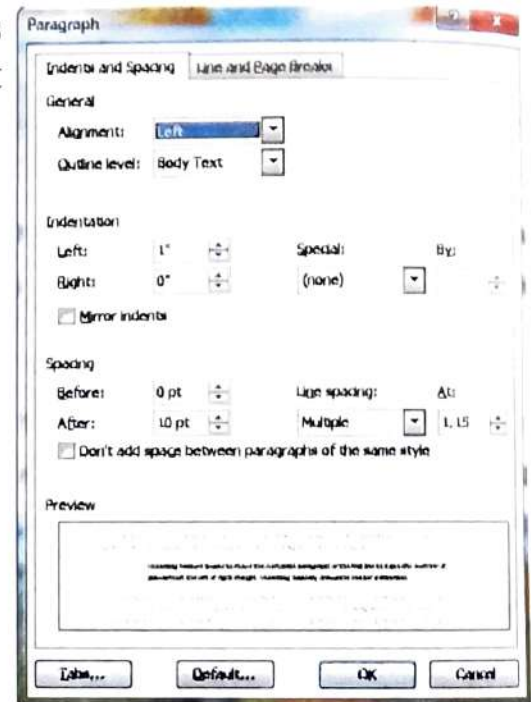
## Setting Paragraph Spacing

Paragraph spacing determines the amount of spaces above or below a paragraph. Follow the steps to set the spacing before or after a paragraph.

- Select the paragraph whose spacing you want to change.
- Click on the **Paragraph** dialog box launcher option on the **Home** tab.
- The **Paragraph** dialog box will open.
- Select the **Indents and Spacing** tab.
- Under **Spacing**, enter the spacing you want in the **Before** or **After** box.
- Click on **OK**.

### Quick Key

Ctrl + 1 : Single line spacing  
 Ctrl + 2 : Double line spacing  
 Ctrl + 5 : 1.5 line spacing.  
 These shortcuts will not work from the numeric keypad.

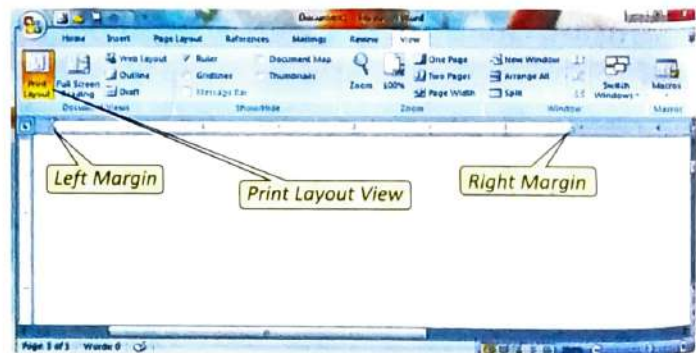


Setting Spacing

## Setting Margins

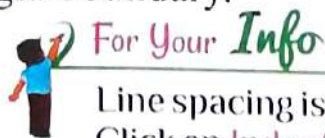
Margin refers to the amount of space which is left from the edges of a paper where the text actually begins to appear. MS Word allows you to set the margins on all four sides of the document, *i.e.*, top, bottom, left and right.

- The default margins are 1" from top and bottom and 1" from left and right margins.



Setting Margins

- Select the **View** tab. Click on the **Print Layout** button in the **Document Views** group.
- To change the left or right margins, point to a margin boundary on the Horizontal ruler. When the pointer changes to double-headed arrow  $\leftarrow \rightarrow$ , drag the margin boundary.
- To change the top or bottom boundary, point to a margin boundary on the Vertical ruler. When the pointer changes to a double-headed arrow  $\updownarrow$ , drag the margin boundary.



### For Your Info

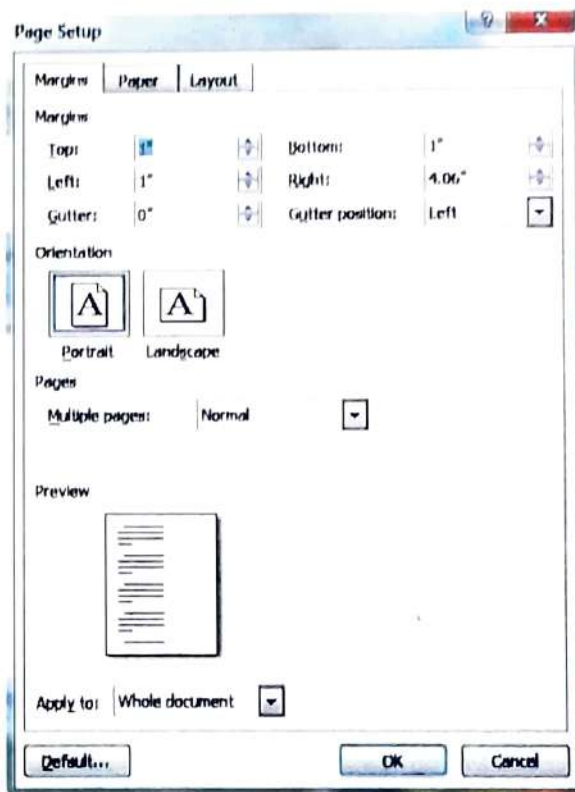
Line spacing is the amount of space between the lines of text in a paragraph. Click on **Indents and Spacing** tab in the **Paragraph** dialog box and click on the drop-down menu of **Line Spacing**. Select any Line Spacing option.

## To Specify Exact Margin Measurement

- Select the **Page Layout** tab. Click the **Margins** button in the **Page Setup** group. A drop-down list of options appear. **Normal** is selected by default, select the predefined margin size you want. *OR*
- Select the **Custom Margins** option. The **Page Setup** dialog box will appear.
- On **Margins** tab, click on the up or down arrow next to the Top, Bottom, Left and Right: list boxes to increase or decrease the margin settings respectively.
- In **Apply to** box, choose any option and click on **OK**.

### Sticky Note

You can also change margins for the selected text in a similar manner.



Page Setup Dialog Box

## Setting Paper Orientation

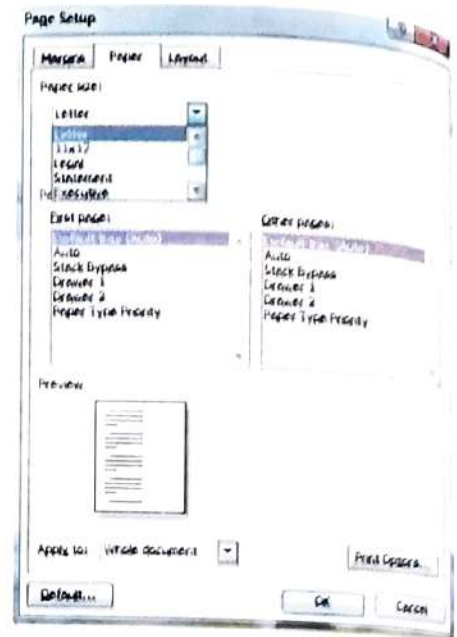
The default setting of a paper is **Portrait** which displays the page in a vertical order. To change the paper orientation, follow the given steps :

- Select the **Page Layout** tab. Click on the **Orientation** button in the **Page Setup** group.
- Click the **Landscape** option.
- Click on **OK** and observe the change.

## Setting Paper Size

In MS Word you can work with different sizes of paper, but the available selections depend on the type of printer you use.

- Select the **Page Layout** tab. Click the **Size** button in the **Page Setup** group. The current paper size is highlighted. Select any size option. The paper size of the document changes. *OR*
- Click on the **More Paper Sizes** option. The **Page Setup** dialog box will appear.
- Click on the **Paper** tab, select the size from the displayed list under **Paper size** section.
- Observe the change in **Preview** block and click on **OK**.



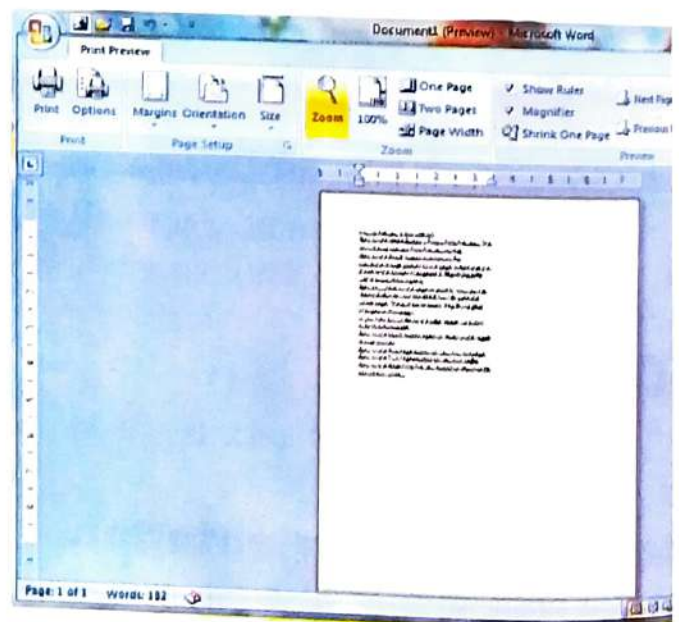
Setting Paper Size

## PREVIEWING A DOCUMENT

MS Word offers a facility to preview a document before sending it to print. You can visualize how the document will look like by using **Preview** option.

### How to Preview a Document?

- Click on the **Office Button** > **Print** > **Print Preview**. The document opens in **Print Preview** format.
- Click on the **Zoom** button and click on **OK**.
- Move the mouse pointer on the page. Notice that the shape of the pointer changes to a magnifying glass with a plus symbol inside it.
- Click anywhere on the page to zoom it. Now you can read the text of your document but can't see the whole page. The symbol of plus in magnifying glass changes to minus sign.



Previewing a Document

### Sticky Note

- ❖ If you click anywhere on the page, its size will switch over to previous size.
- ❖ Click on the **Zoom** button again to return to the regular mouse pointer.

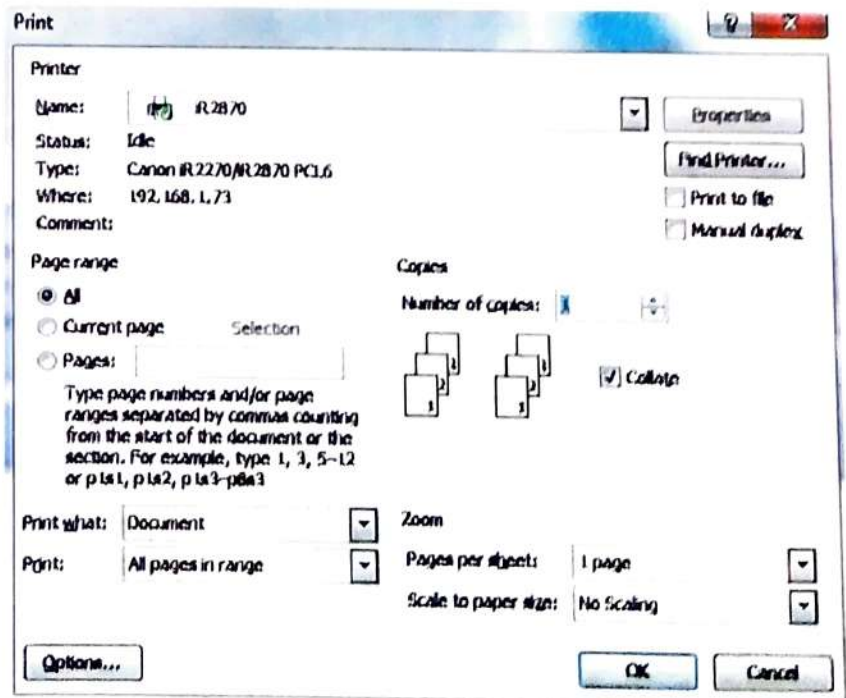
- ❖ Click on the **One Page** button to view only one page.
- ❖ Click on the **Two Pages** button to view two pages.
- ❖ Click on the **Close Print Preview** button to return to the document window.

## PRINTING A DOCUMENT

After you have approved your document's appearance using Print Preview mode, you are ready to print it. You can print the active document by clicking on the **Office Button** and selecting **Print** option. Further click on **Quick Print**. This sends a print command to your printer, which prints every page of your document.

### To Print All Pages or a Part of Your Document

- Click on the **Office Button** and move mouse on the **Print** option.
- Click on the **Print** option. The **Print** dialog box opens.
- Select the printer which is installed in your system.
- Under **Print range** section, specify the range of pages you would like to print either **All**, **Current page** or **Pages**.
- In **Pages** section, you can specify the page number such as 2, 3, 5 or a range, e.g. 1-5.
- To print more than one copy at a time, enter the number of copies in the **Number of copies** box.
- Click in the **Properties** button to change the page orientation. Open the **Adobe PDF Settings** tab and select the **page size** box and choose the paper size from the drop-down list. Click on **OK** to come out from the properties dialog box.
- Check the box if you are printing multiple copies of a multi page document.
- Click on **OK** to print the document.



Print Dialog Box



## A. Tick (✓) the right option.

- ..... means changing and arranging text in a document to make it attractive.  
 (a) Sorting  (b) Formatting  (c) Spacing
- ..... option is used to search any particular word or phrase in a document.  
 (a) Find  (b) Search  (c) Replace
- The selected text can be shifted 1/2 inch away from the left margin using ..... button.  
 (a) Decrease indent  (b) Increase indent  (c) Spacing
- The Size button is present on ..... tab.  
 (a) Home  (b) Paragraph  (c) Page Layout

## B. Fill in the blanks with the correct words.

Ctrl+H      Column      toggle      double-click      0.5

- The shortcut key to replace text is .....
- ..... breaks option is present on the Page Layout tab.
- Format Painter is a ..... button.
- To copy formatting to multiple text, ..... on the Format Painter button and apply the effects.
- By default, Tab stops are set at every ..... inch.

## C. State whether the following statements are true or false.

- Format Painter tool is used to copy the formatting effects of text to another selection.
- By default, the top margin is set at 1.25 inch.
- Tab key is used to move the cursor at certain spaces in a document.
- The Replace button replaces all the searched text with new text, at once.
- You can set tabs by clicking on the horizontal ruler.


## D. Answer the following questions.

- How will you copy formatting to another selection?  
 .....
- Why do we use Header and Footer options?  
 .....
- What do you mean by indenting text?  
 .....
- What are the default settings of Left and Right margins?  
 .....

Make a list of food items you would like to serve on your birthday. Also make a guest list with your parents. Type them in MS Word. Add bullets to the list of food items and numbers to the guest list. Save the file in My Documents and use it when your birthday comes after making changes in it.

### Valley Public School, Delhi

#### Date Sheet

#### General Instructions

S.No.	Subject	Date	
1.	English	10th March	1. Exam timings will be (9.30 A.M. to 12.30 P.M.)
2.	Maths	13th March	2. You must reach the examination hall 15 minutes before the exam starts
3.	Hindi	14th March	3. Use fountain pen only
4.	Science	16th March	4. Bring your ID card with you
5.	SST	18th March	
6.	I.C.T.	19th March	

- Set page Margins as per your requirement using the ruler.
- Apply page Header as "Valley Public School, Delhi".
- Divide the page in two columns.
- Set Line Spacing property of the page to double.
- Write the heading 'Date Sheet.' Make it Bold, Underline and set its font size to 18. Press the Enter key.
- Set three tabs in the first column to align S.No., Subject and Date, as shown in the picture.
- Enter the data using tabs.
- Insert column break.
- In the second column enter the heading "General Instructions."
- Use Format Painter to copy the format of the heading 'Date Sheet' and apply it on the heading 'General Instructions'. Increase indent in the second column before typing the instructions.
- Find the word I.C.T. and replace it with 'Drawing'. Save the file before exiting.

### PROJECT BOARD

- Make a Birthday Invitation Card, using the features of MS-Word like WordArt, ClipArt and different shapes. Mention the date, time and place in the card. Use colourful stylish font to make the card. Using shapes make a colorful pattern for the border of the card.

# 3

## Working with Styles and Objects



### Lesson Extract

- ❖ Applying Built-in Styles
- ❖ Creating a New Style
- ❖ Inserting WordArt
- ❖ Creating a Text Box
- ❖ Working with Shapes
- ❖ Placing Text in Shapes
- ❖ SmartArt
- ❖ Using Drawing Tools
- ❖ Inserting Graphics
- ❖ Inserting Symbols and Special Characters
- ❖ Applying Shadow

MS-Word is a very versatile word processing software. It has a impeccable features that allows us to work with textual data and create impressive documents and reports. In this chapter, we shall learn about how to apply a style to the selected text in a document to quickly change its appearance. We shall also learn to insert different objects in a document in the form of a picture, Clip-Art or/and WordArt.

A Style is a predefined combination of formatting features—font style, color and size of text that we can apply to the selected text in a document to quickly change its appearance. When we apply a style, we apply a group of formats together in one simple task.

To format the title “WELCOME TO THE WORLD OF STYLE” as **18 pt** font size, **Arial** and **Center aligned**, we would be requiring three steps. We can achieve the same result in one step by applying the title style.

By default, the text that we type in a new document is based on the **Normal style**. Besides Normal style, Word provides many inbuilt styles. We can also create and edit our own styles. Styles are of two types :

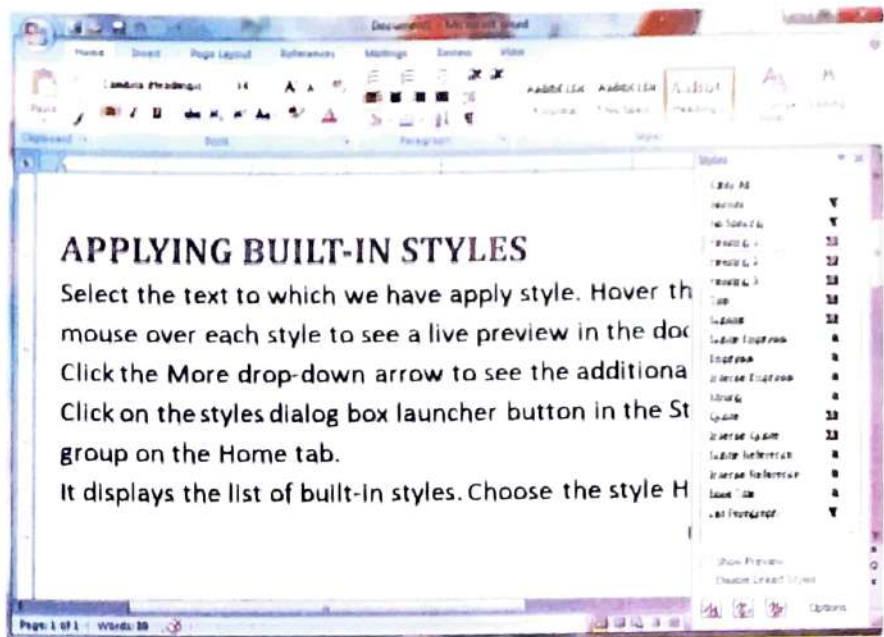
**CHARACTER STYLE** : A Character Style affects the selected text within a paragraph.

**PARAGRAPH STYLE** : A Paragraph Style controls all aspects of a paragraph's appearance such as text alignment, tab stops, line spacing, borders and can include character formatting.

### APPLYING BUILT-IN STYLES

To change the style of text, we can apply an existing style known as a built-in style.

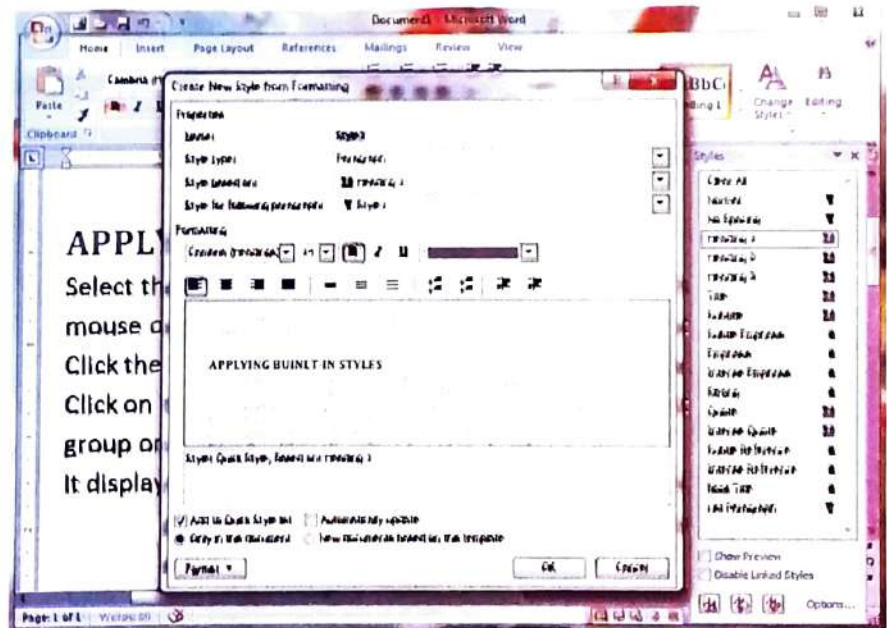
- Select the text to which we have to apply style. Hover the mouse over each style to see a live preview in the document. Click the **More** drop-down arrow to see the additional styles.
- Click on the **Styles** dialog box launcher button in the **Styles** group on the **Home** tab.
- It displays the list of built-in styles. Choose the style **Heading 1**.
- Observe the change in the appearance of the text.



Applying Built-in Styles

## CREATING A NEW STYLE

- Select the text and click on the **Style** dialog box launcher in the **Styles** group on the **Home** tab. This opens the **Styles** task pane.
- Click on the **New Style** button located at the bottom of the window. Click on the **More** drop-down arrow in the **Styles** group on the **Home** tab. It displays the **Create New Style from Formatting** dialog box.
- Type the style name in the **Name:** text box and apply the formatting effects under **Formatting** section and click on **OK**.
- Select the option button-**New documents based on this template**, so that style will be available to use in all your documents.
- Click **OK**. The new style will appear in the list.



Creating a New Paragraph Style

## INSERTING WORDART

The WordArt feature allows us to create special text effects. It gives a unique look to the text. Using WordArt we can create decorative effects, such as curved, wavy, shadowed, 3 dimensional, etc.

