

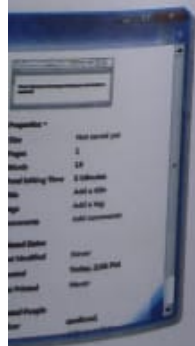
book of maps.
Applying Bold

book of maps.
Applying Italic

book of maps.
Applying Underline

Word 2016

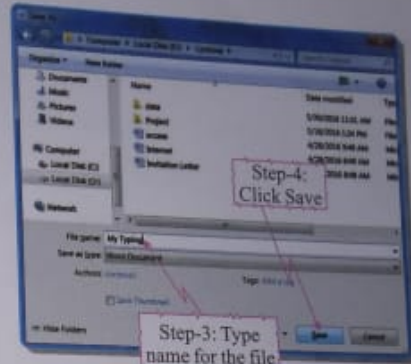
use it in future.



Computers-3

STEP-4 Click the **Save** button.
Word automatically adds a period (.) and an extension **docx** to the file name. For example: My Typing.docx. After the document is saved, the file name appears in place of Document2 on the title bar.

Notice the name of the saved file on the title bar.



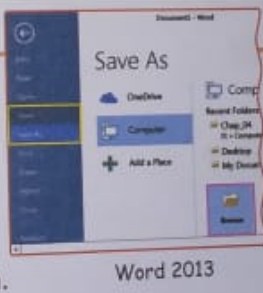
Do You Know

When you save the document for the first time, the Save As dialog box is displayed. Next time onwards, Save option does not display any dialog box. However, Save As option always displays a dialog box that is used to save a document under a different name.

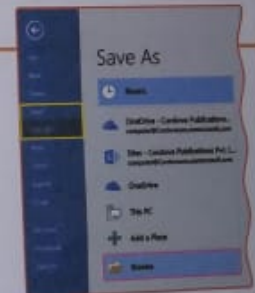
Word 2013/2016 Updates

To save a document in Word 2013/2016, follow the given steps :

- STEP-1:** Click the **FILE** / **File** tab.
- STEP-2:** Click the **Save** or **Save As** option.
- STEP-3:** On the **Save As** pane, click **Computer** option → **Browse** button.
/On the **Save As** pane, click **Browse** option. The **Save As** dialog box appears.
- STEP-4:** Type the file name in **File name** box.
- STEP-5:** Click **Save** button.



Word 2013



Word 2016

Practical In Computer Lab

1. Type the names of three outdoor games you like to play, in three different lines.
2. Select the text and make it bold and italic. Also underline the text.
3. Insert a new line between the first and second lines and type the name of an indoor game.
4. Select the name of the indoor game and delete it.
5. Save the file as 'Games'.

Cross Curricular – EVS



Computers-3

Size button

Close button

Ribbon

Document area

me of the buttons. It

us to do

contains



Microsoft Office

Computers-3

Backstage view. **Backstage view** shows the set of commands used to manage the document like creating, saving, opening, printing and so on.

Document Area : It is a large white space to type the text.

Cursor : The blinking line on the document area is called the cursor. It tells the position of the typed text.

Status Bar : It displays the page number, number of words and zoom option.

Rulers : It keeps track of the page margins, height and width of the page.

Practical In Computer Lab

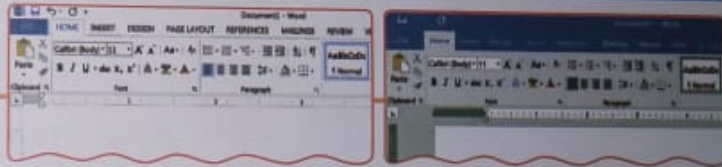
Open Microsoft Word 2010 and locate all the screen elements.



Do You Know

Microsoft Office is a software package developed by Microsoft. It consists of different application programs such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Access.

Word 2013/2016 Updates



Word 2013

Word 2016

- ❖ **Word 2013** is the version of Microsoft Word released on 29th Jan, 2013.
- ❖ **Word 2016** is the latest version of Microsoft Word released on 22nd Sep, 2015.

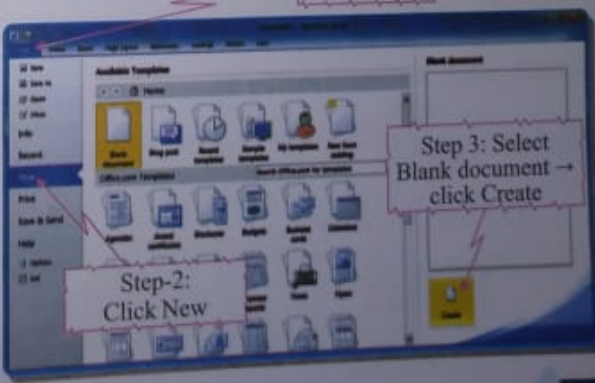
CREATING A NEW DOCUMENT

You need blank space to type. For this, you have to create a new document.

