



# More On Microsoft Word 2010

## LEARNER'S OUTCOMES

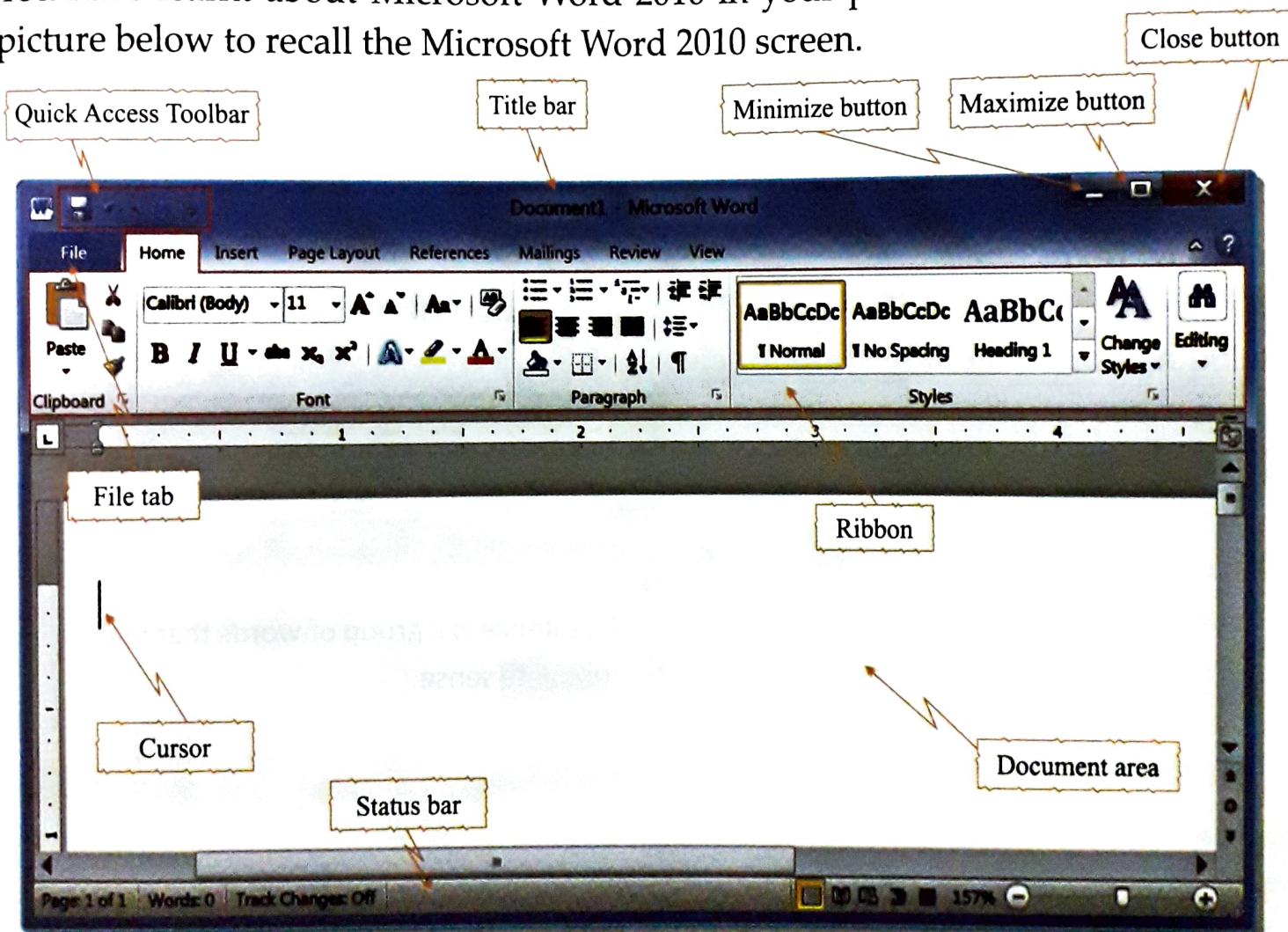
After completing this chapter, you will be able to:

- ❖ select the text in Microsoft Word
- ❖ format the text (font, font size, font colour, etc)
- ❖ create lists with bullets and numbers
- ❖ use mini toolbar
- ❖ check spelling and grammar
- ❖ edit the text (Cut, Copy, Paste)
- ❖ align the text
- ❖ add borders around the text
- ❖ differentiate between undo and redo
- ❖ insert table

Use Cordova Smart Class Software on the smart board in class to learn about some more commands in Microsoft Word 2010.

## INTRODUCTION

You already know about word processors. They are used to type the text on a computer. Microsoft Word is the most popular word processor used now-a-days. You have learnt about Microsoft Word 2010 in your previous class. Look at the picture below to recall the Microsoft Word 2010 screen.



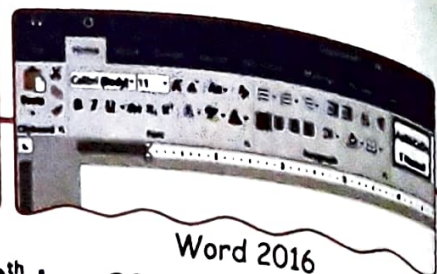
Microsoft Word 2010 screen



## Word 2013/2016 Updates



Word 2013

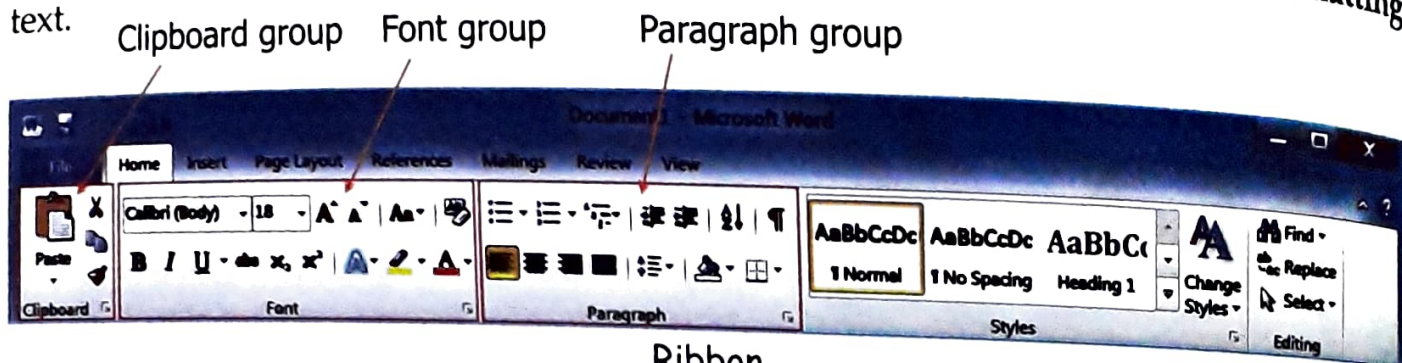


Word 2016

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

## THE RIBBON

The **Ribbon** contains two parts : **tabs** and **groups**. Each tab contains commands arranged in different groups. **Home** tab is generally used for **editing** and **formatting** text.



Ribbon

Let us learn about these three groups of Home tab in Microsoft Word 2010.

## EDITING A DOCUMENT

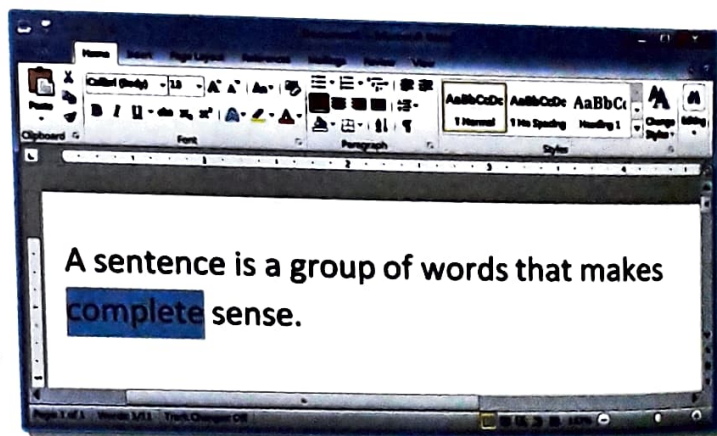
Making changes in a document is called **editing**. To perform editing, you should select the text first.

### Selecting Text

You can select the part of a text or the whole text according to your need. You can use both **mouse** and **keyboard** to select text.

### Using mouse :

- To select a single word, double-click the word.
- To select a sentence or paragraph, place the mouse pointer before the first letter and drag the mouse by holding down the left mouse button over the required text.



### Using keyboard :

Place the cursor before the first letter of the sentence or word. Hold down **Shift** key  and press the **right arrow** key  to select the desired portion of text.



## Keyboard Shortcut

Press Ctrl+ A to select all the text.

### COPYING AND MOVING TEXT

Sometimes you are required to write a word or sentence many times. In Microsoft Word, you can use the same sentence any number of times very easily without typing it again and again. You can even shift the words or sentences from one place to another.

We use the **Clipboard group** in the Home tab for copying or moving text from one location to another. **Copying** means nothing but to copy text, word or sentence. This is done by the **Copy** and **Paste** commands. **Moving** means to shift the text from one place to another. Moving is done by **Cut** and **Paste** commands.



You can copy or move the text **within same application program** and **across different application programs**.

