

स्वाध्याय

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# UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY

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Indira Gandhi National Open University



UP Rajarshi Tandon Open University

## BLIS- 10 E1 MICROSOFT OFFICE

FIRST BLOCK : Microsoft Windows

SECOND BLOCK : Microsoft Word

THIRD BLOCK : Microsoft Excel

FOURTH BLOCK : Microsoft Powerpoint

FIFTH BLOCK : Internet Awareness

**Shantipuram (Sector-F), Phaphamau, Allahabad - 211013**



UTTAR PRADESH  
RAJARSHI TANDON OPEN UNIVERSITY

BLIS- 10 E1  
MICROSOFT OFFICE

Block

# 1

## Microsoft Windows

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## COURSE INTRODUCTION

So far you have been learning applications which are DOS based. Now with the change in technology the WINDOWS based applications have now taken a lead in the computer fields. Number of such applications are in use. To introduce to this world of WINDOWS, Microsoft has come out with the package MS-OFFICE which is an integrated package comprising of four most commonly required packages in the office working i.e. MS-WORD which is like a WORDSTAR or any other word processor, MS-EXCEL which is like a LOTUS 1-2-3 or any other spreadsheet package, MS-POWERPOINT which is used to make slides and presentations, and MS-ACCESS which is like any Database package. For this course only the first three packages have been explained in this course.

The first block of this course talks about the WINDOWS environment as such and how this has made things simple to understand and work. The environment is very user friendly. The fundamentals of windows have been covered in detail and the course participants shall find it very simple and interesting to work in this environment.

The second block is on MS-WORD which is window based word processor. This block explains the various typing and editing features in MS-Word, including AutoCorrect and AutoText which speed up the text entry. The block describes the various Page Design and Layout features, Table Creation and handling has been discussed in detail.

The third block is on MS-EXCEL which is a window based spread sheet. EXCEL is used to automate financial statements, business forecasting, transaction registers, inventory control, accounts receivable and accounts payable. It also provides multiple facilities like making graphs, analysing situations and also helps people at the managerial level in taking decisions.

The last block of this course is on MS-POWERPOINT which is a very powerful presentation package. This block covers the features available in Powerpoint, how to create presentation slides using tools like Wizards which will help in creating presentations quickly and easily. After going through this block you will be able to make effective presentations using slide shows.

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## BLOCK INTRODUCTION

In the last decade or so, the Information Technology has seen many changes in the way we view computing. The hardware has also advanced remarkably. From few Kbs of RAM, now the PCs have couple of Mbs of RAM. The hard disks and drives have also improved. Even the displays on the screen have become rather impressive. Now we find graphical user interface (GUI) rather than the early years of text mode interface. Most of the vendors have come out with their products supporting the GUI.

GUI environment gained popularity because of the ease to learn and use the applications compared to the conventional DOS based applications. Now the windows based products have become so popular that the vendors have stopped thinking about coming out any new version of their product based on DOS.

Windows is a GUI for the Disk Operating System (DOS) based IBM Personal Computers and its compatibles. To most, GUI means, using a mouse, point to icons that represent programs and files, pull down (or pop up) menus of commands, and do this within separate windows on the display screen. Windows has more to it than these elements. It makes DOS based uni-tasking (single application) PC capable of running multiple applications simultaneously, which is termed as multitasking. Under the character-based environment of DOS, the users had to learn a different method to interact with every program that was confusing and complicated. Windows being a graphical environment, in direct contrast to DOS, provides a more intuitive interface because of its consistency across all applications running under it. Learning to use one Windows-based application means knowing the essentials for using any other application with Windows.

Windows has also made possible the exchange of data between applications. DOS-based applications can also be run beside Windows applications and information can be shared between them. Windows provides all the necessary tools for file and disk-management that are present in DOS so that the user does not have to switch to DOS to perform those functions. Windows not only resembles an operating system but is also an integrated package that includes programs that can be used to perform everyday

If you are absolutely new to this world of computers, my suggestion is, you should get some understanding and knowledge about PC's Disk operating System (DOS). Although windows shall make it much simpler for you but it will be still better to have some exposure about DOS.

This block is just covering the basic implementation of Windows but not the advanced level working which also includes the administration of the Windows as an operating system.



# UNIT 1 WINDOWS FUNDAMENTALS

## Structure

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Starting Microsoft Windows
- 1.3 Basic Elements
- 1.4 Parts of a Window
- 1.5 Types of Windows
- 1.6 Types of Icons
- 1.7 Basic Techniques for working in Windows
  - 1.7.1 Basic Mouse Techniques
  - 1.7.2 Basic Keyboard Techniques
- 1.8 Using Menus
  - 1.8.1 Menu on the Menu Bar
  - 1.8.2 Control Menu
- 1.9 Working with Dialogue box
  - 1.9.1 Types of Options
  - 1.9.2 Closing a Dialogue box
- 1.10 Getting Help
- 1.11 Quitting Microsoft Windows
- 1.12 Summary

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## 1.0 INTRODUCTION

There are two types of programs every PC requires. These are operating system programs and application programs. An operating system is a set of programs that lets the user use the application programs on the PC. The most widely used operating system on PCs is DOS or Disk Operating System to be specific. DOS has been enhanced by a group of programs called Windows, which also provides some of the functions of the operating system. Some of the Windows functions duplicate or replace DOS functions, and others improve upon DOS functions. Although one may say that Windows is an operating system but windows can not work without the disk operating system. There are other windows programmes which Microsoft has developed like Windows 95 which is a complete operating system.

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Windows not only performs operating system functions but also provides application programs of its own. Many of the vendors have now started developing their products which are supported by windows because of the popularity gained by the windows package. Several application packages are now available that have been specifically written to run under Windows. These application programs can be used for basic and everyday tasks. These programs include a simple text editor, Notepad; a word processing program, Write; a graphics program, Paintbrush; a simple data base program, Cardfile; a Calculator; and several others.

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## 1.1 OBJECTIVES

After going through this unit, you will be able to

- get familiar with basic concepts & elements of windows
- know different parts of Window
- types of Icons
- exiting the window environment

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## 1.2 STARTING MICROSOFT WINDOWS

Switch on your computer and allow it to boot in the usual way. You will see a C prompt on your screen once the booting is complete. Ensure that the WINDOWS software is loaded on your hard disk. If this is not loaded, ask your vendor to install the same for you.

To start Windows, type WIN at the C prompt and press ENTER. The WIN is the executable file (WIN.EXE or WIN.COM) on the hard disk. This is created under the WINDOWS directory on your hard disk.

Windows usually takes 10-15 seconds to start. The first thing shown on starting is the Microsoft Logo. Then the Program Manager is automatically run and continues to run as long as Windows is running.

In some cases, the win command is included into the AUTOEXEC.BAT file which does not allow the computer to give C prompt on the screen after booting, but loads the windows software as well. If that is so, the first thing shown is the Microsoft Logo. Then the Program Manager is automatically run and continues to run as long as Windows is running.



## 1.3 BASIC ELEMENTS

Before you start working on Windows, there are a few basic terms you need to know.

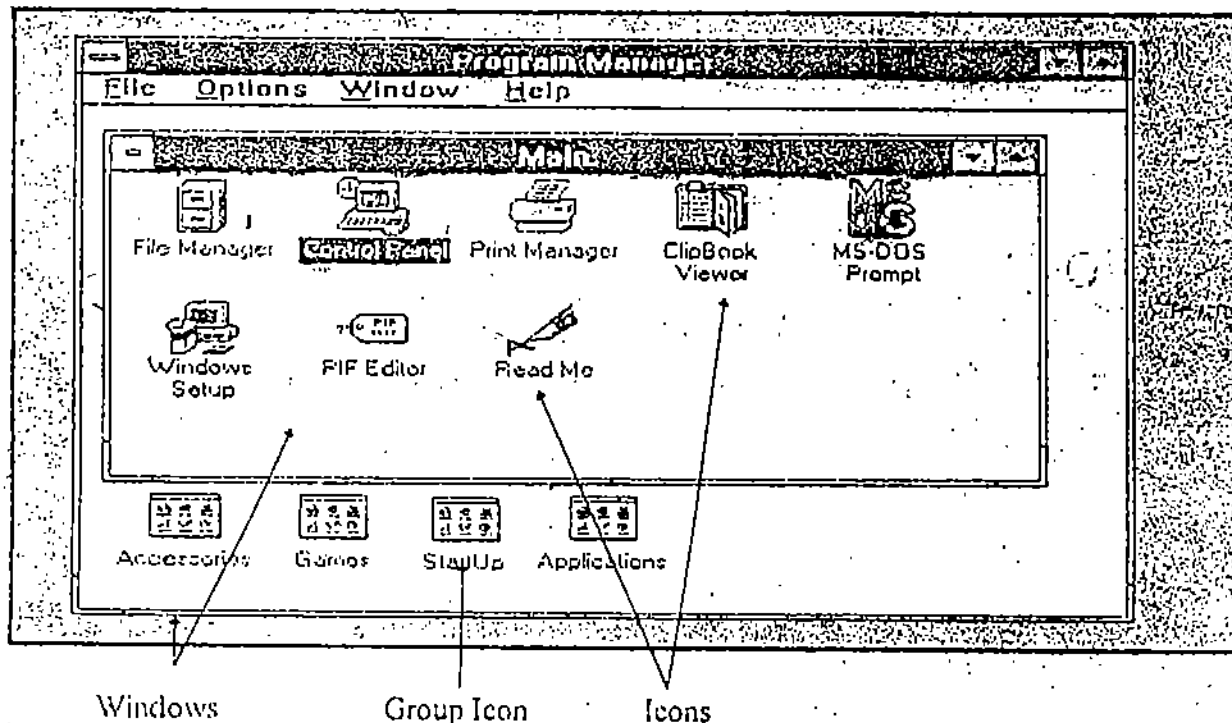
- Windows** The rectangular areas of the screen, where one can work. As you can see the cursor has come on the left corner of this rectangle and blinking, indicating that this is the start point of your work area.
- Desktop** This is the background on which the windows appear.
- Icons** The small graphical symbols that represent applications such as word processing or graphics programs in Windows. The few of the icons which you generally see on your screen as you switch to window are as follows:



The Program Manager is the central point for almost all the work done in Windows. The Program Manager window displays icons for other groups of applications. Any of the applications can be started by double clicking on the respective icon. As you click it once you will see that the text below the icon darkens and on second click the application programme gets loaded.

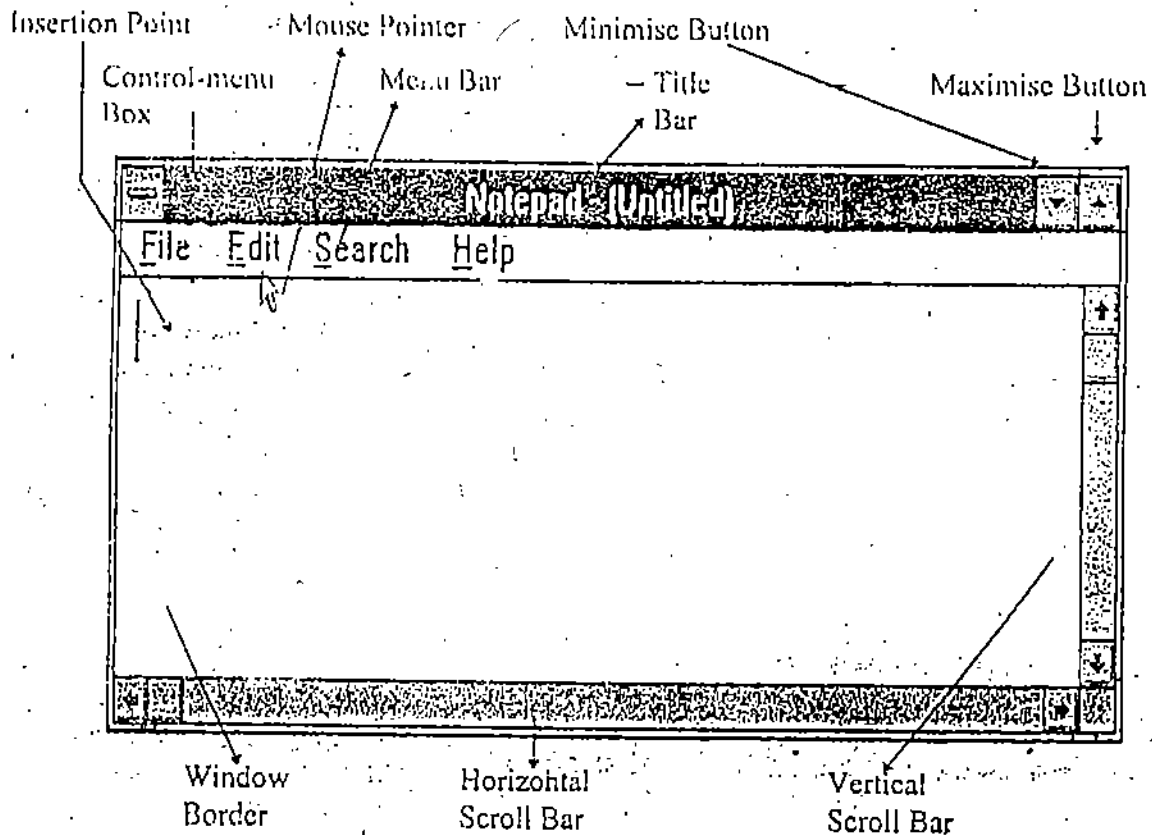
The related applications are arranged together under a group. The names and icons for the applications in the group are displayed in the group window.

The following figure shows the graphical environment of Windows.



## 1.4 PARTS OF A WINDOW

For the sake of simplicity certain parts, such as title bar and menu bar, are common for most of the windows. Since the window parts of many of the window based application software are common, this makes a person to understand and memorize faster. You will see that the button to maximize or to minimize always appear on the right top corner in all the windows. Similarly the menu bar, the title bar, the control menu bar also appear at the same place for all the windows. This way if you get familiar to one window, you will get familiar with the other windows too as the meaning for each of the similar buttons remain the same. Depending upon the type of application all windows, however, may not have every element.



- |                  |   |
|------------------|---|
| Control-menu box | It is in the upper-left corner of each window. Clicking on the Control-menu box opens the Control menu. The Control menu can be used to move, size, and close a window while working with the keyboard. |
| Title Bar        | It shows the name of the application, document, group, or a directory.  |
| Menu Bar         | It lists the available menus. A menu contains a list of actions or commands.  |
| Scroll Bars      | They are used to move through a document or a list when the entire document or list does not fit in the window.   |
| Maximise Button  | Clicking this button using the mouse enlarges the active window so that it fills the entire desktop.  |

### Minimise Button

Clicking this button reduces the window to an icon and arranges it on the desktop. Minimising the application window does not quit the application.

### Restore Button

The Maximise button is replaced by the Restore button after the window is enlarged. Clicking this button returns the window to its previous size.



### Window Border

It is the outside edge of the window. The window can be resized by lengthening or shortening the border.

### Insertion Point

It is a flashing vertical bar that marks the place where text or graphics are to appear on typing or drawing.

### Mouse Pointer.

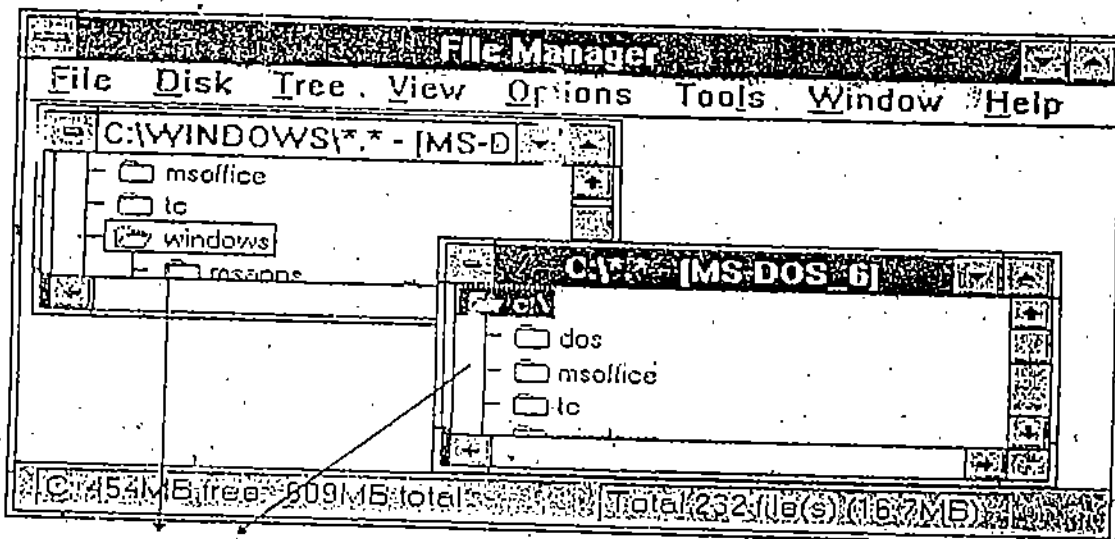
An arrow used for pointing items. It appears if the mouse is installed on the system.

## 1.5 TYPES OF WINDOWS

While working with applications, two types of windows appear on the desktop: Application windows and windows inside the application window.

An application window contains the running application. The application window has a title bar and menu bar.

Another window called document window, may appear inside an application window. This type of window may contain documents, groups (in Program Manager), or directories (in File Manager). In certain applications, more than one of these windows can be open at a time. For example, with File Manager (one of the main applications included with Windows), several directories can be viewed simultaneously. Each directory appears inside a separate window. The document windows share the menu bar of the application window, but not the title bar.



Document Windows

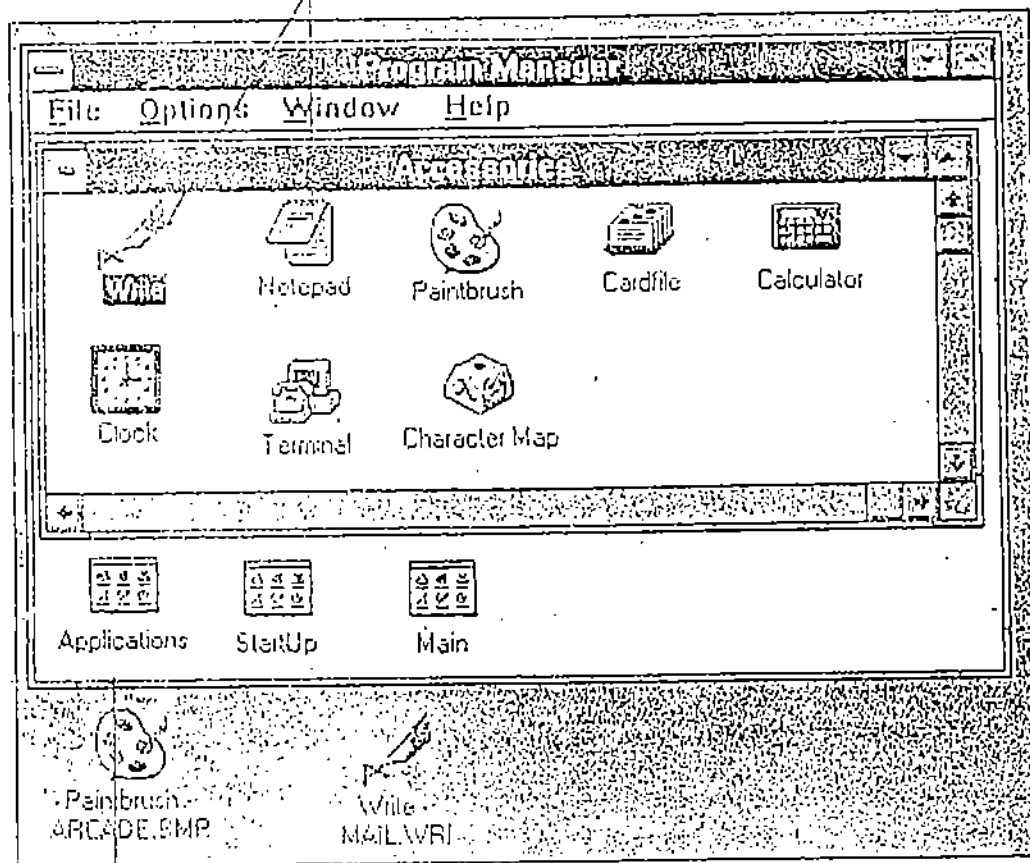
## 1.6 TYPES OF ICONS

The small graphical pictures that represent various types of applications and files are called Icons.

There are three types of icons :

Type	Description
Program - item icon	Represents the application that can be started from Windows. These icons can be found under the groups in the Program Manager. The Program-item icons can be moved from one group window to another.
Application icon	Represents an application that is running but whose window is reduced to an icon.
Group icon	Represents a group of related applications or a document window that was reduced to an icon. This icon is generally arranged at the lower edge of the application window.

Program-item icons



Group icon

## 1.7 BASIC TECHNIQUES FOR WORKING IN WINDOWS

Windows offers an on-line Tutorial in which one can practice working with a mouse and performing basic Windows tasks. To run the Tutorial, choose the Windows Tutorial command from the Help menu in Program Manager.

Using a mouse is usually easier and faster than using the keyboard but one needs to know both mouse and keyboard techniques to work in Windows. Almost all the functions in Windows can be performed using either the keyboard or a mouse.

### 1.7.1 Basic Mouse Techniques

Generally the mouse has two buttons where one is the primary mouse button and the other is secondary. In Windows, the left mouse button is set as the primary button by default. The primary button is used to perform the majority of the tasks whereas the secondary button is manipulated by few of the windows-based applications only.

Term	Meaning
Click	To quickly press and release the primary mouse button to select a single item.
Double-click	To click the primary mouse button twice in rapid succession to carry out an action after the item is selected.
Point	To move the mouse until the mouse pointer on the screen points to the item of choice.
Drag	To press and hold down the primary mouse button while moving the mouse.
Drag-and-Drop	Pointing to the item of choice, press and hold down the primary mouse button while moving the mouse. Release the mouse button on reaching the desired location to place the item.

### 1.7.2 Basic Keyboard Techniques

To	Press
Close an active Application window or quit an application	ALT+F4
Close an active Document window	CTRL+F4
Move between items in a group window	An arrow key

Select an item or application	TAB
Start the selected application or restore the selected group icon	ENTER
Switch between the running applications	Press and hold down ALT and repeatedly press TAB
Start Help	F1
Open the control menu for -	
• an application window	ALT+SPACEBAR
• a document window or a group window	ALT+HYPHEN

To	Press
Activate the menu bar	ALT or F10
Select a menu	ALT + the underlined character in the menu name
Choose a menu command	An arrow key, ENTER Or the underlined character in a command name

## 1.8 USING MENUS

Each application window, and other windows as well, have *menu names* located on the *menu bar*. Commands, the actions that can be carried out in Windows, are listed on *menus*. Along with the menus on the menu bar, each window also has a control menu.

### 1.8.1 Menus on the Menu Bar

The menu on the menu bar can be selected and opened by pointing it and then clicking the primary mouse button. After opening the menu, a command or a menu item can be selected by dragging the selection cursor down or up the menu until the menu item is highlighted and release the mouse button to execute the command.

The menu can be closed by clicking the menu name or anywhere outside the menu. The same can be performed by pressing the ESC key on the keyboard, but the control remains on the menu bar.

There are a number of menu conventions used in Windows, which are as follows :



Menu Convention	Meaning
Dimmed (or not visible) command	The command cannot be used with the application at the current time.
An ellipsis (...) following a command	A dialogue box appears on choosing the command. The dialogue box contains options need to be selected before carrying out the command.
A check mark (✓) to the left of a command	The command is in effect. By choosing the command again the check mark is removed and the command is no longer in effect.
A key combination to the right of a command	The key combination is a shortcut for choosing the command. Pressing the keys carry out the command without opening the menu.
A triangle (▶) to the right of a command	On choosing this command, a cascading menu appears, listing additional commands.

### 1.8.2 Control Menu

Application windows, document windows and their icons; and some dialogue boxes have a Control menu. The commands on the Control menu allow one to work with a window. A window can be moved to a different location, or enlarged and even reduced to an icon using these commands. The commands on the Control menu and the way this menu is opened vary. The Control menu for windows and dialogue boxes can be opened by selecting the Control-menu box in the upper-left corner of the window or dialogue box. The Control menu for an icon is opened on selecting the icon. Some commonly found Control menu commands are as follows :

Use	To
Restore	Restore the window to its former size after it is reduced to an icon or enlarged.
Move	Move the window to another position by using the keyboard.
Size	Change the size of the window by using the keyboard.
Minimise	Reduce the window to an icon
Maximise	Enlarge the window to its maximum size.
Close	Close the window or the dialogue box and even quit the application.
Switch To	Open Task list, which enables to switch between running applications and to rearrange the windows and icons on the desktop.

## 1.9 WORKING WITH A DIALOGUE BOX

A *dialogue box* supplies additional information to a command, required for the completion of a task. An ellipsis(...) after a menu command indicates that a dialogue box will appear on choosing this command.

Most dialogue boxes contain options that can be selected. After specifying the options, one can choose a command button to carry out the command. Some other dialogue boxes may display information, warnings, or error messages. Moving a dialogue box is just like moving a window - by dragging the title bar or using the Move command on the Control menu.

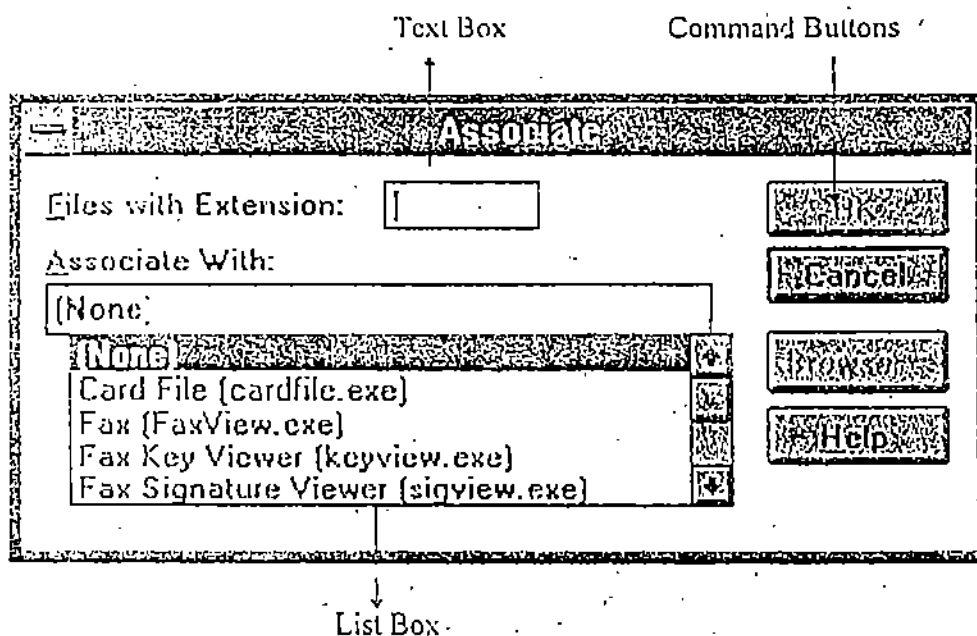
### 1.9.1 Types of Options

One may need to select one or more options within a dialogue box and for this one need to move from one option to another. To move within a dialogue box :

One can either click that option or press TAB to move to the next option and SHIFT+TAB to the previous option.

The currently selected option is marked by the selection cursor, which appears as a dotted rectangle, a highlight or both.

The types of dialogue box options are as follows :



#### Command Button

A Command Button initiates an immediate action, such as carrying out or canceling a command. The OK, Cancel and Help buttons are common command buttons. They are often located along the bottom or on the right side of the dialogue box. Some command buttons are marked with greater-than signs (>>) which expands the active dialogue box. A command button containing an ellipsis (...) opens another dialogue box.

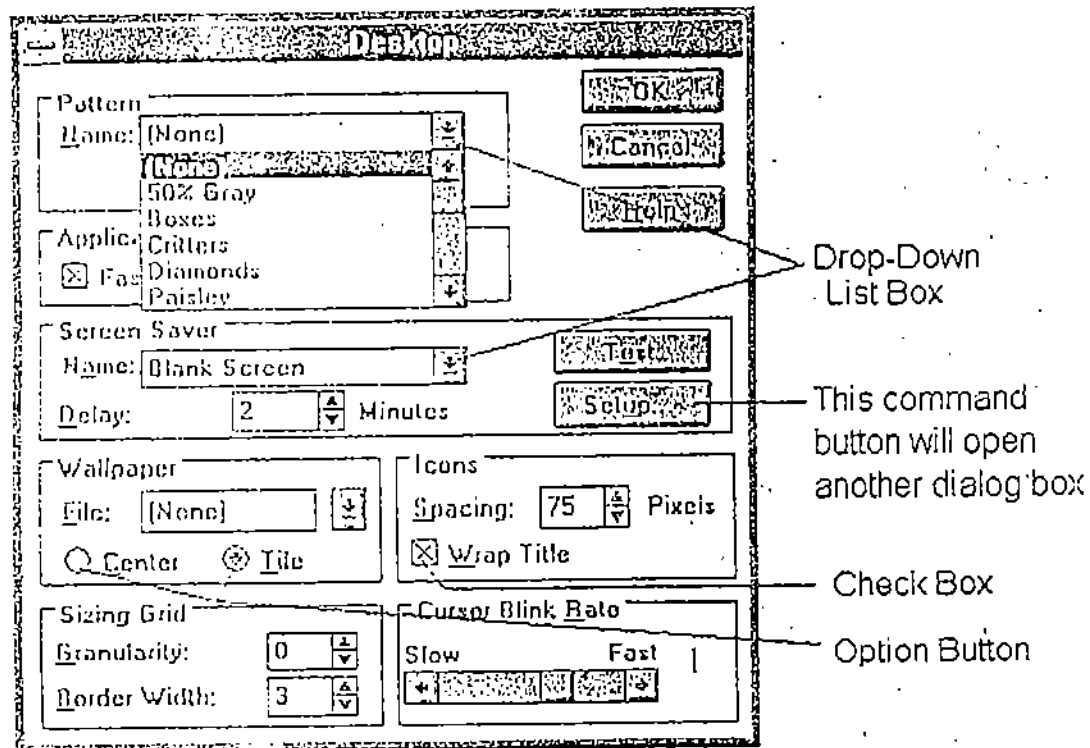
## Text Box

A text box is used to type information. On moving to an empty text box, an insertion point appears to its far-left side.

## List Box

A list box displays a list of choices. If there are more choices than can fit in the box, scroll bars are provided to move quickly through the list.

Usually only one item can be selected in a list box; and in some cases, more than one item can also be selected.



## Drop-Down List Box

A drop-down list box appears initially as a rectangular box containing the current selection. On selecting the down arrow in the square box at the right, a list of available choices appears. If there are more choices than can fit in the box, scroll bars are provided.

## Option Buttons

Option buttons represent a group of mutually exclusive options. Only one option can be selected at a time. The selected option button contains a black dot. If one option is already selected, then the current option replaces it.

## Check Box

A check box presents non-exclusive options, that is, more than one option can be selected at a time. Selected check boxes contain an X.

### 1.9.2 Closing a Dialogue box

When a command button is chosen, the dialogue box is closed and the command is executed. The dialogue box can also be closed to cancel a command.

Choosing the OK command button closes the dialogue box by carrying out the command or the ENTER key can also be pressed. To close the dialogue box without carrying out a command, click the Cancel command button or press ESC.

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## 1.10 GETTING HELP

Windows provides on-line Help to assist the user in working with Windows. Following are some ways to obtain help :

- Press F1 key to view a list of Help topics for the application the user is working with.
- Click the Help command button to display information about working with the dialogue box.
- Choose Help menu in any application to display a list of Help commands.

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## 1.11 QUITTING MICROSOFT WINDOWS

Before turning off the computer one is required to quit Windows. To quit :

- Double-click the Control-menu box in the Program manager
- Or
- Select the Exit Windows command from the File menu of the Program Manager.

### Check Your Progress

State True or False :

- |  |      |                          |       |                          |
|--|------|--------------------------|-------|--------------------------|
| a) The Minimize button is replaced by the Restore button.                | True | <input type="checkbox"/> | False | <input type="checkbox"/> |
| b) The Document window has its own menu bar.                             | True | <input type="checkbox"/> | False | <input type="checkbox"/> |
| c) More than one document window can be opened in an application window. | True | <input type="checkbox"/> | False | <input type="checkbox"/> |

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## 1.12 SUMMARY

This unit has introduced you with the basic concepts and elements of Windows, and some essential techniques needed to work with Windows. After acquiring these skills, it becomes easy to work with almost anything in Windows and one is ready to master by learning more techniques.

## UNIT 2 MANAGING THE FILE SYSTEM

### Structure

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Opening Another Directory Window
- 2.3 Switching between Directory Windows
- 2.4 Changing View of the Directory Window
  - 2.4.1 Using View Menu
  - 2.4.2 Using Tree Menu
- 2.5 Changing Drives and Directories
- 2.6 Working with Files and Directories
  - 2.6.1 Selecting Files and Directories
  - 2.6.2 Moving and Copying Files and Directories
  - 2.6.3 Renaming Files and Directories
  - 2.6.4 Searching for Files and Directories
  - 2.6.5 Creating Directories
  - 2.6.6 Associating Files with Applications
  - 2.6.7 Changing Files Attributes
- 2.7 Managing Floppy Disks
  - 2.7.1 Formatting a Floppy Disk
  - 2.7.2 To Copy a Floppy Disk
- 2.8 Summary

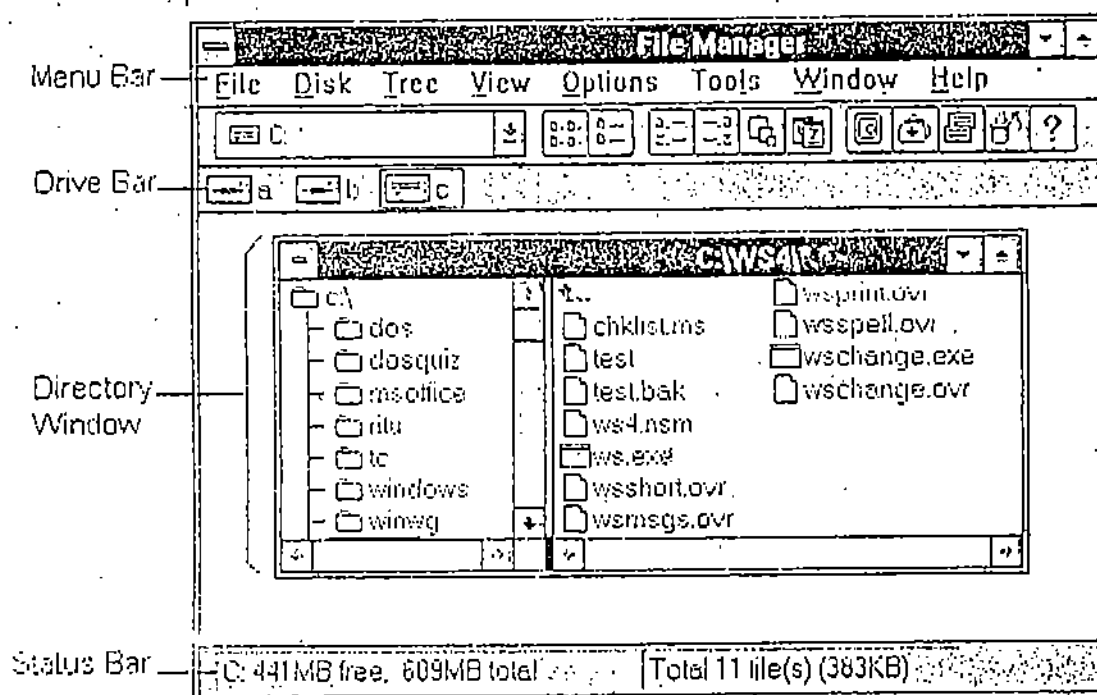
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### 2.0 INTRODUCTION

Microsoft classifies Windows as an operating system. House keeping and maintaining the file system being one of the functions performed by any operating system; Microsoft included an application called File Manager. It can be used to perform some common tasks, including managing the drives, directories and files.

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File Manager is present as a Program-item under the Main group in the Program Manager window. The following screen appears on double-clicking the File Manager icon.



In File Manager, the files and directories are displayed in the document window referred as *directory window*. The directory window is divided by the split bar. The left side of the window displays the structure of the current drive, or the directory tree. The right side of the window displays a list of files and sub-directories in the selected directory. In the directory window, each name listed in the right half has an icon next to it, indicating the type of file.

The following table describes the various icons used in the directory window :

Icon	Description
	Displays the contents of the directory one level up in the directory tree.
	Represents a directory.
	Represents an open directory
	Represents an application file. These files start applications or run programs.
	Represents a document file associated with an application. On opening this file, the application associated with it starts.
	Represents a system or hidden file.
	Represents other document files.

The other things to be found in the directory window are :

- The *drive icons* on the *drive bar* for each drive that can be currently accessed. These icons can be used to change to a different drive.
- The *status bar* displays information about the current drive and directory and other information about the task being performed with the File Manager.
- The *menu bar* contains menus listing File Manager commands.

The drive bar or the status bar can be hidden or displayed by choosing the *Drivebar* or *Statusbar* command from the *Options* menu.

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## 2.1 OBJECTIVES

After going through this unit, a student should be able to

- switch between directories
- working with menus
- working with files and directories
- formatting a floppy disk

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## 2.2 OPENING ANOTHER DIRECTORY WINDOW

Within File Manager, one can open multiple windows to display more than one drive or directory at a time.

*To open a new directory window :-*

- From the Window menu of the File Manager window, choose *New Window* command. The new window initially has the same display as the currently active window, but its contents can be changed.
- Double-click the different drive icon, to open a new window displaying the contents of a different drive.

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## 2.3 SWITCHING BETWEEN DIRECTORY WINDOWS

Although many directory windows can be open, only one can be active at a time. A window becomes active when selected.

*To switch between the open directory windows :*

- Click anywhere in the desired directory window.

- Cycle through the open directory windows by pressing CTRL+F6 or CTRL+TAB until the desired directory window is not selected.
- Choose a window name from the Window menu of the File Manager window.

## 2.4 CHANGING VIEW OF THE DIRECTORY WINDOW

The way the files and directories are displayed in the directory window can be changed. The overall display of the directory window can be changed using the View menu. The way directory tree is displayed in the left half of the directory window can be changed using the Tree menu.

### 2.4.1 Using View Menu

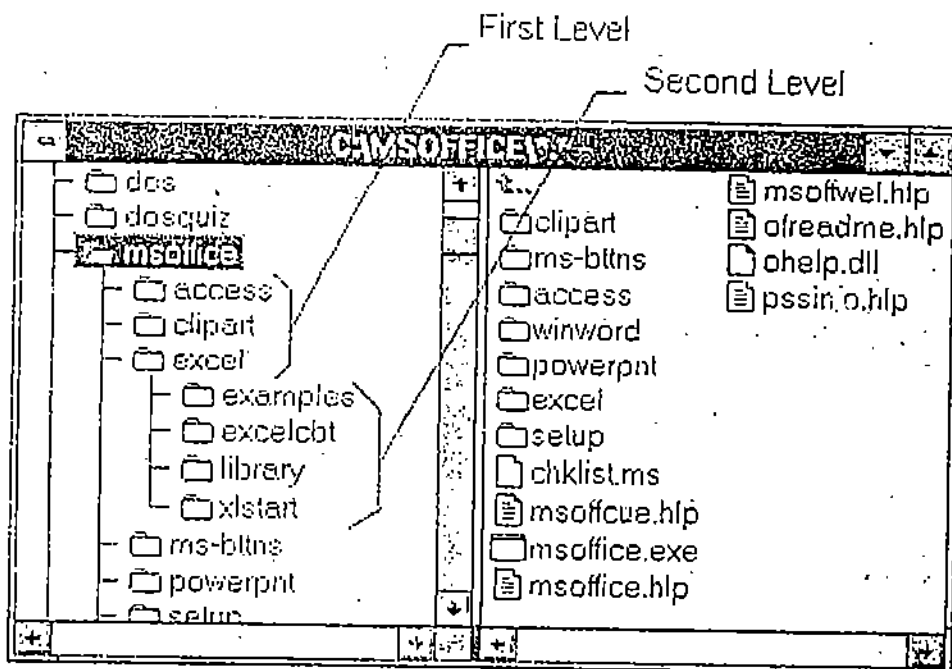
One can choose to display only the directory tree or only the directory contents. The details of the files displayed can also be changed. The following are the options used to change the display :

Use this command	To
Tree and Directory	Display both directory tree and the directory contents.
Tree Only	Display only the directory tree.
Directory Only	Display only the directory contents.
Name	Display only the names of files.
All File Details	Display the name, size, date and time of creation, and attributes of files.
Sort By Type	Display files in alphabetic order, based on the filename extension.
Sort By Size	Display files in order of size, from largest to smallest.
Sort By Date	Display files in order of date, with the most recently modified file listed first.
By File Type	Display the specified types of files

### 2.4.2 Using Tree Menu

The Directory Tree can be expanded or collapsed to view or not to view the subdirectories in a directory. An entire branch, a single level of the branch, or all branches on the drive can be expanded and a directory can be collapsed so that subdirectories are not shown in the directory tree.





*To expand or collapse a directory :*

In the directory tree, double-click the icon of the directory to be expanded one level or collapsed, or select it using the arrow keys, and then press ENTER.

The following commands on the Tree menu can also be used to expand or collapse directories :

Use	To
Expand One Level	Display the immediate subdirectories of the selected directory.
Expand Branch	Display all the subdirectory levels below the selected directory.
Expand All	Display all the directories and subdirectories on the drive.
Collapse Branch	Collapse a directory so that all the subdirectory levels below the selected directory are not shown.

## 2.5 CHANGING DRIVES AND DIRECTORIES

The files one wants to work on may be on a different drive or in a different directory. File Manager enables one to easily view and work with them.

*To change to the current drive :*

- In the drive bar, click the desired drive icon, or double-click it to create a new directory window displaying information for the new drive.

- Press and hold down CTRL key while typing the letter of the drive to be selected. This works even if the drive bar is not displayed.

*To change to another directory :*

- Select the directory in the directory tree or select the directory in the list of files, by using the mouse or the arrow keys.

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## 2.6 WORKING WITH FILES AND DIRECTORIES

File Manager provides graphical way to organize your files and directories. It also provides all basic file and disk maintenance commands used to move and copy files, rename files, create directories, and format disks, etc.

### 2.6.1 Selecting Files and Directories

To perform tasks with File Manager, the files or directories need to be selected. Mouse can be used to select one or more directories or files.

*To select a file or directory*

- Click the filename or directory name to be selected.
- Press TAB to move to the list of files, and then use the arrow keys.

*To select two or more items in sequence*

1. Click the first file or directory to be selected.
2. Press and hold down SHIFT while clicking the last file or directory in the group.

*To select two or more items out of sequence*

- Press and hold down CTRL and click each file or directory.
- Press SHIFT+F8, use the arrow key to move to each item, press SPACEBAR to select it or to cancel the selection. Then, press SHIFT+F8 again.

*To cancel a selection*

Press and hold down CTRL while clicking the selected file or directory.

### 2.6.2 Moving and Copying Files and Directories

One or more files or directories can be moved or copied to another directory or drive, either using a mouse by quickly selecting items and then dragging them to their new destination or by using the Copy or Move command. The destination can be a directory window, directory icon, or drive icon.

### *To move or copy a file or directory*

- To move a file or directory to a different drive, press and hold down SHIFT, and then drag the file or directory icon(s) to a directory icon, drive icon, or minimized directory window. If a file or directory is dragged to a drive icon, the file is moved to the current directory on that drive.
- To move a file or directory to a destination on the same drive, drag the file or directory icon without pressing SHIFT.
- To copy a file or directory to a different drive, drag the file or directory icon without pressing CTRL.
- To copy a file or directory to the same drive, press and hold down CTRL and drag the file or directory icon(s) to a directory icon, drive icon, or minimized directory window. If you drag a file or directory to a drive icon, the file is copied to the current directory of that drive.

### *To move or copy a file or directory by using the Move or Copy command*

1. In the list of files and directories, select the items you want to move or copy.
2. From the File menu, choose Move or Copy command.
3. In the Move or Copy dialog box, specify the destination directory.
4. Choose the OK button.

## 2.6.3 Renaming Files and Directories

A file or directory can be renamed in File Manager.

### *To rename a file or directory*

1. Select the file or directory to be renamed.
2. From the File menu, choose Rename.
3. In the Rename dialog box, specify the new name.
4. Choose the OK button.

While renaming the files, one must take care of the system and hidden files. A system file contains information required for running the operating system. Changing the name of a system file might affect the system and it may not run correctly. A hidden file is a file not intended to be viewed in the directory listing.

## 2.6.4 Searching for Files and Directories

To find a file or group of files, the Search command can be used. If files that match the search criteria are found, they are listed in the Search Results window. The items in this window can be

selected and perform such tasks as copying, deleting, moving, and printing files. The contents of the Search Results window change when a new search is performed.

#### *To search for files or directories*

1. Select the directory from which the search is to be started.
2. From the File menu, choose Search command.
3. In the Search dialog box, specify a filename or use wildcards (\* or ?) for a group of files in the Search For text box and Mark the option for searching all subdirectories.
4. Choose the OK button.

To cancel the search: press ESC.

#### **2.6.5 Creating Directories**

1. Select the directory in which the new directory is to be created.
2. From the File menu, choose Create Directory command.
3. In the Name box, type the name of the new directory.
4. Choose the OK button.

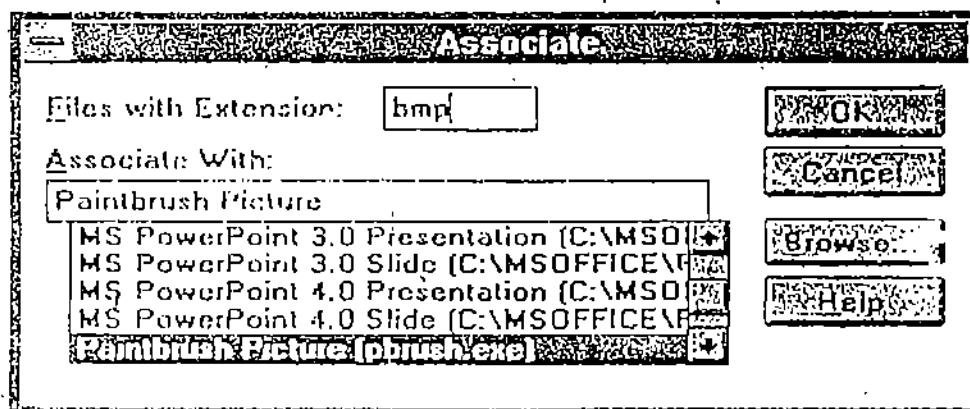
#### **2.6.6 Associating Files with Applications**

When a file is associated with an application, one can open the file and start the application at the same time. If a file is associated with an application, there is a document-file icon next to the filename in the directory window.

When File Manager is started, some files are already associated with applications.

#### *To associate a file not associated with an application*

1. Select the name of the file to be associated with an application.



2. From the File menu, choose Associate command.
3. In the Associate dialog box, select the application with which the file is to be associated.
4. Choose the OK button.

### 2.6.7 Changing File Attributes

By using File Manager, the properties of a file or directory can be changed. These properties include file attributes, such as read-only, archive, hidden, and system.

*To change file or directory properties*

1. In the directory window, select the item(s) for which the properties are to be changed.
2. From the File menu, choose Properties command.
3. In the Properties For dialog box, select the file properties. For a file or directory more than one property can be selected.
4. Choose the OK button.

---

## 2.7 MANAGING FLOPPY DISKS

Some of the DOS equivalent disk-level commands are available on the Disk menu. These commands help in managing the disks by performing the following tasks:

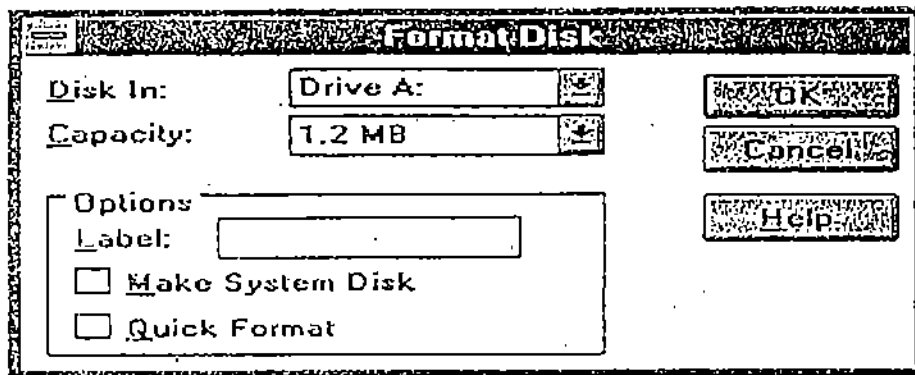
- Copying a Disk
- Formatting a Disk
- Labeling a Disk
- Making a System Disk

### 2.7.1 Formatting a Floppy Disk

Before using a disk, it must be formatted. Formatting prepares the disk for use with the computer and deletes any previous information stored on it.

*To format a disk*

1. Insert a floppy disk in a drive.
2. From the Disk menu, choose Format Disk command.
3. In the Format Disk dialog box, specify the drive letter, disk capacity, volume label, and other options.



- The Label box assigns a volume label to a floppy disk at the time of formatting. The same can be done later by using the Label Disk command in the Disk menu.
- The Make System Disk copies MS-DOS operating-system files to a floppy disk at the time of formatting, whereas, the Make System Disk command copies the files on a formatted floppy disk. The system disk to start a computer that uses the MS-DOS operating system.
- The Quick Format option quickly formats a previously formatted floppy disk without scanning for the bad sectors.

4. Choose the OK button:

### 2.7.2 To Copy a Floppy Disk

The contents of one floppy disk can be copied to another, but both the disks must have the same storage capacity. To perform this task, Copy Disk command on the Disk menu can be used. This command is same as the MS-DOS DISKCOPY command. This command makes a true replica of a disk by performing track-for-track and sector-to-sector copy.

#### *To copy a disk*

1. Insert the source disk in the drive from which the data is to be copied. If there are two floppy disk drives, insert the destination disk in the drive to which the data is to be copied.
2. In the drive bar, select the drive icon for the source disk.
3. From the Disk menu, choose Copy Disk command.
4. If the computer has two floppy disk drives, the Copy Disk dialog box appears. Select the letter of the destination drive, and then choose the OK button. If the computer has only one floppy disk drive, the Copy Disk dialog box appears when the disks need to be changed.

#### Check Your Progress

1. What is a File Manager?

2. Give the purpose for what the following commands are used.

- a File menu → Copy command
- b View menu → Split command
- c View menu → Select Drive command

3. Give the menu commands to :

- Open a new directory window.
- Display both Tree and Directory in the directory window.
- Sort the files in the right half by type.

---

## 2.8 SUMMARY

This hands-on session has been a guide throughout learning the use of File Manager. Instead of using DOS for disk-management and file system management tasks, you can now perform these tasks with the help of the File Manager. This feature of File Manager categorizes it among the important utilities packaged along with Windows.

## UNIT 3 PRINTING IN WINDOWS

### Structure

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Activating Print Manager
- 3.3 Printing using Print Manager
- 3.4 Pausing and Resuming Printing
- 3.5 Summary

---

### 3.0 INTRODUCTION

Print Manager is a Windows application that provides a way to view and control the printing of your documents.

When printing from a Windows-based application, you do not need to use the Print Manager window. The application creates a print file and sends it to Print Manager. The Print Manager usually works in the background, sending your documents to the printer while you perform other tasks. You can check the status of the document at any time and change its status until it starts printing. Generally, Print Manager is used to install printers, configure printers, or print documents.

---

### 3.1 OBJECTIVES

After going through this unit, a student should be able to

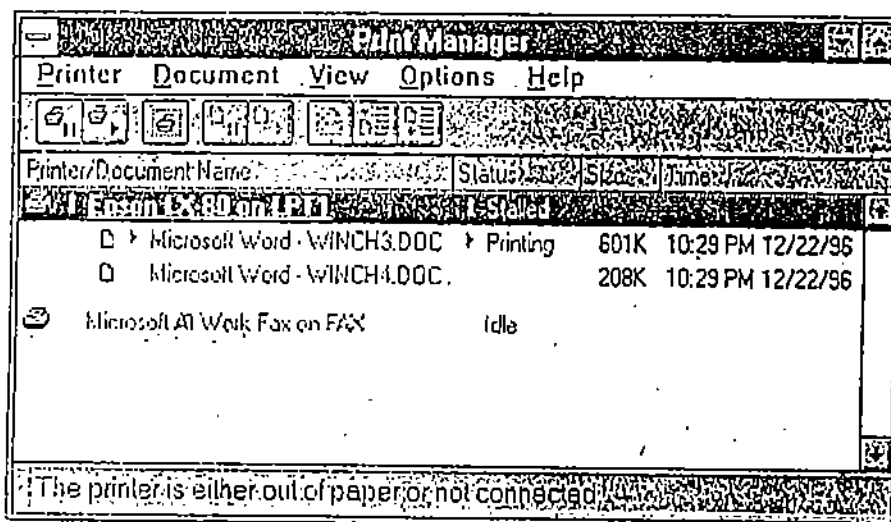
- activate print manager
- to set up printer
- to get print out of the document
- to selectively take a print out
- to pause & resume printing a document
- to send more than one document to the printer simultaneously



## 3.2 ACTIVATING PRINT MANAGER

The Print Manager can be activated by double-clicking its icon in the Main group window. Print Manager can be used to :





- Check the print status of a document.
- Pause and restart a printer or the printing of a document.
- Cancel the printing of a document.
- Set up a printer.



The Print Manager window displays information about the printers which are physically connected to your computer. The default printer is designated by its name appearing in bold and underlined.

Below the name of each printer in the Print Manager window is a list of documents printing or waiting to print, also known as a queue. The document that is currently printing is at the top of the list.

Each document displays the application name, the document, the status and size of the document, and the time that the document was sent to the printer. These columns can be turned off by using the View menu or resized by using the mouse or the Options menu. Each document and printer has an icon next to it, indicating its status, as follows :

Icon	Description
	A printer physically connected to your computer
	A printer or document that is currently printing.
	A printer or document that has been temporarily stopped.
	A printer or document that has had an error and cannot print.

---

### 3.3 PRINTING USING PRINT MANAGER

Most Windows-based applications include a Print command on the File menu that is used to print the documents. When a document is printed from a Windows-based application, Print Manager starts and appears on the desktop as an icon, if it is not already running. A document can also be printed using the Print Manager.

#### *To print a document*

- Drag the document's file icon from File Manager into the Print Manager window or onto the Print Manager application icon.

DOS-based applications that run in Windows do not route print files through Print Manager. They print the same way they would from DOS.

---

### 3.4 PAUSING AND RESUMING PRINTING

You can pause the printing of a document or even a printer. Pausing a printer stops the printing of all the documents in the print queue. Pausing a single document stops only that document from printing while the other documents in the queue will continue to print. The printing of a document can be paused after it has actually started to print.

You can later resume the printing of a document or restart a printer that has been paused.

#### *To pause a document*

1. In the Print Manager window, select the document.
2. On the toolbar, click the Pause Printing Document button.

Or

Choose Pause Printing Document command from the Document menu.

The status of the selected document changes to indicate that printing has paused.

#### *To pause a printer*

1. In the Print Manager window, select the printer.
2. On the toolbar, click the Pause Printer button.

Or

Choose Pause Printer command from the Printer menu.

The status of the selected printer changes to indicate that printing has paused.

### *To resume printing a document*

1. Select the document that is paused.
2. On the toolbar, click the Resume Printing Document button.

Or

Choose Resume Printing Document command from the Document menu.

### *To restart a printer*

1. Select the printer that is paused.
2. On the toolbar, click the Resume Printer button.

Or

Choose Resume Printer command from the Printer menu.

### **Check Your Progress**

1. What is Print Manager used for?

.....

.....

2. State True or False :

a) A document can be sent to Print Manager from the File Manager

True

☐

False

☐

b) The printing of document can be paused even when the document is getting printed.

True

☐

False

☐

---

## **3.5 SUMMARY**

This unit describes how Print Manager helps in printing of files. The Print Manager enables one to send more than one document to the printer simultaneously. It manages the multiple documents with the help of print queues.

The Print Manager is also used to install and configure printers. This can be done by using the Printer Set-up command on the Options menu of the Print Manager window.

## UNIT 4 WINDOWS ACCESSORIES

### Structure

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Write
  - 4.2.1 Opening Files
  - 4.2.2 Saving Files
  - 4.2.3 Typing Text
  - 4.2.4 Moving within Text
  - 4.2.5 Selecting Text
  - 4.2.6 Editing Text
  - 4.2.7 Formatting Text
- 4.3 Paintbrush
  - 4.3.1 Basic Concepts
  - 4.3.2 Working with the Tools
- 4.4 Other Accessories
- 4.5 Summary

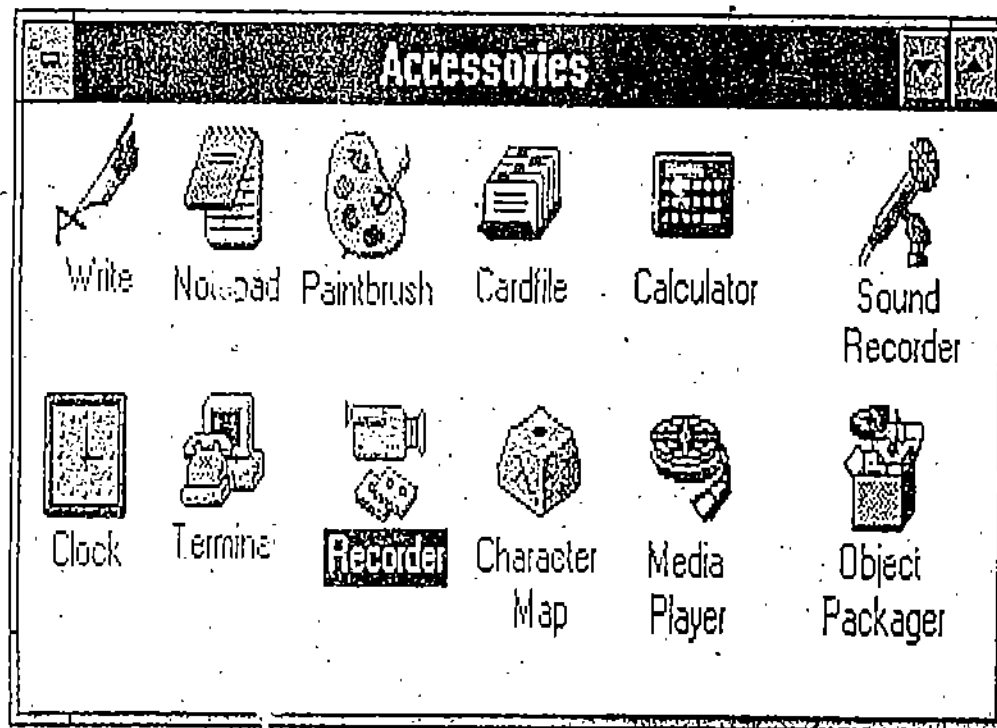
---

### 4.0 INTRODUCTION

Windows not only includes the management utilities like File Manager and Print Manager, but also includes a set of office tools as those found on the office desk, including calculator, calendar, notepad, and clock. These tools are included among other useful programs in the Accessories group and help in performing the everyday tasks.

The programs in the Accessories group are also called "Applets" because these programs do not offer full range of functions that separate application programs do. Even so these applets are quite useful.

To start an accessory, choose an icon in the Accessories group.



---

## 4.1 OBJECTIVES

After going through this unit, a student should be able to

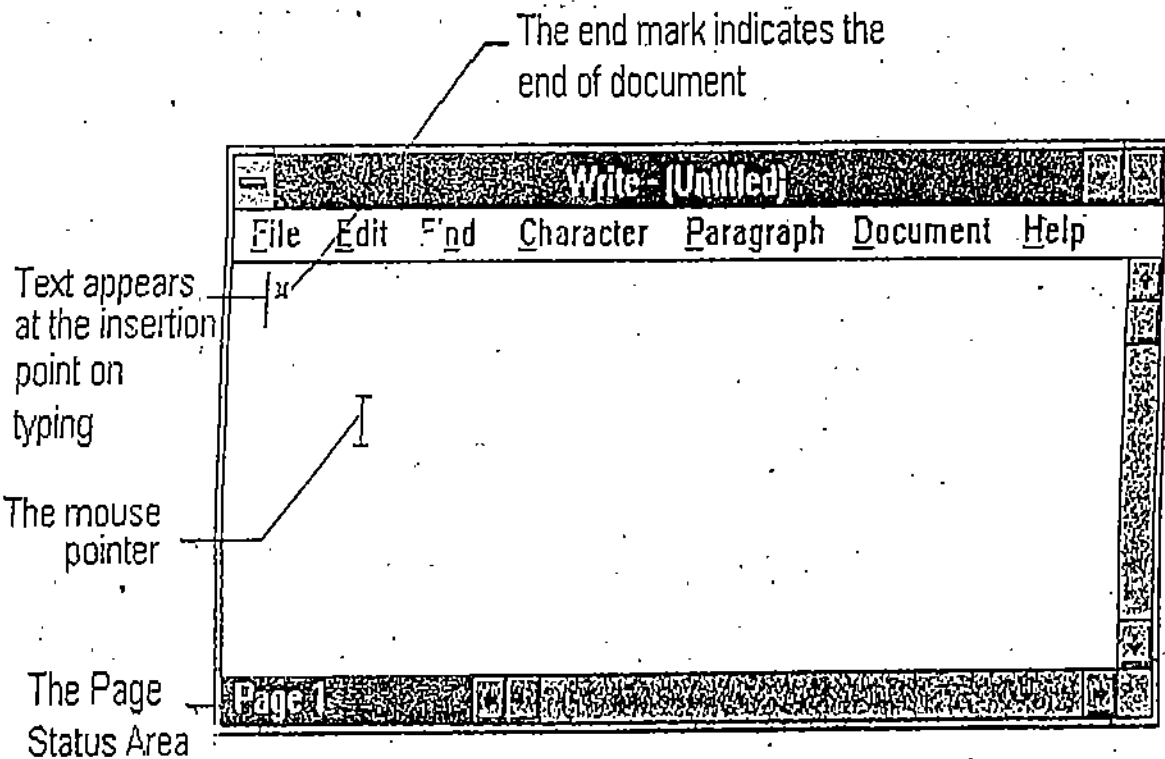
- open a file
- edit a file
- save the work done
- use key board options for mouse
- use drawing tool i.e. paint brush
- familiarize with other accessories

---

## 4.2 WRITE

Word processors are the most commonly used programs. Write is the word processor provided with Windows ver 3.x. Write is simple and easy to master. Though not a very powerful program, it has enough features to create professional-looking reports and documents. When you create Write documents, you can type, edit, and format text in the Write window; insert graphics; save the text and graphics as a file; and print your documents.

Write also supports object linking and embedding (discussed in the next unit).

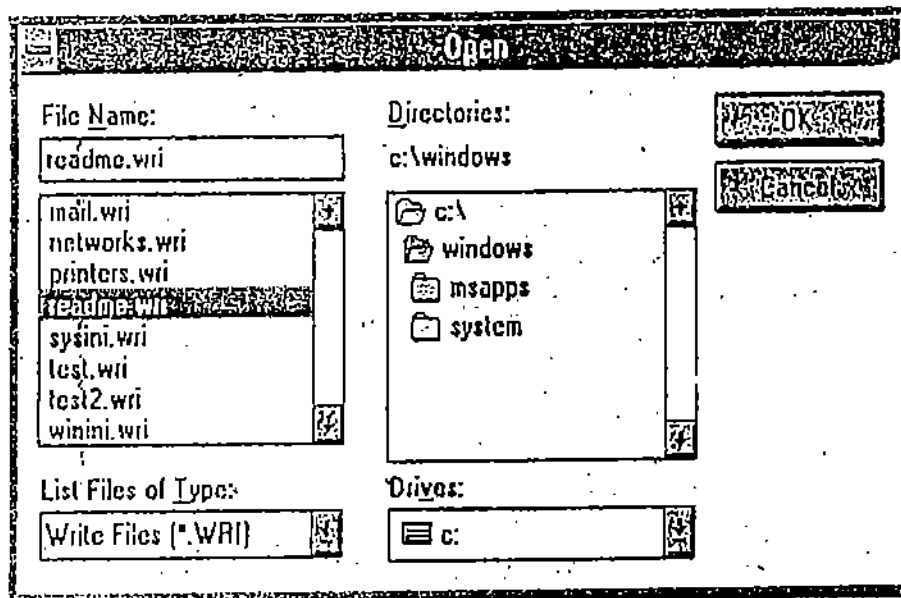


#### 4.2.1 Opening Files

To work on a document, you must first open and display it on your screen. You can then edit, format, and print it. When you start Write, a new, blank untitled document opens. To begin working on it, just start typing and it can be saved under a new name.

