

Ex no: 1

DOCUMENT CREATION, TEXT MANIPULATION WITH SCIENTIFIC NOTATIONS

PART-A

Perform the following in MS-Word

- i. **Create a new word document and type the following text:**

A ROBOT IN THE HOUSE

‘Correction. You are in error. You are miss informing your father. Correction. The work has not been done. Your computer has not been used. ERROR, ERROR’. The robot’s voice was metallic.

TARUN: You are so lucky Adyta! Manku can do so many things. It can clean the house. It can answer the telephone, call the doctor and it can even open the door.

ADITI: Wait! There are so many things it can’t do. It can’t laugh. It can’t do MY HOMEWORK FOR ME. It can’t even help me decide what should I wear for the party.

- ii. **Save the document as DOCUMENT.DOC**

- Go to file menu with cursor, select option ‘save’, then type ‘document.doc’ then click save.
- The document is saved under that name

- iii. **Insert the following text before the conversation between Aditi and Tarun**

“Oh! Stop interrupting, Manku”. Aditi said angrily. “You’re are not supposed to participate in every conversation”

- Click the cursor in between the conversion
- Click enter and type the paragraph given

- iv. **Make the story heading bold, italic and 14 pts.**

- Mark the heading with cursor and then click on the bold, italic and the letter size icons.

- v. **Change the font style of entire story to MS-Comic Sans**

- Click on the font icon and click on ms comic sans. The change is made.

vi. **Select the heading of the document, cut and paste it at the end of the document**

- Select the heading and click the right button of cursor and choose cut
- Move the cursor to the end of the document, again click the right key and click past.

vii. **Undo the previous action**

- Select the heading; press the right button mouse, click cut.
- Move cursor to the top of the document and click paste.

viii. **Select the first two lines of the paragraph and convert it to uppercase**

- Select lines with cursor, then go to format
- Click change case and choose upper case

ix. **Change all the uppercase letters to lowercase and vice-versa**

- Select all the uppercase, goto format choose change case to lower case and vice versa

x. **Change the font style of the last paragraph 12 pts bold italic**

- Select the last para and click on the 12 size and italic icon

xi. **Copy this format to the first paragraph using format painter**

- Select the para and click on format painter icon

xii. **Highlight the second paragraph (Hint: use highlighter or formatting toolbar)**

- Select 2nd para and click on the highlight icon

xiii. **Change the font size of the entire text to 14 pts**

- Select the whole text and click on the size icon to 14 pt

xiv. **Make a copy of this document with a different name (MYBOOK.DOC)**

- Select file from main menu and click on 'save as' and types the name, the document is copied.

xv. **Select the second paragraph of DOCUMENT.DOC and delete it**

- Select the para, click on the left key of the cursor then delete

xvi. **Undo the above action and see the effect**

- Click on undo, the second para appears

xvii. **Redo the above action and see the effect**

- Click on redo, the second para disappears.

xviii. **Delete the entire document (DOCUMENT.DOC)**

- Select file from main menu. Click on document.doc and click delete.

xix. **Open the document MYBOOK.DOC**

- Click the open menu and choose mybook.doc

xx. **Show all the nonprinting characters in this document.**

- Click on “P” to show the non-printing characters.

PART-B

Open document MYBOOK.DOC and perform the following task.

i. **Note down the default margins of MYBOOK.DOC**

- Select format from main menu
- Click on ‘Paragraph’.
- A window opens stating the margins

ii. **Format the first paragraph with the following measurements:**

Alignment: justified

Indentation: Left:0. 4”, Right:0. 4”

Special: First line by 0.5”

Line spacing: 1.5 lines

Select Format and then Paragraph, make the required changes specified above

iii. **In the end of MYBOOK.DOC type:**

“MANKU IS A ROBOT NOT A HUMAN BEING.”

The cursor is brought down to the end of the document and the sentence is typed.

- **Make 12 copies of the statement written above and apply all the text Attributes**
- Highlight the statement, right click the mouse button, select copy (or) select copy from ‘edit’

- Using paste option 12 copies are made
- Choose the 'Font' option from format and give text attributes like style, change in style etc.

iv. **Using different tab stops type the following data in the next page of MYBOOK.DOC**

APEX POLYMERS

S.No	Emp#	Employee Name	Address	Salary
1	E001	Aditi	31/9,Dr.Mukherjee Nagar	4000
2	E002	Bharti	1292, Jawahar Colony	3000
3	E003	Pradeep	19/12,Dr.Mukherjee Nagar	3050
4	E004	Arora	A-91,Jawahar Colony	8000
5	E005	Narula	63/2,Patel Nagar	4000
6	E006	Kaur	72/9,Outram Lines	2050
7	E007	Savita	19/AZ, Dr.Mukherjee Nagar	3050
8	E008	Gaurav	A6/212,Panchakula	6750
9	E009	Avneet	101/B6,Outerm lines	5000
10	E010	Kriti	28/222,Nirankari Colony	4000

- Select format from main menu and choose tabs after going to the next page using the cursor
- Fill the option 'Tab stop position' to be set for each heading and click set and then ok
- So equal spacing will be given according to the position filled

v. **Give a border to the above written text**

- Highlight the written text
- Select the border icon from the format menu.
- Hence border is formed

vi. **Search for the word ROBOT and replace it with 'ROBOT machine'**

- Select Edit from menu and choose Find
- A window opens and fill the Find and Replace options respectively
- Click Replace All

vii. **Write the following text in the next page of the same document (MYBOOK.DOC)**

If you cry nobody will cry with you but ☹

If you laugh everybody will laugh with you.



