

Editing

Practice:

Word is a popular word processing software used by students, teachers and office workers. It help users create letters, reports and assignments easily. Sometimes docs contain spelling mistakes or missing words. Editing helps to correct errors, add new text or remove unwanted content. Proper editing makes a document clear, neat and profesional.

Questions:

1. **Insert** the word “**Microsoft**” before the word “**Word**” in the first sentence.
2. **Delete** the word “**sometimes**” from the paragraph.
3. **Find** the word **editing** in the paragraph.
4. **Replace** the word **docs** with **Documents**.
5. Use **Spelling and Grammar check (F7)** to correct any spelling or punctuation mistakes.
6. **Undo** the last change using **Ctrl + Z**.
7. **Redo** the change using **Ctrl + Y**.

Formatting

Practice:

Formatting text in MS Word helps improve the look and readability of a document. By changing the font style, size, and color, important text can be highlighted. Bold, italic, and underline options are used to emphasize words. Formatting paragraph such as alignment, spacing, and indentation helps organize content neatly. Proper formatting makes documents attractive and professional.

Questions:

A. Character Formatting

1. Change the **font style** of the entire paragraph to *Arial*.
 2. Set the **font size** of the paragraph to **14**.
 3. Make the words “**Formatting text**” and “**Formatting paragraph**” **Bold** (Ctrl + B).
 4. Make the words “**MS Word**” *Italic* (Ctrl + I).
 5. **Underline** the words “**readability of a document**” (Ctrl + U).
 6. Change the **font color** of the word “**MS Word**” to **blue**.
 7. Apply **text highlight** to the word “**professional**”.
 8. Change the words “**important text**” to **UPPERCASE**. (Shift+F3)
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B. Paragraph Formatting

9. Align the paragraph to the **Center** (Ctrl + E).
10. Change the alignment to **Justify** (Ctrl + J).
11. Set **line spacing** to **1.5**.
12. Apply a **first-line indentation** to the paragraph.
13. Add **spacing before** the paragraph (6 pt) and **after** the paragraph (6 pt).

Block Operations

Practice:

Block operations are used to manage text in a document. A block is a selected portion of text. Users can select a word, a line, a paragraph, or the entire document. After selecting text, commands such as cut, copy, paste, and delete help in editing. Drag and drop is also used to move text from one place to another.

Questions:

1. **Select** the word “**document**” using a double click.
2. **Select** the first line of the paragraph using the left margin.
3. **Select** the entire paragraph using a triple click.
4. **Select** the entire document using **Ctrl + A**.
5. **Copy** the sentence “*A block is a selected portion of text.*” and **paste** it below the paragraph.
6. **Cut** the sentence “*Drag and drop is also used to move text from one place to another.*” and paste it at the top of the paragraph.
7. **Delete** the words “**help in editing**” from the paragraph.
8. Move the words “**cut, copy, paste, and delete**” to the end of the paragraph using **drag and drop**.

Bullets and Numbering

Questions:

1. Convert the following items into a **bulleted list**:

font style, font size, bold, italic

2. Convert the following steps into a **numbered list**:

open MS Word, type text, save the document

3. Create a **multilevel list** for the following:

Chapter at level 1

Introduction at level 1.1

Features at level 1.2

4. Change the bullet style of the bulleted list (Question-1).
5. Restart numbering in the numbered list from **5**. (Question-2).

Open new word file and try to set continue numbering

Continue Numbering from 3rd Bullet

1. Editing
2. Formatting

Line Between Bullets

1. Block Operations
2. Tables

Table

Creating a Table

1. Create a table with **3 rows and 4 columns** using **Insert → Table**.
2. Insert another table using **Insert → Table → Insert Table** with **4 rows and 3 columns**.

Editing Tables

1. Insert **one row above** the first row of the table.
2. Insert **one column to the right** of the last column.
3. Select:
 - a) a row
 - b) a column
 - c) the entire table
4. Resize any row and any column.
5. Delete the **second row** of the table.
6. Delete the last 2 columns of the first table.
7. Delete the second table.

Table Properties

1. Right-click the table and open **Table Properties**.
2. Set the **table alignment** to **Center**.
3. Change **text wrapping** to **Around** and type a paragraph around it to test.
4. Change **text wrapping** to **None**.
5. Fill the table with any data and adjust the **cell margins**.

Row, Column, and Cell Properties

1. Set a fixed **row height** for any row.
2. Turn **Repeat header row** ON for the first row. (**Not working if text wrapping is Around**)
3. Set a specific **column width**.
4. Change **vertical alignment** of text in a cell to **Center**.

Table Formatting

1. Apply **borders and shading** to the table.
2. Apply any **table style**.
3. **Merge** two adjacent cells.
4. **Split** a cell into **2 columns**.
5. Change **text alignment inside cells** (left, center, right).

AutoCorrect

Using the AutoCorrect option in MS Word:

1. Set “OTS” to automatically change into “Officers Training School”
2. Set “HCM RIPA” to automatically change into “Harish Chandra Mathur Rajasthan State Institute of Public Administration”
3. Set “MSW” to automatically change into “Microsoft Word”.