*To open an existing Write document*

1. From the File menu, choose Open command. The Open dialog box appears.



2. Type or select the filename. If the file is on a different drive or directory, select the drive from the drives list and directory in the directory box.

3. Choose the OK button.

#### *To open a new, untitled document*

- From the File menu, choose New command. If a document is already open, windows prompts to save any changes made, before opening a new Write document.

### 4.2.2 Saving Files

When you open a document, it is copied from the disk and displayed in Write window. As you work, you change the copy of the document in the window. The Save command can be used to preserve your changes. When you save a document, it remains on your screen so that you can continue working. It is a good idea to save the document frequently.

#### *To save changes to a document*

- From the File menu, choose Save command.

#### *To save a new (untitled) document or the current document under a new name*

1. From the File menu, choose Save As command.
2. Type a filename. If the file is to be saved on a different drive or directory, select the drive from the drives list and directory in the directory box.
3. Choose the OK button.

### 4.2.3 Typing Text

When you start typing text, an insertion point marks the place where the text appears.

#### *To type text in a new document*

- Begin typing the text. Press ENTER to move the insertion point to the next line. Press the SPACEBAR to move the insertion point one space to the right.

#### *To type text in an existing document*

- Move the mouse pointer to the place where the text is to appear, click once, and then start typing. Or use the arrow keys to move the insertion point to that location.

### 4.2.4 Moving within Text

The insertion point can be easily moved within text and placed at the desired location.

### *To move the insertion point using mouse*

- Place the mouse pointer at the desired location and click once.

### *To move the insertion point using keyboard, the following are the ways*

To move to the	Press
Next Line	DOWN ARROW
Previous Line	UP ARROW
End of the line	END
Beginning of the line	HOME
Next screen	PAGE DOWN
Previous screen	PAGE UP
Next word	CTRL+RIGHT ARROW
Previous word	CTRL+LEFT ARROW
End of the document	CTRL+END
Beginning of the document	CTRL+HOME

#### 4.2.5 Selecting Text

To make changes to blocks of text, the text needs to be selected. To select text the selection area can be used. The selection area is invisible and extends vertically along the left margin. The mouse pointer slants to the right when inside the selection area.

To select	Do this
A single line	From the selection area, point to a line and click the mouse button.
Several lines	From the selection area, point to a line and drag the pointer up or down within the selection area.
A paragraph	From the selection area, point to a paragraph and double-click.
Several paragraphs	From the selection area, point to a paragraph and double-click and hold down the mouse button. Drag the pointer up or down the selection area.



To select	Do this
A range of text	Select the starting line or paragraph. Press and hold down SHIFT while pointing to the last line or paragraph from the selection area. Then click. Word selects everything the two points.
The entire document	Press and hold down CTRL, and, with the pointer in the selection area, click.
A range of characters	Point to the first character. Press and hold down the mouse button, and then drag the insertion point to the last character to be selected.

#### *To cancel the selection*

- Click anywhere in the document.

#### 4.2.6 Editing Text

Editing text includes addition, deletion, copying and moving functions.

#### *To add text*

- Place the insertion point at the desired location either using mouse or the keyboard and then add text.

#### *To remove text*

- Press DEL key to delete the character to the right of the insertion point.
- Press BACKSPACE to delete the character to the left of the insertion point.
- Select the block of text to be deleted, and press DEL key.

The Copy, Cut, and Paste commands transfer and duplicate information.

#### *To copy text by using the mouse*

1. Select the text you want to copy.
2. Move the mouse pointer to the place you want to insert the copy.
3. Press and hold down ALT, and click.

#### *To copy text by using the keyboard*

1. Select the text you want to copy.
2. From the Edit menu, choose Copy command.
3. Move the insertion point to the place you want the copied text to appear.

Or

Select the text you want to replace with the copied text.

4. From the Edit menu, choose Paste command.

#### *To move text by using the mouse*

1. Select the text you want to move.
2. Move the mouse pointer to the place you want to insert the text.
3. Press and hold down SHIFT+ALT, and click.

#### *To move text by using the keyboard*

1. Select the text you want to move.
2. From the Edit menu, choose Cut command.
3. Move the insertion point to the place you want the cut text to appear.

Or

Select the text you want to replace with the copied text.

4. From the Edit menu, choose Paste command.

#### **4.2.7 Formatting Text**

The document can be made attractive and professional-looking by formatting the text. There are different types of formatting that can be applied to a document such as, character styles, fonts, different font sizes, paragraph alignments, etc.

##### *Changing Character Styles*

More than one character style can be applied to the same characters.

##### *To apply a character style*

1. Move the insertion point to the place you want to start typing text, or select the text whose style you want to change.

2. From the Character menu, choose the style you want. If text was selected, it now appears in the style you chose. If no text was selected, the text you type will appear in the style you chose.

#### *To cancel a character style*

1. Select the text whose style you want to cancel.
2. From the Character menu, choose the style.

This does not apply to Regular style.

#### *To cancel all character styles*

1. Select the text whose styles you want to cancel.
2. From the Character menu, choose Regular.

#### *Changing Fonts and Font Sizes*

To change fonts or font sizes by using the Fonts command :

1. Move the insertion point to the place you want to change the font, or select the text you want to change.
2. From the Character menu, choose Fonts command.
3. In the Font box, type or select a font name.
4. In the Font Style box, type or select a style for the text.
5. In the Size box, type or select a font size.
6. Choose the OK button.

#### *Change Paragraph Format*

By default, paragraphs are single-spaced and left-justified. This means that the paragraphs are aligned along the left margin with a jagged edge on the right. The paragraph can be formatted according to one's choice and requirement using the commands from the Paragraph menu.

#### *To change the paragraph format*

1. Place the insertion point anywhere in the paragraph you want to change.  
Or  
If you want to change more than one paragraph, select text from the paragraphs.
2. From the Paragraph menu, choose another alignment or line spacing commands.

If you choose Normal, Write aligns the paragraph at the left margin and makes it single-spaced.

*If you make a mistake while formatting, you can choose Undo command from the Edit menu.*

## 4.3 PAINTBRUSH

Paintbrush is the tool that can be used to create simple or elaborate drawings. It is almost entirely mouse-driven. Unlike other accessories, Paintbrush makes use of both mouse buttons. The right mouse button is used for certain specified tasks only, but almost all the functions are performed using the left mouse button.

### 4.3.1 Basic Concepts

The major portion of the Paintbrush window is taken by the *drawing area* where you create or change a drawing.

The *Toolbox* containing the tools used to create and change a drawing is arranged to the left of the window. Any tool can be selected by clicking on the desired tool from the toolbox.

The *Linesize box* containing the available drawing widths is in the lower left corner, with an arrow pointing to the current line width. The line width can be changed by clicking the desired line width or dragging the arrow to it.

The color *Palette* is at the bottom of the window. The box to the left of the palette displays the selected foreground and background colors. The foreground color is in the center and the background color in the border. When you start Paintbrush, the background color is white and the foreground color is black.

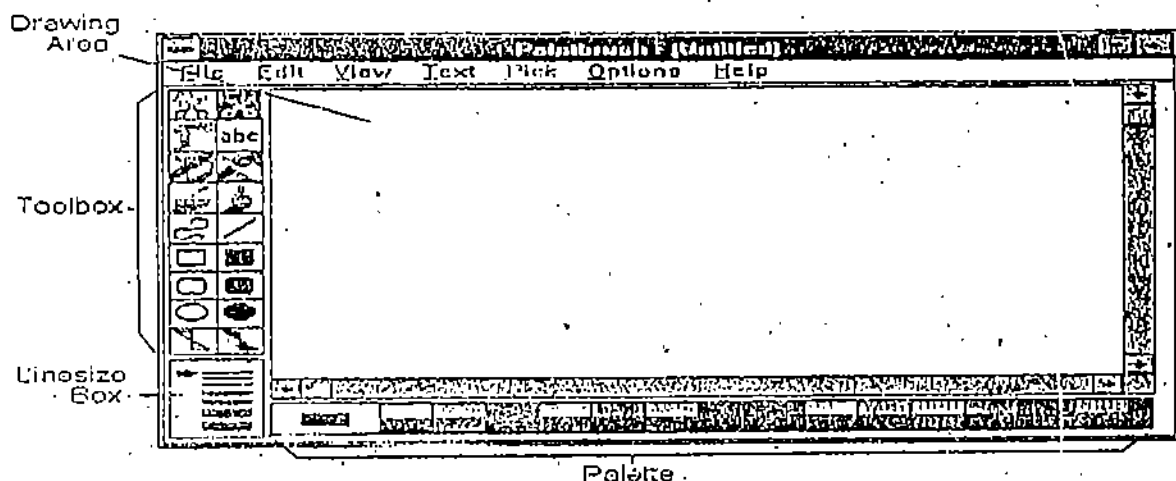
*To select a different background colour*

- Point to the color in the Palette, and then click it using the right mouse button.

*To select a different foreground colour*

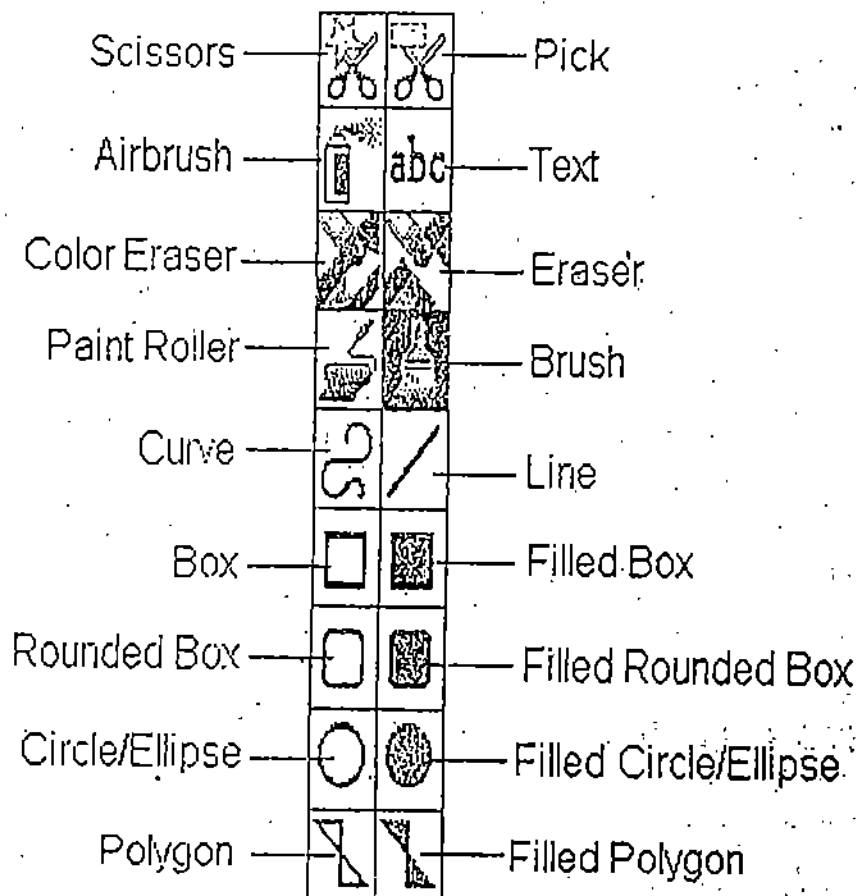
- Point to the colour in the Palette, and then click it using the left mouse button.

The palette not only contains colors but also the patterns.



### 4.3.2 Working with the Tools

The toolbox contains the tools for drawing in which each tool has a different function. The following list briefly describes each tool's function :



This tool	Does this
Scissors	Defines an area to cut, copy, or change
Pick tool	Defines a rectangular area to cut, copy, or change
Airbrush	Creates a circular spray of dots
Text tool	Adds text to the drawing
Color Eraser	Changes portions of the foreground color to the background color, or changes every occurrence of one color to another color
Eraser	Changes foreground colors to the selected background color
Paint Roller	Fills any closed shape or area with color

This tool	Does this
Brush	Draws freehand shapes and lines
Curve	Draws curved lines
Line	Draws straight lines
Box	Draws hollow squares and rectangles
Filled Box	Draws squares and rectangles filled with color
Rounded Box	Draws hollow round-cornered squares and rectangles
Filled Rounded Box	Draws round-cornered squares & rectangles filled with color
Circle/Ellipse	Draws hollow circles and ellipses
Filled Circle/Ellipse	Draws circles and ellipses filled with color
Polygon	Draws polygons from connected straight lines
Filled Polygon	Draws polygons filled with color

## 4.4 OTHER ACCESSORIES

There are more accessories other than Write and Paintbrush that can also be used. The following list describes how use the accessories.

Use	To
Calculator	Do simple, advanced scientific and statistical calculations.
Calendar	Record daily appointments and see monthly schedule at a glance.
Cardfile	Organise and manage information such as names, addresses and phone numbers.
Character Map	Insert extended characters not found on most keyboards into documents.
Clock	Keep track of time.
Media Player	Play multimedia files, such as sound or animation, and control hardware devices, such as a videodisk player.
Notepad	Create notes, write short memos, and edit and create batch files.

Use	To
Recorder	Record a sequence of keystrokes and mouse actions to play back later.
Sound Recorder	Play, record and edit digitized sound files.
Terminal	Connect your computer to other computers and exchange information.

For the functioning of the Terminal, Media Player and the Sound Recorder relevant hardware is required to be installed on the computer. The rest of the accessories do not require any specific hardware.

### Check Your Progress

#### 1. Fill in the blanks :

- As the programs in the Accessories group do not offer full range of functions, they are called \_\_\_\_\_.
- To move to the next line in the document, press \_\_\_\_\_ + \_\_\_\_\_.
- The \_\_\_\_\_ command is used to open an existing file.

#### 2. Apart from the drawing area and the parts of the windows, what else is seen in the Paintbrush window. Explain them briefly.

.....

.....

## 4.5 SUMMARY

This unit gave an overview of all the programs in the Accessories group, except the two Write and Paintbrush that are covered in detail. Write is a full-fledged word processing program. Although it is not as powerful as some other windows-based word processing programs, but it does have the capability to format text, adjust spacing, and align paragraphs.

Paintbrush is a powerful drawing program for creating free-hand drawings. Even if one is not skilled artistically, still can easily create graphics that combine text and basic geometric shapes.







UTTAR PRADESH  
RAJARSHI TANDON OPEN UNIVERSITY

## BLIS- 10 E1 MICROSOFT OFFICE

Block

# 2

### Microsoft Word

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#### UNIT 1

MS-WORD Basics

5

---

#### UNIT 2

Typing and Editing

15

---

#### UNIT 3

Formatting Text

28

---

#### UNIT 4

Page Design and Layout

41

---

#### UNIT 5

Mail Merge

57

---

#### UNIT 6

Document Management

63

---

## BLOCK INTRODUCTION

Microsoft Word is a full-featured Word Processor that can be used to create letters, memos, reports, newsletters and just about any other kind of document.

It is essential for the user to know MS-Windows before starting MS-Word because it works under Windows environment. It will be easier for a person to learn MS-Word if he is already acquainted with WordStar, as MS-Word is an enhanced form of Word-Processor WordStar.

Unit 1: covers the fundamental features of Word.

Unit 2: explains the various typing and editing features in MS-Word, including AutoCorrect and AutoText which speed up the text entry.

Unit 3: covers the various character formatting and paragraph formatting features. AutoFormat feature allows speedy automatic formatting.

Unit 4: describes the various Page Design and Layout features. Table Creation and handling has been discussed in detail. It shows how the frame features facilitate in wrapping the text around the inserted pictures or graphics etc.

Unit 5: introduces you to Mail Merge and Macros. The various advanced techniques of Mail Merge have also been discussed.

Unit 6: is the last unit of this block. This unit explains the document management concepts.

After learning MS-Word, it would be easier for the user to learn Excel and Powerpoint.

---



# UNIT 1 MS-WORD BASICS

## Structure

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Starting WORD
- 1.3 The WORD Screen
- 1.5 Additional Features
  - 1.5.1 Using the SHOW command
  - 1.5.2 Changing the CASE of text
  - 1.5.3 Moving & Copying text with drag & drop
  - 1.5.4 Justifying text
  - 1.5.5 Creating Bulleted & Numbered lists
  - 1.5.6 Arranging & Moving between documents
- 1.6 Summary

---

## 1.0 INTRODUCTION

Consider the following typed letter:

C-1/45  
Janak Puri  
Delhi-110 058

Dear Anu,

We both have holiday next Monday. What do you say to a trip to muree and a ramble in the gullies? We could start early, say 6 a.m., in my car, and take some group with us, and make a day of it up in the cool. It would be a change from this heat down here. If you agree, I will arrange the picnic, and be round at your house at a quarter to six on Monday morning. Bring your camera with you.

Yours

Rohit

Just notice, in this letter, there are some spelling errors, typing mistakes, missing words, missing lines, a paragraph to be moved down and so on.

---

In order to make the changes, the entire document has to be retyped and if there are many documents of this sort, the time and effort required to retype each would be phenomenal.

Such work, defined above, is called Word Processing.

A word processor is a software package which helps enter and edit a document much faster than the usual manual ways. Most of the word processors today allow much more than allowing one to enter and edit a document.

The following is a list of some of the functions that are possible by using a MS-Word:

- Typing out the document
- Saving the document
- Opening an existing document
- Moving or copying paragraphs from one place in the document to another
- Finding the words and replacing them with another word
- Searching for spelling errors
- Printing the document etc.

In this unit, you will learn to use the word processor Microsoft Word (MS Word). MS Word is a windows based application and is normally available as an icon in the Application group or the MS Office group.

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## 1.1 OBJECTIVES

After going through this unit, you will be able to

- start the WORD software package.
- create a document.
- move and copy the text within the document.
- print a document.
- create bullets and numbers.
- close and save the document.

---

## 1.2 STARTING WORD

As in the case with other windows applications, to invoke MS Word, you click on the icon Microsoft Word. In application or MS Office group the following icon will be displayed. To invoke MS Word, double click on this icon



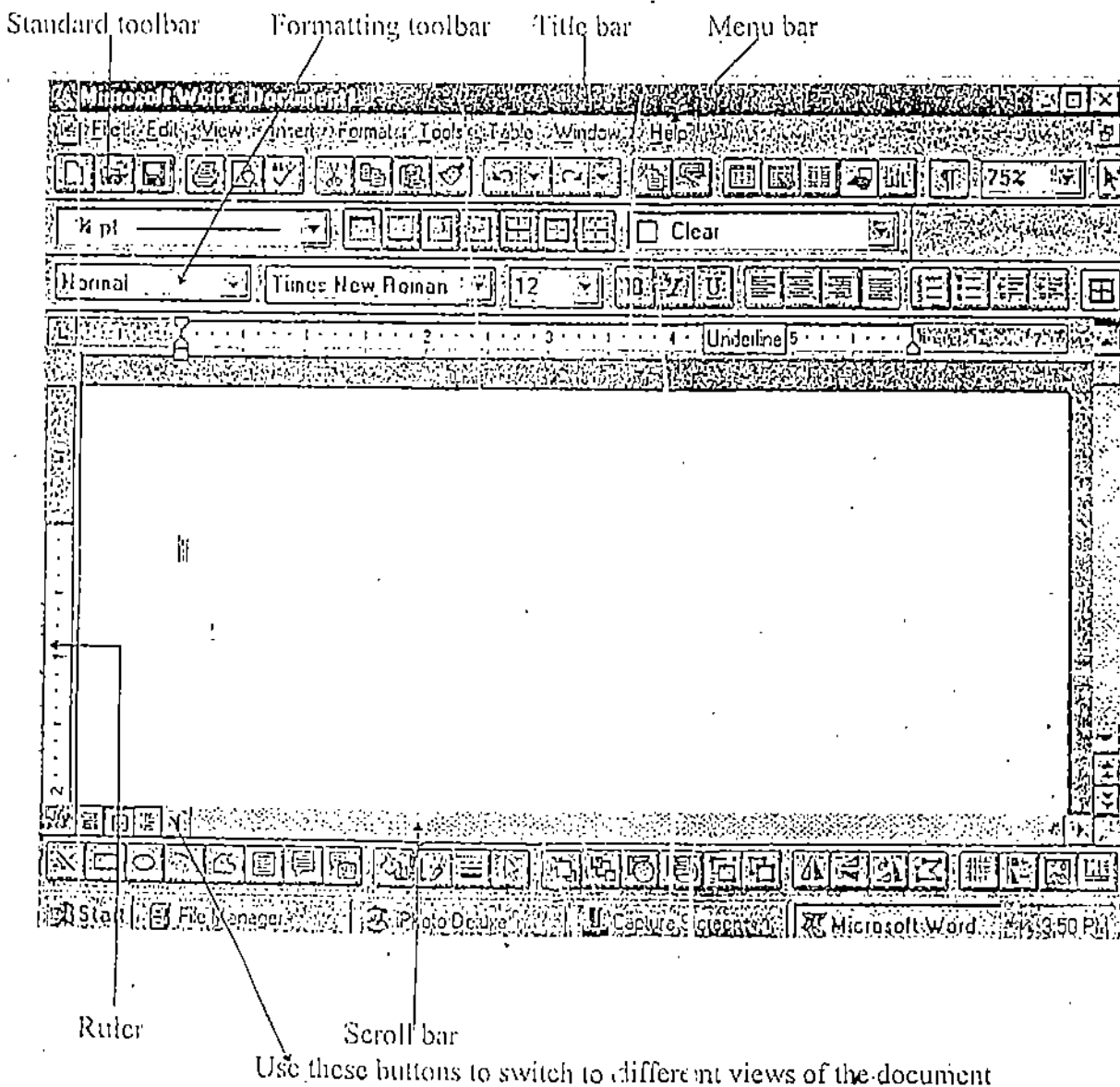
### Starting Word and Opening a document

To start word and simultaneously open a word document, double-click the filename of the document in the File Manager.

## 1.3 THE WORD SCREEN

This section provides an overview of the major elements on the Word screen, such as menus, toolbars and status bar.

When the word is started, a new, blank document appears on the word screen. The following illustration identifies each part of the word screen.



The (Menu bar) provides access to the word commands. These commands are grouped together in menus, with only the group (menu) name displayed on the menu bar.

The "toolbars" contain buttons that provide quick access to commonly used commands.

Clicking a button has the same effect as selecting the command from the menus, but can be done in a single action.

### *The Ruler*

The Ruler allows you to accurately set the layout of the document. It allows you to set tabs, indents, and change page margins.

---

## 1.4 GETTING TO WORD DOCUMENT

This section explains the basic procedures for creating new documents, saving your work, opening existing documents, and printing.

### *Creating a Document*

To create a new document at any time, click the New button on the Standard toolbar. While creating a document such as memo, letter, report, or resume, one can often save time by using one of the wizards or templates that come with Word.

A new document is opened and given a temporary name "Document 1". If we opened another new document now it would be named "Document 2" with the next "Document 3" and so on.

When you open a document it is placed on the top of any existing ones and becomes the active document.

The next step is to enter the text for the document.

### *Opening a Document*

To quickly open one of the last documents you worked on, choose it from the bottom of the file menu. To open a document, click the Open button on the Standard toolbar. When the dialog box appears, select the document in the File Name box (Windows) and then choose the OK button.

### *Saving a Document*

To save a document on disk, click the Save button on the Standard toolbar. When you save a document for the first time, Word displays the Save As dialog box so that you can type a name for the document.

### *Printing a Document*

Before printing a document, Page breaks and the overall appearance of the document is checked by choosing print preview from the File menu. To view the document one page at a time, and also edit

the text more easily, choose Page Layout from the View Menu. When ready to print, click the Print button on the Standard toolbar.

### *Closing a Document and Quitting Word*

When finished working in Word close the active document and then quit Word by choosing Exit (Windows) from the file menu. To work on another document in Word, close the active document by choosing Close from the file menu and then open the other document.

Also, several documents can be open at the same time. To work in a particular document, click anywhere in its window, or select the document name from the window menu.

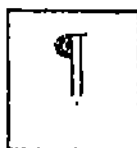
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## 1.5 ADDITIONAL FEATURES

In this section the other special features which were not present in the earlier word processors are explained.

### 1.5.1 Using the Show command

You can display the non-printing characters (spaces, hard returns, tabs, etc.) in a document by clicking the "Show" button. This allows you to check that the document is laid out correctly as shown in fig below.



The spaces between characters, hard returns, and tabs are now displayed. Viewing a document this way makes it easier to see layout problems (extra spaces between words, too many lines between paragraphs, etc.). The show button is light gray indicating it is activated. These characters are not printed, whether or not they are displayed.

To specify which non-printing characters word displays, choose options from the Tools menu, and then select the View tab.

### 1.5.2 Changing the Case of text

The "Change Case" command in the "Format" menu allows you to change the case of the characters in text without having to retype them.

In brief, to change the capitalization of text

1. Select the text you want to change.
2. From the Format menu, choose Change Case.
3. Select the option you want, and then choose the OK button.



For a quicker method of achieving the same results, select the text you want to replace, and then press SHIFT+F3 until the text has the effect you want.

The Change Case command, unlike the all caps and small caps formats, does not apply formats. Instead, it replaces lowercase letters with uppercase letters, and vice versa. Notice that Change Case does not remove the small caps format, you must remove the format to make the letters lowercase.

### 1.5.3 Moving & Copying text with drag and drop

You can move text within a document by dragging it to a new location. This method of moving text is known as "drag and drop".

When you move text its attributes (size, fonts, etc.) accompany it without changing the text in the new location.

Using drag and drop is convenient when you have a small amount of text you want to move a short way.

To drag and drop, you first select the text you want to move, then drag it to the desired location. When the cursor is positioned over selected text it changes to a white left pointing arrow.

Drag-and-drop editing is the easiest way to move or copy a selection a short distance, and you can also drag and drop items between documents. However, to move or copy a selection a longer distance, the Cut, Copy and Paste commands are often more convenient.

*To move text and graphics using drag-and-drop editing.*

1. Select the text and graphics you want to move.
2. Point to the selected text and graphics, and then hold down the mouse button. When the drag-and-drop pointer appears, drag the dotted insertion point to the new location.
3. Release the mouse button to drop the text into place.

*To copy text and graphics using drag-and drop editing.*

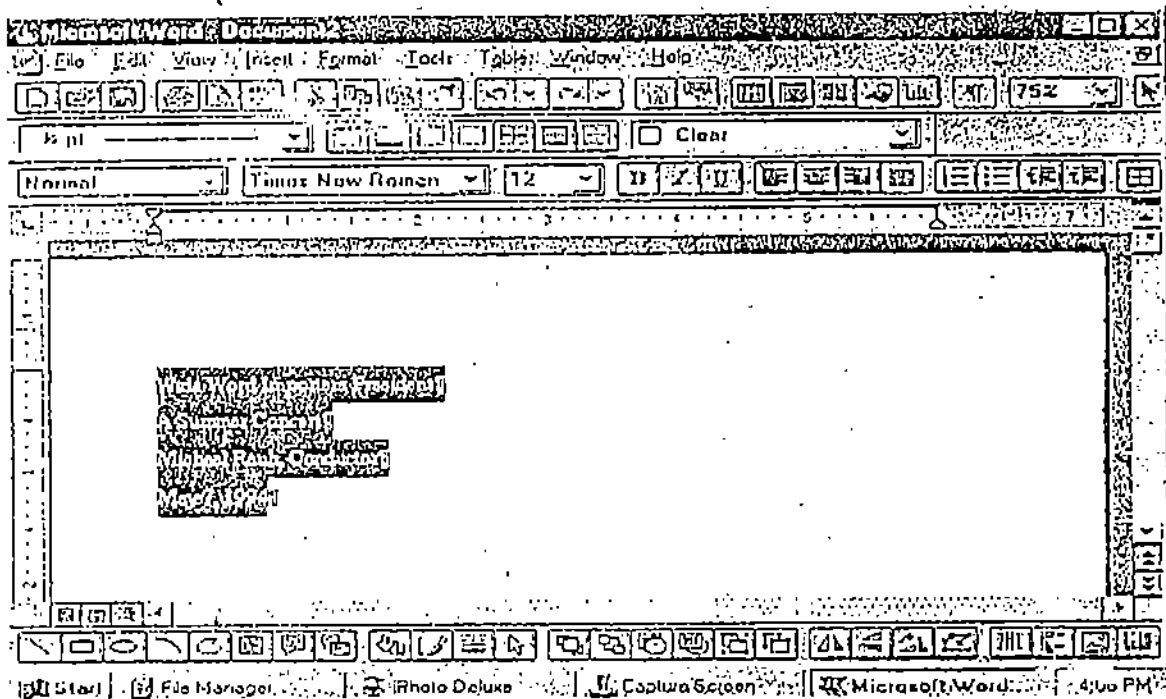
1. Select the text and graphics you want to copy.
2. In Windows, hold down the CTRL key, point to the selected text and graphics, and then hold down the mouse button while you drag the dotted insertion point to the new location.

### 1.5.4 Justifying text

Justification determines the way text is aligned with respect to the margins.

The default for Word is left justification which aligns text to the left margin.

You can change the justification of text by using the Justification buttons on the toolbar from left to right they are:

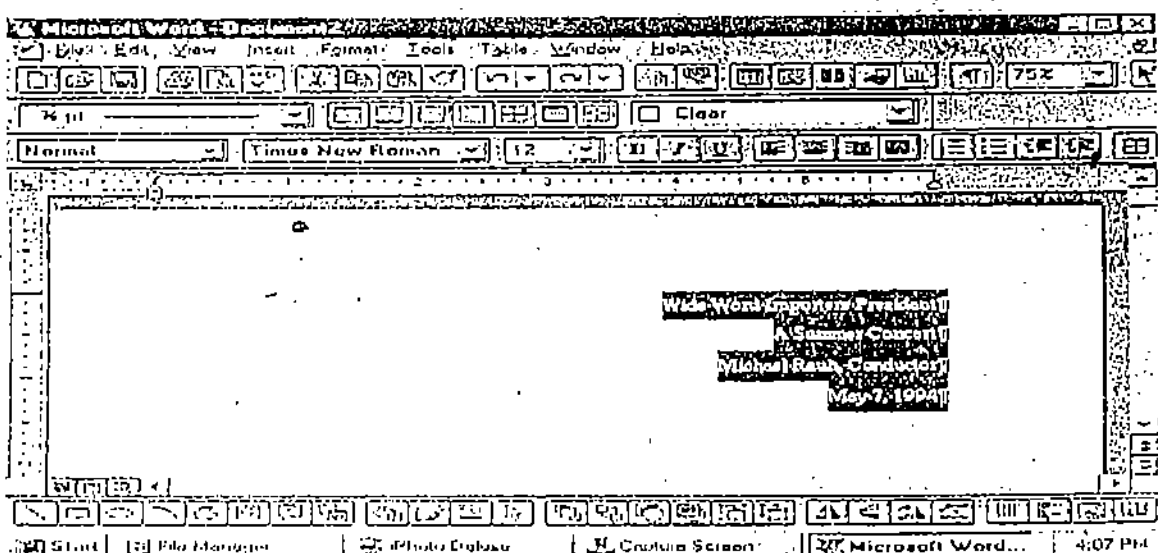


1. Left - Justifies text on the left margin;
2. Center - Centers all lines of text;
3. Right - Justifies text on the right margin;
4. Justify - Justifies text on both left and right margins.

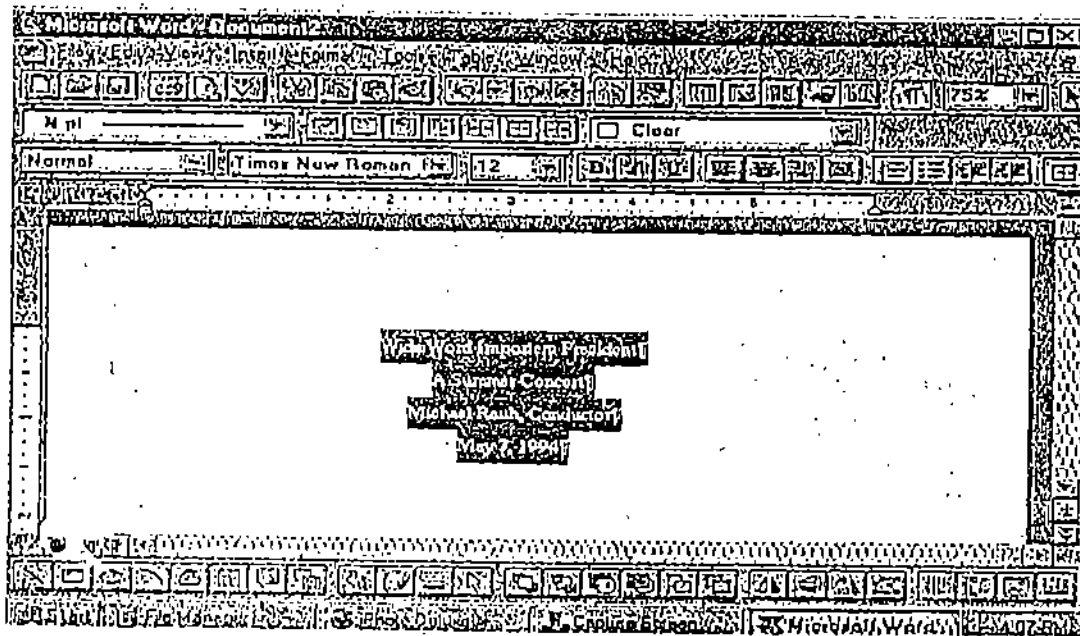
When you justify text the current paragraph or selected text is affected. The selected justification remains in affect for the document until you change it.

Let's see the effects of the different justification options by applying them to the text.

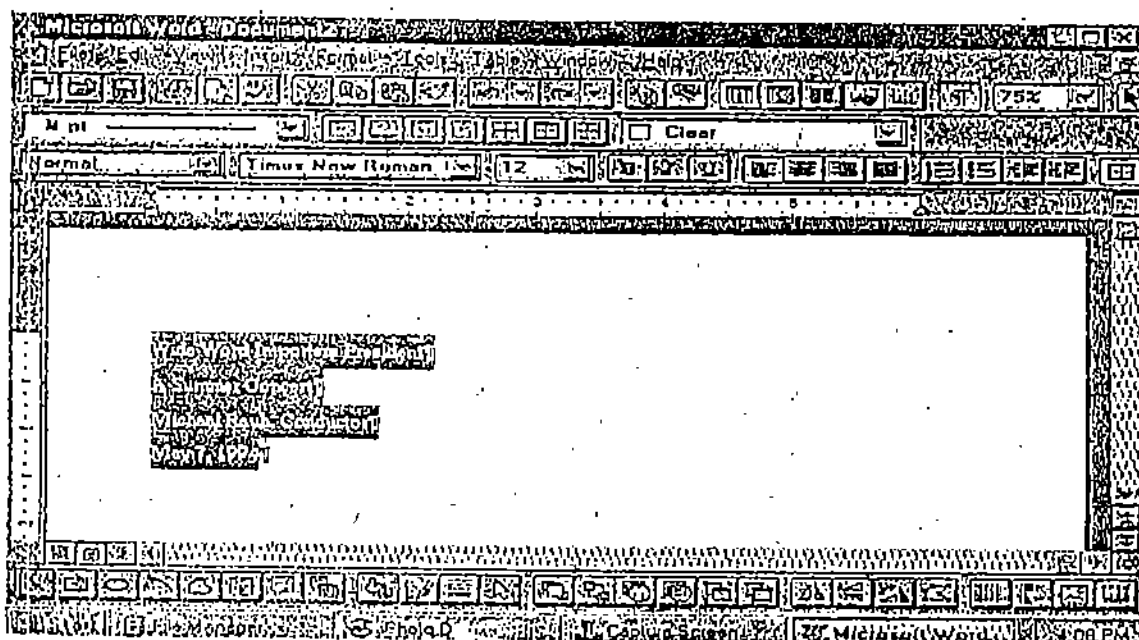
Let's right justify the paragraph using the "Right Justify" button.



The text is now aligned to the right margin. The "Right Justify" button is light gray to reflect this. Let's center justify this text to see what it looks like. Now click the "Center Justify" button.



Let's now move this text back to the left margin.



### 1.5.5 Creating Bulleted & Numbered lists

You can easily create a bulleted or numbered list by selecting a list and then clicking the Bullets button or the Numbering button on the formatting toolbar. Alternatively, you can click either of these buttons before you type a list. When you've finished typing the list, just press ENTER and click the same button again. The new text you type is not formatted with bullets or numbers.

### 13.0 Arranging and moving between open documents

All the open documents can be viewed at the same time via the "Arrange All" command in the "Window" menu. The title bar of the active document becomes coloured.

To move to another document, you click inside its window or via the window list in the "Window" menu.

#### Check Your Progress

Type in the document given below and perform the following operations:

1. Go to the third line of the 4th paragraph and copy it at the bottom of the current page and at the beginning of the next page.
2. Cut the first word of the paragraph and paste it at the end of the first sentence.
3. Make the paragraph right justified.
4. Split the screen to two portions. Set one portion of the document to page layout view and the other to Normal view.
5. Type in the last paragraph of one portion to the other portion and watch the changes.
6. List the steps to remove this split, bring the document to full screen view, then close the document and quit Word.
7. Click the appropriate answer
  1. The toolbar in Word
    - a) provides a shortcut way of accessing commands
    - b) allow the current time to be displayed
    - c) help in displaying the position of insertion point
    - d) allow you to move around in a document
  2. Print Preview is used to
    - a). Save the document
    - b) Print the document
    - c) View how the document will appear when printed
    - d) Copy the document
  3. The field for current time is displayed on
    - a) the toolbar
    - b) the horizontal ruler

- c) the status bar
- d) the vertical ruler

4. Bring the differences between viewing a document in Normal view and Page Layout view.

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## 1.6 SUMMARY

After going through this unit you must have become familiar with the features of Word which make it distinguished from the other Word processors. By now, you must be knowing how Word document appears in different views. The various commands can be invoked either through the toolbar, menu or keyboard shortcut key. In short, Word Processing job has been made easier and faster. The AutoSave function in Word documents helps to save the document automatically after a certain specified interval of time.

## UNIT 2 TYPING AND EDITING

### Structure

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Typing and Revising Text
  - 2.2.1 Typing Text
  - 2.2.2 Text Editing
  - 2.2.3 Copying and Moving
  - 2.2.4 Typing Special Characters (Symbols)
- 2.3 Finding and Replacing
  - 2.3.1 Finding and Replacing Text and Formatting
  - 2.3.2 Using the Go To Command
- 2.4 Editing and Proofing Tools
  - 2.4.1 Using the Spelling Checker
  - 2.4.2 Checking Grammar
  - 2.4.3 Looking Up Words in the Thesaurus
  - 2.4.4 Using Hyphenation
- 2.5 Summary

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## 2.0 INTRODUCTION

This unit describes the various features related to typing and revising text, selecting text as a group, instead of a letter or word at a time.

Most Word Processing efforts, whether a note to yourself or an annual report, are created through an iterative process of typing & editing. In this unit, we briefly cover some simple ways of revising documents.

With Word, you can search a document for specific characters, formats, or styles using the Find & Replace command.

Various editing & proofing tools including spell check have been explained. Word's spelling feature is used to check an entire document or a block of selected text against Word's built-in dictionary or against specialized dictionaries that you create.

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## 2.1 OBJECTIVES

After going through this unit, you will be able to

- type and edit text
- copy and move text
- finding and replacing text
- correct your typed document using spell checker

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## 2.2 TYPING AND REVISING TEXT

When you open a new document in Word, the insertion point is at the top of the document, ready for you to begin typing. Word inserts a non-printing character called a paragraph mark at the end of a paragraph. This section gives the details about typing text and the various ways of revising text.

### 2.2.1 Typing Text

Typing text in MS-Word is very easy and straight forward task, because of the useful word processing features supported by it. When you create a new document in Word you can just start typing.

MS-Word automatically moves the text to the next line when it reaches the right edge of the screen. This feature is known as word-wrap. When you end a paragraph, word inserts a non-printing character called a paragraph mark (¶). To display all non printing characters, click the show/hide button on the standard toolbar.

### 2.2.2 Editing text

Editing Text includes selecting, deselecting, deleting, inserting, replacing text which are described in this subsections.

The cursor changes shape to an I-beam when it is over the text work area (document page). However, when you move the cursor into the left margin it changes to a white arrow. The area of the page is known as the "selection bar" and allows you to select blocks of text easily.

#### 1. *Selecting text*

As well as dragging over the text to select it, you can select text by clicking actions. The actions you perform depend on what you want to do. The options are:

- a) Selecting a word;
- b) Selecting complete lines;
- c) Selecting entire sentence;

d) Selecting paragraphs;

e) Selecting blocks of text

f) Selecting the whole document;

i) The easiest way to *select a word* is to double-click anywhere on the word. The selected text then appears reversed (or highlighted).

ii) One way to *select a complete line* of text is to drag the cursor over it.

A simple way to achieve this is to click in the left margin beside the line (the cursor appears as a white arrow).

To select several lines drag the mouse in the left margin beside the text you require.

iii) To select an *entire sentence* hold down the key and click anywhere in the sentence. Note that the punctuation mark (if any), and the space following the sentence is also selected.

iv) You can *select a paragraph* by clicking three times anywhere within the paragraph. Alternatively, this can be done by double clicking in the left margin beside the paragraph.

v) To select the block of text click at the beginning of the first line, then press "Shift" as you click at the end of the last line you wish to select.

vi) To *select the whole document* click three times in the left margin. Alternatively, you can do this by pressing the "CTRL" key and clicking in the left margin.

## 2. *Deleting Text*

Text can be deleted by using either the "Delete" or "Backspace" keys. Delete removes single characters to the right of the cursor, while backspace removes single characters to the left.

Block deletions make it easy to delete sentences, paragraphs and sections of documents. Once you have selected the text you wish to remove, pressing the "Delete" or "Backspace" key removes it from the document.

## 3. *Inserting Text*

MS-Word offers several ways of inserting text into an existing document. The simplest among all, is to move the cursor to the required position and start typing. The existing text will be pushed and adjusted accordingly.

Place the mouse pointer (the I-beam) where you want to begin inserting text.

Next, press and release the mouse button to move the insertion point to the desired locations.

## 4. *Replacing Text*

Word can combine the steps of deleting unwanted text, positioning the insertion point, and inserting replacement text. To replace text:



- Select the text to be removed
- Start typing the new text
- The selected text will be removed and the new text accommodated.

### 2.2.3 Copying and Moving

Word for windows supports all of the usual windows techniques for copying and moving information (text, graphics or an item inserted from other application)

- "Moving" means to remove (cut) the selected text or graphic from one location and insert it in another location.
- "Copying" means to make a copy of the selected text or graphic and insert it in another location, leaving the original unchanged.

#### *Cut, Copy & Paste*

The procedures used to cut, copy and paste are similar to window's editing procedures. If a portion of the text is to be moved to a different place, select the text to be moved and then use the cut option in the edit menu. The selected text will be copied to the clipboard in Windows. Now the Paste option is enabled in the Edit menu. To paste the text that is in the clipboard at some position in the document, place the cursor at the starting point of insertion and choose Edit → Paste. The text will be pasted there.

If the text to be pasted elsewhere is only to be copied but not removed from its original position then

- Select the text to be copied
- Choose the Edit → Copy option.
- Place the cursor at the insertion point.
- Choose the Edit → Paste option to paste a copy of the selected text.

The paste option can be repetitively used once the copy operation is made. To try these operations type the following lines of text:

Example:

If you choose to do a complete installation, can tell the installer which items you want to install.

Now, select the word you from the example above. Choose Edit → Copy. The text will be copied to the Clipboard. Now place the cursor after the comma and choose the Edit → Paste option. Again place the cursor between the words items and 'want' and repeat the paste operation. The final text should look like this.

If you choose not to do a complete installation, you can tell the installer which items you want to install.

### *Copying From One Word Document to Another*

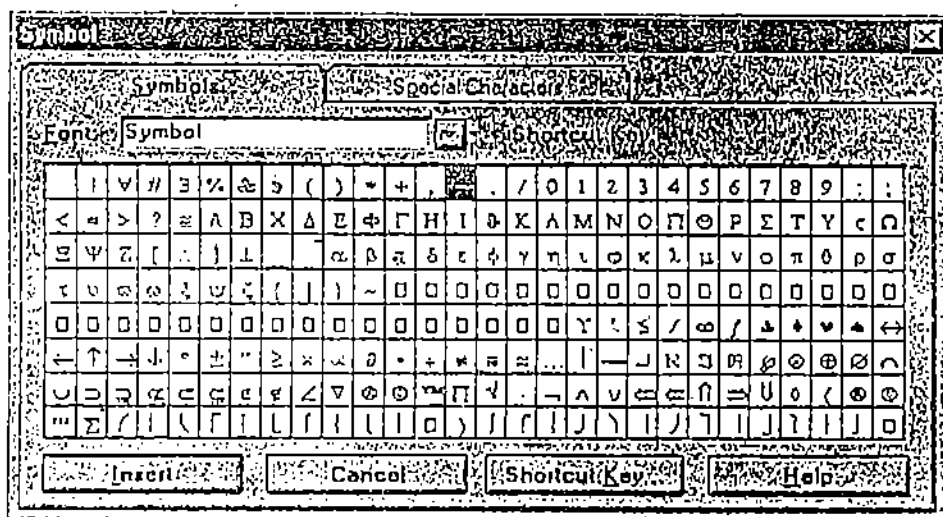
MS-Word provides facility to copy (portions or whole) one document to another. To do this, two documents should be opened first. To edit two documents at the same time do the following:-

- Open any two documents one after the other using the File menu.
- Choose the Window → Arrange All option. The two documents are displayed in a separate windows on the screen. The active window is indicated by the highlighted title bar.
- To activate a document window of your choice just click on that document with the mouse pointer. The individual documents can be re-sized according to convenience using the size-boxes in the lower-right corners of the window.
- Now copy the portion of the document desired to be copied to the other document on to the clipboard using Edit → Copy option.
- Change the focus of input to the other document and place the cursor at the point of insertion.
- Use Edit → Paste option to copy the document.

### 2.2.4 Typing Special Characters (Symbols)

MS-Word supports a set of special characters and symbols which cannot be entered through the keyboard. To insert these special characters choose Insert → Symbol. The dialog box of all available symbols is displayed for respective fonts. Clicking on the symbol displays an enlarged version of the symbol. Double clicking inserts the characters at the current cursor position in the document.

If you don't see the symbol you're looking for, you may need to select a different font in the font box, which shows all of the fonts installed on your system. All fonts based on the ANSI or ASCII character set are listed as Normal Text.



The Special Characters tab includes additional characters such as em and en spaces, em and en dashes, nonbreaking hyphens, nonbreaking spaces, ©, and ®.

To display and print a particular symbol, Word needs both the screen font and the printer font that contain that symbol. If you have installed only the printer font, the symbols may be printed properly but may not be displayed correctly.

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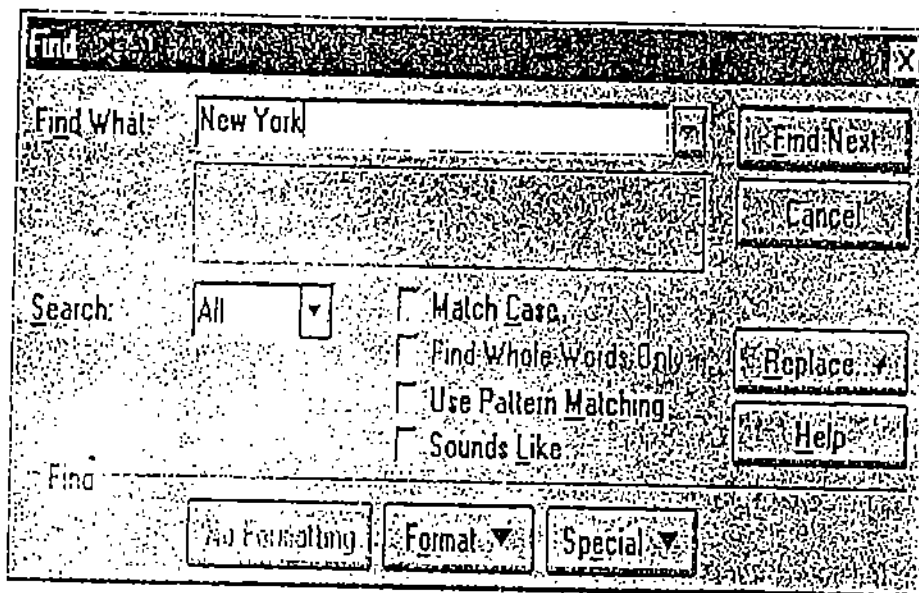
## 2.3 FINDING AND REPLACING

MS-Word provides some excellent features as Find and Replace, which may be used for a number of tasks, with high flexibility. Using these features it is possible to find a specific text in a document, search for a particular pattern of text etc.

### 2.3.1 Finding and Replacing Text and Formatting

To find a particular text in a document, choose the Edit->Find option. A dialog box like the one in example below appears. This dialog box can be used to specify the text to be found. The text found by this option can be changed, by clicking the mouse at the position required, in the document. The dialog box can be reused to fetch the next instance of the text.

Example:



The Find dialog box can be used to specify the direction in which the Find operation is to be done. To do this use the Search option in the dialog box. Choose

- Down - To search the specified text from the current position to the end of document.
- Up - To search from the current position to the beginning of document.
- All - To search for the text in the entire document.

Special search requests like Match Case or Use Pattern Searching can be used. If the Match Case option is not checked out then MS-WORD finds all the instances of the text specified, irrespective of upper or lower case characters. For example, if the text to be found is given as "New York" then "NEW YORK", "new york", are also found as matching text.

The Find Whole Words Only option can be used to make searches on complete words only. If not checked out, all matching patterns of texts are shown. For example, if the word "man" is to be searched and replaced by the word "woman", then if the above option is not checked, this would lead to a search for all words containing the word "man" (e.g., words like "human", "manner", "Manmohan" are also found by MS-WORD).

The use Pattern Matching option helps to find text of a particular pattern only. If a particular pattern of text is required to be found, then the Wild card characters or Operators can be used. The operators are:

- ? - To find a pattern like Pick or Pack, use Pack
- \* - To find a pattern like Manager, Programmer or Writer use \*er
- <text - To find a word with the specified text at the beginning. For example, <con finds convey, conduct, contract, etc.
- >text - To find a text with the specified text at the end. For example, >ion matches position, transition, portion etc.

### *Finding Special Characters*

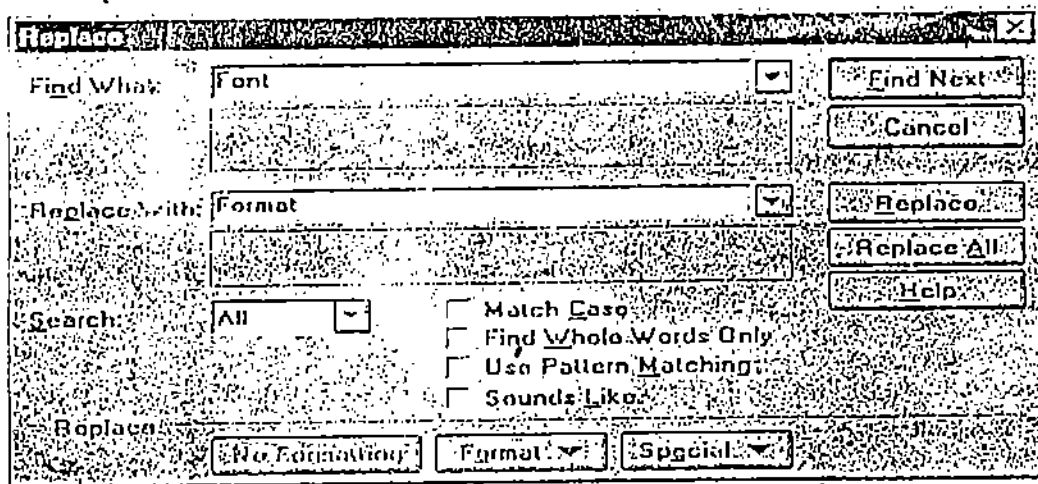
To specify special characters like line break, tab character, white space, etc., in the Find Dialog box, choose the Special drop down list. Most of the special characters here are self explanatory. Suppose it is required to find the words "Indian Team" with a white space in between (the white space might be a tab, a single space, 2 spaces etc.). Then the correct way to specify this is by typing the word "Indian" in the Find What box. Now choose Special-> White Space which inserts a (^W) in the Text box next to "Indian". Now type in "Team". So the correct search pattern would be "Indian^wTeam".

In the same manner the Any Letter and Any Digit options can be used.

The Sounds Like option can be used to search for words that sound alike but are spelt differently. Words like byte, bite, etc., are sound alike patterns. The user has to be a little alert while using this option (available in the Find dialog box), because MS-Word searches according to what patterns sound similar.

Use the Find->Replace option to replace the text found, matching the specifications in the Find Dialog box. This is a very useful feature using which one can make fast editing in the existing document at specific locations. For example, a business letter can be addressed to a new person by replacing the old person's name with the new person's name but retaining the rest of the format and style.

Example:

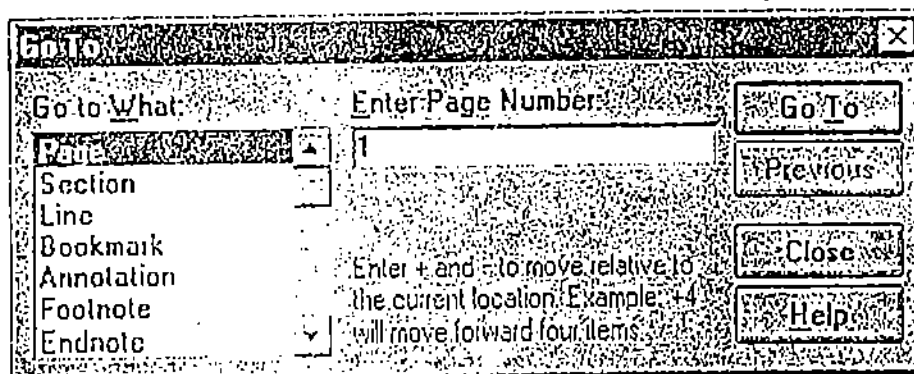


In the Replace dialog box (example above) one can make a global replacement of text of the next pattern to verify if replacement is necessary and commit replacement.

### 2.3.2 Using The Go To command

If the document being edited is huge and the user knows the page numbers, MS-Word provides a feature Go To that will make navigation easier. Choose Edit->GO TO.... A dialog box appears like the one shown below. Use this to specify the page, section, line, bookmark, footnote or annotations to which you desire to go. Use the text box to enter the number and press the OK button. The following gives a list of samples that can be typed in the text box.

0	Move to the beginning of the document.
Blank	Move to the next page.
P20	Move to page 20.
P4S2	Move to section 2 in page 4.
N	Move back by "N" pages.
+N	Move forward by "N" pages.
S5	Move to section 5 of current page.



## 2.4 EDITING AND PROOFING TOOLS

The editing and proofing tools in Word help to improve your writing and the readability of your text. These tools can:

- Find and correct spelling errors.
- Automatically correct typing and spelling errors that you've specified.
- Locate possible grammatical or stylistic errors, suggest improvements and help you evaluate the readability of your text.
- Look up synonyms, antonyms, and related words.
- Automatically hyphenate text.
- Check text in other language.
- Display document statistics such as word count or paragraph count.

### 2.4.1 Using the Spelling Checker

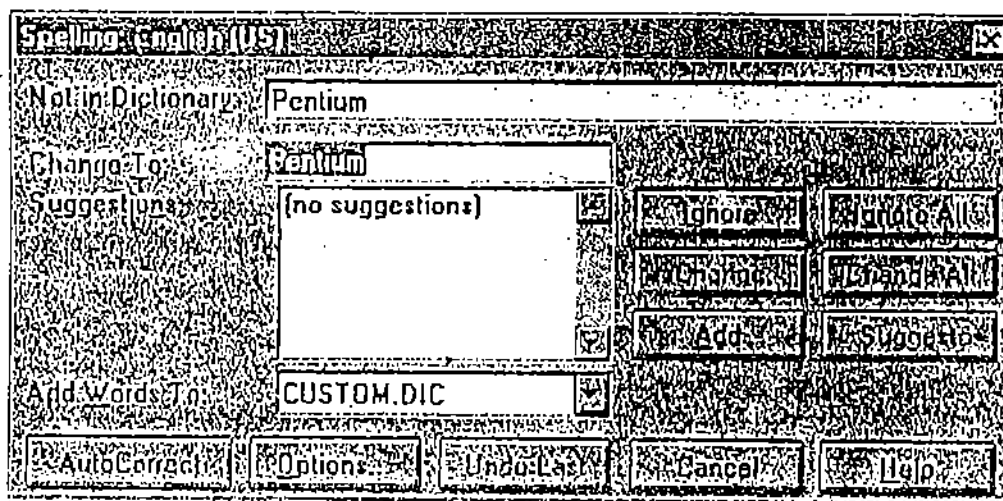
Spell check is one of the powerful features of MS-Word. It also provide to check the spellings of the entire document including the header, footer and the hidden text. Adding words to the dictionary is possible.

The Spelling Checker provides a convenient way of correcting spelling mistakes in your documents. It compares the words in your document against its own dictionary.

You should always check your documents with the Spelling Checker before you print them.

You start the Spelling Checker via the "Spelling" command in the "Tools" menu or by clicking the "Spelling" button.

The Spelling Checker automatically checks the active document.



When the Spelling Checker locates a word it cannot find in the dictionary it stops, highlights the offending word, and display it on the "Not in Dictionary" line.

You have the option to:

1. Ignore its selection;
2. Manually type in a correction to the word;
3. Replace the word with a suggested word;
4. Add the word to the dictionary.

The "Suggestions" box lists possible alternatives to the word. If it cannot find a close match this box will be empty.

To retain the word, choose **Ignore** and to ignore the change at all its occurrences in the document Choose **Ignore All**.

To change the word, choose **Change** and to change the word at all its occurrences in the document choose **Change All**.

To add the current selected word into the dictionary choose the **Add** button.

You have the choice to add the word to the default Word custom dictionary, or a new custom dictionary that you create. You create new custom dictionaries via the **Options** button.

Before you add a word to a dictionary, check that it is spelled correctly, otherwise it will be assumed that the misspelled word is correct.

If you have any doubts, check the word with a paper dictionary before you add it.

The Speller Checker is not foolproof and will not catch a mistake if you accidentally type in another word. The Spelling Checker does not understand the context in which the word is used in the sentence.

### *Exclude Dictionaries*

An exclude dictionary contains words that the main dictionary recognizes as being spelled correctly, but which you want questioned during a spelling check. For example, if you prefer "theatre" rather than "theater", add "theater" to the exclude dictionary so that word will question it and you can change it.

Once you create an exclude dictionary, Word uses it automatically with the main dictionary. If you want to check spelling without using the exclude dictionary, rename the exclude dictionary before checking spelling.

To check a word for a preferred spelling,

1. In a new, empty document, type the words that you want to put in the exclude dictionary. After typing each word, press ENTER to make each word a separate paragraph.

2. From the file menu, choose Save As. Make sure that you save the exclude dictionary in the same directory that contains the main dictionary.
3. In the Save File As Type Box, select text only.
4. In the file name box, type a name for the exclude dictionary. In Windows, the exclude dictionary must have the same name as the main language dictionary with which it is associated, except that it must have the filename extension .EXC.
5. Choose the OK button. If words asks you to confirm that you want to save the file with formatting that will not be saved in text format, choose the Yes button, and then choose the Text only button.
6. When you finish creating the exclude dictionary, click the spelling button on the Standard toolbar.

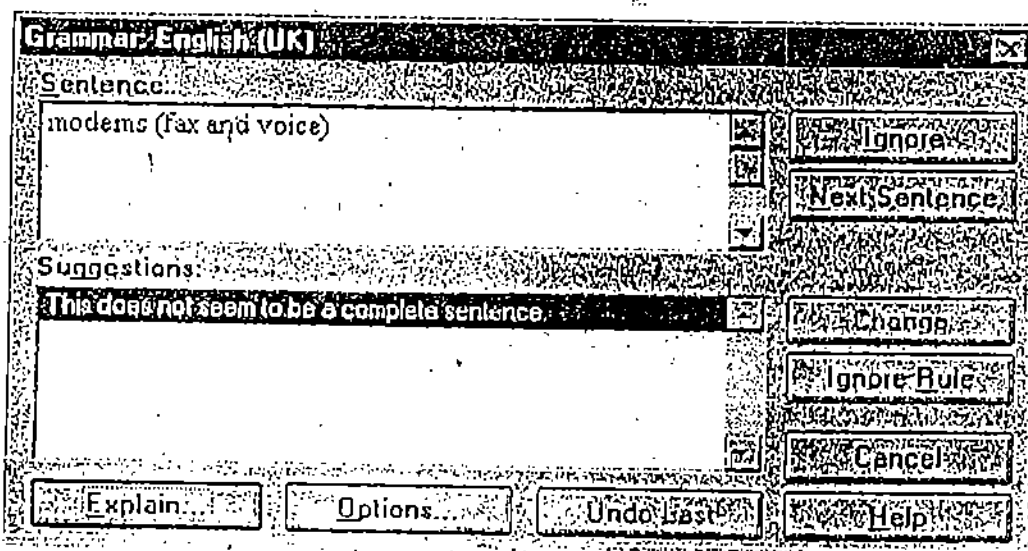
### 2.4.2 Checking Grammar

During a grammar check, Word identifies sentences that contain possible grammatical or stylistic errors and suggests improvements. For example, if you wrote "The project were completed by your team," Word could question the grammar, first for subject-verb agreement and then for passive voice. Word also question style errors, such as wordiness and the use of clichés.

You can determine how strictly Word observes grammar and style rules by using rule groups. Word provides three rule groups-formal, business, and casual-which you can customize to observe or ignore specific grammar or style rules. You can also create up to three of your own custom rule groups.

#### *Checking and Correcting Grammar*

Word checks your entire document, starting at the insertion point. You can check part of a document by selecting that part before choosing the Grammar command. The Grammar dialog box can be invoked by choosing Tools → Grammar.





During a grammar check, Word checks spelling; however, you can turn this feature off if you don't want to check spelling at this point.

### 2.4.3 Looking Up Words in the Thesaurus

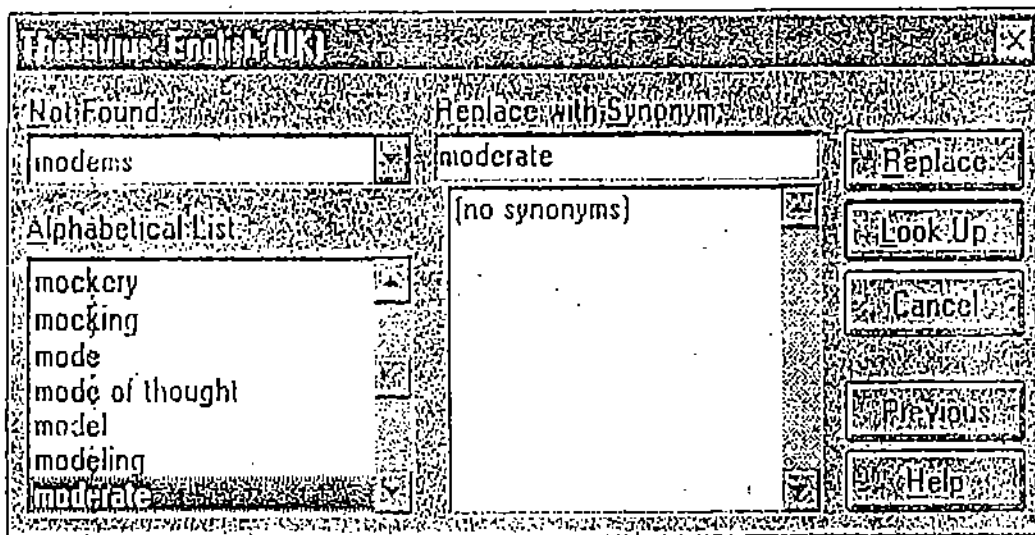
The "Thesaurus" can be used to improve the precision and variety of your writing. It looks at the words you select and presents alternatives with similar meanings. You then have the option to select a word that better fits your needs.

