

computer:

=====

for every computer os(operating system) is required....

different types of operating systems in market:

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windows,linux,unix,mac

windows:

it is product of microsoft ..

it is having different versions...

eg:windows 2007,xp,windows vista,windows8,windows8.1,windows 2010

it is user friendly..

mac: it is for apple computer..

linux,unix are command based operating systems..

different types of compters:

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- 1)desktop
- 2)frameworks
- 3)laptops
- 4)palmtops
- 5)supercomputers

different desktop &laptop providers:

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hp,samsung,dell,accor,toshiba,apple,lenovo,sony.....

accessories of computer:

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1)mouse

2)keyboard

types

wired or wireless

3)soundbox or speakers

4)printer

5)scanner and printer

6)camera

os is classified into 2 types

1)32 bit 2)64bit

latest computers supports only 64 bit.

notepad:

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it is used for preparation of text documents..

we need not to install notepad..

it is available for genuine &pirated operating systems.

we cannot insert any images in notepad..

how to open notepad:

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click on start button

type notepad in search bar

click on notepad.

2nd method:

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right click mouse

create new textdocument..

paint:

=====

click on start button

type paint in search bar..

it is used for drawing purpose.

how to increase or decrease image resolution or size with paint:

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1)right click image with mouse

2)open with paint

3)type ctrl+w with keyboard.

4)change values eg :50,50

how to take screen shot with paint:

=====

open image or paint

click on prtscrsysrq key in keyboard.

open paint

click on paste.

MS OFFICE:(MICROSOFT OFFICE)

=====

IT IS PRODUCT OF MICROSOFT

IT IS HAVING FALLOWING MODULES..

1)word

2)excel

3)powerpoint

4)access

5)publisher

different versions of ms office:

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office 2003,2007,2010,2013,2016

word:it is used for preparation of text documents.

excel:it is used for calculation purpose

eg:accounting,sales

powerpoint:

it is used for presentation purpose.

MISEXECUTIVES

VBA DEVELOPER

word:

=====

how to open word document in windows 2007

=====

click on start button

type word

click on microsoft office word document

2nd method:

=====

rightclick mouse

=====

click on new

microsoft office word document.

how to open word in windows 2008 os

=====

put mouse cursor on rightbottom corner of desktop

click on search

type word

click on microsoft office word document..

## **HOW TO PUT PASSWORD FOR MS WORD DOCUMENT:**

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---

IN WORD 2010:

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---

FIRST CREATE DOCUMENT

SAVE

CLICK ON FILE

CLIK ON INFO

CLICK ON PROTECT DOCUMNT

CLICK ON ENCRYPT WITH PASS WORD

ENTER PASSWORD

CLICK ON OK

REENTER SAME PASSWORD

CLICK ON OK.

SAVE..

IN 2007:

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CLICK ON OFFICE BUTTON

CLICK ON PREPARE

CLICK ON ENCRYPT DOCUMENT..

ENTER PASSWORD

RE ENTER SAME PASSWORD

CLICK ON SAVE..

ADD DIGITAL SIGNATURE:

---

---

IT IS USED FOR VERIFICATION PURPOSE..

## **HOW TO PUT PASSWORD FOR MS WORD DOCUMENT:**

---

---

IN WORD 2010:

---

---

FIRST CREATE DOCUMENT

SAVE

CLICK ON FILE

CLIK ON INFO

CLICK ON PROTECT DOCUMNT

CLICK ON ENCRYPT WITH PASS WORD

ENTER PASSWORD

CLICK ON OK

REENTER SAME PASSWORD

CLICK ON OK.

SAVE..

IN 2007:

---

---

CLICK ON OFFICE BUTTON

CLICK ON PREPARE

CLICK ON ENCRYPT DOCUMENT..

ENTER PASSWORD

RE ENTER SAME PASSWORD

CLICK ON SAVE..

ADD DIGITAL SIGNATURE:

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IT IS USED FOR VERIFICATION PURPOSE..

## **FONT STYLE(CTRL+SHIFT+F)**

SELECT TEXT

CLICK ON FONT TYLE(DROPDOWN)

SELECT REQUIRED FONT.

OFFICIAL PURPOSE: TIMES NEW ROMAN

TEXTBOOKS/MATERIALS:VERDANA

TO INCREASE REFILLING IN CATRIDGE: GARAMOND:

## **FONT SIZE:**

IT IS USED TO INCREASE OR DECREASE TEXT SIZE.