To create a new document, follow the given steps :

- STEP-1** Click the File tab.
- STEP-2** Click the New option from the Backstage view.
- STEP-3** Select the Blank document option from the 'Available Templates' section and click on Create button.

Step-1: Click File tab



Computers-3

Delete key



It is used to erase anything typed on the right side of the cursor.

Caps Lock key



It is used to type capital letters.

Shift key



It is mostly used to type the upper character symbols marked on number keys.

Control key



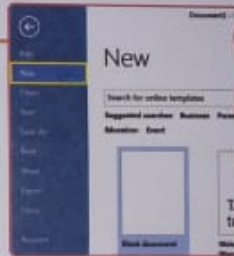
It is used to perform special tasks along with other keys.

Word 2013/2016 Updates

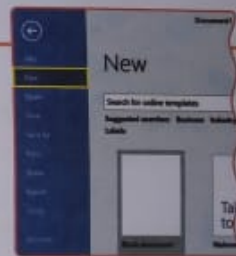
To create a new document in Word 2013/2016, follow the given steps :

STEP-1 : Click **FILE** / **File** tab.

STEP-2 : Click **New** option and select **Blank document**.



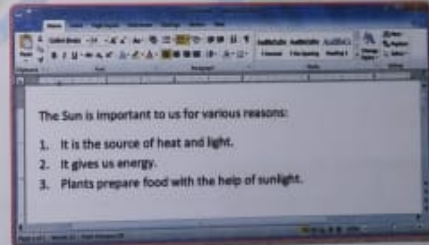
Word 2013



Word 2016

Practical In Computer Lab

Open a new document in Microsoft Word 2010 and type the text as shown.



Cross Curricular – Social Studies



INSERTING A NEW LINE

You can insert a blank line in between the existing lines. You also type new text in that line. **To insert a blank line**, follow the given steps :

STEP-1 Place the cursor at the end of the line after which you want a blank line.

STEP-2 Now, press Enter key. A blank line gets inserted.

Remember

Each time you press Enter key, a new line gets inserted.

Practical In Computer Lab

Cross Curricular – Social Studies

You have typed the names of the continents. But forgot to add 'Africa' at number 3. Insert a blank line in between the existing lines and add the missing name.

Guidelines:

STEP-1: Place the cursor at the end of Europe.

STEP-2: Press Enter key. A blank line gets inserted.

STEP-3: Now, type Africa in the blank space and re-number.

1. Asia
2. Europe
3. Australia
4. Antarctica
5. North America
6. South America

Step-1

1. Asia
2. Europe
3. Australia
4. Antarctica
5. North America
6. South America

Step-2

1. Asia
2. Europe
3. Africa
4. Australia
5. Antarctica
6. North America
7. South America

Step-3

SELECTING THE TEXT

Notice the word and sentence that are selected.

How do you do it?

I love computers.

I love computers.

- ① You can select text by dragging your mouse on the text.
- ② You can also select text by using combination of different keys on your keyboard.

Keyboard Shortcut

Keyboard shortcuts for selecting text are given below :

- ❖ Select letters to the right Shift + → (right arrow key)
- ❖ Select letters to the left Shift + ← (left arrow key)
- ❖ Select lines upwards Shift + ↑ (up arrow key)
- ❖ Select lines downwards Shift + ↓ (down arrow key)
- ❖ Select a line till end Shift + End
- ❖ Select a line till beginning Shift + Home
- ❖ Select the entire document Ctrl + A

CLOSING A DOCUMENT

When you use Microsoft Word, you have the option to open many documents in the computer. However, after finishing the work, you need to close the opened documents.

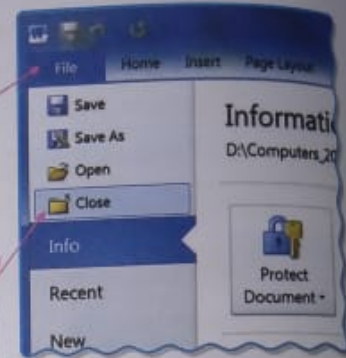
To close an opened document, follow the given steps:

STEP-1 Click the **File** tab.

STEP-2 Click the **Close** option from the Backstage view. It closes the opened document.

Step-1: Click File tab

Step-2: Click Close

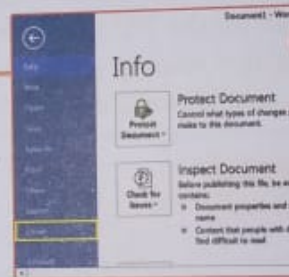


Word 2013/2016 Updates

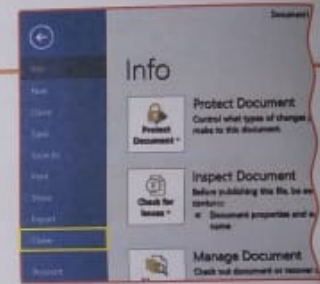
To close an opened document in Word 2013/2016, follow the given steps :

STEP-1: Click **FILE** / **File** tab.