The Thesaurus cannot understand the context in which the original word is used, so the alternatives it offers are not always valid.

It is for you to decide whether another word improves the meaning of the sentence.

For some words, you may also find antonyms (words with opposite meanings) and related words.

To invoke the Thesaurus dialog box click Tools → Thesaurus.



### 2.4.4 Using Hyphenation

Hyphenation reduces the ragged appearance of unjustified text and allows you to fit more text on a page. In justified text, hyphenation reduces the amount of space inserted between words to fill out a line. Hyphenation is especially useful for documents that have narrow text columns. You can hyphenate text in the following ways:

- ✦ Automatically hyphenate text by selecting the Automatically Hyphenate Document check box in the Hyphenation dialog box.
- ✦ Manually hyphenate text by choosing the Manual button in the Hyphenation dialog box. This command is useful for hyphenating part of a document or for specifying where to insert hyphens in specific words.
- ✦ Insert optional hyphens when you want to break specific lines.

5. Insert nonbreaking hyphens in hyphenated compounds or phrases that you don't want broken at a hyphen, such as Stratford-upon-Avon. Word will move the entire compound or phrase to a new line rather than break it.

The first three methods insert optional hyphens, which Word uses only when a word or phrase is at the end of a line. To view optional hyphens, choose Options from the Tools menu, and select the View tab. Under Nonprinting Characters, select the Optional Hyphens check box and choose the OK button. Click the Show/Hide ¶ button on the Standard toolbar. Optional hyphens appear as the "—" symbol.

Choose Tools → Hyphenation to select the type of hyphen in your document.

### Check Your Progress

1. During spell check, Word uses the English (US) dictionary as its Main dictionary, suggesting

1. US.DIC
2. SCIENCE.DIC
3. CUSTOM.DIC
4. FRENCH.DIC

2. The keyboard shortcut keys for undoing the modifications made to a document are:

1. Alt+Z
2. Shift+Z
3. Tab+Z
4. Ctrl+Z

---

## 2.5 SUMMARY

After going through this unit, you must have learnt various ways of editing text. You must have learnt how the use of find command facilitates the repeated occurrence of a word or text in a document.

Construction of standard documents such as menus, proposals and contracts which incorporate frequently used addresses can be made easier with AutoText and AutoCorrect entries. All the editing tools described in this unit help you develop and refine the content of your documents.

## UNIT 3: FORMATTING TEXT

### Structure

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Formatting Text Characters
- 3.3 Formatting Paragraph
  - 3.3.1 Centering, Right Alignment and Left Alignment
  - 3.3.2 Indenting Text
  - 3.3.3 Tab Stops
  - 3.3.4 Line Spacing
  - 3.3.5 Paragraph Spacing
  - 3.3.6 Borders and Shading
- 3.4 Document Templates
  - 3.4.1 Template Wizards
  - 3.4.2 Starting a New Document from a template
- 3.5 Summary

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### 3.0 INTRODUCTION

The formatting feature in Word sets each document apart from others. A well designed document uses formatting to provide visual cues about its structure. For example: you can work through a document applying formats to headings and summary paragraphs one by one but Word provides an easier way to store custom combinations of formatting by defining the combination as a style. You can then apply that combination to a paragraph simply by selecting the style from the style list.

In this unit, we explore a few more formatting techniques and then show you how to turn combinations of formats into styles that you can apply with a couple of clicks of the mouse button.

In this unit, you'll learn how to produce attractive documents even when you're in a hurry using the AutoFormat command on the format menu. This unit introduces you to Templates and Wizards which serve as models for new documents.

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## 3.1 OBJECTIVES

After going through this unit, you will be able to

- format paragraphs, borders and shading
- align paragraphs in a document
- use templates
- create document using the existing templates

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## 3.2 FORMATTING TEXT CHARACTERS

Characters include letters, numerals, symbols (such as @, \*, and &), punctuation marks, and spaces.

This section provides general information about character formatting. To change the appearance of text, select the text and then apply the formats you want. If you choose a command without first selecting text, Word applies the formats at the insertion point. Text that you type from that point forward has the new formatting until you change the format again. Text that you type takes on the formatting of the immediately preceding text.

You can also see which formats are applied to text by selecting the text and looking at the settings on the formatting toolbar or in the Font dialog box.

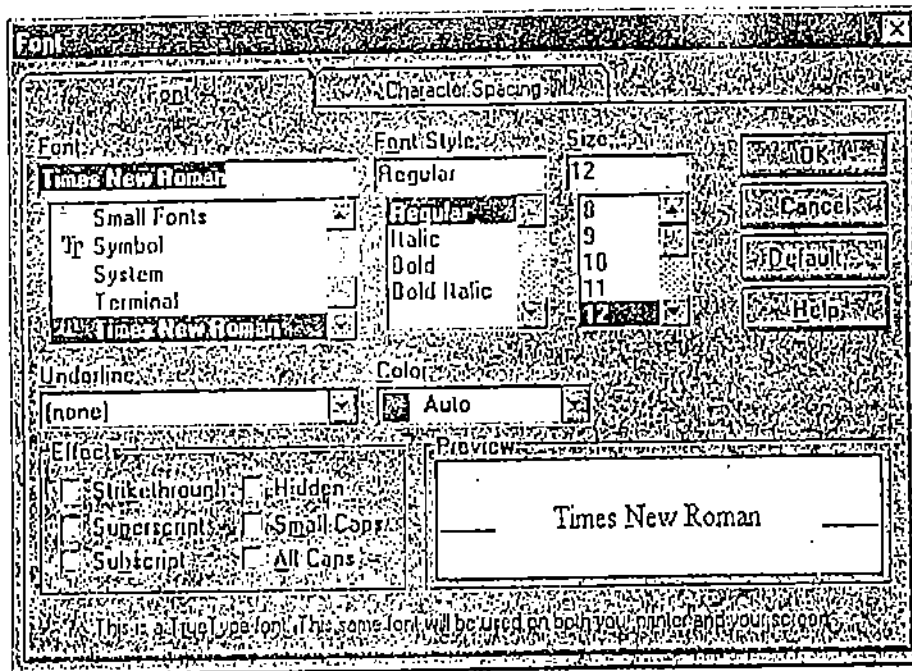
Characters formatting tools include:

- Pick fonts
- Pick fonts sizes
- Pick underline styles
- Add effects like superscript, subscript etc.
- Change default characters
- Change characters spacing
- Insert special characters and symbols
- Change case
- Create drop caps

### *Font Command*

Select Format → Font. This opens a two table font dialog box.

Example:

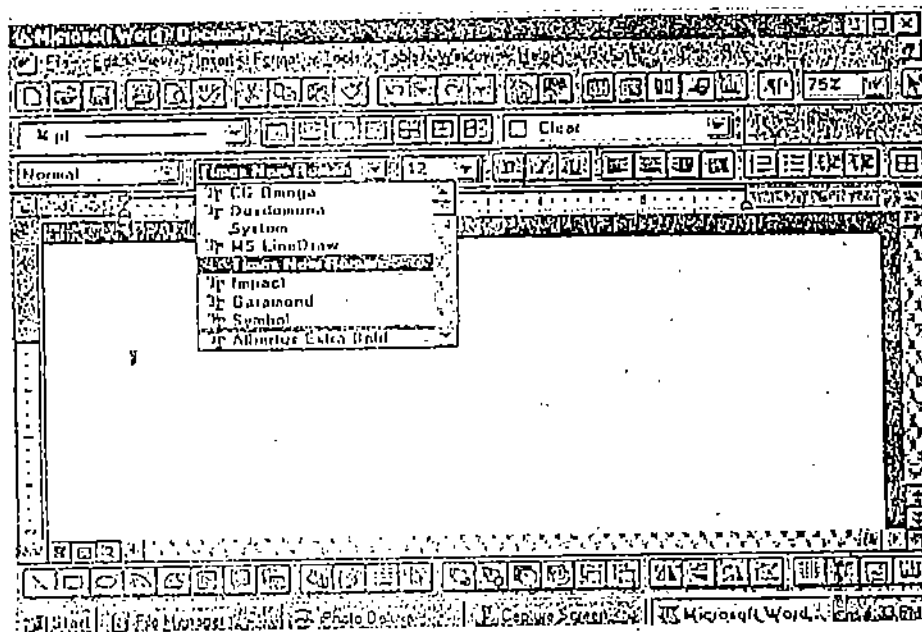


The default button in the Font tab of the dialog box can be used to make the default settings.

### *Characters Formatting with Formatting Toolbar*

This is used for modifying character appearances.

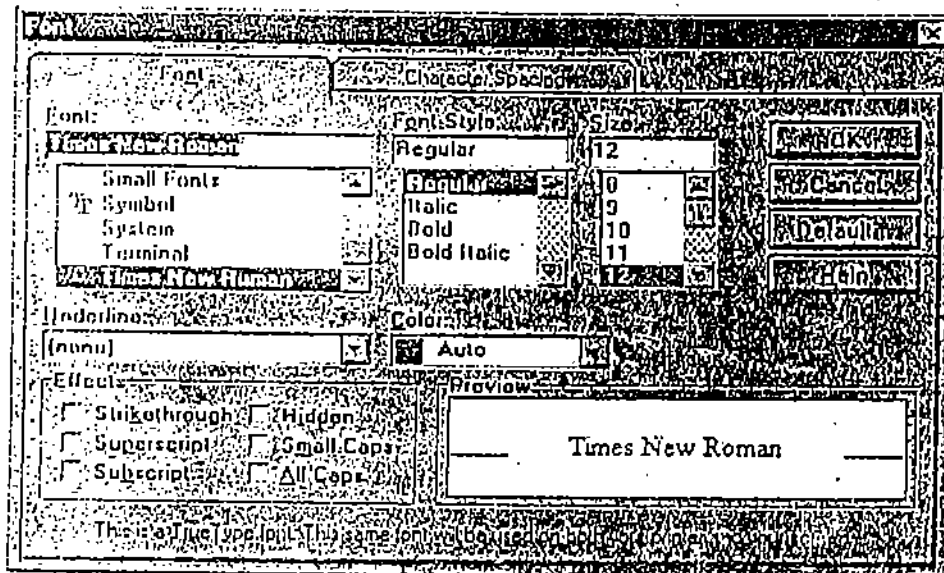
Example:



- Pick a Font from the formatting toolbar and set point size or toggle between bold, italic, underline as required.

## Character Formatting Using Font Dialog Box.

- Choose Format → font command.
- Choose Font, the style and size, underline and color settings. A sample is displayed at the bottom with the chosen settings applied.
- Effects boxes allow to specify Strike Through, Superscript, Hidden, All Caps etc.



## Character Spacing

Spacing allows overriding the standard spacing between characters in terms of 1 point.

- Choose the text of interest.
- Select the character Spacing tab in the Font dialog box. Select Expanded/ Condensed from the Spacing list.
- Choose a new setting by typing in the By option box or clicking on the triangles and watch the preview change. Click OK to save changes.

## Colour Choice

- Choose text of interest
- Choose desired color from Color option box in the Font tab of the Font dialog box and click OK.

While printing the document on the printer, enable color setting of the printer.

## Changing Case

- Select text and choose Format-> Change Case.
- Point to the desired option and click OK.

---

## 3.3 FORMATTING PARAGRAPH

In Word, a paragraph is any amount of text, graphics, object or other items that are followed by a paragraph mark. A paragraph mark is inserted each time while pressing the ENTER key. In order to change the formatting of a paragraph, select the paragraph and then apply the formats you apply. Paragraph formats affect the entire paragraph and new paragraphs keep the formatting of the preceding paragraph. Paragraph marks store the format of each paragraph. If the paragraph mark is deleted, the text in that paragraph becomes part of the next paragraph.

To insert a new line mark, press Shift + J which pushes the text down to the next line, but does not create a new paragraph. To modify the appearance of paragraphs, use the ruler, the formatting toolbar and the Paragraph Dialog Box or one of Word's paragraph formatting shortcut key combinations. The various ways in which the Paragraph formatting can be done is described in the following subsections:

### 3.3.1 Centering, Right Alignment and Left Alignment

By default, the text in Word is left aligned. But these alignments can be changed as described earlier in unit 1.

### 3.3.2 Indenting text

Indenting a paragraph enables it to set off from other text.

- To indent paragraphs automatically, drag the top half of the triangular indent marker to the right to the desired position. Alternatively, you can select Format → Paragraph and enter a setting in the first line indent box in the Paragraph dialog box.
- To increase or decrease indents by one Tab stop, use the Increase Indent and Decrease Indent button on the formatting toolbar.
- To create a hanging indent (an indent that sticks out beyond the paragraph), drag the top half of the triangular indent marker to the left to the desired position. You can also select Format → Paragraph and enter a setting for the first line indent box in the paragraph dialog box that is farther left than the indent of the paragraph as a whole.

Notice the difference between left and right margin and the paragraph indentations.

The margins establish the overall width of the main text area and the space between the main text area and the edges of the page.

Left and right indents are measured from the left and right margins, respectively. The first line indent is measured relative to the left indent. The negative left-indent measurement for the text appears when the text runs into the left margin.

### 3.3.3 Tab Stops

By default, the Tab Stops are set at 0.5-inch intervals from the left margin. The insertion point can be moved to the next tab stop in the current paragraph by pressing the TAB key.

Use the ruler to set a tab stop at a particular position or to change the way text lines up at a tab stop.

*To set tab stops*

1. Select the paragraph in which you want to set or change tab stops.
2. To set or change the tab alignment, click the Tab Alignment button at the far left of the horizontal ruler until the tab alignment is the way you want it to be.

To select

Click

Left-aligned tab stops



Centered tab stops



Right-aligned tab stops

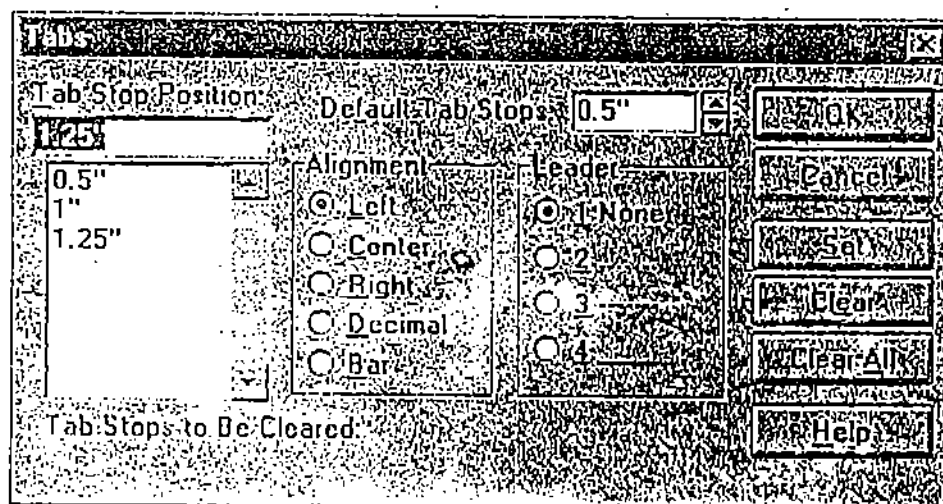


Decimal tab stops



3. On the ruler, click where you want to set a tab stop.

Also you can set precise measurements for tab stops by using the Tabs command on the format menu.



To move a tab stop, point to the tab marker and drag it to a new position. To clear a tab stop, drag the tab marker off the ruler.



The spacing between the default Tab Stops can also be changed but this will affect only the active document.

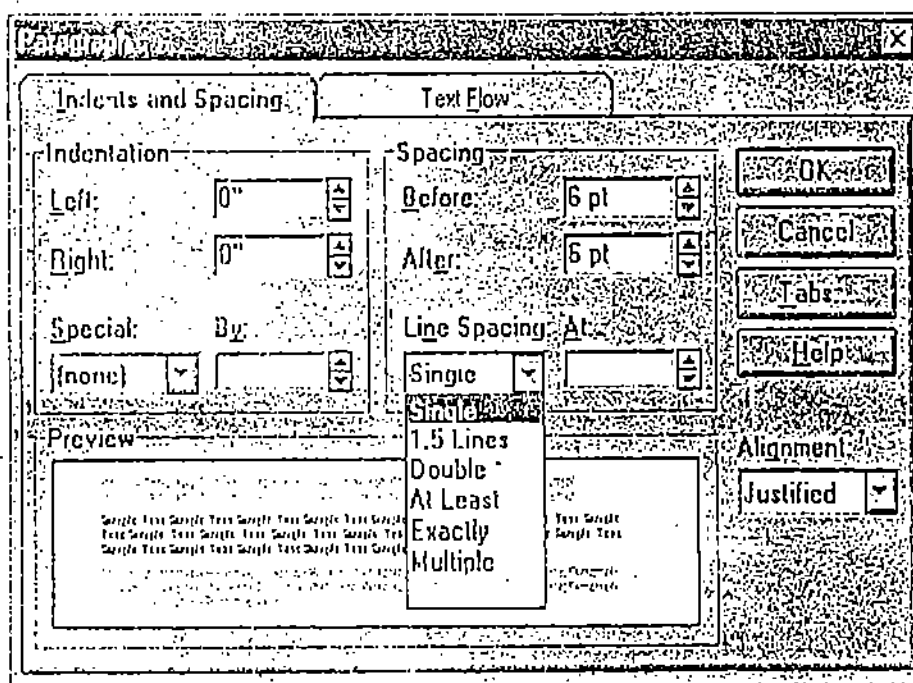
To do this, type or select the distance you want between the tab stops in the Default Tab Stops box and then click the OK button.

### 3.3.4 Line Spacing

Line Spacing determines the height of each line of text in the paragraph. The default (single line spacing) depends on the size of the font characters. Individual line spacing is easy to change.

The indents and spacing tab of the Paragraph dialog box provides a drop-down for simple but effective control of the space between lines under most circumstances. The preview area demonstrates the relative effect of single, one-and-a half and double line spacing. Single spacing causes 12-point line spacing, 1½ line spacing is 18 points and double spaced lines will be 24 points apart.

All these line spacing settings can be made by choosing the appropriate options from the Line spacing menu in the Paragraph dialog box.



When you use these choices, Word will compensate for graphics, superscript and large or small type sizes.

### 3.3.5 Paragraph Spacing

Word enables each paragraph to give unique before and after spacing if you wish. The spacing settings can be in points (pt), inches (in), centimeters (cm) or lines (li).

One advantage to adding space this way is that the spacing before and after paragraphs does not change the point size of your text. Another advantage is that you can use different spacing combinations for different purposes.

Headings often have different spacing requirements for body text. For instance, you may require different before and after spacing designs for figures and figure captions as well. Also you can have unique spacing specifications as part of a style, making it easy to keep the look of your documents consistent.

The Paragraph command on the format menu can be used to add space before and/or the paragraph. The other advantages of using the Paragraph command are:

1. You can make precise adjustments to the spacing between the various text elements. For example, you can use paragraph spacing to clarify the relationship between headings and body text.
2. If the paragraph is moved or deleted, its spacing goes with it. The paragraph doesn't leave behind extra blank lines.
3. If you include spacing in the paragraph styles you use to format text, Word adds the space along with the other formatting. You need not add blank lines manually.

### 3.3.6 Borders and Shading

You can add borders, to any side of a paragraph, and you can add background shading. You can also add borders and shading to ordinary text and to the paragraphs in table cells and frames

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## 3.4 DOCUMENT TEMPLATES

Document Templates serve as a boiler plate for a new document. It is basically a detailed document with preset text and formatting on which a new document can be based by amending them according to our requirement.

### 3.4.1 Template Wizards

To avoid the routine repetitive work of creating new documents, it is best to base them on templates designed for the types of documents you create most often.

A template is a blueprint for the text, graphics, and formatting of a document. A template also stores styles, macros, AutoText entries, and customized Word command settings. These items can help you work faster on a particular type of document.

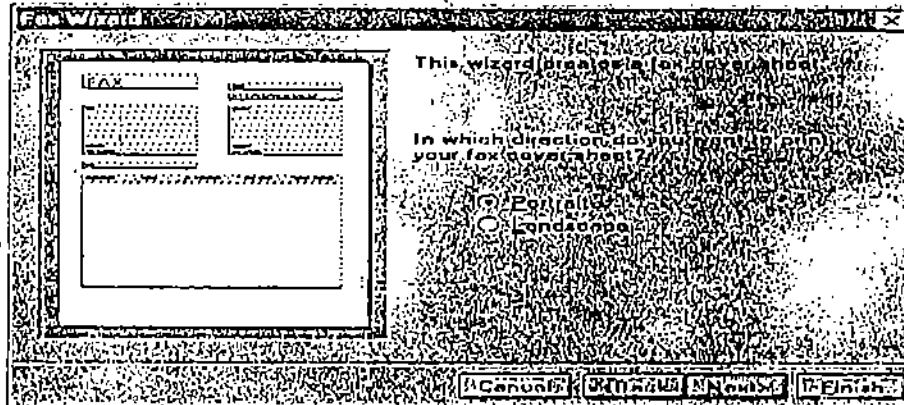
Word provides templates for common types of documents, such as memos, reports, business letters, fax forms, invoices etc. You can use any template as it is or tailor it to your specific requirements.

#### *Using Template Wizards*

To have Word do more of the work for you, you can use a wizard to create new documents. Wizards take you step by step through the process of creating common types of documents.

There are Wizards for common documents such as letters, agenda lists, faxes etc. Let's find out how to use a wizard by creating a fax cover sheet with the "Fax Wizard".

Please double click the "Fax Wizard"

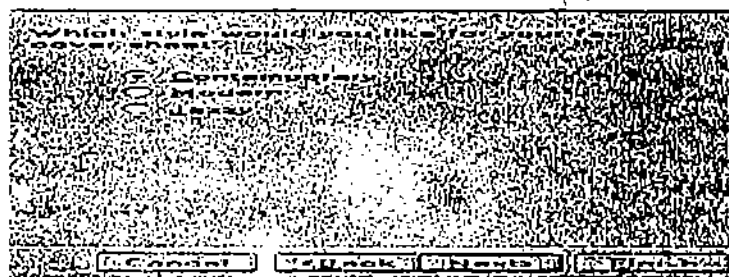


The first time you use the Fax wizard, you required to fill in your personal information and select options for the fax cover sheet. This information is then automatically placed on the fax cover sheet.

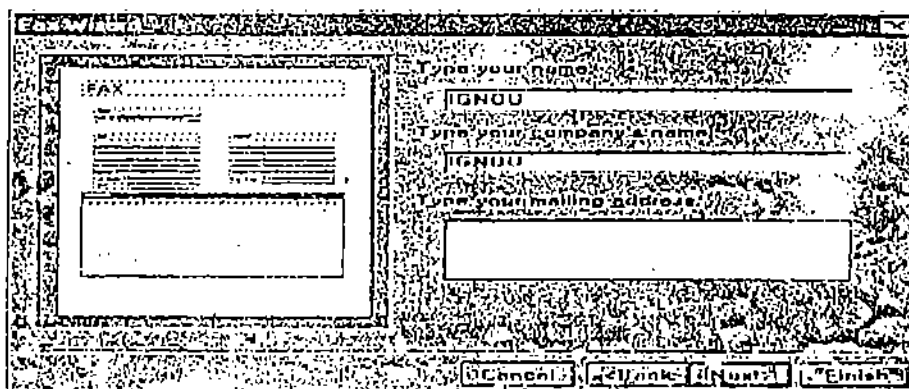
It is only necessary to enter your personal details the first time you use the fax wizard.

An example of how the fax cover sheet will look is displayed. You need to select whether you want it to be printed down the page (Portrait), or across the page (Landscape).

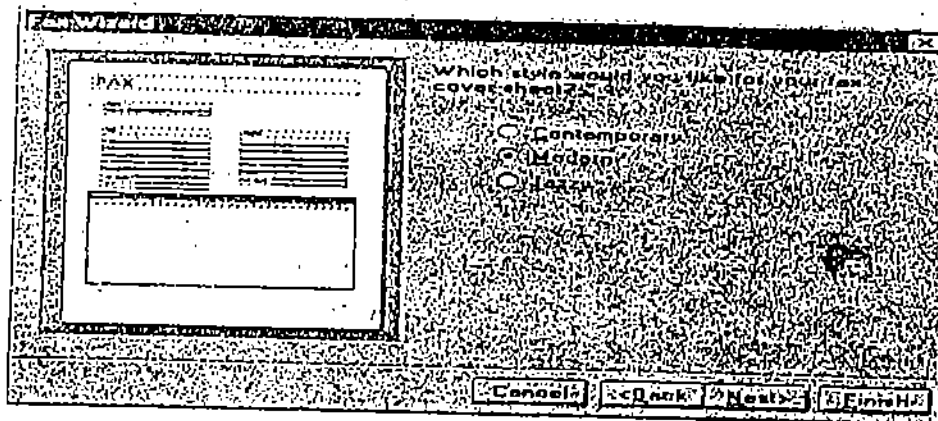
In this example, let us select the "Portrait" setting which is common for fax cover sheets and continue. Click the "Next" button in the dialog box. You can choose from three styles for the fax cover sheet. The current one is the "Contemporary" style.



Let's create a fax cover sheet using the "Modern" style. Click the "Modern" style in the dialog box.

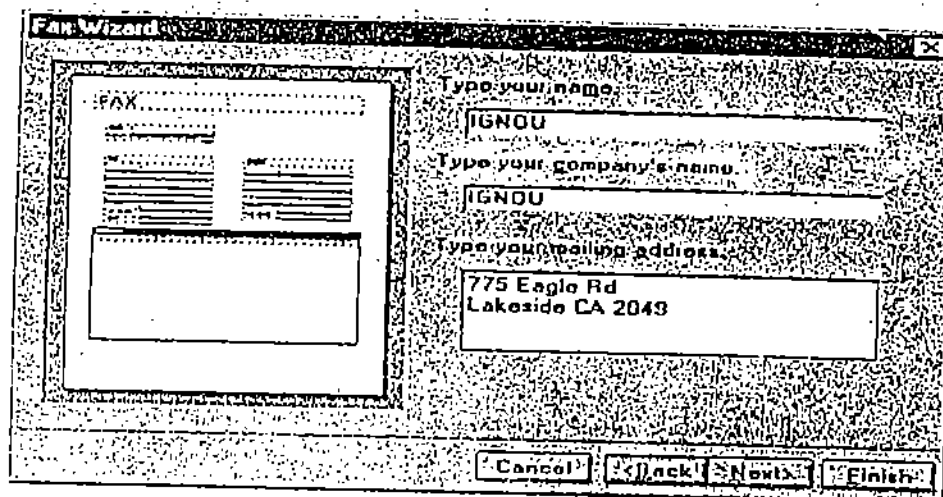


A preview of the "Modern" style fax sheet is displayed. Let's continue by clicking the next button in the dialog box. The name and company name that was entered during installation is automatically inserted into the "Name" and "Company Name" boxes. To change it, just enter the names you want in the relevant boxes.



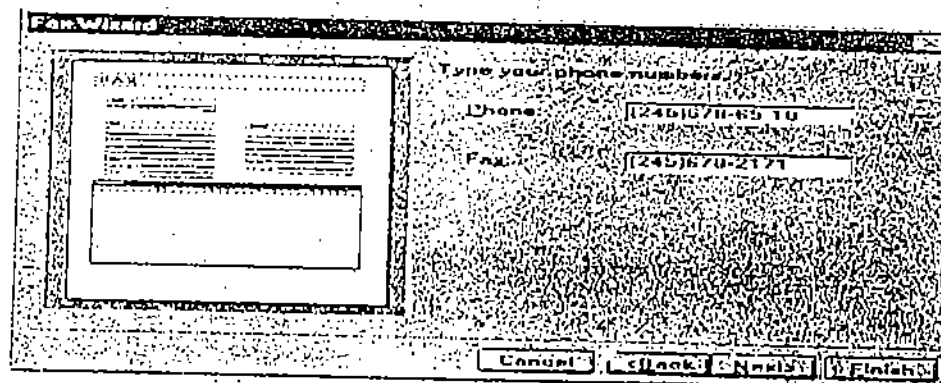
In this example, let's leave this unchanged and enter the mailing address. First, let's click inside the Address box. Let's enter the mailing address which is (775 Eagle Rd, Lakeside CA 2049) in this example.

Let's go to the next step by clicking the "Next" button in the dialog box.



The next step is to enter the fax and telephone number information in the relevant boxes.

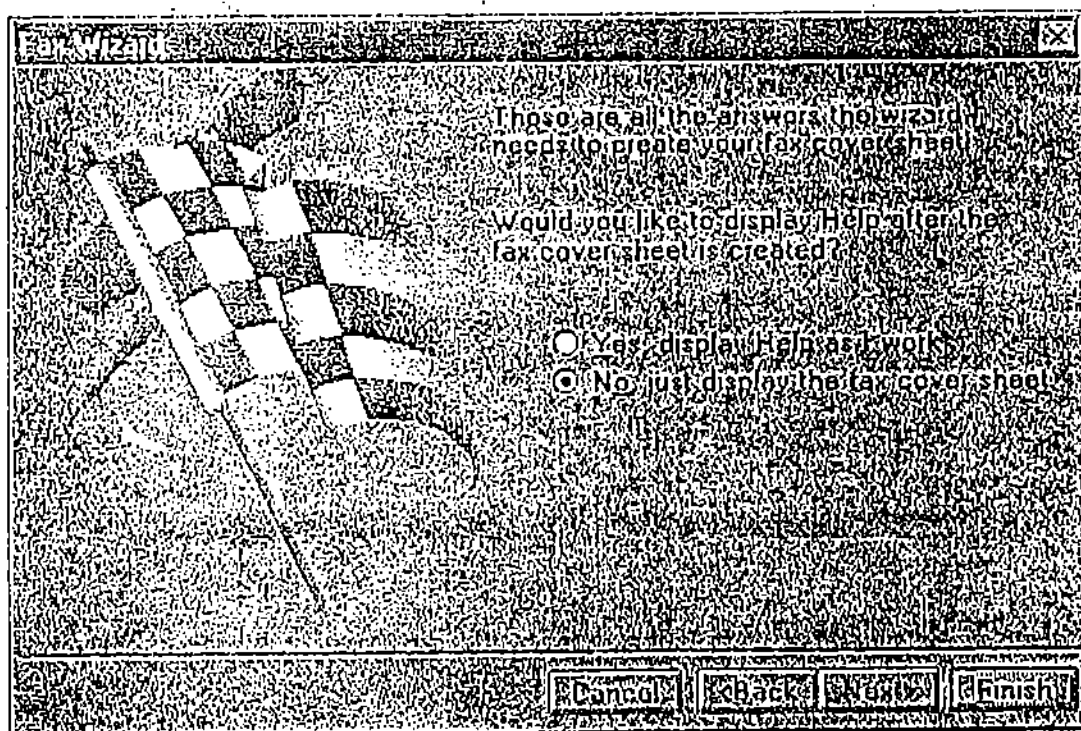
In this example, let's assume that our telephone number is (245) 678-6518 and enter it in the "Phone" box and enter the fax number which is (245) 678-2171 in the "fax" box.



You can go back and change any of the information or selections you made in previous steps via the "Back" button.

The "Finish" button creates the fax sheet with the options and personal information you entered. You typically use this to create fax cover sheets after the first time, if none of your personal information has changed.

Let's go to the next step by clicking the "Next" button in the dialog box.



You are given the option of displaying Help after the fax cover sheet is created. Let's accept the default setting which is "No" and create the fax sheet.

A new document for the fax cover sheet has been created.

To display this document at full screen, click the "Full Screen" command in the "View" menu. You now save and name the document as you would any other.

The next time you create a fax sheet with the fax wizard you don't need to enter the sender information unless it has changed.

### 3.4.2 Starting a New Document from a Template

You can save time by basing new documents such as memos, letters, and reports on one of the templates that come with Word. From the File menu, choose New, and then select the template you want. The template you can use are displayed alphabetic in the "Template" list. "Normal" Template is the default for Word and is the one you use when you click the "New Document" button.

A short description of the current template is displayed in the "Description" box. You select the template that matches the type of document you want to create. For example, if you want to create invoices you would use the "Invoice" template.

When you select a template, Word opens a copy of the template as a new document. All of the information in the template is copied into the new document.

### Check Your Progress

1. To copy character formatting from place to place in a document, choose the

- a) AutoFormat button
- b) Format Painter button
- c) Style command in Format menu
- d) Style Gallery command in Format menu

2. You can use styles to:

- a) format your documents
- b) Save changes to documents
- c) Delete text in documents
- d) Make copies of documents

3. To remove a tab from the ruler

- a) Double-click the tab on the Ruler
- b) Select the tab and press the Delete key
- c) Select the tab and press the backspace key
- d) Drag the tab from the ruler

4. The default line spacing for text is

- 1) 0.5
- 2) 1.0
- 3) 1.5
- 4) 2.0

5. Document templates allow you to

- 1) Use pre-designed documents for specific purposes
- 2) Create documents step by step after asking the questions
- 3) Create and save the document automatically
- 4) Save the changes to the document

---

### 3.5 SUMMARY

In this unit, we have focused our main attention to formatting text which includes the two kinds of styles

1. The Paragraph Style
2. The Character Style

By using styles to format text, you can quickly produce professional looking documents and maintain consistent formatting. Various formatting techniques including embellishing individual characters; changing the indentation of paragraphs, adjusting the white space between lines and paragraphs etc. have been explained in this unit.

## UNIT 4 PAGE DESIGN AND LAYOUT

### Structure

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Page Setup
  - 4.2.1 Paper Size and Page Orientation
  - 4.2.2 Page Margins
  - 4.2.3 Headers and Footers
  - 4.2.4 Page Numbering
- 4.3 Tables
  - 4.3.1 Table Creation
  - 4.3.2 Table Modification
  - 4.3.3 Table Formatting
  - 4.3.4 Sorting & Numbering Cells
  - 4.3.5 Special Tasks with Tables
- 4.4 Summary

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## 4.0 INTRODUCTION

In the last unit, you've learnt a lot about Word's formatting capabilities and how to combine formats to create professional looking documents. In this unit, we'll show you a few more tricks for designing a document. For instance, the page setup options which included paper size & page orientation etc. are normally set at the beginning of a document can be easily changed at any time. We'll also cover how to create tables to present facts and figures. If you've already set up your information in a spreadsheet program and don't relish the thought of having to recreate it in Word, you'll be pleased to know that you can import spreadsheet data directly into a word table. This unit also describes how to create on-line forms. Also it introduces you to another term called frame which is nothing but a container for carrying any item, such as a graphics, a table, text or an object linked to another file, and drag it to any place on the page.

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## 4.1 OBJECTIVES

After going through this unit, you will be able to

- set up a page i.e. its layout, margins, paper size and its source



- page orientation i.e. portrait or landscape
- create mirror image of the page
- set up headers and footers
- create tables and enter text in the tables
- set rows & column width and set gutters

---

## 4.2 PAGE SETUP

You should start each new project by thinking about the document's overall design and final appearance. Word for windows gives you on-screen clues about how your document will look on paper. If you give Word some basic information, such as the paper size and the kind of printer you will be using, it can show you line endings, page endings, the relative size and placement of text, graphics, margins and so on. In order to do this, Word needs some information from you, such as the paper size and the kind of printer you will be using. The Page Setup dialog box, allows you to give Word all the information it needs.

The Page Setup command in the file menu enables to set the paper size, page orientation (portrait or landscape), the working of headers and footers, and similar options before you began a document. But you can easily change these and other settings at any time. You can also use sections and set different options for each section.

### 4.2.1 Paper Size & Page Orientation

The paper size tab in the Page Setup dialog box can be used for selecting the paper size and the options that are available depend on the capabilities of the printer you selected.

To use a custom paper size, type the dimensions of the paper you want to use and also be sure that the printer is capable of feeding the custom paper size through its printing mechanism.

Once you specify the size of the paper on which you will print the document, Word calculates margins by measuring in from the edges of the paper.

Page orientation can be vertical (Portrait) or horizontal (Landscape).

To select the paper size and page orientation follow these steps:

1. Select the text you want to have a different paper size or page orientation.
2. From the File menu, choose Page Setup and then select the Paper size tab.
3. Select the paper size on which you want to print and the page orientation.
4. In the Apply To box, select how much of the document you want to print on the selected paper size or in the selected orientation. Then click the OK button.

Also it is possible to change the default page size and orientation. Like, if you often print on paper other than the standard letter size - 8.5x11 inches or if you use landscape orientation more

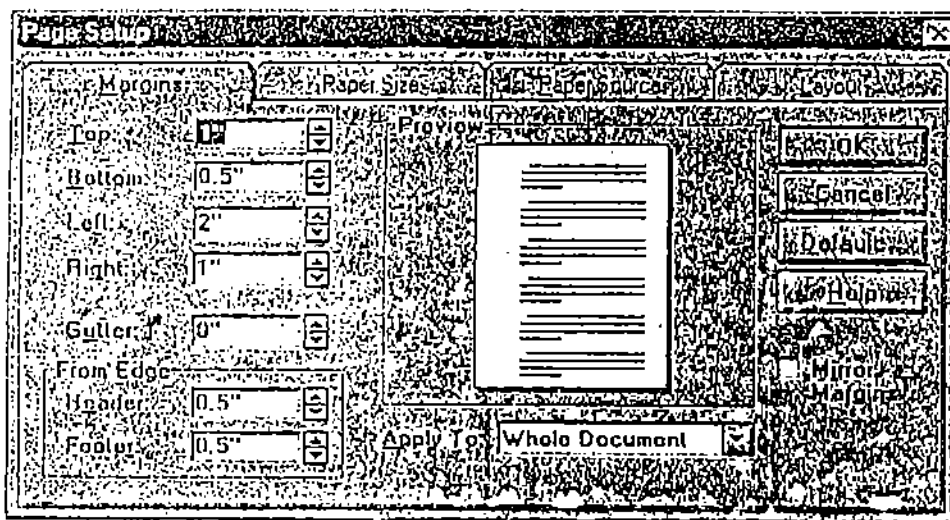
frequently than portrait orientation, you can save time by changing the default settings. After specifying the new settings, choose the default button. When Word asks you that you want to change the default, choose the Yes button. Word saves the new default settings in the template attached to the document.

#### 4.2.2 Page Margins

Margins determine the distance between the text and the page of the paper. In Word, text and graphics are normally printed inside the margins while headers, footers, and page numbers are printed in the margins.

##### *Changing Document Margins*

Word gives you three ways to set margins. The most straightforward method is to use the Margins portion of the Page Setup dialog box, reached with the File → Page Setup command.



You can also drag margins using the rulers in Print Preview. This lets you see the results of margin changes after a slight repagination delay.

Finally, you can drag new margins with the rulers in Page Layout view. The margin brackets are located on the ruler. Let's look at all three techniques, starting with the dialog box.

Follow these general steps to change margins from within the Page Setup dialog box:

1. Place the insertion point on the page where you want margin settings to be changed (unless you plan to see the Whole Document choice).
2. Choose File → Page Setup.
3. If need be, change paper size and orientation by using the Paper Size tab.
4. Switch to the Margins tab if it is not already displayed.
5. Current settings are shown in the various margin dimension boxes.

6. Type the dimensions you desire, or click the little triangles to increase and decrease settings. The Preview will change as you work.
7. When satisfied, click OK.

Dimensional settings in most of Word dialog boxes can be expressed in inches (in), points (pt), centimeters (cm), picas (pi), and, frequently lines (li). For instance, to set a top margin's height to 12 points, you would type 12 pt in the Top margin box, to set a one-and-one half line top margin, you'd type 1.5 li, etc.

While you can type other measurements, Word will convert them to the default measurement when you close the dialog box. You change the default measurement in the General tab of the Options dialog box (Tools → Options).

### *Alternate Facing (Mirror) Margins*

Select the Mirror Margins feature in the Margins tab of the Page Setup dialog box (File → Page Setup) when you want different left and right margin widths and your final output will be two-sided. Word makes inside margins of odd and even numbered pages the same size; and does the same with the outside margins of odd and even pages. This is how you get white space on the appropriate side of even and odd, two-sided pages.

When adjusting margins in Print Preview, if you've chosen the Mirror Odd/Even feature, display two pages in Print Preview so that you can see the different margins.

### *Gutters Facilitate Binding*

*Gutter margins*-additional white space in the inside margins-compensate for the paper tucked away in the binding of a two-sided book that would be unreadable. The gutter width, which you specify in the Margin tab of the Page Setup dialog box (File → Page Setup), reduces the text area. Instead of using gutters, you might simply want to increase the size of the inside margins to accommodate binding.

## **4.2.3 Headers and Footers**

*Headers and Footers* are places to put repetitive information in a document's top and bottom margins-headers print at the top, footers at the bottom. You can use headers and footers to print something simple on each page, such as your name, or something complex, such as a graphic. Stylized text, dates and automatic page numbering can all be included in headers and footers.

You can use identical headers and footers on all pages in your document, or you can specify different contents for each section of the document. Odd and even pages can have different designs if you wish. The first page of each document or each section can be unique.

In Word 6, header and footer editing always takes place in Page Layout view. You work right in the header and footer area of your document after double-clicking to unhide it.

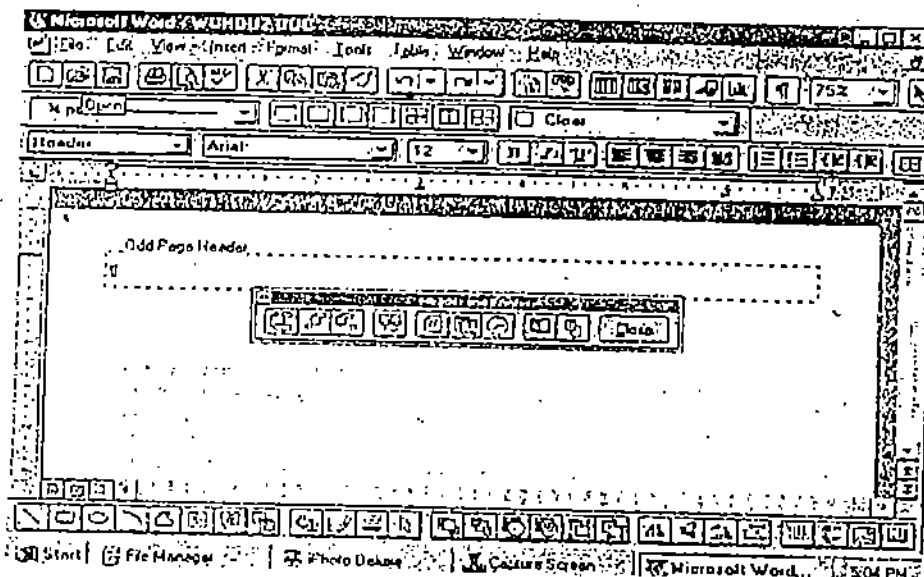
You can apply virtually any paragraph or character style to your headers and footers using the Formatting toolbar and rulers. They will repeat on all pages thereafter.

Once headers and footers have been added in a document, it is possible to see and edit them in Page Layout view. They are also displayed in Print Preview, but when you attempt to open a header or footer in Normal view or Print Preview, Word switches you to Page Layout view and displays the Header and Footer toolbar.

### *Creating Basic Headers and Footers*

To enter a header that repeats on all pages in your document:

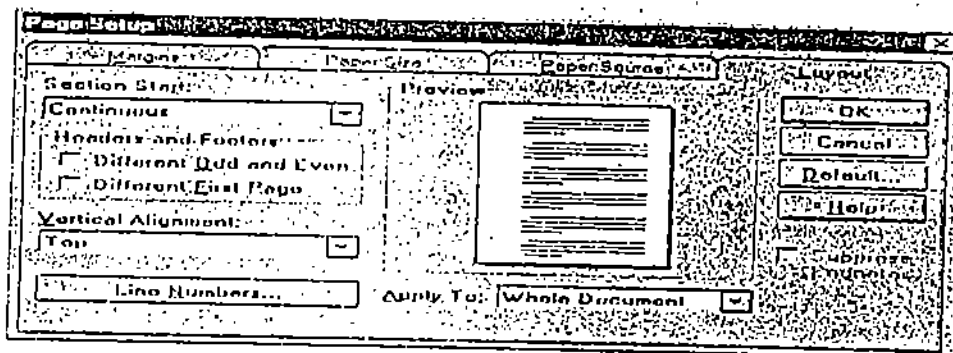
1. Choose View → Header and Footer or double-click in the header area of the first page to be modified in Page Layout view or Print Preview.
2. Word will switch to Page Layout view if it is not already there and display the Header and Footer toolbar.



3. Create and edit header text as you would any other. You can paste graphics, apply styles, and otherwise format you work normally.
4. Use the automatic page-number, time-stamping, and date-stamping features described later in this chapter.
5. Double-click in the main document to return to work there.

You enter footers the same way as headers, except that you work in a Footer window.

The Layout tab of the Page Setup dialog box helps in:



1. Creating Different Headers and Footers for Odd and Even Pages
2. Creating Different Headers and Footers for the First Page

#### 4.2.4 Putting Page Numbers in Headers and Footers

Word offers a variety of tools to help you automatically number pages. You can choose from many page numbering format and style choices and position page numbers nearly anywhere that pleases you. Let's explore these features and discuss the effects of document sections and pagination on page numbering.

If you plan to break a document into multiple section, you may want to insert page numbers before you split the document into sections. Otherwise, you will have to repeat the page-numbering for each section of your document.

##### *Page Breaks*

Word uses "Soft" and "Hard" page breaks to indicate when one page ends and another begins. There are two categories of page breaks:

- a) Soft Page Break
- b) Hard Page Break
  - a) Soft Page Break are automatically inserted by Word, when text reaches the bottom of the page and are represented by a dotted line across the document. The text beneath it will appear on the second page if we print this document.  
The position of Soft Page Breaks in a document automatically changes when text is added or deleted to reflect the new page boundaries.
  - b) You insert Hard Page Breaks when you want to end one page and begin another. This is done via the "Break" command in the Insert menu, or by pressing the "Ctrl+Enter".  
Hard Page Breaks appear with the words "Page Break" on the line. They remain at the exact same spot in the document regardless of any text changes you make.  
To remove a hard page break you position the cursor just after it and press the backspace key, or position the cursor at the start of the page break and press the "Delete" key.

##### *Repagination*

In order to display and print page breaks properly, Word must recalculate page endings after you've made changes. Normally, this is done automatically in the background whenever Word can steal some otherwise unused computer time. This process is called automatic repagination. Since page endings affect certain other features word always repaginates when you

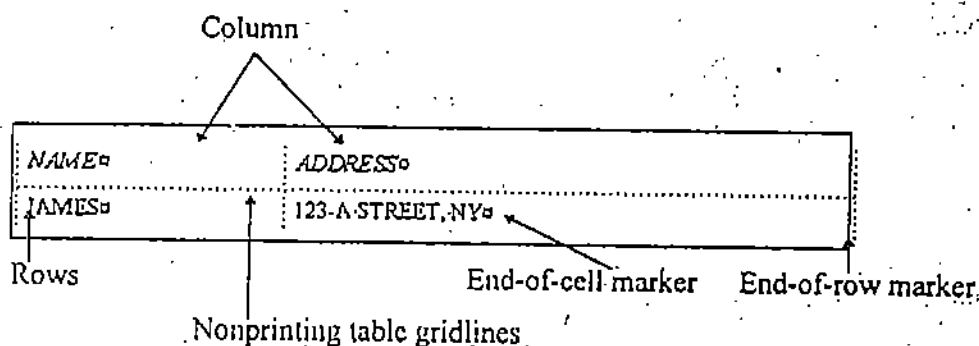
- ask it to point
- are in Print Preview or Page Layout view
- complete a Table of Contents or Index.

## 4.3 TABLES

Word's Tables feature, enables you to arrange columns of numbers and text in a document without using tabs. It helps you to organize complex columnar information.

Tables also provide a convenient way to present text in side-by-side paragraphs as in a resume, or to arrange text beside graphics. You can use them to create such diverse documents as forms, television scripts, financial reports, parts catalog, and resumes. You can insert tables anywhere you need them in Word documents. Word's table feature and the terminology used to describe it, reminds you of a spreadsheet.

Word tables consist of horizontal rows and vertical columns. You do the typing in areas called cells. Cells can contain text, numbers, or graphics. The text in cells is edited and embellished as usual with Word's formatting toolbar and ruler.



A number of table specific features let you control the size, shape, and appearance of cells. Border and Shading features are available. It is also easy to insert and delete rows and columns.

They can be created from existing text without needless retyping. Also the table feature can be used to organize information and then convert your table to text.

Another feature, Table Wizard, helps you automate table creation. The dotted lines around each cell represent nonprinting table gridlines.

Format → Borders And Shading command can be used to add printing borders.

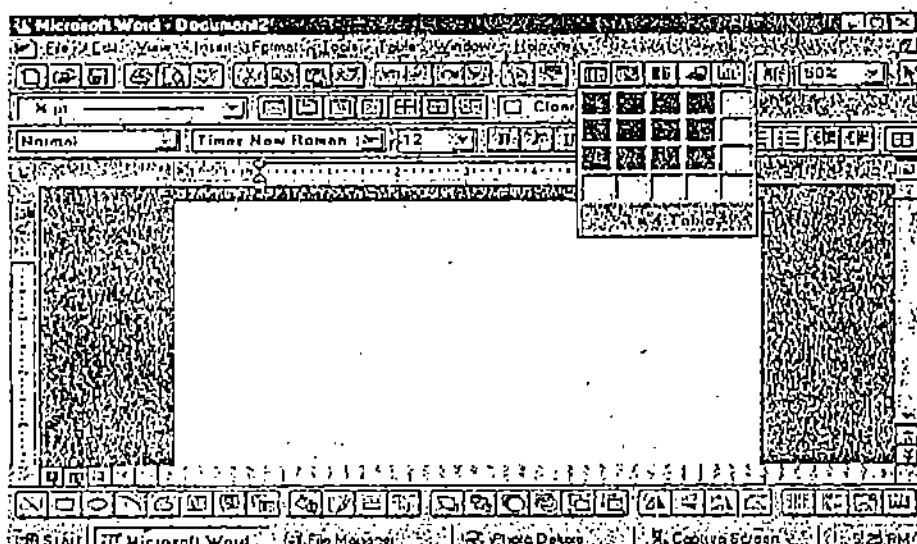
### 4.3.1 Table Creation

A simple table can be created with the Table button on the Standard toolbar and a complex table by the Insert Table command of the Table menu.

To create a table with the Table button

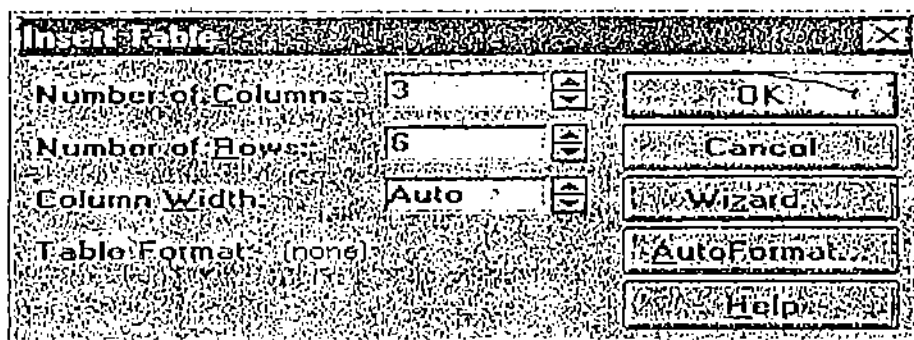
1. Place the insertion point where you want to insert a table.
2. Click the Table button on the Standard toolbar, then drag while holding down the mouse button to highlight the number of rows and columns you want in your table.

3. When the displayed grid represents the desired number of rows and columns, release the mouse button. An empty table will be inserted at the insertion point when the mouse button is released.



#### *To create a table using the Table menu*

The Table → Insert Table command can be used to create more complex tables by specifying the Number of Columns and Rows in the Insert Table dialog box.



#### *Entering and Editing text in a Table*

You navigate, enter and edit table text just as you do any other Word text. The mouse or arrow keys are used to position the insertion point. The cells are thought of as miniature pages and the cell borders as margins. Type the text normally within these cells and Word will automatically wrap text within the cell as you reach the right edge. Rows will automatically grow taller as necessary to accommodate your typing.

To move from cell to cell within a table, either use the Tab key to go forward and Shift+Tab to go backward.

Pressing Tab in the rightmost column will move down the insertion point to the beginning of the next row and pressing Shift+Tab past the leftmost column will move the insertion point to the end of the previous row.

The familiar character formatting toolbar, ruler and menu features work in the same manner to all or selected characters in a table.

A cell can contain more than one paragraph. Paragraph creation is done in the usual way and Word's paragraph format apply to paragraphs in cells.

Within a cell, you can have several different indent settings, line-spacing specifications styles, etc.

### *Converting Text to or from a Table*

You can convert text separated by paragraph marks, commas, or tab characters into cells in a table and also convert a table to ordinary text paragraphs.

This is required at times when you'll start a project using tabs and wish you'd created a table or a co-worker will give you same tabbed text.

### *Converting Text to Tables*

To convert text to a table, highlight the text you want to turn into a table. Choose **Table → Convert Text to Table...** and click the appropriate option button in the resulting dialog box. Here's an explanation of the choices:

Tab	Lines of text separated by paragraph marks or the breaks will become rows in you table. Tab-separated strings of text within those lines will become cell entries in the row. Word will automatically create the necessary number of columns based on the maximum number of tabs in a line.
Comma	Lines of text separated by paragraph marks or line breaks will become rows in you, table. Comma-separated strings of text within those lines will become cell entries in the row. Word will automatically create the necessary number of columns based on the maximum number of commas in a line. Beware of commas that might create unintentional cells.
Paragraphs	Word will propose a single column and create as many rows as you have paragraphs. Changing the number of columns will distribute paragraphs among the columns from left to right. In a two-column layout, the first paragraph would end up in the top-left cell of the new table, the second paragraph in the top-right cell, the third in the left cell of row two, and so on.

### *Converting Tables to Text*

To convert an existing table to text, select the table cells you wish to convert, or **Alt+double-click** to select the whole table. Choose **Table → Convert Table To Text**. Word will display a **Table to Text** dialog box, which asks if you want the table converted to paragraphs, tab-delimited text, or comma-delimited text. Pick one.

Choosing the paragraph option will convert each old table cell into at least one paragraph. If the table's cells contain multiple paragraphs, the paragraph marks are retained during the conversion, so some cells will create more than one new paragraph.

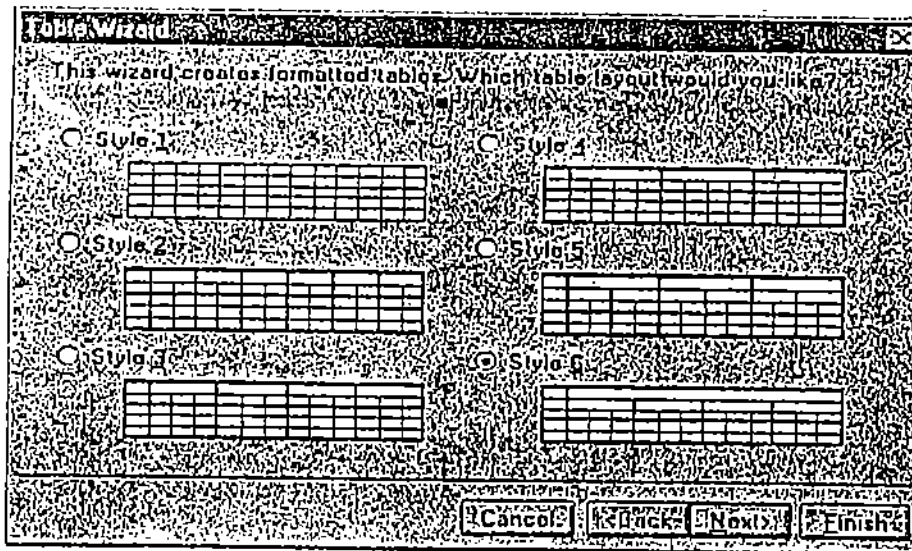


If you pick the comma or tab options, Word will convert each row of your table into the paragraph. Cells from the tables will be separated within the paragraphs by tabs or commas.

### *The Table Wizard*

The Table Wizard will ask you some questions and format your table. Here are the basic steps to using the Wizard:

1. Place the insertion point where you want the table. Tap **⏏** once or twice if you've just opened a new document.
2. Choose **Table → Insert Table**.
3. Click the Wizard button in the resulting dialog box. You will be presented with a number of screens asking you questions.
4. Look at each choice *carefully*, and select one of them.



5. Click the Next button after each choice or the Back button to back up one screen.
6. When the Wizard runs out of questions, click Finish. You'll be presented with the Table AutoFormat dialog box (which you read about earlier).
7. Cruise the format samples until you find just the right mood, then click OK.

### 4.3.2 Table Modification

Modifying a table involves selecting, inserting, deleting, copying and moving rows, columns and cells. It also describes how to change the spacing and column width and how to split a table.

#### 1. *Selecting in Tables*

As already seen, you can select characters, words, and other items in table cells using Word's usual mouse and keyboard features. In addition, Word also provides table-specific selection tools enabling you to select whole cells, entire rows, columns, or areas. The area between the first

character in a cell and the left edge of the cell is called the cell selection bar. When you point to it, the mouse pointer changes directions (points to the right). Clicking on it selects the contents of the entire cell.

To select a column, move the mouse pointer to the area called the column selection bar at the top of a column, when the pointer changes into a large, down-pointing arrow. Holding down the Alt key while clicking anywhere in a column will also select the entire column.

#### *Selecting Rows*

To select the entire row, double-click any cell selection bar. The same can be accomplished by selecting and dragging the leftmost or rightmost cell in a row.

#### *Selecting Adjacent Groups of Cells*

To select groups of adjacent cells, either drag through the cells or click in one cell and Shift+click in the others.

#### *Selecting the Whole Table*

To select an entire table, hold down the Alt key and double-click anywhere in the table. If your document contains multiple tables and they are not separated by paragraph marks, this technique will select all adjacent tables.

### **2. Inserting Cells, Rows, and Columns**

A new row can be inserted above the selected row, a new column to the left of the selected column and a new cell at the specified location. To insert a new cell, row or a column, first select an existing cell, row or column.

- a) To add cells to a table, select the number of cells from this table, next to which you want to add new cells and click the Insert Cells button on the Standard toolbar. The number of cells inserted will be the same as the number of cells selected in this table.
- b) To insert row in a table, select the same number of rows below which you want new rows to be added and click the Insert Rows button on the Standard toolbar. The number of rows will be same as those selected in this table.

To add a row at the end of a table, position the insertion point in the last cell of the last row and then press the TAB key. The cells in the new row have the formatting of the cells in the preceding row.

- c) To insert columns in a table, select a column or group of columns to the right of which you want to insert a new column or columns and click the Insert Columns. Word inserts a column or columns to the left of the selected column or columns.

### **3. Deleting Cells, Rows, and Columns**

The Cells, Rows and Columns in a Table can be deleted by the Delete command on the Table menu, which changes according to what is selected.

#### 4. *Changing Column Width*

The width of selected cells and entire columns can be changed by dragging the table column markers on the ruler or by dragging the column boundaries.

To change the column width automatically, use the Autofit button to adjust the width of columns quickly.

#### 5. *Changing Row Heights*

Normally, Word sets the height of each row automatically to accommodate the cell containing the tallest entry. For instance, if one cell in a row needs 2.0" to accommodate the text or graphic it contains, all of the cells in that row will be 2.0" high.

To drag a row to new heights, Click anywhere in the row you wish to resize. The Row heights can also be resized by the Table → Cell Height and Width.

#### 6. *Splitting a Table*

To split a table, position the insertion point in the row where you want the new table to start and then choose split table from the Table menu.

#### 4.3.3 Table Formatting

The readability of a table can be improved by formatting the text within the table, aligning text, creating column headings, and adding borders and shading. The AutoFormat command from the Table menu can also be used to automatically format the table for you.

##### *Formatting Text in a Table*

Text formatting within the table can be done in a similar manner as it is done with the rest of the text in the document i.e, by using the formatting toolbar, format menu commands, or the ruler.

The TAB key in a table cell has a different function. It will just move the insertion point between cells. To insert a tab character in a cell, press CTRL+TAB.

##### *Centering a Table and Aligning Rows*

To center a table or change row alignment

1. Select the entire table or rows you wish to align.
2. Choose Table → Cell Height and Width and select the Row tab.
3. The various options are listed below.
  - a) To center the table, choose the center option button under alignment.
  - b) To set an exact amount of indentation from the left margin, type or select a number in the Indent from left box.

- c) To set the alignment in relation to the page margins, select the Left, Center or Right option button under Alignment.

### *Creation of Table Headings*

Table Headings that span several columns can be created by merging cells. Use the Merge Cells feature to combine the contents of multiple cells - for example, to make a heading in one cell span an entire table or a selected group of columns. You select the cells to merge, then choose Table → Merge Cell, and the contents of the designated cells will merge. You may need to reformat text merged this way.

You can repeat table headings when a table is split between pages. Word automatically repeats table headings only for tables that are split by "soft" page breaks. If a "hard page" break is inserted within a table or the split Table command is used then the heading is not automatically repeated.

The Page Layout view, only displays the Repeated Table headings on each page.

### *Table Borders and Shading*

An easy way to dress up a table is to add printing borders and shading. Select the cell or cells you wish to embellish, then use the line thickness portion of the Borders toolbar. Pick the desired combination of line thickness and apply the borders just as you would add them to word paragraphs. Add shading to some or all of the cells.

<i>Sunrise Special</i>	Start the day with a sunrise breakfast sailing in a balloon!	Offers the best price for groups of four or fewer
<i>School Day Special</i>	Bring your class for a tour of the grounds and a short	Special arrangements for the school groups

<i>Sunrise Special</i>	Start the day with a sunrise breakfast sailing in a balloon!	Offers the best price for groups of four or fewer
<i>School Day Special</i>	Bring your class for a tour of the grounds and a short trip in a balloon	Special arrangements for the school groups include a box lunch

Before adding borders and shading

After adding borders and shading

### *AutoFormatting Tables*

Word's Table → Table AutoFormat command attempts to pick cell settings that make a presentable table.

The basic steps for using Table AutoFormat are:

1. Enter, edit, spell-check, recognize and otherwise finish with your table.
2. Save the document.

3. Select the entire table.
4. Choose Table → Table AutoFormat to open the Table AutoFormat dialog box.
5. Preview the format choices from the scrolling list by highlighting their names one at a time.
6. Pick a style by highlighting it and click OK.

#### 4.3.4 Sorting and Numbering Cells

Word's Table → Sort Text command will attempt to sort selected text alphabetically, numerically, or chronologically at your request. Sort can be up to three levels "deep".

To sort a table with this command, follow these steps:

1. Save the table.
2. Place the insertion point in the table you wish to sort.
3. Pick Table → Sort Text. Word will highlight (select) the entire table, and you will see the Sort Dialog box.
4. If you have labels at the top of your table, choose the option My List Has Header Row. There will be up to three drop-down lists containing the column labels or column labels or column numbers.
5. Specify the sort order by choosing the desired column for each sort level.
6. Choose a sort order for each column.
7. Tell Word, if the data in each column are text, numbers, or dates by choosing from the Type drop-down lists.
8. Click Ok and Word will sort.

#### 4.3.5 Special Tasks with Tables

The special tasks which can be performed with tables can be perform calculations, import data from Microsoft Excel, create a graph, or set up a database.

##### *Performing Calculations in a Table*

You can add subtract, multiply and divide numbers in a word table. You can also perform other calculations like averages, percentages, minimum and maximum values etc.

To sum a row or column of cells, position the insertion point in the last cell of a row or column. The cell does not have to be empty; however, if it contains a number and you want the result of the calculation to replace that number, you must select the number. Otherwise Word inserts the results without removing the original number in the cell. Choose the formula command from the Table menu. Click the expression in the formula box to make sure it will sum the numbers you want to add, then choose the Ok button.

To perform other calculations, you specify which cells to use in the calculation and use the formula for each calculation. In the formula box, type between the parentheses, the cell references you want to use in the calculation.

### *Exchanging Data with Microsoft Excel*

Word has a feature to paste Microsoft Excel Worksheet into a word document. Word then converts the worksheet to a word table. Word commands can then be applied to work with the data. The reverse is also true.

In addition to copying and pasting worksheets, you can link and embed Microsoft Excel Worksheet.