PROCEDURE:

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SELECT TEXT

CLICK ON FONT SIZE

SELECT REQUIREDFONT FROM DROPDOWN.

FOR OFFICIAL PURPOSE FONTSIZE:12

**BOLD:**IT IS USED TO APPLY THICKNESS FOR OURTEXT.

CTRL+B OR SELECT TEXT CLICK ON B

**ITALIC:**CTRL+I;

**UNDERLINE:** CTRL+U

## **STRIKETHROUGH:**

IT IS USED TO STRIKE TEXT;

PROCEDURE:

FIRST SELECT TEXT:

CLICK ON STRIKETHROUGH SYMBOL

EG:~~OLD PRICE:500~~

NEWPRICE:200



## FONTCOLOR:

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---

IT IS USED TO CHANGE TEXT COLOR....

## PROCEDURE:

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---

SELECT TEXT

CLICK ON FONT COLOR

## BACKGROUNDCOLOR:

---

---

IT IS USED TO CHANGE COLR OF BACKGROUND

## PROCEDURE:

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SELECT TEXT

CLICK ON BACKGROUNDCOLOR (ab)

## Changecase(Aa)

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It is used to convert text from lowercase to uppercise and from uppercise to lowercase.

## Procedure:

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Select text

Click on symbol Aa

Select case (lowercase or uppercise or changecase)

## Align text left:

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It is used to keep text left side of page.

## Procedure:

---

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Select text

Click on left align or ctrl+l in keyboard.

Align text center:

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---

It is used to keep text in middle of page.

Procedure:

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---

Select text

Click on 2<sup>nd</sup> linebar (center) or type ctrl+E in keyboard..

Align text right:

---

---

It is used to keep text in right of page.

Procedure:

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---

Select text

Click on 3<sup>rd</sup> linebar (right) or type ctrl+R in keyboard..

Justified:

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---

Align text across left and right sides of margin and removes extra spaces.

Procedure:

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---

Select text

Click on last linebar(justify) or type ctrl+j in keyboard..

## LINESPACING:

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IT IS USED TO INCREASE OR DECREASE SPACE BETWEEN LINES(2 OR MORE LINES)

## PROCEDURE:

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FIRST SELECT TEXT

CLICK ON LINE SPACING SYMBOL.

SELECT SIZE..

EG: 1 OR 1.5

## SORT:

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IT IS USED TO ARRANGE ITEMS IN ASCENDING ORDER OR DESCENDING ORDER( ALPHABETIC WISE)

## PROCEDURE:

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---

FIRST SELECT TEXT.

EG: SUN

MON

TUES

Coverpage: it is used to insert at starting of page... it consists of titlename,authorname,description...

Procedure:

Click on insert button

Click on coverpage

Select any

onemodel

Fill details.

Blank page:

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It is used to create new page.

Pagebreak:

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It is justlike blank page...but we can split(divide) page into no of subpages..

Procedure:

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Putmouse cursor at required place..

Click on page break..

Table:it is used to create table with required no of rows and columns..

Procedure1:

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Click on table

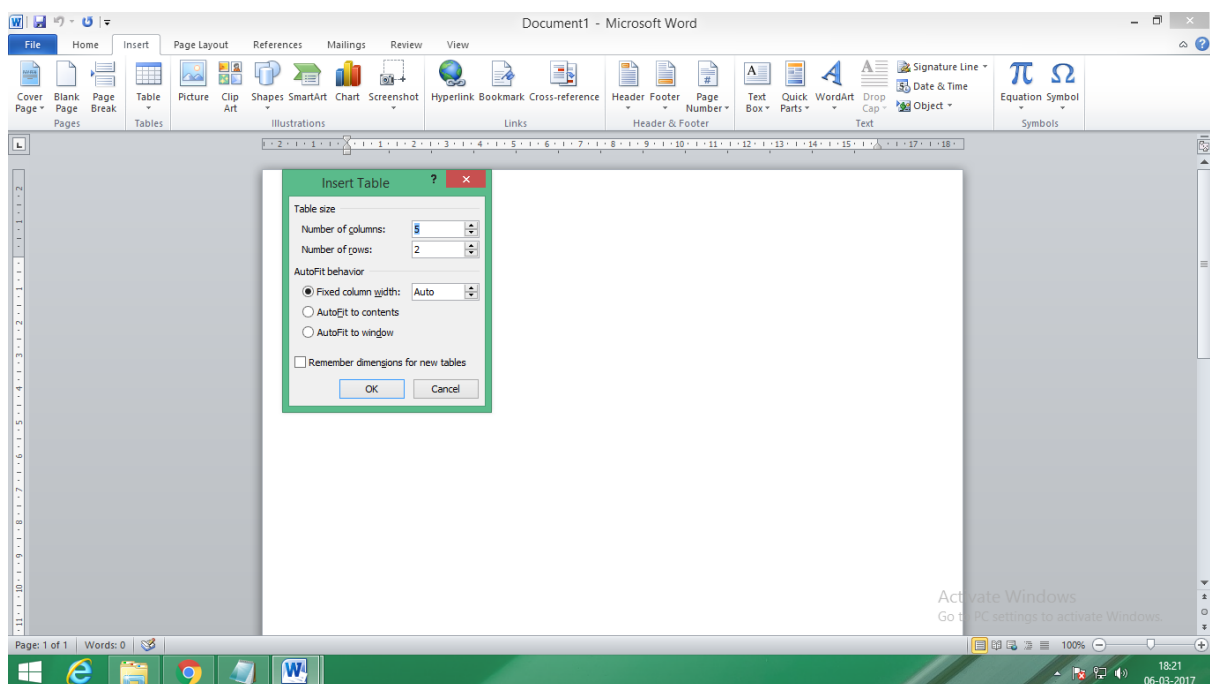
Select rows and columns with mouse..

Procedure2:

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Click on table

Click on insert table.



Enter rows and columns....

Click on ok..

Procedure3:

---

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Click on insert button

Click on table..

Click on draw table..

Draw no of rows and columns with pencil....

Excel spread sheet:

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---

With this we can insert excel sheet or table into word page..

Procedure:

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Click on table.

Click on excel spreadsheet.

PICTURE:

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IT IS USED TO INSERT IMAGES INTO WORD DOCUMENT.

PROCEDURE:

CLICK ON INSERTBUTTON

CLICK ON PICTURE

SELECT PICTURE FROM REQUIRED LOCATION..

CLICK ON OK..

CLIPART:

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IT IS USED TO SEARCH FOR GENERAL DIAGRAMS

OR IT CONSISTS OF BASIC DIAGRAMS

Eg: stockmarket,computer.

Shapes:

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It is used to draw different mathematical diagrams...

Eg: ellipse,circle..line

Procedure:

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Click on shapes.

Select one model

Draw with mouse.

SMART ART:

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It is used to create flow charts for organizations...

Eg: employee levels in company..

Procedure:

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Click on smartart

Select onemodel

Edit details...

To add extra block rightclickshape..selectaddshape

After or before..

Chart:

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It is used for preparation of different graphs...

Eg: student marks report,company profit report,  
temperature report....

Procedure:

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Click on chart

Select model

Click on ok.

Enter data in excelsheet..

By entering data in excel sheet we can observe change  
in graph...

Change row name and column name.. as perour  
requirement..



HEADER:

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CONTENT OF HEADER WILL BE DISPLAYED AT TOP OF PAGE...

HEADER CONSISTS OF INFORMATION ABOUT DOCUMENT OR DOCUMENT TITLE,PAGE NUMBER...ETC..

PROCEDURE:

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CLICK ON INSERTBUTTON

CLICK ON HEADER

SELECT ANY ONE MODEL..

EDIT TEXT..IN HEADER...

CHANGES MADE IN HEADER ARE APPLIED TO THROUGHOUT DOCUMENT..(ALLPAGES IN DOCUMENT).....

FOOTER:

---

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CONTENTS OF FOOTER ARE DISPLAYED AT BOTTOM OF PAGE...

FOOTER CONTAINS INFORMATION ABOUT DOCUMENT &PAGE NO ETC...

PROCEDURE:

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CLICK ON FOOTER

SELECT ANYONEMODEL

EDIT TEXT IN FOOTER..

CHANGES IN MADE IN FOOTER ARE APPLIED TO THROUGHOUT PAGES

PAGE NUMBER:

---

---

IT IS USED TO GIVE NUMBERING TO PAGES IN DOCUMENT..