#### Within Same Application Program

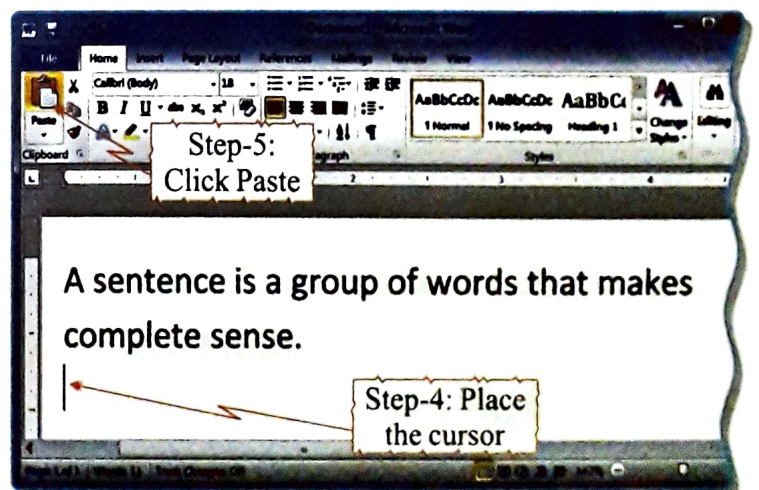
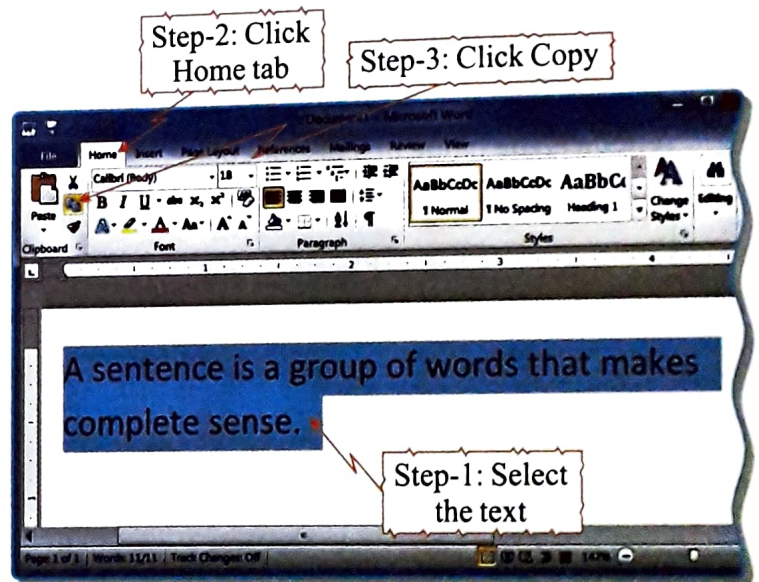
To copy text, follow the given steps :

- STEP-1** Select the text you want to copy.
- STEP-2** Click the **Home** tab.
- STEP-3** Click **Copy**  from the Clipboard group.
- STEP-4** Move the cursor to the place where you want to paste your text.
- STEP-5** Click **Paste**  from the Clipboard group.

A sentence is a group of words that makes complete sense.

A sentence is a group of words that makes complete sense.

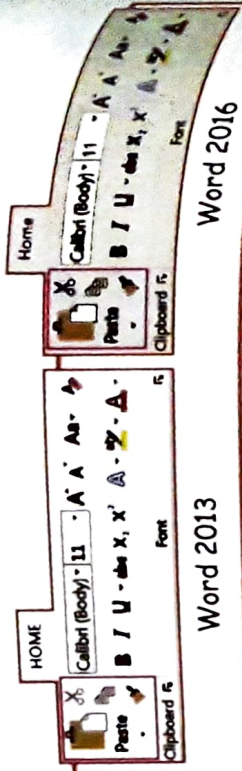
after Copy → Paste





## Word 2013/2016 Updates

You can use the **Clipboard** group from the **HOME/Home** tab to apply **Copy** and **Paste** commands in Word 2013/2016.

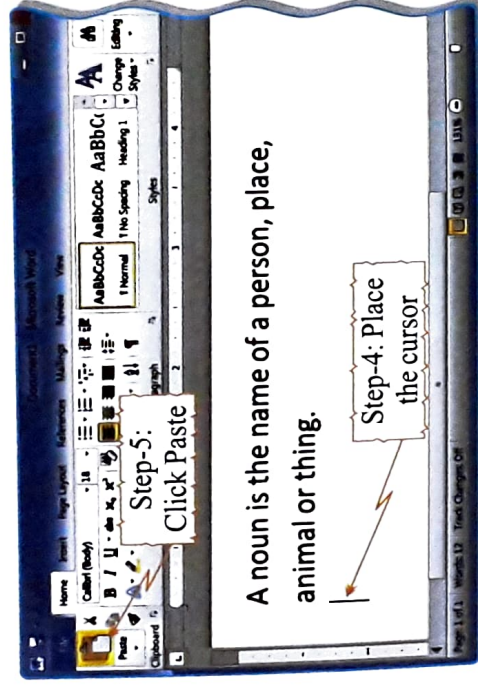
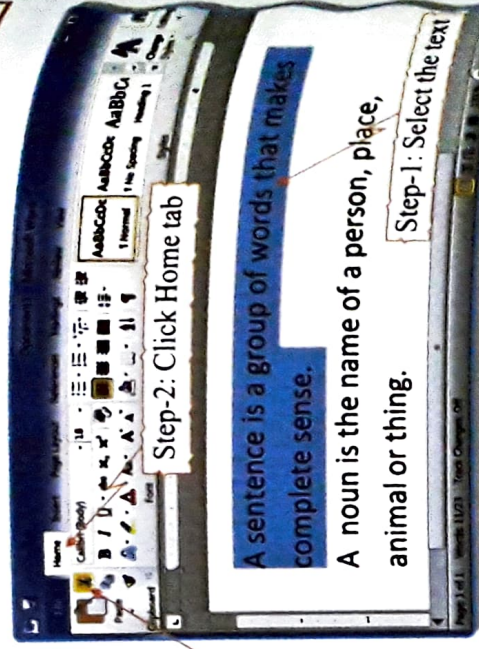


To move text, follow the given steps:

**STEP-1** Select the text you want to move.

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

**STEP-3** Click **Cut** from the Clipboard group.



**STEP-4** Move the cursor to the place where you want to paste your text.

**STEP-5** Click **Paste** from the Clipboard group.

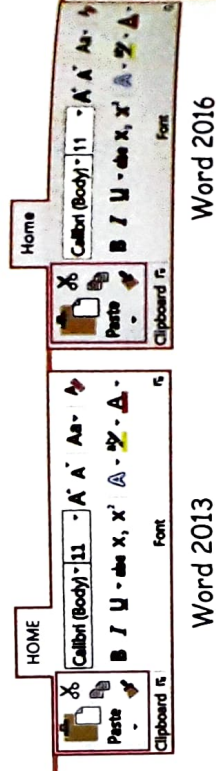
A noun is the name of a person, place, animal or thing.

A sentence is a group of words that makes complete sense.

after Cut → Paste

## Word 2013/2016 Updates

You can use the **Clipboard** group from the **HOME/Home** tab to apply **Cut** and **Paste** commands in Word 2013/2016.



## Keyboard Shortcut

❖ Press **Ctrl+C** to copy the text. ❖ Press **Ctrl+X** to cut the text. ❖ Press **Ctrl+V** to paste the text.

## Across Different Application Programs

To copy text, follow the given steps:

**STEP-1** Select the text you want to copy.

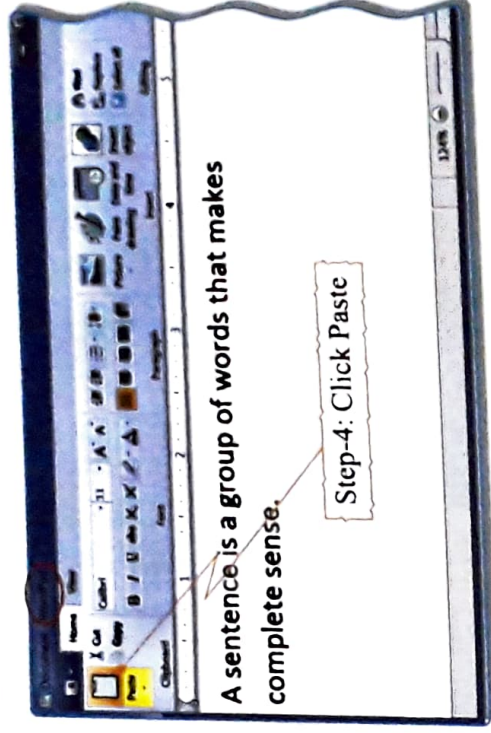
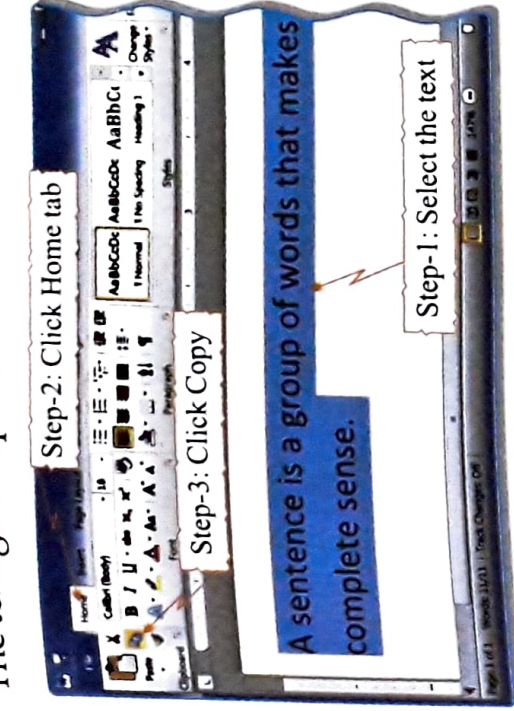


**STEP-2** Click **Home** tab.

**STEP-3** Click **Copy**  from the Clipboard group.

**STEP-4** Open **WordPad** and click **Paste**  from the Clipboard group of Home tab.

The text gets copied from Microsoft Word to the WordPad program.