- Click the **Insert** tab. Select the **WordArt** button in the **Text** group. Select a **WordArt** style. The **Edit WordArt Text** box appears with a selected placeholder text.
- To type the text to format, use the **Font** options. Change the formatting effects like font, font size, bold and italic. Click on **OK**. You will find a beautiful change in the text.



Using WordArt Gallery

## Edit/Delete WordArt Text

- Select the **WordArt** text. The **Format** tab appears automatically.
- Click the **Edit Text** button in the **Text** group.
- Then edit/delete the text in **Edit WordArt Text** box and click **OK**.



Edit WordArt Text Dialog Box

## CREATING A TEXT BOX

A text box is a placeholder where we can enter text. We can use text box to manipulate text and give new graphical effects. We can move the text box along with its contents, anywhere in the document.

### How to Create?

- Select the **Insert** tab. Click the **Text Box** button in the **Text** group. Select the **Draw Text Box** option, located at the bottom of the **Built-In** drop-down menu.
- Drag the '+' (Cross hair symbol) in the window.

- You will get a text box with the insertion point inside it.
- You can resize the text box by dragging its handles.
- Type the text. It automatically adjusts and shifts to the next line with respect to the box area.

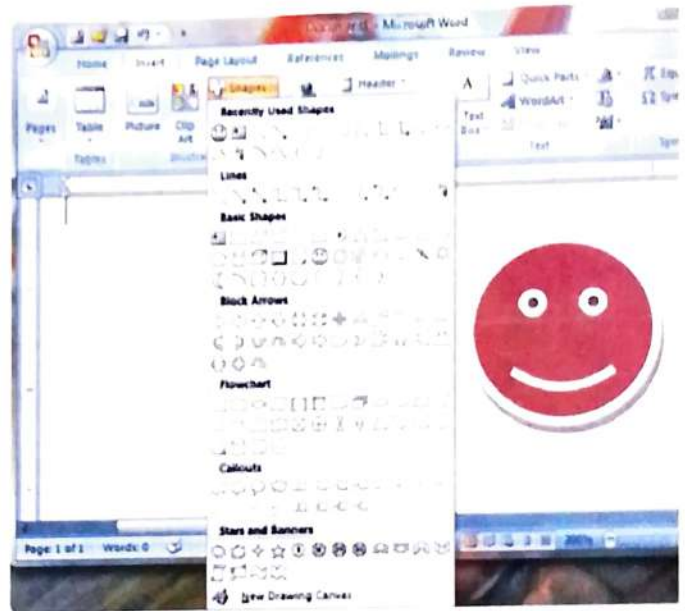
Handles of Text Box

Learning Computer with Ajay...

## WORKING WITH SHAPES

The Shapes is a drawing feature that helps us to draw different shapes like stars, banners, callouts, connectors, etc. With the help of these shapes, we can draw attention and provide impact to our message. To insert shape, follow these steps:

- Click on the **Shapes** button in the **Illustrations** group on the **Insert** tab.
- A pop-up menu displays various options like: Lines, Basic Shapes, Block Arrows, Flowchart, Callouts, Stars, Banners, etc.
- Point to **Basic Shapes** and click on the **Smiley Face**.
- To insert a shape in the document, drag the '+' (Cross hair symbol) on the working area.
- The **Format** tab appears when you draw the shape.



Using Shapes

- Select any shape style from the displayed list in the **Shape Styles** group. Click on **More** drop-down menu to select option from **More** shape style list.

### Sticky Note

To maintain the height and width ratio of a shape, hold down the **Shift** key while you drag the shape.

## PLACING TEXT IN SHAPES

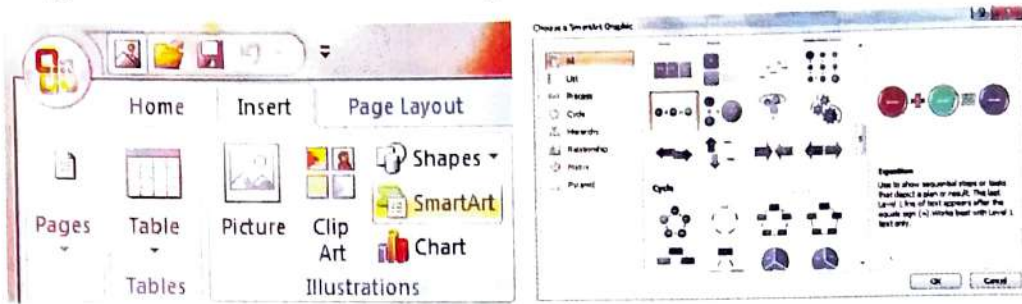
- You can also use shapes for inserting the text.
- Select a shape of your choice.
- Drag the selected shape according to your need.
- Now right-click on the drawing object and select the **Add Text** option from the Shortcut menu.
- The insertion point appears in the object. Now you can type the text.



Adding Text in Shapes

## SMARTART

SmartArt is a way of creating a visual presentation of facts and information. It helps to add several different types of useful diagrams to our document. The idea behind SmartArt diagrams is to change a list with bullets or numbers into a diagram of interconnected shapes.




With SmartArt, we can create List, Process, Cycle, Hierarchy, Relationship Matrix and Pyramid diagrams. They present information in different styles.

- To access SmartArt, we first click on the Insert tab and then the SmartArt in the Illustrations group. A SmartArt Graphic box appears.
- We can choose the SmartArt diagram option we want to insert and then click OK.

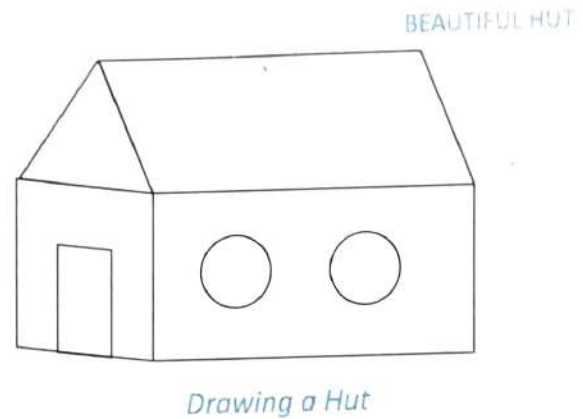
The diagram appears on our document. We can add labels to it by typing in the text area. We click outside the box to complete our SmartArt.

## USING DRAWING TOOLS

All the drawing features are present in the **Shapes** drop-down menu. Let us use our creativity to make a hut.

- Select the **Line** tool  and draw the outline of hut.
- Hold down the Shift key and select the outline of hut. Click on the **Shape Outline** drop-down list, in the **Shape Styles** group on the **Format** tab, select **Weight** option and click on 3 pt line. To draw a door, select the **Rectangle** tool and drag inside the hut.
- Click on the **Shape Fill** tool in the **Shape Styles** group on the **Format** tab and fill any color of your choice. Now change the line color by selecting the **Shape Outline** tool.
- Select the **Oval** tool and draw a window in a hut.
- To duplicate the drawing objects, you can use **Ctrl + C** for copying and **Ctrl + V** for pasting the objects.

- To make clouds, click on **Callouts** option in **Shapes** list and select 'Cloud Callout'. Now, drag the shape.
- Fill gray color inside it.
- To display rain shower, draw a line, then select the **Dashes** option from the **Shape Outline** tool on the **Format** tab. Select the square dots and observe its effect.
- To repeat the lines, press **Ctrl + C** and **Ctrl + V**. Type the text BEAUTIFUL HUT and select it.
- Change the text color by selecting the **Font Color** tool in the **Font** group on the **Home** tab.



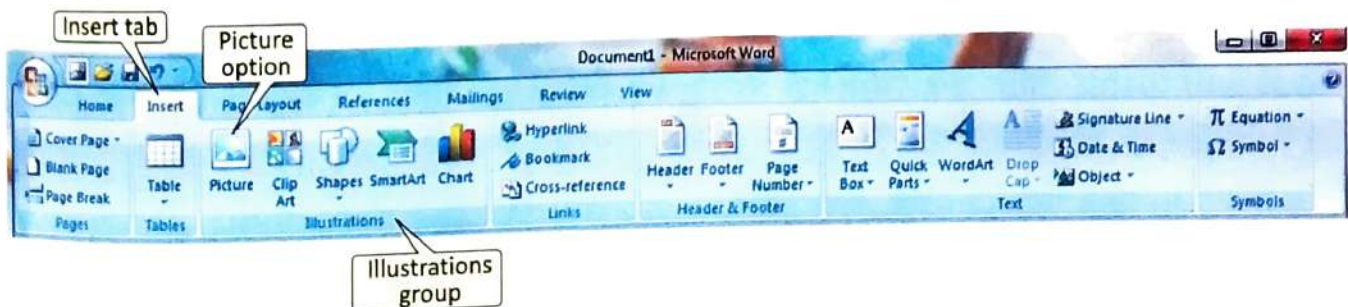
## INSERTING GRAPHICS

'A picture is worth a thousand words'. This quote very simply conveys how important graphics (ClipArts, pictures or images) are in a document.

### Inserting Pictures

A document can be made more attractive with pictures or photos. This can be done using the following steps.

- Click on **Insert** tab → **Illustrations** group → **Picture** option.



*Inserting a Picture in MS Word 2007 Document*

- An **Insert Picture** dialog box appears. Here, you may browse or type the location (or path) of the picture on the computer.
- Select the desired picture. Click on the **Insert** button.



Insert Picture Dialog Box

## Inserting ClipArt

ClipArt is a gallery of pre-designed pictures that can be inserted directly in a document.

- Place the cursor where you want to insert a picture.
- Click on **ClipArt** button in the **Illustrations** group on the **Insert** tab.
- The **ClipArt** task pane is displayed on the right of the window.
- Type the desired keyword in the **Search for:** text box that is related to the image you wish to insert. For example, 'Computer' and click on **Go** button.
- It will display all the ClipArt images related to computer.
- View the various ClipArt images using vertical scroll bar and click on the desired ClipArt image to insert.



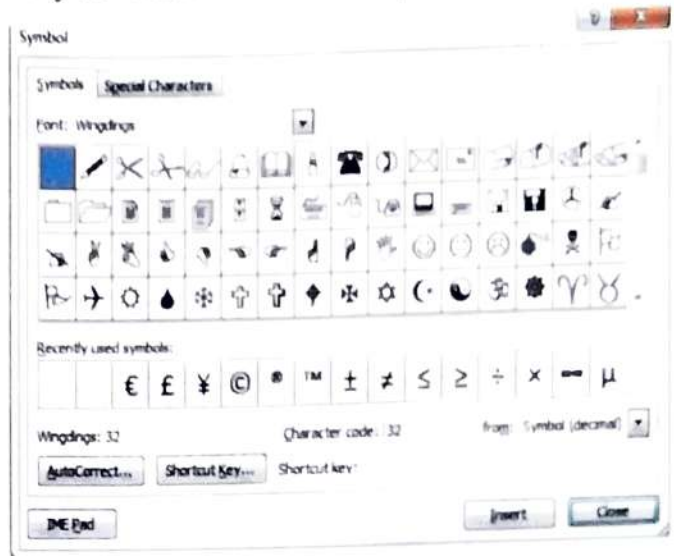
ClipArt Task Pane

## INSERTING SYMBOLS AND SPECIAL CHARACTERS

Symbols and special characters are punctuation, spacing or typographical characters that are not generally available on the Standard keyboard. They can be inserted from the **Symbol** dialog box.

To insert symbols and special characters in a document, follow the steps :

- Place the cursor at the position where you want to insert a symbol.
- Click on the **Symbol** button in the **Symbols** group on the **Insert** tab. Select **More Symbols** option.
- The **Symbol** dialog box appears.
- Select the **Symbols** tab, if it is not selected.
- Select the Font of your choice from the drop-down list. E.g., 'Wingdings'.
- Choose the symbol and click on the **Insert** button. Click on **Close** button to close the box.

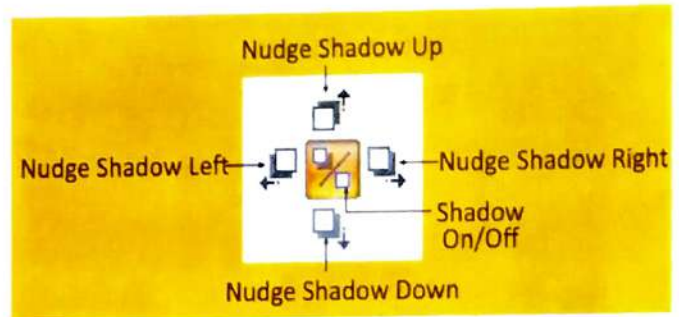


Symbol Dialog Box

## APPLYING SHADOW

We can apply shadow effect on any object. We can also change the color of the shadow and set its position.

- Draw any object using **Shapes** button in the **Illustrations** group on **Insert** tab.
- Select the Shape and click on the **Shadow Effects** button in **Shadow Effects** group on the **Format** tab.



- Select the desired shadow effect. It will be applied to the object.

### Sticky Note

❖ You can change the shadow settings by selecting the **Shadow Effects** from the **Shadow Effects** drop-down menu.



❖ Similarly, you can apply 3-D effects to an object by clicking the **3-D Effect** button on the **Format** tab.



Applying Shadow Effect

# Time to Drill

Circle six features of MS Word in the following grid.

W	O	T	R	C	P	S	S	C	J
R	W	R	A	D	I	H	H	D	M
A	O	C	L	I	P	A	R	T	N
P	R	C	T	T	A	D	T	E	P
I	D	L	R	S	R	O	F	L	I
T	A	M	A	H	E	W	S	O	C
S	R	S	M	A	R	T	A	R	T
U	T	H	A	P	P	A	K	P	U
R	S	O	W	E	D	G	Q	R	R
E	A	B	I	S	H	S	T	U	E

## Boost Your Brain

A. Tick (✓) the right option.

- Which style affects the selected text with-in a paragraph?  
 (a) Character Style  (b) Paragraph Style  (c) Built-in Style
- MS Word has a ready-made gallery of pictures. It is called  
 (a) ClipArt  (b) Clip Images  (c) Clip Pictures
- The WordArt button is present on the ..... tab.  
 (a) Format  (b) Home  (c) Insert
- We can create stylized text with various special effects. It is called  
 (a) Word Effects  (b) WordArt  (c) Text Style
- ..... is a way of creating a visual presentation of facts and information.  
 (a) Auto Shapes  (b) ClipArt  (c) SmartArt

B. Fill in the blanks with the correct words.

ClipArt   pictures   Shape fill   Character   paragraph   Shift

- ..... and ..... are the two types of style.
- ..... tool is used for colouring a drawing object.
- ..... key is used while dragging to maintain the height and width ratio of a shape.
- A document can be made more attractive with .....
- ..... is a gallery of pre-designed pictures that can be inserted directly into a document.

C. Answer the following questions.

1. What do you understand by Style? How will you apply built-in style to text?

.....

2. Write the steps to add WordArt in MS-Word.

.....

3. Differentiate between : WordArt and ClipArt.

.....

4. What are Shapes?

.....

5. What is SmartArt? How do we use it in MS Word?

.....

6. Why do we need to insert a graphic in a document?

.....



Encircle the names of the options present in MS Word 2007 in the grid given below.

WORDART LINE ARROW PICTURE SHAPES SHADOW SMARTART OVAL

B	C	D	L	S	H	A	P	E	S	T	R	R	O
O	V	A	L	A	H	A	S	P	C	U	D	T	W
E	O	V	S	P	L	I	N	E	W	R	A	A	L
S	M	A	R	T	A	R	T	I	O	E	R	R	I
S	H	A	D	O	W	A	M	P	I	C	T	U	R
S	P	I	C	T	U	R	E	A	R	R	O	W	N
A	R	T	R	W	O	R	D	A	R	T	O	E	V



1. Save pictures of your family members in a folder. Create a new word document and write about your family members in it. Insert the saved pictures wherever required. Take a printout and give it to your parents.
2. Write a short poem on a topic of your choice and insert suitable pictures and ClipArt.

**Lesson Extract**

- ❖ Creating a Table
- ❖ Entering Data
- ❖ Modifying a Table
- ❖ Adding Rows/Columns in a Table
- ❖ Deleting Rows and Columns
- ❖ Merging Cells
- ❖ Formatting a Table
- ❖ Changing Column Width
- ❖ Splitting Cells
- ❖ Applying Borders and Shading
- ❖ Resizing Table
- ❖ Calculations in a Table
- ❖ Updating the Total

A table can be of great use to create interesting layout of text and graphics. It is used to organize information into the cells of rows and columns. Each cell of a table can hold text or graphics.

A table may also be used to organize a list into rows and columns. Columns are vertical cells and rows are horizontal cells.

**For Your Info**

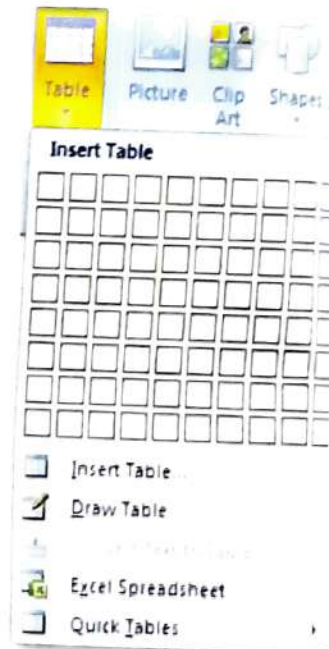
The intersection of a row and a column makes a rectangular box called a cell.

**CREATING A TABLE**

MS Word provides a variety of ways to create a table. The simplest way to create a table is to click on **Table** button in the **Tables** group on the **Insert** tab.

**Using Insert Table Grid**

- Click on the **Table** button in the **Tables** group on the **Insert** tab.
- Move the mouse pointer over the grid and cover the number of rows and columns you want in the table.
- Press **Enter** key.
- The table will be inserted on the working area.



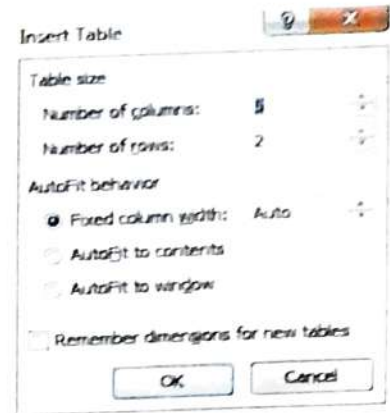
Inserting a Table

**Sticky Note**

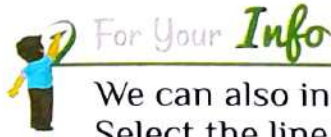
Before creating a table, know how many columns and rows you want to use in it. This will make it easier to create a table.

## Using Insert Table Option

- Click on the **Table** button in the **Tables** group on the **Insert** tab and click on **Insert Table** option.
- The **Insert Table** dialog box appears.
- Specify the number of columns and rows in the dialog box and click on **OK**.
- When you insert a table, two new tabs (**Design** and **Layout**) also appear on the Ribbon, displaying various **TableTools**.



Creating a Table



We can also insert a table by clicking on **Insert** → **Table** → **Draw Table** option. Select the line style and drag the pencil on the working area. Draw rows and columns using dragging method.

## ENTERING DATA

- Place the insertion point in a table cell and type the text. To move to the next adjoining cell, either press the **Tab** key or press the **Right arrow** key.
- To go to the previous cell, either press the **Shift + Tab** key or the **Left arrow** key. Enter the data as given in the adjoining table.

Name	English	Hindi	Total
AMRISH	65	74	139
GAYAS	89	87	176
PRASHANT	96	97	193
AJAY	98	95	193
RAJEEV	86	92	178

Entering Data

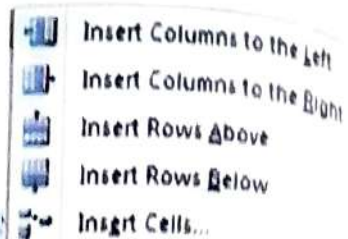
## MODIFYING A TABLE

After entering data in a table you can make changes in the data as needed. You can insert rows, columns or cells in a table to accommodate new text or graphics. Similarly, you can delete unwanted rows, columns or cells from a table.

## ADDING ROWS/COLUMNS IN A TABLE

While creating and making entry in a table, you might need to add rows/columns in between. MS Word provides the facility to add columns to right or left of the existing column and insert rows above or below the selected row.

- To add a new column, select the column adjacent to which you want to insert a new column.
- Click on the top border of the column to select it.
- Click on the **Layout** tab in **Table Tools**. Click on **Insert Left** or **Insert Right** button in the **Rows & Columns** group. An empty column is inserted.
- Similarly, click on **Insert Above** or **Insert Below** buttons in the **Rows & Columns** group on the **Layout** tab to insert the row.



Name		English	Hindi	Total
AMRISH		65	74	139
GAYAS		89	87	176
PRASHANT		96	97	193
AJAY		98	95	193
RAJEEV		86	92	178

Inserting Column in a Table

**Sticky Note**

- ❖ You can also insert a row or number of rows in a table by selecting the row where you want the new row to appear.
- ❖ Right-click on the selected row. Select the **Insert > Insert Rows Above** option. Likewise, you can select any desired option.

**DELETING ROWS AND COLUMNS**

- Select the row or column.
- Right-click the mouse and a menu appears.
- Select **Delete Columns** or **Delete Rows**.

**MERGING CELLS**

Sometimes, data is split in numerous segments of a cell and you want to combine it in a single cell, to give it a better look. Merging the cells provides a way to consolidate data in one cell.

- Select the cells you want to merge. Click the **Layout** tab.
- Click on **Merge Cells** button in the **Merge** group.
- The data gets combined in one cell.