PROCEDURE

---

CLICK ON INSERT BUTTON

CLICK ON PAGE NUMBER..

SELECT ANYONEMODEL...

**TEXTBOX:it is used for preparation of different quotes , it consists of predefined quotes...**

**Procedure:**

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**Click on insertbutton.**

**Click on textbox.**

**Select any one model**

**Edit text...**

**Drawtextbox:**

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**It is used for creation of  
textbox with required size..**

**Procedure:**

**Click on drawtextbox**

**Draw box with mouse..**

**Word art:**

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**It is used to apply different  
styles for text**

**Eg:3d,shadow,bold....**

**Procedure:**

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**Click on word art**

**Select any one model**

Enter text in following  
box&remove previous text

Click on shape effects..for  
applying 3-d style or shadow

**DROPCAP:**

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IT IS USED TO CREATE FIRST LETTER AS  
CAPTIALIZED LETTER...

THIS IS NORMALLY USED IN NEWSPAPERS..

**PROCEDURE:**

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TYPE LETTER

CLICK ON INSERTBUTTON

CLICK ON DROPCAP&CLICK ON DROPPED..

FIRST LETTER WILL BE CAPITAL...

START TYPING REAMINING LETTERS..

## SIGNATURELINE:

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IT IS USED TO CREATE SIGNATURE SEAL...

IT IS NORMALLY USED IN APPOINTMENTS....

CLICK ON INSERTBUTTON

CLICK ON SIGNATURELINE...

CLICK ON OK.

Signature Setup ? X

Suggested signer (for example, John Doe):  
|

Suggested signer's title (for example, Manager):  
|

Suggested signer's e-mail address:  
|

Instructions to the signer:  
Before signing this document, verify that the content you are signing is correct.

Allow the signer to add comments in the Sign dialog

Show sign date in signature line

OK Cancel

## DATE & TIME:

---

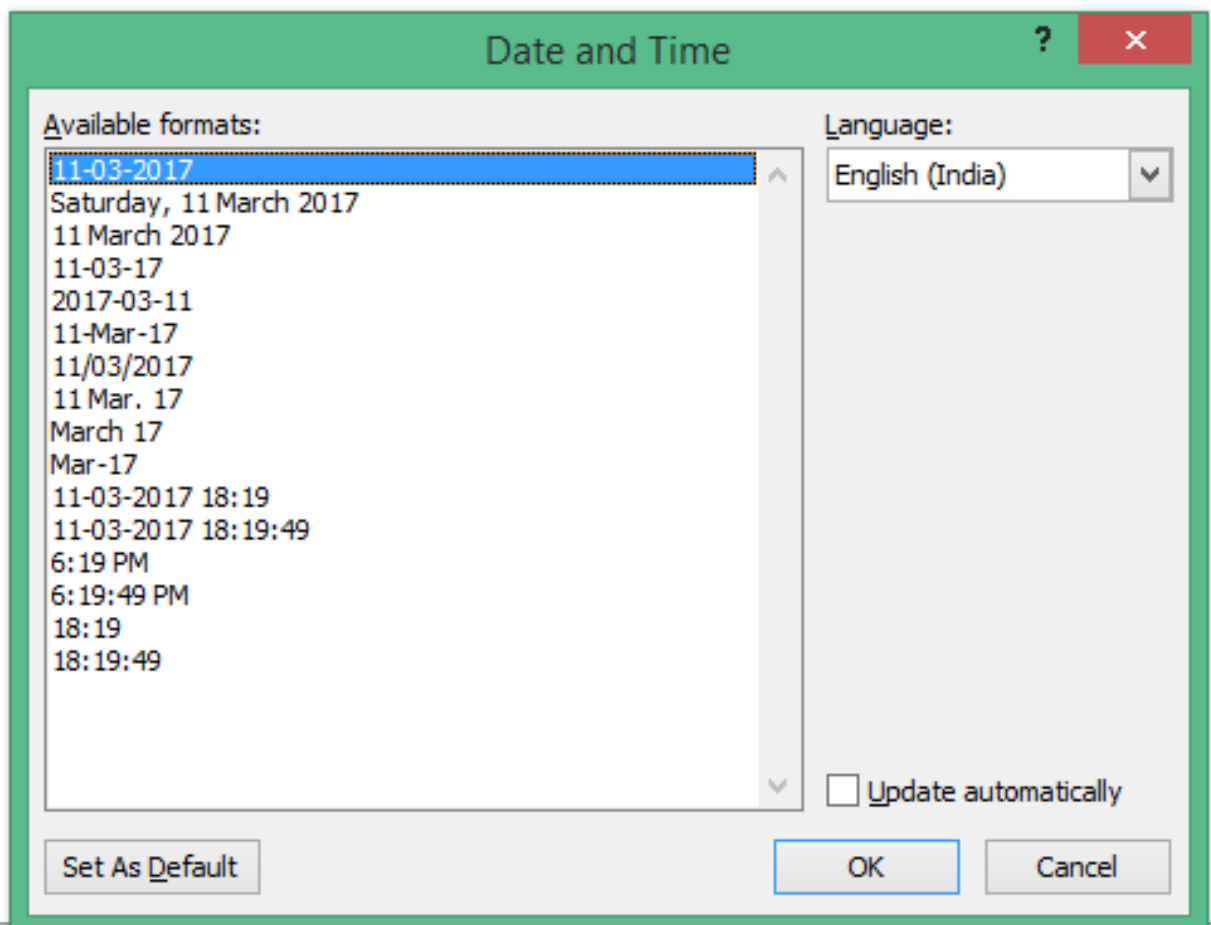
IT I USED TO INSERT DATE AND TIME ON  
MSWORD. DOCUMENT.....

