

SEC-II: MS Word 2019

Unit: I

(10 Hrs)

MS Word: Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help.

Unit: II

(10 Hrs)

Formatting Documents - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering. Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Inserting page break, Table of Contents, Index, Page Numbering, date & Time, Author etc., Creating Master Documents, Web page.

Unit: III

(10 Hrs)

Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, Drawing - Inserting ClipArts, Pictures/Files etc., Tools – Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Signature. Printing Documents – Shortcut keys.