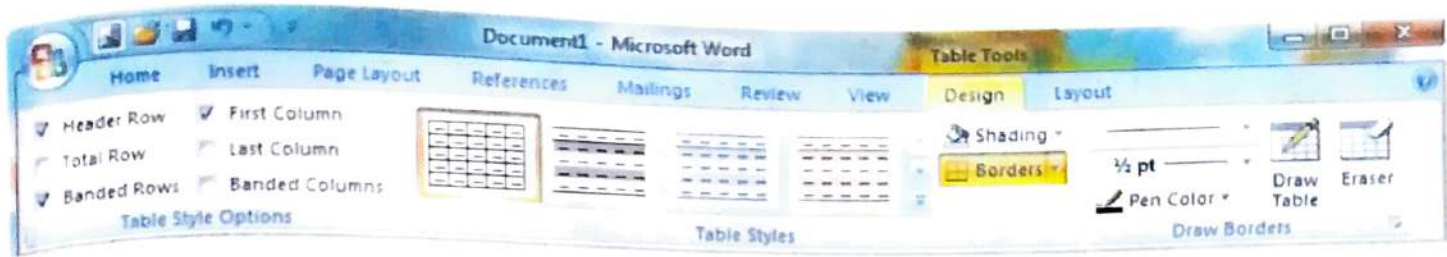
Name	English	Hindi	Total
Amrish	65	74	139
Gayas	89	87	176
Prashant	96	97	193
Ajay	98	95	193
Rajeev	86	92	178

Merging Cells

**FORMATTING A TABLE**

After we create a table, we can format the entire table by using **Table Styles**.

- Click on the table that you want to format.



Using Design Tab



- ✦ To delete a row or a column from a table, click the **Layout** tab.
- ✦ Select **Delete** option from the **Rows & Columns** group.
- ✦ Further select **Delete Rows** or **Delete Columns** from the menu.

- Under **Table Tools**, click on the **Design** tab.
- Select the style, that you want to use, from the **Table Styles** group.

## CHANGING COLUMN WIDTH

To change the column width, follow the steps :

- Select the column whose width you want to change.
- Click the **Layout** tab.
- Click the **Properties** button in the **Table** group. The **Table Properties** dialog box is displayed.
- Click on the **Column** tab.
- Select the **Preferred width** check box. Now increase or decrease the column width either using the Up or Down arrow or type in the values to set the width. Click on **OK**.
- Similarly, you can change the row height by selecting the **Row** tab in **Table Properties**.

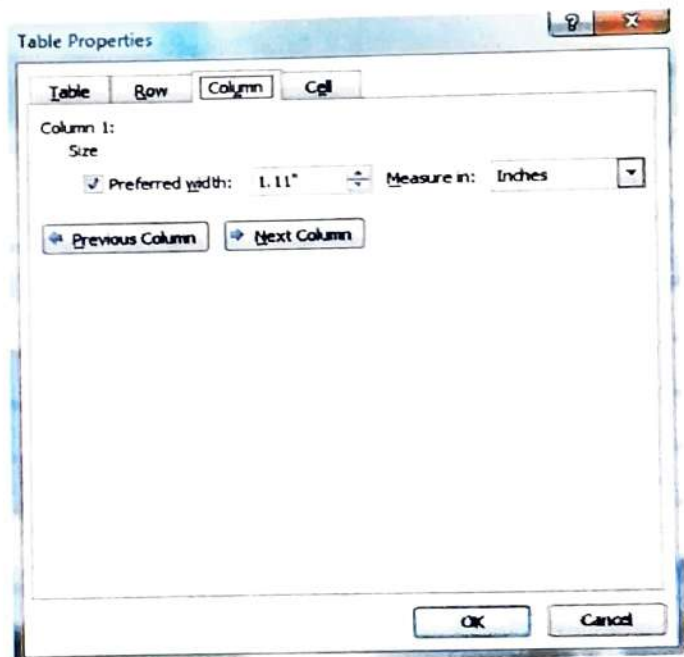


Table Properties

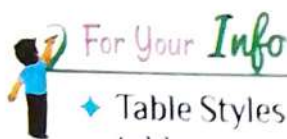
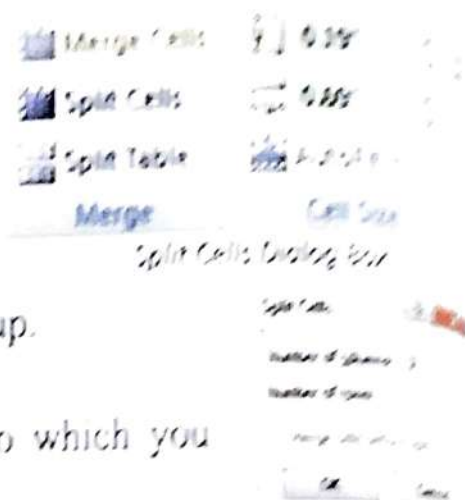
### For Your Info

- ◆ To change the column width, place the pointer over the dividing line of the column. When it changes to double headed arrow  $\leftrightarrow$  drag the pointer towards right to expand the column.
- ◆ Similarly, you can increase the row height as well.

## SPLITTING CELLS

To divide a cell into many cells, we use the **Split Cells** option.

- Select the cell you want to split.
- Click the **Layout** tab.
- Click on **Split Cells** button in the **Merge** group.
- The **Split Cells** dialog box appears.
- Enter the number of rows and columns into which you want to split the selected cells. Click on **OK**.



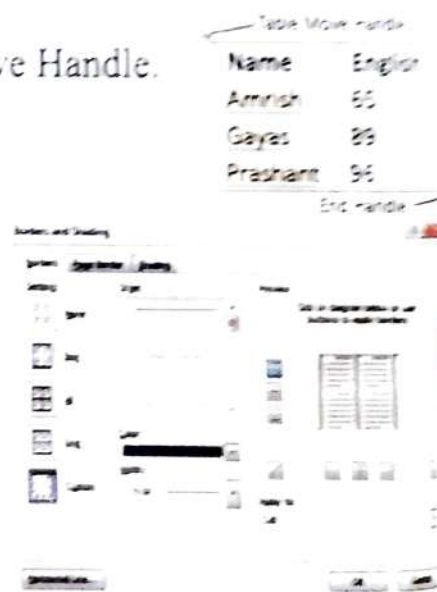
### For Your Info

- ◆ Table Styles is an inbuilt facility to change the appearance, color and borders of a table.
- ◆ Select the table. Select the **Design** tab.
- ◆ Click **More** button in the Table Styles group and select any Style from displayed gallery.

## APPLYING BORDERS AND SHADING

To enhance the appearance of a table, you can apply a variety of borders and shading styles.

- Select the entire table by clicking on Table Move Handle.
- Click on **Design** tab.
- Change the **Line Style** and **Line Weight** in the **Table Styles** group.
- Click the drop-down arrow next to the **Borders** button and select **Borders and Shading** option from the drop-down list.
- Choose **All** option. Select the color by clicking the drop-down list of color.
- Click on **Apply to:** text box and select **Table** option from the drop-down list. Click on **OK**.
- Notice the change in the appearance of this table.
- To give color effects to your table, click on the **Shading** button. The color palette is displayed. Choose any shade.



## RESIZING TABLE

You can increase or decrease the size of a table manually by using End handle, but 'MS Word' also offers readymade solutions to resize the table. Resizing of a table is done by **AutoFit** option that offers flexibility to automatically resize the column widths based on the size of text in them. We can set the table width based on the window size or convert it back to use fixed column width.

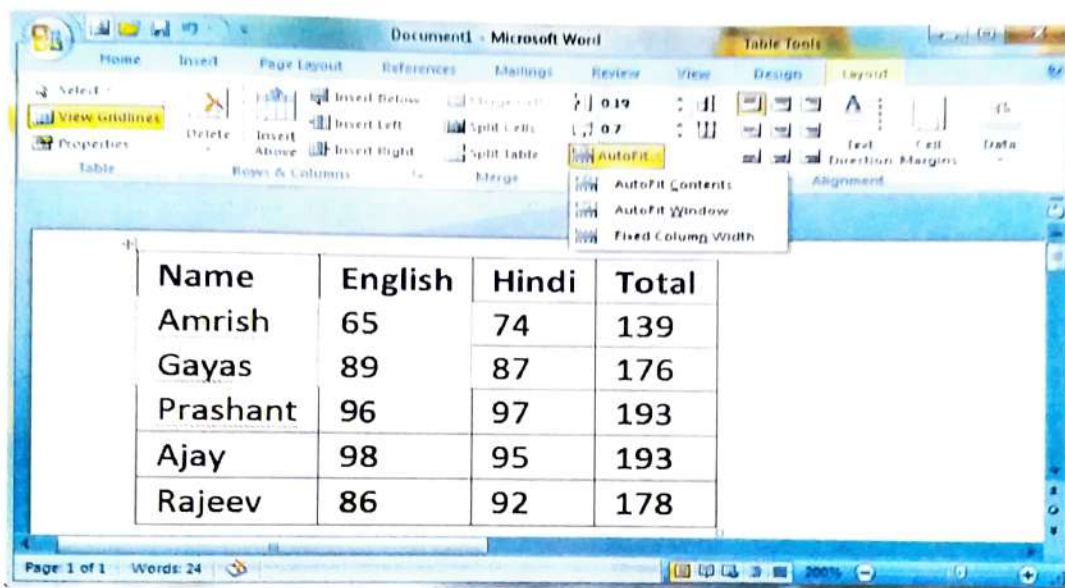
- Click on **AutoFit** button in the **Cell Size** group on the **Layout** tab.

- **AutoFit** drop-down menu displays following three options :

**AutoFit Contents** : It adjusts the column width according to the text entered.

**AutoFit Window** : Selecting this option will adjust the table according to the margins set on a window.

**Fixed Column Width** : The column gets fixed and the text is wrapped in the same cell.



Resizing Tables

### Sticky Note

- ❖ When you click on the table, you notice a plus sign at the left corner. This is the **Table Move** handle.
- ❖ A small hollow square at the right corner of the table is called **Table Resize** handle. You can move and resize the table using these handles respectively.

## CALCULATIONS IN A TABLE

You can perform calculations on the numeric data entered in a table.

- Select the **Layout** tab.

- Click in the cell where the result is to be displayed. Click on **Formula** button in the **Data** group.
- The **Formula** dialog box is displayed.
- Note that the **SUM** formula is already displayed. Click on **OK** button.



### Mind Feeder

By default, MS Word calculates the sum of values in the cells lying in the column above or on the row to the left.

## UPDATING THE TOTAL

Sometimes you may change the data or add new ones. MS Word provides facilities to update the data.

- Select the cell and change its data.
- Now, select the cell where the total is displayed.
- Press **F9** key and observe the change in total.



## Boost Your Brain



### A. Tick (✓) the right option.

- The intersection of a column and row is called a  
 (a) Border  (b) Table  (c) Cell
- Tables group is present on the ..... tab.  
 (a) Table  (b) Insert  (c) Home
- Which key should be pressed to move to the previous cell?  
 (a) Tab  (b) Shift + Tab  (c) Right arrow
- Which Function key is used to update the total in a cell?  
 (a) F7  (b) F8  (c) F9
- ..... is an inbuilt facility to change the appearance, color and borders of a table.  
 (a) Draw Table  (b) Table Resize  (c) Table Styles

### B. Fill in the blanks with the correct words.

table      Tab      insert      Autofit window      delete

- A ..... is used to create data in the form of rows and columns.
- ..... key is used to move the cursor in the adjoining cell of a table.
- The Table button is present on the ..... tab.
- ..... option adjusts the table according to the margins set on a window.
- A column can be deleted by using ..... option in the Rows and Columns group of the Layout tab.

**Lesson Extract**

- |                                    |  |                                      |
|------------------------------------|--|--------------------------------------|
| ❖ Built-in Templates               | ❖ Deleting Text Objects                    | ❖ Inserting Shapes                   |
| ❖ Using Themes                     | ❖ Inserting Text Box                       | ❖ Rotating a Picture                 |
| ❖ Slide Organisation in Powerpoint | ❖ Rearranging a Slide in an Outline View   | ❖ Shape, Text or Object              |
| ❖ Changing the Slide Layout        | ❖ Rearranging a Slide in Slide Sorter View | ❖ Resizing a Picture, Text or object |
| ❖ Editing Text Object              | ❖ Adding Graphics to a Presentation        | ❖ Using Shadow Effects               |
| ❖ Viewing a Presentation           | ❖ Inserting Sound and Movie Files          | ❖ Creating Tables                    |
| ❖ Moving Objects                   | ❖ Working with WordArt                     | ❖ Modifying and Formatting a Table   |
| ❖ Copying Objects                  |  |                                      |

As you know PowerPoint is one of the most powerful tools for communicating ideas and information, shape, text or object. But, it should be used with care as too much information is also confusing. You have already learnt many features of MS PowerPoint in the previous class. Let us learn some more features of PowerPoint.

**BUILT-IN TEMPLATES**

MS PowerPoint 2007 does not contain the 'AutoContent Wizard' for creating presentation. Instead, if you are new to PowerPoint you can create your presentation quickly and easily by using built-in templates. PowerPoint 2007 templates includes a sample slide show that contains various themes and layout including most of those that existed in the AutoContent Wizard. Templates give you an initial foundation to build a presentation. We can modify text and design of a template, add pictures, sound, company's logo, or can also delete existing contents from the template.

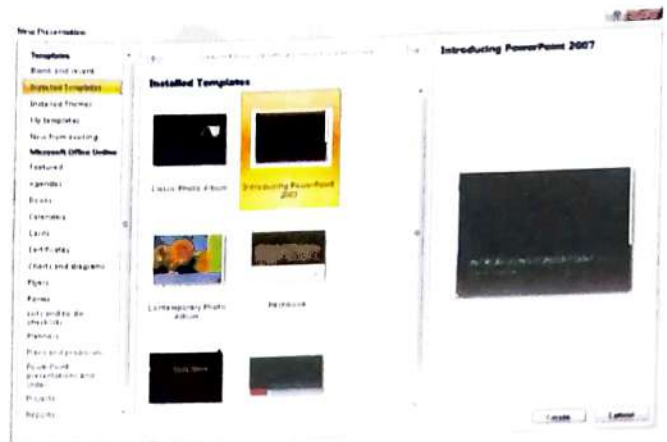
**For Your Info**

Placeholders are boxes with dotted or hatch marked borders that are part of the most slide layouts. These boxes hold title, body text or objects such as charts, tables pictures, etc.

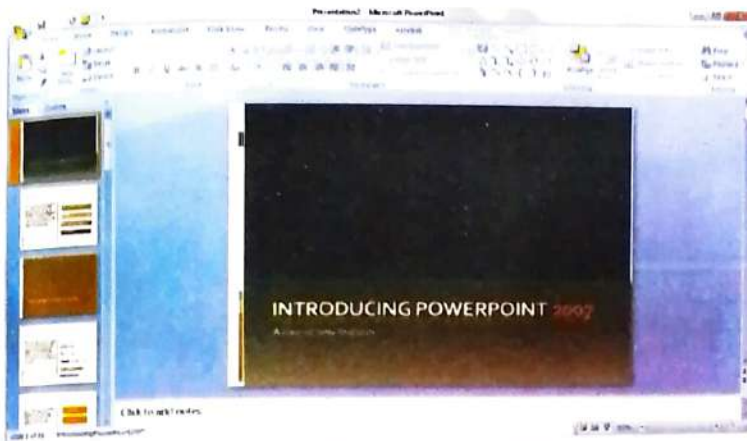
**Creating a Presentation Using Built-in Templates**

- Open MS PowerPoint by selecting **Start > All Programs > Microsoft Office > Microsoft Office PowerPoint 2007.**

- Click on **Office Button** > **New** option.
- The **New Presentation** dialog box appears.
- Select the **Installed Templates** option under **Templates** section.
- Select a sample template, e.g. 'Introducing PowerPoint 2007' from the **Installed Templates** section.



*Selecting Templates*



*Applying Built-in Template*

- Click on **Create** button, the selected template will open as a new presentation.
- This new presentation contains 18 slides, illustrating different slide layouts, backgrounds, themes, etc.
- Now, you can add text in the placeholders of each slide and view the slide show.

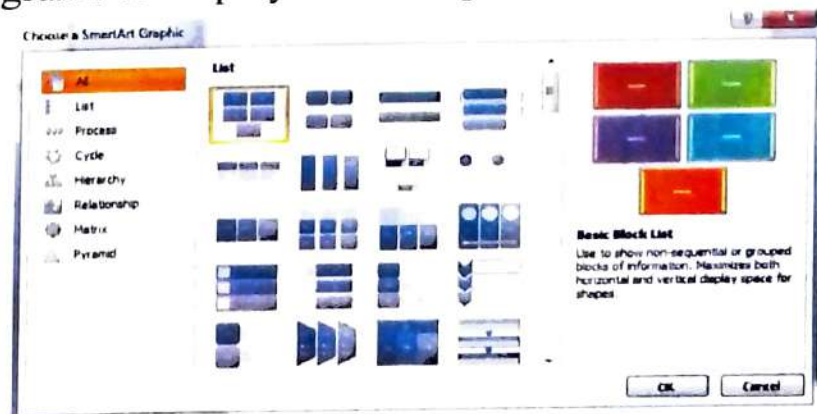
## Modifying Built-in Templates

Let us learn how to edit a template and design it according to our requirements.

## Inserting SmartArt

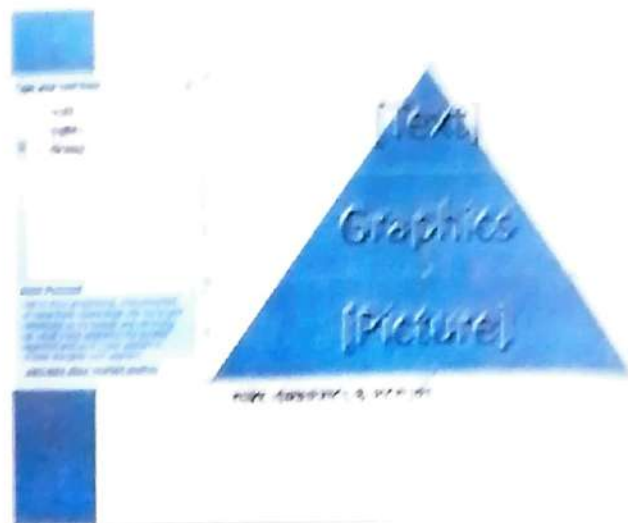
SmartArt is a graphics tool used to create a visual representation of information, which helps in displaying effective communication of our ideas. It contains a variety of graphical layouts and diagrams to display data in a presentation.

- Select a slide from **Slides** pane where the SmartArt has to be inserted.
- Click on **SmartArt** button in the **Illustrations** group on **Insert** tab.
- **Choose a SmartArt Graphic** dialog box appears.



*Choosing a SmartArt Graphic Dialog Box*

- Select a type of SmartArt. E.g., go to **Pyramid** tab and select **Basic Pyramid**. Click on **OK**.
- The SmartArt will be inserted on the slide. Now edit the text inside this diagram according to your need.

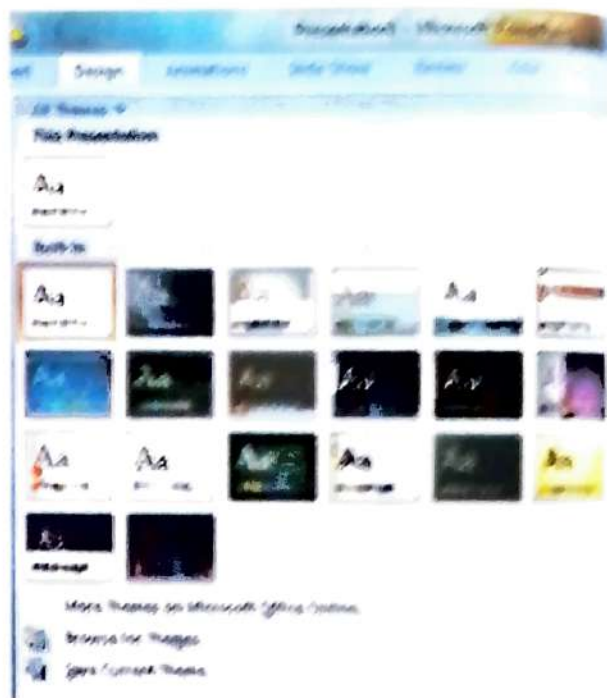


Editing a SmartArt

## USING THEMES

Themes are the sets of predefined formats that include text layouts, backgrounds, and color schemes, etc. which can be applied to any presentation.

- Click on the **Design** tab.
- Under **Themes** group, scroll the mouse over the available themes and select the desired theme. Observe the change on the slide.
- For more template designs, click on the **More** drop-down arrow at the bottom right of **Themes** group. A drop-down menu will appear.
- In this drop-down menu, you will also find options like : **Browse for Themes** and **Save Current Theme** on your computer or from the Internet.
- Select the required theme type. You will get the selected Theme type on the screen.



Selecting a Theme

### Sticky Note

You can also select the theme type from the **Installed Themes** option in **New Presentation** dialog box.

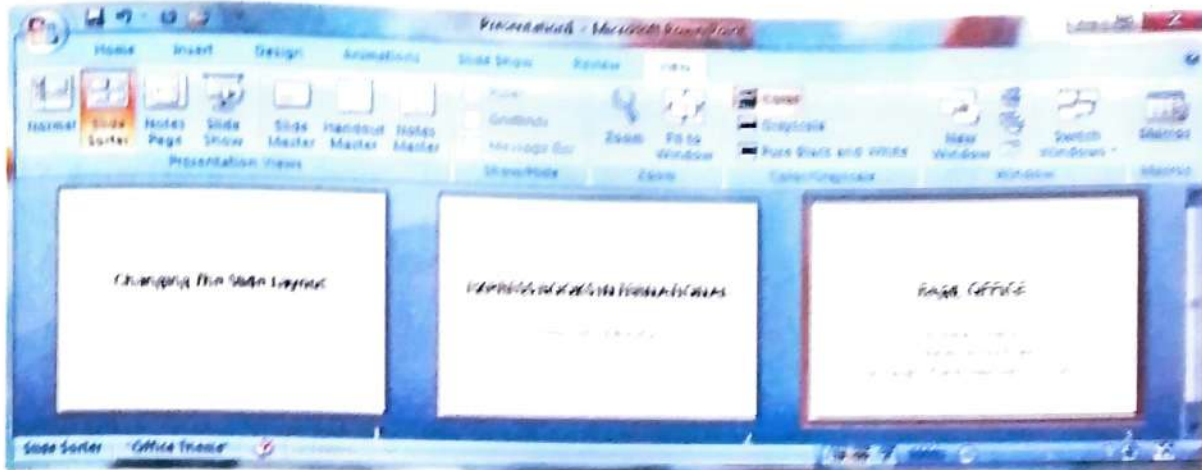
## SLIDE ORGANISATION IN POWERPOINT

Although PowerPoint templates provide impressive predefined slides yet you may need to make changes in your presentation. Editing a slide involves adding

new slide, deleting a slide, rearranging slides, changing backgrounds, changing layouts, inserting text box, etc. Contents of the existing slides can also be changed.

