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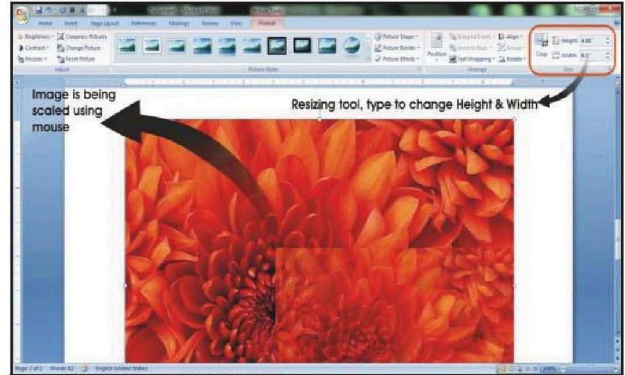
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used in your word document. you have basically two methods for resizing an image in your word document...

Scaling - This is done using Mouse; analog scaling.

Restizing - This is done using Picture resizing tool; digital resizing.



Drawing Shapes

Shapes are the graphical tool which are used to draw a certain shape in the active document like drawing Line, Arrow, Rectangle, Oval and many more shapes. You can drag it to big or small, you can even rotate it as per need.

Opening Spreadsheet Package

To open Microsoft Office Excel, either click on the Excel icon (if it is located on your desktop) or click Start button at task bar the bottom left corner of the window operating system.

Select the Programs option of the Start Menu and then Microsoft office option and then Microsoft Excel; or

You can start Microsoft Excel Application using Run tool; type `excel` command in the Run tool dialog and click OK or Press Enter key.

You will find a new black workbook window which contains individual worksheets and a task pane of Getting Started.

Start>>All Programs>>Microsoft office>> Microsoft Excel 2003/2007/2010

The Tabs and Ribbons of Microsoft Excel 2007/2010

Home Tab

Home tab tools	Description
Clipboard	This tool group contains the commands which are used to cut, copy and paste a certain selected text or range of text or values.
Font	This group of tools is used for font formatting of a selected text or values like Changing font, size and color of text values and making them bold, Italic or Underline.
Alignment	This group of tools is used to manipulate a paragraph or sentence in the workbook like setting alignment, Paragraph Indent, Wrapping the text etc.
Number	This group tools is used to take use of functions and formulas in the cells of worksheet.
Styles	This contains the worksheet or cell formatting tools, help formatting of a cell or worksheet as per the need.
Cell	This contains the tools used to manipulate the cells in the worksheet like Insertion, Deletion and formatting of a cell.
Editing	This group of tool is used to take use of commands like Find & Replace, Data Validation, Sorting & Filtering etc.



Word Processing

माइक्रोसॉफ्ट ऑफिस एप्लीकेशन सॉफ्टवेयर का पैकेज या सूट होता है जो एक यूजर के कार्य सम्बन्धी एप्लीकेशन सॉफ्टवेयर पर कार्य करने की सुविधा देता है। इसके प्रमुख एप्लीकेशन सॉफ्टवेयर कुछ इस प्रकार हैं जैसे माइक्रोसॉफ्ट वर्ड, एक्सेल, पावरपॉइंट, माइक्रोसॉफ्ट एक्सेल आदि। यहाँ हम इसके कुछ प्रमुख और बेसिक एप्लीकेशन सॉफ्टवेयर के बारे में चर्चा करेंगे।

Microsoft Office Word

Word Processing is application software which is used to manipulate the text or words like letter drafting, paragraph composing and so on. Here we will discuss about Microsoft Word, Word processing software. Microsoft word is application software of Microsoft Office suite which has a large number of earlier and latest versions. Here we will discuss about only Microsoft Word 2007 & 2010 versions.

वर्ड प्रोसेसिंग एक तरह का एप्लिकेशन सॉफ्टवेयर है जो टेक्स्ट पैराग्राफ को तैयार करने और उस पर मारीफिकेशन करने में इस्तेमाल होता है। यहाँ हम माइक्रोसॉफ्ट वर्ड को कि माइक्रोसॉफ्ट ऑफिस सूट का एप्लिकेशन है के बारे में जिक्र करेंगे। यहाँ हम माइक्रोसॉफ्ट वर्ड के 2007 एवं 2010 के वर्जन के बारे में चर्चा करेंगे।

Microsoft Word 2007/2010

Microsoft Word 2007 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in a new interface. Rich review, commenting, and comparison capabilities help you quickly gather and manage feedback from colleagues. Advanced data integration ensures that documents stay connected to important sources of business information.