## PROCEDURE:

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CLICK ON INSERT BUTTON

CLICK ON DATE AND TIME



SELECT REQUIRED MODEL..

CLICK ON OK...

OBJECT:

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IT IS USED TO INSERT EXCELSHEET OR  
POWERPOINT SLIDE OR ANY DOCUMENT ON  
WORD DOCUMENT...

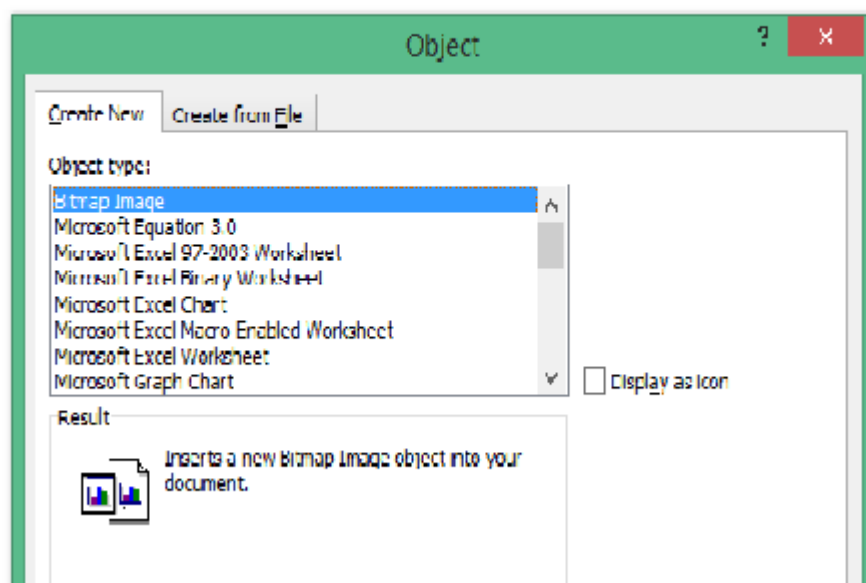
PROCEDURE:

---

CLICK ON INSERT BUTTON

CLICK ON OBJECT....

SELECT ANY ONE MODEL....



EQUATION: IT IS USED TO INSERT MATHEMATICAL  
EQATIONS OR TO CRETAE MATHEMATICAL  
EQATIONS...

SYMBOL: IT IS USED TO INSERT MATHEMATICAL  
SYMBOLS...

Pagelayout:

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Orientation:

It is used to print pages  
horizontally or vertically..

Procedure:

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Click on pagelayout:

---



Type anytext with in document.....

Click on orientation....

Click on portrait or land scape...

Select portrait:---for vertical printing..

Select land scape:for horizontal printing...

Columns:

---

It is used to have more than one columns in a page..