## CHANGING THE SLIDE LAYOUT

Slide layout refers to the way things are arranged on a slide. A layout contains placeholders, which hold text such as titles, bulleted lists and slide content such as tables, charts, pictures, shapes and clipart. Each time when you insert a new slide you have to choose a layout that matches your requirement. The layout can be modified either in **Normal View** or **Slide Sorter View**.



Changing the Slide Layout

- Open **View** tab, click on the **Slide Sorter View** button.
- Choose the slide whose layout you want to change.
- Click on the **Layout** button in the **Slides** group on **Home** tab.
- The **Layout** drop-down list will open with various layouts. Select the layout according to your need.
- Observe the changes in the existing slide.
- The text on the slide will be rearranged according to the chosen layout.



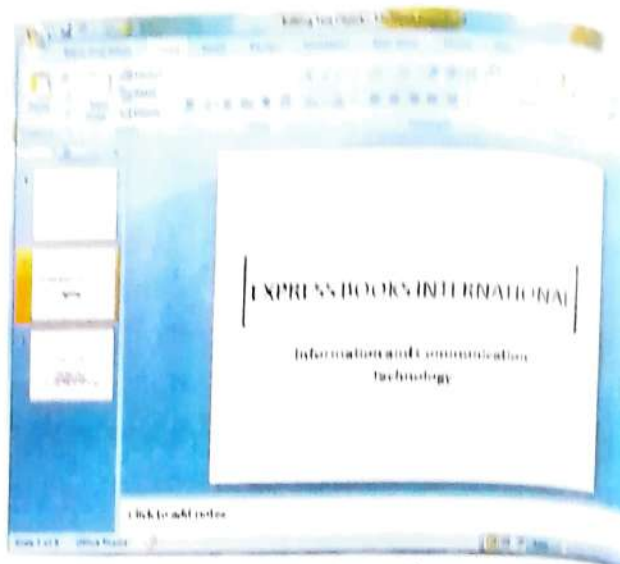
To change the color of an entire SmartArt graphic, click the SmartArt graphic. Under **SmartArt Tools** on the **Design** tab, in the **SmartArt Styles** group, click on **Change Colors** and then click on the thumbnail that you want.

## EDITING TEXT OBJECT

It is important to know how to perform basic tasks with text while working in PowerPoint. The text you type in placeholders such as title, sub-title, etc. can be modified in a variety of ways.

- Open the slide in which you want to edit the text.

- Click on the text, a placeholder will appear.
- Place the cursor at that point where you want to edit the text.
- Now make the required changes in the text.
- After editing the text, click on the **Save** button on the **Quick Access Toolbar** to save the changes.



*Editing Text Object*

## VIEWING A PRESENTATION

You can view your presentation in different formats such as Normal View, Sorter View and Slide Show. By default, we always work in Normal View. view buttons are available in the **Presentation Views** group on **View** tab.

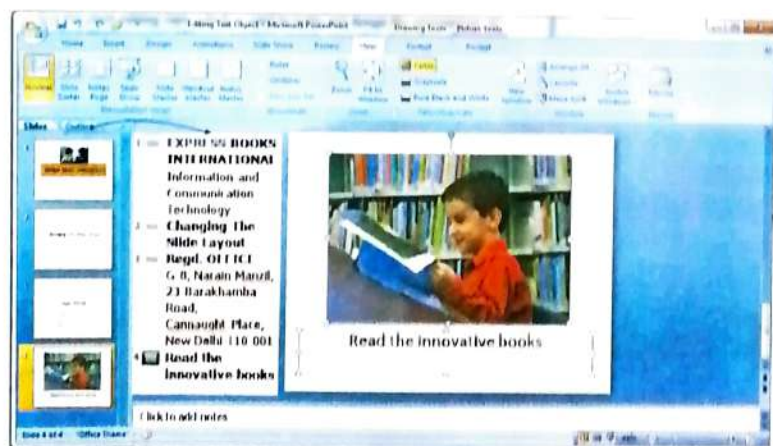
### Quick Key

The shortcut to open a presentation is **Ctrl + O** key combination.

## Normal View

It is the main editing view which is used to write and design the presentation. In Normal View you can add text, graphics, sound, animation and other effects well. You can also have a large view of an individual slide, notes pane at the bottom, an outline of the slide text (Outline tab) and slides displayed as thumbnails (Slides tab), all at the same time.

- To open this view : Open the **View** tab and click on **Normal** button. *OR*
- Click on **Normal View** icon on the **Status bar**.



*Normal View of a Presentation*

### Mind Feeder

Clicking on the **Slides** tab will display a thumbnail image of slides.

### Quick Key

- To close a presentation, you can also click on **Office Button > Close** option.
- To exit PowerPoint application, click on **Office Button > Exit PowerPoint** option.

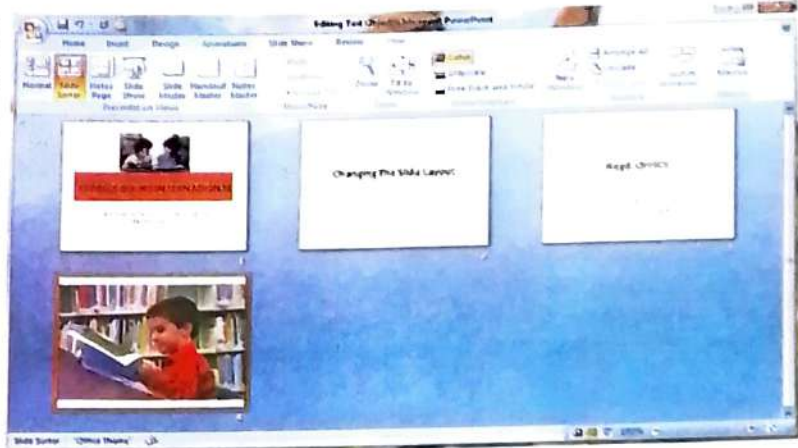
## For Your Info

In Normal View, if you want to see the current slide only in the window, you can close the Slides and Outline tabs using the Close button in the right corner.

## Slide Sorter View

It displays a miniature view of all the slides in a presentation. In Slide Sorter View, you can change the order of slides, copy or delete the slides, add transitions, animation effects, and set the timings for the slide show.

- Select the **View** tab and click on **Slide Sorter** button.
- You will see all the slides of your presentation and a thick border around the selected slide.

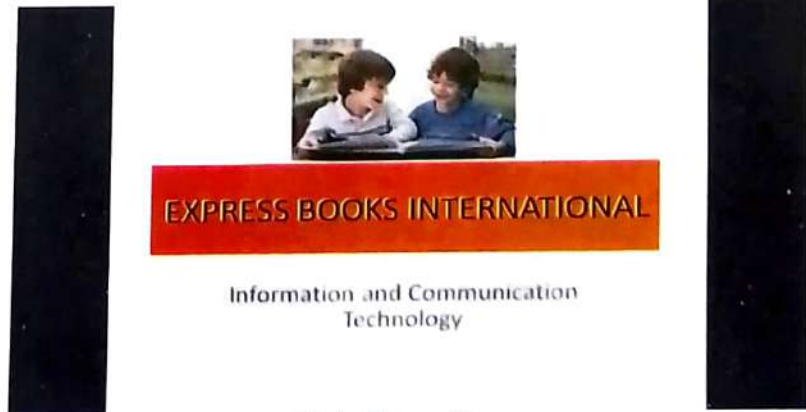


Slide Sorter View

## Slide Show View

It shows all the slides of a presentation starting either from the first slide or the current slide one after another. One slide occupies the complete screen.

- In full screen view, you can see how your graphics, timings, movies, animated elements and transition effects will look in the actual show.
- Click on the **Slide Show** button on the Status bar or **View > Slide Show** or click on **Slide Show** tab and select **From Beginning** option. You can also use **F5** key to view the Slide Show.
- To move to the next slide, click the mouse button, or use Enter/Space bar key.
- To move between slides, use PageUp/PageDown key or Up/Down arrow key.
- To quit the **Slide Show View**, press the **Esc** key on the keyboard.



Slide Show View

## Notes Page View

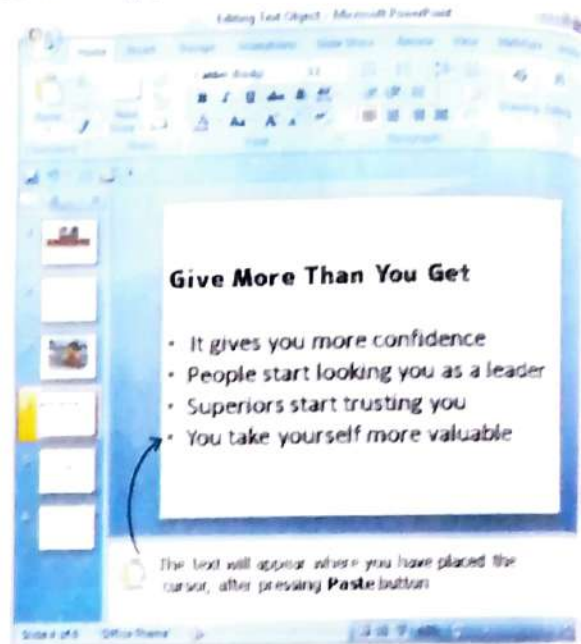
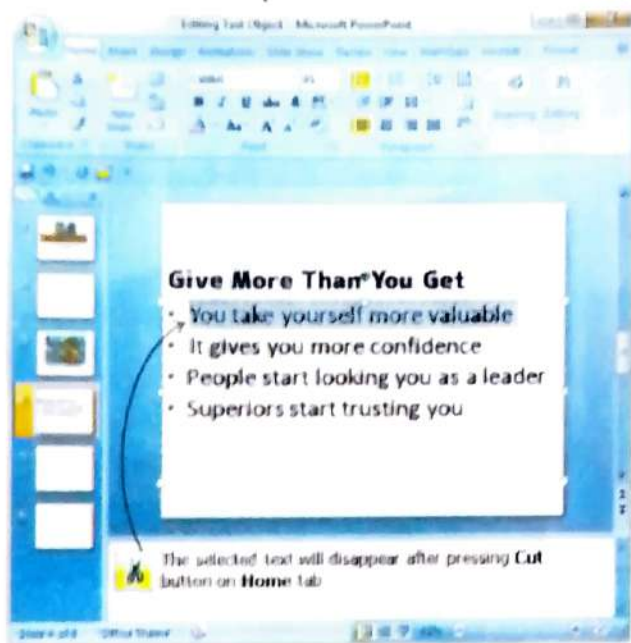
Notes Page option is available on the **View** tab. It displays the notes page for the selected slide, where you can create additional notes for the current slide. These notes are helpful while showing the presentation.



## MOVING OBJECTS

This feature is used to move the objects from one place to another either on the same slide or between the present slides. Follow these steps to move an object:

- Select the object. Click on **Cut** button or use **Ctrl+X** option. The object disappears from the slide and is placed on clipboard.
- Place the cursor after the last point on the same slide. Click on **Paste** button or use **Ctrl + V** option. The selected object will appear at the cursor position.



Moving Objects on the Same Slide

### Sticky Note

To move the text object to another position, click anywhere inside the placeholder that contains text.

Place the pointer on the border. When the pointer changes to double-headed arrow, click on the border and drag the mouse in the direction where you want to place the text.

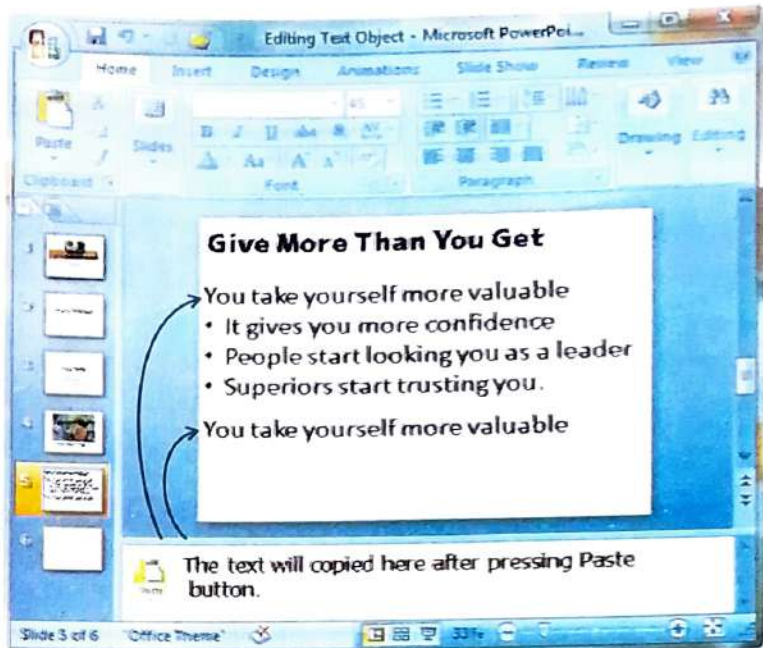
### Quick Key

- Press **Ctrl + P** key combination to print the slides of a presentation.
- Press **F5** to view the slide show.
- To create a duplicate slide, select the slide and press **Ctrl + D**.

## COPYING OBJECTS

You can copy the objects anywhere on a slide, between slides or from one file to another. This feature helps in reducing time and efforts in typing. Copy and Paste options duplicate the selected objects. The Copy feature is similar to Cut feature except that it copies the object and does not remove the object from its original location.

- Select the object. Click on **Copy** button or use **Ctrl + C** key combination. A copy of selected object is placed on the clipboard.
- Place the cursor after the last point. Click on **Paste** button or press **Ctrl + V**. The copied object will appear in its new location.



*Copying Object on a Slide*

## DELETING TEXT OBJECTS

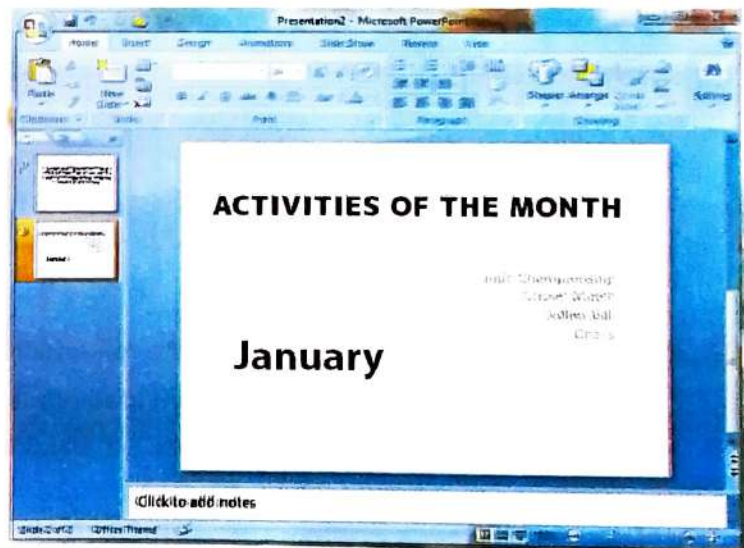
To delete a text object on a slide without deleting the slide, follow these steps :

- Click on the text object that you want to delete. The selected object will have a dash border around it.
- Click on the border of the text object. The border will change from dashed to line.
- Press the **Delete** key.
- The existing text will be deleted.

## INSERTING TEXT BOX

Sometimes, you may want to add more text than the area provided for entering text. The **Text Box** tool in the **Text** group on the **Insert** tab gives facility to add more text to your slide. Text Box is a placeholder where you can enter and manipulate text. You can move the text box along with its contents anywhere on the slide.

- Click on **New Slide** button in the **Slides** group on the **Home** tab.



*Inserting Text Box*

- Enter the title “ACTIVITIES OF THE MONTH”.
- Click on “Click to add subtitle” placeholder in slide. Type “JANUARY”.
- Click on the **Text Box** tool in the **Text** group on the **Insert** tab. Hold down the left mouse button while dragging the mouse down towards right side and release the mouse button.
- You will get a rectangular box with an insertion point in it. Enter the text ‘JANUARY’.
- If the text is long, it automatically adjusts and shifts to the next line keeping the box area in view.

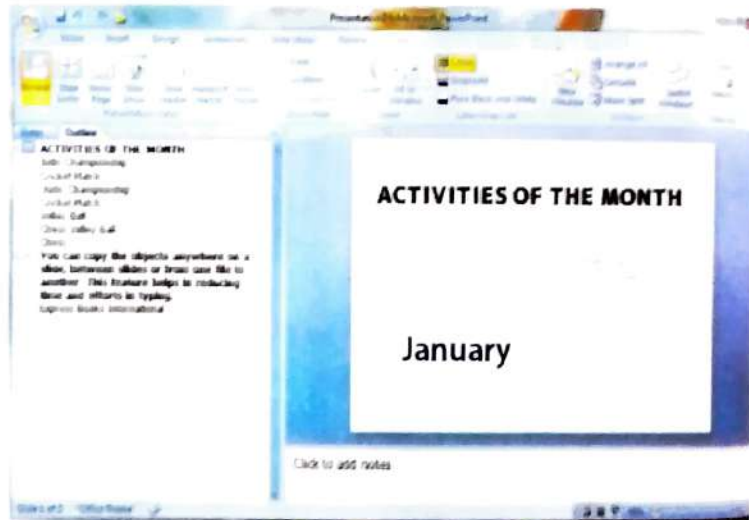
### Sticky Note

Text box appears in the Slides pane of Normal View or on the Slides tab, but not in the Outline tab.

## REARRANGING A SLIDE IN AN OUTLINE VIEW

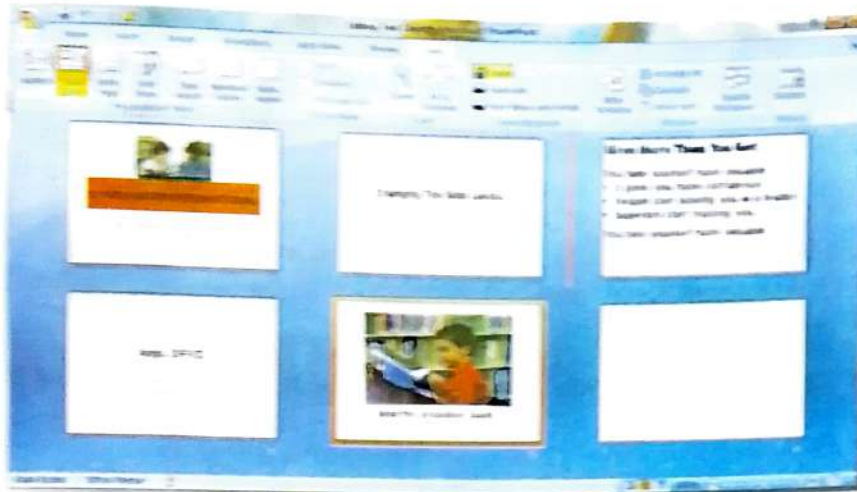
To change the order of the slide from one position to another in **Outline** view, follow these steps :

- Click on the **Normal** button on **View** tab.
- If needed, choose **Outline** tab to display the text outline in slides.
- Select the slide icon of the slide you want to move.
- Drag the slide to the new location. A horizontal line appears as you drag the slide. When the horizontal line is on the desired location, release the mouse.
- The slide moves to the new location.



## REARRANGING A SLIDE IN SLIDE SORTER VIEW

- Click on the **Slide Sorter** button on **View** tab.
- Select the slide that you want to move.
- Drag the selected slide to a new location. A vertical bar appears next to the slide where the slide is moved.



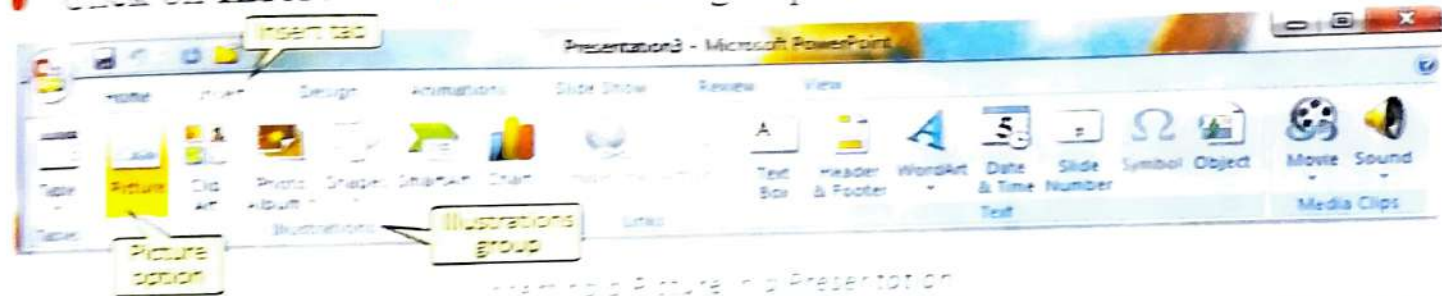
Reordering a Slide in Slide Sorter View

## ADDING GRAPHICS TO A PRESENTATION

Graphics can be used to make a presentation more interesting. Depending on the topic, sometimes graphics can be more informative than words. Graphics in digital format are available from various sources such as scanned images, digital camera photographs and illustration software.

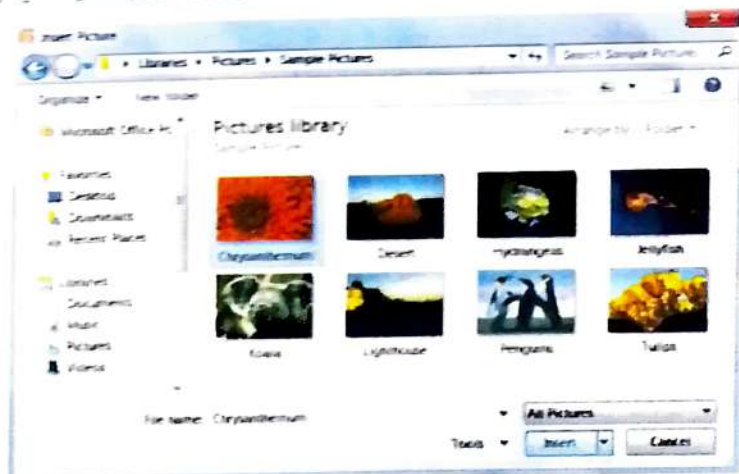
### Inserting a Picture

- Click on **Insert** tab → **Illustrations** group → **Picture** option.