STEP-2: Click **Close** option.



Word 2013



Word 2016

OPENING AN EXISTING DOCUMENT

The documents you create in Microsoft Word are saved in the form of files on your computer. When you want to edit or see a document again, you need to open it.

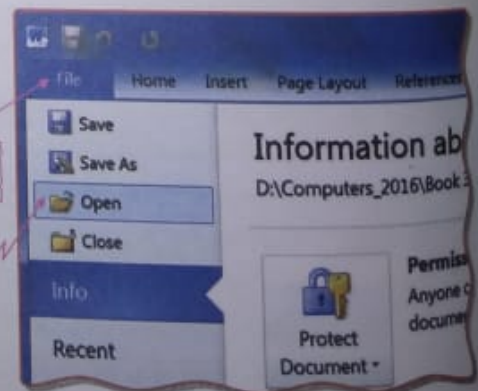
To open a saved file, follow the given steps :

STEP-1 Click the **File** tab.

STEP-2 Click the **Open** option from the Backstage view. The Open dialog box appears.

Step-1: Click File tab

Step-2: Click Open



Remember

To select a line use Ctrl+click . To select a paragraph, triple-click on the paragraph.

DELETING TEXT

Deleting a character (letter) : Place the cursor to the left of the character to be deleted and press Delete key.

Deleting a word : Select the word to be deleted and press Delete key.

Deleting many lines or a paragraph : Select the lines or paragraph to be deleted and press Delete key.

Multiple Choice Questions

Tick (✓) the correct option.

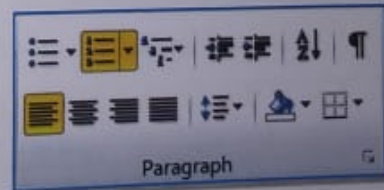
- Quick Access Toolbar is present on the
(a) ribbon (b) title bar (c) status bar
- key is used to perform special tasks along with other keys.
(a) Control (b) Shift (c) Enter
- To select a line till end, the shortcut key is
(a) Ctrl+End (b) Shift+! (c) Shift+End

FORMATTING A DOCUMENT

Formatting means changing and arranging text in a document to make it attractive. We can format our document by using **Font** group and **Paragraph** group in the Home tab.



Font group



Paragraph group

Making Text Bold, Italic and Underlined

To make the text bold, follow the given steps :

Atlas is a book of maps.

original text

Uses Of A Word Processor

Look at the following pictures showing how a word processor is used by different people to do different kinds of work.



making a time table



making a business report



typing an essay or a letter

Features Of A Word Processor

- ① You can edit words and sentences.
- ① You can change the size and style of letters and make them colourful.
- ① You can set the margins for your page.
- ① You can cut, copy and paste text.
- ① You can check and correct spellings and grammar.
- ① You can insert a picture in your document.
- ① You can print your document.

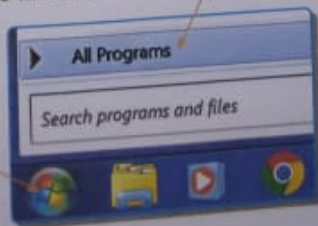
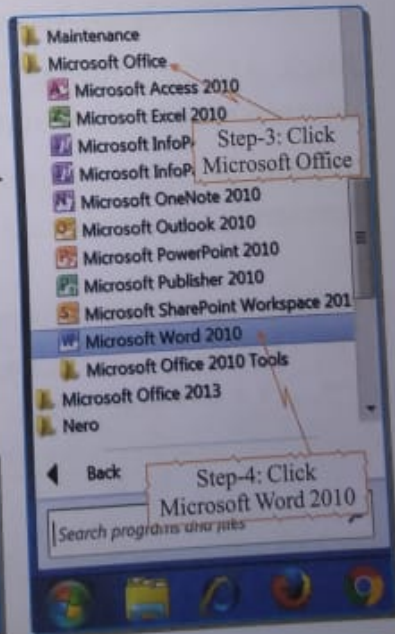


MICROSOFT WORD 2010

Microsoft Word is popularly known as MS Word.

We will learn about Microsoft Word 2010.

- STEP-1 Click the **Start** button.
- STEP-2 Click **All Programs**.
- STEP-3 Click **Microsoft Office**.
- STEP-4 Click **Microsoft Word 2010**.