Similarly, you can move the text across different application programs.

## Practical In Computer Lab

Cross Curricular – Science

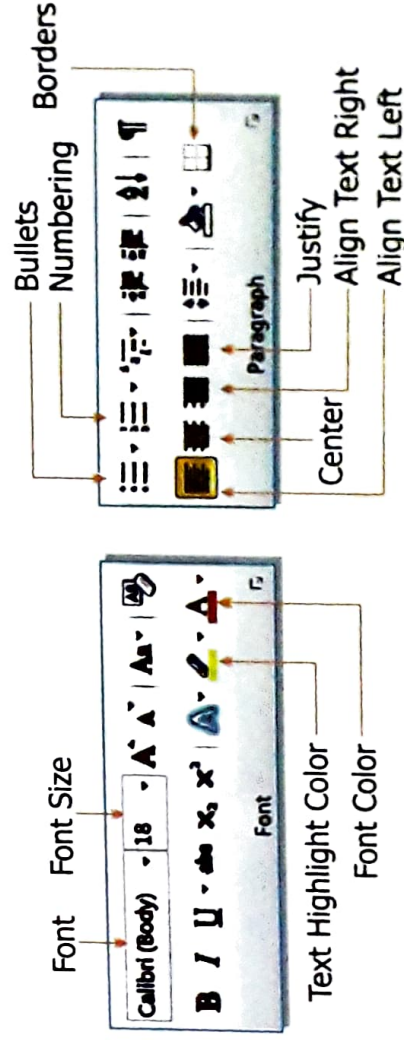
Perform the following tasks :

1. Open Microsoft Word 2010.
2. Type 'Food contains a variety of substances called Nutrients'.
3. Copy the word 'Nutrients' and paste in the second line.
4. Now, type 'present in our food are : Carbohydrates, Proteins, Fats, Vitamins and Minerals' after the word 'Nutrients' in the second line.
5. Cut the first line and paste after the second line.
6. Now, copy the text and paste to a different application program, for example, WordPad or Paint.

## 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.





## Changing Font

Font is the look and shape of the letters of the text. There are many fonts available in Microsoft Word.

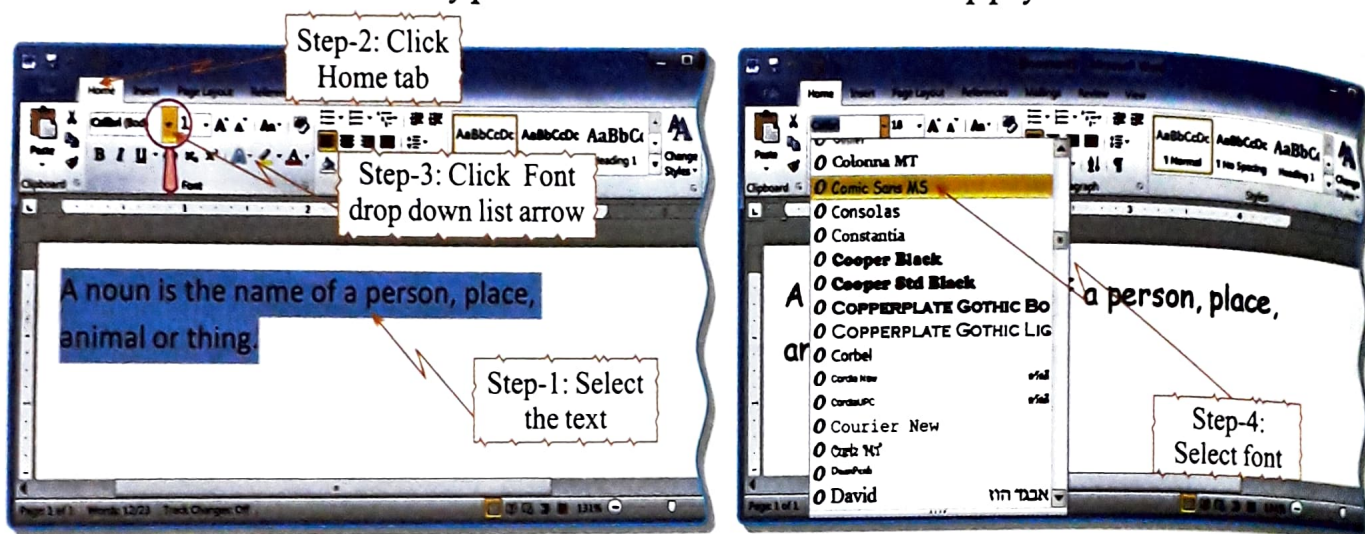
To change the font of the text, follow the given steps:

**STEP-1** Select the text to change the font.

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

**STEP-3** Click the drop down list arrow on the Font **Calibri (Body)** from the Font group.

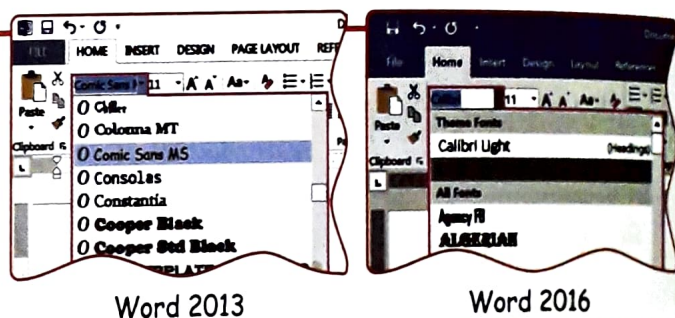
**STEP-4** Choose the font type from the list and click it to apply.



after applying font Comic Sans MS

## Word 2013/2016 Updates

You can use **Font** command from the **Font** group of **HOME/Home** tab to change the font in Word 2013/2016.



Word 2013

Word 2016

## Changing Font Size

The size of letter or character is called **font size**.

To change the font size, follow the given steps:

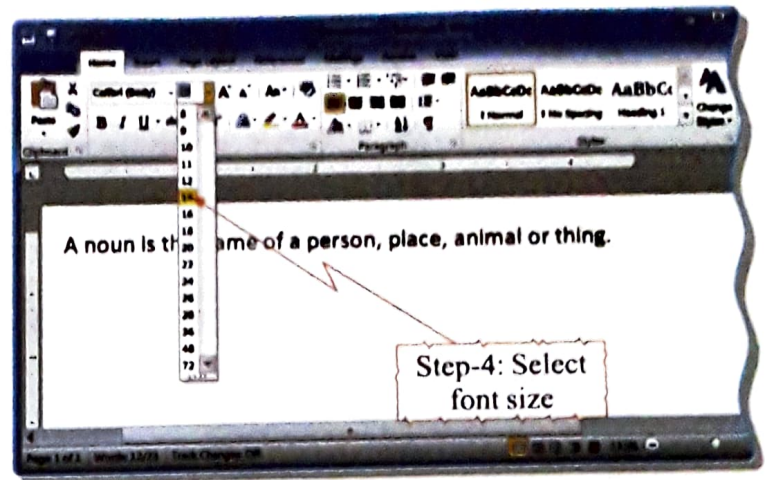
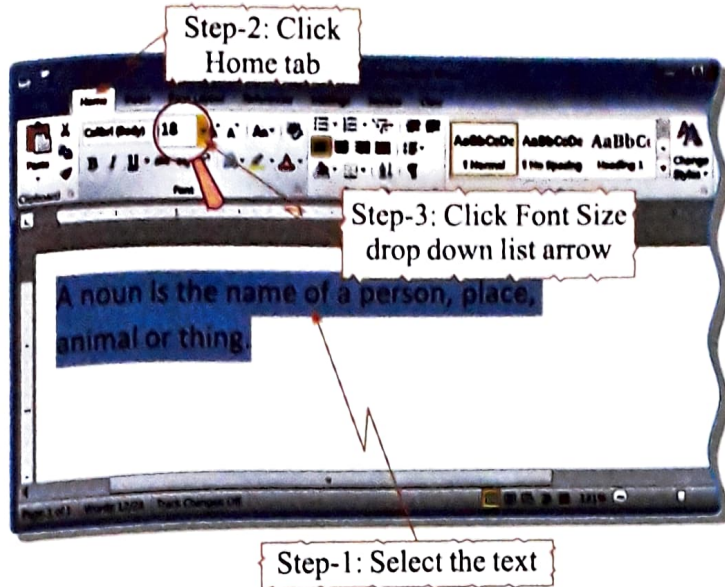
**STEP-1** Select the text to change the font size.