Inserting a Picture in a Presentation

- It displays the **Insert Picture** dialog box with a list of graphic files.
- Select the picture file most suitable for your presentation from the appropriate location. Click on **Insert** button.
- Drag the image using the left mouse button and click it to drop it at the desired location in the slide.

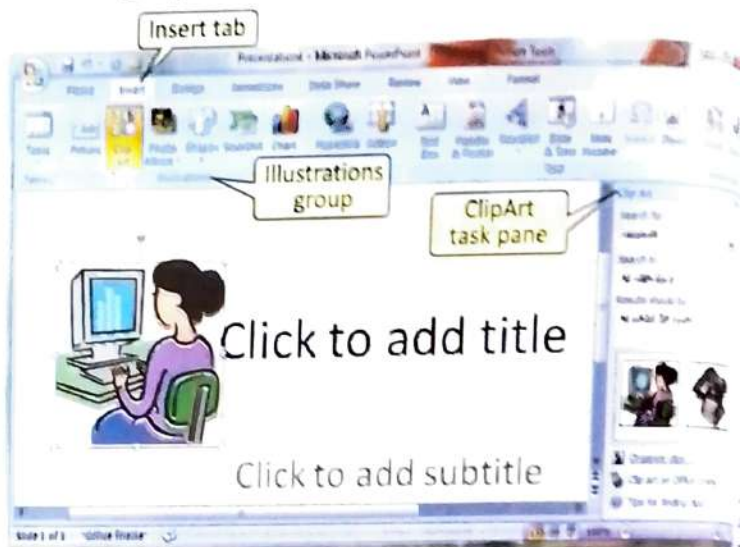


Insert Picture Dialog Box

## Inserting a ClipArt

ClipArt are files of general purpose graphics consisting of animations and cartoons.

- Click **Insert** tab → **Illustrations** group → **ClipArt** option.
- It displays the **ClipArt** task pane.
- Use the **Search for:** option and type the category name. For example, 'computer'.
- List of pictures in the computer category will be displayed.
- Select the picture and click on the drop-down arrow on the right side.
- Select **Insert** from the drop-down list.
- The ClipArt will be inserted in the current slide. You can drag the image using the left mouse button to place it at the desired location in the slide.



Inserting a ClipArt

## Using Microsoft Clip Organizer

Microsoft Clip Organizer is a feature of PowerPoint 2007 that allows the user to arrange the clips in one's computer.

Follow these steps to insert the desired clip using the Microsoft Clip Organizer.

- Click on **Insert** tab → **Illustrations** group → **ClipArt** option → **ClipArt** task pane → **Organize clips** ... option.
- The **Microsoft Clip Organizer** dialog box opens.
- Browse through the different collections given in the left pane.

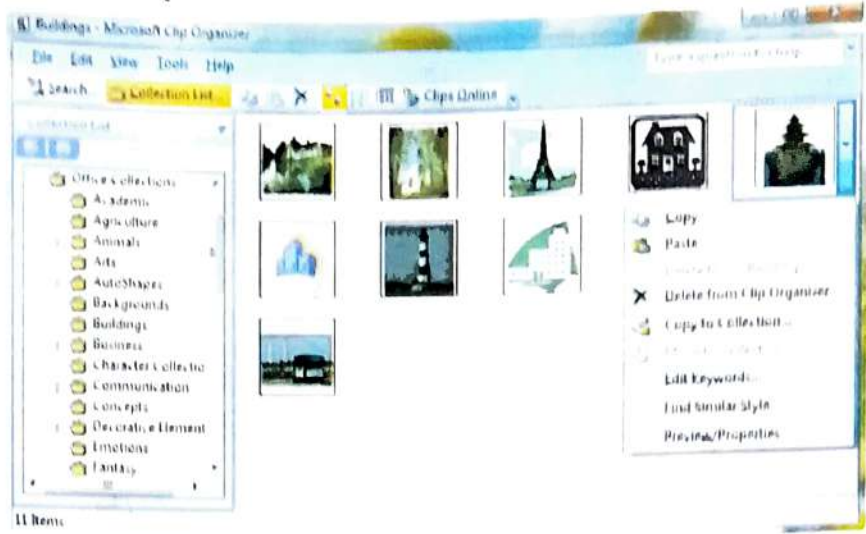


ClipArt Task Pane

- Bring the cursor on the ClipArt of your choice in the right pane. Click on the down arrow on the right of the image.
- Select the desired option from the drop-down list.

**Sticky Note**

If you are connected to the Internet, get new ClipArt designs from the Microsoft official website using the **ClipArt on Office Online** option in the **ClipArt** task pane. These clips can also be inserted in the presentation.



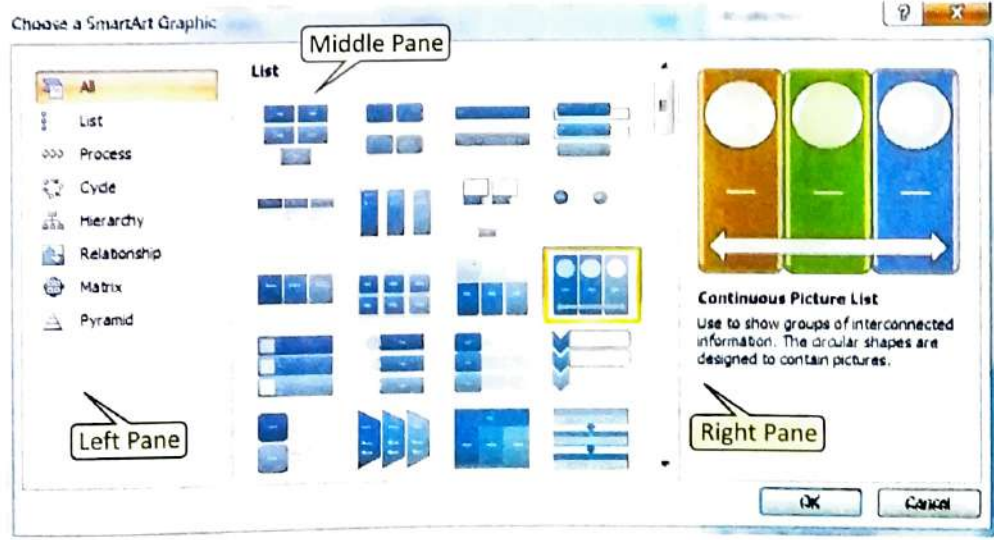
**Using SmartArt**

*Selecting an Image from the ClipArt Organizer*

SmartArt is a special feature of PowerPoint 2007 that allows the user to add graphics to the presentation grouped under different categories. It is the visual presentation of text/data in the form of charts rather than tables and numbers.

Follow these steps to add SmartArt to a slide of the presentation.

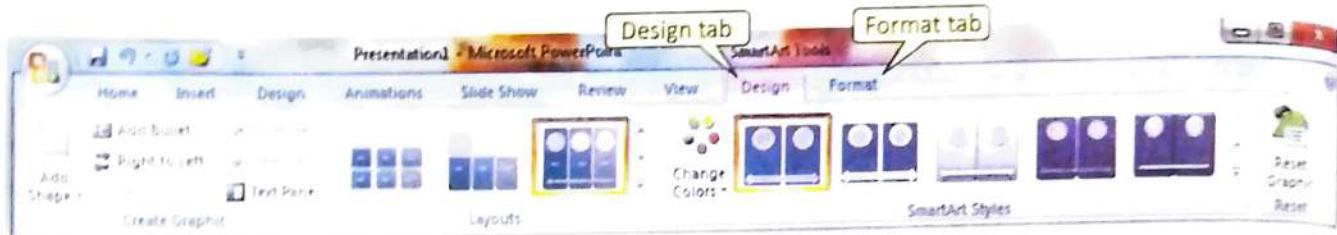
- Click on **Insert** tab → **Illustrations** group → **SmartArt** option.
- Choose a SmartArt Graphic** dialog box opens.
- Select the desired category from the left pane and browse through the different SmartArt options available in the middle pane. The right pane gives preview of the SmartArt selected.



*Choose a SmartArt Graphic Dialog Box*

- Click **OK** to insert the selected SmartArt design and enter the appropriate text.

On choosing a SmartArt design, two new tabs open up in the Ribbon under **SmartArt Tools**, the **Format** tab and the **Design** tab. The different groups in these tabs can be used to edit SmartArt designs and make them suitable as per the requirements of the data of the slide.



SmartArt Tools

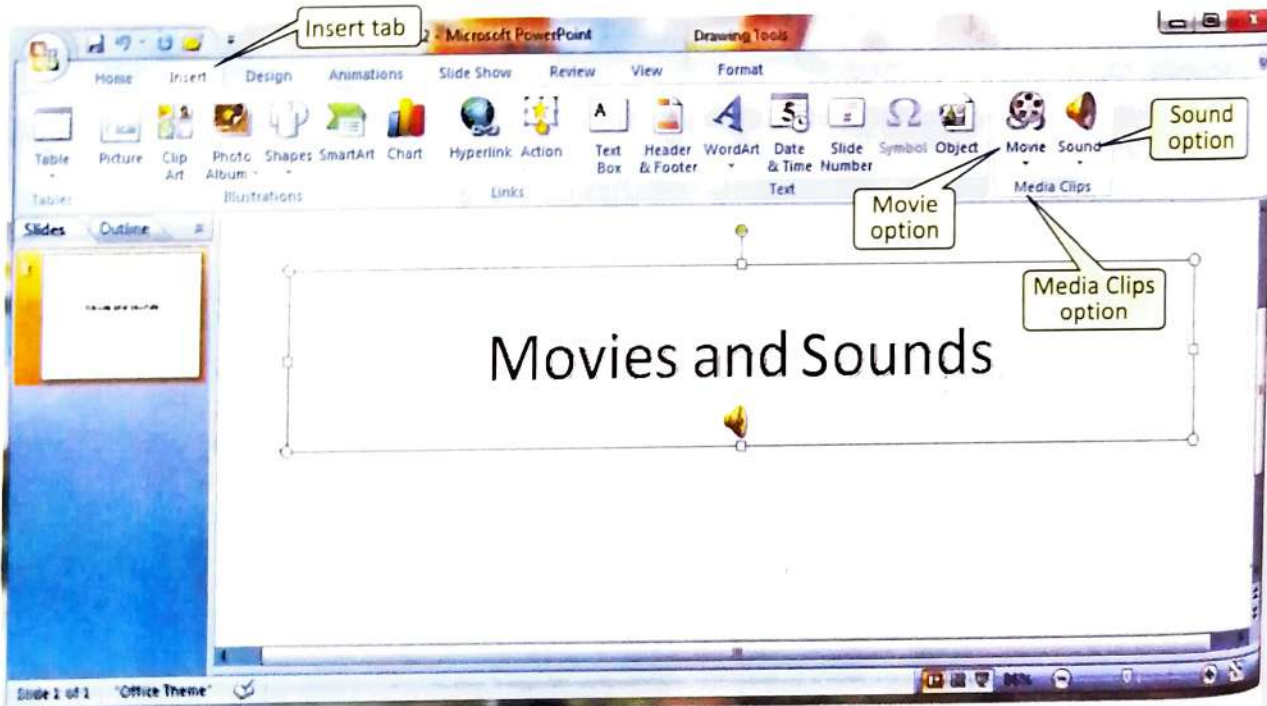
**TRY OUT**

You already have a collection of slide layouts with picture(s) in the **Office Theme** drop-down list. Use them to insert pictures and ClipArt in the slides.

## INSERTING SOUND AND MOVIE FILES

Follow these steps to add a music file or a movie clip to the presentation :

- Select the slide where the sound file or a movie file has to be inserted.
- Click on **Insert** tab → **Media Clips** group → **Movie/Sound** drop-down list.



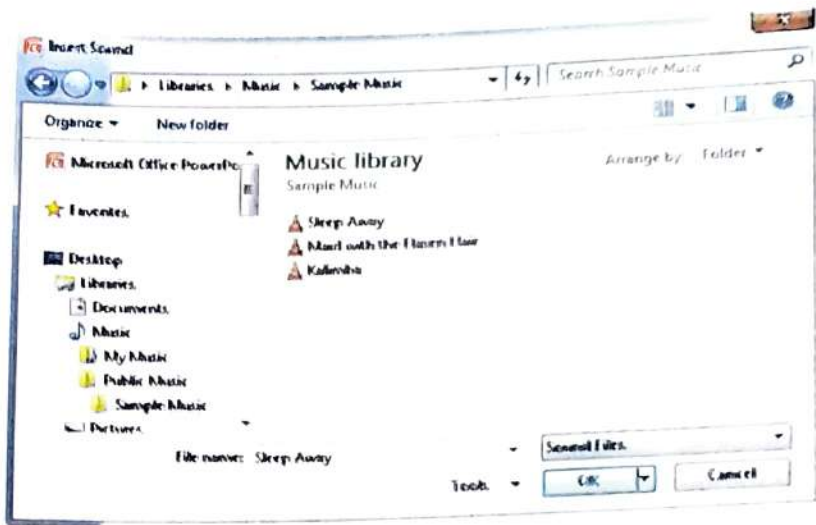
Inserting Sound and Movie Files

Click on the **Sound from File...** option from the **Sound** drop-down list to insert a sound file. The **Insert Sound** dialog box appears. Select the desired file and click on **OK** button.

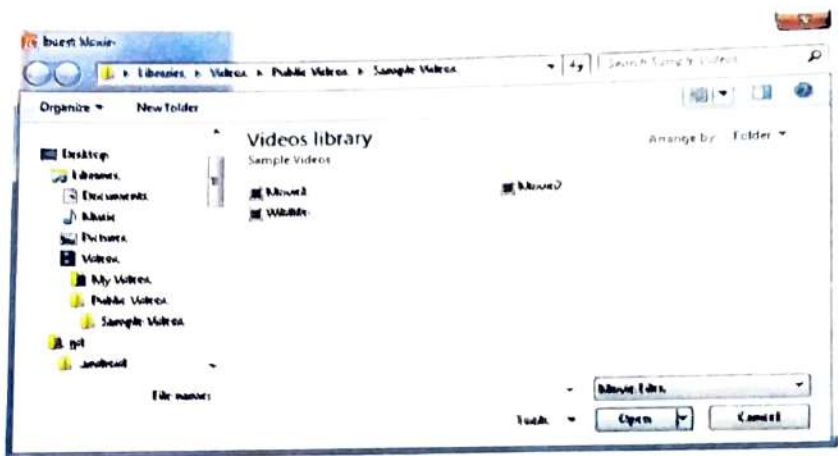
The **Sound from Clip Organizer...** option allows the user to pick a sound file from the **ClipArt** task pane containing sound files.

The **Play CD Audio Track...** option can be used to add music tracks from a CD.

Audio recordings can be done using **Record Sound...** option and can then be inserted in the slide.



*Insert Sound Dialog Box*

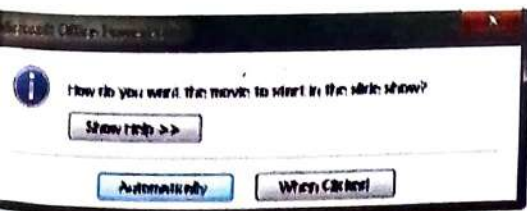


*Insert Movie Dialog Box*

Click on **Movie from File...** option from the drop-down list to insert a movie clip in your slide. The **Insert Movie** dialog box appears. Select the desired file and click on **OK**.

**Sticky Note**

A movie selected using **Movie from Clip Organizer..** option plays automatically on running the slide show.



*Microsoft Office PowerPoint Message Box*

After you have inserted the file(s) a message box is displayed. Here you can select to play the music or the movie either automatically or when the mouse button is clicked.

When the sound files are inserted, a sound icon appears on the slide.

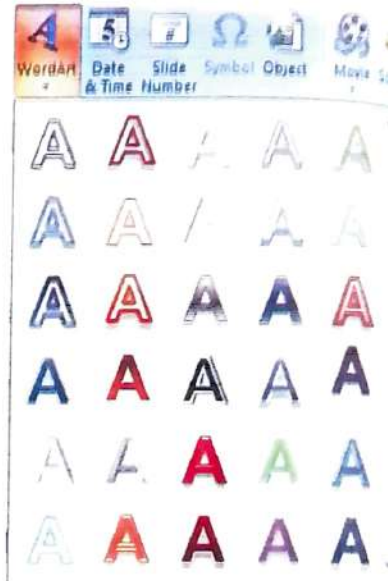
**TRY OUT**  
Try adding a movie file from the Clip Organizer.

- On inserting a sound or a movie file, an additional **Options** tab appears in the Ribbon. Options in the different groups of this tab can be used to make suitable for the presentation.

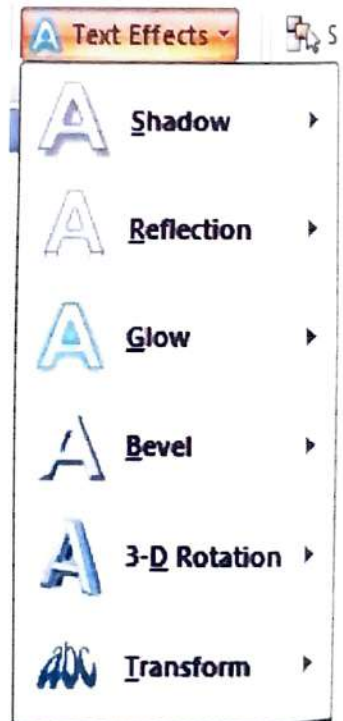
## WORKING WITH WORDART

The WordArt feature helps us to create special text effects. It gives a unique look to the text. Using WordArt, we can make the text curved, wavy, shadowed or apply 3D effects etc.

- Click on the **WordArt** button in the **Text** group on **Insert** tab.
- WordArt gallery drop-down menu opens up on the screen. Click on the required thumbnail.
- Type 'EXPRESS PRESENTATION' in placeholder and select this text.
- Click on **Text Fill** drop-down arrow in **WordArt Styles** group on **Format** tab. Select the desired color and observe the change.
- Click on **Text Outline** drop-down arrow. Choose the desired outline color from the displayed list.



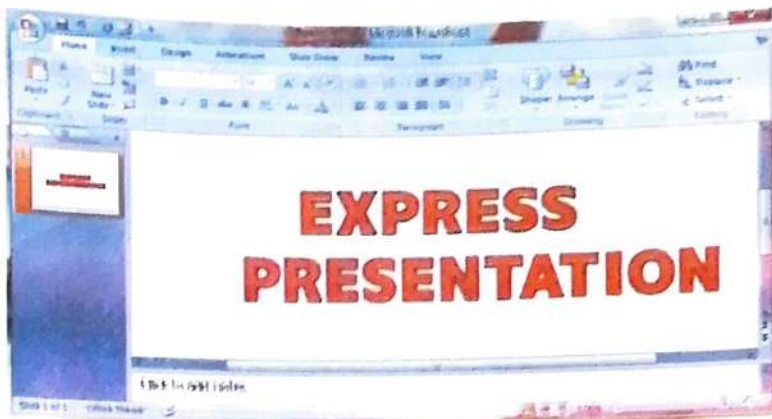
Using WordArt Gallery



Applying Formatting Effects in WordArt

Now, click on **Text Effects** drop-down arrow. Point to **Glow** option and click on the desired effect from the **Glow Variations** section.

You will find a beautiful change in the text.



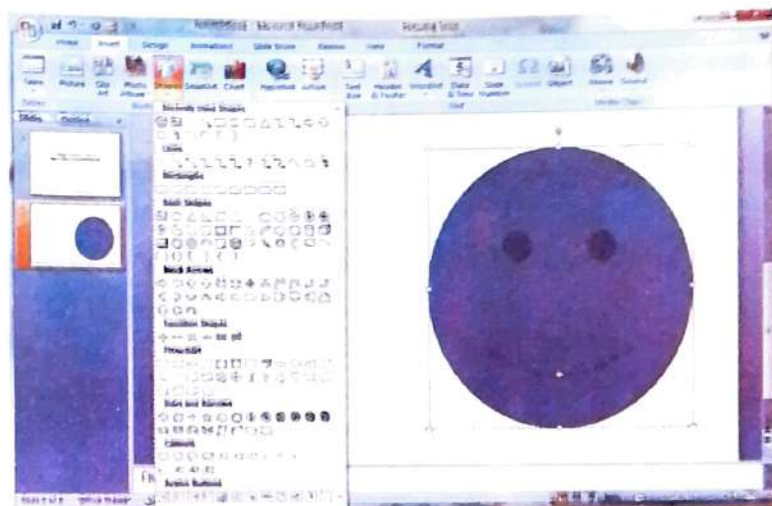
Using

## INSERTING SHAPES

Shapes is a drawing feature that helps in drawing different shapes. Shapes can be resized, rotated, flipped and colored.

Click on **Shapes** button in **Illustrations** group on **Insert** tab. A pop-up menu will display options like. Lines, Rectangles, Flowchart, etc.

Point to **Basic Shapes** and move the pointer to select **Smiley Face** and click on it.



Inserting Shapes

## Mind Feeder

To fill color in a **Shape** object :

- Select any **Shape** object.
- Click on the **Shape Fill** button in the **Drawing** group on **Home** tab.
- Click on any color of your choice and see the change.

The pointer changes to + sign. Place the pointer on the slide and drag it to adjust the size of the selected object/shape.

To resize a shape, select the shape by clicking on it. It displays eight handles on the object. Place the mouse pointer on any handle. The pointer changes to double-headed arrow. Drag the handle to increase or decrease the size.

## Mind Feeder

You can select more than one Shape object by holding the **Shift** key and clicking on the required object.