### *Using a Table to Create a Graph*

Word makes it easy to create a graph, or chart from data in a table. Select all or any part of the table and then click the Insert Chart button on the Standard toolbar. Word opens MS-Graph which uses the selection to create a graph. You can use any of the commands in MS-Graph to format the graph. The graph appears immediately below the table you selected. The inserted graph is an embedded object.

### *Using a Table as a Database*

Word table can be used as a simple database for storing information such as addresses or client records.

To use a table as a database, be sure that the insertion point is within the table, then click the Data Form button on the Database toolbar. Word displays the Data Form dialog box. Type information in the fields provided.

### **Check Your Progress**

1. To view multiple columns on the screen, switch to
  - i) Page Layout view
  - ii) Normal View
  - iii) Outline View
  - iv) Master Document View
2. Which of the following is incorrect
  - i) Page Orientation in the Page Setup command can be either Portrait or Landscape
  - ii) The Gutter feature in the Margins tab of the Page Setup dialog box allows you to set different left and right margin widths
  - iii) Header & Footer editing always takes place in Page Layout View
3. The default units for the document margins can be changed by choosing which of the following tabs in the option box.
  - i) View tab
  - ii) Edit tab

- iii) General tab
  - iv) Print tab
4. The maximum number of columns in a table can be
- i) 21
  - ii) 30
  - iii) 31
  - iv) 11
5. To insert a tab character in a cell
- i) Press CTRL+TAB
  - ii) Press SHIFT+TAB
  - iii) Press ALT+TAB
  - iv) Press CTRL+ALT+TAB

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## 4.4 SUMMARY

The various options that affect the appearance of a document include the following:

- Paper size
- Page orientation (Portrait or Landscape)
- Margins
- Headers and Footers
- Page Numbers
- Line Numbers
- Number of newspaper style columns

When you use the Page Setup command on the file menu to specify a paper size, the options that are available depend upon the capabilities of the printer you selected.

By the end of this unit, you must have also learnt the creation and usage of Tables, Frames.

## UNIT 5 MAIL MERGE

### Structure

#### 5.0 Introduction

#### 5.1 Objectives

#### 5.2 Mail Merge

##### 5.2.1 Data Sources & Main documents

##### 5.2.2 Starting & Editing the Main document

##### 5.2.3 Merge Printing Envelopes & Labels

#### 5.3 Summary

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### 5.0 INTRODUCTION

The Mail Merge feature and the Macros have been described in this unit. Word's Mail Merge feature is a quick and easy way for mass producing form letters, envelopes, mailing labels, phone lists etc. By using Mail Merge, you can send the same letter to a number of people, without typing the original letter more than once.

The Macro is a sequence of actions that is named and stored. When you run a macro, Word performs all the assigned actions in sequence. You can assign a macro to a key, a combination of keys, a tool button, or a menu. The Macro feature basically helps in faster editing and formatting.

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### 5.1 OBJECTIVES

After going through this unit; you will be able to

- create a data source for the document
- merge the addresses for printing on envelopes and labels

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### 5.2 MAIL MERGE

Word's Mail Merge feature lets you quickly create personalized correspondence and other documents by combining information (merging) information from two different files.

For instance, you could merge a list of names and addresses from one file (your data document) with another file (your main document) to produce a number of personalized form letters.



You could also create catalogs, forms with variable information fields, or labels. You insert data instructions (fields) in the main document wherever you want data from the data source to appear in your merged documents.

Mail Merge feature can also be used to prepare other kinds of merged documents such as catalogs, parts lists, directory lists, forms or invoices, print addresses on envelopes and mailing labels.

### 5.2.1 Data Sources & Main Documents

Data Sources are organized collections of information - databases-stored as Word tables. Word can also use data from other applications such as MS Excel or MS Access. After opening a data source in another application, make sure that the merge fields in your document match those in the data source. All data sources, no matter where they come from, contain records and fields. For example, an employee data source would contain one record for each employee. This record would contain multiples fields - one for the employee's first name, one for the middle initial, one for the last name, one for each part of the address and so on.

The data source contains the information that can vary in each version of a form letter, such as the names and addresses.

You can either open an existing data source or create a new one in Word.

Main documents as mentioned earlier contain the text of your project (the body of a letter), fields, and merge instructions.

Main Documents can be used from earlier versions of Word or from other Applications.

While using the Main document from other applications, open that document in Word 6 and convert its contents to Word for Windows. However, field names and formatting from some applications may not translate well into Word for Windows format. Check the fields in your main document and adjust them if necessary before completing the merge or you can paste the main document into Word for Windows as plain text, then apply the formatting and centering the field names.

### 5.2.2 Starting & Editing the Main Document

Creating a merge main document, such as form letter, is a three-step process.

- Step 1: To set up the main document, which contains the text, punctuation, and other items that remain the same in each version of the form letter.
  - Step 2: To set up a data source which contains the information that varies in each version. This can be done either by opening an existing data source or creating a new one.
  - Step 3: To complete the main document by inserting merge fields and by typing or adding information you want to be the same in each form letter, such as the body of the letter, your address and your logs.
- Step 1: To start the main document:

- i) Select the create button to start creating your main document. A list will drop down offering you four choices-Form Letters, Mailing Labels, Envelopes and Catalogs.
- ii) Select the type of main document you want. A dialog box appears offering you the choice of the active window or a new main document.
- iii) Choose the Active Window button if the active window contain information for your main document or choose the New Main Document button if the active window doesn't contain any information for the mail merge.

Whichever button you choose, Word will return to the Mail Merge Helper dialog box and the space below the create button now lists the information you've entered so far-the type of merge and the main document to use.

**Step 2:** Next, you need to specify the data source and arrange in it the fields that will be available to your main document for the merge.

- i) Click the Get Data button to display a list of options for your data source.
- ii) If you already have a data source that you want to use, select Open Data Source or if you want to create a new one, select Create Data Source.

### *Creating a Data Source*

The Create Data Source dialog box that appears when you choose Create Data Source contains a list of commonly used field names under "Field Names in Header Row" box. The next step is to add field names in the data source. This can be done by selecting the field names from the Field Name in Header Row box or by adding the new ones to it. These field names can be upto 40 characters long and contain letters, numbers, and underscore (\_). They cannot contain spaces and must start with a letter. The following operations on the field names can be done:

1. To delete a category from the data source, select it and choose Remove Field Name button.
2. To Add a category to the data source, type the new field name in the Field Name box and then choose Add Field Name button.
3. To change the order of field names, select a field name in the field names in Header Row box, and then click the up or down arrow at the right of the list until the field name is in the desired position.

When you finish creating the field names, choose the OK button. Word then displays the Save Data source dialog box. You save the new data source by giving a new filename to it.

Word then displays a message asking you whether you want to edit the data source or edit the main document. Choose the Edit Data Source button to type the information that varies in each version. The Data form dialog box appears. Type the information you want in each data field box and then press ENTER. To move to the next or previous data field box, press TAB or SHIFT+TAB.

Continue typing information, choosing the Add New button to start each new record. Choose the OK button in the last.

### *Opening a Data Source*

To open an existing data source, Select Open Data Source from the Get Data drop-down list. The Open Data Source dialog box that appears works just like the File Open dialog box. Select the document you want to use and click OK. Word will open the document and return you to the Mail Merge Helper dialog box.

**Step 3:** Once you've completed the second step-Creating a new data source or Opening an existing data source-you can complete the main document by inserting merge fields and by typing or adding information you want to be the same in each form letter.

This can be done by:

**a) Completing a form letter main document:**

Type or add any text and graphics you want to include in each letter. Then insert a merge field where you want each category of addressee information to be printed. Place the insertion point in the document where you want to insert information from the data source, click the Insert Merge field button on the Mail Merge toolbar and then choose the appropriate merge field. Choose save from the file menu after editing the main document.

**b) Merging the data source with the main document:**

Before merging the main document with the data source, the following things should have been done:

1. All the addressee information in the data source should have been typed.
2. All the merge fields should have been inserted at the desired location into the main document.

### *To merge a data source with the main document*

1. Click, the View Merged Data button on the Mail Merge toolbar while the main document is in the active window. Word displays information from the first data record in place of the merge fields in the main document text. To view information from other data records, click one of the arrow buttons on the Mail Merge toolbar, or type a record number in the Go To Record box.

### **5.2.3 Merge Printing Labels & Envelopes**

Word's Mail Merge Helper can also be used to merge labels and envelopes. The procedures for merging labels and envelopes are very similar to those for form letters.

#### *Printing Addresses on Envelopes*

Word 6 offers the ability to print addresses on envelopes. This can be convenient for small number of envelopes; but as most laser printers require you to feed envelopes in by hand, printing large numbers of envelopes can be a slow business.

### *To print envelopes by using the Mail Merge command*

1. Select Tools → Mail Merge to fire up the Mail Merge Helper.
2. Click the Create button to drop down a list of options and select Envelopes from this drop-down list.
3. Arrange the data source as usual. Then click the Mail Merge Helper button on the Mail Merge toolbar and under Main document, choose the Set up button. In the Envelope options dialog box that appears, make the appropriate choices for your envelopes.
  - On the Envelope options tab, click the font button in the Delivery Address box or the font button in the Return Address box to change the font in which the addresses appear. You can also adjust the position of the delivery address or return address by entering from Top and from Left measurements in their boxes.
  - On the Printing Options Tab, select the feed method and the tray to feed from.
4. Choose OK to close the dialog box.
5. Next, the Envelope Address dialog box appears. Position the insertion point in the Sample Envelope Address box. Then choose the Insert Merge Field button and choose the appropriate merge fields. Type any spaces and punctuation you want between the merge fields, and press ENTER at the end of each line. Choose the OK button to close the Envelope Address dialog box.
6. In the Mail Merge Helper dialog box choose the Edit button under main document and then choose Envelope document from the list. Word displays the envelope main document in Page Layout view. If the user Info Tab in the Option dialog box (Tools menu) has an address specified in the Mailing Address box, then that address is used as the return address.
7. Check whether your printer is ready to print envelopes. Then click the Merge To Printer button on the Mail Merge toolbar.

### *Printing Labels on Laser Printers*

The Mail Merge Helper makes merging labels on a laser printer deal simple. You use the Mail Merge Helper to create a main document containing a table with fixed-size cells and cell spacing that match the size and position of your blank labels, then insert merge instructions in each table cell.

1. Select Tools → Mail Merge to fire up the Mail Merge Helper.
2. Click the Create button to drop down a list of options.
3. Select Mailing Labels from the drop-down list.
4. Arrange the data source as usual. Word will then invite you to set up your main document. In the Label Options dialog box that appears, make the appropriate choices for your printer and labels:
  - In the Printer Information box, select Laser or Dot Matrix as appropriate.

5. When you've chosen the labels to use, choose OK to close the dialog box.
6. The Create Labels dialog box will appear. Position the insertion point in the Sample Label box. Choose the Insert Merge field button and choose the appropriate merge fields. Type any spaces and punctuation you want between the merge fields and press ENTER at the end of each line.
7. Open the Mail Merge Helper dialog box and choose the Merge button to merge your data source with the main document. Choose whether to merge to new document or to the printer. (You can also use the Merge to New Document and Merge to Printer buttons on the Mail Merge Toolbar here).
8. Save your documents with meaningful names.

### Check Your Progress

1. While using the data from other applications in the data source file,
  - i) the records must contain multiple fields
  - ii) the merge fields in the documents must match those in the data source
  - iii) you must first click the Create Data Source button
  - iv) none of the above
2. The Date and Time command
  - i) Inserts the date and time you can specify
  - ii) Automatically adds the current date and time
  - iii) Shows the date a file was created
  - iv) Shows the date a file was last revised
3. The View Merged Data button
  - i) Allows you to view all the records in the data source file
  - ii) Allows you to insert records into the main document
  - iii) Allows you to view how the form letter will appear
  - iv) Allows you to select the records to be merged.
4. The Macros can be assigned to a toolbar, a menu or shortcut keys by using,
  - i) the Options command in Tools menu
  - ii) the Macro command in the Tools menu
  - iii) the Customize command in the Tools menu

---

## 5.3 SUMMARY

Mail Merge has an advanced feature of printing envelopes and labels. This feature is not present in the Mail Merge feature of WordStar Macros in Word can be assigned to menu, keyboard shortcut keys or toolbar. By this, the operation of the macro can be made faster and easier.

## UNIT 6 DOCUMENT MANAGEMENT

### Structure

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Opening, Saving & Protecting Documents
- 6.3 Finding documents
- 6.4 Printing a document
- 6.5 Summary

---

### 6.0 INTRODUCTION

This unit explains the details of managing Word documents which includes creating, opening, saving, restoring and protecting documents. It also deals with locating the documents either by searching a disk, directories or folders for filenames or by using the summary information.

While saving a new document, Word by default assumes you to store identifying information (Summary Info) that will later help you find the file. And if at a later stage, you wish to change this information stored with the file, you can do this by simply choosing Summary info dialog box, make the changes and click OK.

The end product of a Word Processing session is usually a printed document. Before printing from Word for the first time, you must check that your printer setup is correct. And Word's Print Preview feature used before printing any documents, helps in checking that all its elements are in place. All these printing options have been explained in detail in this unit.

---

### 6.1 OBJECTIVES

After going through this unit, you will be able to

- protect your document
- find your document
- printing specific pages of your document
- print more than one copy of the document
- change the printer

---

## 6.2 OPENING, SAVING & PROTECTING DOCUMENTS

The major file management operations include creating, opening, saving, restoring and protecting documents. This detail about creating, opening and saving the documents have been explained earlier in unit 1. This section mainly deals with protecting documents.

### *Protecting a document*

Protecting a document implies saving it from being changed either accidentally by some other user. A document can be protected in two ways:

1. Opening a document as read only.
  2. Protecting a document with a password.
- 
1. When a document is opened as read-only, the user cannot make any changes to the document. This can be achieved by selecting the Read-Only check box in the Open dialog box. This Read-Only option will not allow any changes in the document to be saved.
  2. The other way to protect a document is to use the Protection Password, which is typed in the Protection Password box. In this way, the users who know the password can only open the document. These passwords can be changed and deleted too.

---

## 6.3 FINDING DOCUMENTS

Word documents can be located based on its filename, creation date or last modification date. The summary information included with a document helps to search a document based on its author, a descriptive title, or keywords.

The information used to search for documents are called search criteria.

The Find file command from the file menu or the Find File button in the Open dialog box can be used to locate a document. The first time file option is chosen, the search dialog box appears in which you can specify filename, file type and drive search criteria. Once a search is completed, Word will display a list of files that meet the current search criteria.

### *Searching by Filename and Drive*

The steps followed for locating a document when the search criteria is filename and drive are:

1. Click Find File from the file menu. The search dialog box appears. Click the Search button.
2. Under Search for, type the name of a specific document in the file name box and in the location box, you can select a drive or volume you want to search or type and edit the paths you want to search.
3. Also, you can search all subdirectories of the selected directory by selecting include subdirectories check box. Word will display the list of files it finds in the listed files box.

4. When finished searching for documents, Click the close button.

### *Searching with Advanced Search Criteria*

The Advanced Search button in the search display box can be used to specify additional criteria such as a specific directory or folder, creation and modification dates, or summary information. By clicking the Advanced Search button in the search dialog box, the Advanced Search dialog box appears:

- Select the Location tab for searching by location. Type the name of the file in the file name box for searching by filename. In Windows, to search a directory that is not listed in the Search In box, select the directory in the Directories box, and then choose the Add button. To delete a directory from the Search In box, select it and then choose the Remove button. To remove all directories from the Search In box, choose the Remove All button.
- Select the Summary tab for locating a file by summary information or content.
- Select the Timestamp tab for searching for the date a file was created or last saved. Type the range of dates during which the file was created or last saved. In the By box, type the name of the person who created or saved the file.

---

## 6.4 PRINTING A DOCUMENT

While printing a document, you can:

1. Print the entire document or only specific pages.
2. Print summary information, annotations or list of styles, AutoText entries or key assignments.
3. Print a draft copy, which omits graphics to allow faster printing.
4. Set printing options, such as number of copies.

You can also automatically create and print an envelope, using an address from a document or one that you type. You can either print directly on an envelope or store the information so that you can print the envelope later.

The printer you can use affect the way Word prints and displays text on the screen. Before you print a document, you must install and select the printer you intend to use to print the document.

Word displays a document as it will look when you print it. If you want to preview a document before you print it, use page layout view or print preview. In each of these views, you can make last minute changes to text formatting, page breaks and margins.

Line breaks and page breaks should be the same on the screen and in the printed document. However, the fonts and view options you choose can affect the match between what you see on the screen and what appears on the printed page.

Three kinds of fonts affect your work in Word: Scalable fonts, Printer fonts and Screen fonts.



Use Scalable fonts, such as True Type fonts to ensure that what you see on the screen is what appears on the printed page.

For using printer fonts, you must have a corresponding screen font and font size to display each font on the screen. If each screen font you use has a matching printer font, the screen display of the document will closely match the printed document.

The three basic steps for printing a document are:

1. Connecting the Printer:

Connect the printer either directly to your computer or to a network.

2. Selecting the Printer:

Choose Print from the file menu then choose the Printer button and select the printer you want to use.

3. Printing the Document:

Click the Print button on the Standard toolbar. In Windows, Word prints one copy of the active document using the word default print settings.

**Check Your Progress**

1. To prevent other users from opening a document which of the following should be clicked in the options command in Tools menu
  - i) Protection Password box
  - ii) Write Reservation Password box
  - iii) Read-only Recommended box
  - iv) Either (ii) or (iii)
2. While Saving a document, a filename without the extension can have maximum of
  - i) 15 characters
  - ii) 11 characters
  - iii) 8 characters
  - iv) 10 characters
3. List the steps followed for finding a document based on the search criteria.

---

## 6.5 SUMMARY

After going through this unit, you must have seen that document management involves opening, saving, protecting documents and the information stored while saving the documents can further be used for locating the documents. The Advanced Search Criteria described in this unit can help you in locating the file based on the modification dates as well.





Block

# 3

## Microsoft Excel

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## BLOCK INTRODUCTION

Simple row and column arithmetic of accounting worksheet evolved the electronic version of this as Spreadsheets. A Spreadsheet is an integrated package that comes with a worksheet program, graph program and a database management program. Since then Spreadsheets have become the most widely used Computer Software for years.

Excel is used to automate financial statements, business forecasting, transaction registers, inventory control, accounts receivable and accounts payable. It also provides multiple facilities like making graphs, analyzing situations and also helps people at the managerial level in taking decisions.

Many enhanced features have been added in Excel. These features are Worksheets a Workbook, tabbed dialog box, cascading menus, drag and drop data, tip wizards, editing cell contents within the cells, formatting of individual characters within the cell, simplified and sorting and filtering of data. Microsoft has come out with a package called MS-Office which has built-in software call MS-Excel. This software has the power to do much more than LOTUS 1-2-3.

Formatting techniques of Excel help us to present the data in the way we want. It includes setting of Column width and row height, choose fonts of character from the large variety of the same, align your data, fix up the display format of numbers etc. We can also choose the ready-made formats from the list of formats of worksheet using AutoFormat option.

Page setup is necessary to get the printout of the spreadsheet. We will also learn about how to get the selected data printed. Custom dialog boxes provide greater control of events which also help in application development.

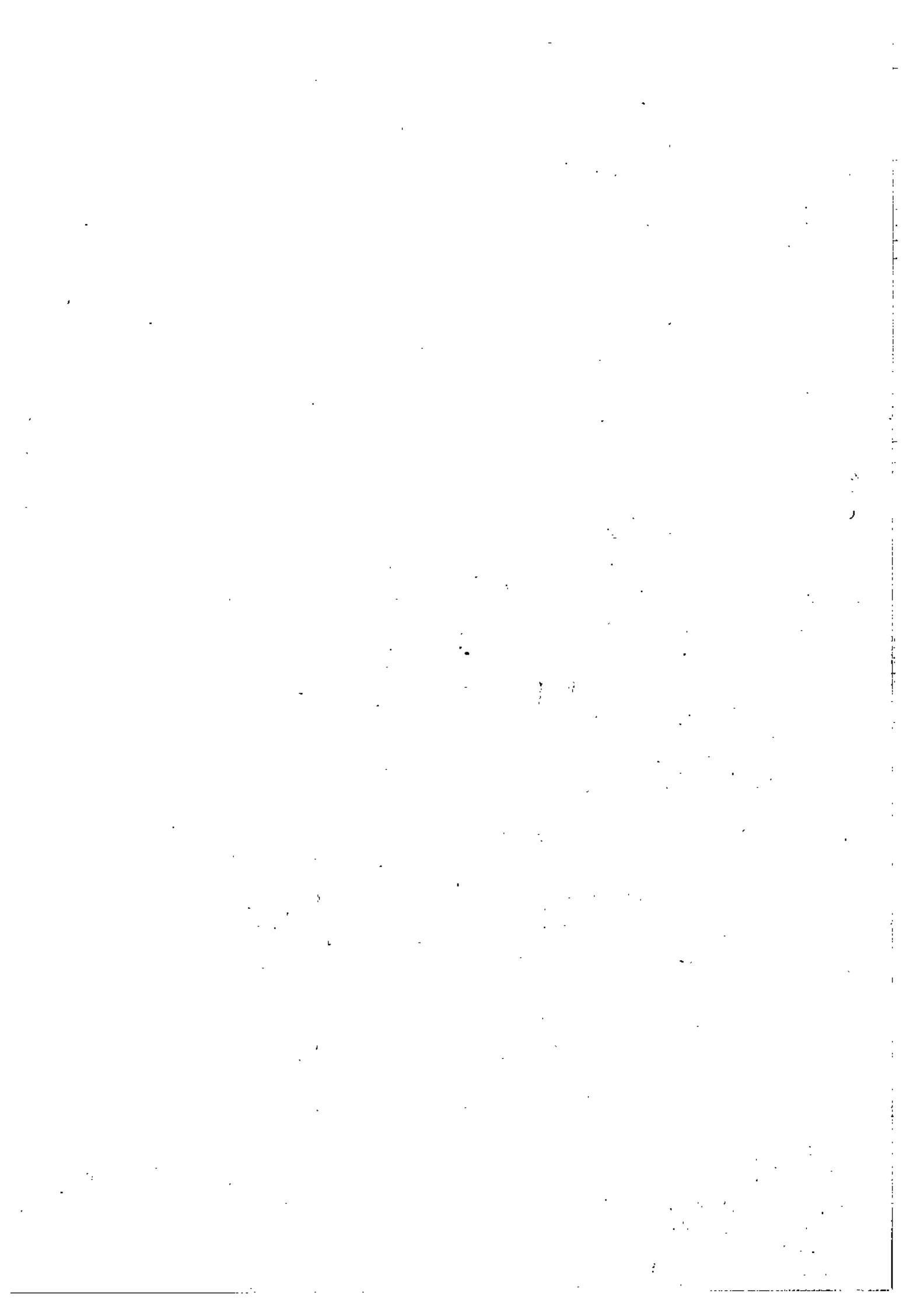
Charts are an effective way to present the data for analysis in the graphical form. This is achieved by a variety of charts available with Excel. This version is provided with the features of maintaining databases that reside in worksheets.

"Help" (Press F1, wherever you get struck, to call for help) provided with the application package Excel will help you for all these topics. You can also refer to the following material to have more information of the package:

- The Complete Guide to Microsoft OfficeBPP Publication
- Mastering Excel 5.0 for WindowsBPP Publication
- Manual provided with the software of Excel 5.0

The working knowledge of Windows is the pre-requisite to learn Excel.

---



# UNIT 1 INTRODUCTION TO EXCEL

## Structure

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Excel Basics
  - 1.2.1 To Start Excel
  - 1.2.2 Workplace of Excel Spreadsheet
- 1.3 Worksheets within Workbook
- 1.4 Getting started with EXCEL
  - 1.4.1 Create a Workbook
  - 1.4.2 Open a Workbook
  - 1.4.3 Find a Workbook
  - 1.4.4 Insert a Worksheet
  - 1.4.5 Delete a Worksheet
  - 1.4.6 Move the Worksheet
  - 1.4.7 Selecting Cells
- 1.5 Enter and Edit Data
  - 1.5.1 To Create a Custom List
  - 1.5.2 Cell References
- 1.6 Range Names
- 1.7 Navigate Worksheet
- 1.8 Search and Replace Data
- 1.9 Rearrange Cell Contents
  - 1.9.1 Move or Copy Cell Contents
  - 1.9.2 Inserting or Deleting Rows & Columns
- 1.10 Save and Protect Workbook
- 1.11 Exit EXCEL
- 1.12 Summary

---

## 1.0 INTRODUCTION

MS-Excel is a Windows based application package that can be used to automate tasks such as calculation and analysis of data.

MS-Excel works the way you want i.e. it can be customized. It provides ease of work with the following features:

**Tip Wizard** - Guides you to work more effectively while you work by displaying various helpful tips and techniques based on what you are doing.

**Drag and Drop Feature** - It help you to reposition the data and text by simply dragging the data with the help of mouse.

**Autofill** - It helps you to fill rows or columns with the series of data.

**Autosum** - You can add a large range of data by simply selecting a tool button.

**Windows Interface** - As Excel is Windows based package therefore the user interface is consistent.

**Shortcut Menus** - Commands appropriate to the task that you are doing appear by clicking the right mouse button.

**Built-in Spell Check** - You can maintain a dictionary of the words usually used in your work and spell-check your spreadsheet.

---

## 1.1 OBJECTIVES

After going through this unit, you will be able to

- start EXCEL from the WINDOWS application
- identify different parts of the worksheet
- create, open, delete, save a workbook
- enter data and edit a workbook
- navigate within a workbook
- specify range of cells
- save your work

---

## 1.2 EXCEL BASICS

Before you start working on the worksheet, the knowledge of the concepts and movement on the workbook is necessary.

### 1.2.1 To Start Excel

1. Start Windows.

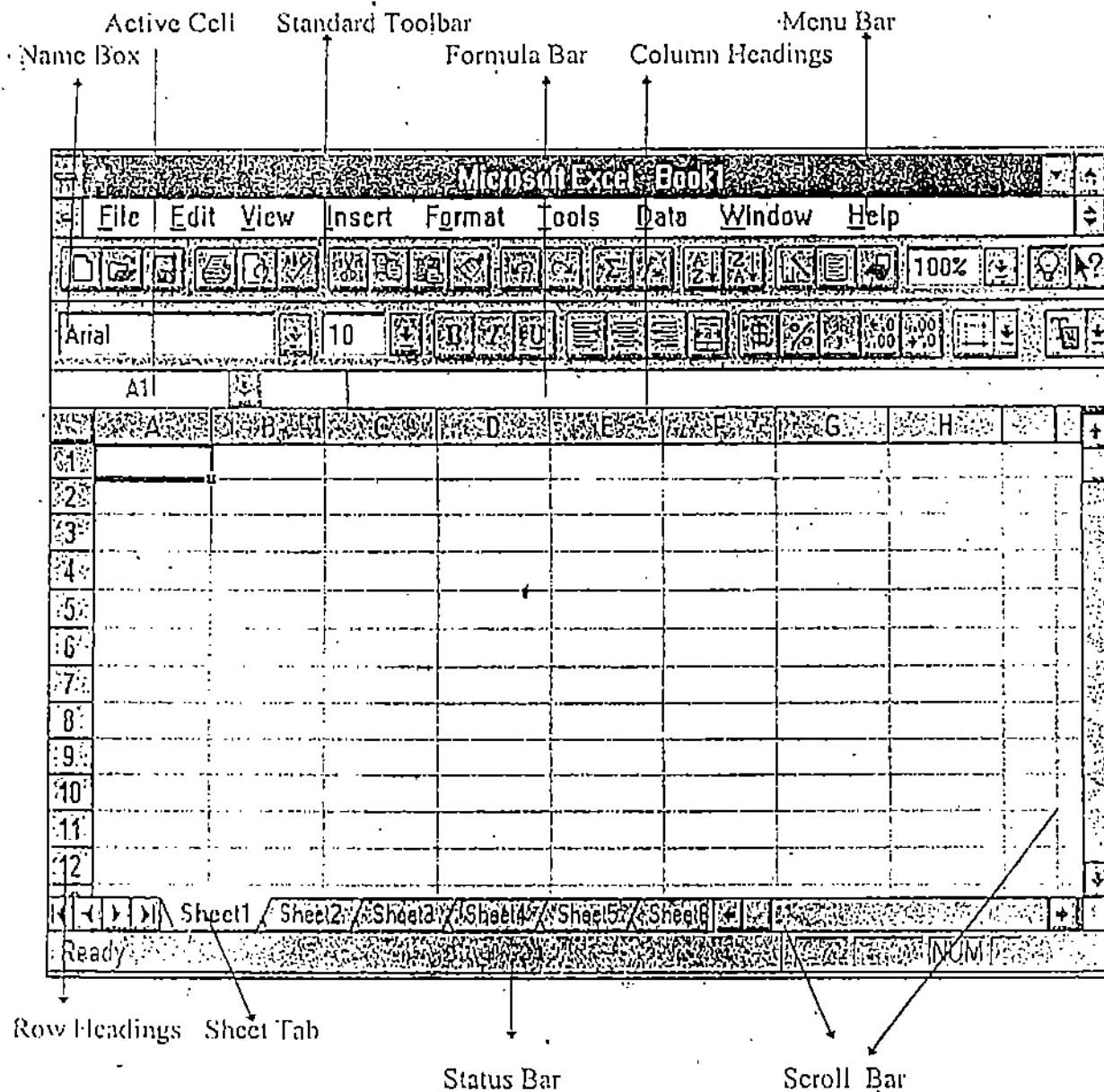


2. Click on the Program Manager icon.
3. In the Program Manager window, click on MS-Office icon.
4. In the MS-Office window, click on MS-Excel icon as shown-below:



Microsoft  
Excel

### 1.2.2 Workplace of Excel Spreadsheet



**Menu Bar** - Different options for selection.

**Standard Toolbar** - It is displayed by default and provides shortcuts for the common commands used.

**Formula Bar** - Any text, data or formula that is being keyed-in or edited is displayed in it.

**Name Box** - Displays the address of the current cell.

**Scroll Bars** - Used to move up or down in the worksheet using mouse.

**Sheet Tab** - Displays the name of the current worksheet that can be changed by double clicking on it and giving a new name in the dialogue box.

**Status Bar** - Left part displays the various messages like Ready mode (when Excel is ready to accept data into the spreadsheet) or Edit mode (while in the editing mode). The right part highlights the status of keys of the keyboard.

**Row Headings** - They are numbered as 1, 2, 3 .... 16384.

**Column Headings** - These are addressed as A, B, C, ....IV.

**Active Cell** - Intersection of each row and column is called a cell.

---

## 1.3 WORKSHEETS WITHIN WORKBOOK

MS-Excel document is called as a Workbook. Each Workbook contains 16 worksheets by default. This number can be changed if required by resetting the default options. Worksheets within Workbooks make it easy to bind files of related information. When a Workbook is opened, all worksheets of that workbook become available to the user automatically.

---

## 1.4 GETTING STARTED WITH EXCEL

Firstly, open the workbook to start your work on a worksheet. At times, you might require to insert or delete a worksheet, and cells to be selected.

### 1.4.1 Create a Workbook

Select the New.. command from the File menu. The Workbook is opened by the default name of BOOK1.

### 1.4.2 Open a Workbook

To open an existing Workbook, select Open option from the File menu. Names of the recently used files are listed in the File menu and can be selected by merely clicking on the name of the file to be opened.

#### 1.4.3 Find a Workbook

Choose File -> Open command. Select **Find File..** option from the dialogue box that is opened. Consequently, another dialogue box is opened in which the details like file name, directory are to be given.

#### 1.4.4 Insert a Worksheet

To insert a Worksheet between two worksheets choose **Worksheet** option from the **Insert** menu.

#### 1.4.5 Delete a Worksheet

To remove a worksheet from the workbook, select **Delete Sheet** from the **Edit** menu. A dialogue box will appear to confirm this action.

#### 1.4.6 Move the Worksheet

To move the worksheet in the same workbook, place the mouse pointer on the sheet tab, press the left mouse button and drag it to the desired position. Release the button.

#### 1.4.7 Selecting Cells

You can select a single cell or a group of cells using mouse or keyboard.

**Using Mouse:** Click on the cell with the left mouse button. That cell gets selected and becomes the active cell. Whatever you type goes into this cell. To select a range of cells, click on one cell, hold down the left mouse button and drag the mouse pointer to the last cell of the range you want to select.

**Using Keyboard**

To Select	Press
Current Cell	Enter
Entire Column	Ctrl + Spacebar
Entire Row	Shift + Spacebar
Entire Worksheet	Ctrl + Shift + Spacebar
Extend Selection to End of Data Block	End, Shift + Arrow key

---

## 1.5 ENTER AND EDIT DATA

The various kinds of entries that can be made in a cell are :

**Text:** First select the cell in which the data has to be entered and type-in the text.

Press ENTER key to finish your entry. The data will be displayed in the active cell as well as in the formula bar. To enter digits as text (calculations cannot be done using these kind of entries) use an apostrophe (') as the first character.

**Number:** Numbers include digits from 0 to 9 and some special characters like

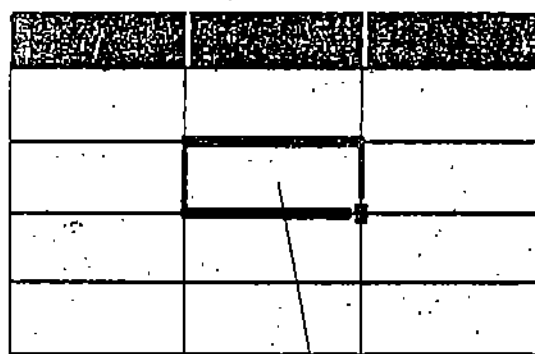
\$ % + - / ( ) , . E c

**Date and Time:** Date and Time entries are interpreted in a special way in Excel. They are represented as numbers for Excel given to each day from 01:01:1900 (serial number 1) to 31:12:2078 (serial number 65380). Although when you type a date in the cell like 01/01/97, it will be displayed as it is.

**Example :** Type TODAY() in a blank cell and press ENTER key.

(This function will display the system date and time)

**Data in Series:** You can fill a range of cells either with the same value or with the series of values. This can be done using Autofill handle (small square on the bottom-right corner of the active cell!)



Fill Handle

Drag this handle till the last cell to create a range of cells which are to be filled-in with the values.

**Example :**

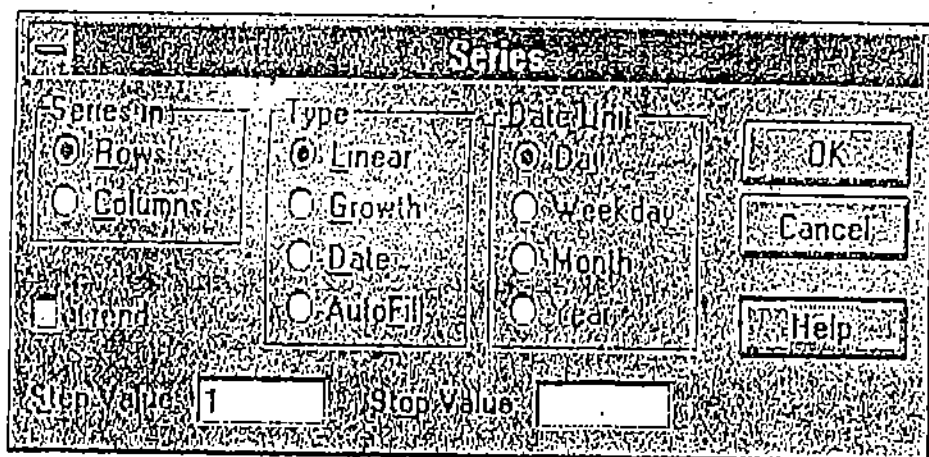
1. Enter MONDAY in cell E20.
2. Drag the Autofill handle till the cell K20.

(The whole range will be filled with days from MONDAY to SUNDAY.)

**To create a series of numbers :**

**Example :** Select the cell H20 and enter 1 in it.

Select the range from H20 to H11.



Though Excel provides the facility of built-in lists (e.g. MONDAY to SUNDAY) to perform Autofill, the users can also create their own custom lists which are used frequently in your worksheets.

#### 1.5.1 To Create a Custom List

1. Enter the given list starting from cell L5 to L8

LEFT

RIGHT

UP

DOWN.

2. Select this range of cells.
3. Select Options.. from Tools menu.
4. Select Customs tab from the Custom dialogue box.
5. Click on OK.

or

1. Select Tools -> Options.
2. Click on Custom List tab
3. Type the custom list in the List Entries Box.
4. Click on OK.

Data, if written incorrectly, can be edited by following ways :

1. Select the cell with some value to be edited.

2. Press F2 and using Backspace key erase the previous entry. You can retype the correct data.

or

Simply select the cell and retype the entry.

To bring back the previous entry either click on Undo button on Standard Toolbar or choose Edit -> Undo option.

or

Pressing Alt + Backspace or ctrl-Z keys can also be used to perform the undo task.

or

To clear the cell entry, select the cell to be cleared and press Delete key.

### 1.5.2 Cell References

There are 16384 rows and 256 columns in one worksheet. The first cell is labeled as A1 (column as A and row number as 1) or R1C1.

Example : R3C3 refers to row 3 column 3 and is equivalent to C3. Thus the last cell is labeled as R16384C256. This is called the cell address and they are used to identify the cell.

Cell references are given in different ways :

Relative: This refers to the cell relative to the given position.

Example : Enter the following values :

In cell A3 enter the value 34

In cell A4 enter the value 23

In cell A5 enter the value 89

In cell A6 enter the formula = A3 + A4 + A5

Copy this formula to the cell A7, and see the result.

Observe the formula entered in cell A7. It is A4 + A5 + A6. The formula entered in cell A6 means the sum of the values given in the three cells given above the current cell. Therefore when we move down, the relation specified in the formula was copied (i.e. the three values given above the current cell which is A7 now).

Absolute: This refers to the specific cell irrespective of the position of the formula. The '\$' sign is used to denote an absolute reference.

Example : In the cell B3 copy the formula \$A\$3 + \$A\$4 + \$A\$5

Copy this formula to the cell B4.

We find that the result and the formula remains the same.

Mixed: It is a combination of both relative and mixed references. It has one absolute co-ordinate and one relative co-ordinate. \$D1 and D\$1 are both examples of mixed references.

---

## 1.6 RANGE NAMES

A name can be given to a single cell or a range of cells (e.g. B3:F9). The range name can be used in place of these cell references. Also the range specified for a range name can be modified.

To define a name, following points have to be considered :-

1. Name contain only letters from A-Z, or a-z, numbers 1-9, the period (.) and the underscore
2. Maximum length can be upto 255 characters.
3. Name cannot be same as cell reference like \$F\$10 or F10.
4. Spaces are not allowed.

### Valid Range Names

Months

Final\_year

Date\_of\_join

Basic\_salary

Year5

### Invalid Range Names

First Name

5 Days

R5C12

### Ways to create name :

#### *Using Name Box:*

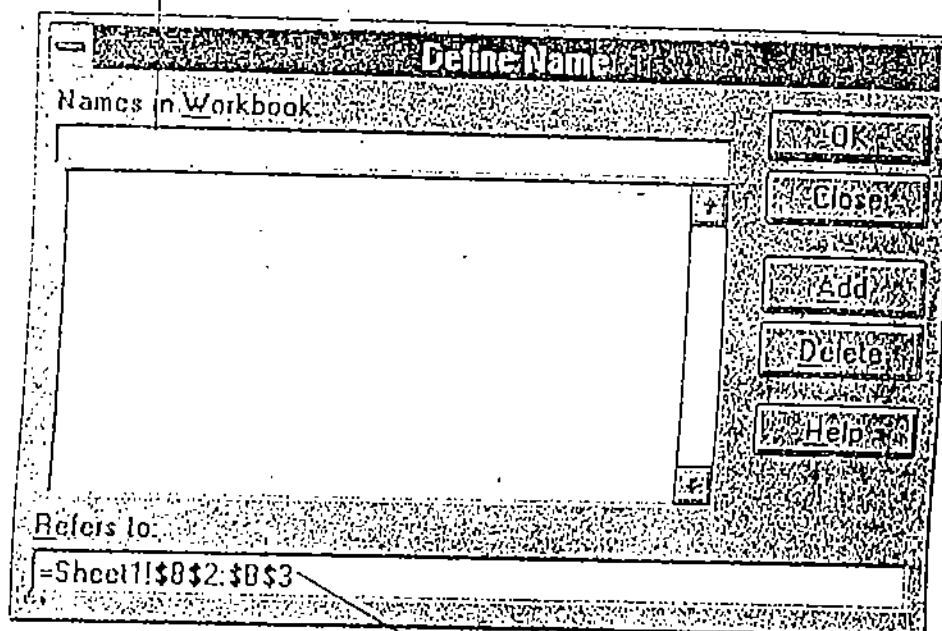
1. Select the range of cells.
2. Click on Name Box on Formula Bar and type the name.

You'll will be warned if the same name is given which has already been defined.

#### *Using Define Name Dialogue Box:*

1. Select the range of cells.
2. Choose Insert -> Name -> Define.

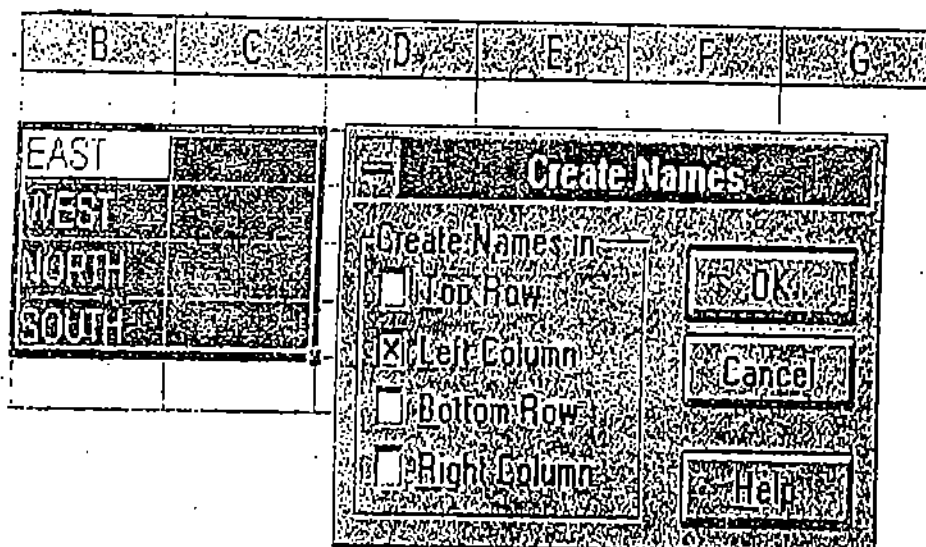
Specify the Range Name in this text box



Range of cells

### Using Create Name Dialogue Box

1. Enter the given data.



2. Select the range B2:C5.
3. Choose Insert -> Name -> Create. This will display the Create Names dialogue box.
4. Press OK.



## 1.7 NAVIGATE WORKSHEET

### With Mouse

You can move the mouse pointer to move to any cell of any worksheet of the workbook. This is done through :-

1. Click on up-arrow or down-arrow button on the scroll bar.
2. Click on the sheet tabs.
3. Click on any cell.
4. To move quickly to any cell Choose Edit -> Goto.

### With Keyboard

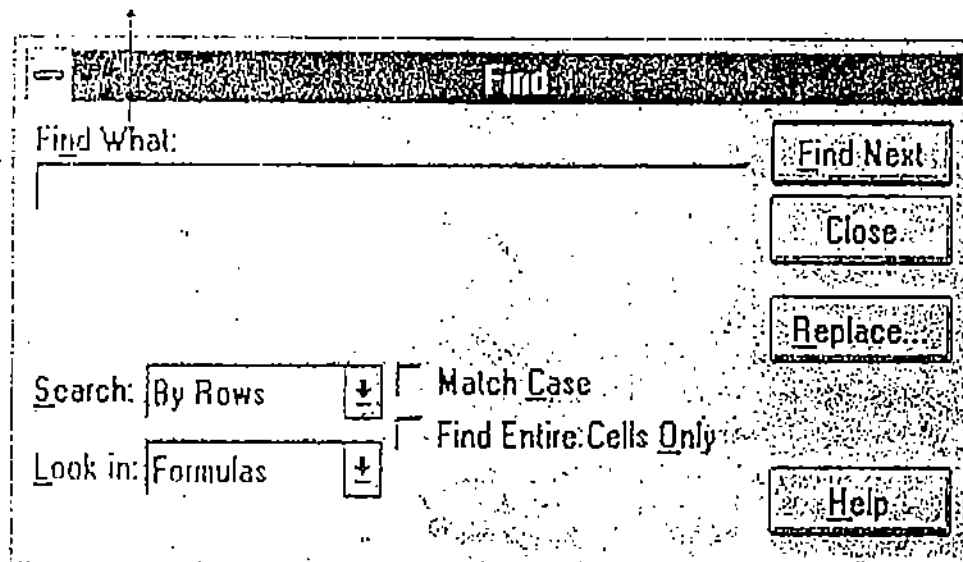
TO MOVE	KEYS PRESSED
Right, Left, Up, Down One cell	Arrow Keys (TAB to move to right one cell)
Up or Down one screen	PgUp or PgDown

TO MOVE	KEYS PRESSED
Beginning of row	HOME
To cell A1	Ctrl + HOME
To lower right corner	Ctrl + End
To last cell in current row	END, ENTER
To lower right corner of window	END (with scroll lock on)
To upper left corner of window	HOME (with scroll lock on)

## 1.8 SEARCH AND REPLACE DATA

To look for the data which is entered by the user, choose Edit -> Find.

Data to find



To replace the data, click on Replace... button

or

Choose Edit -> Replace.

---

## 1.9 REARRANGE CELL CONTENTS

Rearranging cell contents includes moving or copying or clearing cell contents. This also involves inserting or deleting rows or columns. This can be done either by cut and paste method or drag and drop method.

### 1.9.1 Move or Copy Cell Contents-

#### *Drag and Drop Method*

1. Select the range of cells which are to be moved.
2. Point to the border of range. The mouse pointer will change its shape to an arrow.
3. To move press the left mouse button, drag it to the new location and release the mouse button.

&

To copy, press the Ctrl key while dragging the contents.

#### *Short-cut menu*

1. Press the right mouse button while dragging and dropping cell contents.
2. From the short-cut menu, choose Move to move the contents, or choose Copy to copy the contents.

### *Cut and Paste Method*

1. Select the cell range.
2. Select Edit -> Cut ( to move the range of cells )  
or  
Select Edit -> Copy ( to copy the range of cells )
3. Select the upper left corner of the new location where you want to place the cell contents.
4. Choose Paste option from Edit menu.

### 1.2.2 Inserting or Deleting Rows and Columns

Many times you may require to add a row of data or a column of data which you forgot to enter earlier. Excel provides you the facility to insert rows or columns into the existing worksheet very easily.

One thing which has to be taken care of is that inserting a row of data will shift the rest of the rows down and cause the last row of the worksheet to be removed. Same is the case while we insert a column in the worksheet, the rest of the columns shift right. This happens because the total number of rows and columns remain the same. If there is any data in the last row or column of the worksheet that will be lost.

#### *To insert cells, a row or column*

1. Select the cell(s) where you want to insert the cell(s), row or column.

2. From the Insert menu,

Choose Entire Column to insert the column

Choose Entire Row to insert the row

Choose Shift Cells Right or Shift Cells Down to insert the cell(s).

---

## 1.10 SAVE AND PROTECT WORKBOOK

After you finish up your work with the workbook you will require it to be saved so that it can be opened later to resume the work in it.

#### *To give the name and save the workbook*

Choose File -> Save As command

#### *To simply save the workbook*

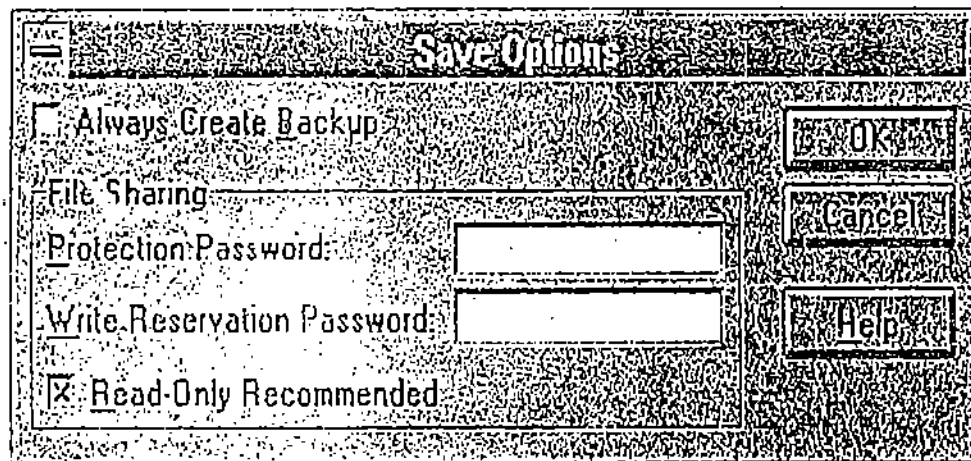
Choose File -> Save command

Click on the Save File Tool button



To protect the Workbook - Your data can be very confidential which has to be saved from unauthorized people.

Click on Options... button from the File -> Save As dialogue box.



You can restrict the access of that workbook from other users in 3 different ways:

#### *Protection Password*

1. Type the password which will be required to open the workbook. The password can be upto 15 characters long, can include alphabets (upper case or lower case), numbers and special characters. It is case sensitive also.
2. You will be asked to re-enter the same password.
3. Click on OK.

#### *Write Reservation Password*

This password will be required when you make changes in the existing workbook and then try to save that workbook. This prevents the unauthorized users to make any modifications in the workbook. The rules to give the password are same as Protection Password.

## Read-only Recommended

If this option is checked, the following dialogue box will be displayed every time you try to open the workbook.



This option is checked if you want to discourage the other users from making any changes by mistake or you want to prevent the changes to be made by more than one users simultaneously (this is possible when more than one users are working on the same workbook).

---

## 1.11 EXIT EXCEL

When your work is finished and it has been saved properly, to close the file and exit MS-Excel,

1. Choose File -> Close command.
2. Choose File -> Exit.

If you have not saved your work before closing the file, the dialogue box to save the worksheet is displayed.

### Check Your Progress

1. What are the different features of Excel that provide the ease of work.

.....

.....

Differentiate between a Workbook and a Worksheet.

.....

.....

3. What are the different types of data that can be entered in Worksheet cells ?

4. What is Fill-handle and how is it useful ?

5. Explain the three ways of referencing the cells.

6. What are the different ways to name or copy cell contents ?

7. How the access of the Workbook can be restricted from other users ?

---

## 1.12 SUMMARY

In this session, you learned

1. What is an Excel workbook and worksheet, and how to work in it.
2. Data is entered in the cells and can be edited, if required.
3. Names can be given to a single cell or a range of cells.
4. You can move in the worksheet either with keyboard, mouse or menu.
5. Data which has been entered can be searched and replaced.
6. The contents of the cell can be copied and moved anywhere in the workbook.
7. The worksheet which has been created can be saved and you can also protect it from unauthorized users by giving passwords.
8. Commands to leave the Excel workplace and come out to Windows shell.

## UNIT 2. FORMATTING AND PRINT WORKSHEET

### Structure

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Page Set-up
- 2.3 Column Width and Row Height
  - 2.3.1 Using Menu Commands
  - 2.3.2 Using Mouse
- 2.4 Fonts
- 2.5 Alignments
- 2.6 Numbers
- 2.7 Getting Worksheet Printed
- 2.8 Summary

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### 2.0 INTRODUCTION

The formatting features of MS-Excel enhance the appearance of the data which is presented in the worksheets. Many formatting features are same as other MS-Office packages ( WORD, POWER-POINT etc.) like formatting of characters in cells.

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### 2.1 OBJECTIVES

After going through this unit, you will be able to

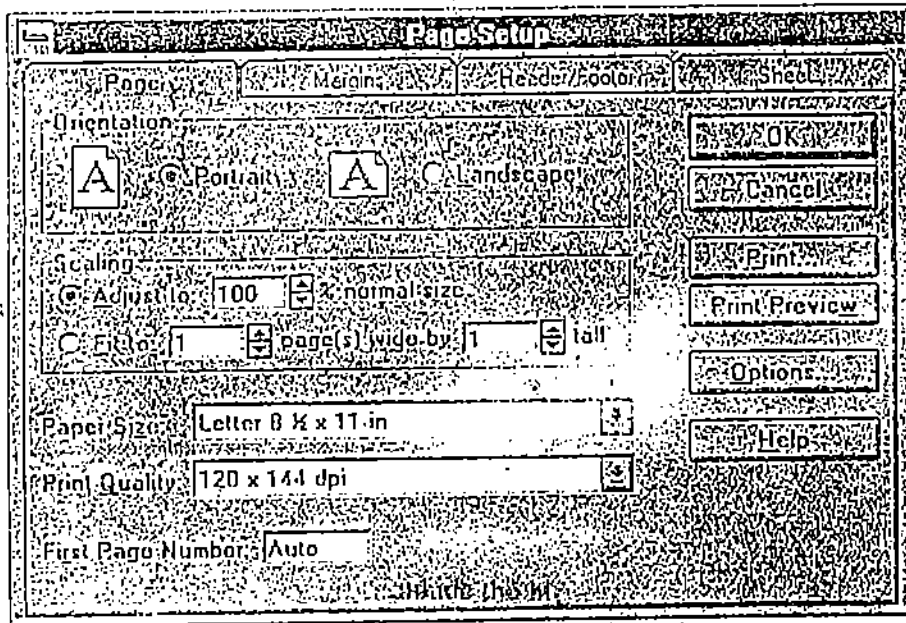
- set up a page of the worksheet.
- adjust the column width and row height
- choose fonts and set alignment of text
- format various kinds of number data
- print your work

## 2.2 PAGE SET-UP

As with other Windows programs, Excel also provides you with the feature of WYSIWYG (what you see is what you get). Therefore it is always better to start with the page layout which you want as a printer copy also. For this :

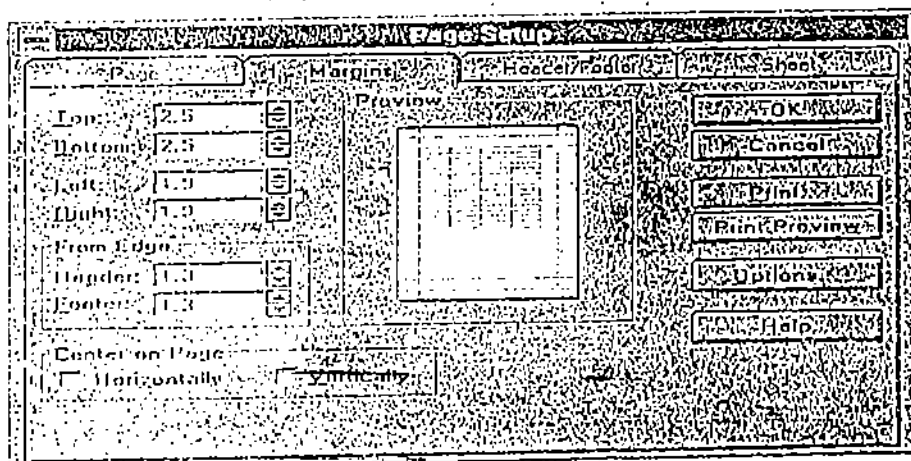
1. Open the File menu by clicking on the File.
2. Click on the Page Set-up.

The following dialogue box is displayed.



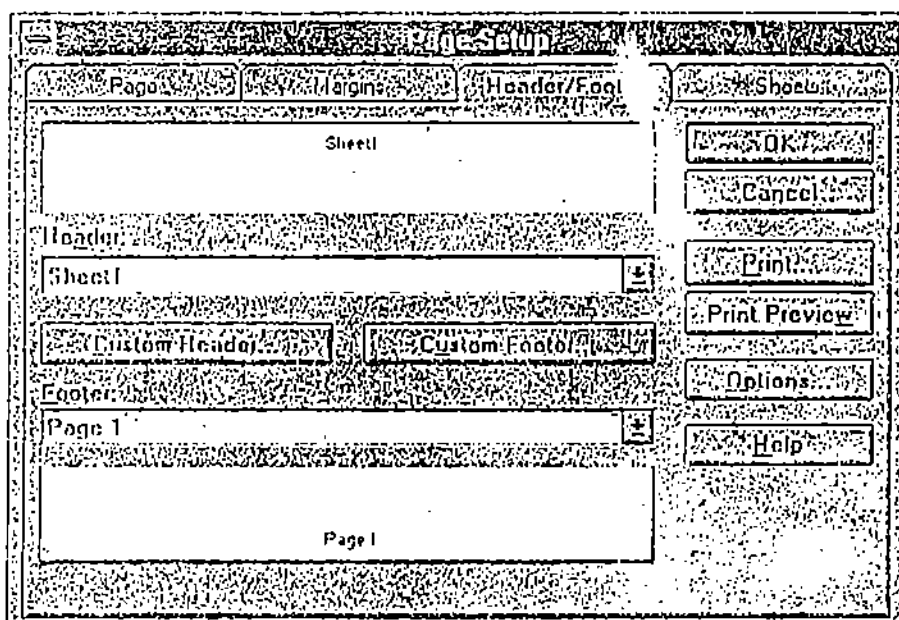
The Page option allows you to set the paper size, orientation of the data, scaling of the area etc. Excel inserts automatic page-breaks also.

The Margins tab, when clicked, displays the dialogue box. You can set the top, bottom, left and right margins of the page. These are the distances in inches from the edge of the page. This also allows you to see the preview of the data when it will be printed.

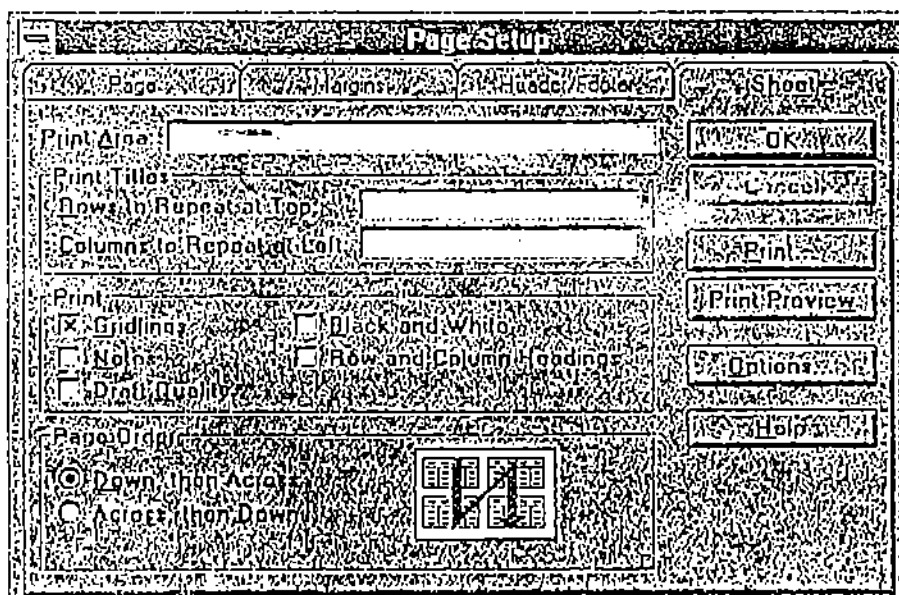




**Header/Footer** tab gives you the option to set the header (which will be displayed on top of every page) and the footer (which will be displayed at the bottom of every page). The header may include the name of the organization or date or any other thing you wish to write. The footer may include the page number or a line or something you wish to write. To add more data as header or footer, click on Custom Header.. or Custom Footer...



The **Sheet** tab has the option to select the area to be printed (i.e. the range of cells), set the row or column titles (these will be printed on every page), or select the page order from the multiple worksheet etc.



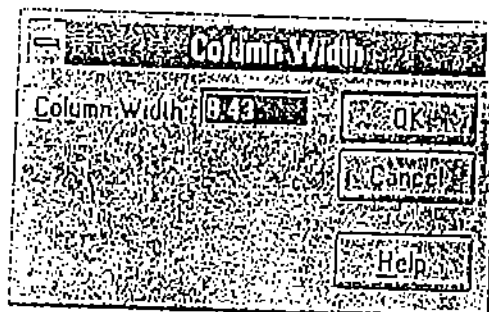
## 2.3 COLUMN WIDTH AND ROW HEIGHT

The width of the column(s) and the height of the row(s) can be easily changed by different ways :

### 2.3.1 Using Menu Commands

#### *To Set the Column Width :*

1. Select any cell(s) in the column(s) to change its width.
2. Choose Column option from the Format menu.
3. From the cascading menu, choose Width.. option.
4. The default width is 8.43 which can be changed by typing-in the new width.



The other option available for formatting columns are :

**AUTOFIT SELECTION** - It adjusts the width of the column according to the widest entry in that column.

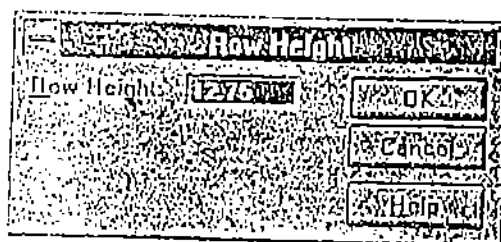
**HIDE** - Hides the selected column, though the data is still there. Hiding the column does not clear the entries of it.

**UNHIDE** - Select this option if you want to unhide the hidden columns. e.g. if you want to unhide the column D select the columns from C to E and choose this option.

**STANDARD WIDTH** - You can give the default column standard width.

#### *To Set the Row Height:*

1. Select the cell(s) of the row(s).
2. Choose Format -> Row -> Height.
3. Give the height of the row as shown below.

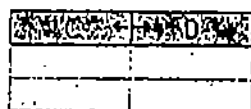


### 2.3.2 Using Mouse

#### To set the Column Height :

1. Take the mouse pointer to the line between the two letters. Now look at the cursor. It has changed its shape. Move it little left or right. You will again notice the change in the look of the cursor and it has taken the same shape.

(the shape of the pointer becomes crosshair).



2. Press the left mouse button and drag it to change the width of the column.

or

Double click the line between two column headings and the width will be adjusted according to the widest entry of the column.

#### To set the Row Height :

1. Take the mouse pointer to the line between the two row numbers (the shape of the pointer becomes crosshair).
2. Press the left mouse button and drag it up or down to change the height of the row.

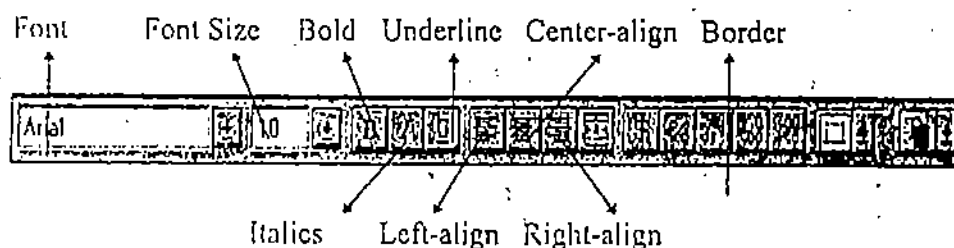
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## 2.4 FONTS

Fonts are the typfaces (c.g. TIMES NEW ROMAN, ARIAL etc.) which have Size (in points) colour special effects (like strike through, superscript, and subscript).

Fonts can be in bold, italics, or regular. They could also be underlined. Fonts can be changed either through Formatting Toolbar.

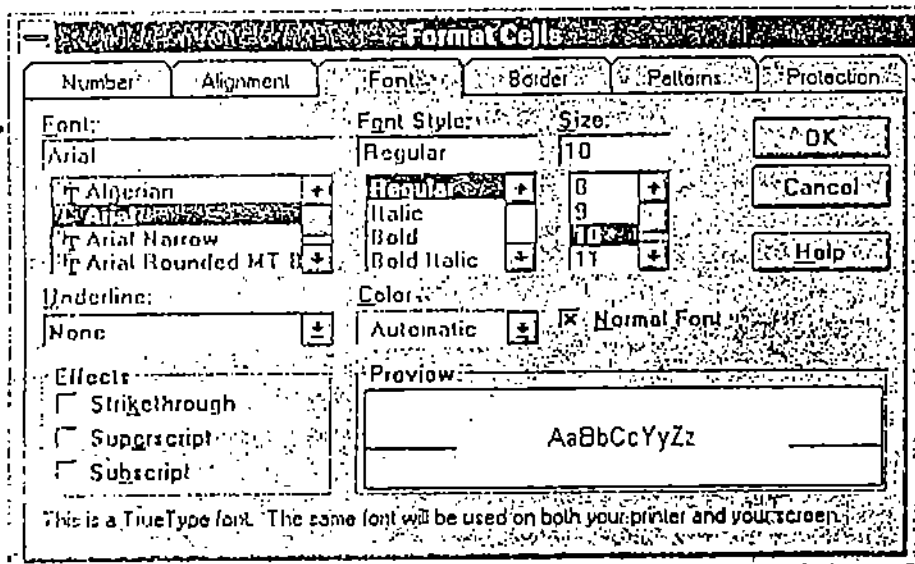
1. Select the cells or characters to be formatted.
2. Click on the appropriate options on the Toolbar.