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



**STEP-3** Click the drop down list arrow on the **Font Size** **18** from the Font group.

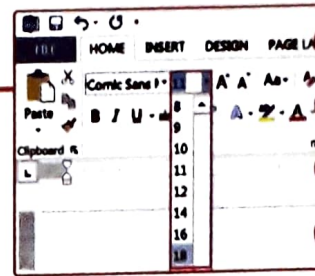
**STEP-4** Choose the font size from the list and click it to apply.



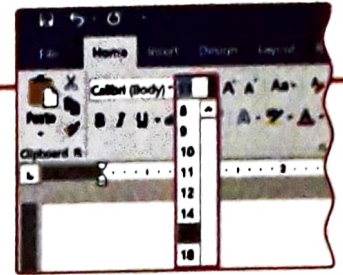
after applying font size 14

## Word 2013/2016 Updates

You can use **Font Size** command from the **Font** group of **HOME/Home** tab to change the font size in Word 2013/2016.



Word 2013



Word 2016

## Changing Font Color

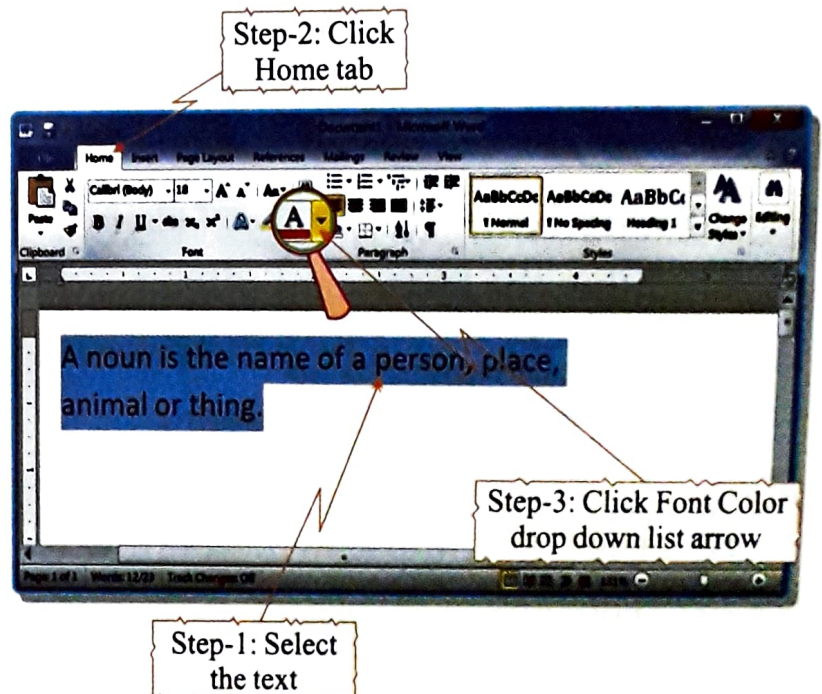
You can apply different colours to the text. To colour the text, follow the given steps :

**STEP-1** Select the text to change the font colour.

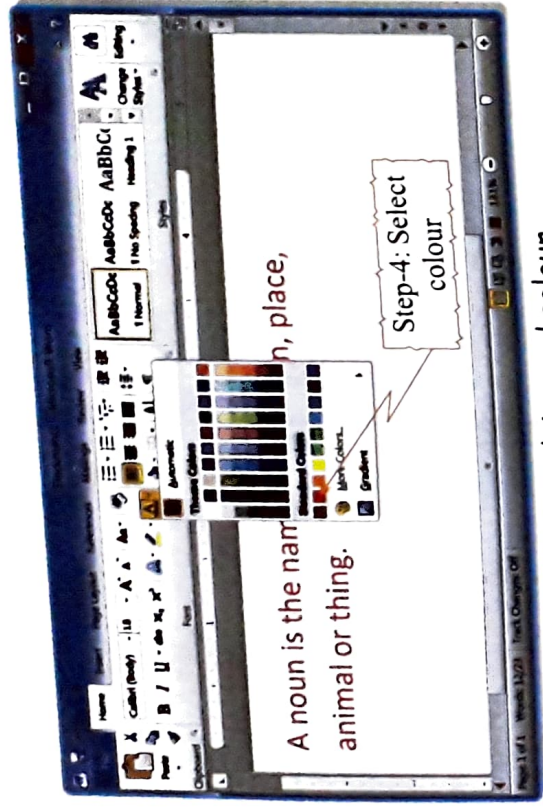
**STEP-2** Click the **Home** tab.

**STEP-3** Click the drop down list arrow on **Font Color** **A** from the Font group. A colour palette appears.

**STEP-4** Choose the colour you want from the palette and click it to apply.







after applying red colour

## Word 2013/2016 Updates

You can use **Font Color** command from the **Font** group of **HOME/Home** tab to change the font colour in Word 2013/2016.



Word 2013



Word 2016

## Practical In Computer Lab

### Cross Curricular – Social Studies

Perform the following tasks and type the Union Territories of India as shown.

1. Type the text as shown.
2. Make the heading bold and underline.
3. Select the name of each Union Territory and apply different fonts such as Cambria, Arial, Centaur, Forte, Berlin Sans FB, Colonna MT, Lucida Calligraphy using Font drop down list.
4. Apply different font colours to each name.

#### UNION TERRITORIES OF INDIA

Andaman and Nicobar Island    Chandigarh

Dadra and Nagar Haveli    **Daman and Diu**

**Delhi**    Lakshadweep    Puducherry

## Highlighting Text

Highlighting the text means placing a coloured rectangle over it.

To highlight the text, follow the given steps:

**STEP-1** Select the text to highlight.

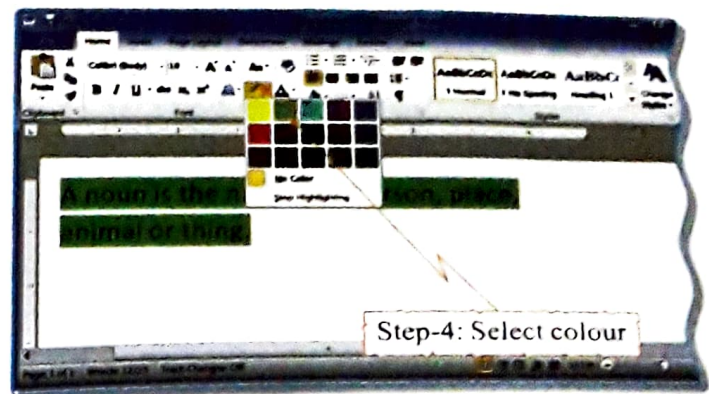
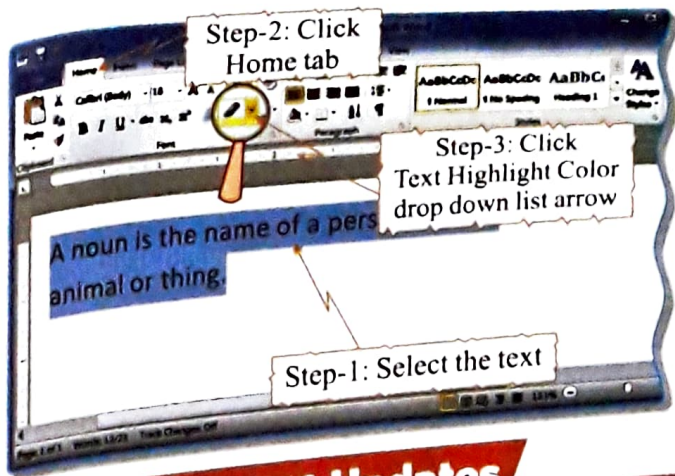
**STEP-2** Click the **Home** tab.

**STEP-3** Click the drop down list arrow on the **Text Highlight Color** from the Font group. A colour palette appears.

**STEP-4** Choose the required colour from the palette and click it to apply.

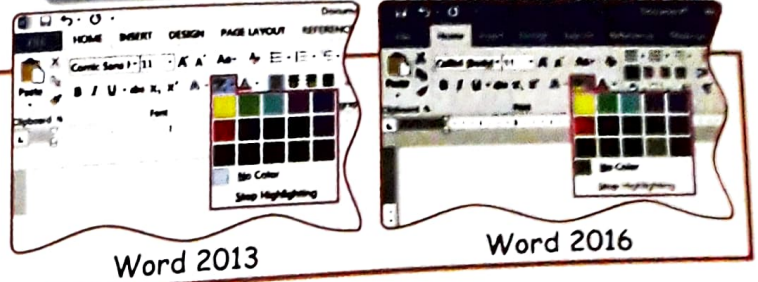






## Word 2013/2016 Updates

You can use **Text Highlight Color** command from the **Font** group of **HOME/Home** tab to highlight text in Word 2013/2016.



## Remember

To see the actual formatting, you must deselect the selected text by clicking outside the selected area.