## ROTATING A PICTURE, SHAPE, TEXT OR OBJECT

- Click the picture, shape, wordart or text box that you want to rotate.
- Bring the pointer over the rotation handle.
- The pointer will change to (↻). Drag the mouse in the direction you want to rotate the shape.
- You can rotate a picture, under **Drawing Tools** on the **Format** tab in the **Arrange** group, click **Rotate** and select the desired option.
- Select a **Shape**, right-click on it and select **Edit Text** option. The Insertion point appears in the Shape and you can type text.
- To remove any shape, select it and press the **Delete** key.



**Mind Feeder**  
Flipping means to create a mirror image of the selected shape or object.

## RESIZING A PICTURE, TEXT OR OBJECT

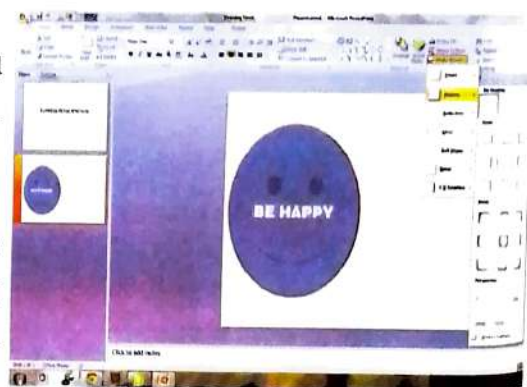
Resizing stretches or shrinks the dimension of an object:

- To increase or decrease the size of an object, select the object.
- Bring the pointer to any of the six resizing handles on the selected object. When the pointer change to double-headed arrow (↕), drag the mouse in the direction to resize the object.
- Dragging the diagonal handle resizes the object both horizontally and vertically : Hold down the **Ctrl** key as you drag, if you want to resize the object by keeping the centre of an object in the same place.

## USING SHADOW EFFECTS

In addition to adding textures and colors, you can apply shadow effects to the **Shape** object. It will make the shapes look impressive.

- Select a **Shape** object.
- Click on **Shape Effects** button in the **Drawing** group on the **Home** tab and select **Shadow** option. A drop-down menu will appear.
- Click on **Offset Center** in **Outer** sub-option.
- The object will appear with a shadow.



Applying Shape Effects

### Sticky Note

To have different shadow colors, select **Shadow** from **Shape Effects** pop-up menu and click on **Shadow Options**. Select any color from it.

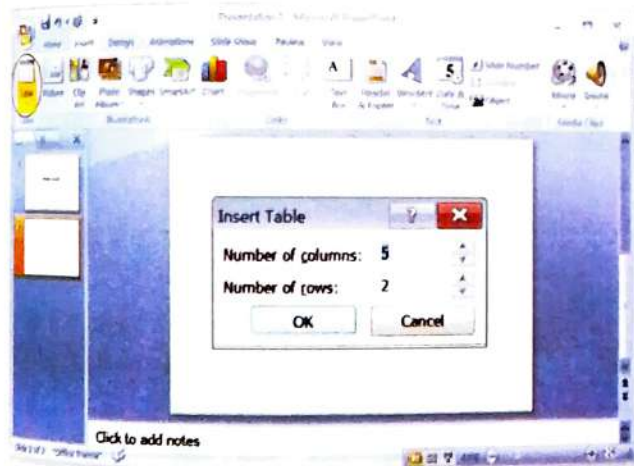
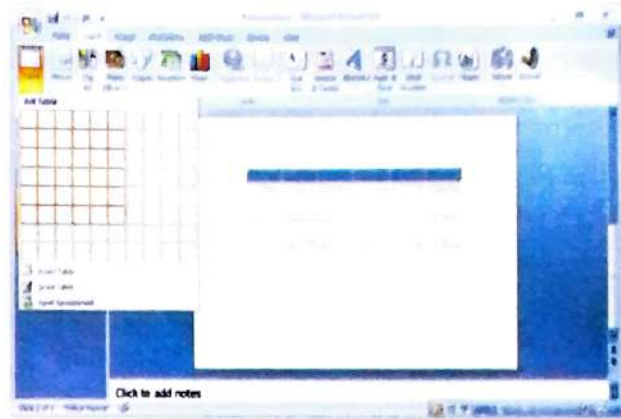
Similarly, you can work with **3-D Rotation** option present on the **Shape Effects** pop-up menu.

## CREATING TABLES

PowerPoint provides additional features to organise the information in a tabular format. A table is a grid made up of rows and columns. The intersections of rows and columns form rectangular boxes. These are called cells. Columns are vertical series of cells whereas rows are horizontal series of cells. A table is used to display data in an organised way in a presentation. It is inserted at the point where the cursor is positioned.

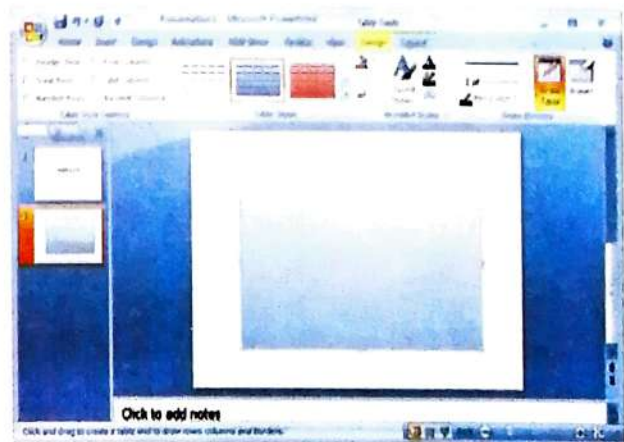
The various steps to insert a table in an MS PowerPoint presentation are :

- Place the cursor on the page where you want to insert a table in the presentation.
- Go to the **Insert** tab of the **Ribbon** and select the **Table** button on the **Tables** group. A drop-down menu appears. You can create a table in one of the four given ways.
- Highlight the rows and columns for your table in the drop-down grid and accordingly the table is created on the slide.

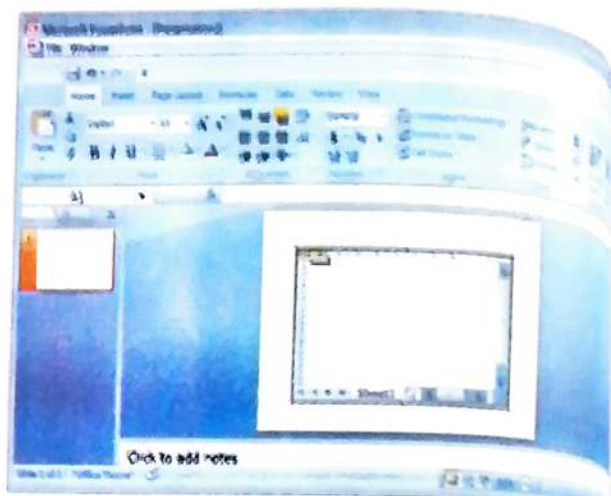


- Click on the **Insert Table** option in the drop-down menu. An **Insert Table** box appears. Enter the number of rows and columns in it to create a table on the slide.

- Click on the **Draw Table** option on the drop-down menu. The cursor will change to a pencil. Drag the pencil to create area for your table. The **Table Tools** appear on the ribbon. Create your table by using the **Draw Table** option and selecting a style from the **Table Styles** group. While drawing the table, take care to keep the pencil below the border line.



Click on the **Excel Spreadsheet** option on the drop-down menu. A small Excel sheet box will appear. Click and drag the sheet to get the desired size. Click on each cell and type your data. →



## MODIFYING AND FORMATTING A TABLE

Once a table is created in MS PowerPoint, you can easily modify it. To modify the structure of a table, click on the table. Two new tabs will appear on the **Ribbon: Design and Layout**.

Click on the **Design Tab** and choose one of the options from the **Table Style** group to apply a new design for your table.



Design Tab

On clicking the **Layout Tab** of the **Ribbon**, you get many options to format a table:

- View gridlines and properties (Table Group)
- Insert rows and columns (Rows & Columns Group)
- Delete table, rows and/or column (Rows & Columns Group)
- Merge of split cells (Merge Group)
- Increase and decrease cell size (Cell Size Group)
- Align text within the cells and change text directions (Alignment Group)
- Fix the height and width of the table (Table Size Group)
- Arrange text of the table (Arrange Group)



Layout Tab



**A. Tick (✓) the right option.**

1. ClipArt button is present on the ..... tab.  
 (a) View  (b) Insert  (c) Home
2. .... stretches or shrinks the dimension of an object.  
 (a) Resizing  (b) Rotating  (c) Style
3. In which view, we get the Outline tab?  
 (a) Normal View  (b) Slide Sorter View  (c) Slide Show View
4. A ..... displays the slide on full screen.  
 (a) Slide Show  (b) Slide Sorter  (c) Outline
5. A ..... is a grid made up of rows and columns.  
 (a) Table  (b) Shape  (c) File

**B. Fill in the blanks with the correct words.**

.pptx slides layout Ctrl+M rotation normal view home

1. A presentation is a collection of ..... that are arranged in a sequential manner.
2. You can select different slide layouts from the ..... button.
3. When a file is saved in PowerPoint, it creates ..... extension.
4. The default view of the slide is .....
5. To add a new slide, click on New Slide button on the ..... tab.
6. To rotate a shape, object or clipart, click on the ..... handle.
7. To insert a new slide in a presentation, ..... key combination is used.

**C. State whether the following statements are true or false.**

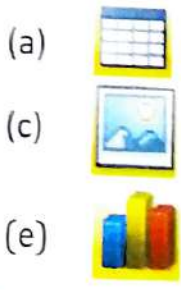
1. The layout of a slide can be modified only in Slide Sorter view.
2. ClipArt is used to create special text effects.
3. In Slide Sorter View, the vertical bar indicates the new location of a slide.
4. Shadow option is present on Home tab.
5. Text box does not appear in Outline tab.
6. 3D Rotation option is present on the Insert tab.


D. Answer the following questions.

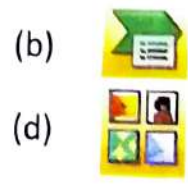
1. What are the different ways in which you can create a presentation in PowerPoint?  
.....
2. What do you mean by template?  
.....
3. What do you know about Normal View?  
.....
4. How can you select more than one shape object at a time?  
.....
5. Write any one method to create the table.  
.....

**Activity Monitor**

Look at the pictures and fill in the boxes to write their names.



A   E  
 I    R   
  A  T



S    A  
C    R

**Lab Visit**

Prepare a PowerPoint presentation on your school. Format slides with slide transitions of your choice. The presentation should focus on the following points:

- ◆ Brief introduction about your school.
- ◆ Infrastructure.
- ◆ Educational and other achievements.
- ◆ Sports facilities.
- ◆ Any other important feature.

**PROJECT BOARD**

- ◆ **Make a PowerPoint presentation of five slides on "Animal Kingdom".**
  1. Collect information in the form of text, pictures and graphics from the website [www.nationalgeographic.com](http://www.nationalgeographic.com) and add them in your slides.
  2. Apply different background to each slide.
  3. Include some animal sounds to make it more interesting.
  4. Format the text in the slides to make the presentation more attractive.

# 6

## Introduction to MS Excel 2007

### Lesson Extract

- ❖ Starting MS Excel 2007
- ❖ Some important Terms in MS Excel 2007
- ❖ Inserting Text, Numbers and Formula
- ❖ Cell Alignment
- ❖ Saving an MS Excel 2007 File
- ❖ Opening an Already Saved MS Excel 2007 File
- ❖ Opening a new workbook in MS Excel 2007
- ❖ Printing an MS Excel 2007 File
- ❖ Closing and Exiting MS Excel 2007

MS Excel is an application software that helps us to store and analyse data. It organises data in the form of rows and columns. We can create charts and graphs from the data and convey more meaningful information. MS Excel is of great importance to those who maintain accounts for sales, bills or do mathematical calculations as it is used to create electronic spreadsheets for data. MS Excel has features and applications to arrange data in an organised way, type less and get more, perform calculations, auto recalculation, auto format table, compare data through chart, sort data for better analysis and compare two workbooks side by side.

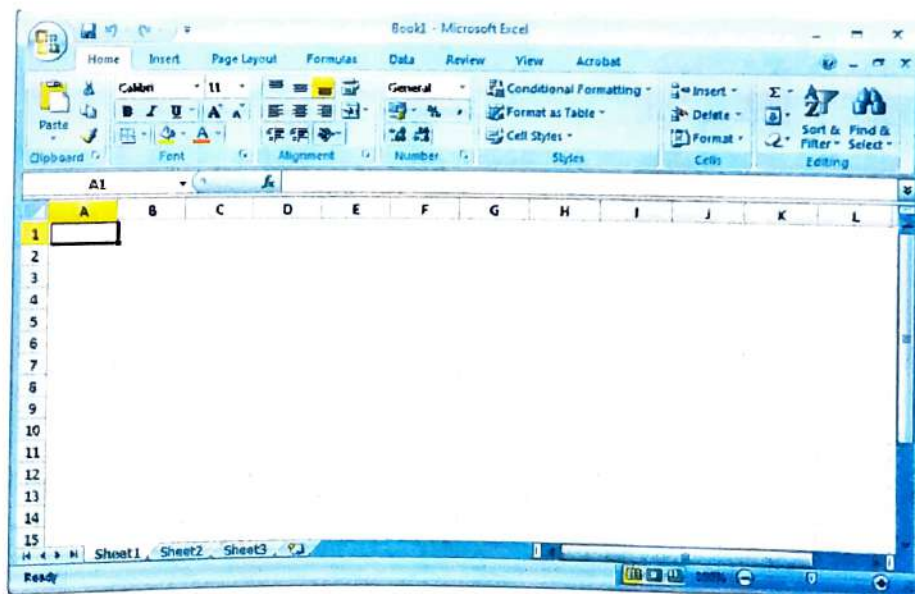
### STARTING MS EXCEL 2007

There are two ways to open MS Excel 2007 :

Double-click on the Microsoft Excel 2007 icon on the desktop.

**OR**

- ❖ Click on **Start** → **All Programs** → **Microsoft Office** → **Microsoft Office Excel 2007**.
- ❖ MS Excel 2007 window opens.



MS Excel 2007 Window

## SOME IMPORTANT TERMS IN MS EXCEL 2007

### Worksheets

A worksheet is a collection of cells in the form of rows and columns. By default, three worksheets in a workbook. These are represented in the tabs above the Status Bar.

### Workbook

Each Excel file is known as a workbook. It can hold many worksheets. The default workbook is Book 1.

### Columns

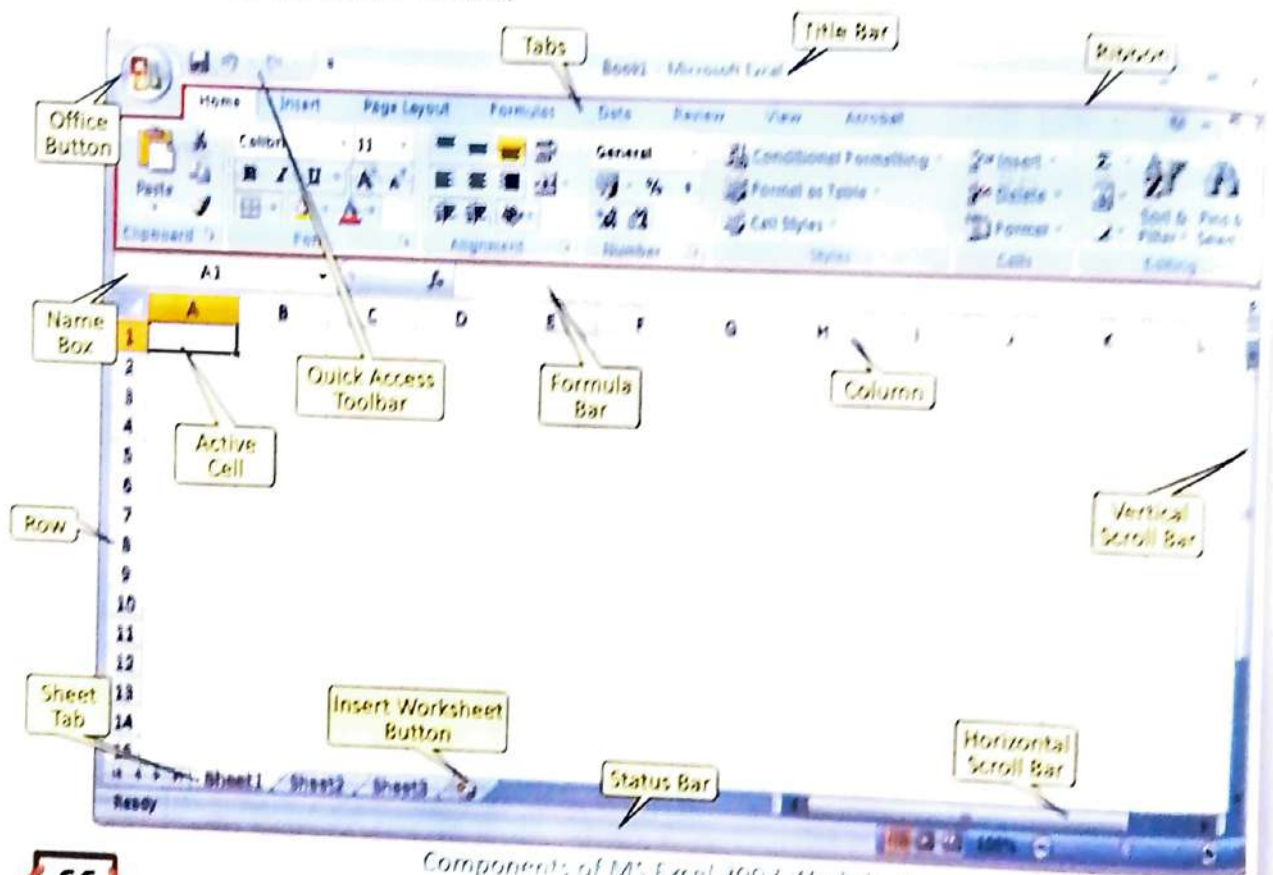
Columns are arranged vertically. These are represented as letters from A to Z, then AA to AZ, and so on. There are a total of 16,384 columns.

In the worksheet shown below, only columns A to O are displayed. Use the horizontal scroll bar to see the columns on the right of the screen.

### Rows

Rows are arranged horizontally. These are numbered from 1 to 1,048,576. The last row is 1,048,576.

In the worksheet shown below, only rows 1 to 21 are displayed. Use the vertical scroll bar to see the rows below.



## Cell

A cell is the intersection of a row and a column. Each cell can store a single item of data. This data can be text, number or a date value.

## Cell Reference

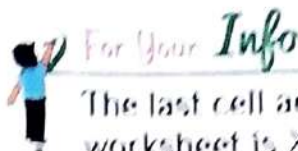
Cell reference is the column letter and row number that identifies a single cell. For example, A1 is the cell reference of the selected cell in the worksheet shown. A cell reference can be thought of as a cell's address. The address of the first cell in a worksheet is A1.

## Cell Range

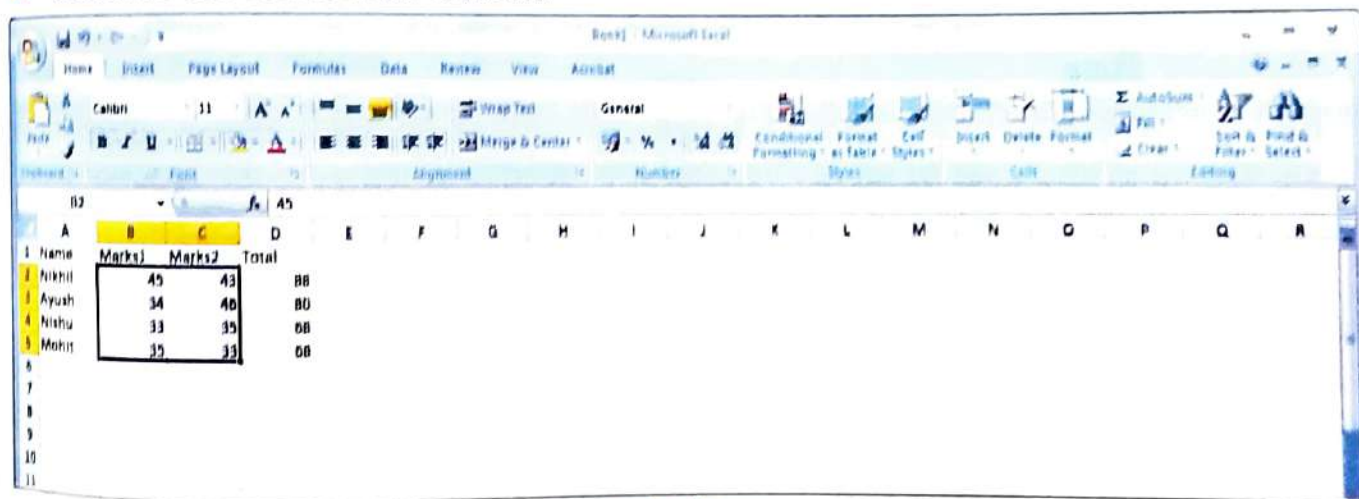
Cell range is a collection of continuous cells selected. Every cell range has a name, just as every cell has a unique name and cell address. A cell range name consists of cell address of the first cell, a colon and the last cell address. For example, A1 : A6, B1: G8.

The smallest range is a single cell and the largest range is an entire worksheet. To select a cell range in the worksheet :

- Press the left mouse button at B2.
- Drag it diagonally to C5.
- Release the left mouse button.



The last cell address of a worksheet is XFD 1048576. Thus, the total number of cells in a worksheet are 17,179,869,184!