Learn To Use Microsoft Word 2010

4

LEARNER'S OUTCOMES

After completing this chapter, you will be able to:

- ❖ define word processor
- ❖ start Microsoft Word 2010
- ❖ create a document
- ❖ insert a blank line
- ❖ format the text (Bold, Italic, Underline)
- ❖ exit Microsoft Word 2010
- ❖ list the features of a word processor
- ❖ identify screen elements of Microsoft Word 2010
- ❖ recall the keys of the keyboard
- ❖ select and delete text/paragraph
- ❖ save, open, print and close the document

Use Cordova Smart Class Software on the smart board in class to learn about the basic operations performed in Microsoft Word 2010.

INTRODUCTION

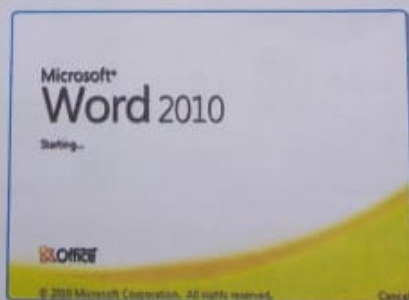
Do you like to write words and sentences in colourful designs and patterns? You do it using a computer. You already know the use of the keyboard and mouse. You also know how to type text on computer using WordPad. Now, you will learn how to type text using a software called **Microsoft Word 2010**.

WORD PROCESSING

A **word processor** is an application software that helps you to type text on a computer. The process of typing, using a word processor is known as **word processing**. There are many word processing software available. Some of them are Microsoft Word, Notepad, WordPad, WordStar, OpenOffice Writer, WordPerfect and PageMaker. In this chapter, you will learn about **Microsoft Word 2010**.



OpenOffice Writer



Microsoft Word



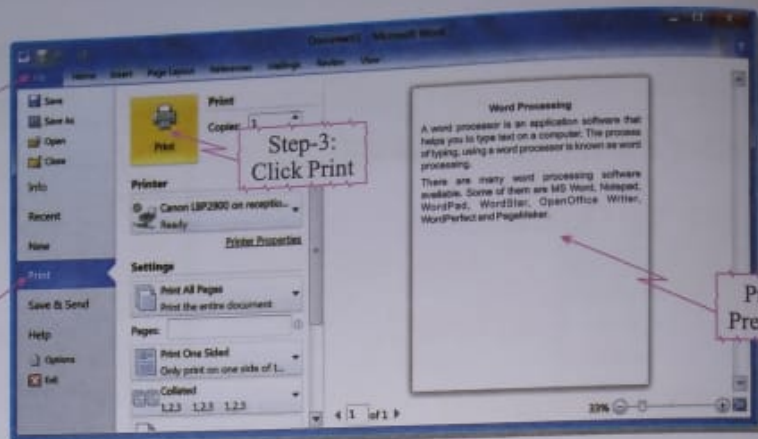
PageMaker

Step-1: Click File tab

Step-2: Select Print option

Step-3: Click Print

Print Preview



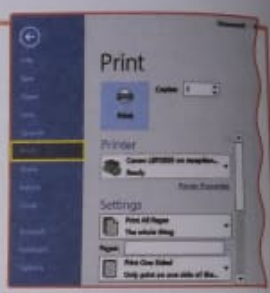
Word 2013/2016 Updates

To print a document in Word 2013/2016, follow the given steps :

- STEP-1:** Click **FILE** / **File** tab.
- STEP-2:** Click **Print** option.
- STEP-3:** On the **Print** pane, click **Print** button.



Word 2013



Word 2016

EXITING MICROSOFT WORD 2010

After you complete all your work, you need to close the Microsoft Word application.

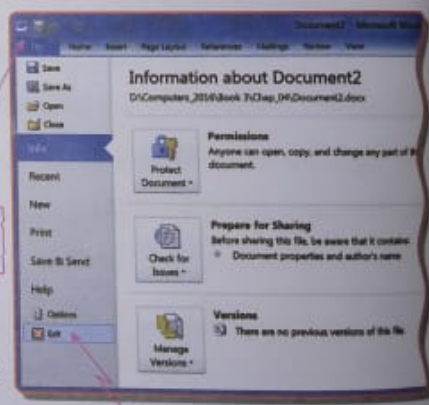
To close or exit Microsoft Word 2010, follow the given steps:

- STEP-1** Click the **File** tab.
- STEP-2** Click the **Exit** option from the Backstage view.

You may also exit Microsoft Word by clicking the **Close** button **X** on the title bar.

Step-1: Click File tab

Step-2: Click Exit



Word 2013/2016 Updates

To close Word 2013/2016, click **Close** **X** / **Close** **X** button on the title bar.