## Practical In Computer Lab

Perform the following tasks :

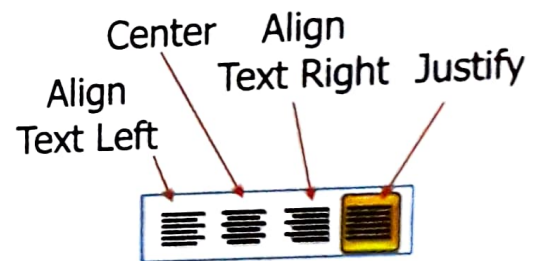
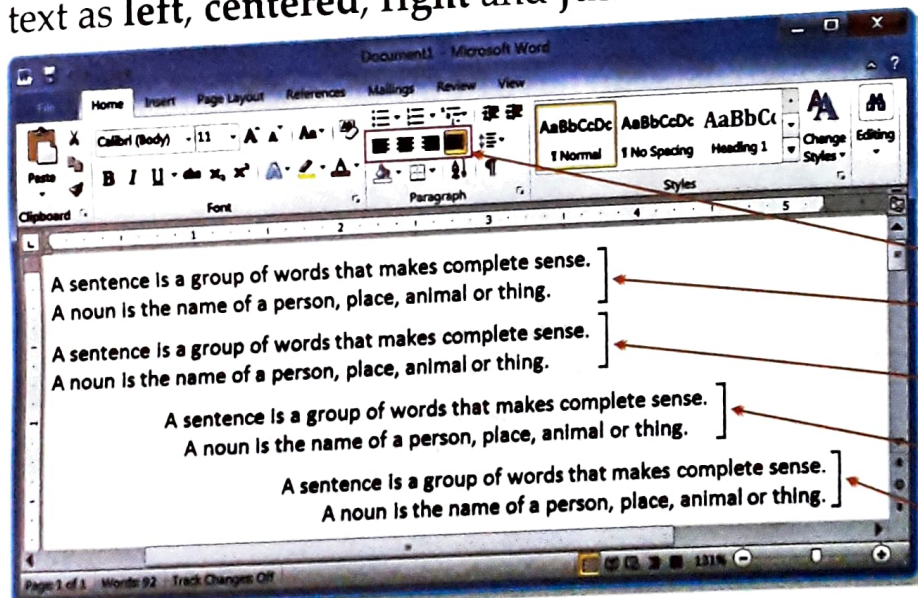
1. Open Microsoft Word 2010 and type, 'Numbers with 0,2,4,6 or 8 at ones place are even numbers. Numbers with 1,3,5,7 or 9 at ones place are odd numbers'.
2. Highlight the words 'even numbers' and 'odd numbers'.

## Cross Curricular – Mathematics



## Alignment

The way in which text is placed on a page is called **alignment**. You can align the text as **left**, **centered**, **right** and **justified**.



Different alignments

Justified

Left aligned

Center aligned

Right aligned

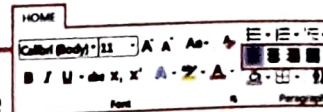
## Computers-4



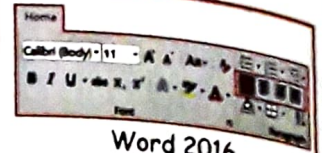
You can choose different alignments according to your need. For example, to make the text center aligned, select the text and click **Center** from the Paragraph group of Home tab. Similarly, you can align your text as left, right or justified.

### Word 2013/2016 Updates

You can use the **Paragraph** group of **HOME/Home** tab to apply **Align Left**, **Center**, **Align Right** and **Justify** commands in Word 2013/2016.



Word 2013



Word 2016

### Practical In Computer Lab

Cross Curricular - EVS

Perform the following tasks :

1. Type 'It is good to be kind to the old people and help them in small ways we can. It makes them happy. We should spend time with them'.
2. Make the above text left, centered and right aligned respectively.

### Multiple Choice Questions

Tick (✓) the correct option.

1. Shift and right arrow key is used to..... the text.  
 (a) delete ☐ (b) cut ☐ (c) select ☐
2. Copy command is present in ..... group.  
 (a) Font ☐ (b) Paragraph ☐ (c) Clipboard ☐
3. .... means to shift the text from one place to another.  
 (a) Copy ☐ (b) Move ☐ (c) Paste ☐

### Creating Lists With Bullets And Numbers

We make lists almost everyday. Your class teacher makes the list of students in your class, the librarian makes the list of books in the library, your mother makes a list of items to be bought from the market. Such lists can have numbers or bullets. A **bullet** is a dot or other symbols that are placed before the text to make a list attractive.

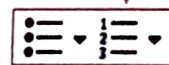
Numbers and bullets make lists look attractive.

#### List with bullets-

Kinds of Noun

- Common Noun
- Proper Noun
- Collective Noun

Numbering



Bullets

#### List with numbers-

Kinds of Noun

1. Common Noun
2. Proper Noun
3. Collective Noun

Numbered or bulleted lists can be created quickly and easily in Microsoft Word.

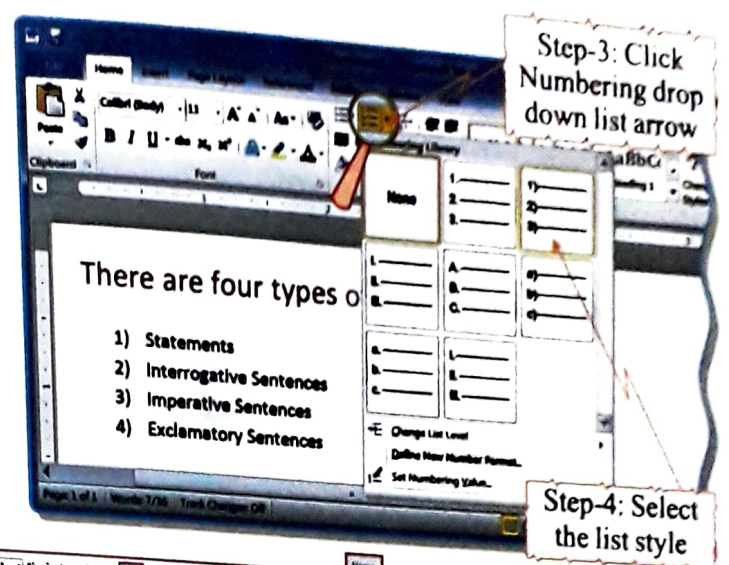
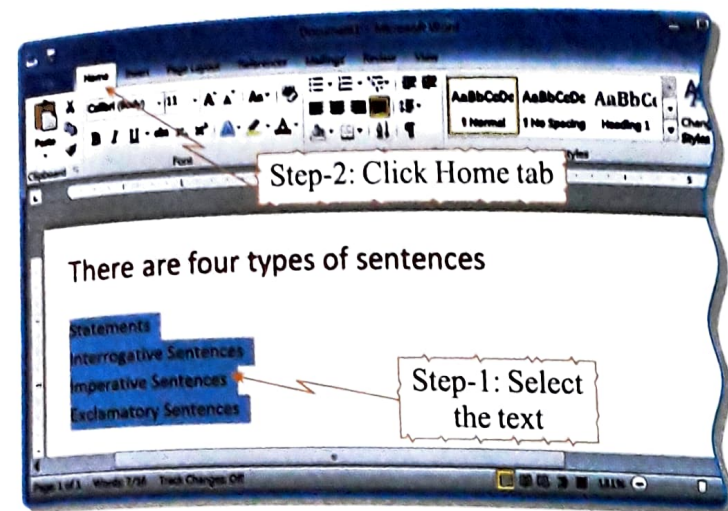


## Creating Lists With Numbers

Simran is making a list of different types of sentences. She has not numbered her list. Let us help her to insert numbers to it.

To create **numbered lists**, follow the given steps:

- STEP-1** Type the list to which you want to add numbers and select them.
- STEP-2** Click the **Home** tab.
- STEP-3** Click the drop down list arrow on **Numbering**  from the Paragraph group.
- STEP-4** Select the list style of your choice. The list is numbered.



## Word 2013/2016 Updates

You can use **Numbering** command from the **Paragraph** group of **HOME/Home** tab to create a numbered list in Word 2013/2016.

Word 2013

Word 2016

## Creating Lists With Bullets

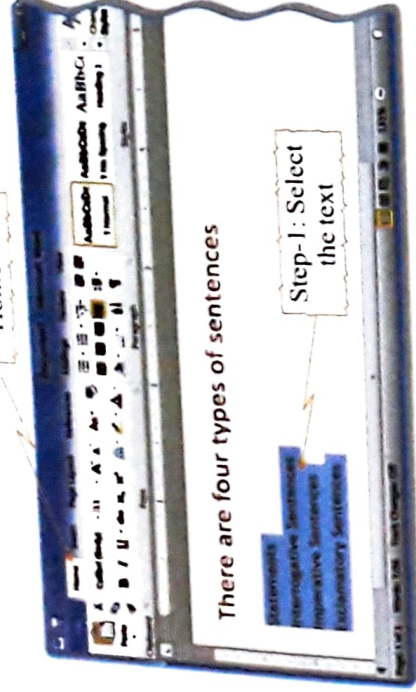
Now, Simran wants to make her list attractive. Help her to insert bullets to the list.

To create a **bulleted list**, follow the given steps:

- STEP-1** Type the list to which you want to add bullets and select them.
- STEP-2** Click the **Home** tab.
- STEP-3** Click the drop down list arrow on **Bullets**  from the Paragraph group.
- STEP-4** Select the bullet of your choice. The list is bulleted.