Or, through the menu command :

1. Select the cells or characters to be formatted.
2. Choose Format -> Cells.
3. Select the Font tab.

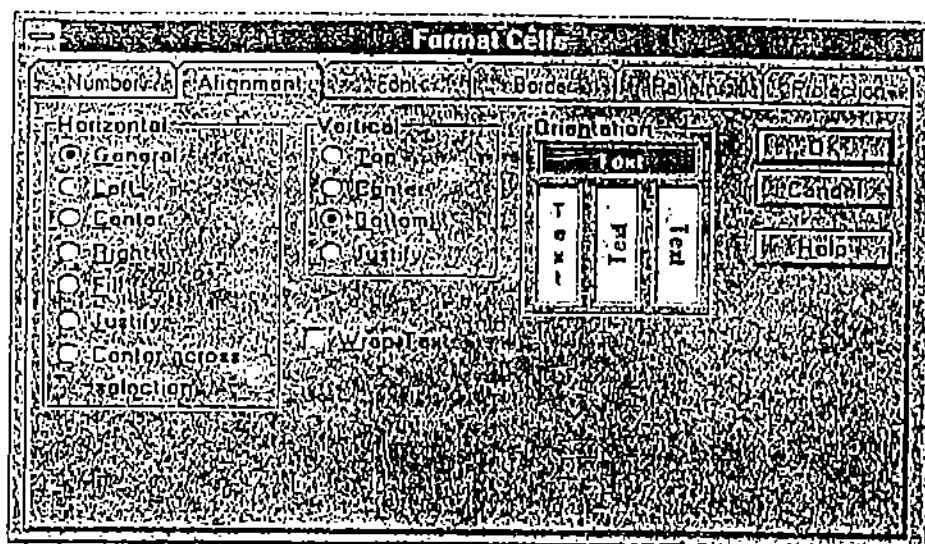
Following dialogue box is displayed.



## 2.5 ALIGNMENTS

To position the characters left aligned or right aligned, click on the **Alignment** tab of the **Format Cells** dialogue box. The dialogue box is displayed. The various horizontal alignment options are :

- **General** - the text is left aligned and the numbers are right aligned. This is the default status.
- **Left** - aligns the contents to the left of the cell.
- **Center** - aligns the cell contents to the center of the cell.
- **Right** - aligns the contents to the right of the cell.
- **Fill** - fills the selected cells with the single character.
- **Justify** - this option is selected with multiple lines of text as it wraps the contents from left to right.
- **Center Across Selection** - centers the text across multiple columns.



Vertical Alignment options are :

- Top - aligns the text at the top of the cell.
- Center - places the text in the center of the cell.
- Bottom - aligns the text on the bottom of the cell.
- Justify - wraps the text from top to bottom.

Orientation of the text can also be changed. :

## 2.6 NUMBERS

Number formats include the options to format various kind of number data, like

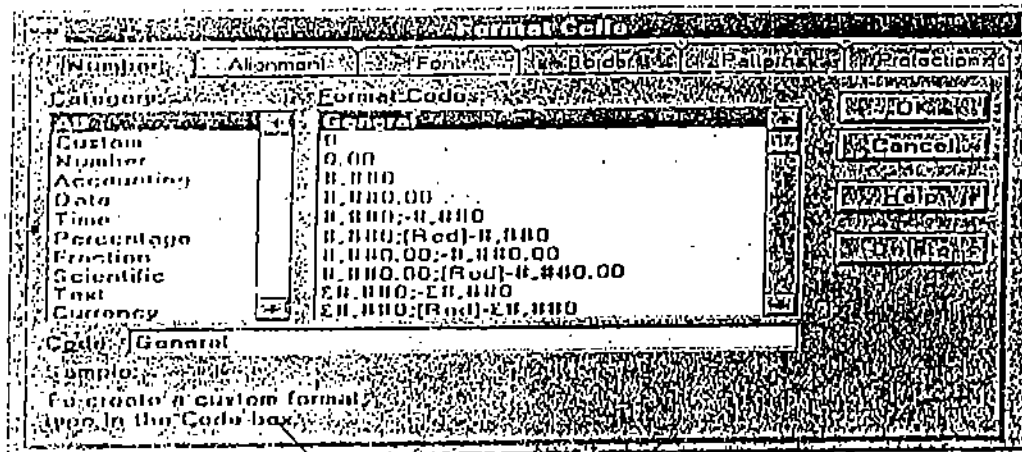
- Number
- Date
- Time
- Percentage
- Scientific
- Fraction

1. Select the **Number** tab from the **Format Cells** dialogue box.
2. On choosing a category given on the left side different format codes are listed on the right side and the sample is displayed at the bottom.

You can create your own number, date and time formats in the following way :

1. Select the cells to format.

Open the Format Cells dialogue box and click on the Number tab.



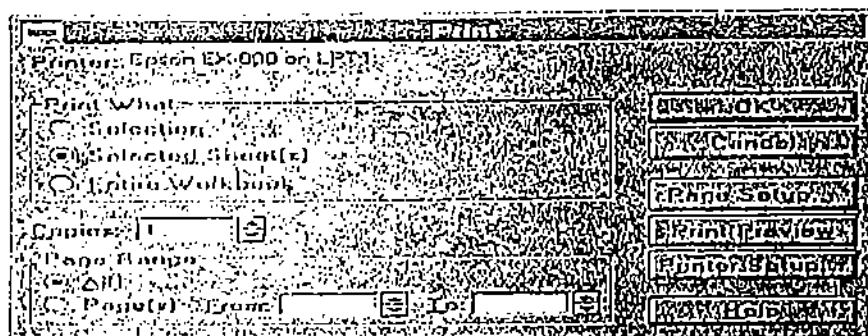
3. In the Code box edit the built-in format or type the new format.
4. Click on OK button.

## 2.2 GETTING WORKSHEET PRINTED

Information can be easily entered and looked into on the screens but it is difficult to share it with other people, unless you have the hard copy of the same.

To print your worksheet:

1. Select the range of the worksheet to be printed.
2. You can see the preview of the hard copy you will get.
3. Check if the printer is on-line and Choose File -> Print command.
4. Select the appropriate options in the dialogue box which is displayed.
5. Click on OK.



## Check Your Progress

1. Explain the following terms :

Autoformat

Autofit

Font

WYSIWYG

Page Setup

2. What is Alignment ? What are its different options that are available ?
3. What is Format Painter and when is it useful ?

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## 2.8 SUMMARY

In this session, you learned the formatting techniques.

1. Page Set-up is necessary before starting your work, as all the formatting of the text can be done according to that. If you give attributes for the page after formatting, you will have to make changes again.
2. The width of the columns and the height of the rows can be adjusted to fit in the data in the cells.

3. Fonts can be selected from the Formatting Toolbar as well as from the dialogue box. Special formats can be selected from the dialogue box only like superscript, subscript and strike through.
4. Alignment of the data can be changed.
5. You can choose the format of numbers to display and print from the list.
6. The options of Autoformat and Format Painter are also available to make repetitive tasks easier.
7. You can print the complete worksheet or a range of cells from it.



## UNIT 3 CUSTOMIZING WORKPLACE

### Structure

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Excel Windows
  - 3.2.1 Arranging Windows
  - 3.2.2 Moving between Windows
  - 3.2.3 Hiding/Unhiding Windows
  - 3.2.4 Splitting and Freezing Window Panes
- 3.3 Worksheet at different Magnifications
- 3.4 Using Custom Controls
  - 3.4.1 Forms Toolbar
  - 3.4.2 Create Controls on the Worksheet
  - 3.4.3 Format Controls
  - 3.4.4 Worksheet Controls
- 3.5 Summary

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### 3.0 INTRODUCTION

Workplace is the area of the worksheet which is visible and where we work. The display of that workplace can be customized, like we can arrange the different windows which are opened, and the column or rows can be frozen so that they do not scroll off the screen when we move in the worksheet.

Another important feature which is provided with Microsoft Excel is that controls (edit box, check box, spinners, radio button, list) can be created on the worksheet as well as in the dialog box, which also can be created and placed on the worksheet.

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### 3.1 OBJECTIVES

After going through this unit, you will be able to

- open more than one window and arrange the windows
- split and freeze the windows

- use custom controls like buttons, check box, option box, list box
- arrange EXCEL windows horizontal and vertical
- moving and hiding windows

## 3.2 EXCEL WINDOWS

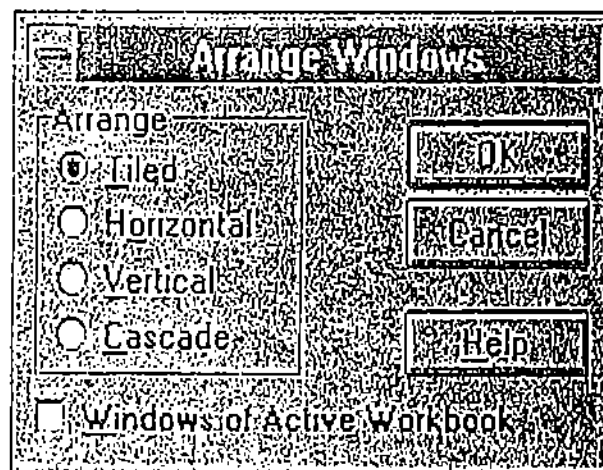
One Workbook can be displayed in more than one window. This can be done by selecting Window -> New Window command. Then there will be two windows of the same workbook (<bookname>:1 and <bookname>:2). Similarly you can create more than one window to arrange the workspace to quickly access the information needed.

### 3.2.1 Arranging Windows

There are different ways to arrange the windows. Create 3 or 4 windows of your workbook and follow the given method:

Choose Window -> Arrange command

The following dialog box is displayed.



The various options available are :

**Tiled:** Each window is completely visible in the total workspace which is divided evenly to all the windows.

**Horizontal:** The windows are arranged horizontally and are fully visible.

**Vertical:** Again all the windows are completely visible but are arranged vertically.

**Cascade:** The windows are overlapped on each other and only the title are visible of each window.

### 3.2.2 Moving between Windows

Different ways are :

1. The list of all the windows are given in the **Windows** menu. Choose the window you want to open.
2. Click on the title of the window you want to make the active window.
3. Press **Ctrl+F6** to go to the next window or **Ctrl+Shift+F6** to go to the previous window.

### 3.2.3 Hiding/Unhiding Windows

You can temporarily hide the some of the windows to clear the workplace.

Choose **Window -> Hide** to hide the active window.

Choose **Window -> Unhide** to unhide the hidden window.

### 3.2.4 Splitting and Freezing Window Panes

While working on a very large worksheet with row and column headings, when you move right, the row headings scroll off to the left. When you move down to see the data the column headings scroll up. To fix these headings, you can split the active window into two, with row or column headings in one window and the data on the other window. Follow the given steps :

1. Select the entire row or column where you want to split the windows.

or

Select a single cell to split the window immediately above and to the left of the cell.

2. Choose **Window -> Split** command.

The different regions are separately scrollable.

To freeze the heading row or column window(s),

choose **Window -> Freeze Panes**.

This command will allow you to scroll only the current section of the window. The rest of the section(s) will be freezed or locked.

To unfreeze the panes, choose **Window -> Unfreeze Panes**.

To remove the splits, choose **Window -> Remove Split** command.

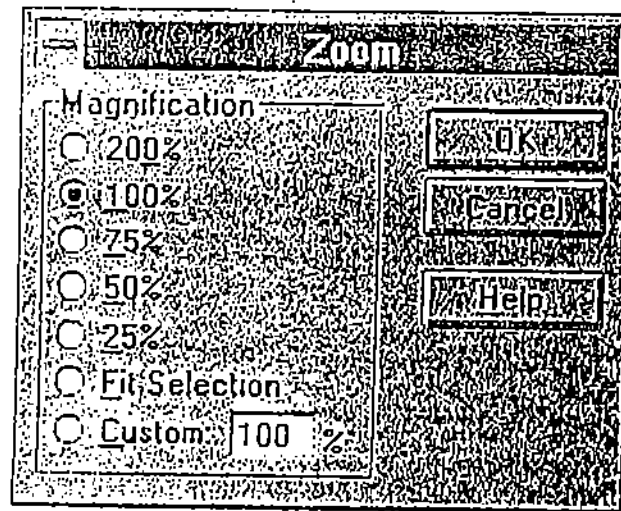
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## 3.3 WORKSHEET AT DIFFERENT MAGNIFICATIONS

You can Zoom-in or Zoom-out to view less number of cell or more cells in the workplace.

1. Select **View -> Zoom** command.

2. In the dialog box, default zoom percentage is given. Click on new option or type-in new value for magnification by clicking on Custom.



3. Click OK and look at the results.

or

1. Click on the right arrow of the Zoom box on the Standard Toolbar.
2. Choose the option from the list.

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### 3.4 USING CUSTOM CONTROLS

Users input data in the worksheets and number of calculations are done on this data. Therefore the data plays a very significant role as important information are extracted through calculations done on this data. Care is required to enter the correct and validated data. This can be done by increasing user interface by placing controls on the worksheet such as list boxes, check boxes and dialog boxes.

#### 3.4.1 Forms Toolbar










The controls are the special objects which enhance user interface and facilitate user input. Example : instead of typing-in the response, you can select the appropriate option from the drop-down list. The tool buttons that are used to draw control objects are found on the

Forms Toolbar. To display this toolbar -

Choose View -> Toolbars.

Check the box against Forms Toolbar.

(picture of all the tool buttons and the description

TOOL BUTTONS	DESCRIPTION
	label (text)
	edit box
	group box
	button
	check box
	option button
	list box
	drop-down list box
	list box linked to edit control



combination of edit control &  
drop-down



scrollbar control



spinner control

The edit control, list box linked to edit control, and combination of edit control & drop-down tool buttons cannot be linked to worksheet cell. These controls can be used inside dialog box only. One control can be linked to only one cell but one cell can have many controls linked to it.

### 3.4.2 Create Controls on the Worksheet

The steps to place the control on the worksheet are :

1. Display the Forms Toolbar on the worksheet.
2. Click on the control object tool which you want to place on the worksheet.
3. As the shape of the mouse pointer changes (crosshair), draw the object on the worksheet as you draw other objects.
4. Choose Format -> Object command.
5. Click on the Control tab from the dialog box which is displayed.
6. Enter the cell reference or cell name in the Cell Link box..

### 3.4.3 Format Controls

Formatting of control includes setting-up their properties.

The steps to format the control object are :

1. Select the object by clicking on the object while you hold down the Ctrl key.
2. Choose Format -> Object command

or

Click on the object with the right mouse button which opens the short-cut menu. Click on Format Object option.

3. Set the appropriate options in the dialog box which is displayed.

You can also move or resize the control objects as you move or resize other graphic objects.

#### 3.4.4 Worksheet Controls

Some of the controls on the worksheet are passive, that is, they cannot be clicked or interacted with. Example : label and group box. Other controls can be easily created to provide user interface, like :

**Check Box:** This box can be used to select or deselect an option and the cell linked to it displays the result as TRUE / FALSE.

TRUE	
<input checked="" type="checkbox"/> Achieved Target	

**Scrollbar:** This object controls the integer value in the cell(s). The range of the values which can be given is 0 - 30000. The value of the cell will increment / decrement by 1 if you click on the arrows of the scrollbar. The value will increment/decrement if you click on the bar. The placement of the object is either vertically or horizontally.

Experience is :	<input type="text" value="7"/> yrs.

**Option Button:** This button is used to select any one of the options given against these buttons and the value will be displayed in the cell linked to this control.

		<input type="radio"/> First Quarter
Sales for the quarter :	<input type="text" value="2"/>	<input checked="" type="radio"/> Second Quarter
		<input type="radio"/> Third Quarter

**List Box:** The control allows the user to choose an item from the list of items given in the list box.

			NORTH	3
			SOUTH	
Sale for the region :	3		EAST	
			WEST	2

**Drop-down List Box:** This control is similar to List Box, except that you have to specify the number of lines it will use when the list is dropped down. This is specified while setting the properties of this control.

MONDAY		
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

**Spinner** - It is similar to scrollbar except that the increment / decrement is by 1 only. Spinner can be placed only vertically.

### Check Your Progress

1. What is the use of creating more than one window at a time ?  
.....  
.....
2. There are different ways for arranging the windows on screen. What are these ?  
.....  
.....
3. What are the different workplace displays. Give the importance of each.  
.....  
.....



4. Explain the term Custom Controls. Name them.

5. How Controls are created on the Worksheet ? Give the steps in sequence.

6. What is the advantage of creating Controls within Dialog boxes ?

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### 3.5 SUMMARY

In the session, you have learned to customize or arrange your workspace on the worksheet in many different ways :

- You can open more than one window of the same worksheet and arrange the windows to have the view of all the data you require.
- If you want that the row or column headings should not scroll off the screen when you move to the farther cells, you have the option to freeze those headings.

Controls, like buttons, check box, option box, list box etc., can be placed on the worksheet to make your tasks easier.

- Dialog Box gives the option for application development where all the controls can be used.

## UNIT 4 CALCULATIONS IN WORKSHEET

### Structure

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Formula Basics
  - 4.2.1 Basic Properties of Formula
  - 4.2.2 Order of Precedence of Operators
  - 4.2.3 How to enter a Formula?
  - 4.2.4 Editing Formula
- 4.3 Functions
  - 4.3.1 Categories of Functions
  - 4.3.2 Functions Wizard
- 4.4 Summary

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### 4.0 INTRODUCTION

Analysing data and manipulating text are important features in any spreadsheet. Excel also provides these facilities using functions for different categories of tasks, like manipulation of text, date and time, calculation of numbers, date and time.

Users might require to calculate percentage, average, interest. They want to look for a look for specific item in the large volume of data. All these tasks can be easily done either by typing in the functions based formulas or by using function wizards. The concept of cell references will be extensively used.

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### 4.1 OBJECTIVES

After going through this unit, you will be able to

- enter formulas in your worksheet
- understand the concepts of operators and their order of precedence
- use formulas with functions to form complex equation.

- understand different categories of functions
- use text, date, time etc conversions
- use function Wizard to enter functions

## 4.2 FORMULA BASICS

Formulas are widely used in simple (like addition, subtraction, multiplication and division) and advanced computing. They provide the power to analyse data extensively.

Spreadsheets also provide an important feature of auto-recalculation every time a change is made in the cells. Any change made in one cell causes a ripple effect in all the dependent cells. There are basically two kinds of recalculations :

1. **Automatic:** This is the default mode in which the change in the value of the cell causes the recalculation of the whole worksheet automatically.
2. **Manual:** On selecting this option, the recalculation of the complete worksheet is done only on pressing F9 key. This option can be selected by choosing Tools->Option and then click on Calculation tab.

### 4.2.1 Basic Properties of Formulas

1. A formula may consist of operators, cell references, range names, values and functions.
2. A formula always start with an equal to (=) sign.
3. When a formula is entered in the cell, after the Enter key is pressed, only the calculated result is displayed in the cell and not the formula.
4. If we make a cell, containing formula, as an active cell, though it still shows the value, but in the formula bar, the formula is displayed.

### 4.2.2 Order of Precedence of Operators

Operator	Description	Example
:	Range	B2:B5
Space	Intersection of Cells	
-	Negation (single operand)	=-10
%	Percentage	=25%
^	Exponential	=10^2

Operator	Description	Example
*	Multiplication (whichever)	=5*3
/	Division (comes first)	=24/3
+	Addition (whichever)	=55+80
-	Subtraction (comes first)	=40-25
&	Joining Text	= "work" & "book"
=	Equal to	=A1=5
<	Less than	=B3<1000
>	Greater than	=B3>1000
<=	Less than or Equal to	=B3<=1000
>=	Greater than or Equal to	=A5>=250
<>	Not equal to	=A5<>100

#### 4.2.3: How to enter a Formula?

To learn to enter the formulas, first enter the data as shown below :

	A	B	C	D	E	F
1						
2			SIZZLING FOODS LTD.			
3						
4	NAME	AGE	BASIC	HRA	DA	GROSS
5	JAMES	25	1500			
6	KIM	23	1450			
7	LOUIS	26	1700			
8	MARY	21	1400			
9	GEORGE	25	2000			

1. In the cell D5, enter the formula as : =(40%)\*C5
2. Copy this formula in cells D6 to D9,
3. In the cell E5, enter the formula as : =(20%)\*C5
4. Copy this formula in cells E6 to E9.

5. In the cell F5, enter the formula as : =C5+D5+E5

6. Copy this formula in cells F6 to F9.

Formulas can be entered by referring to the values of other worksheets of the workbook, or by referring to the values stored in other workbook.

Example :

By referring to other worksheet cell =Sheet2!B3 + A2

( Sheet2!B3 refers to the value stored in the cell B3 of Sheet2 while you are working in Sheet1.)

By referring to the cell of other workbook =100 ([Employee.xls]Sheet1!\$D\$2)

( In the formula given above, [Employee.xls]Sheet1!\$D\$2 refers to the cell D2 of Sheet1 of workbook Employee.xls.)

This also creates a link between worksheets and workbooks. Therefore, while making changes in these linked worksheets and workbooks one has to be careful as the change will affect the dependent and linked cells also.

#### 4.2.4 Editing Formula

The formulas can be edited in the similar way as you have been editing text or number entries.

1. You can edit the formula by pressing F2 key, and make changes directly in the cell.
2. Type the changes in the formula bar.
3. Double-click on the cell containing the cell and make changes as the formula is displayed in the cell.

---

### 4.3 FUNCTIONS

The built-in formulas are called functions. The users have to provide the cell references or addresses only. These are called arguments of the function that are given between a pair of parenthesis like ( ). The functions perform the operation on the given values and return the result that is displayed in the same cell where the function was entered. The use of functions also shortens the formula.

Example : Suppose you want to add the values of cells C10 through C20. You can enter the formula as : = C10 + C11 + C12 + C13 + C14 + C15 + C16 + C17 + C18 + C19 + C20.

You can get the same result if you use the function instead, like = SUM(C10:C20)

Complex formulas can be created using functions. Some of the tasks can be accomplished through functions only.

Example : To display the current date and time, you have to use TODAY() or NOW() functions.

### 4.3.1 Categories of Functions

Excel provides you with the various categories of functions that are as below :

**Arithmetic** - These functions are used for simple mathematical calculations of number data.

**SUM(num1, num2, ...)**

Returns the sum of all the numbers in the list of arguments.

Example :    =SUM(A3,G3)

              =SUM(B5:K5)

**SUMIF(range, criteria, sum\_range)**

Adds the cells specified by a given criteria.

**Range** - is the range of cells you want evaluated.

**Criteria** - is the criteria in the form of a number, expression, or text that defines which cells will be added.

Example :    =SUMIF(A1:A4,">100",B1:B4)

**ABS(number)**

Returns the absolute value of a number. The absolute value of a number is the number without its sign.

**Number** - is the real number of which you want the absolute value.

Example :    =ABS(-162)

              =ABS(D7)

**EVEN(number)**

Returns number rounded up to the nearest even integer. Regard less of the sign of number, a value is rounded up when adjusted away from zero. If number is an even integer, no rounding occurs.

**Number** - is the value to round.

Example :    =EVEN(55)

              =EVEN(5)

              =EVEN(6)

              =EVEN(-15)

**EXP(number)**

Returns e raised to the power of number. The constant e equals 2.71828182845904, the base of the natural logarithm.

Number - is the exponent applied to the base e.

Example :     =EXP(3)

INT(number)

Rounds a number down to the nearest integer.

Number - is the real number you want to round down to an integer.

Example :     =INT(6.2)

              =INT(6.2)

FACT(number)

Returns the factorial of a number.

Number - is the non-negative number you want the factorial of. If number is not an integer, it is truncated.

Example :     =FACT(5)

MOD(number, divisor)

Returns the remainder after number is divided by divisor. The result has the same sign as divisor.

Number - is the number for which you want to find the remainder.

Divisor - is the number by which you want to divide number.

Example :     =MOD(15, 2)

              =MOD(15, -2)

PRODUCT(number1, number2, ...)

Multiplies all the numbers given as arguments and returns the product.

Number1, Number2,... - are 1 to 30 numbers that you want to multiply.

Example :     =PRODUCT(B5:F5)

ROUND(number, num\_digits)

Rounds a number to a specified number of digits.

Number - is the number you want to round.

Num\_digits - specifies the number of digits to which you want to round number.

Example :     =ROUND(96.54,0)

SQRT(number)

Returns a positive square root.

**Number** - is the number for which you want the square root. If number is negative, SQRT returns the #NUM! error value.

Example :     =SQRT(100)

**CEILING(number, significance)**

Returns number rounded up to the nearest multiple of significance.

**Number** - is the value you want to round.

**Significance** - is the multiple to which you want to round.

Example :     =CEILING(97.8,1)

**RAND()**

Returns an evenly distributed random number greater than or equal to 0 and less than 1. A new random number is returned every time the worksheet is calculated. If you want to use RAND to generate a random number but don't want the numbers to change every time the cell is calculated, you can enter = RAND() in the formula bar and press F9 to change the formula to a random number.

Example :     To generate a random number greater than or

equal to 0 but less than 100:     =RAND()\*100

**LOG(number, base)**

Returns the logarithm of a number to the base you specify.

**Number** - is the positive real number for which you want the logarithm.

**Base** - is the base of the logarithm. If base is omitted, it is assumed to be 10.

Example :     =LOG(16, 2)

**Text** - These functions are used to manipulate textual data:

**CONCATENATE (text1, text2, ...)**

Joins several text items into one text item. The "&" operator can be used instead of CONCATENATE to join text items.

**Text1, text2,...** - are 1 to 30 text items to be joined into a single text item.

The text items can be text strings, numbers, or single-cell references.

Example :     =CONCATENATE("Soft", "ware")

**EXACT(text1, text2)**

Compares two text strings and returns TRUE if they are exactly the same, otherwise FALSE. It is case-sensitive but ignores formatting differences.



Text1 - is the first text string.

Text2 - is the second text string.

Example :     =EXACT("poor", "pour")

FIND(find\_text, within\_text, start\_num)

Finds one string of text within another string of text and returns the number of the character at which find\_text first occurs.

Find\_text - is the text you want to find.

Within\_text - is the text containing the text you want to find.

Start\_num - specifies the character at which to start the search. If you do not specify the start\_num, it is taken as 1 - the first character of within\_text.

Example :     =FIND("&", "Jack & Jill")

LEFT(text, num\_chars)

Returns the first (or leftmost) character or characters in a text string.

Text - is the text string containing the characters you want to extract.

Num\_chars - specifies how many characters you want LEFT to return. Num\_chars must be greater than or equal to zero.

Example :     =LEFT("Salesman", 5).

RIGHT(text, num\_chars)

Returns the last (or rightmost) character or characters in a text string.

Text - is the text string containing the characters you want to extract.

Num\_chars - specifies how many characters you want to extract.

Example :     =RIGHT("Salesman", 3)

LEN(text)

Returns the number of characters in a text string.

Text - is the text whose length you want to find. Spaces count as characters.

Example :     =LEN("ABRACADABRA")

LOWER(text)

Converts all uppercase letters in a text string to lowercase.

**Text** - is the text you want to convert to lowercase. LOWER does not change characters that are not letters.

Example :   =LOWER("Limit")

**UPPER(text)**

Converts text to uppercase.

**Text** - is the text you want converted to uppercase. Text can be a reference or text string.

Example :   =UPPER("limit")

**MID(text, start\_num, num\_chars)**

Returns a specific number of characters from a text string, starting at the position you specify.

**Text** - is the text string containing the characters you want to extract.

**Start\_num** - is the position of the first character you want to extract in text. The first character in text has start\_num 1, and so on.

**Num\_chars** - specifies how many characters to return from text.

Example :   =MID("Microwave", 3, 4)

**PROPER(text)**

Capitalises the first letter in text and any other letters in text that follow any character other than a letter. It converts all other letters to lowercase.

**Text** - is text enclosed in quotation marks, a formula that returns text, or a reference to a cell containing the text you want to partially capitalise.

Example :   =PROPER("the high QUALITY")

**REPLACE(old\_text, start\_num, num\_chars, new\_text)**

Replaces part of a text string with a different text string.

**Old\_text** - is text in which you want to replace some characters.

**Start\_num** - is the position of the character in old\_text that you want to replace with new\_text.

**Num\_chars** - is the number of characters in old\_text that you want to replace with new\_text.

**New\_text** - is the text that will replace characters in old\_text.

Example :   =REPLACE("Near", 1, 1, "P")

**SEARCH(find\_text, within\_text, start\_num)**

Returns the number of the character at which a specific character or text string is first found, reading from left to right. It is not case-sensitive.

Find\_text - is the text you want to find.

Within\_text - is the text in which you want to search for find\_text.

Start\_num - is the character number in within\_text, counting from the left, at which you want to start searching.

Example :     =SEARCH("L", "Quality")

TRIM(text)

Removes all spaces from text except for single spaces between words.

Text - is the text from which you want spaces removed.

Example :     TRIM(" First Quarter Earnings ")

SUBSTITUTE(text, old\_text, new\_text, instance\_num)

Substitutes new\_text for old\_text in a text string.

Text - is the text or the reference to a cell containing text for which you want to substitute characters.

Old\_text - is the text you want to replace.

New\_text - is the text you want to replace old\_text with.

Instance\_num - specifies which occurrence of old\_text you want to replace with new\_text.

Example :     = SUBSTITUTE("Sale Price", "Sale", "Cost")

Date and Time - Excel stores Date and Time as serial numbers.

Though the values are displayed in the appropriate format which is recognised by the user. The functions to manipulate date and time are :

DATE(year, month, day)

Returns the serial number of a particular date.

Year - is a number from 1900 to 2078 in Microsoft Excel for Windows

Month - is a number representing the month of the year.

Day - is a number representing the day of the month.

Example :     =DATE(97, 2, 12)

DATEVALUE(date\_text)

Returns the serial number of the date represented by date\_text. Date\_text - is text that returns a date in a Microsoft Excel date format.

Example : =DATEVALUE("22-AUG-96")

DAY(serial\_number)

Returns the day of the month corresponding to serial\_number. The day is given as an integer ranging from 1 to 31.

Serial\_number - is the date-time code used by Microsoft Excel for date and time calculations.

Example : =DAY("16-JAN")

MONTH(serial\_number)

Returns the month corresponding to serial\_number. The month is given as an integer, ranging from 1 (January) to 12 (December).

Serial\_number - is the date-time code used by Microsoft Excel for date and time calculations.

Example : =MONTH("6-MAY")

YEAR(serial\_number)

Returns the year corresponding to serial\_number. The year is given as an integer in the range 1900-2078.

Serial\_number - is the date-time code used by Microsoft Excel for date and time calculations.

Example : =YEAR("7/5/96")

WEEKDAY(serial\_number, return\_type)

Returns the day of the week corresponding to serial\_number. The day is given as an integer, ranging from 1 (Sunday) to 7 (Saturday).

Serial\_number - is the date-time code used by Microsoft Excel for date and time calculations.

Return\_type - is a number that determines the type of return value.

Example : =WEEKDAY("2/12/97")

HOUR(serial\_number)

Returns the hour corresponding to serial\_number. The hour is given as an integer, ranging from 0 (12:00 A.M.) to 23 (11:00 P.M.).

Serial\_number - is the date-time code used by Microsoft Excel for date and time calculations.

Example : =HOUR("3:35 PM")

MINUTE(serial\_number)

Returns the minute corresponding to serial\_number. The minute is given as an integer, ranging from 0 to 59.

Serial\_number - is the date-time code used by Microsoft Excel for date and time calculations.

Example : =MINUTE("3:35 PM")

NOW()

Returns the serial number of the current date and time.

Example : =NOW()

TODAY()

Returns the serial number of the current date.

Example : =TODAY()

**Lookup and References** - These functions are used to search for the values in the table.

HLOOKUP(lookup\_value, lookupref, columnno, nearest)

Searches the top row of an array for a particular value, and returns the value in the indicated cell. Use this function when your comparison values are located in a row across the top of a table of data and you want to look down a specified number of rows.

Lookup\_value - is the value to be found in the first row of the table.

Lookupref - is a table of information in which data is looked up. Columnno - is the row number in table\_array from which the matching value should be returned.

Nearest - Is a logical value that specifies whether you want HLOOKUP to find an exact match or an approximate match. If FALSE, HLOOKUP will find an exact match.

Example : =HLOOKUP("BASIC", C4:E9, 6, FALSE)

BASIC	HRA	DA
1500	600	300
1450	580	290
1700	680	340
1400	560	280
2000	800	400

VLOOKUP(lookup\_value, lookupref, columnno, nearest)

Searches the leftmost column of an array for a particular value, and return the value in the cell indicated. Use this function when the comparison values are located in a column to the left or right of the data you want to find.

**Lookup\_value** - is the value to be found in the first column of the table.

**lookupref** - is the table of information in which data is looked up.

**Columnno** - is the column number in table from which the matching value should be returned.

**Nearest** - is a logical value that specifies whether you want LOOKUP to find an exact match or an approximate match.

**Example:**     =VLOOKUP("KIM", A4:B9, 2, FALSE)

	NAME	AGE
5	JAMES	25
6	KIM	23
7	LOUIS	26
8	MARY	21
9	GEORGE	25

**Logical** - These functions are used to test the conditions. They return the logical value as TRUE or FALSE.

**AND(logical1, logical2, ...)**

Returns TRUE if all its arguments are TRUE; returns FALSE if one or more arguments are FALSE.

**Logical1, logical2,...** - are 1 to 30 conditions you want to test that can be either TRUE or FALSE.

**Example:**     =AND(14>12, 4=4)

**OR(logical1, logical2, ...)**

Returns TRUE if any argument is TRUE; returns FALSE if all arguments are FALSE.

**Logical1, logical2,...** - are 1 to 30 conditions you want to test that can be either TRUE or FALSE.

**Example:**     =OR(2<8, 5>3, 6=2)

**NOT(logical)**

Reverses the value of its argument. Use NOT when you want to make sure a value is not equal to one particular value.

Logical - is a value or expression that can be evaluated to TRUE or FALSE. If logical is FALSE, NOT returns TRUE; if logical is TRUE, NOT returns FALSE.

Example :     =NOT(5>3)

IF(logical\_test, value\_if\_true, value\_if\_false)

Returns one value if logical\_test evaluates to TRUE and another value if it evaluates to FALSE. Up to seven IF functions can be nested.

Logical\_test - is any value or expression that can be evaluated to TRUE or FALSE.

Value\_if\_true - is the value that is returned if logical\_test is TRUE.

Value\_if\_false - is the value that is returned if logical\_test is FALSE.

Example :     =IF(35>20, 35, 0)

FALSE()

Returns the logical value FALSE.

Example :     =FALSE()

TRUE()

Returns the logical value TRUE.

Example :     =TRUE()

#### 4.3.2 Function Wizard

Excel also provides you with its built-in functions through Function Wizard. This guides you through all the steps of writing a function and its arguments. The results and examples are shown as you work on it. To use Function Wizard follow the given steps :

1. Enter the given data.

	ITEM CODE	RATE	STOCK	STOCK LEFT
1	A001	50	370	
2	A002	45	200	
3	A003	20	620	
4	A004	35	390	
5	A005	90	100	

2. Activate the cell D2.
3. Open the Function Wizard in either of the following ways -

Click on the Function Wizard Tool on Standard Toolbar



or

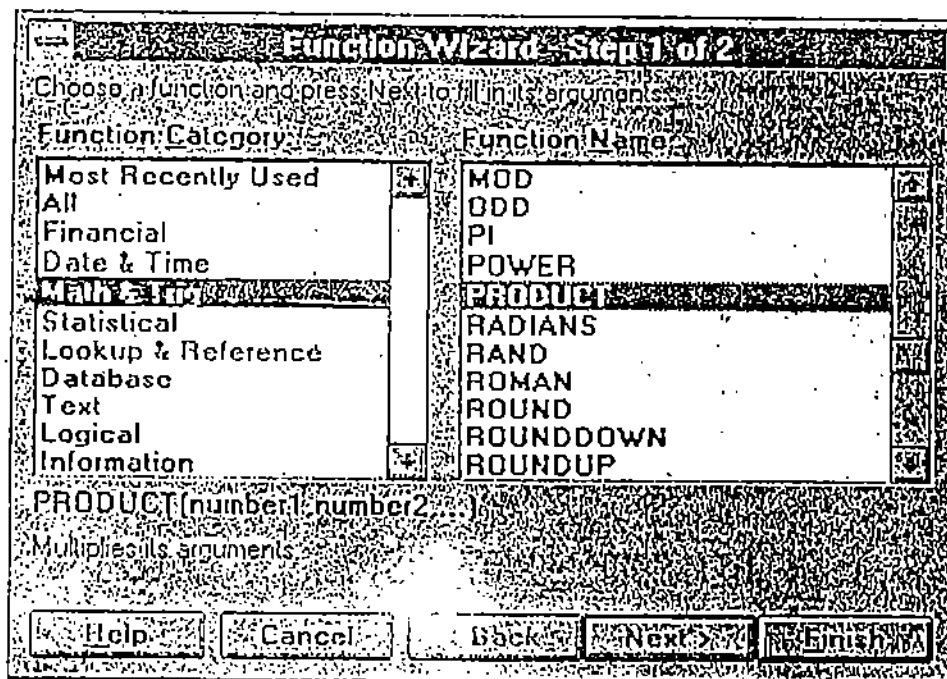
Choose Insert -> Function command

or

Press Shift + F3

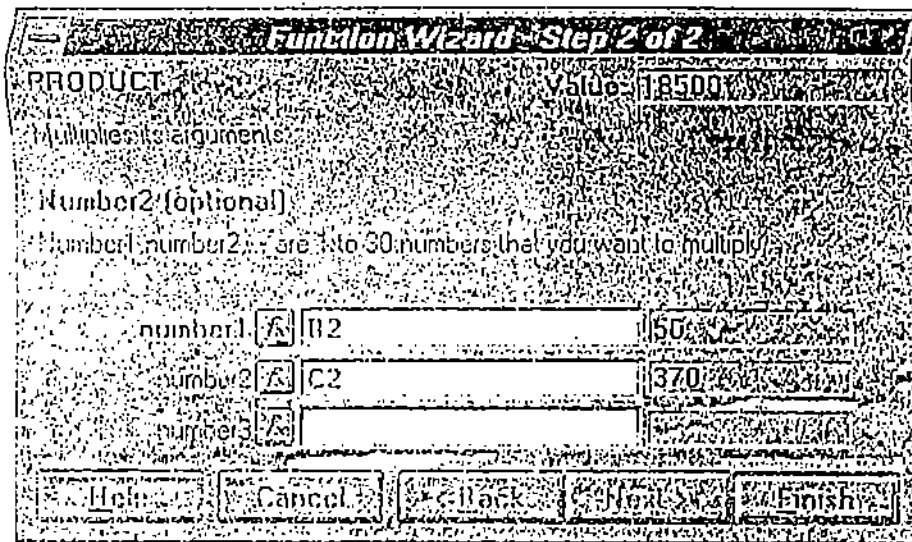
4. Click on Math & Trig in Function Category.
5. Scroll down to choose Product from the list of Function Name.

(observe that the formula is shown in the Formula Bar)



6. Click on Next button.
7. Click on cell B2 while the cursor is in number1 box.
8. Goto number2 box and click on cell C2.





9. Click on Finish. (The result is shown in the cell D2)

10. Copy this formula to cells D3 to D6.

### Check Your Progress

1. What is the significance of formulas in calculations ?

---



---

2. Explain the recalculation feature of MS-Excel.

---



---

3. Give the basic properties of formulas.

---



---

4. What are functions ?

---



---

Give two examples for each category of functions.

---



---

6. Differentiate between VLOOKUP() and HLOOKUP() functions.

7. What is Function Wizard ?

---

## 4.4 SUMMARY

In this section, you learned to enter formulas and Functions. These are very helpful in calculations and analysing data.

1. Formulas can be used with functions also to form complex equation.
2. Excel provides with the large collection of functions for different categories like text, math, logical, date and time, lookup and reference, etc..
3. Function Wizard guides you at each step to enter functions.

## UNIT 5 CHARTS

### Structure

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Chart Types
- 5.3 Editing Charts
  - 5.3.1 Adding or Deleting Data
  - 5.3.2 Change the Chart Type
  - 5.3.3 Format a Chart
  - 5.3.4 Drawing in the Chart
- 5.4 Summary

---

### 5.0 INTRODUCTION

Charts are the graphic component of Excel. The data which is entered as tables can be viewed in the graphical form as charts which makes the figures of data effective, interesting, easy to understand, and easy to analyze and compare data. Chart can be of two types :

**Embedded Charts:** These charts are included in the worksheet and can be moved, copied, and resized as any other graphical object. It's advantage is that it can be viewed along with the data and many charts can be inserted.

**Chart Sheet:** Separate Chart Sheets are inserted when a chart is created. It contains only one chart.  
To create Chart Sheets, choose Insert -> Chart -> As New Sheet.

Excel helps you to create chart as either 2-dimensional or 3-dimensional. The Chart Wizard guides you all the way till you finish your work of creating it. After creating a chart, you can enhance the information by adding chart items, such as data labels, a legend, titles, text, and gridlines. You can also format these items using patterns, colours, alignment, fonts, and other formatting attributes. Any change in data will update the changes in the chart which was made using that data.

---

### 5.1 OBJECTIVES

After going through this unit, you will be able to

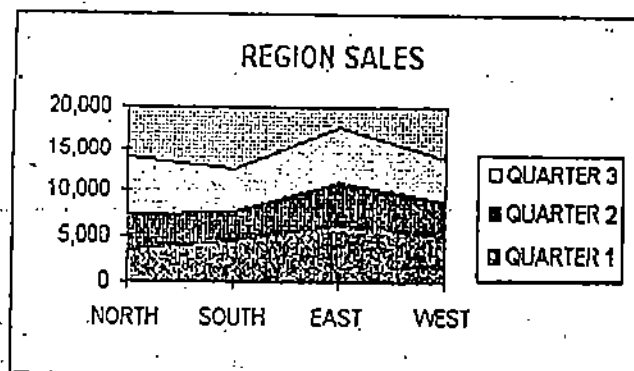
- draw charts using Chart Wizard.
- resize and move in the worksheet.

- edit chart type, pattern, colour and text font
- use short-cut menu to insert data labels, legends
- use built-in formats and user-defined formats to quickly format the charts.
- print embedded charts as well as chart sheets

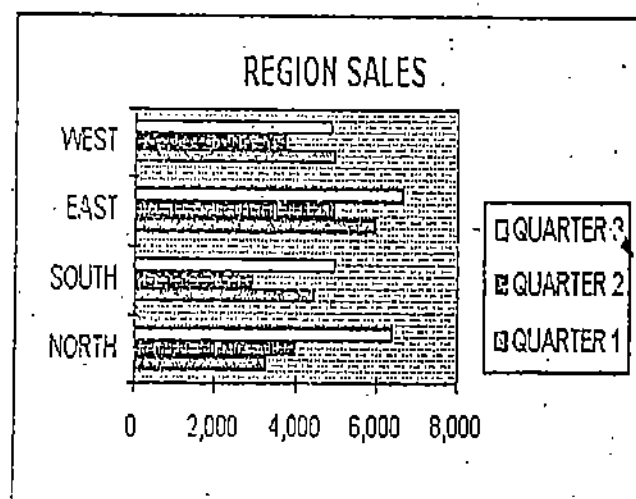
## 5.2 CHART TYPES

MS-Excel offers 15 different major chart types, each of which has at least one subtype, or variation. You can change the chart type to present your data most clearly and effectively. The various chart types are :

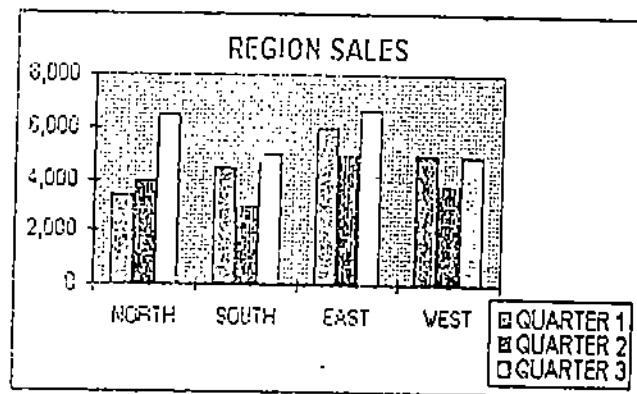
**Area Chart:** This shows the magnitude of change over time. It is a stacked line chart, with the area between the lines filled with colour and shading. The data series are plotted one on top of the other.



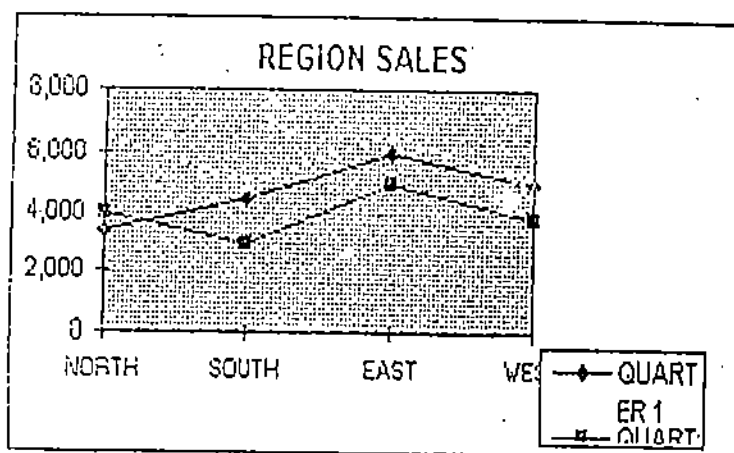
**Bar Chart:** It consists of the series of horizontal bars that allow comparison of the relative size of two or more items.



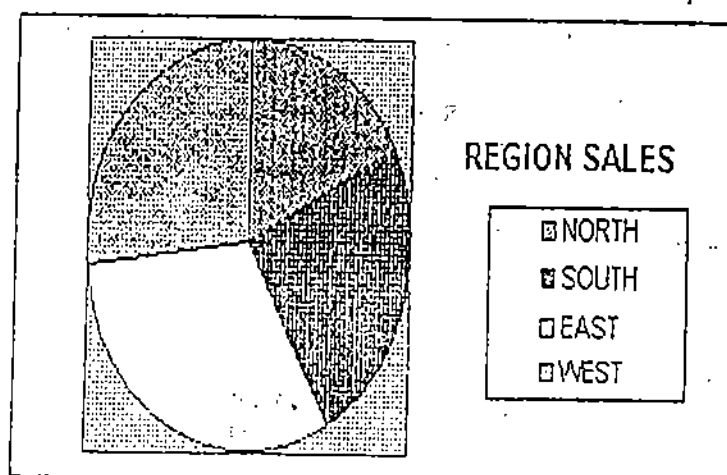
**Column Chart:** This consists of a series of vertical columns that allow comparison of the relative size of two or more items.



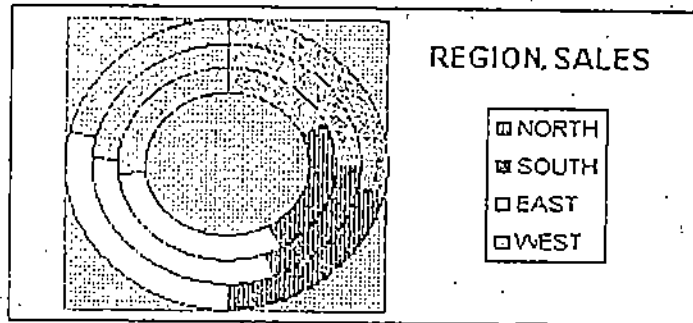
**Line Chart:** Each of the data series are plotted as lines of different colour and shading.



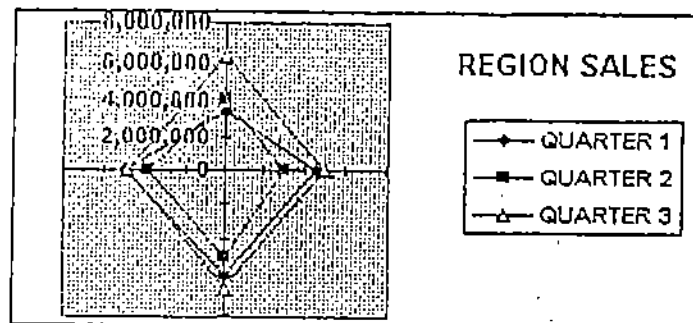
**Pie Chart:** These are the best charts to compare the percentages of the sum the data series. It represents only one data series.



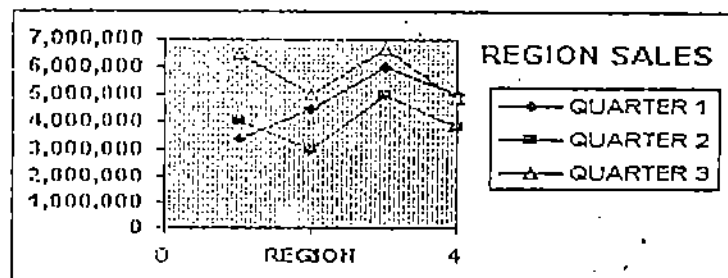
**Doughnut Chart:** It is similar to Pie Chart but it represents more than one data series.



**Radar Chart:** This shows the data values in relation to the centre point and to each other. Data of the same data series are connected by lines.



**XY (Scatter) Chart:** The value of the data series is plotted as the intersection point of the X-axis and Y-axis.



### 5.3 EDITING CHARTS

Once you have created a chart, you may want to update it by adding or deleting more data series or data points from the worksheet, change the chart type format a chart, or draw inside a chart. The method you use to add data is determined by the kind of chart (embedded chart or chart sheet) you want to update.

### 5.3.1 Adding or Deleting Data

Adding or deleting data automatically updates any existing legend. Using the Chart Wizard, you can change the range that a chart is based on. If your chart was created from multilevel categories and series, you must use the ChartWizard to reselect your data and recreate the chart.

1. To add data to an embedded chart on a worksheet, you can drag and drop data from that worksheet. Using copy and paste is the easiest way to add data to a chart sheet. Or you can use the New Data command for either embedded charts or chart sheets.
2. You can also delete data series from a chart by double clicking on that and pressing the Delete key.

### 5.3.2 Change the Chart Type

There are various chart types to choose from. This can be done if you follow the given steps :

1. Select the chart by double clicking on it. It puts a border around the chart.
2. Choose Format -> Chart Type, and select the new chart.

or

Click on Chart Wizard tool button. (this will show only 2 steps out of 5.

### 5.3.3 Format a Chart

Once you create a chart and add chart items such as data labels or titles, you can then format many of the items in the chart.

1. Select the chart area or plot area.
2. Press the right mouse button to get the short-cut menu, and choose Format Chart Area.
3. This opens up the dialog box where you can globally apply colours, patterns, borders, and text fonts.

One chart item at a time can also be selected and formatted.

There is an easy alternative to selecting and formatting individual chart items, i.e., you can apply a built-in chart autoformat. Or you can create your own custom (user-defined) autoformats, which you can apply to charts. Autoformats work much like templates or styles. Each autoformat is based on a chart type. It can also include subtype, legend, gridlines, data labels, colours, patterns, and the placement of various chart items. When you apply an autoformat to an active chart, it changes the entire look of the chart but does not affect your data.

*To use a Built-in Format :*

1. Select the chart.
2. Choose Format -> Autoformat.

3. From the dialog box, select **Built-in** choose any of the charts from **Galleries**. On the right side, various formats are displayed from where you can select any.

#### *To Create a Custom Format :*

1. Create a chart having all those features (chart type, font, pattern and other formats).
2. Activate the chart.
3. Choose **Format -> Auto Format**.
4. Select the **User-defined** option and click on **Customize** button.
5. Click on the **Add** button.
6. Enter the name for the format, if desired.
7. Click on **OK**.

#### **5.3.4 Drawing in the Chart**

You can draw the objects in the chart in the similar manner as you draw on the worksheet. For this,

1. Select the chart.
2. Activate the **Drawing Toolbar**, if it is not activated already.
3. Click on the appropriate tool button of the toolbar and draw on the chart.

#### **Check Your Progress**

1. What is the significance of formulas in calculations ?

.....

.....

2. Explain the recalculation feature of MS-Excel.

.....

.....

3. Give the basic properties of formulas.

.....

.....



4. What are functions ?

5. Give two examples for each category of functions.

6. Differentiate between VLOOKUP() and HLOOKUP() functions.

7. What is Function Wizard ?

---

## 5.4 SUMMARY

In this session, you learned:

1. To draw charts using Chart Wizard.
2. Charts can be resized and moved in the worksheet.
3. Editing of chart type, pattern, colour and text font can be easily done.
4. Once you select the chart, most of the menu commands are displayed in relation to charts only.
5. Short-cut menu can be used to insert data labels, legends, and select the chart type.
6. Built-in formats and User-defined formats can be used to easily and quickly format the charts.
7. Charts are very useful tools to analyze data.
8. Embedded charts as well as Chart Sheets can be printed.

## UNIT 6 DATABASE POWER OF EXCEL

### Structure

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Database Concepts
- 6.3 Creating Database
- 6.4 Adding Records
- 6.5 Deleting Records
- 6.6 Editing Records
- 6.7 Sorting a Database
- 6.8 Summary

---

### 6.0 INTRODUCTION

Every organization works towards maintaining data of various kinds, e.g., all the details of the employees, sales details, client data, products data. The purpose of storing and maintaining data is to retrieve it later for day-to-day transactions and management planning.

The data which is collected from the source is the raw data. Various operations can be carried out with the data, like, sorting, searching and totaling. This is processed and manipulated to be transformed as Information.

The most important database feature of MS-EXCEL is a powerful and simplified tool to store, manage and analyze data.

There are two kinds of databases :

**Internal Database** - Databases created in the worksheet.

**External Database** - Database which is created through other DBMS or RDBMS packages like MS-ACCESS, FOXPRO, dBASE, SQL Server, ORACLE.

---

## 6.1 OBJECTIVES

After going through this unit, you will be able to

- create database in the worksheet
- use external databases
- arrange data through sorting techniques.
- add, delete, or edit records in the databases

---

## 6.2 DATABASE CONCEPTS

Database is also referred to as a list or a table. It is an organized collection of information. Each row of the list is called as a record, and each column is called as a field.

Let's take an example of the employee details as shown below:

EMPCODE	NAME	AGE	DEPARTMENT	SALARY
E001	Rishi	27	Marketing	4500
E002	Sandeep	35	Marketing	6000
E003	Vinita	24	Accounts	4000
E004	Prakash	23	Inventory	5200
E005	Aruna	23	Marketing	3700

In this example, EMPCODE, NAME, AGE, DEPARTMENT and SALARY are the field names. Each row with the data for one employee is the record of that employee. The record contains the data pertaining to the fields.

The field names must be unique and there should not be any blank row between the field names and the records.

---

## 6.3 CREATING DATABASE

In MS-EXCEL, database can be created in two ways :

1. Enter the data in the form of table in the worksheet. You can enter the data as shown. This is the simplest way to create the database.
2. Use Data Form command.

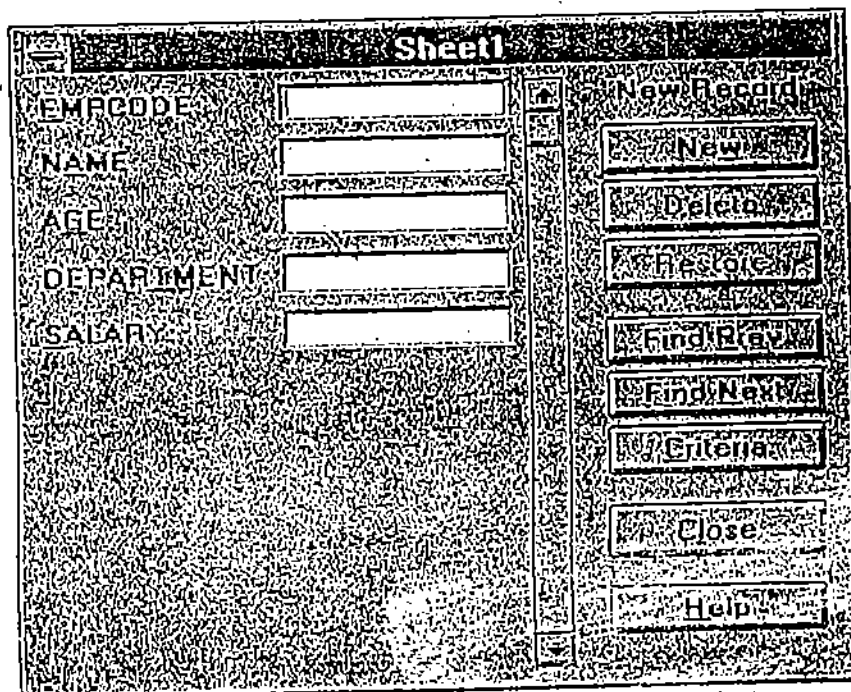
*To create database using Data Form command, follow the given steps.*

1. Enter the given details :

IN CELL	ENTER
---------	-------

A1	EMPCODE
B1	NAME
C1	AGE
D1	DEPARTMENT
E1	SALARY

2. Choose Data -> Form command while keeping one of the field name active.
3. The dialog box is displayed, warning you for taking the row of the selected cell as the header row of the database. Click on OK.
4. Another dialog box is displayed, which shows one record at a time. Fill-in the appropriate details in the box against each field name.



5. Click on 'New'. This will add the entered record in the database.
6. To finish the entry of records, click on 'Close'.

---

## 6.4 ADDING RECORDS

The records can be added in two different ways :

1. Type the new record entries in the blank row next to the database list.
2. The records can be entered in the way that is similar to the steps of creating a database.
  - a. Activate any cell of the database list.
  - b. Choose Data -> Form command.
  - c. Goto the last record and click on New.
  - d. Type-in the new record details in the boxes against fields.
  - e. Click on OK.

---

## 6.5 DELETING RECORDS

The records can be deleted by simply selecting the entire cell range of the record to be deleted and press the Delete key. Move the rest of the records on row up. Another way of deleting the records is as follows :

1. Activate any cell from the database list.
2. Choose Data -> Form command.
3. Get the record to be deleted by clicking on the Find Prev or Find Next button.
4. Click on the Delete button.

---

## 6.6 EDITING RECORDS

The records once entered in the database list can be changed or modified. This can be done by selecting the cell and retyping the data. Another way of doing this is by Data Form:

1. Scroll up or down to select the desired record.
2. Edit the field value.
3. Click on New button to update the modification in the record.
4. Click on Close once you have finished up the task of modification of records.

---

## 6.7 SORTING A DATABASE

To arrange the records in either ascending or descending order of a field is called sorting. To sort a database, first create the given database.

1. Choose Data -> Sort.. command.

2. In the dialog box as shown below, you can select maximum 3 fields on the basis of which you want to sort your database. The drop-down list of the

	A	B	C	D	E
1	MONTHLY SALES				
2					
3	PRODUCT	QTR1	QTR2	QTR3	QTR4
4	SHIRTS	200	230	234	250
5	TROUSERS	60	75	80	50
6	BLAZERS	100	143	124	130
7	T-SHIRTS	300	320	290	350
8	JACKETS	600	500	560	690
9	JEANS	50	30	60	45
10					

Sort By option displays all the field names. Select the field from the list.

Sort

Sort By: [Dropdown] ☒ Ascending ☐ Descending

Then By: [Dropdown] ☒ Ascending ☐ Descending

Then By: [Dropdown] ☒ Ascending ☐ Descending

My List Has: ☒ Header Row ☐ No Header Row

OK Cancel Options... Help...

3. Choose the order in which you want to display records - ascending or descending.

4. Select Header Row option given under My List has.

5. Click on OK and see the results on the worksheet.

Then By option is used when you want to sort the database on the basis of more than one fields. The field name chosen for this option will become the secondary field.

### Check Your Progress

1. What is the significance of formulas in calculations ?

.....  
.....

2. Explain the recalculation feature of MS-Excel.

.....  
.....

3. Give the basic properties of formulas.

.....  
.....

4. What are functions ?

.....  
.....

5. Give two examples for each category of functions.

.....  
.....

6. Differentiate between VLOOKUP() and HLOOKUP() functions.

.....  
.....

7. What is Function Wizard ?

.....  
.....

---

## 6.8 SUMMARY

In this session you learned,

1. Database can be created in the worksheet or external databases can also be used.
2. The data can be arranged through sorting techniques.
3. The information matching a certain criteria can be extracted from the database.
4. Records in the database can be added, deleted, or edited.
5. Data Tables help in What-if analysis.
6. Pivot Tables are also used to analyze data.









UTTAR PRADESH  
RAJARSHI TANDON OPEN UNIVERSITY

## BLIS- 10 E1 MICROSOFT OFFICE

Block

# 4

## Microsoft Powerpoint

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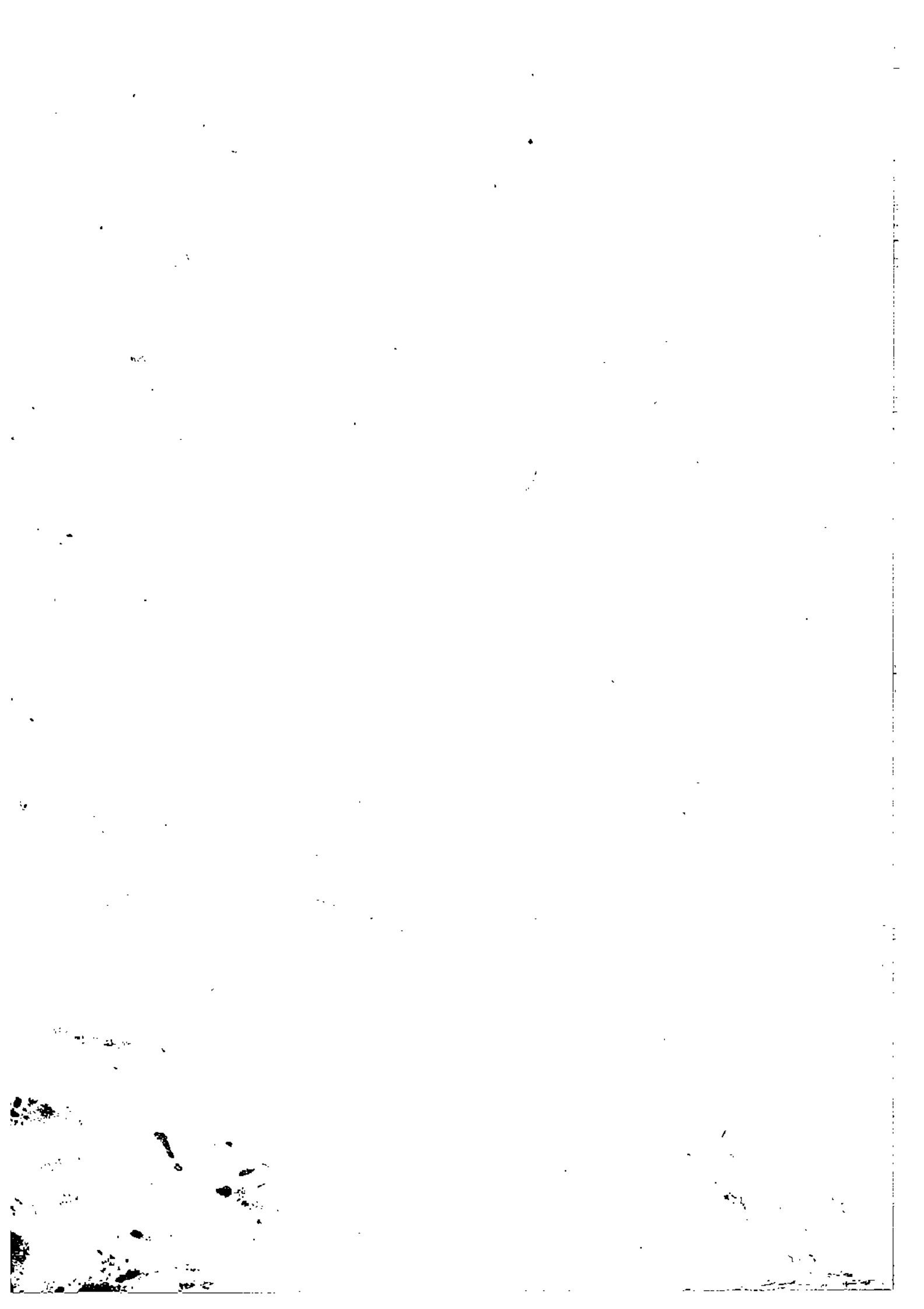
## BLOCK INTRODUCTION

The aim of making a presentation is to put your ideas across. To make an effective presentation, it is essential for information to be well displayed. One of the best ways to present the data is to present in the colorful pictorial form. The most popular software for this purpose is Microsoft Powerpoint. This software package comes as part of MS-Office software.