Keyboard Shortcut

- ❖ Press Ctrl + N to create a new document
- ❖ Press Ctrl + I to make the text italic
- ❖ Press Ctrl + S to save a document
- ❖ Press Ctrl + O to open an existing document
- ❖ Press Ctrl + B to make the text bold
- ❖ Press Ctrl + U to underline the text
- ❖ Press Ctrl + W to close a document
- ❖ Press Ctrl + P to print a document

Practical In Computer Lab

Cross Curricular - English

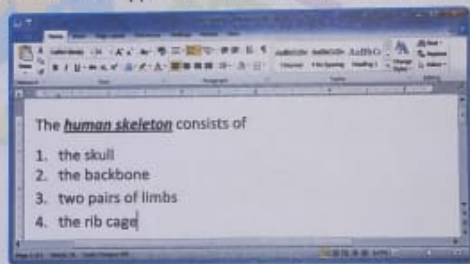
Perform the following tasks in Microsoft Word 2010 :

1. Open a new document.
2. Write an application for leave to your class teacher.
3. Save it with the name 'Application'.
4. Close the document window.
5. Exit from Microsoft Word.

More Fun In Lab

Cross Curricular - Science, English

1. Open Microsoft Word 2010 and type the text about Human Skeleton as shown.



2. Suppose it's your birthday next week and you are planning a party. Prepare an invitation card as given below in Microsoft Word 2010.

(Also take the printout with the help of your teacher.)

Dated: _____

My Dear (Name) _____

You are invited to attend my birthday party on (Date) _____ at (time) _____ at my home.

Address: (Name) _____

(House/Flat No.) _____

(Place name) _____

Together, we will have a lot of fun.

Yours
(Name) _____

Key Points

- ❖ A word processor is an application software that helps you to type many things such as a poem, a paragraph or a report on your computer.
- ❖ Microsoft Word is the most popular word processor.
- ❖ You create, open, edit, save, print and close documents in Microsoft Word 2010.
- ❖ Formatting means changing and arranging text in a document.
- ❖ Saving a document helps you to use it in future.

Use Cordova Smart Class Software on the smart board in class to do these exercises.

EXERCISES

Section-A



A Picture Quiz

1. Identify the icon to save a document.



2. Identify the icon to close a document.



3. Identify the icon to open a saved file.



B Multiple Choice Questions

Tick (✓) the correct option.

1. Microsoft Word is an software.

(a) system

(b) application

(c) fun

2. is the latest version of Microsoft Word.

(a) Word 2017

(b) Word 2013

(c) Word 2016

3. means changing and arranging text in a document.

(a) Deleting

(b) Formatting

(c) Selecting

4. What is the extension of a saved file in Microsoft Word 2010?

(a) .doc

(b) .docx

(c) .docw

5. To close Microsoft Word, click File tab → option.

(a) Open

(b) Save

(c) Exit

C Fill in the blanks

File

Select










files

Document

1. area is a large white space to type text.

2. the text before deleting it.
3. The documents you create in Microsoft Word are saved in the form of on your computer.
4. The Open option appears on clicking the tab.

D Match the following

- | | | | | |
|----|---|---|---|-------------------------------------|
| 1. |  | + | Click | (a) to select a line upward |
| 2. |  | + |  | (b) to select a line till beginning |
| 3. |  | + |  | (c) to select a line |
| 4. |  | + |  | (d) to select the entire document |
| 5. |  | + |  | (e) to select letters to the right |

Section-B

A Answer the following

1. What is a Backstage view?
.....
2. How do you insert a new line?
.....
3. How do you select a paragraph?
.....
4. Write any two uses of a word processor.
.....
.....
5. What is the difference between Save and Save As option?
.....
.....
6. Write the steps to create a new document in Microsoft Word 2010.
.....
.....
.....

B Computer In Everyday Life (Application-based Question)

Hari typed his English homework using the Microsoft Word. Suggest Hari the commands that will make the title stand out.