Step-2: Click Home tab

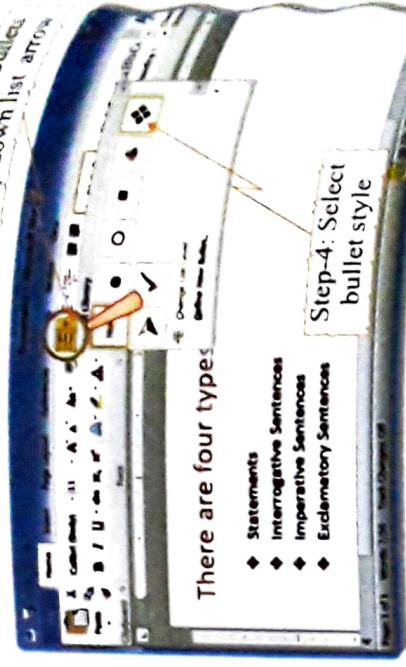


Step-1: Select the text

## Word 2013/2016 Updates

You can use **Bullets** command from the **Paragraph** group of **HOME/Home** tab to create a bulleted list in Word 2013/2016.

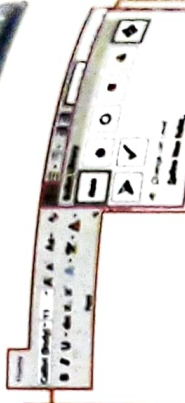
Step-3: Click Bullets drop down list arrow



Step-4: Select bullet style



Word 2013



Word 2016

## Keyboard Shortcut

- ❖ Press Ctrl+E to center align.
- ❖ Press Ctrl+J to justify.
- ❖ Press Ctrl+L to left align.
- ❖ Press Ctrl+R to right align.
- ❖ Press Ctrl+Shift+L to apply default bullets.

## Applying Borders

You can apply different types of borders to your text. This option places lines around the text.

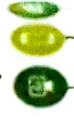
To add border around the text, follow the given steps:

**STEP-1** Select the text.

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

**STEP-3** Click the drop down list arrow on **Borders** from the Paragraph group

**STEP-4** Select the **Borders and Shading** option. The Borders and Shading dialog box appears.

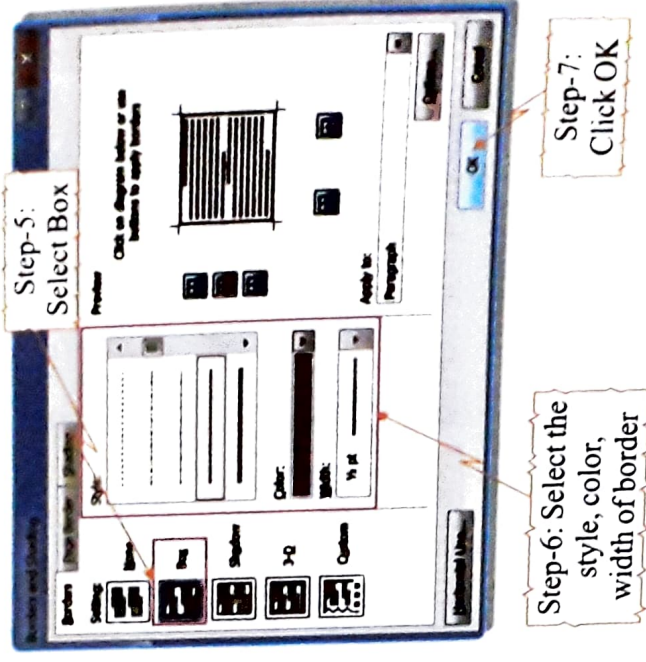
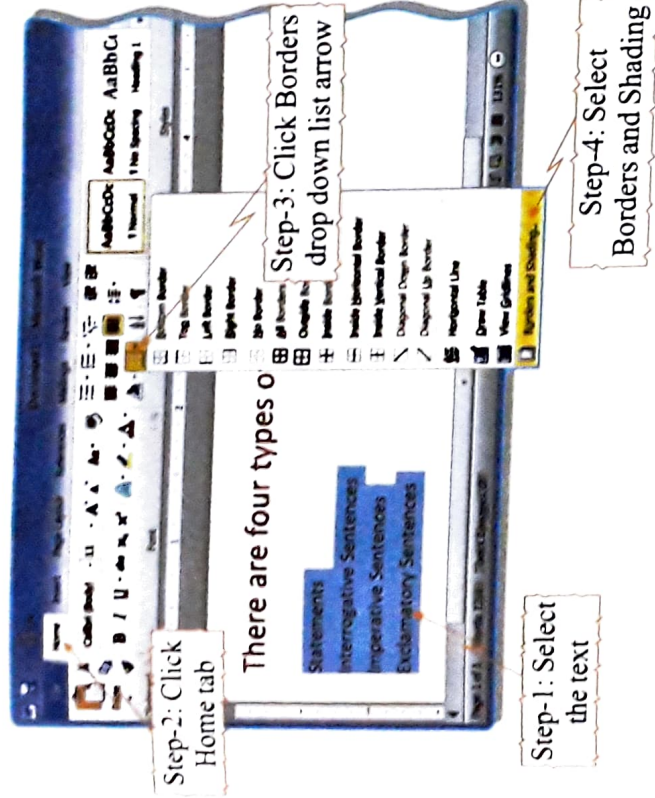




**STEP-5** Select **Box** from the Setting section.

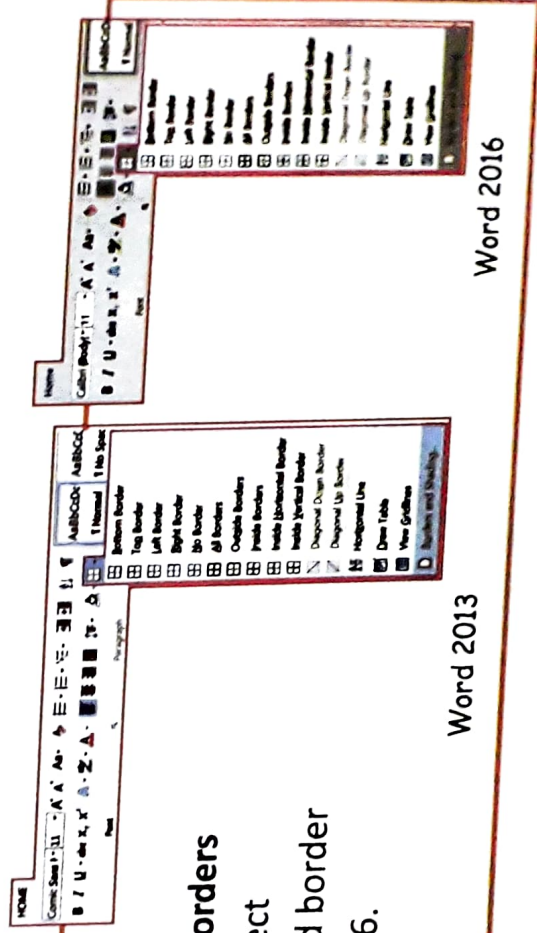
**STEP-6** Choose the style, color and width of the border.

**STEP-7** Click **OK** button.



## Word 2013/2016 Updates

You can use **HOME/Home** tab → **Borders** from the **Paragraph** group and select **Borders and Shading** option to add border around the text in Word 2013/2016.



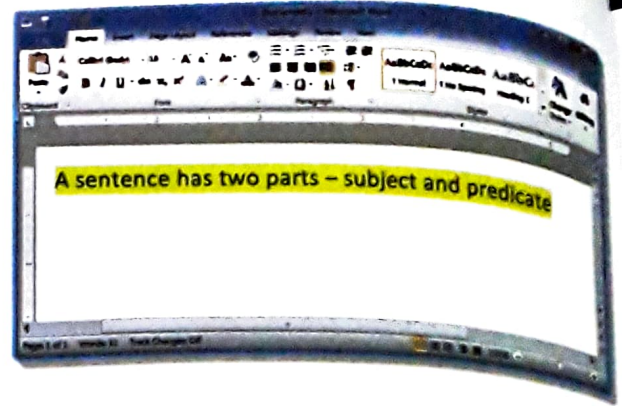
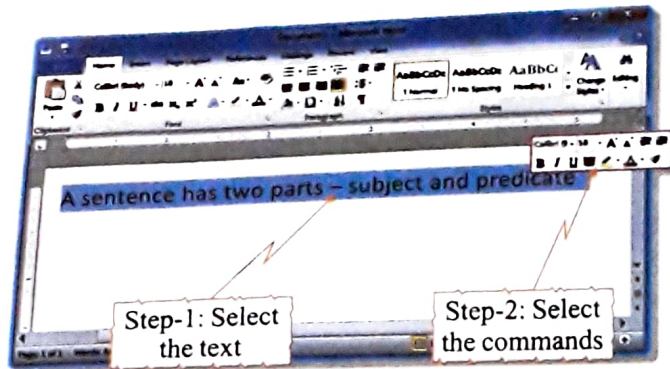
## MINI TOOLBAR

The **mini toolbar** contains commonly used formatting commands of the **Home** tab. It appears when you select the text in the document area. It is used to make changes in your document quickly. **To use the mini toolbar**, follow the given steps:

**STEP-1** Select the text. A transparent mini toolbar appears.

**STEP-2** Move the mouse over the toolbar and select the appropriate commands. If, you do not use the mini toolbar, it disappears.