The module has been covered in four units. The first unit covers the introduction to Business Graphics and highlights the features available in Powerpoint. Second unit covers how to create presentation slides using tools like Wizards which will help in creating presentations quickly and easily. Third unit gives an overview of graphs and tables. After going through the fourth unit you will be able to make effective presentations using slide shows.

You are expected to know windows, before you start with Microsoft Powerpoint.

---



# UNIT 1 PRESENTATION GRAPHICS

## Structure

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Business Graphics?
- 1.3 Types of Business Graphics
- 1.4 How to make an effective presentation
- 1.5 Physical aspects of presentation
- 1.6 Summary

---

## 1.0 INTRODUCTION

This unit gives a brief introduction, of what Business Graphics is and the types of business graphics. It also introduces you to *PowerPoint* as one of the tools for making Business Presentation Graphics.

---

## 1.1 OBJECTIVES

After going through this unit, you will be able to

- understand the different types of graphics
- appreciate physical aspects of presentation
- understand the concepts of slides and charts in a presentation

---

## 1.2 WHAT IS BUSINESS GRAPHICS ?

A picture is worth a thousand words. We live in a visual world, and the human mind can comprehend and retain concepts learnt through visual depiction for longer time. In today's world, it is very critical for a person to put across ideas effectively, whether it is business or not. One way of putting across ideas effectively, is the use of visual images. And the best form of visual images are graphics and pictures. Graphics, if used to convey ideas in business situations are known as Business Graphics.

---

## 1.3 TYPES OF BUSINESS GRAPHICS

There are three types of Business Graphics. They are :

(a) Presentation Graphics.

(b) Analytic Graphics.

(c) Design Graphics.

(a) **Presentation Graphics:** Convincing the audience about an idea and putting your views across is the aim of any presentation. The main goal of presentation graphics is to get a message across. Examples of presentation graphics tools include Harvard Graphics, Powerpoint and lot more.

(b) **Analytic Graphics:** Analytic Graphics presents the data and information in such a way that it helps in people analyzing it. Its aim is to show relationships in data and information.

Analytic Graphics need not have a very high quality. They are used to produce graphics from the data stored in database management systems like MS-Access and electronic spreadsheets like MS-Excel. They help in analyzing the data and taking a decision thereby. Graphics provided by spreadsheet packages like *Lotus 1-2-3*, *MS-Excel* are examples of analytic graphics.

(c) **Design Graphics:** Design Graphics are used to create visual images of products, models, etc. Computer Aided Design (CAD) is an example of design graphic tool.

---

## 1.4 HOW TO MAKE AN EFFECTIVE PRESENTATION ?

Till now you have examined the different types of business graphics. Of all these, presentation graphics is the most commonly used one. To convince the audience about an idea, the presentation has to be effective. In other words, you can say that effective use of presentation graphics is a very important aspect of successful presentations. For this, ask yourself some questions while making the presentation like :

- Do I know about the people whom I am giving a presentation?
- You must be aware of the audience's level of knowledge on the topic about which you are making a presentation.
- Is my presentation simple ? You can convince the audience only if they understand you. Your presentation should be simple enough, so that even a person who is totally new or who hardly knows anything about the topic, also gets your point.
- Is the presentation to the point ?

Take care of following points also while making the presentation

- Start with what is familiar to the audience.
- Make each chart independent.

Use space effectively.

Use text and color judiciously.

---

## 5 PHYSICAL ASPECTS OF PRESENTATION

How the information has been displayed, is very important aspect of any presentation. Mostly slides, graphs, bar charts and pictures are used for displaying information. To be able to use slides meaningfully, the person must be familiar with the basic components of a slide.

You can call a slide a good one, if it successfully communicates a message.

The components of a slide are :

- **Title** : Title gives an idea of what the slide is all about.
- **Subtitle** : A subtitle emphasizes the slide's central idea.
- **Footnote** : A footnote indicates the source of the slide's data.
- **Border** : It acts like a frame for your slide.
- **X-axis , Y-axis , X-axis title , Y-axis title** (for the graph).

Slides are one of the most important components of a presentation. Let us examine slides in detail.

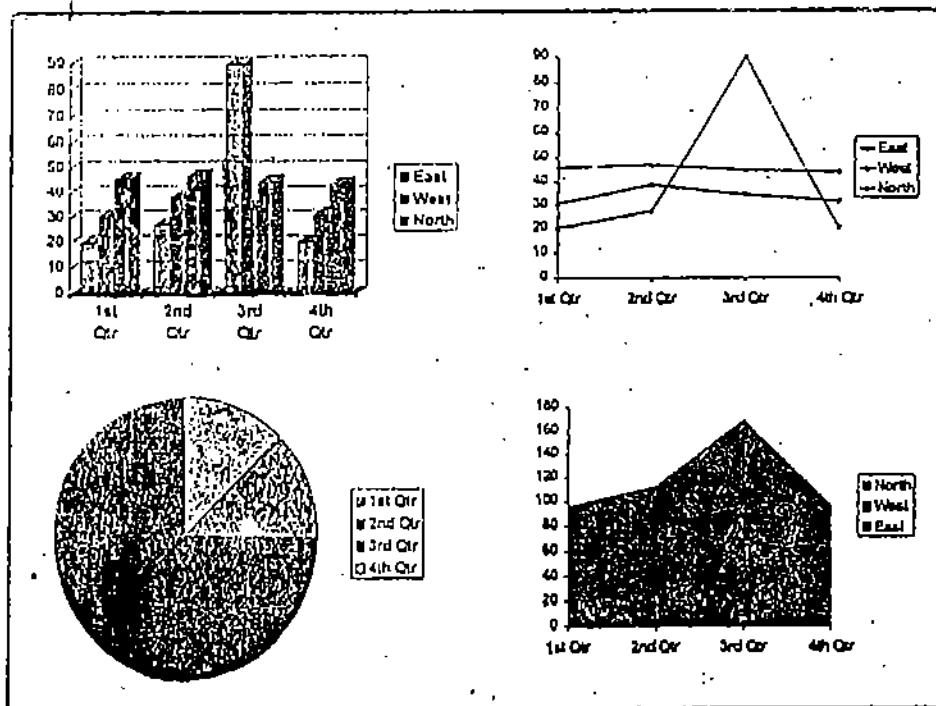
### Types of Slides

- **Text Slide** highlights the main ideas.

<i>Profit</i>	
1995 Vs 1996	
1995	1996
<b>Profit :</b>	<b>Profit</b>
100 crores	140 crores
<b>Prod. capacity</b>	<b>Prod. capacity</b>
200 tones	300 tones



- Charts like Pie Chart, Bar and Column Chart, Area Chart, Line Chart, and Organization Chart, clarify the relationships in data and information.



## SUMMARY

- Business graphics can be categorized into
  - Presentation graphics
  - Analytic graphics
  - Design graphics
- The various types of slides are Text slides and charts.

The various components of a slide are : Title, Subtitle, Footnotes, Border, X-axis and its Titles, Y-axis and its Titles

## UNIT 2 INTRODUCING POWERPOINT

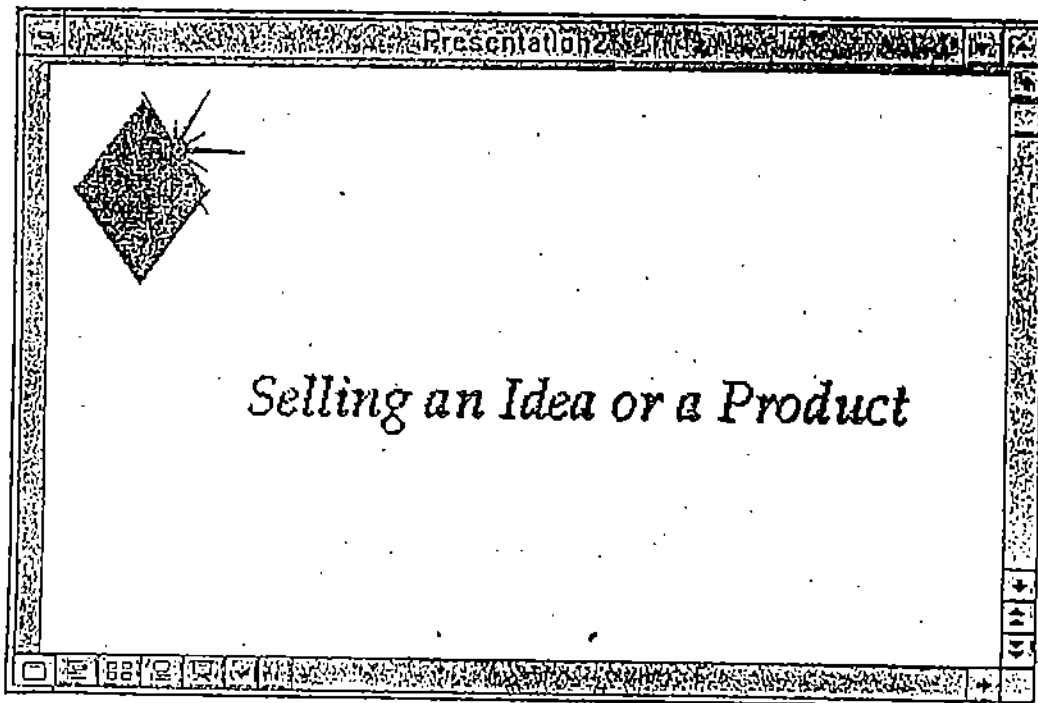
### Structure

- 2.0 Introduction
- 2.1 Objectives
- 2.2 PowerPoint Views
- 2.3 Starting and Quitting PowerPoint
- 2.4 The PowerPoint Window
- 2.5 Summary

---

### 2.0 INTRODUCTION

The previous session introduced PowerPoint as a *Presentation Graphics* package. In this unit we will get introduced to some of the components of PowerPoint like *PowerPoint Wizards*, *Toolbars* and *PowerPoint Views*.



PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation - text handling, outlining, drawing, graphics, clip art,

---

and so on. It also offers rich speaker support and aids to help you create truly effective presentations. PowerPoint makes you, the presenter, an independent producer of your own high-quality presentations.

Don't worry about consistency in design and colour. PowerPoint can help you. If you don't consider yourself a designer, just apply one of the PowerPoint templates to your presentation and choose from among the thousands of colour schemes available.

Whether you need quick overheads for a team briefing, slides for a sales meeting, or dazzling effects for an on-screen presentation, PowerPoint wizards, templates, and AutoLayouts help you get right to work; and a complete set of easy-to-use tools assures you have everything you need to get your point across and share information with others.

---

## 2.1 OBJECTIVES

After going through this unit, you will be able to

- start and quit the powerpoint from the icon
- know the different powerpoint views
- use the toolbar and menus to create a presentation

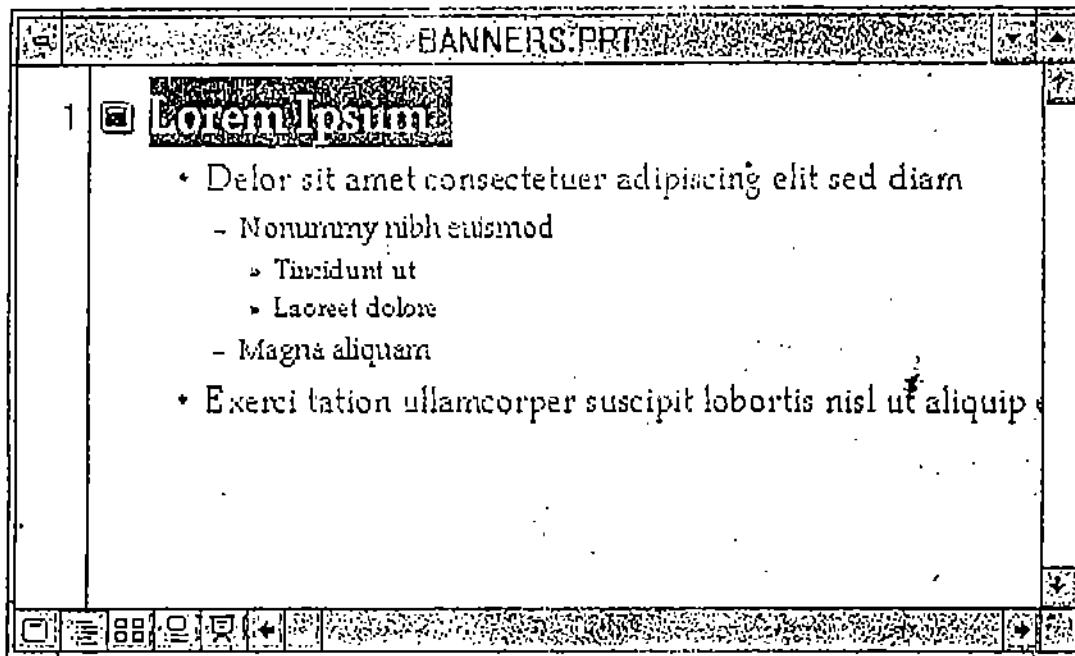
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## 2.2 POWERPOINT VIEWS

A PowerPoint presentation is a collection of your slides, handouts, speaker's notes, and your outline, all in one file. As you create slides, you're creating a presentation - you're designing how your presentation should look and giving it a format that carries through from beginning to end.

PowerPoint gives you the flexibility of switching between different views during the creation of slides for a presentation.

- **Slides** are the individual "pages" of your presentation. Soon, you'll be creating slides with PowerPoint. Slides can have titles, text, graphs, drawn objects, shapes, clip art, drawn art, and visual created with other applications and more.
- **Handouts** support your presentation. You have the option of providing handouts for your audience. Handouts consist of smaller, printed versions of your slides.
- **Speaker's Notes** can be created and printed. You'll see a small image of the slide on each notes page, along with any notes you type on the notes pages.
- **Outlines** As you're working on a presentation, you have the option of working with your presentation in outline form. In the outline, your titles and main text appear, but not your art or the text typed with the Text tool.

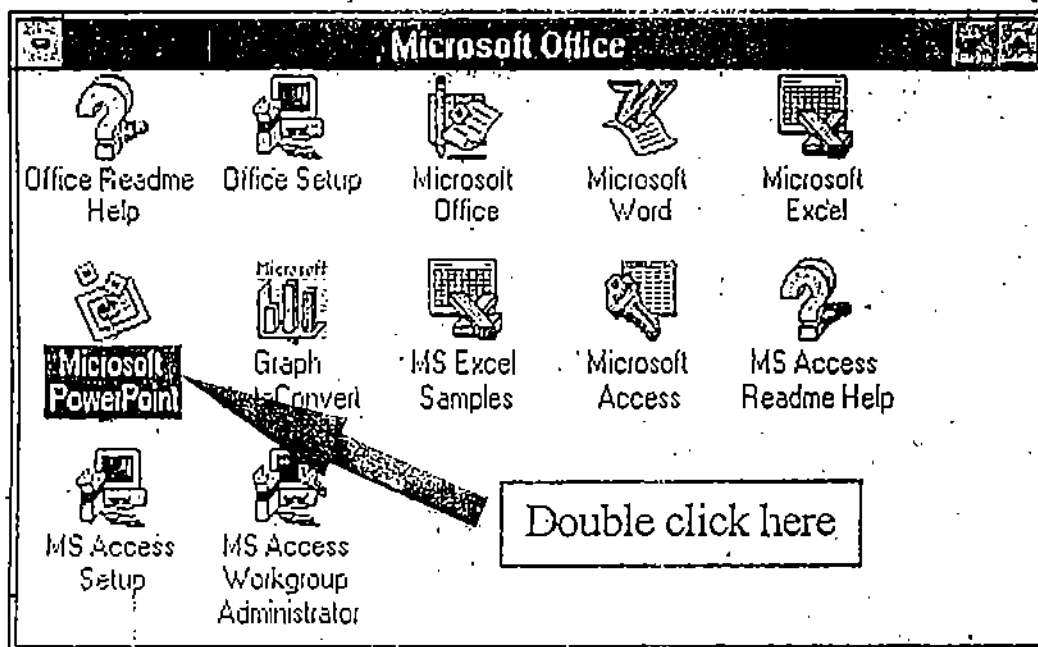


## 2.3 STARTING AND QUITTING POWERPOINT

You can start and quit PowerPoint in the same way as you do other windows based applications.

*To start PowerPoint*

1. Open the program group that contains the PowerPoint icon.
2. Double click the PowerPoint icon. PowerPoint starts and displays MS - PowerPoint window, where you can create or open a presentation.



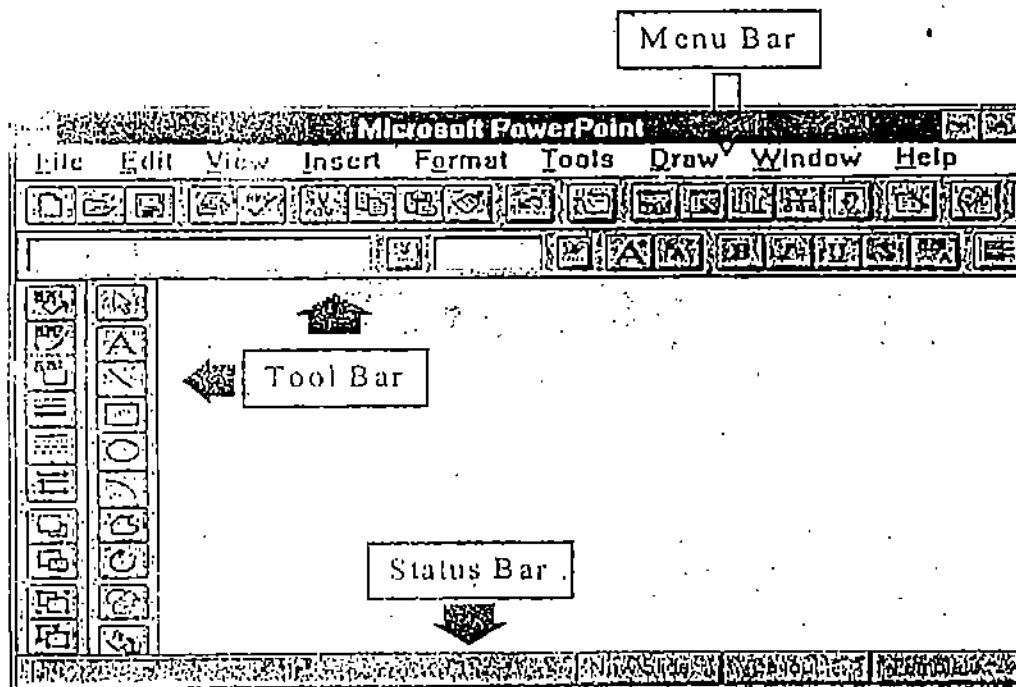
## To quit PowerPoint

- Select Exit from the File menu.

File	Edit	View	Insert	Format	Tools
New...					Ctrl+N
Open...					Ctrl+O
Close					
Save					Ctrl+S
Save As...					
Find File...					
Summary Info...					
Slide Setup...					
Print...					Ctrl+P

## 2.3 THE POWERPOINT WINDOW

From the PowerPoint window, you can create presentations and use its toolbars and menus.



Title Bar located at the top of the screen, displays the name of the presentation.

Menu Bar located below the title bar, lists the options.

The Status Bar Messages appear at the bottom of the window in an area called the status bar. These messages describe what you are seeing and doing in the PowerPoint window as you work.

Normally, the status bar tells you which slide you're working on (Slide 1, Slide 2, and so on). When you choose a command, the status bar provides a short message telling you what that command will do.

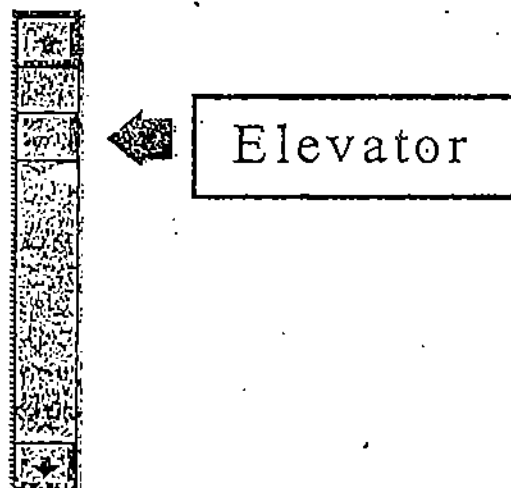
Three shortcut buttons appear on the right side of the status bar - New Slide, Layout, and Template. Clicking the **New Slide** button presents the New Slide dialog box and adds a slide to your presentation immediately following the current slide. Clicking the **Layout** button lets you change the layout of the current slide. Finally, clicking the **Template** button allows you to apply or change the template for your presentation.

**The Toolbars** You can use toolbars for quick access to commonly used commands and tools. When you first start PowerPoint and open a presentation, the Standard and Formatting toolbars are displayed just below the menu bar, and the Drawing toolbar is displayed vertically on the left side of the window. Different toolbars appear automatically in each view.

**The Scroll Bar** There's a vertical scroll bar on the right side of the PowerPoint window. The scroll bar has an elevator as well as double arrow buttons you can use to move from slide to slide.

*To move to a particular slide using the scroll bar*

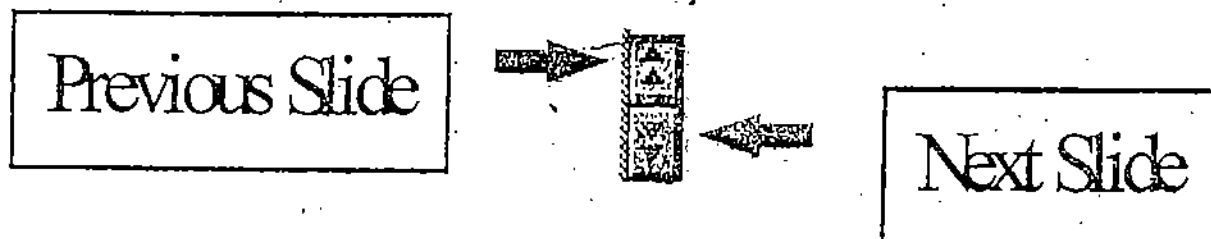
- Drag the elevator up or down to go to a particular slide.



As you drag, the slide indicator box tells you what slide you're about to display. Release the mouse button when you reach the slide you're looking for.

*To move slide by slide using the double arrow buttons*

You can quickly move one slide up or one slide down using the Previous Slide and Next Slide buttons icons below the vertical scroll bar.



- To go to the next slide, click the double down arrows.
- To go to the previous slide click the double up arrows.

---

## 2.5 SUMMARY

- PowerPoint gives you a way to produce a professional-looking presentation.
- PowerPoint views can be divided into
  - Slides
  - Handouts
  - Speaker's Notes
  - Outlines
- PowerPoint is started by double clicking on the powerpoint icon.
- Powerpoint window provides you to create presentation slides.
- PowerPoint wizards are the way to quickly and efficiently create professional-looking presentations.
- Powerpoint provides
  - The AutoContent Wizard
  - The Pick a Look Wizard

You can show or hide the toolbars from the Toolbars dialog box.

## UNIT 3 CREATING A PRESENTATION

### Structure

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Create a Presentation
- 3.3 Create a Title Graph
- 3.4 Creating a Graph
- 3.5 Creating Tables
- 3.6 Making Organisation Charts
- 3.7 Save and Close a Presentation
- 3.8 Open a Presentation
- 3.9 Add a New Slide
- 3.10 Change Slide Layout
- 3.11 Slide Show
- 3.12 Summary

---

### 3.0 INTRODUCTION

The main aim of using any presentation graphic package is to make effective presentations. In the previous unit, you have learnt about the components of PowerPoint. In this unit we will make some slide shows (presentations).

---

### 3.1 OBJECTIVES

After going through this unit, you will be able to

- create a presentation
- use the blank slide option to create a slide of your choice



- create graphs as your slide
- add a new slide
- change the layout of a slide

---

## 3.2 CREATE A PRESENTATION

In PowerPoint, your entire presentation is in one file - everything is "under one roof". That includes all the slides, the outline, the speaker's notes, and the handouts, as well as the formatting information you build into your presentation.

Using a slide layout is an easy way to begin building a presentation. You choose a slide layout by selecting New Slide from the Insert menu and then selecting the layout you want in the New Slide dialog box. There is a variety of slide layouts, some with placeholders in which you type text, and some with placeholders set up to make it easy to add graphs, charts, clip art, or other objects.

With PowerPoint, you can change the look of your presentation - the format, the colors, or the kind of output you want - anytime. You can always apply a new template or change the color scheme.

### Creating a new presentation

When you create a new presentation, you have choices about how to proceed. You can use the AutoContent wizard to help you organize what you want your presentation to say. You can use the Pick a Look wizard to help you apply a template and set up the masters. You can also start with a "blank" presentation if you want to use the default presentation - either the PowerPoint default or one that you set up.

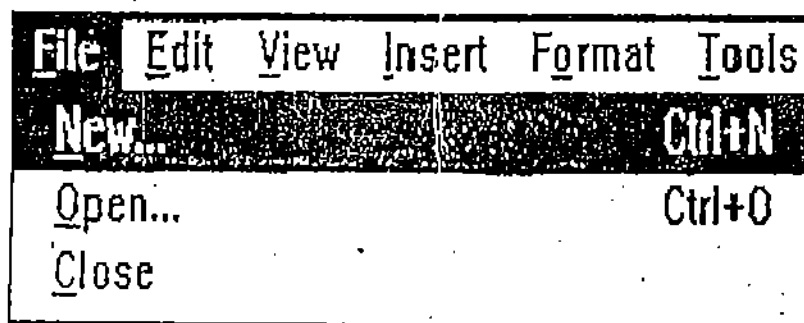
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## 3.3 CREATE A TITLE SLIDE

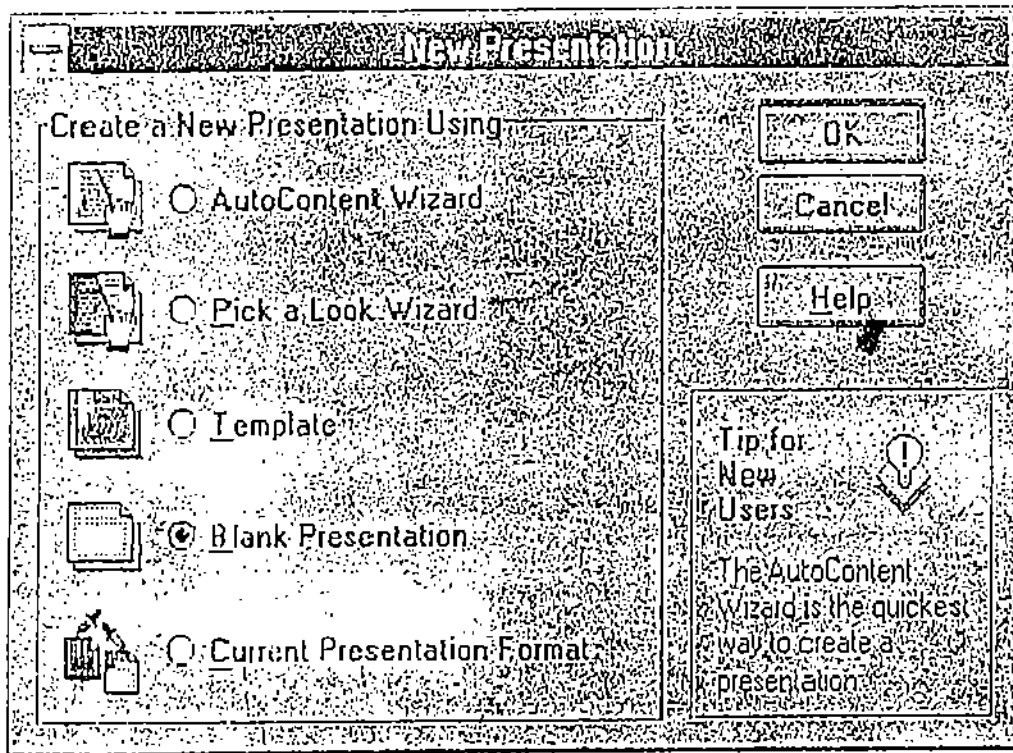
A Title slide is the first slide that will be displayed in your presentation. A Title slide is divided into two parts - the top part for the title and the bottom part for the sub-title or the topic.

### To create a Title slide

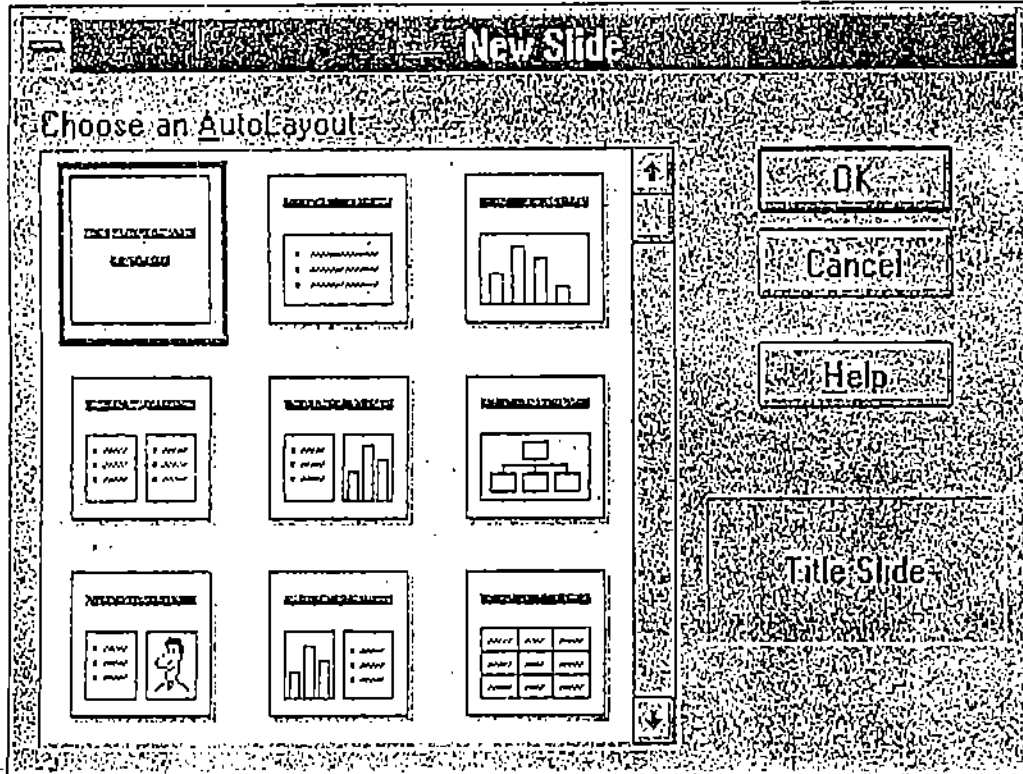
1. Select New from the File menu, to display the presentation dialog box.



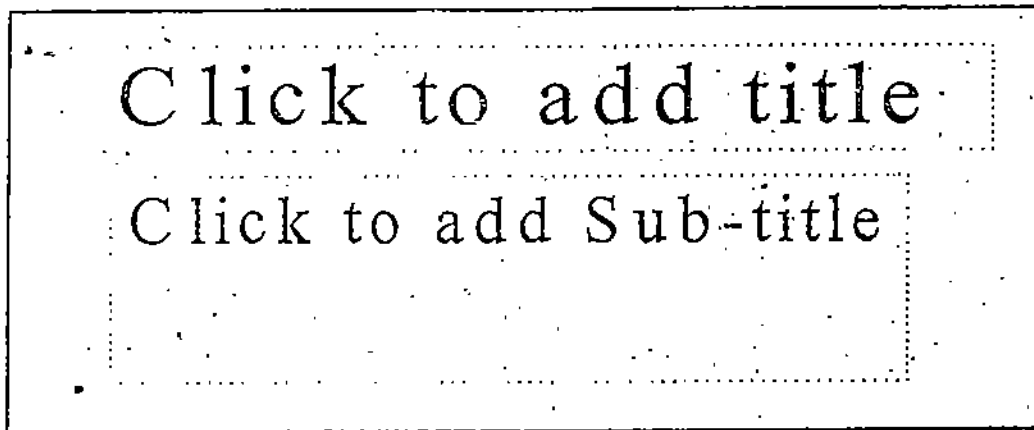
2. Click the Blank Presentation, and than OK.



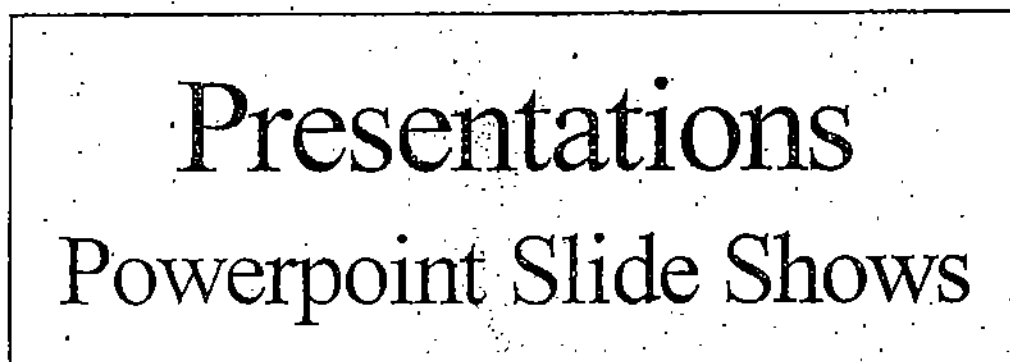
3. Select Title slide from the AutoLayout dialog box and click on OK.



4. It will display the blank title slide to enter information.



5. Type the title and sub-title.



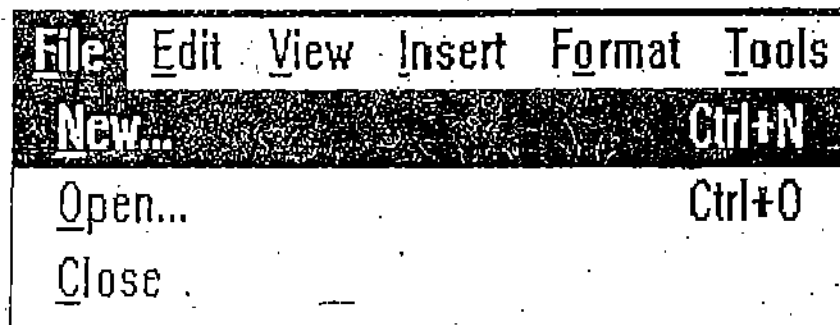
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### 3.4 CREATING A GRAPH

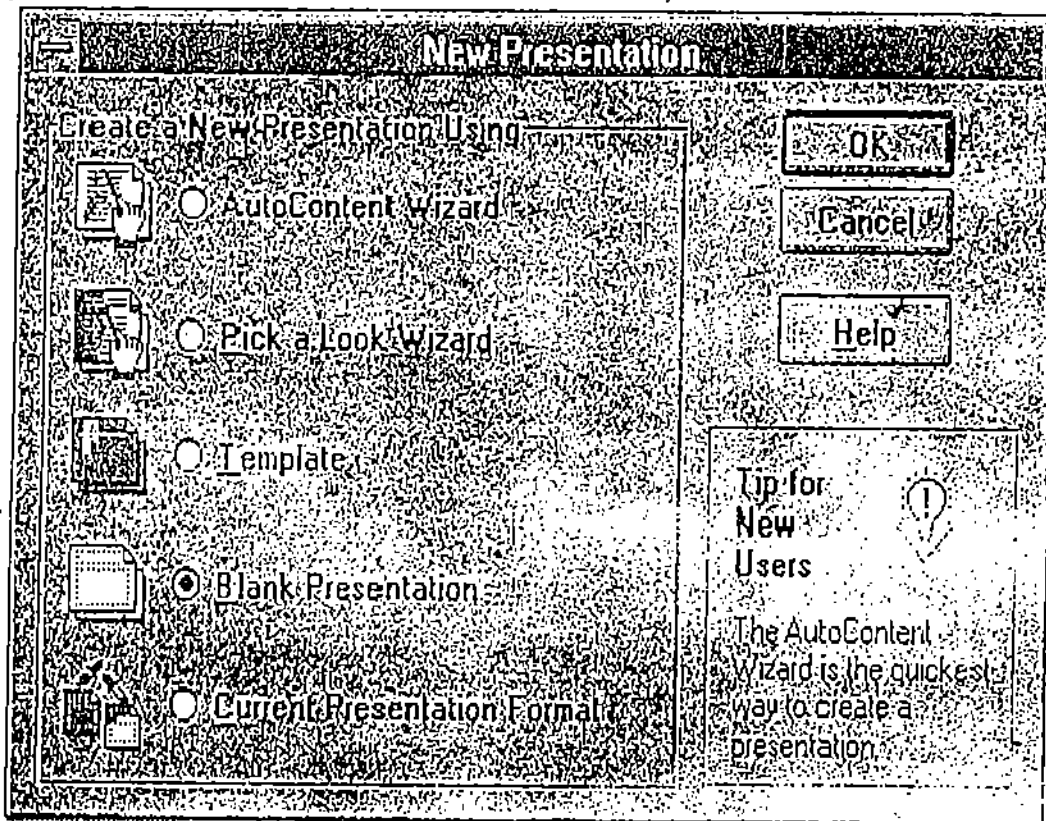
A graph can be created and viewed in different formats, as a pie, bar, column and so on. Legends, titles and data labels can be added to improve readability.

*To create a graph*

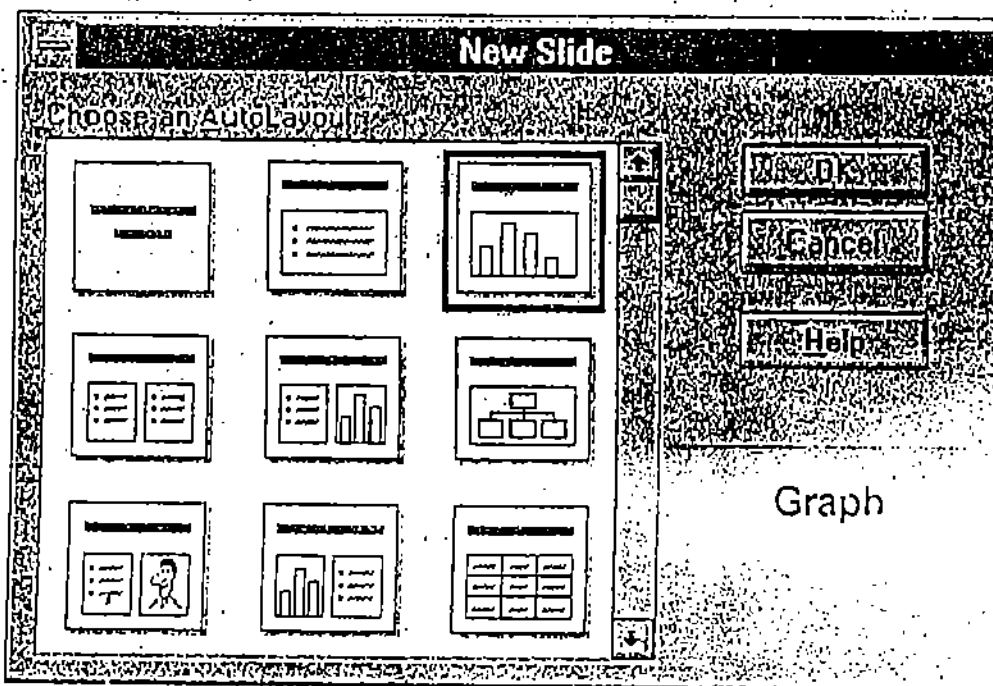
1. Select New from the File menu, to display the presentation dialog box.



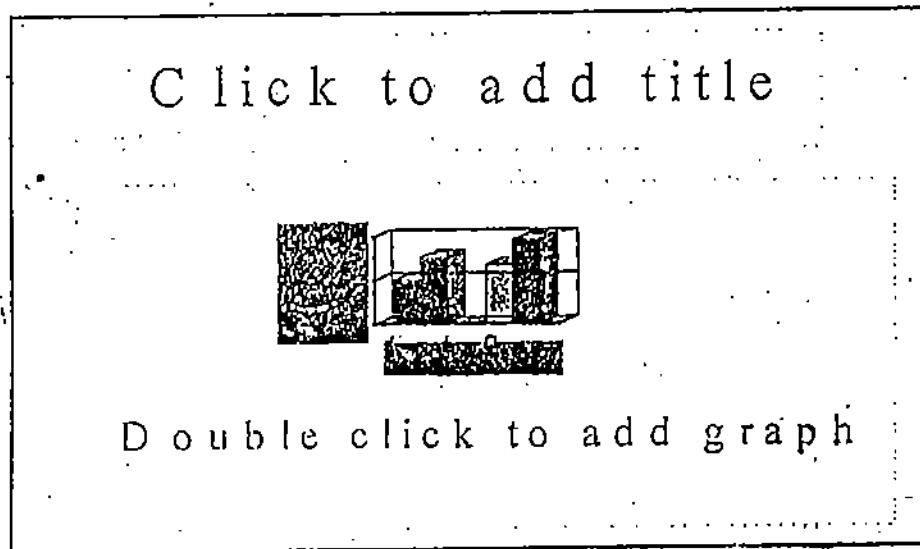
2. Take the cursor of the mouse at the small circle shown in front of the **Blank Presentation** and press the button.



3. Take the cursor at OK and click the mouse button.
4. You will see the different types of graphs under **Choose an AutoLayout**. You can select any one style of graph as per your choice. You will notice that the rectangle shown around the selected graph has darkened. This shows that the graph style you wanted has been selected.



5. Click your mouse cursor on the OK sign.
6. It will display the blank graph layout slide.



7. Double click on the graph box marked as "Double click to add graph" to go in the graph mode. Now you can create and modify the graph. You will see some data also in the Presentation - Datasheet. Please do not get disturbed. This is only a default data. You can put the new data i.e. modify the existing data as per your datasheet by taking the mouse cursor and clicking it once.

Presentation - Datasheet						
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
East		20.4	27.4	90	20.4	
West		30.6	38.6	34.6	31.6	
North		45.9	46.9	45	43.9	

8. Whenever you change the values in the datasheet, it will change the graph automatically, displaying backside of the datasheet.

### Change the graph type

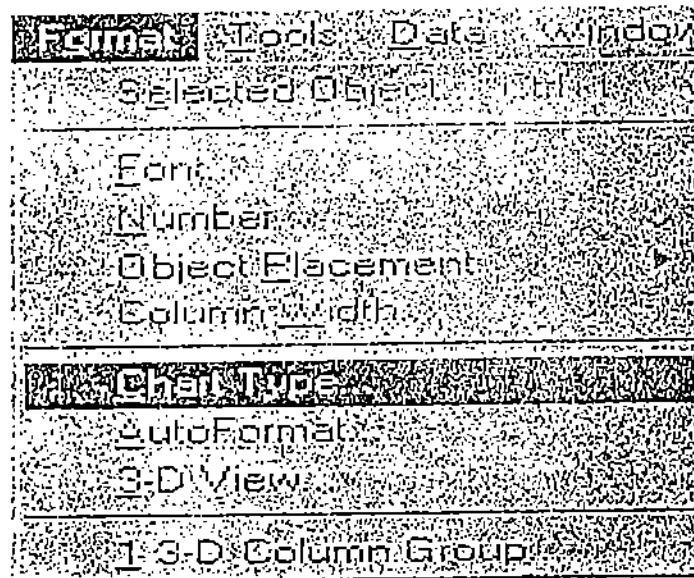
You can change the graph type as per your requirement. There are two ways to change the graph type.

One way is :

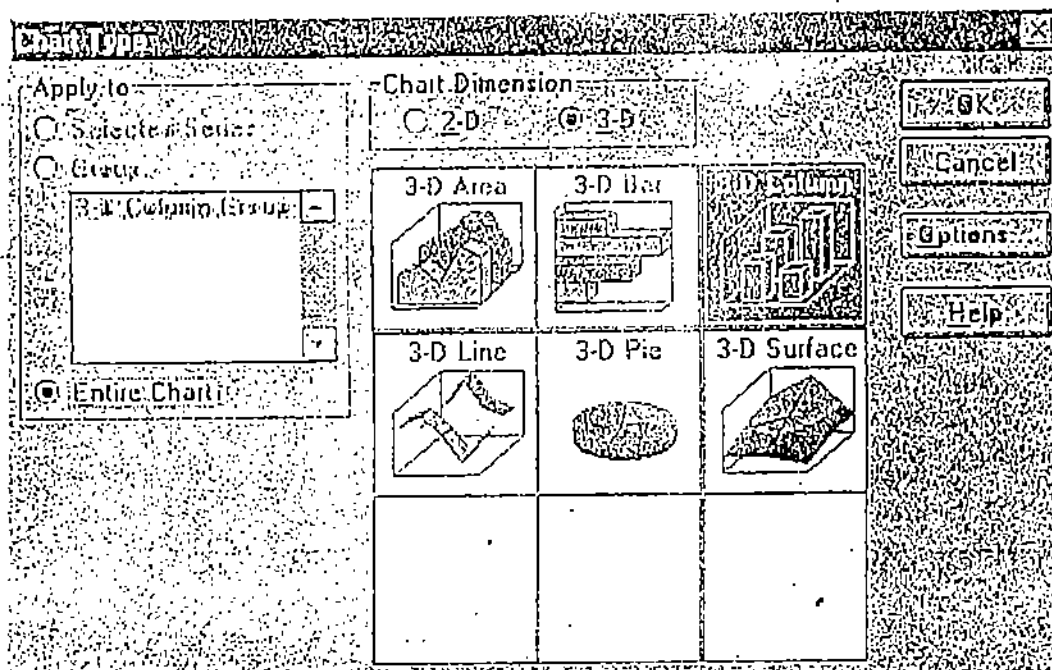
- Click on graph type list box. It will display you different types of graphs. You can choose any of them.

The second way is :

- Select Chart Type from the Format menu to display chart type dialog box.

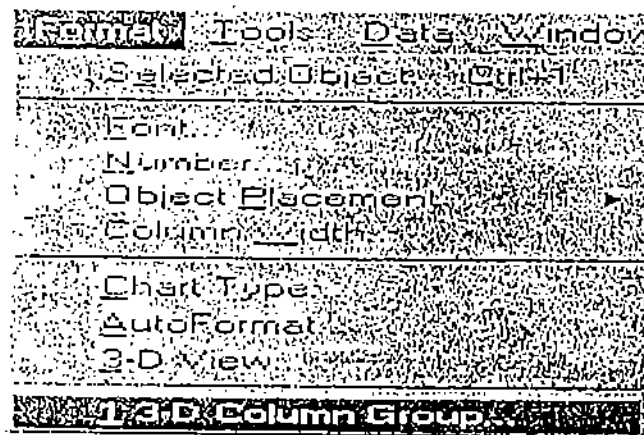


- From the chart type dialog box, you can select 2D or 3D type graphs and click on OK.

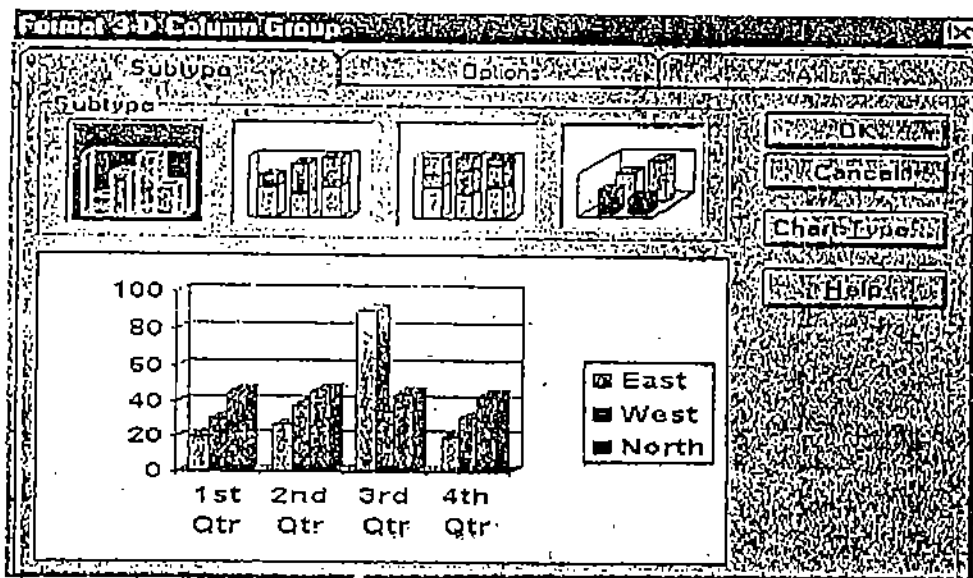


### Change the sub-type of the graph

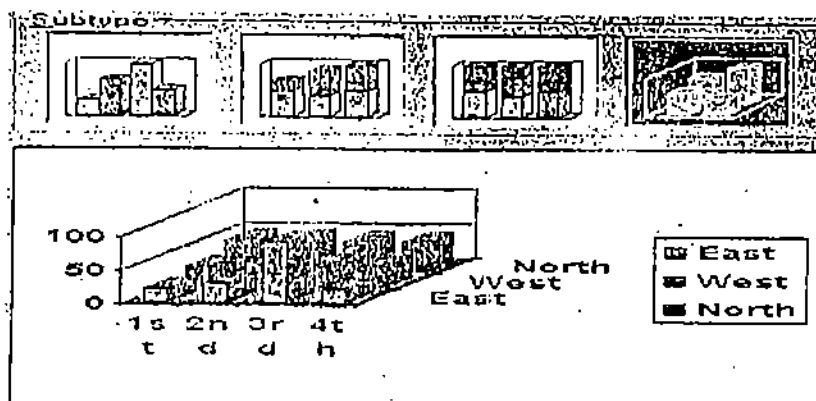
Select 3D column group from the Format menu.



It will display a 3-D column group dialog box.

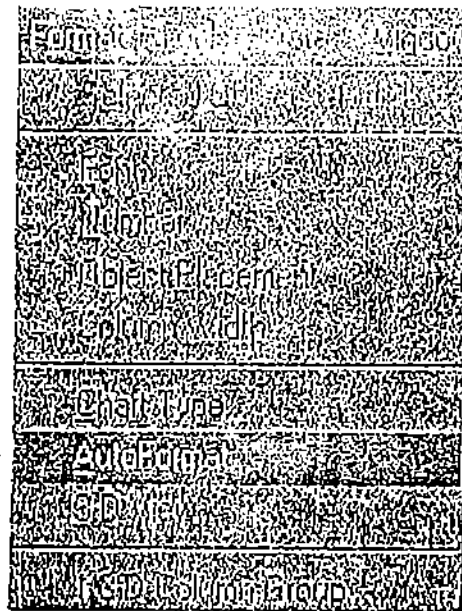


Click on Subtype button and select the subtype graph and then click on OK. It will display you the preview of the graph.

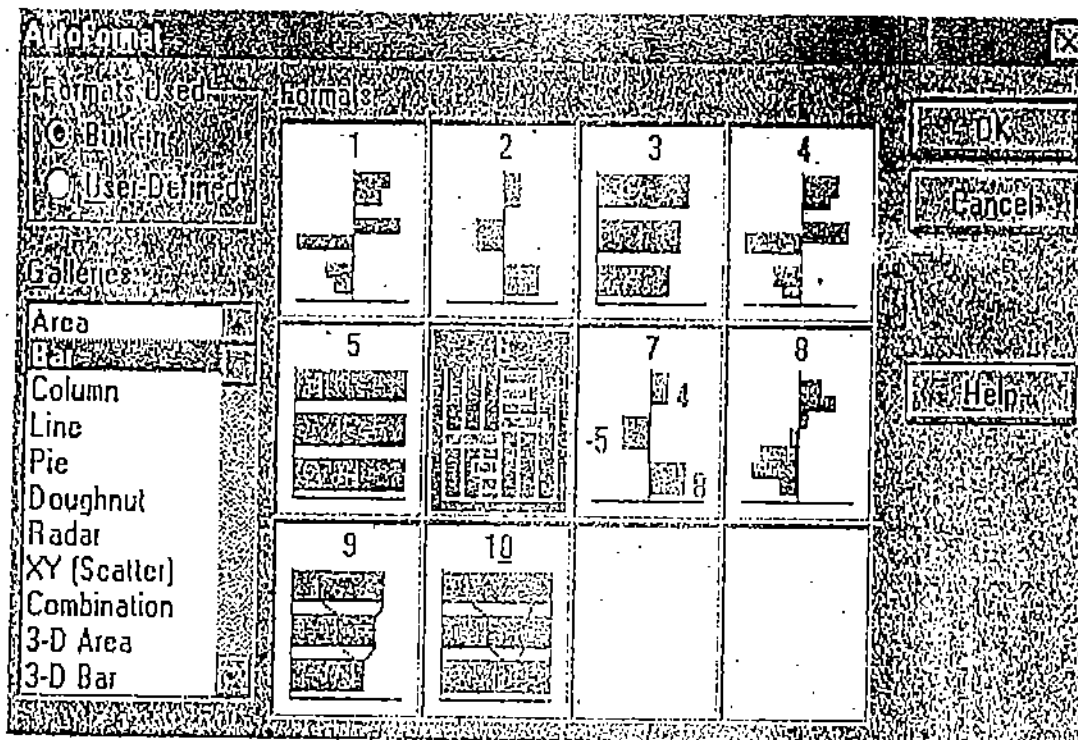


### Change the format

- Select Autoformat from the Format menu to display Autoformat dialog box.



- Select graph type from the galleries list to display different formats to the right side of the list.
- Select a format from the format list and click on OK.

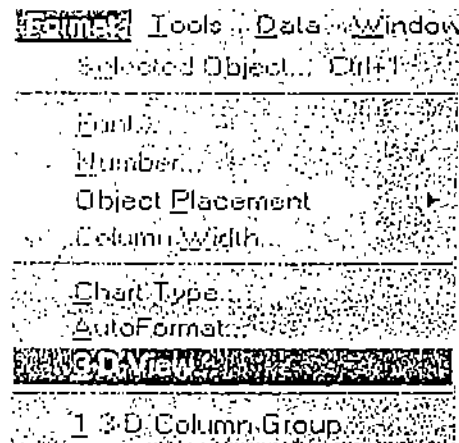


### Change the 3-D view

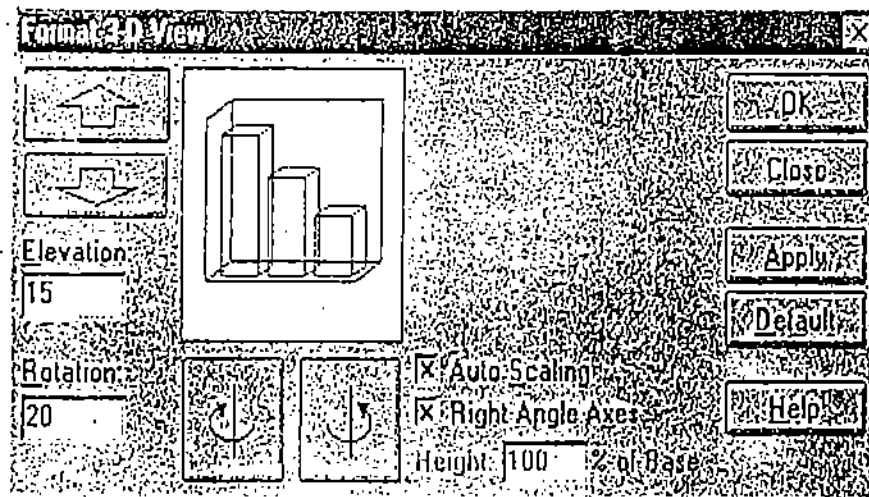
You can rotate the graph in the 3-D view.



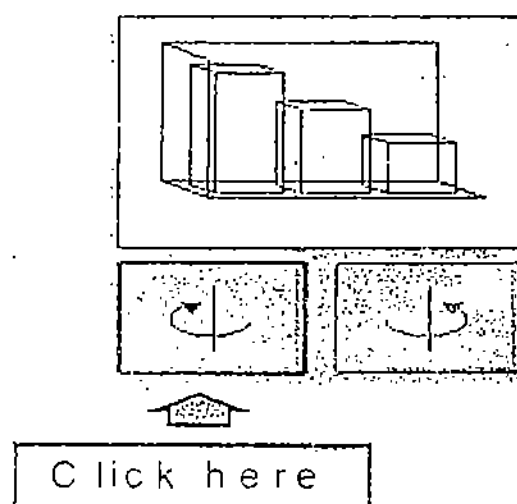
- Select 3-D view from the Format menu to display a dialog box.



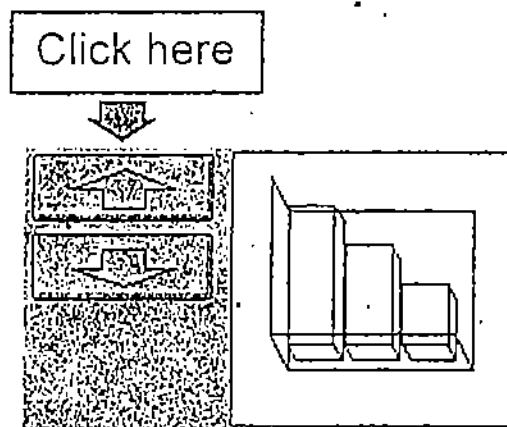
- The graph preview is display the graph in left to right side and top to bottom side. You can change them by click on rotate buttons.



- Click on left rotate button to view the graph in right to left side.



- Click on up arrow rotate button to view graph in bottom to top side.



### Creating Titles

Sometimes you may want to include more than one graph on a single slide. In such cases, each individual graph will need to be identified. This can be done using titles.

- Select Titles from the Insert menu to display titles dialog box.



- Click on the check boxes in the dialog box, you can create titles in the graph.

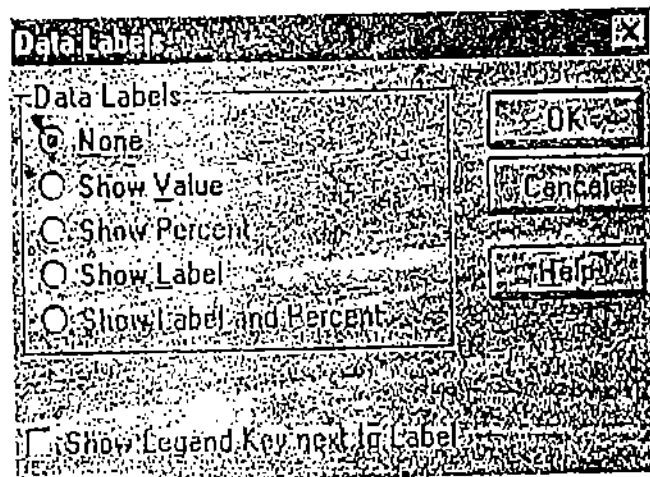


### Add data labels in the graph

- Select Data Labels from the Insert menu to display a dialog box.

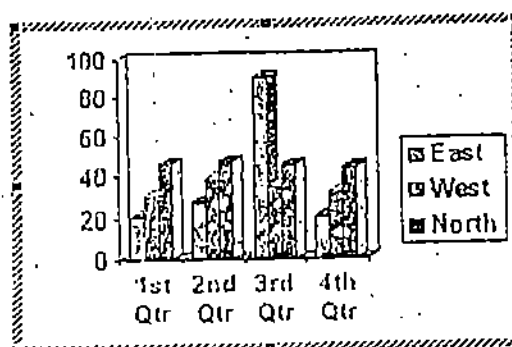


- You can show the value or label with the graph. Select any one and then click on OK. By default none is selected.



### Display or hide the gridlines

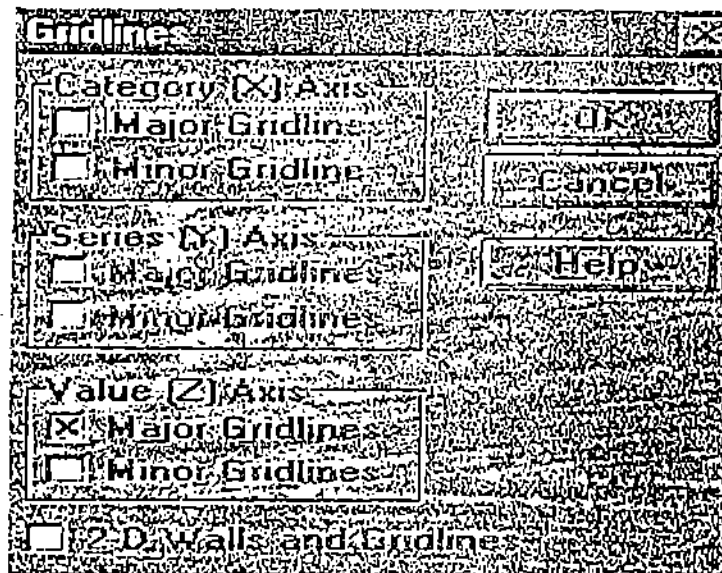
Hidden gridlines



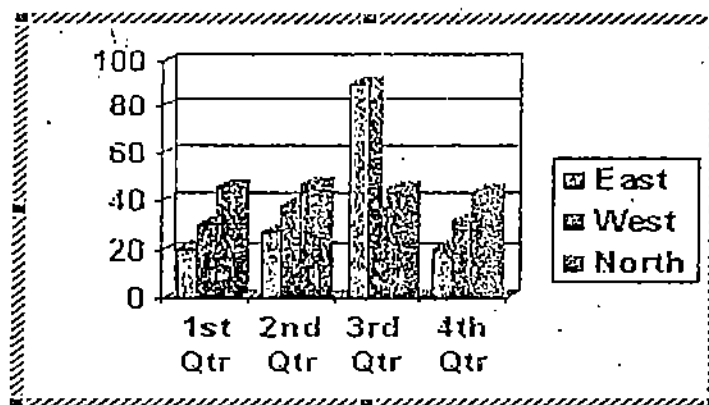
- Select Gridlines from the Insert menu to display a dialog box.



- Click on check box to hide or display the gridlines and then click on OK.



Display gridlines



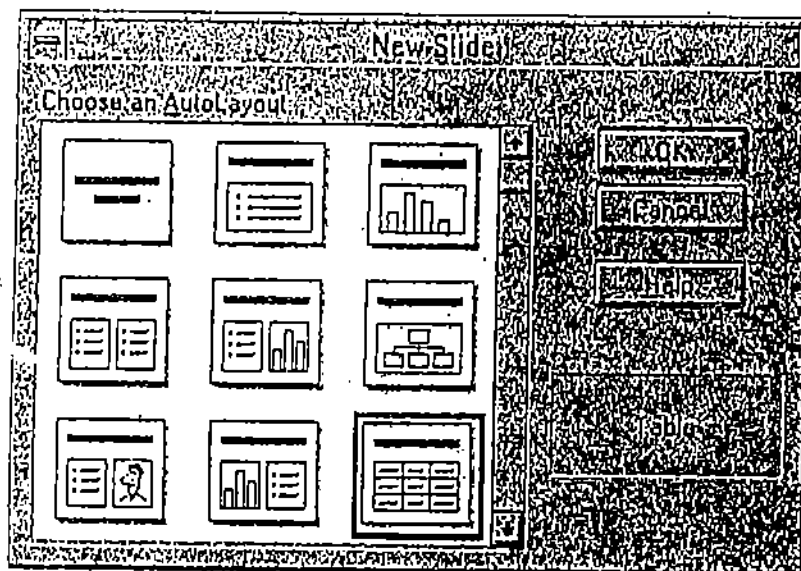
### 3.5 CREATING TABLES

Tables are used to display data in a columnar form. One or more rows of cells commonly used to display numbers and other items for quick reference and analysis. Items in a table are organized

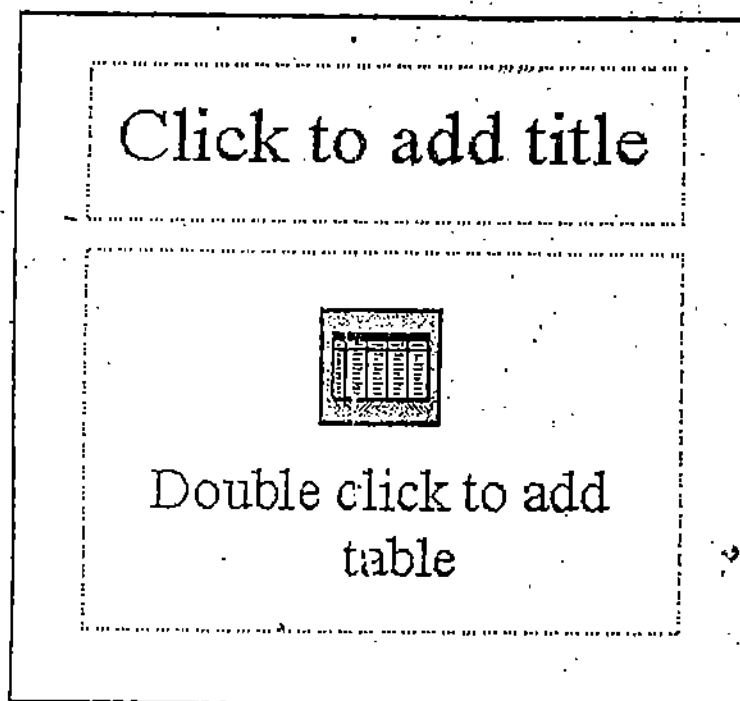
into rows and columns. In a table, the intersection of a row and a column forms one cell, in which you can type text. If the text of your columns does not fit into your slide, you can reduce the column width.