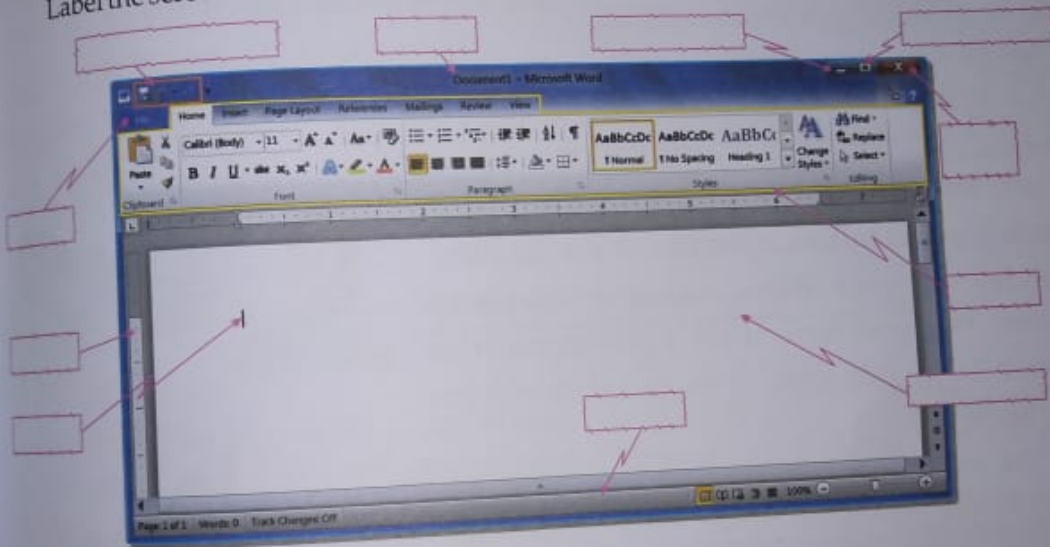
FUN ZONE

A PROJECT

Make a list of atleast 10 things around your house, school and park. Classify them into natural things and human-made things and type in Microsoft Word 2010.

B LABELLING WINDOW

Label the screen elements of Microsoft Word 2010.



C GROUP DISCUSSION

Topic: 'It is better to use Microsoft Word than WordPad'.

(Teacher may divide the class into groups and ask them to discuss the topic.)

Go Online

For more links and activities, go to www.cordovajoyfulllearning.com/references/computers.aspx

For Live Test Papers login to our portal www.cordovajoyfulllearning.com

MORE ON TOUCH TYPING

You have learnt about Touch Typing in class 2. You know how to position the fingers on the middle row. Let us learn more about it.

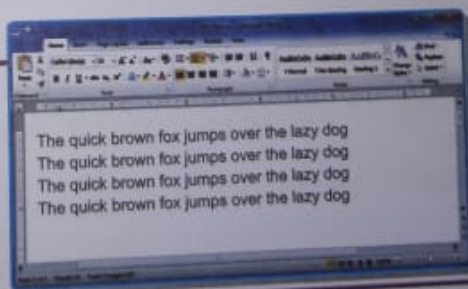
- ② The keys ASDF and JKL; on the middle row are called **home keys**.
- ② Before you start typing, place your fingers on the home keys. This is the start position of your fingers.
- ② Each home key has a key above and a key below it. For example : home key 'F' has the key 'R' above it and the key 'V' below it. The given picture shows the keys above and below the home keys.
- ② The given picture uses different colours to indicate which finger is used to press each key.



For example : If you need to type 'learning' you would use your right ring finger to press 'L', your left middle finger to press 'E', your left little finger to press 'A', your left index finger to press 'R', your right index finger to press 'N', your right middle finger to press 'I', your right index finger to press 'N' and your left index finger to press 'G'.

Practical In Computer Lab

Open Microsoft Word 2010 and type the given text.



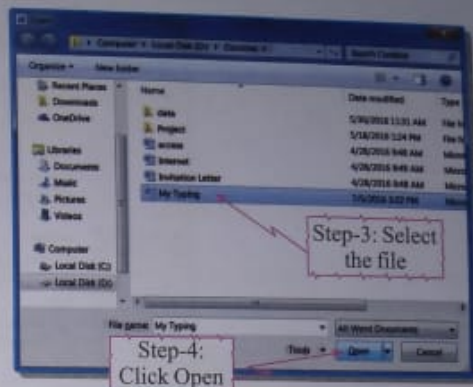
Note For The Teacher

To know more about Touch Typing, visit the following websites :

❖ www.typingstudy.com

❖ www.typing-lessons.org

- any
d to
- STEP-3 Select the file you want to open.
- STEP-4 Click the **Open** button.



Word 2013/2016 Updates

To open an existing file in Word 2013/2016, follow the given steps :

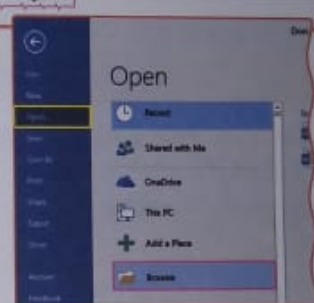
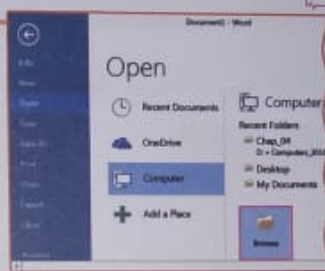
STEP-1: Click **FILE** / **File** tab.

STEP-2: Click the **Open** option.

STEP-3: On the **Open** pane, click the **Computer** option → **Browse** button.

/On the **Open** pane, click the **Browse** option. The **Open** dialog box appears.

STEP-4: Select the file and click the **Open** button.