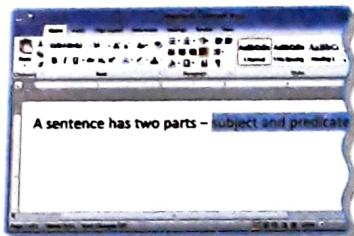
## UNDO/REDO

**Undo** is used to cancel a command given earlier.

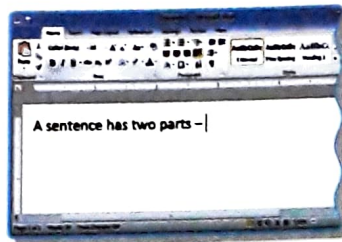
To undo, click the **Undo** from the Quick Access Toolbar.

**Redo** command is used to reverse the action of **Undo**.

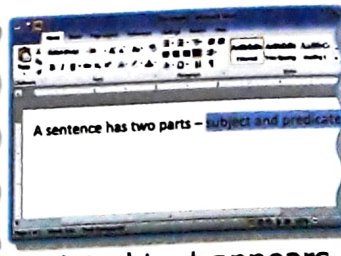
To redo, click the **Redo** from the Quick Access Toolbar.



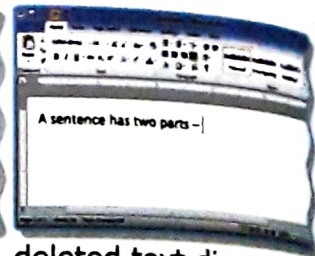
deleting 'subject and predicate' from the original text



after the delete action



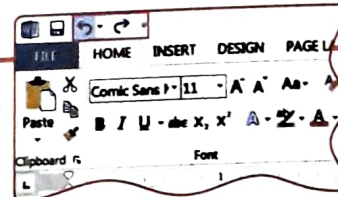
deleted text appears again after Undo



deleted text disappears again after Redo

## Word 2013/2016 Updates

You can use **Quick Access Toolbar** to **Undo** or **Redo** in Word 2013/2016.



Word 2013

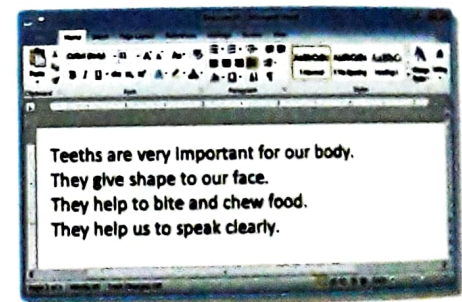


Word 2016

## Practical In Computer Lab

Perform the following tasks :

1. Type the text in Microsoft Word 2010 as shown.
2. Select the text and click Bullets to create a bulleted list.
3. Click Undo to cancel the action performed.
4. Click Numbering to create a numbered list.
5. Click Undo to cancel the action performed.
6. Click Redo to redo the action and get the numbered list.
7. Select the text and add border around the text.



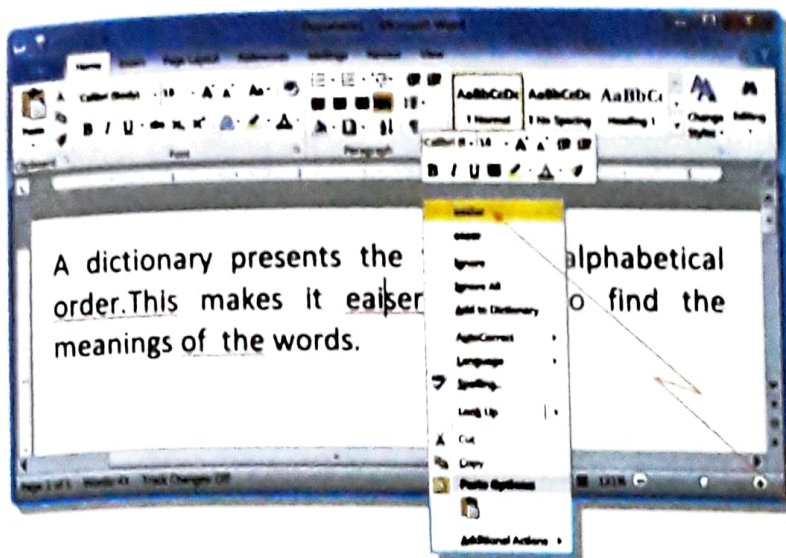
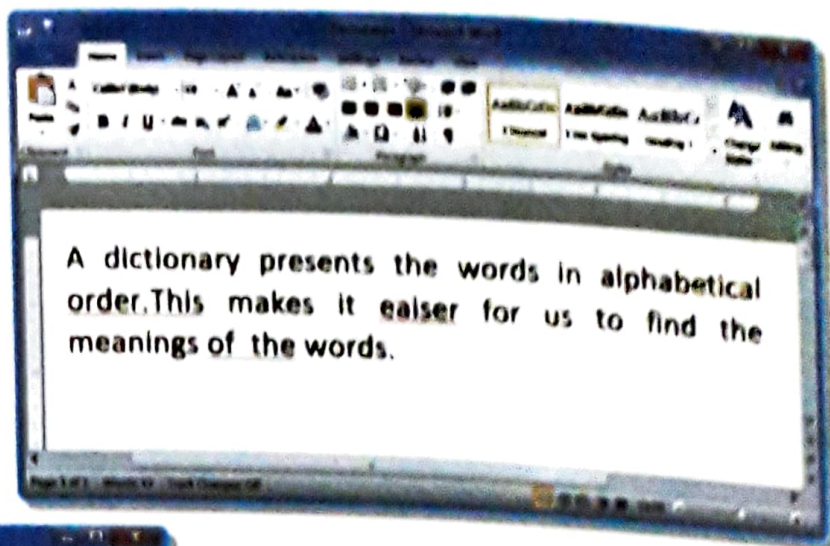
## Cross Curricular - Science





## ○ SPELLING AND GRAMMAR

Microsoft Word checks spelling and grammar automatically as you type. It displays **wavy red underlines** to indicate possible **spelling errors** and **wavy green underlines** to indicate possible **grammatical errors**.



To correct the spelling or grammatical errors, right-click on the word with the wavy green or red underline, and then select the alternative word or the spelling you want.

Right-click the word and select the spelling you want

### Practical In Computer Lab

Cross Curricular – English

To perform spell check, do the following tasks :

1. Open Microsoft Word 2010.
2. Type, 'A noun that stands for a male living being is said to be of the masculine gender. A noun that stands for a female living being is said to be of the feminine gender'.
3. Right-click on the words that are **wrongly spelt** and replace them with correct words.

You can also check spellings and grammar all at once using Spelling and Grammar dialog box.

To check spelling and grammar using the dialog box, follow the given steps :

**STEP-1** Click the **Review** tab on the Ribbon.

**STEP-2** Click **Spelling & Grammar**  from the Proofing group.

**STEP-3** The Spelling and Grammar dialog box appears with the wrong spelling highlighted in **red** and with a list of suggestions.

Choose the required word from the list and click on **Change** button.



Step-2: Click Spelling & Grammar

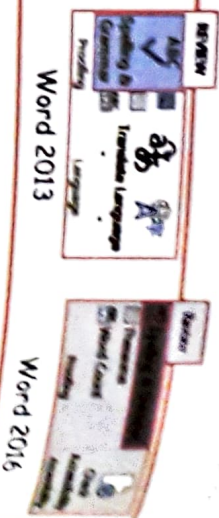
A dictionary presents the words in order. This makes it easier to find the meanings of the words.

Step-1: Click Review tab

Step-3: Choose the required word • Click Change

## Word 2013/2016 Updates

You can use **Spelling & Grammar** command from the **Proofing** group of **REVIEW/Review** tab to check spelling and grammar in Word 2013/2016.



## Do You Know

AutoCorrect button in Spelling and Grammar dialog box automatically corrects spellings as you type without having to confirm each correction. For example, if you type 'definitely' (wrongly spelt) and then type a space or other punctuation, AutoCorrect automatically replaces it with 'definitely' (correctly spelt).

## Remember

If you wrongly type a word but the result is not a wrong spelling (for example, 'from' instead of 'form' or 'there' instead of 'their'), the spelling checker does not show the red wavy line.

## Keyboard Shortcut

- ❖ Press F7 to open Spelling and Grammar dialog box.
- ❖ Press Ctrl+Y to Redo.
- ❖ Press Ctrl+Z to Undo.

## Multiple Choice Questions

Tick (✓) the correct option.

1. To edit text, you must first ..... it.
 

(a) delete ☐
(b) select ☐
(c) copy ☐
2. Shortcut key to apply default bullets is .....
 

(a) Ctrl + L ☐
(b) Shift + L ☐
(c) Ctrl + Shift + L ☐
3. Spelling and Grammar command is present in ..... group.
 