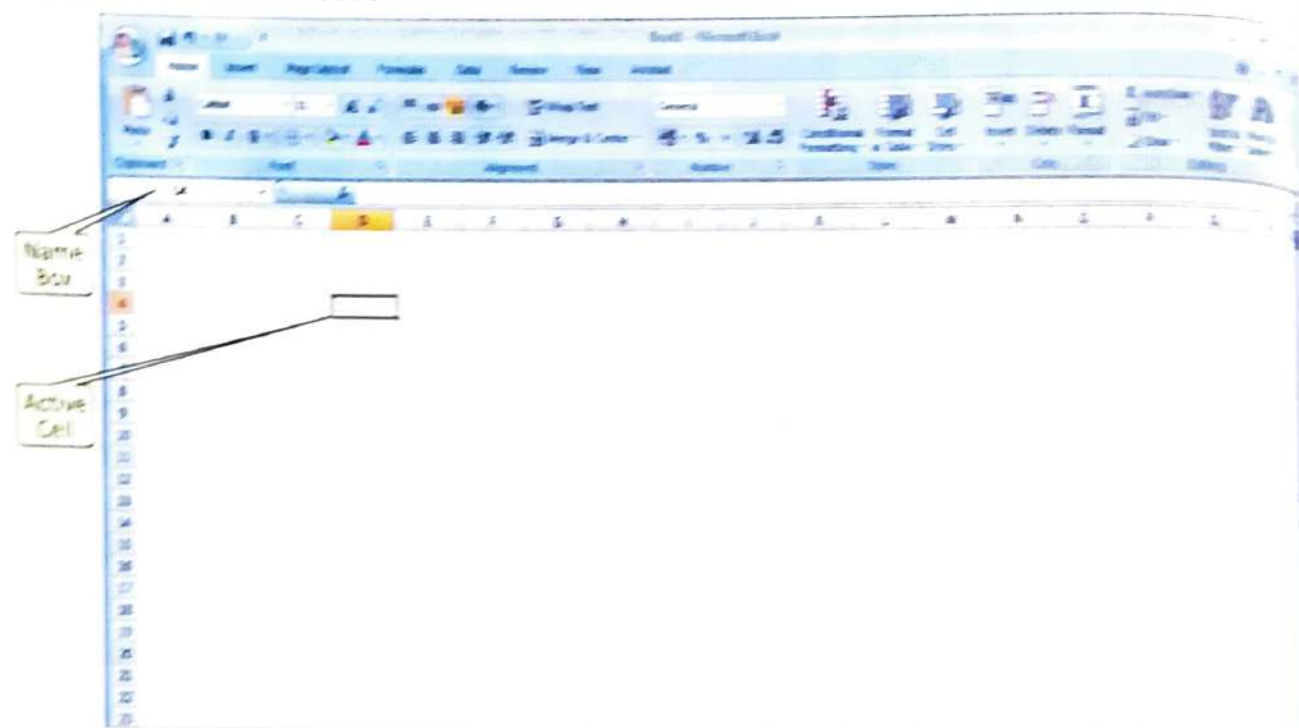
Selected Cell Range

## Active Cell

The selected cell is called the active cell. It is displayed with a bold, black border. In the worksheet given in figure on next page, cell D4 is the active cell. The column letter and row number corresponding to the active cell gets highlighted. Type data to place it on the active cell.

## Name Box

The name box displays the cell reference of the active cell, which is D4 in the worksheet shown below.



The Name Box Displaying the Cell Reference of an Active Cell

## Cell Pointer

The mouse pointer changes to a plus sign '+' when the mouse pointer is on the worksheet.

## Formula Bar


Formula Bar is a long bar present above the columns of a worksheet. It displays the formula or the data of an active cell. It is needed when you use functions and formulae in a worksheet.

You can change the formula of a cell either by editing that cell or by changing the formula in the Formula Bar.

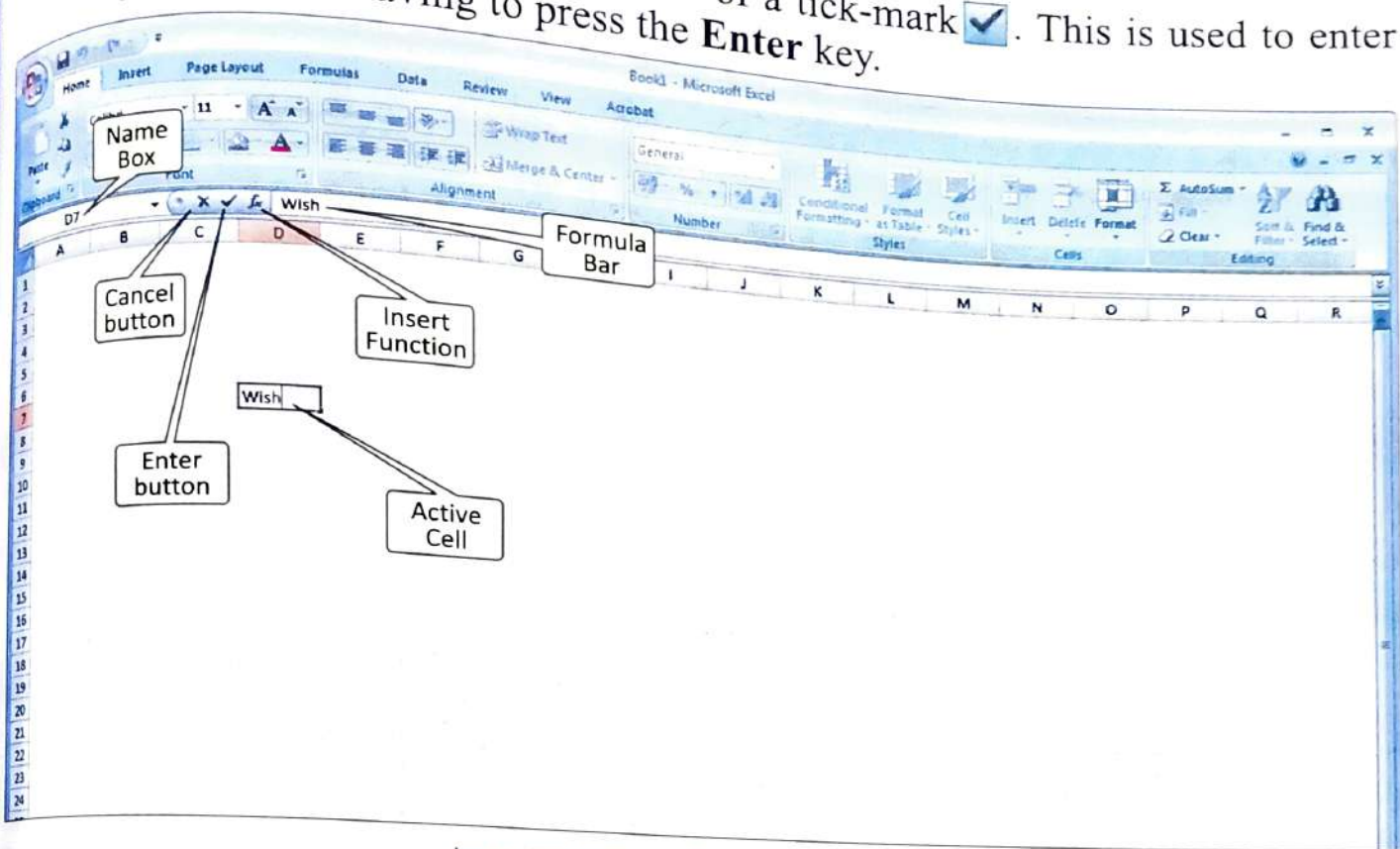
## INSERTING TEXT, NUMBERS AND FORMULA

### Inserting Text and Numbers

Follow these steps to enter text and/or numbers in an MS Excel 2007 worksheet:

- The cell where data has to be entered should be made active.
- Type the value and press **Enter**.
- On clicking the **Formula Bar**, two small buttons appear on its left.
  - A **Cancel** button with a symbol of a cross . This is used to cancel the data entered without having to press the **Delete** key.

An **Enter** button with a symbol of a tick-mark . This is used to enter data without having to press the **Enter** key.



Inserting Data in MS Excel 2007 Sheet

**TRY OUT**

By default, changes in a cell are not allowed unless you edit it by pressing F2 function key.

## Inserting Formula

It begins with an equal sign '='. Any kind of formula can be created in MS Excel. Once the formula is entered, the calculation is executed immediately and the formula itself is visible in the Formula Bar. The formula can include the addresses of the cells whose values will be manipulated with appropriate operators placed in between.

The formula may consist of :

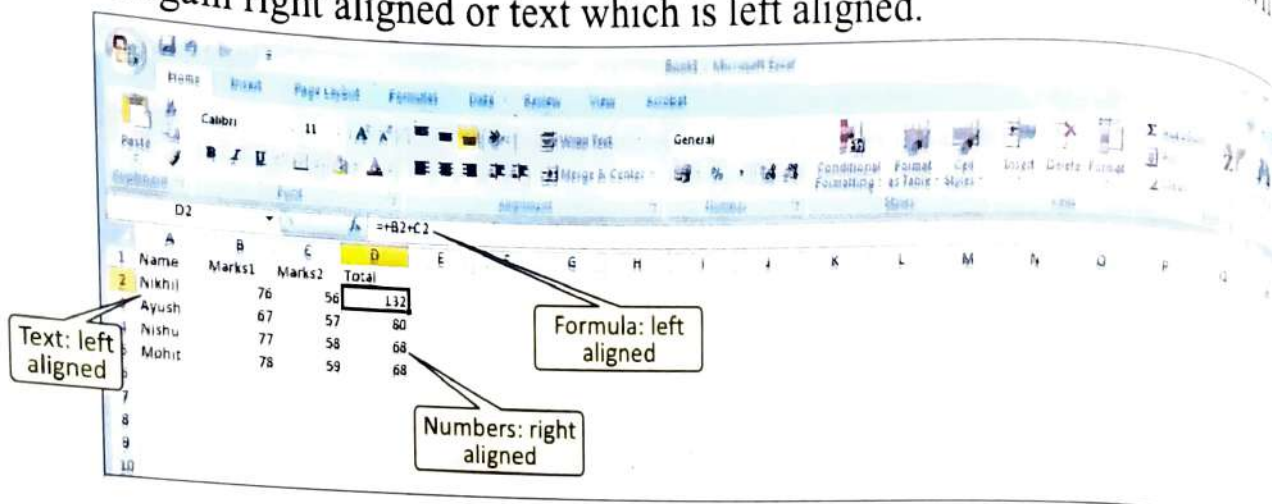
- only values, for example, =5+7
- combination of a number and a cell address, for example, =A1+3.
- only cell addresses, for example, = D2 + E2.

## CELL ALIGNMENT

Cells can contain text, numbers or mathematical formulae. By default,

- text entries are left aligned.
- numbers are right aligned.


- formulae begin with '=' sign. These are left aligned before an Enter key is pressed. After pressing the Enter key it gives the answer in numbers which are again right aligned or text which is left aligned.



### Cell Alignment

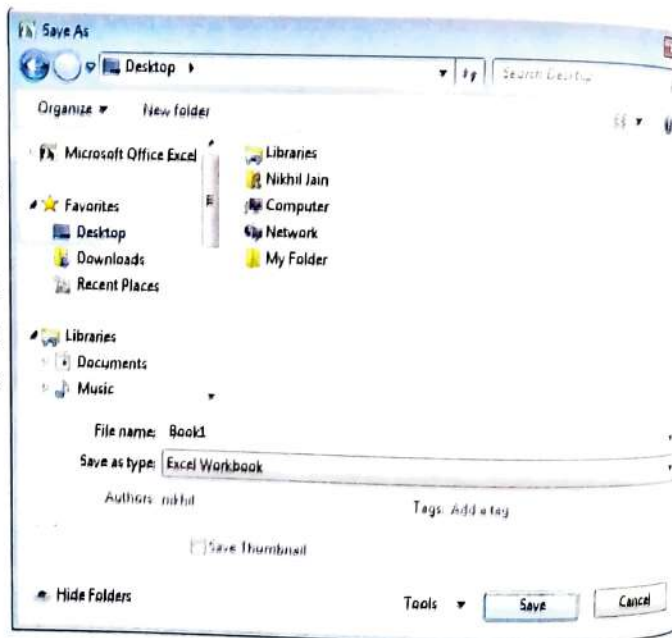
## SAVING AN MS EXCEL 2007 FILE

After completing the work, you can save the changes in two ways :

- Click on the **Save** button  on the **Quick Access Toolbar**.
- Choose a directory folder to save the file in.
- Specify a file name, and then press **Save**.

**OR**

- Click on **Office Button** drop-down list → **Save As** option.
- Select the file type from the submenu.
- The **Save As** dialog box appears. Select the destination folder and specify the file name.
- Click on the **Save** button.



Save As Dialog Box

### Sticky Note

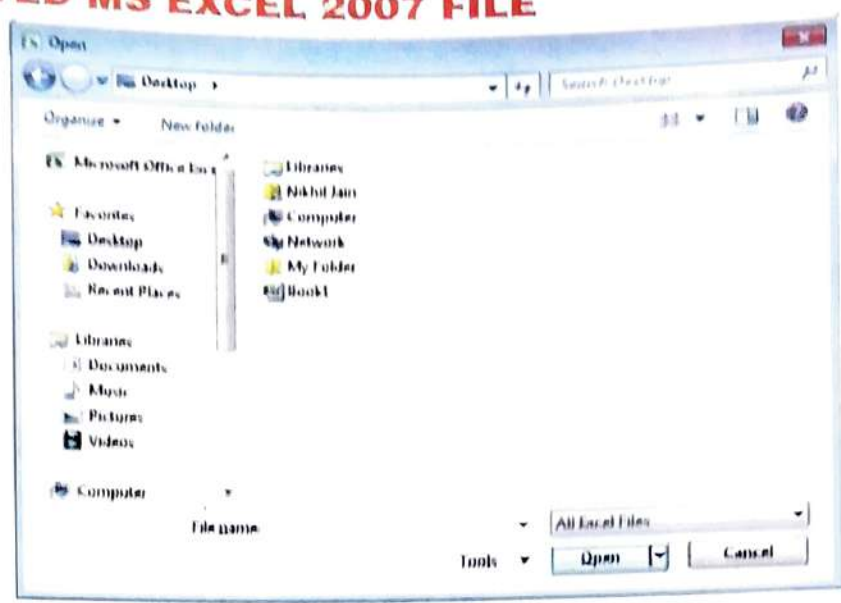
It is recommended that you save your files every ten minutes.

### TRY OUT

When you save changes for the first time, you use **Office Button** → **Save As** option. Subsequent change made in the same file are saved using the **Save** option in the **Office Button** drop-down list.

## OPENING AN ALREADY SAVED MS EXCEL 2007 FILE

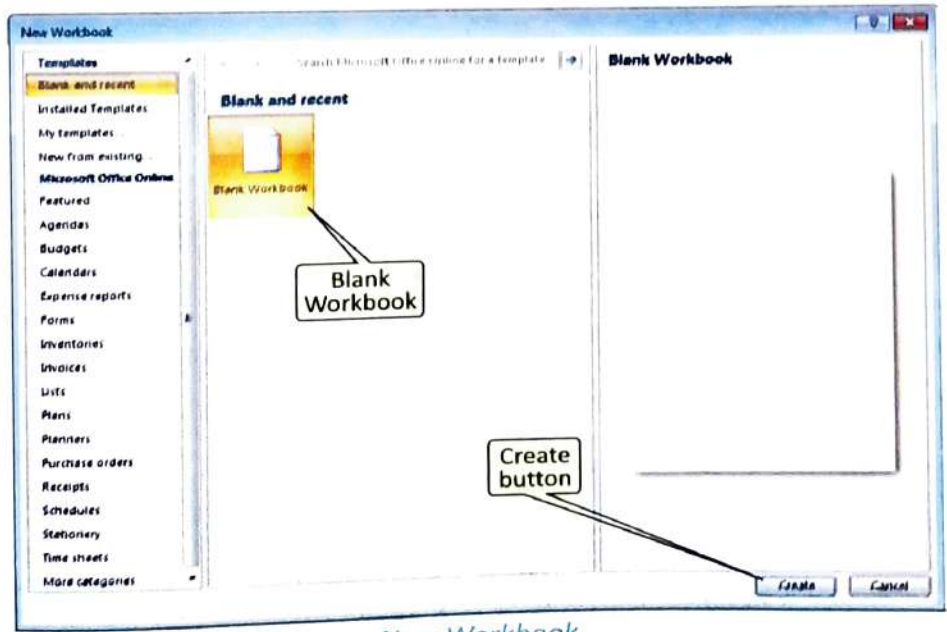
- Click on the **Office Button**.
- Select **Open** from the drop-down list.
- The **Open** dialog box appears. Click the source folder and select the desired file in that folder.
- Click on the **Open** button.



Open Dialog Box

## OPENING A NEW WORKBOOK IN MS EXCEL 2007

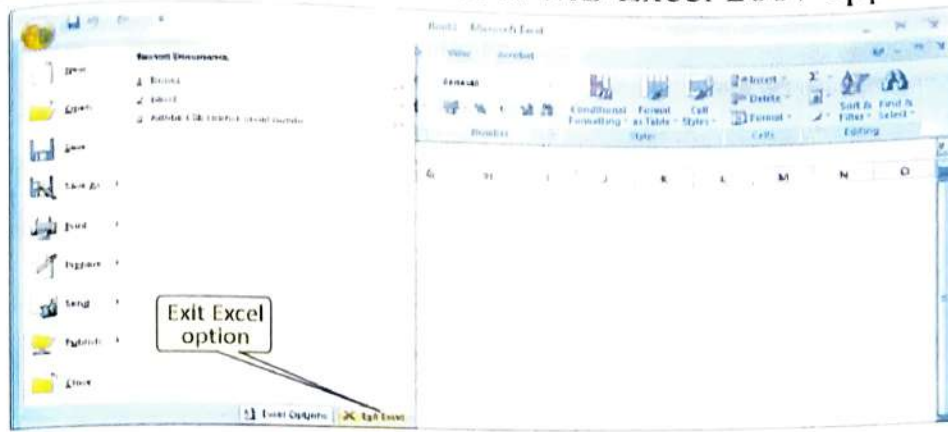
- Click on the **Office Button**.
- Select **New** option from the drop-down list.
- The **New Workbook** dialog box appears. Select **Blank Workbook** from **Blank and recent** pane.
- Click on **Create**.



New Workbook



Select **Exit Excel** option to come out of MS Excel 2007 application.



Exiting MS Excel 2007 Workbook

## Boost Your Brain



A. Tick (✓) the right option.

- Cells arranged horizontally across the screen are called  
 (a) Rows  (b) Columns  (c) Grids
- ..... is a collection of continuous cells selected.  
 (a) Active cell  (b) Cell range  (c) Cell pointer
- The ..... box displays the cell reference of the active cell.  
 (a) address  (b) name  (c) type
- ..... Bar is a long bar present above the columns of a worksheet.  
 (a) Ribbon  (b) Data  (c) Formula
- A ..... is the column letter and row number that identifies a single cell.  
 (a) Cell pointer  (b) Cell  (c) Cell reference

B. Fill in the blanks with the correct words.

active    work book    plus    data    application

- MS Excel is an ..... software.
- MS Excel stores the ..... in the form of tables.
- An MS Excel document is called a .....
- Formula Bar displays the formula of an ..... cell
- The mouse pointer changes to a ..... sign on the worksheet.

C. State whether the following statements are true or false.

- There are 1048576 rows in a worksheet.
- Enter key is used to move to the next adjoining cell.



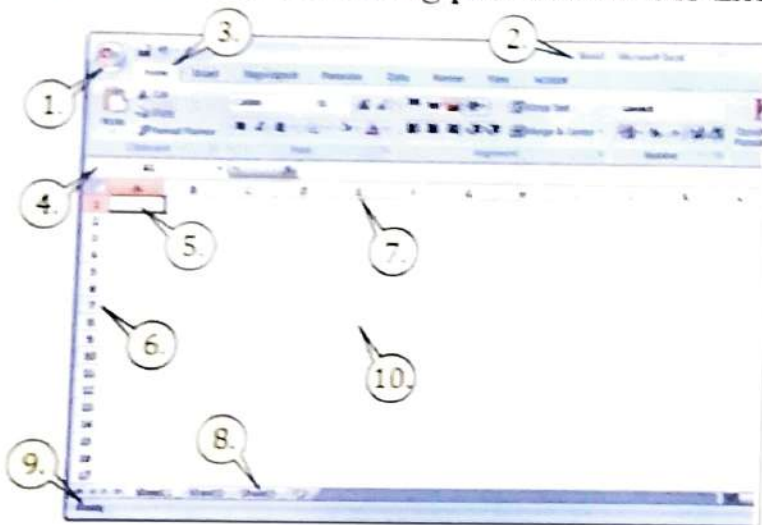
3. Columns in MS Excel are labelled as numbers.
4. Columns are arranged horizontally.
5. The Name Box displays the cell reference of an active cell.

**D. Answer the following questions.**

1. What are the different types of data that can be entered into an MS Excel worksheet?  
.....
2. What is the purpose of a Formula Bar?  
.....
3. What do you understand by cell reference?  
.....
4. How do you differentiate between a workbook and a worksheet?  
.....
5. How do you exit MS Excel 2007 application?  
.....

**Activity Monitor**

• Name the following parts of the MS Excel 2007 window.



1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

**Lab Visit**

- ◆ Create your class timetable in MS Excel 2007. Save it and take a printout.
- ◆ Make a list of the employees working in a company using the following table format

Emp Name	Basic Salary	Allowances	Deductions	Total Salary

Calculate the total salary as Basic + Allowances - Deductions.