Procedure:

---

---

Select text

Click on pagelayout

Click on columns

Select two or three or four

Breaks:

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---

It is used to split page

....procedure:

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---

Click on pagelayout

Put mouse cursor at required place

Click on breaks....

Watermark:

---

It is used to insert text behind content of page...

Procedure:

Click on pagelayout

Click on watermark

Click on custom watermark..

Click on text watermark..

# Enter text ...

# Click on ok...

TABLE OF CONTENTS:

---

IT IS USED TO CREATE INDEX PAGE MANUALLY OR AUTOMATICALLY...

PROCEDURE:

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1.CREATE 5 DIFFERENT PAGES....(EXAMPLE)

2.PAGE 1 SHOULD BE EMPTY

3.WITH IN page 2 TYPE SOME TEXT

**HYDERABAD (make it as heading 1)**

4.With in page 3 type some text

**MUMBAI(MAKE IT AS HEADING 2)**

5. WITH IN PAGE 4 TYPE SOME TEXT

**Chennai(make it as heading 1)**

**To make heading:**

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**Select text ,click on home button..click on heading1**

**6. Place mouse cursor in page 1**

**7.click on references**

**8.click on table of contents.**

**9.select automatic table 1 or 2**

**To update table:**

---

---

**If we make any change in document headings click on references button ..click on updatatbale..**

**Insert footnote:**

**It is used to add meaning to word at end of page..**

**Procedure:**

---

---

**First type text**

**Click on references button**

**Click on insert footnote.**

**Type text at end of page...**

## **Insert end note:**

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---

**It is used to add meaning to word.. ...**

**It is displayed below the word..**

## **Procedure:**

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---

**Type text..**

**Click on references**

**Click on insert end note...**

**Type meaning**

## **MAILMERGE:**

**IT IS USED TO PASS INFORMATION TO MORE THAN ONE PERSON AT A TIME... WITHOUT COPYING TEXT....**

**WE CAN USE MAILMERGE WITHOUT INTERNET & WITH INTERNET....**

## **PROCEDURE:**

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**1) TAKE NEW DOCUMENT**

**2) CLICK ON MAILINGS BUTTON**

3)CLICK ON START MAILMERGE.

4)CLICK ON STEP BY STEP MAILMERGE WIZARD..

TYPE MESSAGE OR TEXT.. WITH IN TEXT DOCUMENT..

EG: TOMARROW IS HOLIDAY...IN CENTER OF PAGE..

5)CLICK ON

NEXT:STARTINGDOCUMENT..(RIGHTCORNER OF PC)

6)CHOOSE –USE CURRENTDOCUMENT..&CLICK ON

NEXT:SELECT RECIPIENTS...(RIGHTCORNER OF PC)

7)SELECT OR CLICK ON TYPE A NEWLIST

8)CLICK ON CREATE OPTION..

9)CLICK ON CUSTOMIZED COLUMNS

10)DELETE OR RENAME OPTIONS.

11)ADD OPTIONS

12)CLICK ON OK..

13)ASSIGN/TYPER ONE NAME &CLICK ON SAVE....

14)CLICK ON OK...

15)CLICK ON NEXT:WRITE YOURLETTER

16)PLACE MOUSE CURSOR AT TOP OF DOCUMENT..

17)CLICK ON ADDRESSBLOCK..CLICK ON OK..

18)CLICK ON GREETINGLINE... &CLICK ON OK..

19)CLICK ON NEXT:PREVIEW YOURLETTER

20)CLICK ON NEXT:COMPLETE MERGE..

21)CLICK ON EDIT INDIVIDUAL LETTERS.

22)CLICKON ALL &CLICK ON OK..

REVIEW:

=====

PROTECT DOCUMENT:

---

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IT IS USED TO SEE DATA... WE CAN'T EDIT  
DATA.....

WE CAN RESTRIC PEOPLE FROM EDITING....