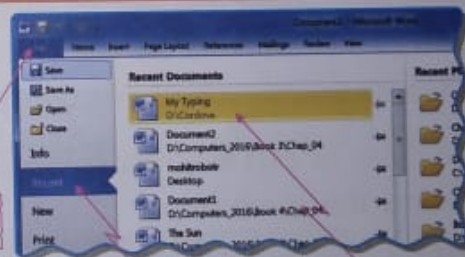
You may also open a **recently saved** document **directly** in Microsoft Word 2010.

To open a **recently saved document**, follow the given steps :

STEP-1 Click the **File** tab.

STEP-2 Click **Recent** option from the Backstage view.

STEP-3 Click the required document from the **Recent Documents**.



PRINTING A DOCUMENT

To **print a document**, follow the given steps :

STEP-1 Click the **File** tab.

STEP-2 Select the **Print** option from the Backstage view.

STEP-3 Click **Print** button.

STEP-1 Select the text you want to make bold.

STEP-2 Click the **Home** tab.

STEP-3 Click **Bold** **B** from the Font group. The text becomes bold.

Atlas is a book of maps.
after applying Bold

To make the text italic, follow the given steps :

STEP-1 Select the text you want to make italic.

STEP-2 Click the **Home** tab

STEP-3 Click **Italic** **I** from the Font group. The text gets italic.

Atlas is a book of maps.
after applying Italic

To underline the text, follow the given steps:

STEP-1 Select the text you want to underline.

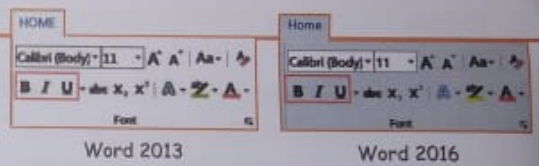
STEP-2 Click the **Home** tab.

STEP-3 Click **Underline** **U** from the Font group. The text gets underlined.

Atlas is a book of maps.
after applying Underline

Word 2013/2016 Updates

You can use the **Font** group of **HOME/Home** tab to apply Bold, Italic and Underline commands in Word 2013/2016.



SAVING A DOCUMENT

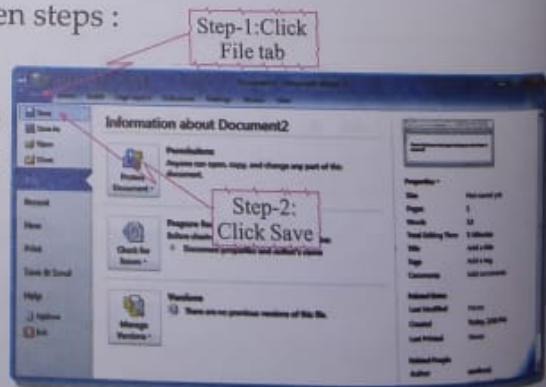
Your Word document is saved in the form of a file. It helps you to use it in future.

To save a document, follow the given steps :

STEP-1 Click the File tab.

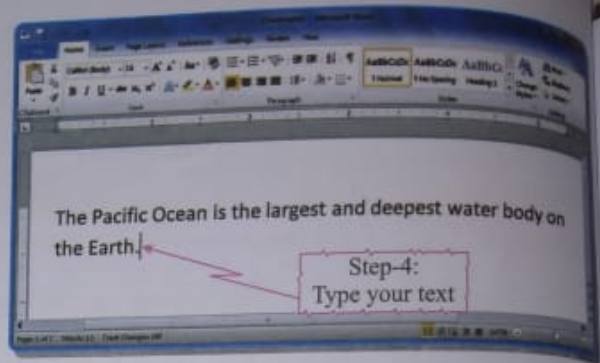
STEP-2 Click the Save option from the Backstage view. The Save As dialog box appears.

STEP-3 Type any name for your file in the File name box. For example, My Typing.








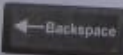
The new document area appears that gives you blank space to work.

STEP-4 Use the keyboard to type whatever you want. Your Microsoft Word window looks as shown.