SO ALWAYS LAUGH

SO ALWAYS LAUGH

- Select Toolbasr from View & click on Drawing
- Icons appear at bottom. Select Autosshapes and then Callouts
- Select the cloud shape and fill the sentences inside

viii. **Insert a page break before the conversation between Tarun and Aditi**

- Select the line between the conversation
- Select break from insert menu
- Select page break, click ok

ix. **Open a new document and insert the table with the following data:**

First Name	Last Name	Phone	Address
Sangeeta	Malik	5236987	32/8,Dr.Mukherjee Nagar
Preeti	Ahuja	1457896	A-E/269,Shalimar Bagh
Meenu	Kataria	3205623	B-P/81,B.P.Colony
Mandeep	Kaur	4579681	25/K9,Outram Lines
Teena	Gulati	1257936	SU-23,Dr.Mukherjee Nagar

- Select Draw table from Table options and draw a table in the document
- Choose Split cells from Table, fill in Rows and Columns, fill in the data.

x. **Save and close the document with address.doc**

- Click on Save icon and give the name and then click Close in File menu

xi. **Again open the document MYBOOK.DOC and got the end of the document in one step**

- Click the Open menu, type the name, when document appears, click Ctrl+End

xii. **Print preview the page containing the drawing features and use the zoom feature to view this in different percentages.**

- Select File & choose Print Preview
- The pages appear in miniature
- Use zoom lens to maximise

xiii. **Use the auto correct feature of work to add short forms for:**

I. AP	Apex Polymers
II. V & A	Vicky & Associates
III. BPL	British Petroleum Limited
IV. PACE	PACE Academy of Computer Education
V. IP	Informatics Practices

- Select Tools from main menu and choose Auto correct
- In the window fill Replace option with the respective word

xiv. **Provide headers and footers in MYBOOK.DOC (headers should be different for first page, even and odd pages). For first page give header “A ROBOT IN THE HOUSE”. For even page give header “MY DOCUMENT” and right align it, for odd pages give header “ODD PAGE” page and left align it. Also provide page numbers as footer (centrally align)**

- Select Header and Footer option from View
- Choose Page Setup from the opened column
- Give specific headers to the specific page, for alignment use the icon in desktop
- For footers choose page no. In the column and fill it respectively

xv. **Type in the following contents in the same document MYBOOK.DOC**

A word processor (such as MS Word) is a computer program that enables you to create, edit, print and save documents for future retrieval and revision.

In case of typewriter, input and output are inseparable. It means, whenever a key is depressed i.e., input is fed to machine, a character is printed on the sheet i.e., and an output is generated. Thus, one is denied the facility to shape the output separately. Even in the case of electronic typewriters with memory, the storage capacity for text and facilities for its manipulation are extremely limited. Facility for storing the input to some external medium before producing the output provided an ideal solution to this problem.

Convert the above text in two-column text.

- Select Columns from Format in main menu and click on 2 columns.

xvi. **Spell check your document and correct all the grammatical as well as spelling mistakes**

- Select Tools, click Spellings and Grammar.

xvii. **Close your document**

- Select Close from the File, document is closed

Part C

Edit the following documents

3.1 Performance measures

Let $\{Q_1, \dots, Q_q\}$ be the set of query images. For the i -th query Q_i , let $I_1^{(i)}, \dots, I_{a_i}^{(i)}$ are correct answers and $rank(I_j^{(i)})$ is the rank of $I_j^{(i)}$ in the result. We use three performance measures [7]:

$$(1) Avg-r = \frac{1}{q} \sum_{i=1}^q \frac{1}{a_i} \sum_{j=1}^{a_i} rank(I_j^{(i)}).$$

$$(2) Avg-p = \frac{1}{q} \sum_{i=1}^q \frac{1}{a_i} \sum_{j=1}^{a_i} \frac{j}{rank(I_j^{(i)})}.$$

(3) **Recall vs. Scope:** For query Q_i and scope $S(S > 0)$:

$$recall\ r = |\{I_j^{(i)} \mid rank(I_j^{(i)}) \leq S\}| / a_i.$$

- Select Insert menu and click the object
- Include the Formula Editor
- Edit the above formulas
- Save the document
- Close the documents