PROCEDURE:

---

---



## TYPE A TEXT AS FALLOWS

Eg:

Id no is :tygh78956

Salryis 7895

2. click on review button

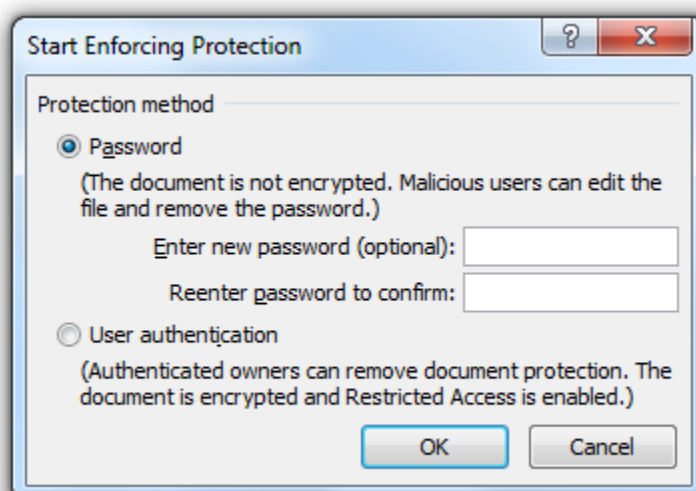
3.click on protect document..

4.click on restrict formatting & editing

5.select editing restrictions or within editing restrictions click on ALLOW ONLY THIS TYPE OF EDITING..

6.CLICK ON YES START ENFORCING PROTECTION.

7.FALLOWING WINDOW WILLBE DISPALYED.



8. ENTER NEW PASSWORD...(WITH IN BOX)

9. REENTER PASSWORD TO CONFIRM(WITHIN BOX)

10. CLICK ON OK.

11. NOW WE CANT EDIT DATA....

TO STOP PROTECTION or TO EDIT DATA:

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---

CLICK ON STOP PROTECTION..

ENTER PASSWORD..

CLICK ON OK.

**COMPARE:** IT IS USED TO COMPARE 2 DIFFERENT WORD DOCUMENTS....

PROCEDURE:

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1) CREATE DOCUMENT WITH SOME TEXT & SAVE ON DESKTOP

2) CREATE ONE MORE DOCUMENT.. WITH SOME TEXT AND SAVE ON DESKTOP..

- 3.CLICK ON REVIEW BUTTON.
- 4.CLICK ON COMPARE BUTTON.
- 5.CLICK ON COMPARE BUTTON
- 6.SELECT ORIGINAL DOCUMENT
- 7.SELECT REVISED DOCUMENT..
- 8.CLICK ON OK..

## **VIEW :**

---

---

**PRINT LAYOUT:IT IS USED TO VIEW DOCUMENT AS APPEAR IN PRINTED PAGE..**

**FULLSCREEN READING:TO VIEW DOCUMENT IN FULL SCREEN WITHOUT ANY MENUS AND SIDEMENUS..**

## **PROCEDURE:**

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**CLICK ON VIEW BUTTON**

**CLICK ON FULLSCREEN READING.**

## **WEBLAYOUT:**

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**IT IS USED TO VIEW DOCUMENT AS APPEAR IN INTERNET BROWSER.**

## **PROCEDURE:**

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**CLICK ON VIEW BUTTON**

**CLICK ON WEBLAYOUT.**

## **GRIDLINES:**

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**IT IS USED TO DISPLAY GRAPHSHHET ON WORD DOCUMENT..**

## **PROCDURE:**

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**CLICK ON VIEW BUTON**

**SELECT GRIDLINES..**

**THUMBNAILS:IT IS USED TO SEE WORD DOCUMENT AS SHORT FORM IN SIDE OF DOCUMENT...**

## **NEW WINDOW:**

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**TO CREATE NEW BLANK PAGE..**

## **ARRANGE ALL:**

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**TO SEE ALL OPENED WORD DOCUMENTS...**

## **MACROS:**

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**IT IS USED TO RECORD TEXT...**

**PROCEDURE:**

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**CLICK ON VIEW BUTTON**

**CLICK ON MACROS(ARROW)**

**CLICK ON RECORD MACRO**

**ASSIGN ONE NAME**

**CLICK ON KEYBOARD.**

**PLACE MOUSE CURSOR IN NEWSHORTCUTKEY**

**TYPE CTRL+W.**

**CLICK ON ASSIGN**

**SELECT KEY**

**CLICK ON CLOSE..**

**NOW START TYPING IN WORD DOCUMENT..**

**EG:HYDERABAD IS IN INDIA.**

**CLICK ON VIEW BUTTON**

**CLICK ON MACROS ARROW**

**CLICK ON STOP RECORDING..**

**TYPE ASSIGNED KEY IN WORD DOCUMENT...(CTRL+W)**