### *To create a Table*

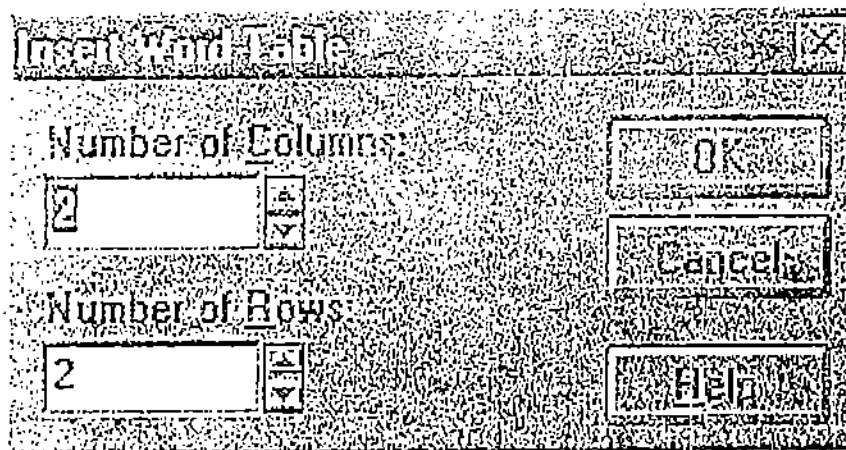
1. Click on New slide button on the status bar to display AutoLayout dialog box.
2. Select Table layout from the AutoLayout list and then click on OK to display a blank Table presentation slide. From where you can add table.



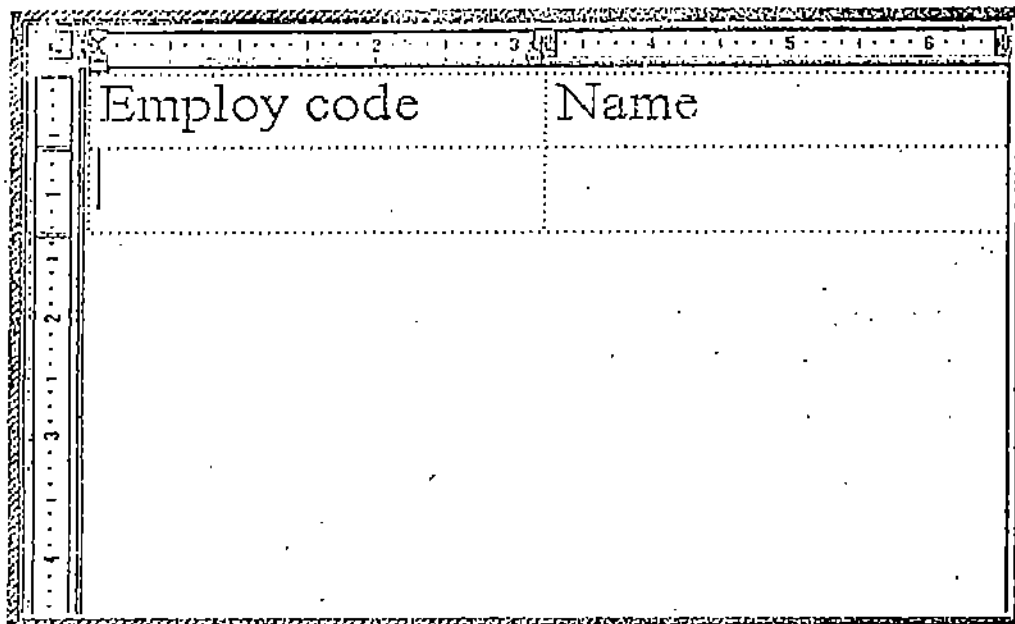
3. Double click on Table box to display Insert table dialog box,



4. Type number of columns and number of rows in respective boxes of your requirement and click on OK to go in word table( rows and columns) form.



5. And lastly type your information in the cells.



Employ code	Name

---

### 3.6 MAKE ORGANISATION CHARTS

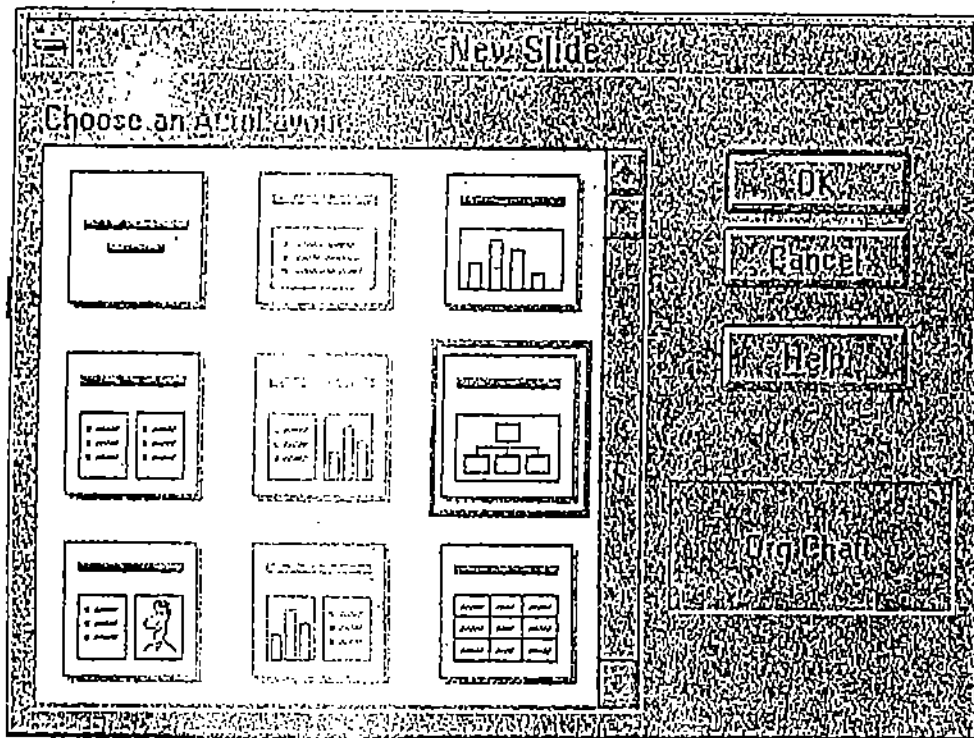
An organisation chart shows the formal structure of a hierarchical group. An organisation chart can be used to effectively depict a complex organisation scheme as an easily comprehensible visual. These charts are ideal for all types of groups - clubs, companies and governments.

If the hierarchy of an organisation is very complex, the Organization Chart that represents this organisation may also become complex. In such a situation, it is better to create two organisation charts. For example, if you have more than five boxes than at the same level, divide them between two charts and present the charts together. If the organisation chart looks too crowded, use

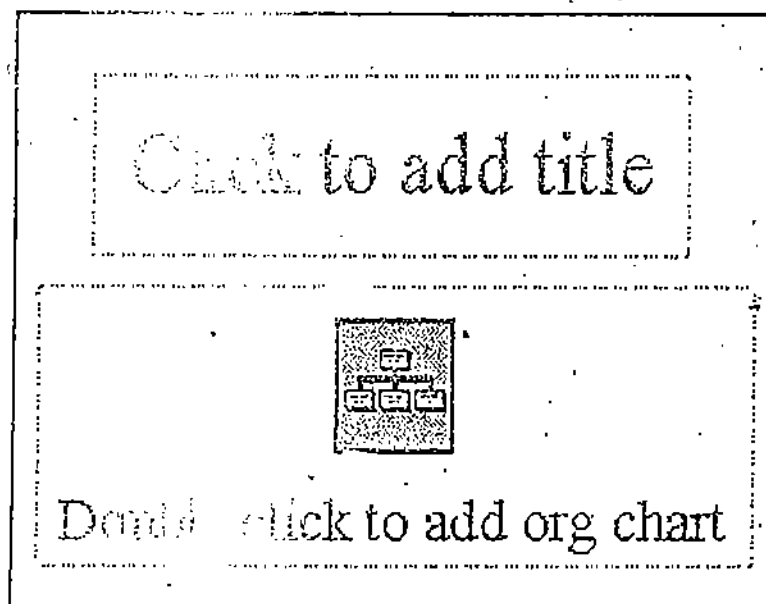
abbreviations for the names or titles displayed in the chart. Or, show only the names of people, not their titles.

*To create a Table*

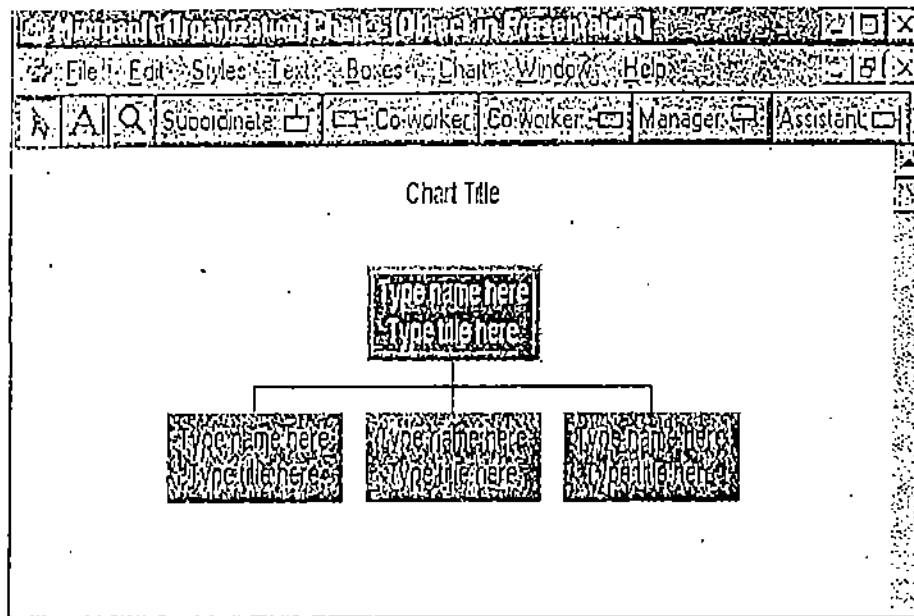
1. Click on New slide button on the status bar to display AutoLayout dialog.
2. Select Org Chart layout from the AutoLayout list and then click on OK to display a blank Organization chart presentation slide.



3. Double click on Org. Chart box to display Organization chart window.



4. Click on box to type title and name in the box.



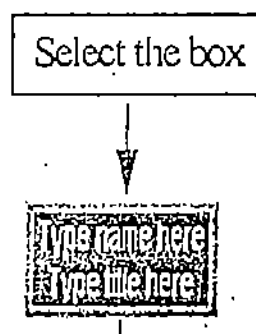
*To change group styles*

- Select on Styles menu to display different Group Styles. Select any of them



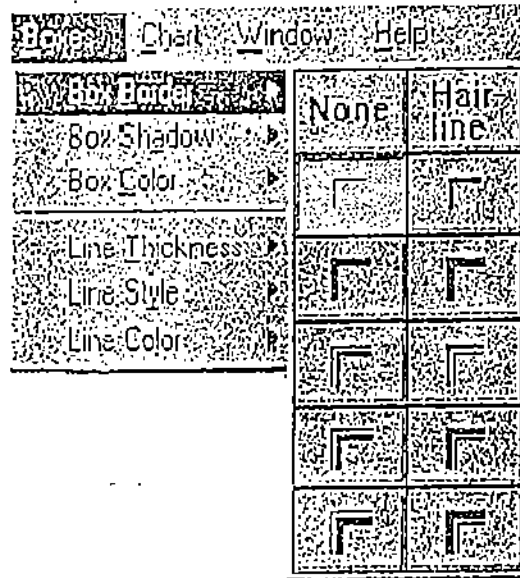
*To change box border styles*

- Click on box to select.



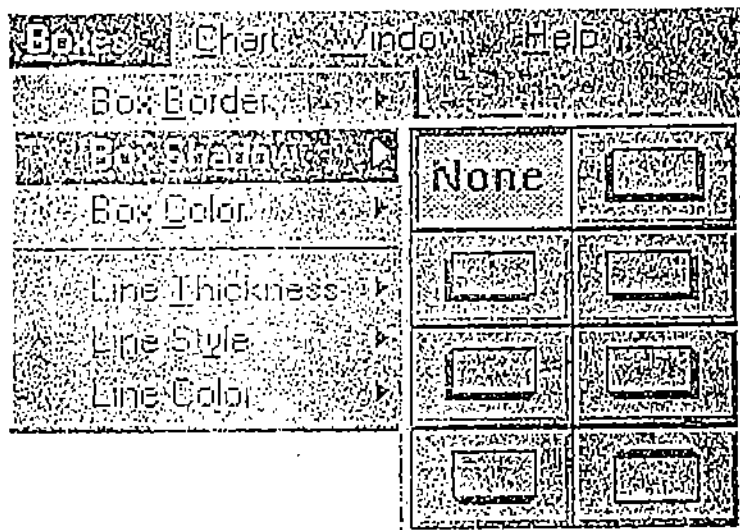


- Select Box Border from the Boxes menu to display different border styles. Select any one of them.



#### *To change box shadow styles*

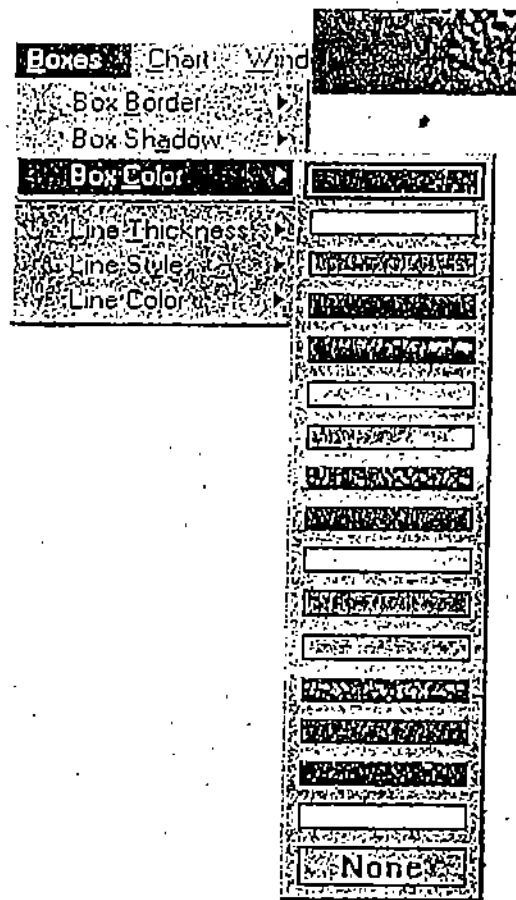
- Click on box to select.
- Select Box Shadow from the Boxes menu to display different shadow styles. Select any one of them.



#### *To change box colours*

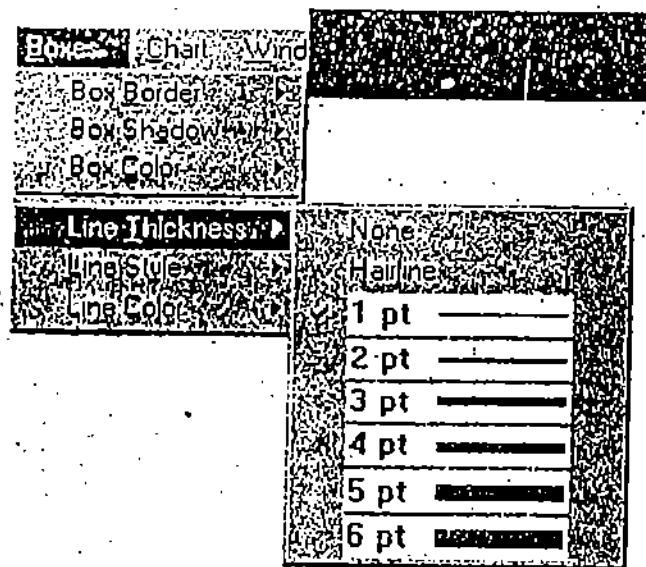
- Click on box to select.

- Select Box Color from the Boxes menu to display different colours. Select any one of them.



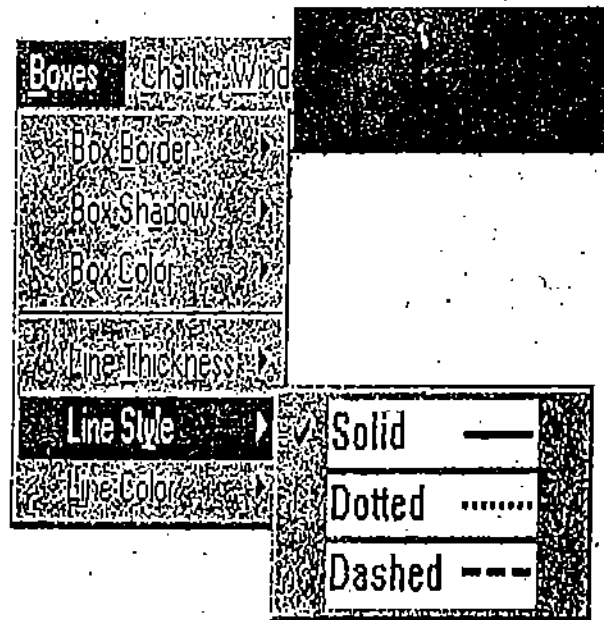
*To change line thickness of the box*

- Click on box to select.
- Select Line Thickness from the Boxes menu to display different line thickness. Select any one of them.



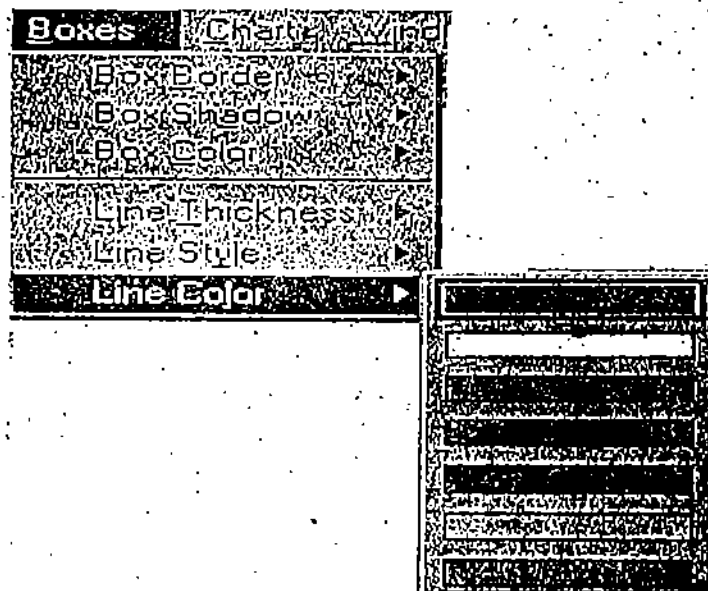
### *To change line styles of the box*

- Click on box to select.
- Select Line Style from the Boxes menu to display different line styles. Select any one of them.



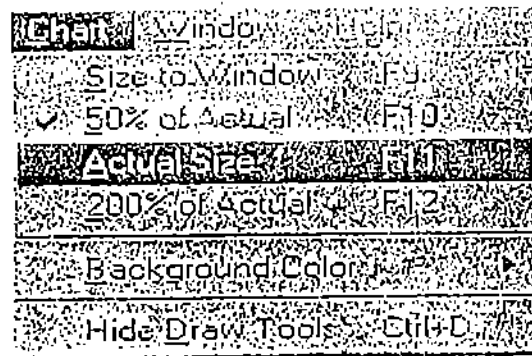
### *To change line colour of the box*

- Click on box to select.
- Select Line Color from the Boxes menu to display different line colours. Select any one of them.



### *To Change displaying size*

- By default, Organization Chart window is displaying size is 50%. You can see the actual size by select Actual Size from the chart menu.



### *To add more boxes in organization chart*

- Click on the appropriate button on the toolbar, to add Subordinate, Co-worker, Manager and Assistant boxes.



- Adding different boxes :

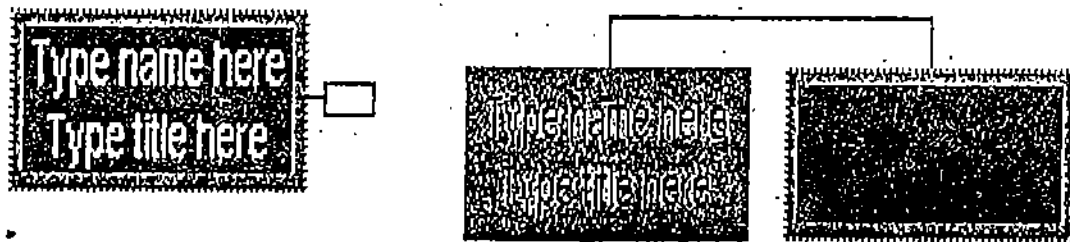
### *Subordinate*



### *Co-worker*



## Co-worker



## Manager



## Assistant

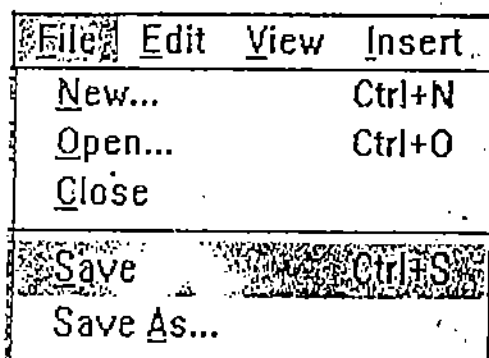


### 3.7 SAVE AND CLOSE A PRESENTATION

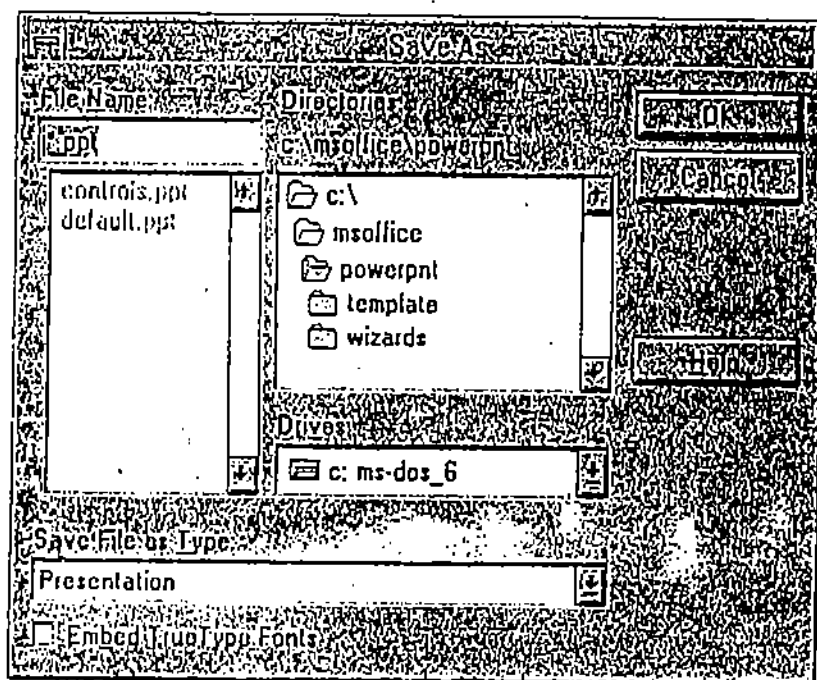
After creating a slide, now you can save your presentation.

*To save a presentation*

1. Select Save from the File menu to display Save As dialog box.



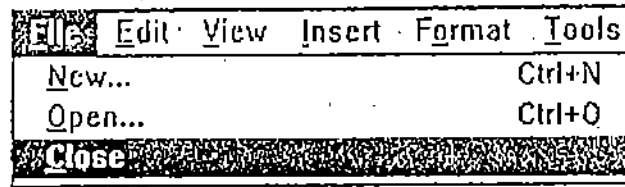
2. This dialog box displays the current directory and the current drive in respective *directories* and *drives* boxes. Enter the name of the presentation in the *File name* box. A presentation name can contain upto eight characters but cannot contain spaces. No need to give extension because Microsoft PowerPoint automatically adds a .PPT extension to the name.



3. To store the presentation in a different directory, select the directory from the *directories list*.
4. Click OK to save presentation file.

*To close a presentation*

- Select Close from the File menu to close the current presentation.

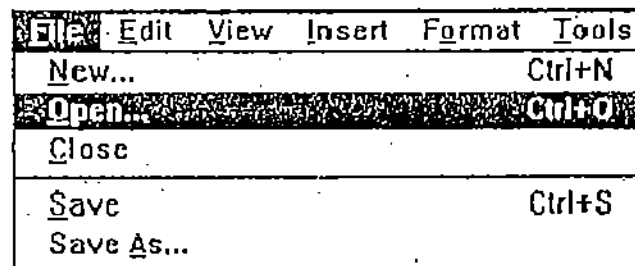


### 3.8 OPEN A PRESENTATION

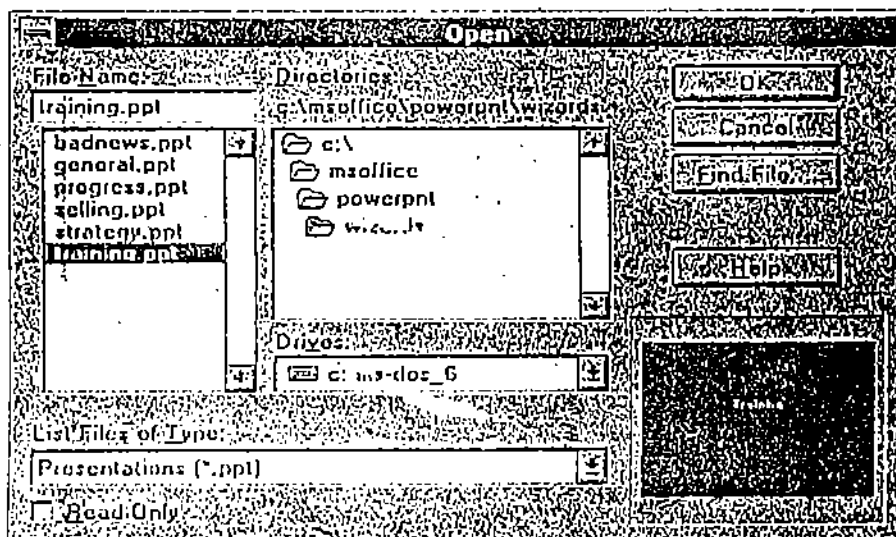
You can open a PowerPoint presentation which either you or some of your friend had created.

*To open a presentation*

1. Select Open from the File menu to display the open dialog box.



2. Select the directory from the directories list, which contain the presentation file.
3. Select presentation file from the file name list box and then click on OK to open a presentation.

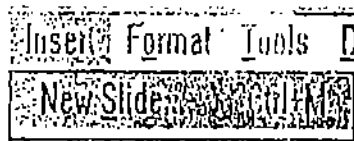


### 3.9 ADD A NEW SLIDE

PowerPoint presentation file is a collection of slides. Till now you have created a slide. Now you want to expand the presentation to add more slides

*To add a new slide*

1. Select New Slide from the Insert menu to display AutoLayout dialog box.



2. Select the layout.
3. Click on OK to display blank slide layout to enter information.

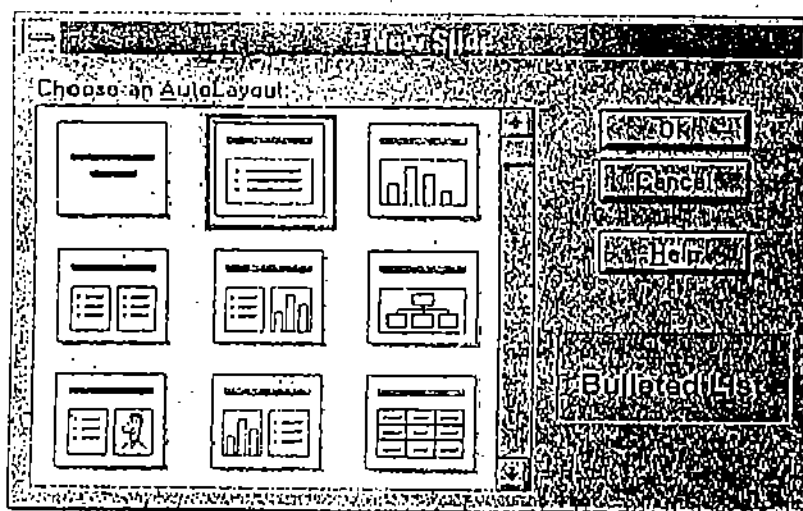
### 3.10 CHANGE SLIDE LAYOUT

You can change the slide layout of the existing slides.

1. Click on Layout... button on the status bar to display AutoLayout dialog box.

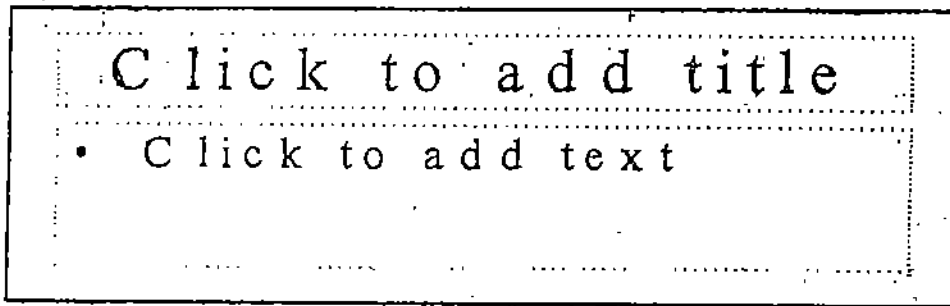


2. Select Bulleted list and then click on OK.

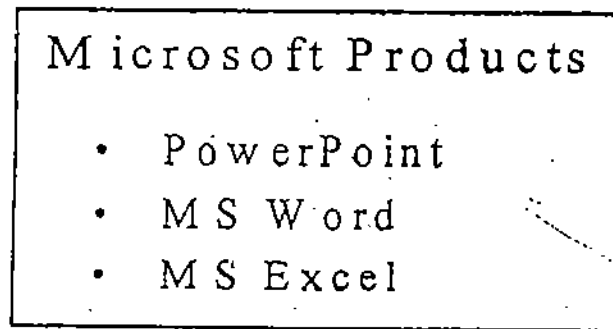




3. It will display Blank Bulleted list slide to enter information.



4. Type the title and enter the information in the Bulleted list.



---

### 3.11 SLIDE SHOW

- Click on slide show button, from the bottom of the slide..



---

### 3.12 SUMMARY

- To create a new presentation by select New from the File menu.
- Titles slides are used to display the title of a presentation.
- Bulleted lists are used to group related information on a slide.
- To add a new slide by click on New Slide button on the bottom of the slide.
- Slide show provides a way to appear slides on the screen one by one.

## UNIT 4 CUSTOMIZING THE SLIDE SHOW

### Structure

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Create a Blank Presentation
- 4.3 Working with text
- 4.4 Changing fonts, size and colour of text
- 4.5 Working with Graphic tools
- 4.6 Align Objects
- 4.7 Group or Ungroup the objects
- 4.8 Slide Show
- 4.9 Summary

---

### 4.0 INTRODUCTION

You have already seen, how to create a slide through a slide layout. But you can create objects of your choice in the unit.

---

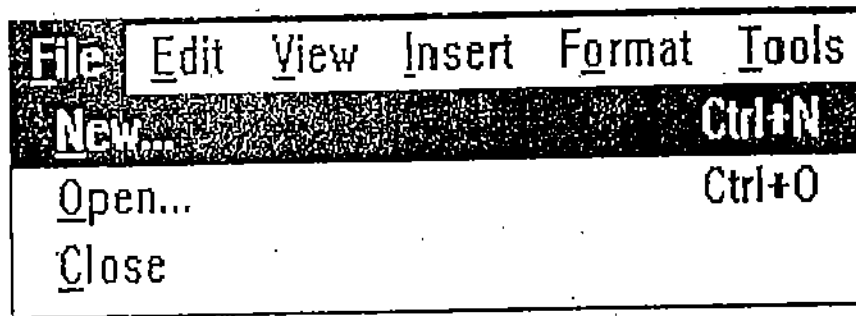
### 4.1 OBJECTIVES

After you go through this unit, you will be able to

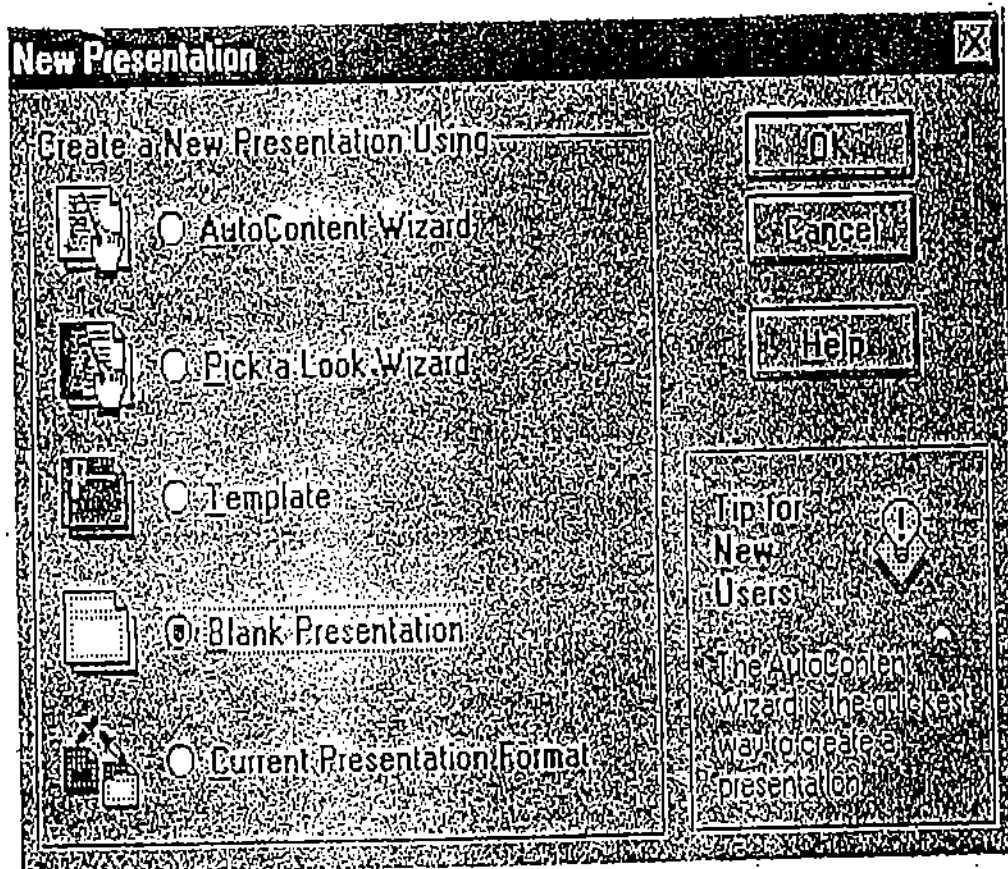
- create a blank presentation
- add a text by use the text tool.
- change the fonts, size and colour of text.
- add drawing objects in your slide by select the drawing shape from the drawing toolbar.
- work with objects
- group or ungroup objects

## 4.2 CREATE A BLANK PRESENTATION

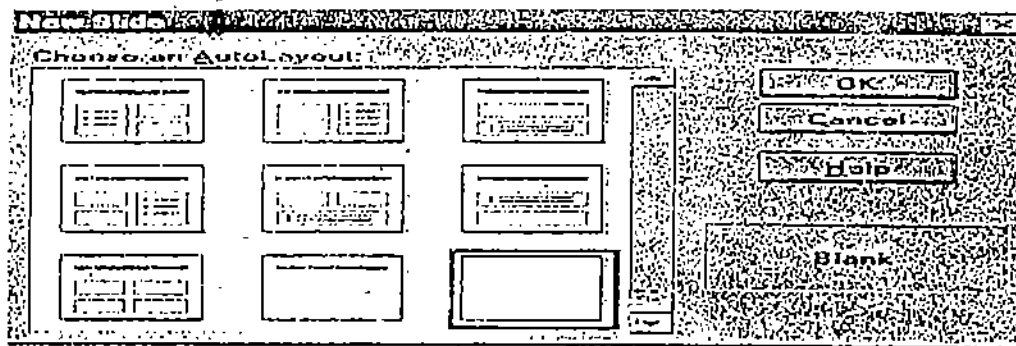
1. Select New from the File menu to display a presentation dialog box.



2. Select Blank presentation from the dialog box and then click on OK to display AutoLayout dialog box.



3. Select Blank layout from the AutoLayout list and then click on OK to display a blank presentation slide. Where you can create different PowerPoint objects of your choice.

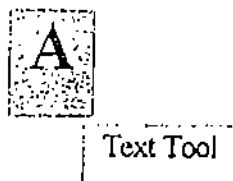


### 4.3 WORKING WITH TEXT

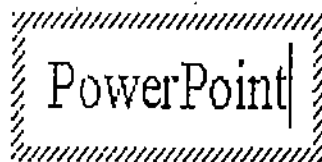
You can create a text object, edit text and move text object.

*To create a text object*

1. Select Text tool button from the toolbar.



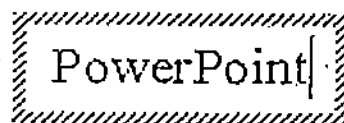
2. Leave the tool on blank slide and type text on it.



3. When finish typing the text, click any where of the blank slide.

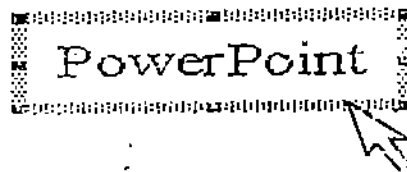
*To edit the text object*

- Click on the text object. While cursor is blinking on it, you can add more characters or using Del key / Backspace key to remove characters.



*To move the text object*

- Click on text object to select it. Move the mouse cursor to border of the text object and click on it and hold down the mouse button. Move the text object any where of the slide and leave the mouse button.

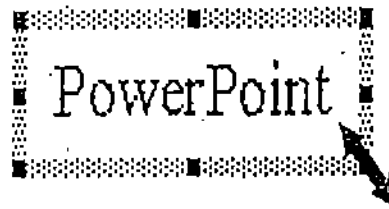


#### *To delete the object*

- Click on object to select . Press DEL key to delete.

#### *To resize the object*

- Click on object to select. Move the mouse cursor to the corner of the object, when cursor changes its shape, hold down the mouse button and drag it to increase or decrease the size.

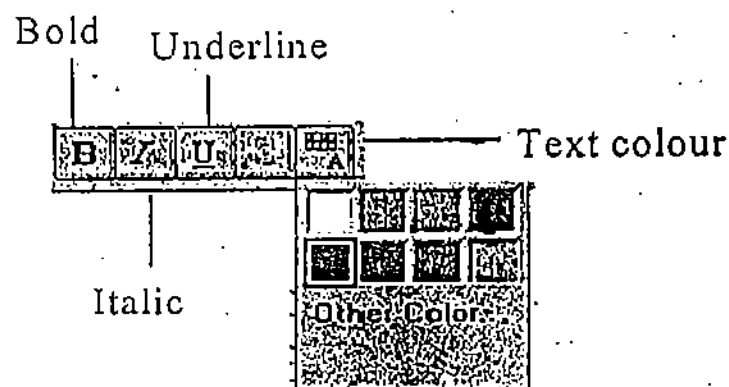


## 4.4 CHANGE FONTS, SIZE AND COLOUR OF TEXT

PowerPoint provides so many choices for the appearance of text object on slide. You can change the size of the text, change the font of the text and can make the text bold or italic. You can also fill colour to background of the text, shadow the text and text colour.

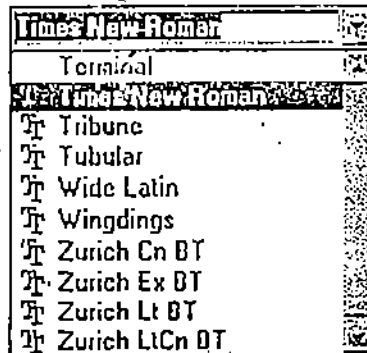
#### *To make text bold, italic or colorful*

1. Select the text object, to enables additional tools in the toolbar for changing the appearance of the text.
2. Click the bold or italic button to changes the text.

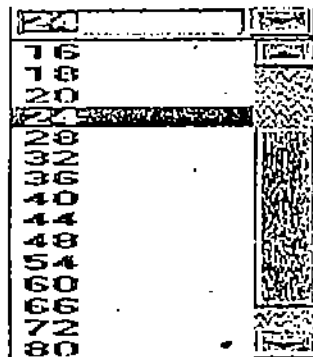


*To change the font and size of a label*

1. Select the text object.
2. Select font from the fonts list box of the toolbar to change the appearance of the text.



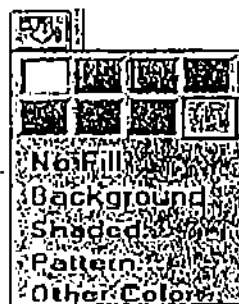
3. Select size from the size list box of the toolbar to resize the label text.



4. Using the mouse pointer to resize the control.

*To fill the text background colour*

- Select the text object.
- Click on fill colour button to display colour list and select to fill it.

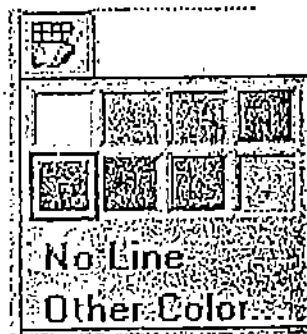


Filled background



*To create or change the border colour*

- Select the text object.
- Click on border colour button to display colour list and select to create border of that colour.

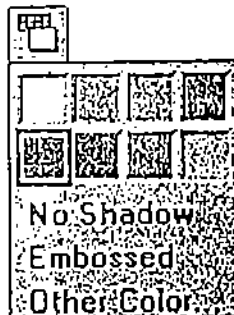


With border

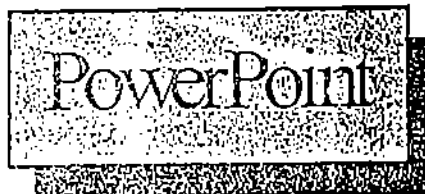


*To create or change the Shadow colour*

- Select the text object.
- Click on shadow colour button to display colour list and select to create shadow of that colour.

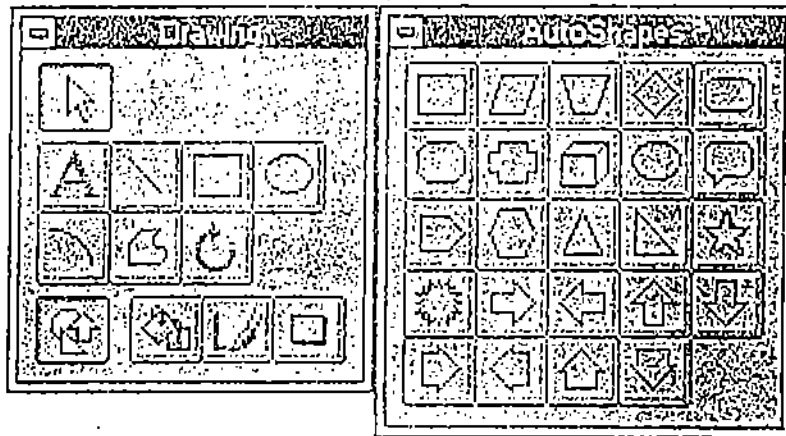


With shadow

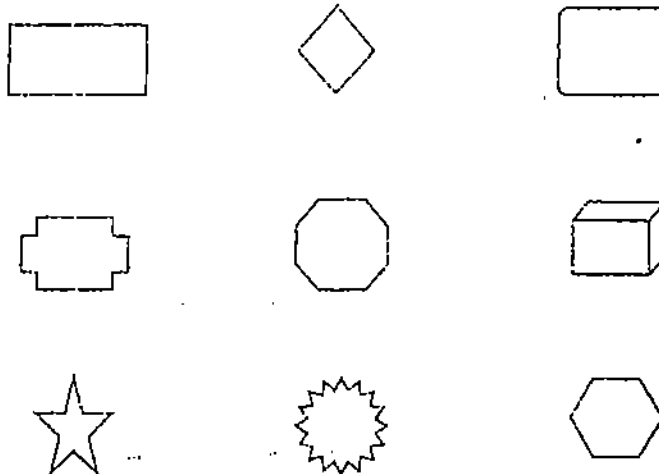


## 4.5 WORKING WITH GRAPHIC TOOLS

Click on any drawing button from the Drawing or Drawing+ toolbar.

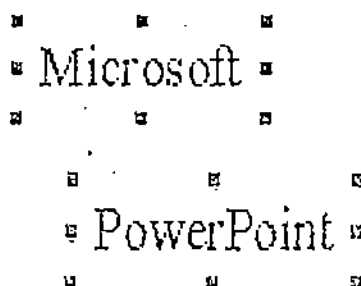


Draw any drawing object on the slide. Some examples of drawing objects :



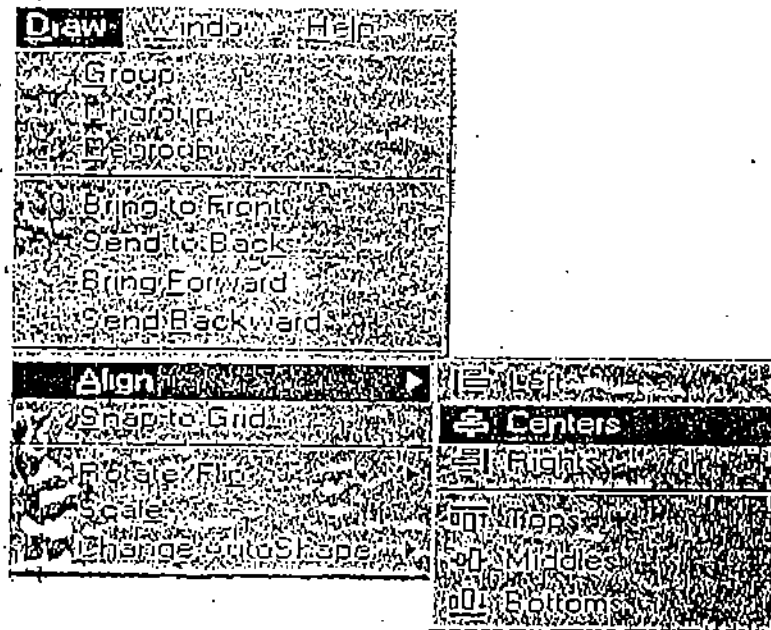
## 4.6 ALIGN OBJECTS

- Select the first object, press and hold down the Shift key and click on the second object to align with first object.





- Select Align from the Draw menu to display another sub-menu.



- Select centers to align the objects in center.

Microsoft

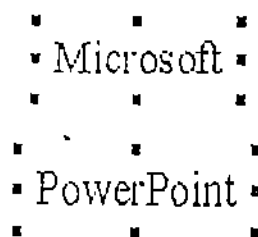
PowerPoint

## 4.7 GROUP OR UNGROUP THE OBJECTS

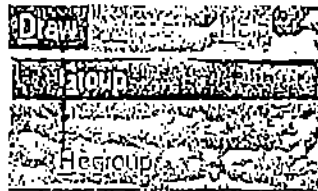
You can create a set of object to group them and separate them by Ungroup.

To group the objects

- Select the first object, press and hold down the Shift key and click on the second object to group with first object.



- Select Group from the Draw menu.



- It will group the objects.

Microsoft  
PowerPoint

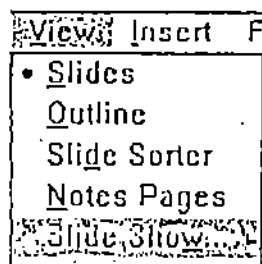
To Ungroup the objects

- Click on the grouped object to select. Select Ungroup from the Draw menu to Ungroup them

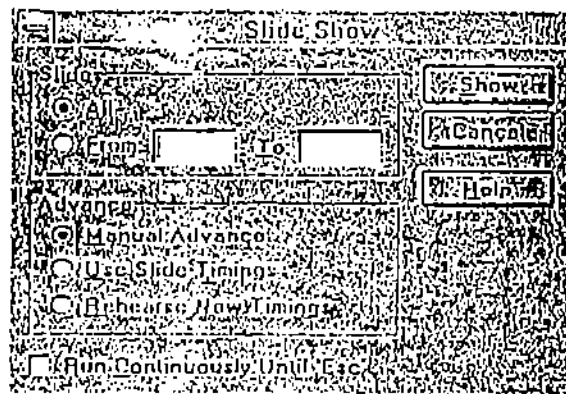
## 4.8 SLIDE SHOW

Till now you have learned about creating slides. Now you can show them by slide show

- Select Slide show from the view menu to display a dialog box.



- Click on show button to display slide show.



---

## 4.9 SUMMARY

- To add a text by use the text tool.
- You can change the fonts, size and colour of text.
- You can add drawing objects in your slide by select the drawing shape from the drawing toolbar.
- To work with objects
  - Move a object
  - Align objects
  - Group or Ungroup objects

Screen display effects can be added to enhance a presentation.



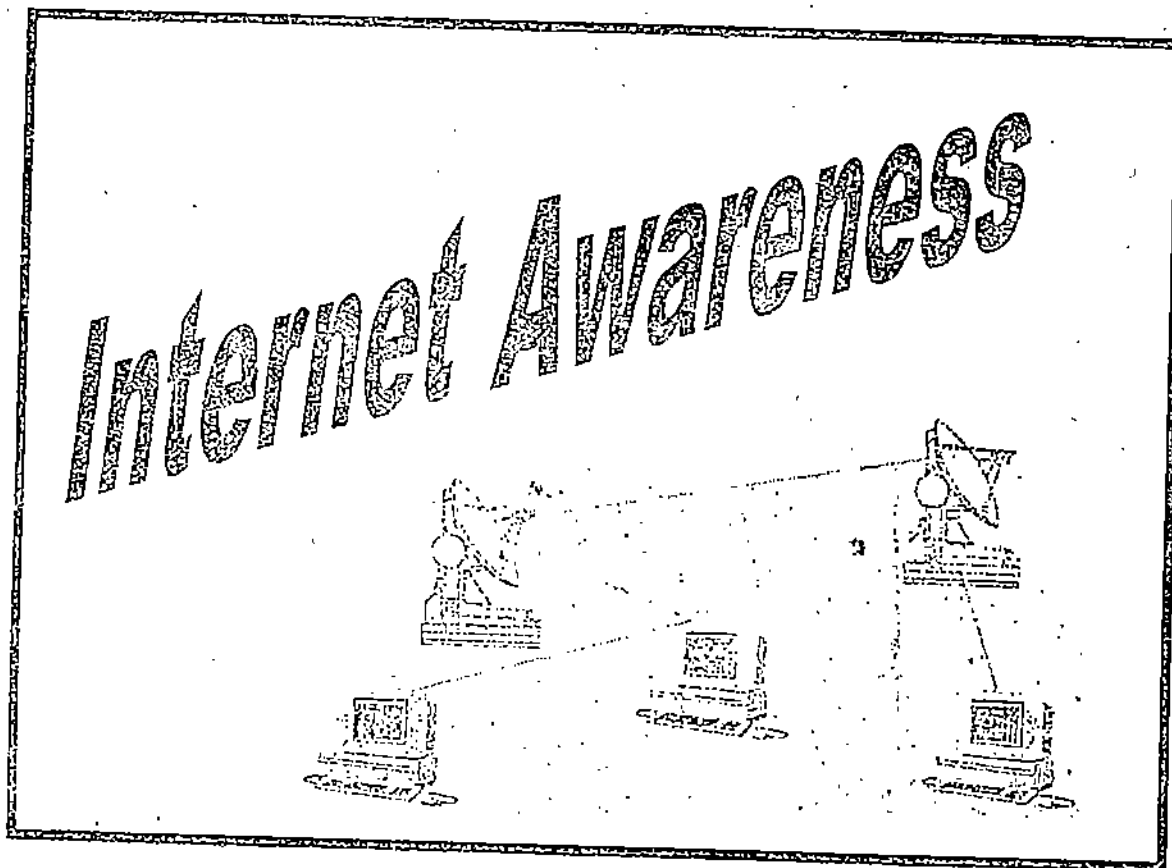




UTTAR PRADESH  
RAJARSHI TANDON OPEN UNIVERSITY

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Block - 05



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# 1

## Internet: An Overview

### 1.0 Introduction

In the age of information, Internet has become a very popular mode of communication. It has permeated all spheres of life. Internet is for anybody who wants to get in touch with anybody else. The Internet has shown a phenomenal growth. In this capsule, we will introduce you to the concepts of Internet and related tools such as e-mail, file transfer, remote login, World Wide Web (WWW) etc. We will be only discussing about a subset of commands/operations for specific packages. However, if you acquire an understanding of the logic of these operations, you can do similar operations using any other package.

### 1.1 What is Internet?

The Internet is a global collection of people, who are linked through computer cables and telephone lines, making communication possible with each other in a common language for specific purposes. However, the rigid technological definition of Internet is that it is a global collection of interconnected networks. By definition, a network allows computer users to share computer equipment, programs, messages, and information available at

one site. The earlier attempts in computer networks were limited to Local Area Networks and Wide Area Networks. Internet is defined as network of networks; that is, it connects many LANs and WANs. Figure 1 depicts the Internet. There are many major networks participating in the Internet. Some of these are ARPANET, NSFNET, NASA, BITNET, DECnets etc. Internet is not the only global network available. Some of the commercial networks such as CompuServe (CIS) and MCI Mail and America Online are also global networks. These global networks are owned by different agencies that charge user for access.

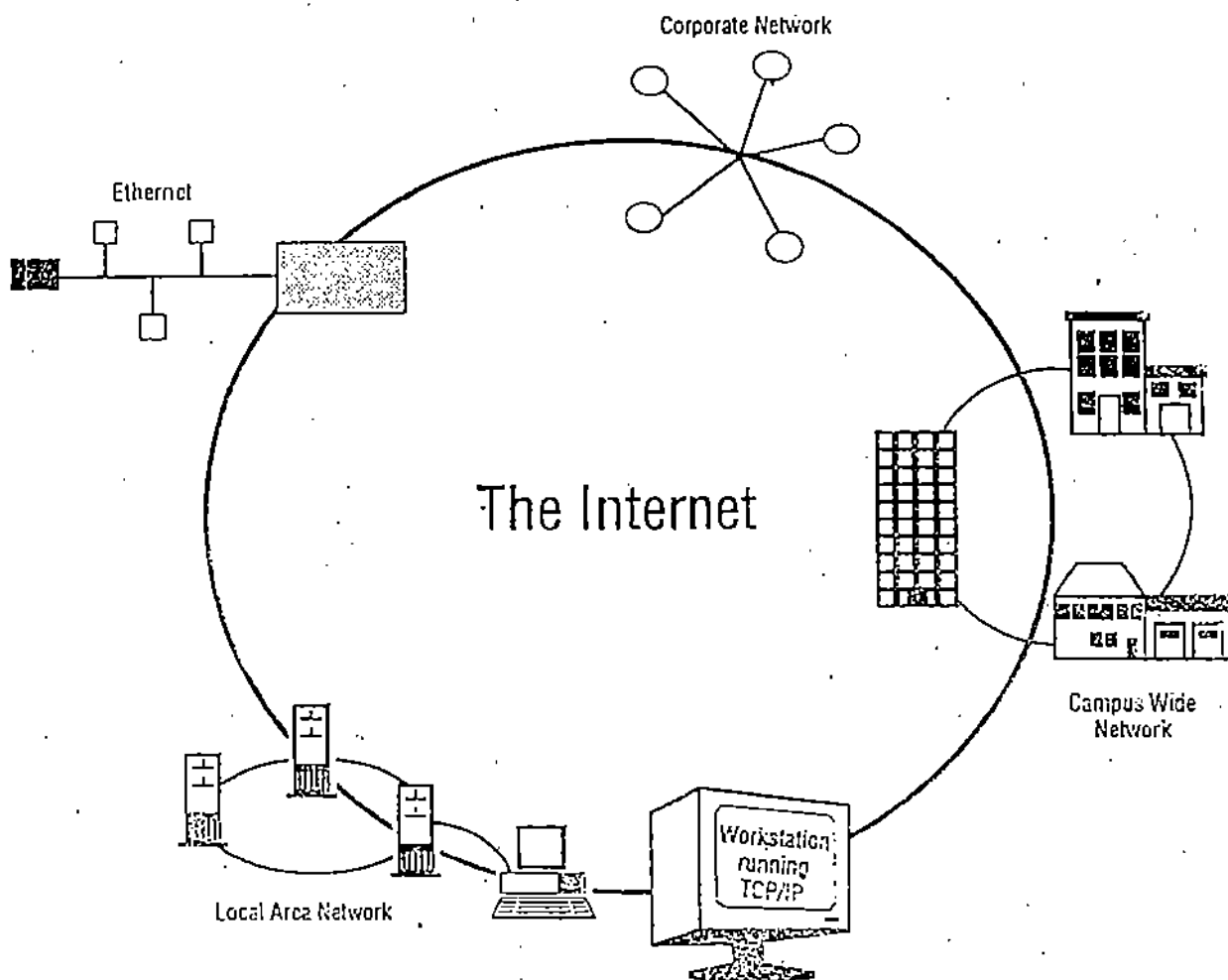


Figure 1: Internet: network of networks

### 1.1.1 How does Internet Work?

A computer network, by definition, allows sharing of resources. One such major resource is information, which exists in computers in the form of files of data. Thus, one of the key aspects in network of many computers is to move the files between two specific computers. For such a communication, we require:

- the address of the destination

- a safe method of moving data in the form of electronic signals.

As far as safe movement of data is concerned, there exist a set of rules, which governs sending and receiving of data on the Internet. These rules are implemented in two parts in the network software and are called Transmission Control Protocol (TCP) and Internet Protocol (IP). These two are collectively called TCP/IP. For sending a large block of text/data to another machine, TCP divides the data into little data packets. It also adds special information e.g. the packet position in the document, error correction code etc. to make sure that these packets, at the destination, can be reassembled correctly, without any damage to data. The role of IP here is to put destination-address information on such packets.

On Internet it is not necessary that all the packets follow the same path from source to destination. A special machine called "router" tries to load balance various paths that exist on the network.

Another special hardware/software called gateway allows different electronic networks to talk to Internet which uses TCP/IP (refer to Figure 2). As an Internet user one may not be interested in knowing how messages are converted to packets, but one must know how addresses are to be given. Let us explore the addressing mechanism on Internet in more details.

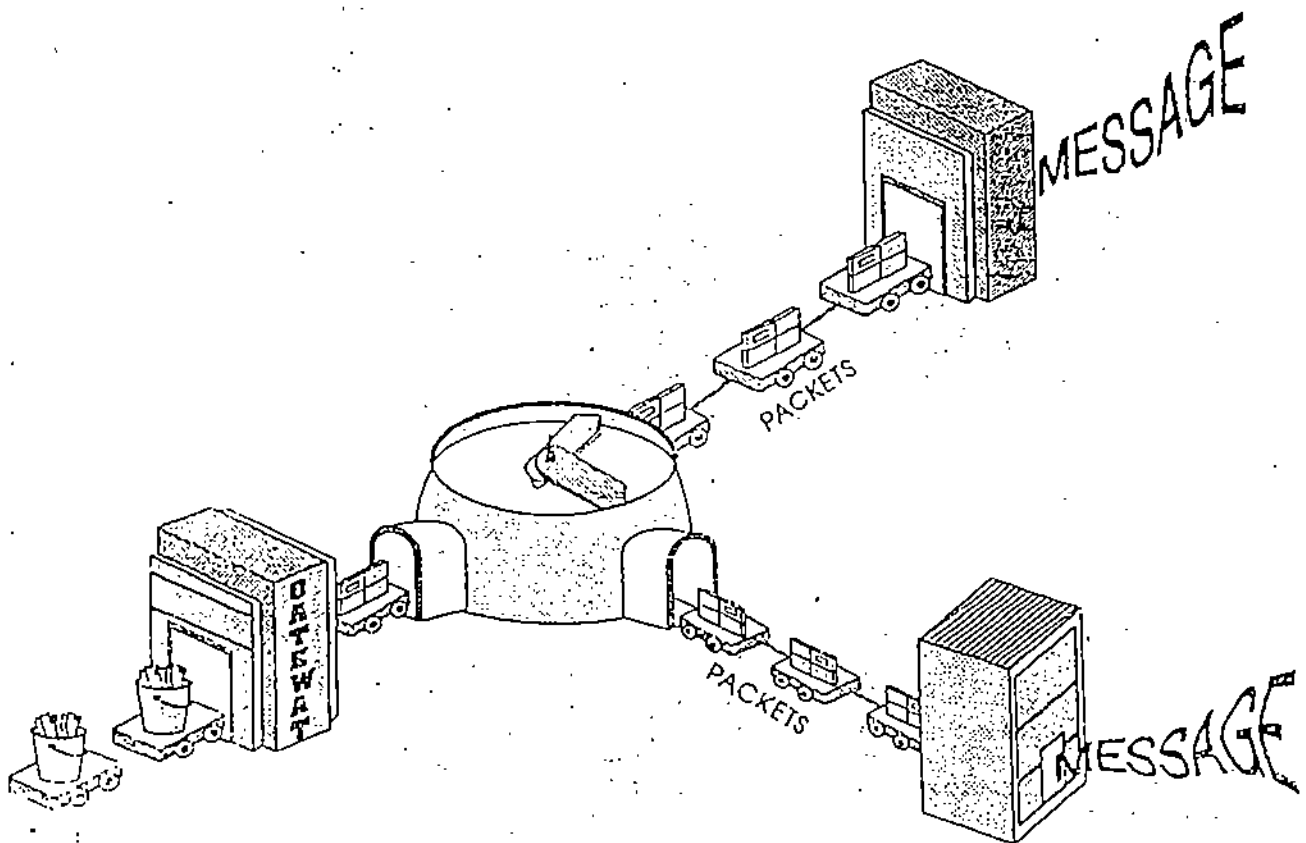


Figure 2: Working of Internet

### 1.1.2 Domain Name System (DNS)

Addresses are essential for virtually everything we do on the Internet. The IP in TCP/IP is a mechanism for providing addresses for computers on the Internet. Internet addresses have two forms:

- person understandable which are expressed as words
- machine understandable that are expressed as numbers also called IP addresses.

The following can be a typical person understandable address on the Internet:

username@host.subdomain.domain

Hosts are, in general, machines at a particular location. Resources of a host machine are normally shared and can be utilised by many users on the Internet. A user is given an account by system administrator, which allows him to use the resources of the machine.

The *username* in general, is the name of your Internet account for logging into the host machine. *Logging in* is the process of gaining access to your account on a computer, which is shared by several users.

Hosts and local networks are grouped together into *domains*, which are grouped into one or more larger domains. For an analogy a host computer is considered as an apartment building in a housing complex and your account is just an apartment in it. Domain may be an apartment complex, a town, or even a country.