(a) Home ☐
(b) Proofing ☐
(c) Review ☐



**TABLES**

A **table** is made up of **rows** and **columns**. The intersection of rows and columns create boxes called **cells**. Tables are often used to organise and present information.

| S. No | NAME  | ROLL NO. | MARKS | DIVISION |
|-------|-------|----------|-------|----------|
| 1.    | Sonia | 2        | 271   | I        |
| 2.    | Rahul | 4        | 264   | I        |
| 3.    | John  | 6        | 258   | I        |
| 4.    | Vita  | 7        | 297   | I        |
| 5.    | Sahil | 10       | 277   | I        |

Row

Column

Cell

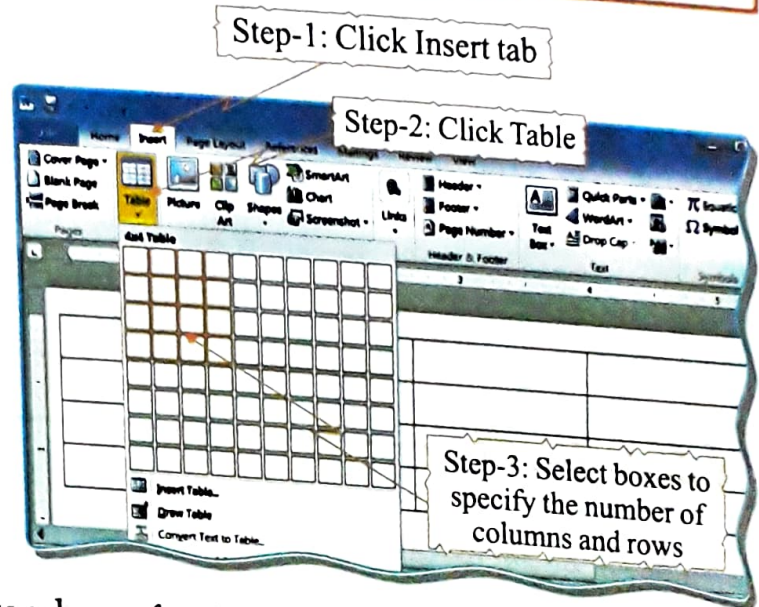
**Remember**

A table may have one or more cells. Cells refer to the boxes formed by the intersection of rows and columns.

**Inserting Tables**

To insert a table in Microsoft Word, follow the given steps :

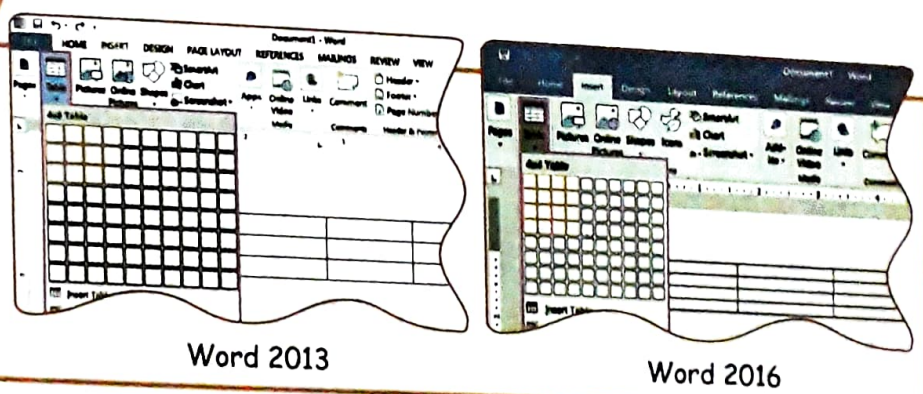
- STEP-1** Click the **Insert** tab.
- STEP-2** Click **Table** from the Tables group.
- STEP-3** Select the number of columns and rows by dragging the mouse over the small boxes.



This inserts a table with the specified number of columns and rows. The cursor is placed in the first cell. You can enter text in the cells. To move from one cell to another, use the **Tab** key or the **arrow** keys.

**Word 2013/2016 Updates**

You can use **Table** command from the **Tables** group of **INSERT/Insert** tab to insert a table in Word 2013/2016.





## Practical In Computer Lab

Cross Curricular - English

Create a table of masculine and feminine forms of nouns.

**Guidelines:**

**STEP-1:** Create a table with 2 columns and 6 rows.

**STEP-2:** Type the text as shown.

| Masculine | Feminine |
|-----------|----------|
| Tiger     | Tigress  |
| Bull      | Cow      |
| Cock      | Hen      |
| Horse     | Mare     |
| Lion      | Lioness  |

## More Fun In Lab

Cross Curricular - EVS, Social Studies

1. Create the following lists using Bullets and Numbering commands.

### Acquatic birds

- ❖ Duck
- ❖ Swan
- ❖ Pelican
- ❖ Crane

### Flightless birds

1. Kiwi
2. Penguin
3. Ostrich
4. Emu

2. Create the given table in Microsoft Word 2010.

| S.No. | DAM                    | RIVER    |
|-------|------------------------|----------|
| 1.    | Bhakra Nangal Dam      | Satluj   |
| 2.    | Hirakud Dam            | Mahanadi |
| 3.    | Damodar Valley Project | Damodar  |
| 4.    | Sardar Sarovar Dam     | Narmada  |
| 5.    | Nagarjuna Sagar Dam    | Krishna  |

## Key Points

- ❖ Microsoft Word is the most popular word processor.
- ❖ Making changes in a document is called editing.
- ❖ Formatting means changing and arranging text in a document to make it attractive according to your choice.
- ❖ Font size is the size of the letters of the text.
- ❖ Undo means to cancel a command given earlier. Redo means to reverse the Undo.
- ❖ A table is made up of rows and columns. The intersection of rows and columns are called cells.

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

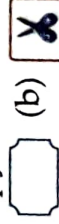
## EXERCISES



## Section-A

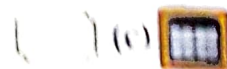
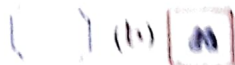
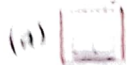
### A Picture Quiz

1. Identify the icon used to copy the text from one place to another.





2. Identify the icon used to insert a table in Microsoft Word.



## B Multiple Choice Questions

Tick (✓) the correct option.

1. The size of letter or character is called .....

(a) font size

(b) font

(c) bullet



2. Font Size command is present in ..... group.

(a) Clipboard

(b) Font

(c) Styles



3. .... the text means placing a coloured rectangle over it.

(a) Highlighting

(b) Moving

(c) Copying



4. .... key is pressed to open Spelling and Grammar dialog box.

(a) F7

(b) F8

(c) F9



## C Write shortcut keys for the following

1. Select all .....

2. Cut .....

3. Copy .....

4. Paste .....

5. Left align .....

6. Right align .....

7. Center align .....

8. Undo .....

## Section-B

### A Answer the following

1. What is meant by editing?

.....

2. What is mini toolbar used for?

.....

3. What do you mean by formatting a document? Give examples.

.....

4. What is the difference between Undo and Redo?

.....

5. Write the steps to change font of the text.

.....

.....

.....





6. What is alignment? Name the four types of alignment.

.....

.....

.....

### B Computer In Everyday Life (Application-based Questions)

1. Amit typed a paragraph using Microsoft Word 2010. He observed some wavy red and green underlined words and sentences. What do these lines indicate?  
.....  
.....
2. Neha is typing the names of all the states of India. She has not numbered the list. Help her to create a numbered list.  
.....  
.....

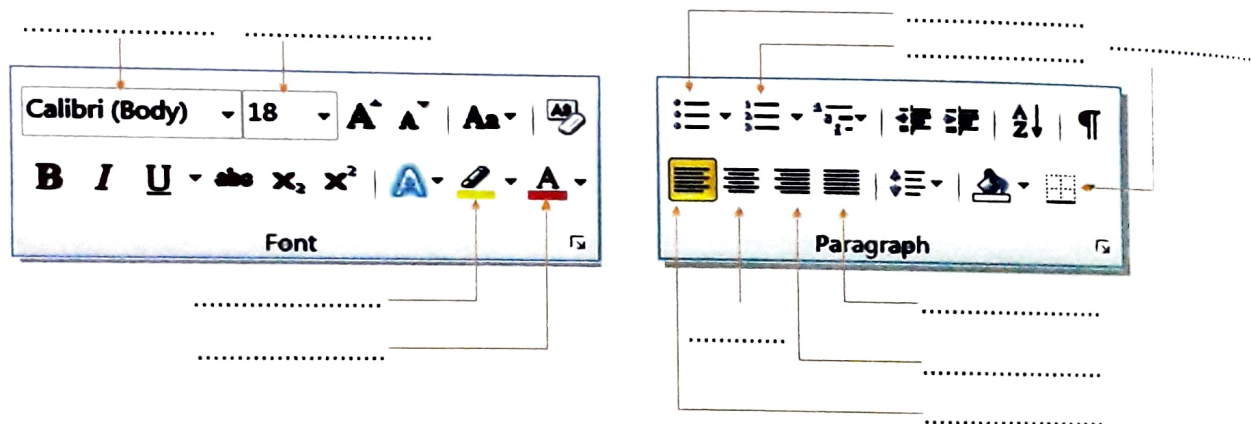
## FUN ZONE

### A PROJECT (Research Based Learning)

Choose any five states of India. Find out their capital city, name of the Chief Minister, mother tongue, food and clothing. Create a document and type about them in Microsoft Word 2010. Also, take the print and submit to your teacher.

### B LABELLING WINDOW

Label the commands of Font group and Paragraph group



### Go Online

For more links and activities, go to [www.cordovajoyfullearning.com/references/computers.aspx](http://www.cordovajoyfullearning.com/references/computers.aspx)

For Live Test Papers login to our portal [www.cordovajoyfullearning.com](http://www.cordovajoyfullearning.com)