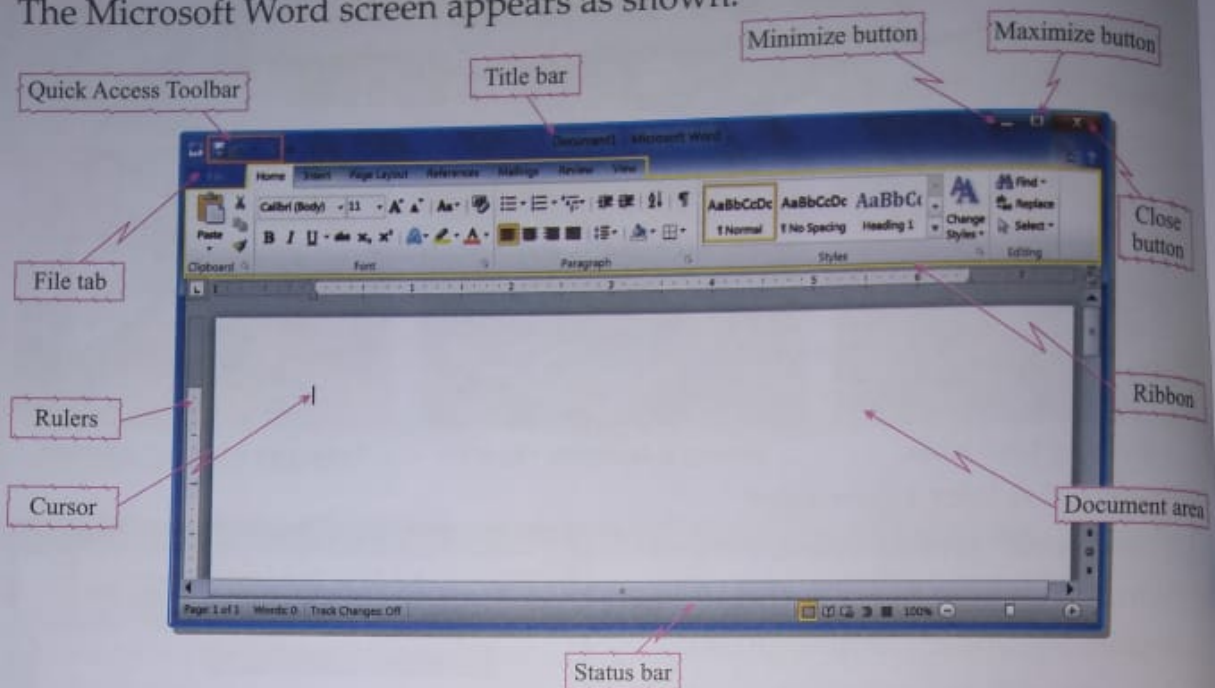
A QUICK RECAP OF KEYBOARD

You have learnt about various keys of the keyboard in Class 1 and 2. Let us recall them once again.

<p>Alphabet keys</p> 	<p>These keys are used to type letters. There are total 26 alphabet keys on the keyboard.</p>
<p>Number keys</p> 	<p>These keys are used to type numbers. The keys are marked with numbers 0 to 9.</p>
<p>Arrow keys/ Cursor Control keys</p> 	<p>These keys are used to control the movement of cursor on the monitor.</p>
<p>Space Bar key</p> 	<p>It is used to give space between two words. It is the longest key on the keyboard.</p>
<p>Enter key/Return key</p> 	<p>It is used to move the cursor to the beginning of the next line.</p>
<p>Backspace key</p> 	<p>It is used to erase anything typed on the left side of the cursor.</p>



The Microsoft Word screen appears as shown.

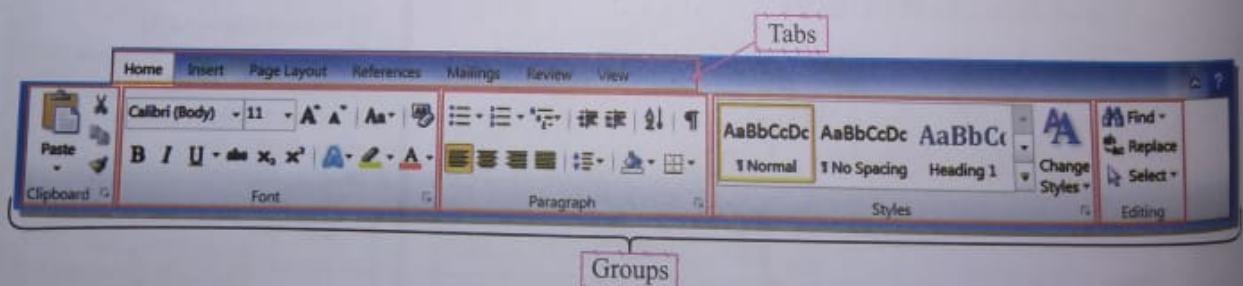


SCREEN ELEMENTS OF MICROSOFT WORD 2010

Title bar : It appears on the top of the screen. Title bar displays the name of the current document. It also contains Minimize, Maximize and Close buttons. It also holds the Quick Access Toolbar.

Quick Access Toolbar : It is present on the title bar. This helps us to do common tasks with just one click.

Ribbon : The Ribbon contains two parts: **tabs** and **groups**. Each tab contains commands arranged in different groups.



File Tab : It is the **blue tab** located in the upper-left corner of the Microsoft Word 2010 screen. When you click File tab, you can see Microsoft Office