## Lesson Extract

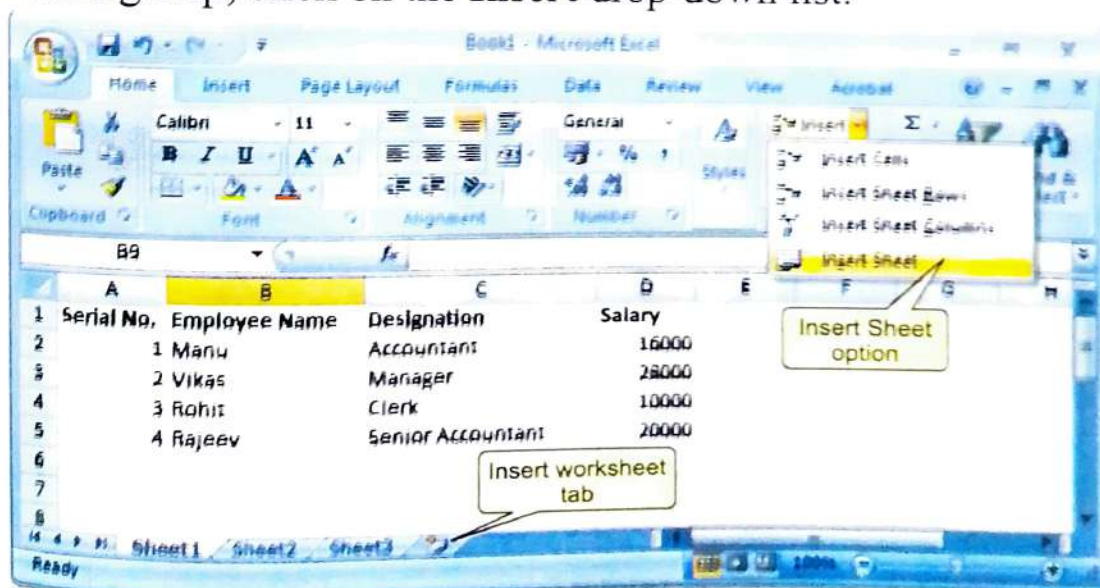
- ❖ Inserting Worksheets
- ❖ Inserting Rows and Columns
- ❖ Inserting Cells
- ❖ Resizing Row Height and Column Width
- ❖ Deleting Worksheets, Rows, Column and cells
- ❖ Alignment of Data in a Cell
- ❖ Auto Fill Options
- ❖ Editing Data

Microsoft Excel is the most widely used spreadsheet software across the world. It comes as an integral part of the application software, Microsoft Office Suite. In our previous chapter we have learnt about some of the important terms related with MS Excel and the steps to enter text and/or numbers in a MS Excel 2007 worksheet. Here in this chapter we shall explore the editing and formatting features in MS Excel 2007. In a worksheet we can edit rows, columns and cells. The height of rows and the width of columns can be easily adjusted depending on our need. Let us study them one by one here.

### INSERTING WORKSHEETS

Sometimes the default number of sheets available are not enough for work. More sheets need to be added to meet the requirements. In such a case, follow these steps :

- Click on the **Home** tab.
- In the **Cells** group, click on the **Insert** drop-down list.

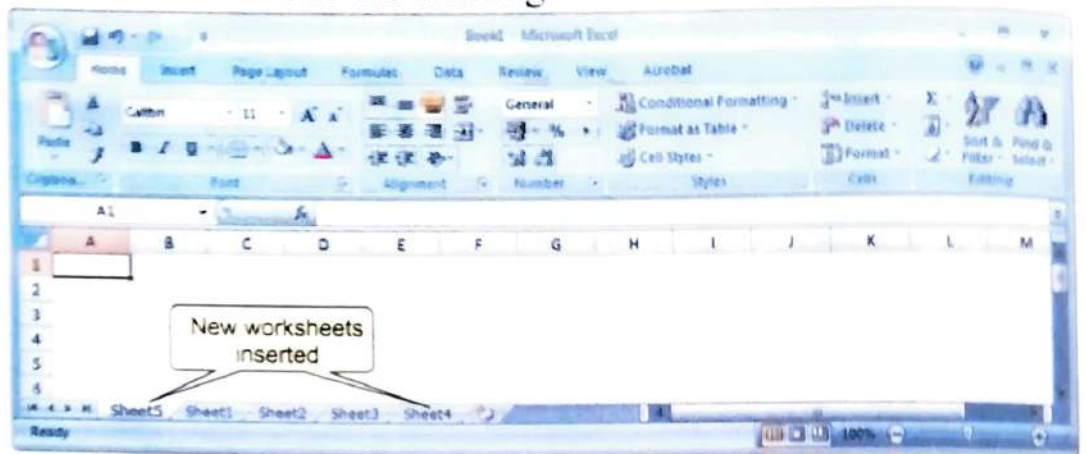


Inserting a Worksheet in MS Excel 2007

- From the drop-down list, select **Insert Sheet** option.
- A new sheet will be inserted before the selected worksheet.

**OR**

Click on the **Insert Worksheet** tab above the **Status Bar**. A new sheet named **Sheet 4** will be inserted after the existing worksheets.



*New Worksheets Inserted*

**TRY OUT**

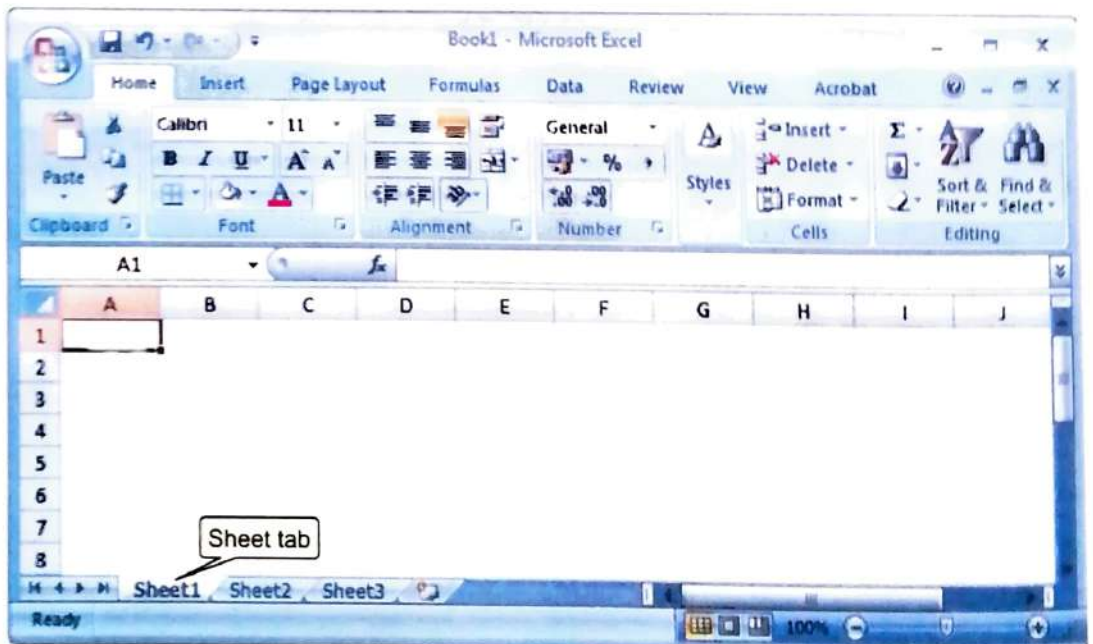
Right click on a tab and select **Insert...** from the shortcut menu. Select **Worksheet** in the **General** tab of the **Insert** dialog box. Click on **OK**.

**Quick Key**

To insert a new worksheet in a workbook

Shift + F11

We can shift to different worksheets using **Sheet tabs**. These are placed just above the Status Bar.

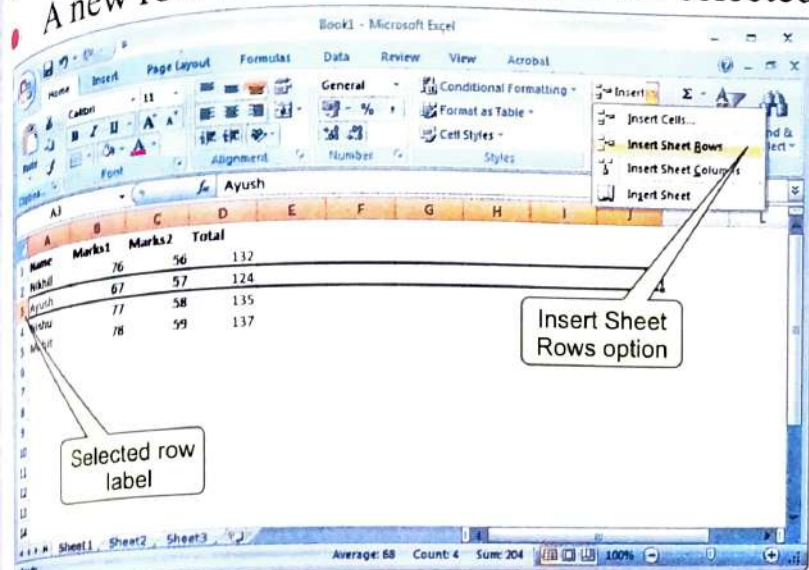


*Using Sheet Tabs*

# INSERTING ROWS AND COLUMNS

## Inserting Rows

- Select the **row label** before which a new row is to be inserted.
- Click on the **Home** tab.
- In **Cells** group, click on the **Insert** drop-down list.
- From the drop-down list, select **Insert Sheet Rows** option.
- A new row will be inserted above the selected row.



### TRY OUT

If you select more than one row/column then that many number of rows/columns are inserted.

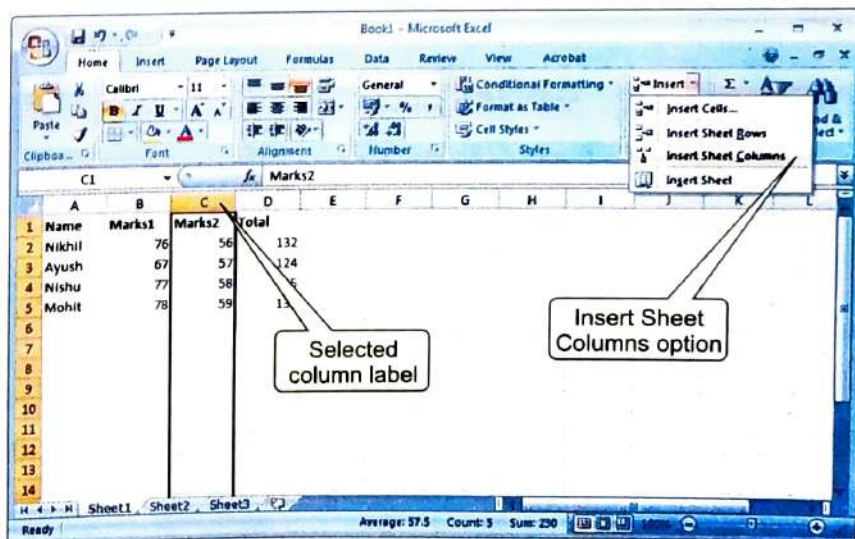
Inserting a Row in MS Excel 2007

OR

Select the row by clicking on the **row label**. Right click on the mouse and choose **Insert** option from the shortcut menu. A new row is added above the selected row.

## Inserting Columns

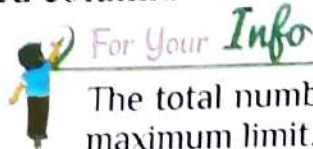
- Select the **column label** before which a new column is to be inserted.
- Click on the **Home** tab.
- In the **Cells** group, click on the **Insert** drop-down list.
- From the drop-down list, select **Insert Sheet Columns** option.
- A new column will be inserted before the selected column.



Inserting a Column in MS Excel 2007

**OR**

Select the column by clicking on the **column label**. Right click on the **m** and choose **Insert** option from the shortcut menu. A new column is added b the selected column.



The total number of rows and columns in a worksheet do not exceed maximum limit. It is just that the data is shifted to the next row or column. If all the rows and columns contain data and more data is added, the data in the last row or column is deleted.

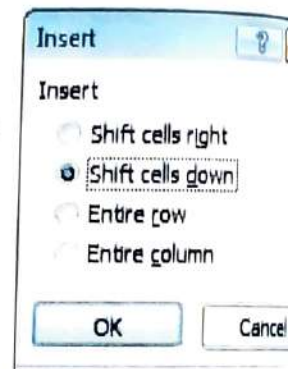
## INSERTING CELLS

Adding a single cell or a collection of cells is allowed in a worksheet. At the of inserting new cells, the existing cells either shift to the right or down depending on the option selected. Follow these steps to insert cells in a worksheet.

- Click on the **Insert** drop-down list in the **Cells** group of the **Home** tab.
- Select **Insert Cells...** option from the drop-down list.
- The **Insert** dialog box appears.

The dialog box gives the following options :

- **Shift cells right** : It shifts the content of the selected cells to the right to make space for the new data.
- **Shift cells down** : It shifts the content of the selected cells down to make space for the new data.
- **Entire row** : It inserts a blank row by shifting the contents of the selected cells down.
- **Entire column** : It inserts a blank column by shifting the contents of the selected cells to the right.



Insert Dialog Box

**TRY OUT**

To auto-fit text inside a cell, simply double click on the line separating the two columns, that is, the one you are typing in and the one to its right.

## RESIZING ROW HEIGHT AND COLUMN WIDTH

Sometimes we need to alter the default height of a row and the width of a column. There are two ways to do this.

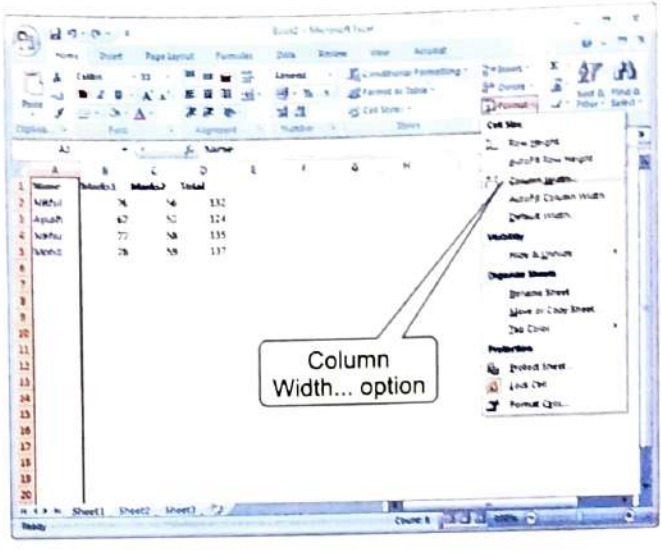
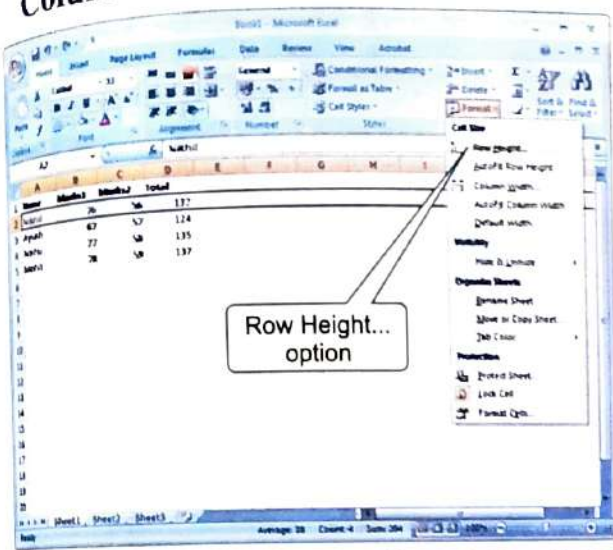
- Resize the selected row by dragging the lower line of the row label, up or down.

A selected column can be resized in a similar manner by dragging the line on the right of the column label, inwards or outwards.

OR

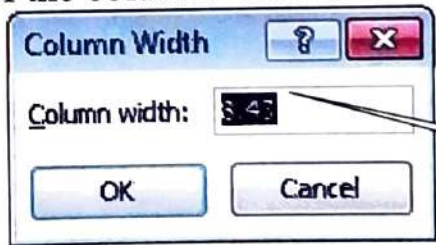
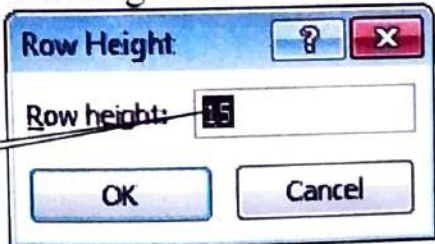
Click on the row/column label.

Go to **Home** tab → **Cells** group → **Format** drop-down list → **Row Height...**/**Column width...** option.



Format Row Height and Column Width

The **Row Height/Column Width** dialog box appears. Enter a numerical value for the height of the row/width of the column. Click on **OK**.



Row Height and Column Width Dialog Boxes

**Mind Feeder**

The maximum column width can extend up to 255 characters and maximum row height to 409 points.

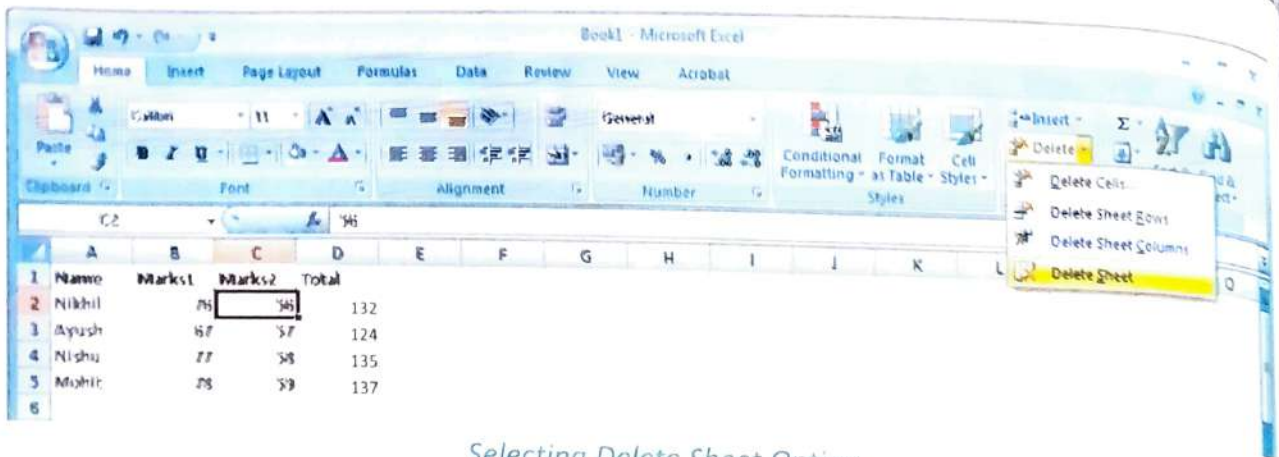
**TRY OUT**  
Click on **AutoFit Row Height** and **AutoFit Column Width** options in the **Format** drop-down list in the **Cells** group of the **Home** tab to automatically adjust the row height and column width, respectively.

**DELETING WORKSHEETS, ROWS, COLUMNS AND CELLS**

**Deleting worksheets**

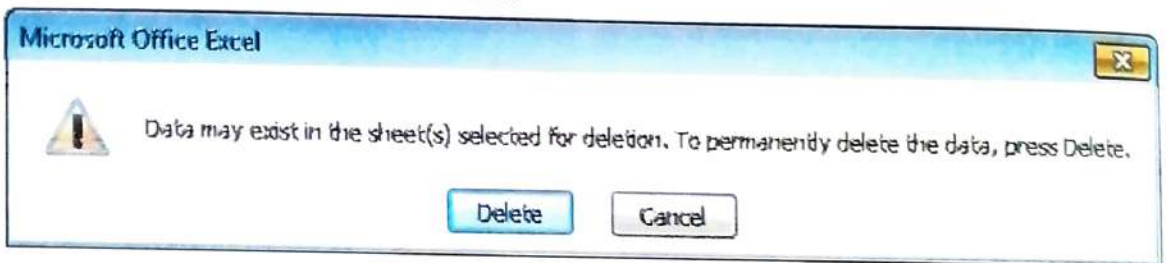
- Open the worksheet that needs to be deleted.
- Click on the **Home** tab.
- In the **Cells** group, click on the **Delete** drop-down list.

- Select **Delete Sheet** option from the drop-down list.
- In case the worksheet contains data, then the **Microsoft Office Excel** dialog box appears, asking for permission to delete both the worksheet and the data contained in it.



*Selecting Delete Sheet Option*

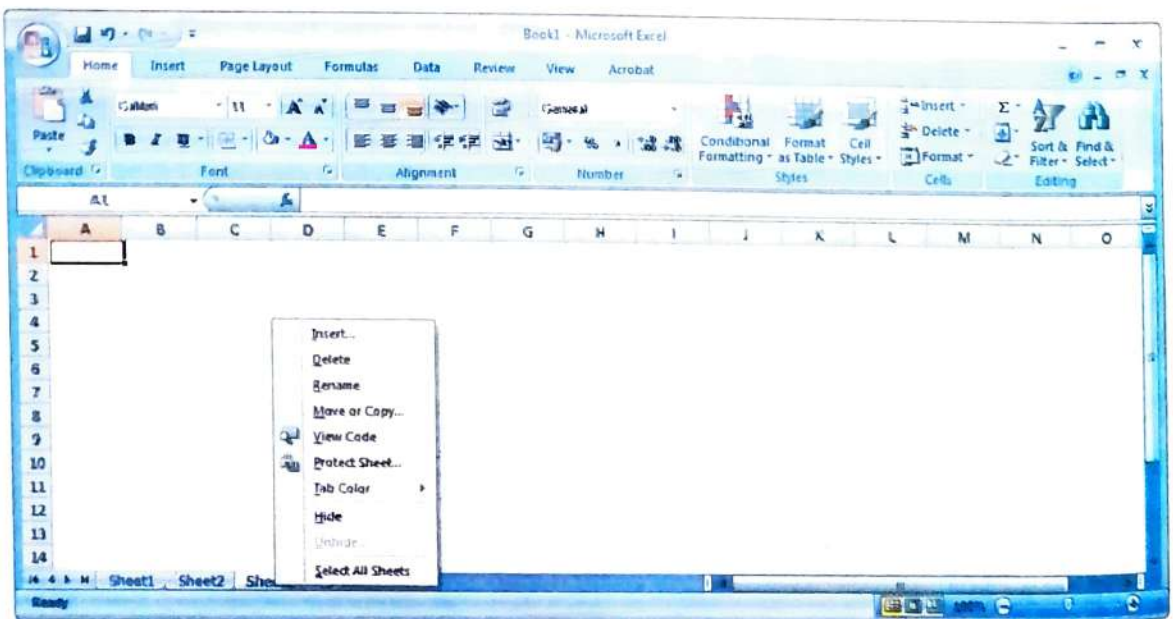
- Click **Delete** to confirm deletion.



*Microsoft Office Excel Dialog Box*

**OR**

Right click on the respective **Sheet tab**. Click **Delete** option from the shortcut menu.



*Deleting a Worksheet Using the Shortcut Menu*