Sub-domains may correspond to organizations such as NASA or CompuServe. Domains are classified as non-geographic and geographic figure 3 lists various common domain names. The domain names in India come under a larger domain ".in".

Code	Applicable for
.com	commercial organisations
.net	network organisations
.gov	parts of governments
.edu	organisations of higher education
.mil	non-classified military networks
.org	organisations that do not fit the commercial or educational designations

#### Non-Geographic domains

Country	Domain Name
AUSTRALIA	.au
CHINA	.cn
GERMANY	.de
INDIA	.in
JAPAN	.jp
UNITED KINGDOM	.uk
UNITED STATES	.us

**Few Geographic Domains**

**Figure 3 Non-Geographic and geographic domains**

The Internet address `socis@del2.vsnl.net.in` indicates that the host computer whose name is `del2` is one of the host computer in the sub-domain named Videsh Sanchar Nigam Limited (`vsnl`) which is a network organisation (`net`) and is situated in country India (`.in`). The `socis` is one the user group in this server/host (`del2`).

**IP Addresses:** as stated earlier, these are machine understandable addresses. The IP address of a host computer (also called a server) is termed as host address. Significance of IP addresses for computers are same as significance of telephone numbers to us.

An IP Address consists of four sets of numbers that are separated by dots. These addresses are organised from left to right. The `del2` server of VSNL has an IP address 202.54.15.30. A portion of number separated by the dot is known as an Octet, that is, 8 bits of information. Thus, IP addresses have four octets that are equal to 32 bits. Just like our telephone numbers which include country code, city code, exchange code and the user code, the IP addresses consist of sequence of domain code and sub-domain code from left to right.

Computers termed as *name servers* contain dalabases of Internet host addresses. They translate word addresses or person understandable addresses into numeric equivalents.

### 1.1.3 Who governs the Internet?

Internet has no president or chief operating officer and is governed by a number of authorities. The ultimate authority of Internet rests with Internet Society (ISOC) a voluntary membership organisation. The purpose of this organisation is to promote global interchange of information. Another authority is a group of invited volunteers' called Internet Architecture Board (IAB). The IAB sets standard and gives Internet addresses.

Internet Engineering Task Force (IETF) discusses the technical and operational problems on Internet.

Who pays for it?

No one pays for using Internet; instead everyone pays for its part.

#### 1.1.4 What I can do on Internet?

You can perform many tasks if you have access to the Internet. Some of these are:

- you can publish your research paper on Internet, thus making it available for others
- you can create campus wide information systems
- you can use it for teaching, for example you can teach languages using WWW
- you can use it for publicity and advertisement
- you can use it for multimedia conferencing
- you can refer to the pictures of an art gallery
- you can have an electronic copy of classics such as Alice in Wonderland
- you can have an electronic copy of journals and magazine from the Internet
- you can meet people around the world, be in their touch
- you can refer to job listings and requirements
- you can get free public domain programs, you can see movies
- you can send mail across the boundaries in no time
- you can search for specific information.

## 1.2 How Can I Connect to Internet?

For connecting to the Internet, you need to have a computer account on a host machine. For using the account, you must provide the host machine with the username and password. This process is termed as logging in. Figure 4 gives various modes of connecting to Internet. These are discussed in the following subsections:

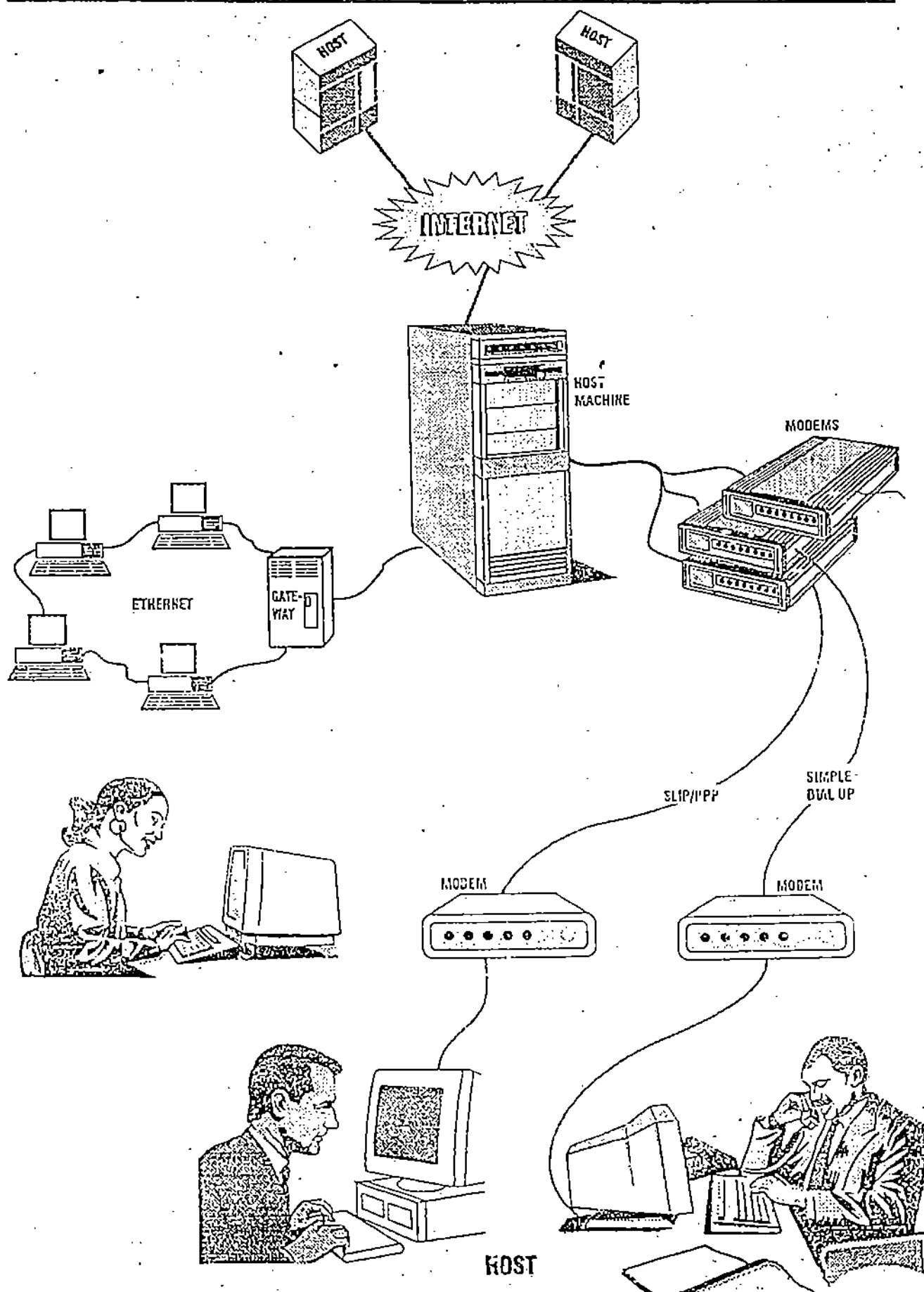


Figure 4: Connecting to the Internet



### 1.2.1 Host/Terminal Connections

You are connected to Internet in this mode when your computer behaves as if it is a terminal to an Internet host or server. In general, your terminal will be remote to the host, therefore, requiring a dial-up modem to transfer information from your computer to the host and back. VSNL does provide this kind of connection.

On such connections the information from any Internet sites will be reaching to your host machine. You have to get the information from your host by using communication software.

Such connections may be well suited when you:

- have a limited budget
- do not require constant connectivity
- do not want to manage server by yourself
- want to connect from different locations using remote log in facility.

In this connection only the utilities offered by host are available to the user. Most of these connections do not provide any graphical interface. This machine cannot exploit the multitasking features of the computer as this type of connection can perform only one type of communication at a time. Normally these shell accounts are on UNIX operating system.

### 1.2.2 Individual Computer TCP/IP Link

Such links help a computer to act as a TCP/IP host. You can customise this computer for specific access. These links are called Serial Line Internet Protocol (SLIP) or Point to Point Protocol (PPP) links. One can have dial-up SLIP or PPP connection. You can compress the data and send it using TCP/IP or vice-versa. A computer using such link allows Windows based applications on your computer. Thus, providing a very simple user interface for connecting to Internet.

Such connection allows use of graphical Internet browsers, file transfer capability, e-mail and other PC based services.

Using TCP/IP link one can:

- perform remote login to a distant computer where you have an account
- transfer files from a distant computer
- find out information about people and organisations
- browse the Internet using a browser

The limitations of a SLIP or PPP account are:

Normally, we are connected on SLIP/PPP through a dial-up connectivity and if our link is slower than 28.8 kbps then our host is accessible very slowly and we may not allow people to use our machine as this will reduce the speed of our computer drastically.

Many software packages are available for configuring SLIP or PPP connections.

### 1.2.3 Dial-up or On-Demand TCP/IP Link through LAN

This connection is considered to be an intermediate step between a dial-up connection and a dedicated high-speed link. It has some features of both the types. This kind of connection is established between your LAN server and the Internet host/server. You may request for a connection as and when desired from your LAN server. It may have a direct line or may dial the number of the Internet server to establish a link. A regular exchange of information between the LAN server and host machine of the service provider is the exchange of e-mail messages.

This type of connection is ideally suited for environments where you have very little Internet traffic but many mail messages to exchange. For such systems the program running on network server makes the initiation of establishment of link. However, the speed of link is quite limited.

### 1.2.4 Dedicated Link Connections

This is a permanent connection, which can be set up over a telephone line using a modem or a router. A router is a specialised computer, which can read the address on a packet and can transmit the packet to its destination. Modems are used when the speed of transmission is low (28.8 kbps), whereas routers are used for higher speed (above 56 kbps).

Dedicated high-speed connection is best suited for larger organisations, which have to serve many internal and external customers. This kind of link allows you to become information provider round the clock. This connection allows full connectivity to Internet, however, because of organisations own security, privacy or policy reasons you may choose not to use all the connectivity features.

Presently, the main Internet service provider in our country is Videsh Sanchar Nigam Limited (VSNL). They offer all of the above type of connections.

## 1.3 Tools and Services on Internet

To work with Internet and to utilise the information and resources available on it, we use certain tools. For example, Telnet is a tool that is utilised for logging on remote computers on the Internet. Let us briefly discuss about some of the important tools and services.

### 1.3.1 Electronic Mail on Internet

One of the very useful things about the Internet is that it allows you almost instantly exchange of electronic message (e-mail) across the world instantly. E-mail is a popular way of communication of electronic matter. You can e-mail to your friend or a researcher or to anybody for getting a copy of a selected paper. E-mail is mainly used for sending electronic piece of text. Through e-mail on Internet you can be in direct touch to many of your friend and colleagues.

An Internet account includes an electronic mailbox. A message meant for you is received at your Internet host computer, where it is stored in your electronic mailbox. As soon as you login in to your Internet account, one of the first thing you should do is to check your mailbox.

Some of the mail programs, which exist on Internet, are UCB mail, Elm, Pine etc. However, one thing, which you must emphasise while selecting a mail program, is the user friendliness of that program.

#### Mailing Lists on Internet

E-mail provides a mechanism for groups of people who have common interests to establish and maintain contact. Such interest groups are referred to as *mailing lists* (*lists* for short), after all; they are mailing lists of the members' e-mail addresses. You can subscribe to any of such lists. You will receive copies of all the mail sent to the list. You can also send mail to all the subscribers of the list.

You can become a list subscriber, by contacting the list's administrator. There exist two types of list administrators: human or computer program called *listserv*. Your request to subscribe may sometimes be refused. Do not get disappointed, there will be plentiful more lists that will accept your subscription.

If you have joined many lists you may wind up with lots of mail in your mailbox. For example, if you subscribe to several active lists, you may receive over 100 messages every day. Thus, limit your subscriptions to limited lists. *Moderated lists* have one or more human moderators who screen all incoming mail and redistribute only a selected portion to the list. *Unmoderated lists* just pass all the received mail to its subscribers. If you do not like a particular list, you can always unsubscribe from it, by sending a request to the administrator.

#### E-mail Auto Responses

This facility helps in delivering automatic prestored responses on arrival of e-mail.

### 1.3.2 Usenet and Newsgroups

There are many ways to meet people and share information using Internet. One such way is through Usenet *newsgroups*. These are special groups set up by people who want to share common interests ranging from current topics to cultural heritage. There are currently thousands of Usenet *newsgroups*.

The Usenet can be considered as another global network of computers and people, which is intertwined with the Internet. However, Usenet does not operate interactively like the Internet, instead Usenet machines store the messages sent by users. Unlike mail from mailing lists, the news articles do not automatically fill your electronic mailbox. For accessing the information on usenet, one needs a special type of program called a *newsreader*. This program helps in retrieving the news you want from Usenet storage site and display it on your terminal.

Usenet is like a living thing: New newsgroups get added, the groups which have too much traffic get broken up into smaller, specialised groups, and the groups even can dissolve themselves. However, changes in newsgroups can occur on the basis of some commonly accepted rules and by voting. For Usenet, there is no enforcement body; it entirely depends on the co-operation of its computer owners and users.

The newsgroups are really meant for interaction of people who share your interests. You can post your own questions as well as your answers to the questions of others, on the Usenet. One thing, which is worth mentioning here, is that when one is interacting with people on Internet certain mannerism should be adopted. These rules are sometimes called "netiquette". In a face-to-face conversation you can always see a person's facial gestures and hand movements and can ascertain whether he is teasing or is being sarcastic, or sometimes even lying. However, in on-line interaction one cannot see the person one is interacting with. The rules of netiquette may help to compensate some of these limitations of the on-line environment.

Usenet has its own set of rules and manners, governing behaviour, most of them are based on common courtesy. Unfortunately, not everybody follow them. Some of the pointers on how to behave on Usenet are:

- As stated you cannot express facial gestures or your tone of voice on on-line communication to show that you are being sarcastic, or wink to indicate that you are kidding. This can be added to on-line speech. One can use a number of character sequences, that when viewed from a side looks something like a facial expression. For example, the wink may be conveyed with ;- ) and sadness may be conveyed with :-(.
- Read the news for a while before participating. This helps you to observe the dynamics of a particular group. Certain things that might be acceptable in one group would not be acceptable to another. For example, a group may collectively choose not to discuss certain aspects of a topic. Different groups may have different opinion of what is offensive or improper. For example, jokes that are funny to some may be offensive to others.
- You can be emphatic about "highlighting" the word with asterisks to stand out.
- Many of the news articles involve questions. So before asking a question, check the list of frequently asked questions (called FAQ's) for the group. Do not ask questions for which answer is available readily. People on Usenet may be extremely co-operative, but not if you are asking questions whose answers are prominently displayed in existing documents.
- Do not get involved in personal attacks or tirades. This type of verbal attack is called flame. Flaming is totally undesirable as it generates lots of articles that very few people want to read. Thus, wasting Usenet resources.

## What is FAQ?

A great resource offered by Usenet is the FAQ's that is the list of frequently asked questions and responses for them for particular newsgroup. These FAQ's are available on incredible number of topics, such as new Power PC to variety of dogs. FAQ's are an excellent place for sharing information about a topic.

These FAQ's are generally text files or Usenet articles. FAQ's can be organised as a long list of questions and answers, or as a list of questions followed by answers. The second approach is better from the point of view of searching for a particular question and its answer. Some FAQ's go to a distance such that they provide annotated bibliography. FAQ's are very popular among Internet users. FAQ's are also archived.

Usenet serves primarily as a forum for questions by offering subscribers a document made up of frequently asked question (FAQ) and their answers periodically. You must read these documents to make sure that your questions haven't already been answered. If you have a new question, people on Usenet may be extremely co-operative in helping you getting the answer. Therefore, when other ask questions, it becomes your responsibility to assist them. It is only the people interaction with each other that has made Usenet the amazing information resource that it is.

### 1.3.3 Transferring Files with Ftp

Internet gives you access to all kinds of information. However, files and data are scattered all over the Internet in large and small archives. Some of these may contain text, some may contain pictures or sounds, or computer programs. A file may contain some important information for you, however it may be on a distant computer. If you want to have your own copy of the file then?

There exist a standard tool on Internet for transferring copies of files. This program is called *ftp*, that is, *file transfer protocol*. Ftp can be used to copy any file from one Internet host to other. However, for such transfer you need an account on a remote host. The ftp program will make a connection with the remote host, which will allow you to browse the directories and specify files at the remote host for transfer. However, you cannot look at the contents of these remote files by using ftp. You have to transfer the copy and then look at it, once it is on your own account.

What will happen if you do not have an account on a remote Internet host? For such cases ftp recognises a special account name called anonymous. Thus by using anonymous ftp you can access public archives on the Internet and copy a file from there.

Some of the common programs such as Stuffit, PKZip, or Compactor are used to compress a file before using ftp. The basic advantage of using these compressed file are that these files require less storage space, and less time to transmit from site to site on Internet.

### 1.3.4 Connecting to Remote Machines with Telnet

Telnet is a program that allows an Internet host computer to become a terminal of another host on the Internet. Ftp opens a connection solely for transfer of files, however, Tel allows you to become a user on a remote machine. You can run the computer programs

at remote host, browse the database or perform any desired operation of the remote machine using this facility.

Thus, Telnet provides a direct access to various services on Internet. Some of these services are available on your host, but Telnet is especially useful when these services are not available on your host. For example, if you want to use graphical interfaces designed by other users, then Telnet allows you to access their hosts and use their new interfaces. Similarly, whenever someone creates a useful service on his host, Telnet allows you to access this valuable information resource. This tool is especially useful for accessing public services such as library card catalogues, the databases available on the remote machine etc.

It is extremely simple to use. Imagine the use of it as a utility. Suppose you are working as a faculty member of Indira Gandhi National Open University. You have a typical account FACULTY-1 on the IGNOU computer that is one of the hosts of the Internet. You are selected for Academic exchange scholarship to USA. You will get a user account in U.S.A. However, all you colleagues know only you IGNOU account. Thus, using Telnet you can always log on to your account in India for your papers, for running your programs, for your mail etc.

There are many databases available on the Internet. You can explore these databases using Telnet. There are many Internet services yet to be created. Every year better means of accessing the treasures of the Internet are appearing in which Telnet is the key for accessing.

### 1.3.5 Some Other Tools

There are many other tools that exist on Internet. The following table provides a brief summary of these tools:

Finger	This command allows display of the contents of the files that are associated with particular user identifier at a particular Internet site.
Talk	Allows private communication between two individuals. Both parties must be connected to Internet for a session.
Internet Relay Chat (IRC)	This allows each participant contribution displayed on the screens to all other taking part in the conversation.
Multi-user Dungeons (MUDS) and Multi-user Simulation Environment (MUSEs)	These tools have rules and regulations of information sharing. An approach for group learning.
Multicast BackBONE (MBONE)	It is used to broadcast speeches, news, conferences and other informational events on Internet.
CuSeeMe, Maven and VAT	These are tools for audio and video teleconferencing.

Figure 5: Advanced Tools on Internet

## 1.4 Browsing the Internet

Both Telnet and ftp programs, require that one must know the address of the specific computer to be connected. Neither of the two is conducive to provide a general information of what is out there on the Internet. There are many *browsers* for the Internet, which provide the ability to view text and perform searches. If you are using the browser then you need not remember UNIX commands or syntax. You just have to start the browser and select from the choices they present. These browsers help you perform a sort of window-shopping of information on the Internet.

The first of these browsers, Gopher, presents the Internet as a series of hierarchical menus containing items that point to another menu or a file or a directory within a remote host or the articles of a Usenet newsgroup or to a variety of other things. The second browsers take advantage of the World Wide Web (WWW). The World Wide Web places pointers to resources within its text, on selecting a pointer one automatically jumps to the resource pointed at.

Gopher and the World Wide Web are easy to use and most popular browsing mechanisms on the Internet. The Internet is growing very fast. It is very difficult to keep up with all the new information, archives, and other resources that are available on it. So periodically, you must surf the Internet.

Surf implies venturing out just to see what you will find. While doing surfing you have no particular destination in mind just like surfing in sea, where you do not know which wave will come in what way. You do not know what you are searching yet you can search great things on Internet.

Surfing the Internet is just like channel surfing on your cable television. You have very little idea what is on or even what you want to see. You just flip through channels seeing what's on, and move to the next when you lose interest in what you are watching. Gopher and World Wide Web make surfing a simple and enjoyable pastime. Beware it is easy to lose track of time while exploring the Internet!

Internet users have grown frustrated, as the information on it is not organised. Some people are also worried about the quality of information on the Internet. Some individuals and groups have taken up task of creating special subject-specific listings and archives. These are available through both Gopher and World Wide Web. These listings are just like libraries that specialise in material on one subject. These lists are maintained carefully and constant monitoring of Internet is made to update these lists.

### 1.4.1 What is Gopher?

Gopher displays a set of resources on the Internet in the form of menus or lists of items. You go around the Internet by selecting items from these menus. You need not know the addresses and commands. You just select an item of interest to see its content on the screen.

It is based on the concept of client and servers. Here, clients are the programs that request information for a user, whereas, servers are programs that provide the information to clients. Gopher servers are scattered all over the Internet. Thus, servers sit and wait for requests from Gopher client programs. One can use the Gopher client program on one's own Internet host. If Gopher program is not available on your machine you can

telnet to one of the public Gopher clients available on the Internet. The people who maintain running of Gopher services create the menus. A Menu item can point to materials on that Gopher server or to materials on any other Gopher servers (Refer to Figure 6).

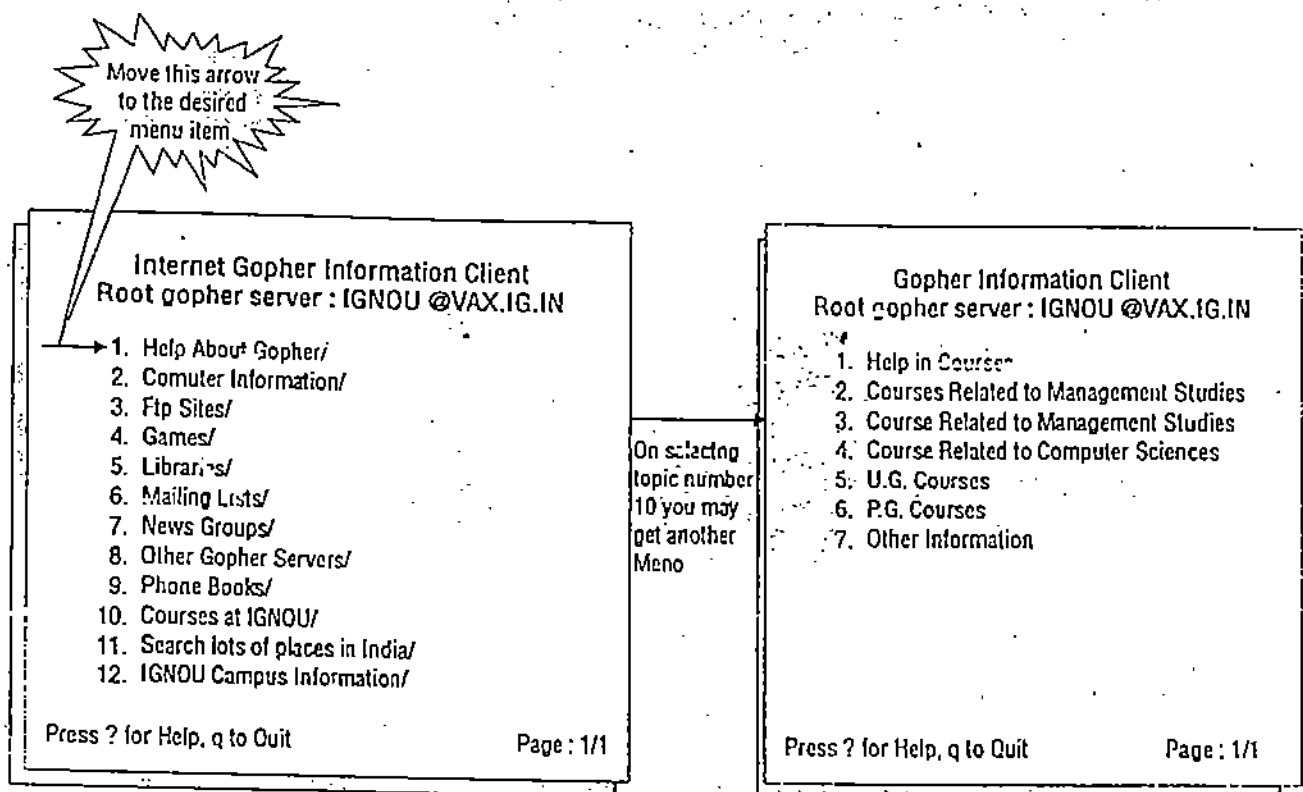


Figure 6: A hypothetical view of Menus on Gopher

All these Gopher servers, their respective information resources, and all the Internet resources we can reach are collectively referred to as Gopherspace. The terms like tunnelling through Gopherspace and travelling around Gopherspace have been common for Gopher users. The Internet has grown extremely fast in size, but Gopherspace is perhaps growing even faster.

#### 1.4.2 What is World Wide Web?

Is the menu only way to browse the Internet? The World Wide Web offers a competing approach. The WWW does not require you to learn a lot of commands. You can simply read the text provided on the screen and select the items you wish to view. Thus, you can follow many different "trails" of information. It is very easy to use software, therefore, a favourite means of browsing the Internet.

The WWW provides an integrated view of the Internet using clients and servers. As discussed earlier, clients are programs that help you sought out information while servers are the programs that find information for the clients. WWW servers are placed all around the Internet.



The operations of the Web mainly rely on **hypertext** as its' mean of interacting with users. But what is hypertext? Hypertext as such is the same as regular text, that is, it can be written, read, searched, or edited, however, hypertext contains connections within the text to other documents.

For example, in Figure 7 on selecting the option: "Arranging Windows and Icons" you are linked to another screen, where you can select "titlebar" to get linked to a new screen. Please note that these new texts can also have links and may connect you to other documents. Thus, continually selecting text will take you to a tour of information. The hypertext links are called **hyperlinks**. These hyperlinks can create a complex virtual web of connections.

On selection

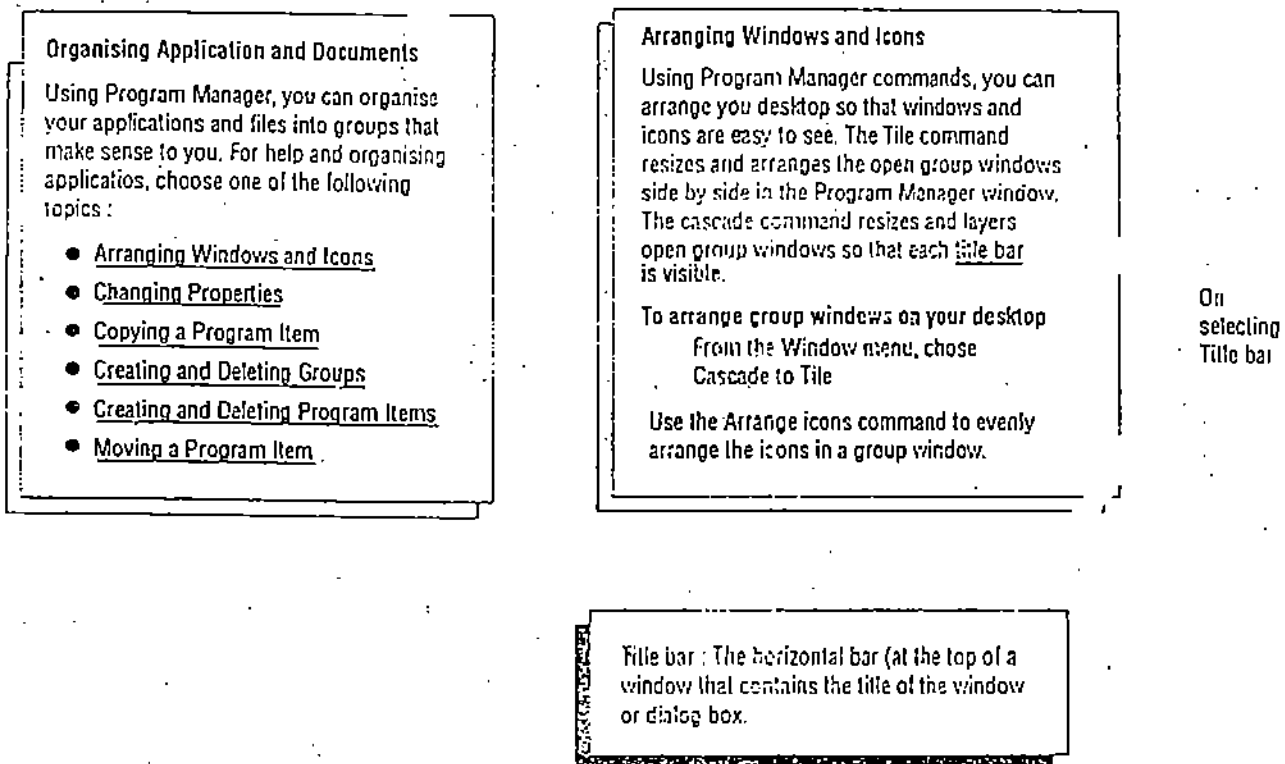


Figure 7: Working of hypertext

**Hypermedia** is advanced version of hypertext documents as it contains links not only to other pieces of text, but also to other forms of media such as sounds, images, and movies. In fact, images themselves can be selected to link to sounds or documents. Hypermedia contains hypertext and multimedia.

The **World Wide Web** is described as a "wide-area hypermedia information initiative aiming to give universal access to a large universe of documents". World Wide Web provides users on computer networks with a consistent way to access a variety of media in a simplified fashion. A popular software program to search the Web is called **Netscape**. The Web project has modified the way people view and create information-it has created the first global hypermedia network. The Web browsers identify the location on the Internet using a notation called **Uniform Resource Locator (URL)**. URL indicates the tool

being used and the address of Internet site where presently information is being located. For example, URL <http://www.whitehouse.gov> means that presently Hypertext Transfer Protocol (http) is active, that is, World Wide Web browsing tool is looking at the site [www.whitehouse.gov](http://www.whitehouse.gov).

The Web information facilitates an easy exchange of hypermedia through Internet. The native documents on the World Wide Web are written in HTML known as HyperText Markup Language. HTML defines the structural elements of the documents such as headers, citations, addresses, layout information such as bold and italics; and the use of inline graphics alongwith the ability to provide hypertext links.

It is availability of WWW on the Internet that has made it so popular among masses. However, there is a limitation of Web information, that is the information available on a site is static (does not change automatically). To make this happen an object oriented programming language JAVA is becoming increasingly popular for Web page designs.

## 1.5 Summary

This unit is an attempt for answering some of the basic queries about Internet, a network of networks where lot of Information is available and is meant to be utilised by you. We have presented an overview of how and what you can do on Internet. For more details about how to get connectivity to Internet and how to work with various tools you can get in touch with VSNL, NICNET, ERnet. Using Internet you can overcome the boundaries across the globe. The internet technology is growing so fast that it is difficult to keep pace with it. You can do so only if you are using Internet, a mega source of information.

# 2

## Internet Tools: E-mail, FTP and Telnet

### 2.0 Introduction

In the previous unit, you have been exposed to the basic terminology of the Internet. In this unit, we will discuss about one of the most interesting methods of communicating with the entire world. This method is called Electronic mail or e-mail in short. This was the first utility, which was used on network and is very popular. E-mail have brought people close to each other in an off-line fashion, that is, in e-mail the receiver may not be present to receive the mail, but it is delivered in his mailbox.

In this unit, we will also discuss two commonly used tools for retrieving information from a separate location (host). These are FTP & Telnet. FTP is used for transferring information stored at a distant host, whereas, telnet is used to log into your own account on a distant host to check for your messages, retrieve files etc. In the subsequent sections we will be discussing these tools in more details.

## 2.1 Electronic Mail: A Message window

Electronic Mail is the service that is available to people on a local area network or on the global Internet. It is one of the most commonly used services on the Internet, as this service is more convenient than normal postal system. It is easier to send e-mail than postal mail, as you do not need to paste a stamp or search for an envelope, just create the message and send it. E-mail does not require the person receiving the mail to be available (logged into the destination computer) at the time of receiving the mail.

It is called *e-mail*, as the basic concept in e-mail are similar to the postal mail services viz.,

- You put on e-mail message into electronic envelope and place an electronic address on it.
- You then hand over the envelope to someone else (the network) for delivery.
- You do not worry, when the e-mail is read.
- You can forward e-mail to a forwarding address. The e-mail system routes it to the forwarding address.
- Your message may come back to you if your mail cannot be delivered. (This is called *bounced* mail as it "bounces" back to you).

Other common points between e-mail and postal mail are:

- The sender should know your e-mail address.
- You can keep in touch with your friends using e-mail.
- Your mailbox may become full of e-mail. you may get mail which might be difficult to read.
- An electronic magazine or a mailing list subscription may provide you with the latest trends in the topics of your interest.
- Commercial companies may send you their advertisement through electronic mail. This is also called "junk" mail.
- Your mail may be delivered to, and read by, someone else.
- Every piece of e-mail you get may not be pleasant and friendly.

Some of the difference between e-mail and postal mail are:

- As e-mail is so easy to handle therefore, it has become an extremely useful tool for reaching to people you do not even intend to see.
- Your e-mail because of problems may go to a computer postmaster or the person responsible to handle bounced e-mail.
- E-mail, since it is very easy to create, may result in sending responses on which one may regret later.

### What about Privacy?

Although e-mail can be made public, yet only the sender and the recipient read most e-mail messages. The main reason for this is the traffic of e-mail. There are so many e-mail messages floating around on the net that no one feels interested in reading them, even the mail arriving at the desk of the postmaster, may not be read. The chances of your mail reaching to postmaster is just 0.5%.

Even the bounced messages might be seen by you only, as most of the bounced messages are handled by the computers electronically and does not involve any human intervention.

You can communicate with your friends via e-mail, however, it is probably not a good idea to send some personal information that you do not want to make public.

## 2.2 E-mail Addressing

If two people have account on the same computer or are connected through the same server, or are on the same company network, then in general, their address might be the first name of the person.

Please note that, all e-mail user or addresses are not the first names or initials. On some systems it may be your account number, or employee number, or some other randomly assigned user identification. However, in general, with smaller systems we tend to use names or initials.

In fact, the service providers like CompuServe, Genie, Netcom, America Online, and many other large service providers use this type of addressing, because although people connected to them do not work together, or live in the same city, yet their mailboxes are all handled by one single e-mail system.

However, the Internet addresses in the cases when sender and receiver are not on the same system need to be more elaborate. This kind of address contains the login name followed by the domain and subdomain names. This is called the *fully qualified address*.

For example, address of School of Computer and Information Sciences is: `sociis@del2.vsnl.net.in`. This is a fully qualified address indicating where the account of sociis exists.

Once a message is assigned an address, it can be send to the destination via the interconnected Internet systems. The e-mail handling system on the sender's computer (using any e-mail software) breaks the message into manageable pieces called "packets". Each packet is addressed to the final destination. These packets may follow different path to reach the destination. At the destination they are reassembled in the correct order by the destination e-mail machine. Figure 1 illustrates this process.

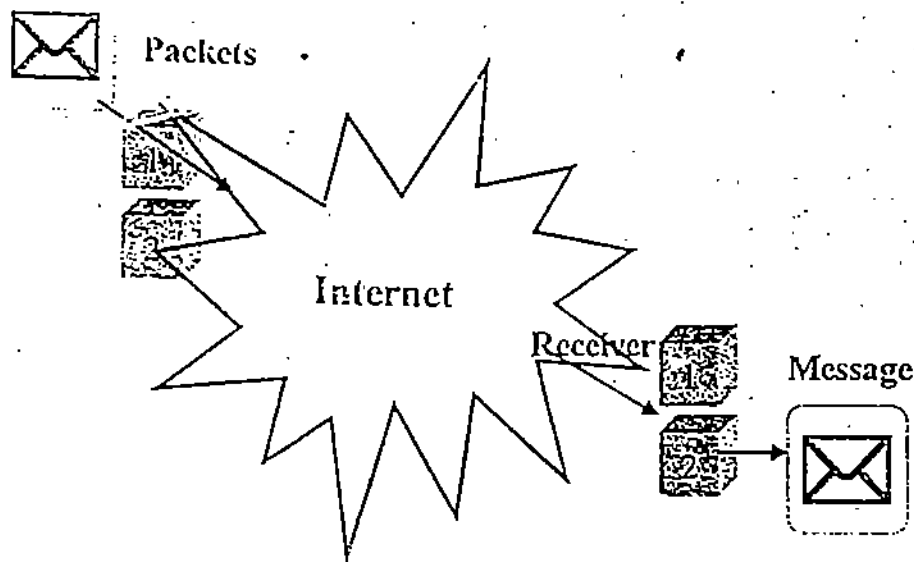


Figure 1: The E-mail System

### 2.3 The Components of E-mail

An e-mail message has many components. There is much software such as Netscape, Navigator, Pine, Internet Explorer etc., which allow you to deal with the mail. In the following sections we will be discussing about e-mail using Netscape Navigator Mail window.

A mail message, in the Netscape mail window is shown in Figure 2. The received mail is displayed in the message window. The message is prefixed with the date, sender and receiver addresses etc. (refer to Figure 2(a)). It is followed by the contents of the message (refer to Figure 2 (b)).

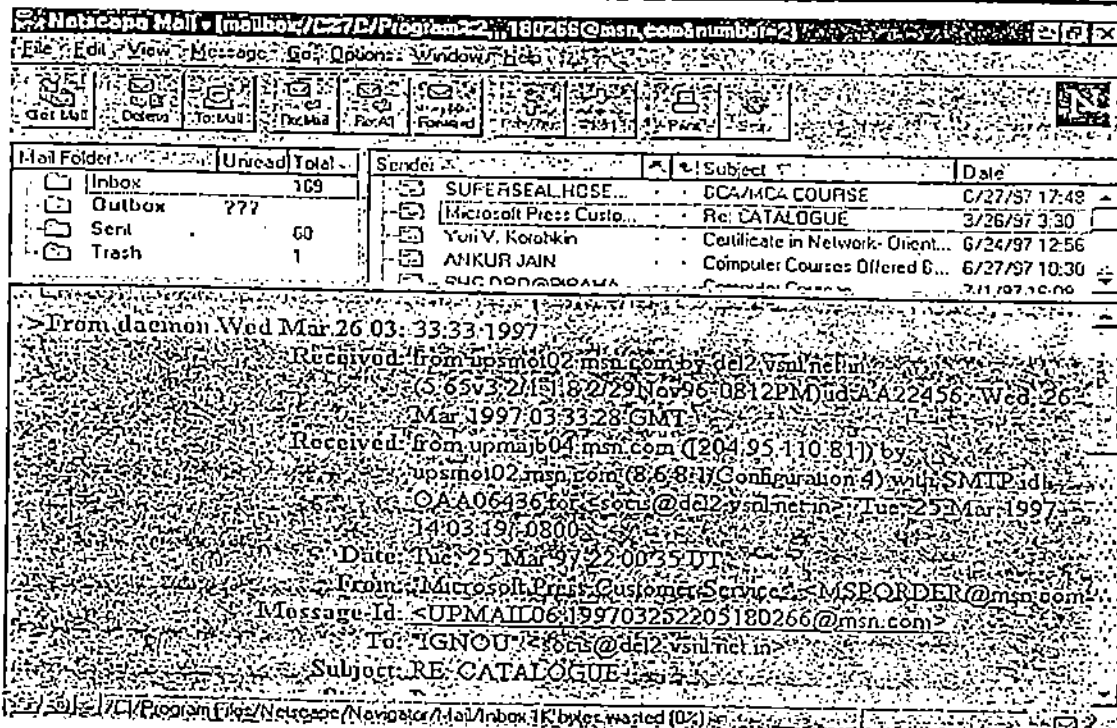


Figure 2(a)

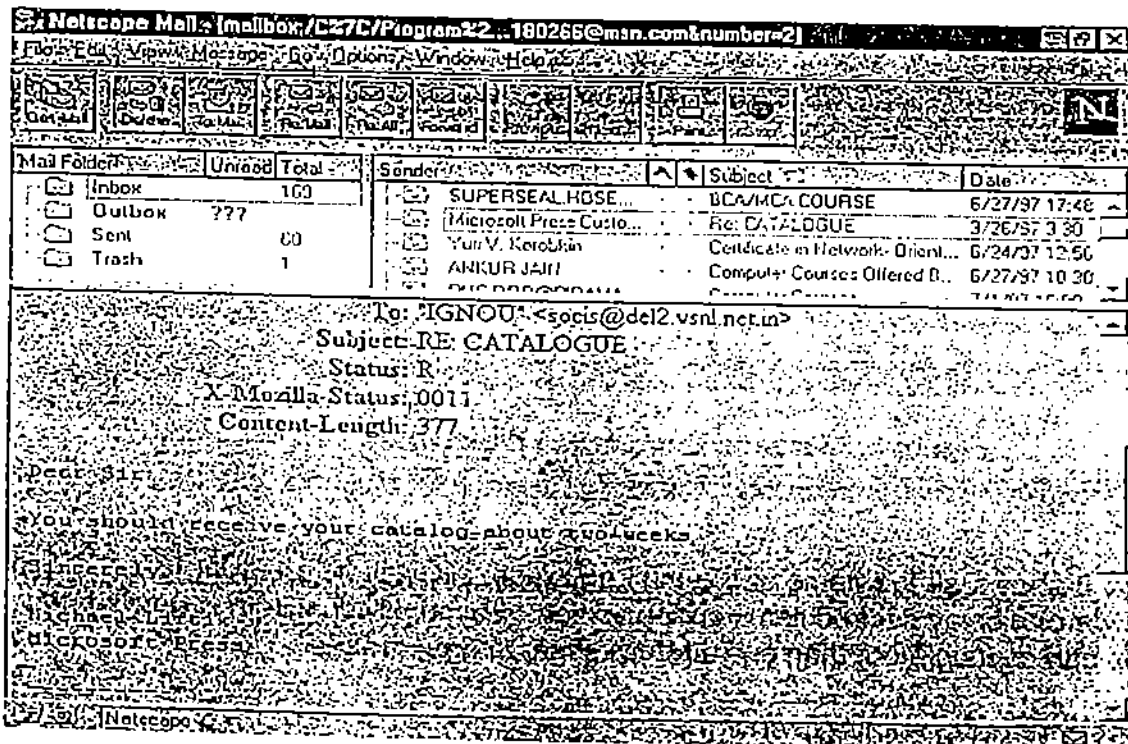


Figure 2(b)

Figure 2: Netscape Mail Window

### 2.3.1 Message Composition

You can create and send e-mail messages using the Message Composition window. One can transmit fully formatted HTML pages, disk files as attachments to these mail messages.

For creating a mail message, the message composition window of Netscape navigator is to be selected, you can select it by choosing "New Mail Message" from the "File" menu or the "To: mail" button on the toolbar. There are many other ways of getting to this window.

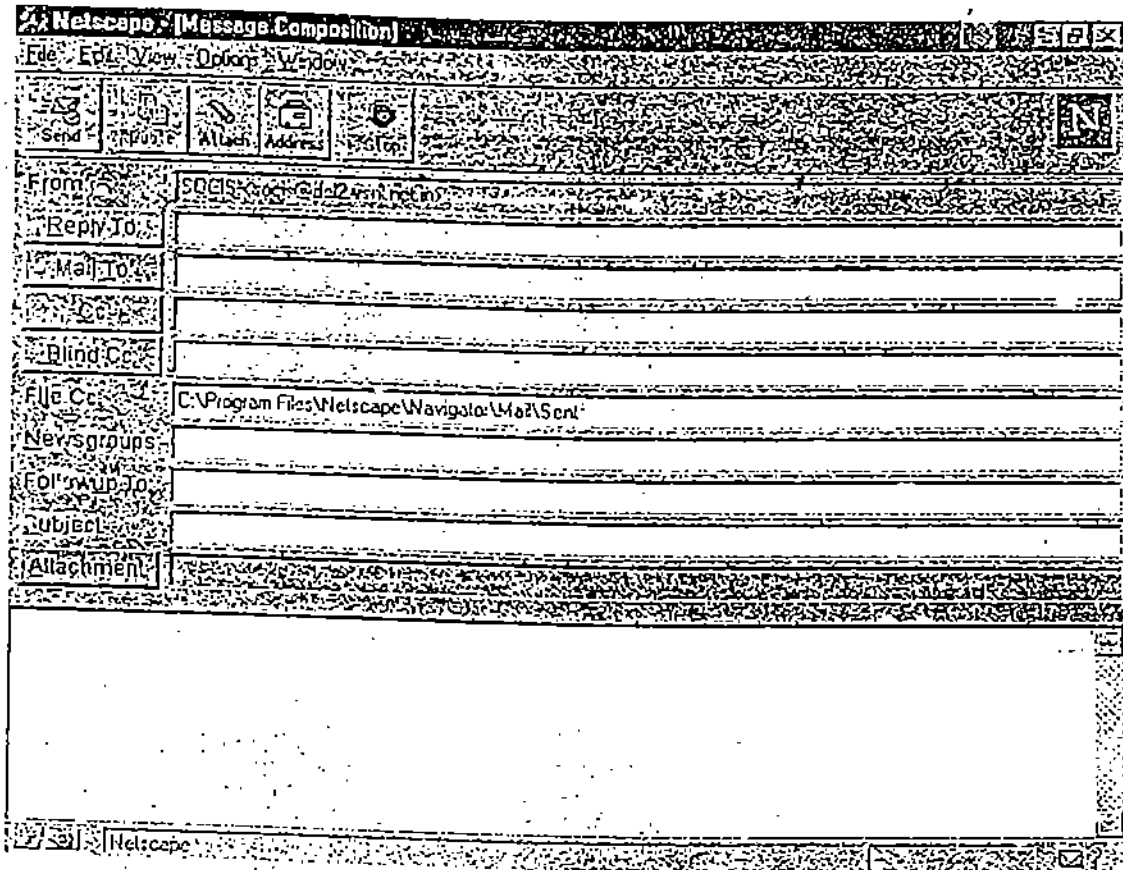


Figure 3: Message Component Window with all the fields

Figure 3 shows all the items of the mail message. However, using the View menu, you can hide or display desired items on the screen. Each individual item is termed as a field. A field can contain more than one address separated by comma.

- ✦ The From field will display our own e-mail address.
- ✦ The Reply To field will contain the e-mail addresses if you want to send replies to e-mail you had received. You will find that message window is filled with the contents of the letter you are responding to. It is a good habit that you include the contents of the received mail.
- ✦ The Mail To field is filled with the e-mail addresses where you want to send the message.



- ✦ The **cc** field contains the e-mail addresses where copy of your message is to be sent. **cc** means "carbon copy". You may include this address as a courtesy or for the information. Be careful about CC-ing of an e-mail message. Some people regard this as rude.
- ✦ The **Blind cc** field contains the email addresses where a blind copy of your message is to be sent. **Blind cc (Bcc)** means, "blind carbon copy". This is similar to making an extra photocopy of a letter and dropping in someone's in-box without letting the official recipient know about the sender. **BCC-ing** yourself helps in having a copy of everything which has been sent by you. The recipients of **BCC** get a notice that this is a blind carbon copy. Think carefully before **BCC-ing** a message to someone. **BCC** may encourage gossip or may result in spread of information indiscriminately, this may hurt someone else. Therefore, you must use **BCC** judiciously.
- ✦ The **File cc** field contains the location where you want to store the copy of the sent message you are sending. By default, messages are stored in the specified folder.
- ✦ The **Newsgroups** field will be filled with the name of the newsgroup if you want to post your news message.
- ✦ The **Followup To** field is provided with the name of the newsgroup where you are interested in posting a reply.
- ✦ The **Subject** field is filled with a description of your e-mail. It is always advisable to provide subject so that others know the topic of discussion.
- ✦ The **Attachment** field displays the page name or file name, which you have attached to your mail. This is one of the most interesting options as it allows you to send a large file, or a table, or picture or any other information which was created offline in a different application.

The Message Composition buttons help in the following tasks:

- ✦ **Send (now)** or **Send (later)** buttons will be available based on the option you have selected in "Options" menu. If you have selected "Immediate delivery" in that menu, you will be available with **send (now)** button. If you have selected "Deferred Delivery" from that menu then **send (later)** button is available. **Send (now)** button immediately tries to send you mail on the network, while **send (later)** holds your message in outbox folder and tries to send mail later.

You can send the attached file as it is, or in ASCII text format. The **View** menu in the Mail window allows you to view attachments either inline (the page appears in the message body) or as links (a link to the page appears in the message body).

- ✦ **Address** opens the Address Book window. This allows selection of address from the address book, thus giving a lot more power to the user. We will discuss about address book in more details in section 2.3.
- ✦ If you want to Stop transmission of message you are sending press the **Stop** button.

### 2.3.2. Checking and Reading Messages

If you want to check for the new messages and want to display them. You can choose **Window/Mail** in the Netscape menu. Alternatively, you can send the mail icon (the small envelope at the bottom-right corner of the Netscape window).

On opening the Mail window, you will be prompted to enter your e-mail password. This password may be same as what you have used for your Internet account.

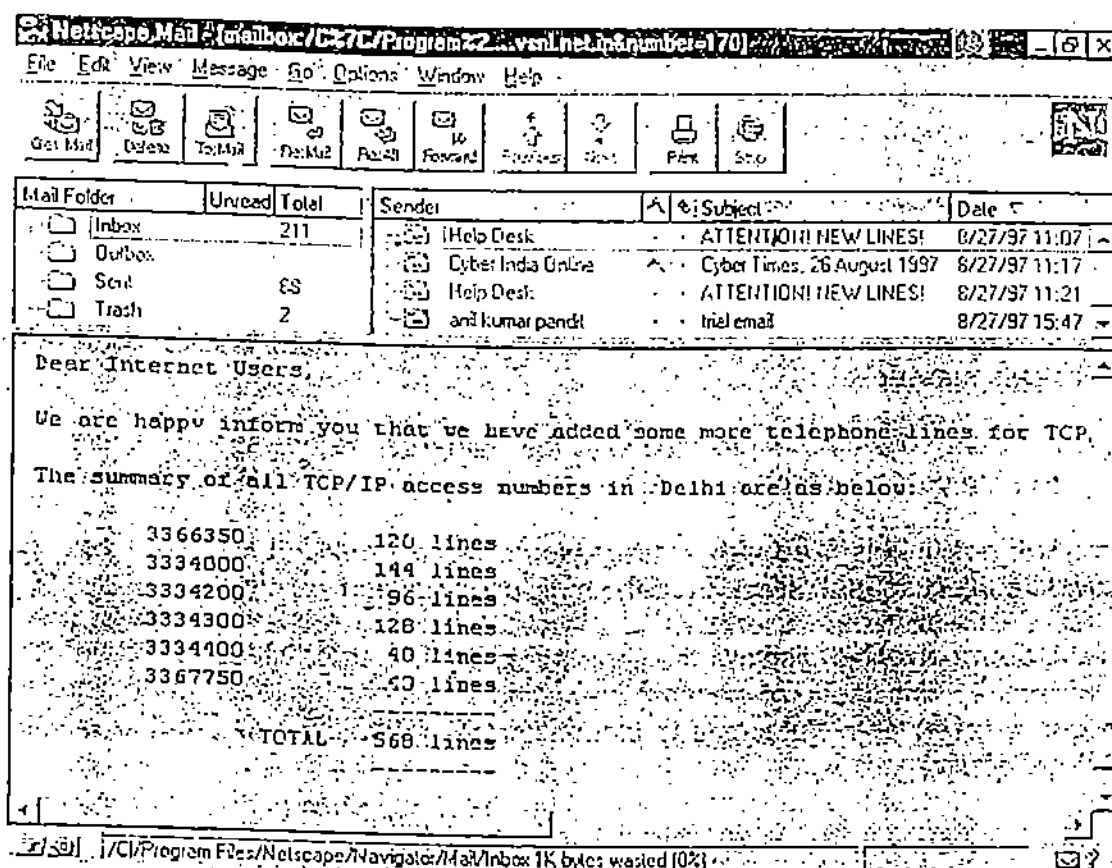


Figure 4: Mail Window

For retrieving new messages from the server you can press the "Get Mail" button from the toolbar of the Mail window (refer to Figure 4). This will bring the new mail messages to your terminal if you are connected.

The Mail icon in the bottom-right corner can also be used for retrieving new messages. It also informs you about the availability of new messages as:

- ♦ A question mark (?) next to the envelope (mail icon) indicates Netscape cannot check the status of the mail server automatically.
- ♦ The envelope alone indicates that there is no new message for you.
- ♦ An exclamation point (!) next to the envelope indicates that there are new messages for retrieval.

The Mail window consists of three panes or components (refer to Figure 4):

- ♦ the mail folder pane
- ♦ the message header pane
- ♦ and the message content pane.

The mail folder pane consist of three columns (refer to Figure 4):

- ♦ **Mail Folder**, indicating the names of the mail folders such as Inbox, outbox etc.
- ♦ **Unread**, indicating the messages which have not been read.
- ♦ **Total**, indicating the total number of messages within the folder.

Netscape by default generates the following folders for its use:

- ♦ The "Inbox" folder for incoming mail messages.
- ♦ The "Outbox" folder for messages to be sent.
- ♦ The "Sent folder" for holding sent messages.
- ♦ The "Trash folders" for holding mail messages which are deleted.

However, you are free to create more mail folders. For example, if you are sharing an account with other users then by creating more folders, you can organise your mail separately.

A folder can be selected by clicking on it. On selection the contents of the folder are displayed in the "Message header pane". This pane display the following columns (refer to Figure 4):

- ♦ **Sender**: It displays the name of the sender of the mail message. If you are displaying Outbox and Sent folders, this column will display the name of the recipient.
- ♦ An important message can be marked noteworthy by clicking the flag icon for the message.
- ♦ The "Read" icon indicates whether the message has been read or not. The icon can be clicked again to make a message not read once again.
- ♦ **Subject** indicates the subject line of the message, thus, after reading the subject we can decide to read junk mail or not.

- ♦ Date displays the date and time of the arrival of message. Many people organise their mailbox by date of receipt, therefore, you must keep proper date and time settings in your computer.

An important message can be stored in an important folder created by you by dragging the message icon in the message list to the desired folder. Thus, you can keep track of important messages to you.

A message can be selected and displayed in the message content pane by selecting the message heading. The header information such as Subject, Date, From, To etc. is also displayed.

You can resize panes, as per your requirements, by positioning the cursor on the borderlines between two panes (the cursor changes shape) and dragging to the proportions you desire.

If you have received a message that includes a page attachment then you can select in the View menu the option **Attachments Inline** to see the contents in the message pane, the option **Attachments as Links** menu item to display a link to the attached page. If the message sender has included a file attachment, you can click on a link that present the "Save As" dialog box for saving the file to your hard disk.

The Mail toolbar buttons and menu items offer functions for viewing, creating, sending and storing mail messages. The meaning of these options are given in the following table:

**Mail toolbar buttons:** These buttons provides the most commonly used commands. You can perform following functions using toolbar buttons (refer to Figure 4):

Get Mail	Connects to the mail server and bring any available messages on the server into the Inbox.
Delete	Puts the currently selected message in the message-heading pane into the Trash folder.
To: Mail	Displays the Message Composition window for creation of a new mail message.
Re: Mail	Displays the Message Composition window for replying to selected mail messages. The To field displays the address of the sender.
Re: All	Displays the Message Composition window for replying to all mail messages one by one.
Forward	Displays the Message Composition window for forwarding the selected mail messages (to be sent as attachment). The original subject is automatically prefixed by the word Fwd.

Previous	Displays the previous unread message in the message list.
Next	Displays the next unread message in the message list.
Print	Prints the selected messages.
Stop	Halts any ongoing transmission of messages.

### 2.3.3 Mail Menu items

The menus available in the Netscape mail provide many functions. These functions are also available, in general, in most other e-mail software.

The File Menu is utilised mainly for providing functionality relating to files. The File Menu options are given in the following table:

New Web Browser	creates a new Netscape window.
New Mail Message	displays the Message Composition window for creation of a new mail message.
New Folder	creates a new mail folder.
Add Folder (Open Folder)	displays the standard Open Folder dialog box.
Save As	a dialog box appears for saving the current message as a file.
Get New Mail	retrieve messages.
Send Mail in Outbox	sends any outgoing messages in the Outbox folder for deferred delivery.
Empty Trash Folder	removes messages placed in the Trash folder permanently.
Compress Folder	recovers disk space from deleted messages.

Page Setup	displays the dialog box for standard Page Setup.
Print Messages	print a selected messages.
Close	closes the Mail window.
Exit/Quit	exit the Netscape application.

The Edit menu options are:

Undo/Redo	reverses the last action.
Cut	removes the selected portion and places a copy on the clipboard.
Paste	puts a copy of the contents of the clipboard at the position of the selection marker.
Delete Message	moves the selected message to the Trash folder.
Delete Folder	permanently removes the selected folder.
Select Thread	selects all messages in the current thread.
Select Flagged Messages	selects flagged messages in the current thread.
Select All Messages	selects all messages in all the threads.
Find	searches the text in the present message.
Find Again	searches for the same text as the previous search in the present message.

The View menu options are given in the following table. One of the commonly used option of this menu is sort command (refer to the table for more details).

<b>Sort</b>	allows you to arrange the messages in the messages heading pane according to <i>Date</i> , <i>Subject</i> , <i>Sender</i> , or <i>Message Number</i> in <i>Ascending</i> order. <i>Again</i> sorts again. <i>Thread Messages</i> is used to sort messages such that messages and their responses are grouped together.
<b>Unscramble</b>	when checked allows decoding of the message scrambled by sender using shifting of character mechanism.
<b>Wrap Long Lines</b>	it allows the display of long lines of the message in many lines. If it is not checked then a line may extend off the screen. The default option is unchecked.
<b>Reload</b>	brings the message from the server again.
<b>Local Images</b>	displays the images of the present message if they have not been automatically loaded.
<b>Refresh</b>	redraws the present message.
<b>Document Source</b>	produces a View source window displaying in present page in HTML format.
<b>Attachments Inline</b>	when checked it allows viewing a page attachment as part of the message. If the sender has sent an HTML page as an attachment, the formatted HTML page is appended to the message body.
<b>Attachments as Links</b>	when checked it allows accessing a page attachment using a link. If the sender has included an HTML page as an attachment, a link to the formatted HTML page is appended to the message body. Clicking on the link displays the page in the message content pane.

Message menu option allows you to perform various operations with the message. Some of these options are available as mail toolbar buttons. The message menu options are:

Reply	displays the Message Composition window for writing a response with the Send To field pre-addressed to the sender of the message.
Reply to All	displays the Message Composition window for writing a response with the Send To field pre-addressed to the sender and the recipients of the message.
Forward	displays the Message Composition window for sending the current messages as an attachment, the Subject field and Attachment field automatically filled.
Forward Quoted	displays the Message Composition window for sending the current message as quoted text in the content area.
Marks as Read	designates that the current message has been viewed.
Mark as Unread	designates that the current message has not been viewed.
Flag Message	designates the current message with a small icon in the flag column of the message-heading pane.
Unflag Message	removes the current message's flag column icon.
Add to Address Book	creates an address book entry of the sender of the current message.
Move	transfers the current message to the folder you select.
Copy	transfers a copy of the current message to the folder you select.

Go menu helps the user in navigating among various messages. The options of the Go menu are:

Next Message	displays the next message listed in the message-heading pane.
Previous Message	displays the previous message.



First Unread	displays the first unread message.
Next Unread	displays the next unread message.
Previous Unread	displays the previous unread message.
First Flagged	displays the first marked message.
Next Flagged	displays the next marked message.
Previous Flagged	displays the previous marked message.
Stop Loading	halts any ongoing transmission of messages from the mail server.

The Options menu allows changing several options. These menus have the following options:

Show all Messages	when checked displays both read and unread messages in the message header pane.
Show Only Unread Messages	when checked, displays only unread messages in the message header pane.
Show Headers	lets you control the number of header information fields displayed when viewing messages. All displays all possible header fields. Normal displays the primary address fields. Brief displays only subject and recipient fields.
Document Encoding	lets you select a character set encoding a document.

There are two more menu items called WINDOW and HELP. The WINDOW menu lets you switch among Netscape's primary or currently open windows; whereas the help provide help on various topics.

## 2.4 Address Book

The Address Book simplifies the process of addressing for sending an e-mail message. You have to select Window/Address Book option for opening an Address Book. Details about an individual contact can be added to your electronic address book (refer to Figure

5). You can edit, sort or organise address book. For sending mail to an individual you simply need to double click the entry in the address book. A message composition with "Mail to:" field filled with the address will be displayed.

Adding addresses: To add an address of an individual, choose Item/Add User.

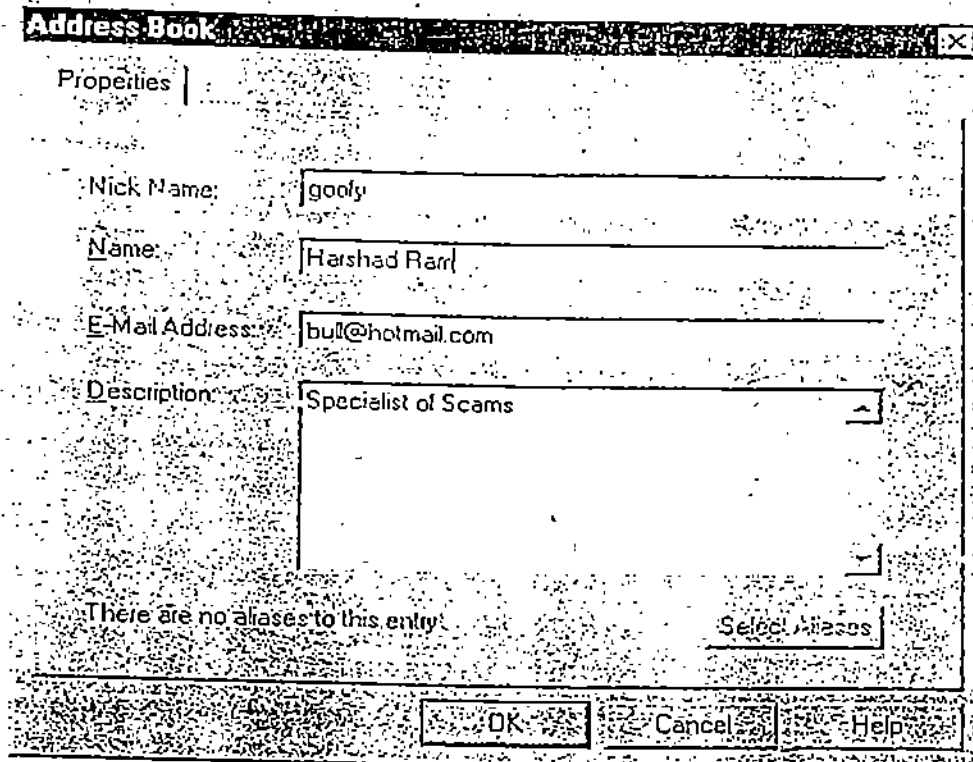
The image shows a screenshot of a software window titled "Address Book". Inside the window, there is a tab labeled "Properties". Below the tab, there are four input fields: "Nick Name" with the text "goofy", "Name" with the text "Harshad Ram", "E-Mail Address" with the text "bul@hotmail.com", and "Description" with the text "Specialist of Scams". Below these fields, there is a message that says "There are no aliases to this entry" and a button labeled "Select Aliases". At the bottom of the window, there are three buttons: "OK", "Cancel", and "Help".

Figure 5: Adding an address in Address Book

You can modify an address book entry by selecting the Item/Properties options. You can link address book to other packages than mail. For example, in Microsoft Outlook, the address book can be linked to meeting organiser, which enables automatic sending of desired mail to all the people who will be attending a proposed meeting.

You can give a nickname to the individual in the address book. One of the major advantages of having nickname is that instead of entering the complete e-mail address of the individual, you simply give his nickname while filling "Mail to:" field for a new message. This nickname will be automatically expanded to the desired address from the fault address book.

Another important application of the address book is that you can create a mailing list as a folder, of your contacts. For example, you can create a mailing list of your personal contacts with the name Personal friends. An individual address can be in one or more mailing lists. The power of mailing list can be ascertained from the fact that suppose you want to send new year greeting to your personal friends, you just have to click on the mailing list icon "Personal Friends" while addressing your e-mail message. Your message will go to all the members of that mailing list (refer to Figure 6).

To add an address of an individual to mailing lists just drag and drop the individual icon to the mailing list folder.

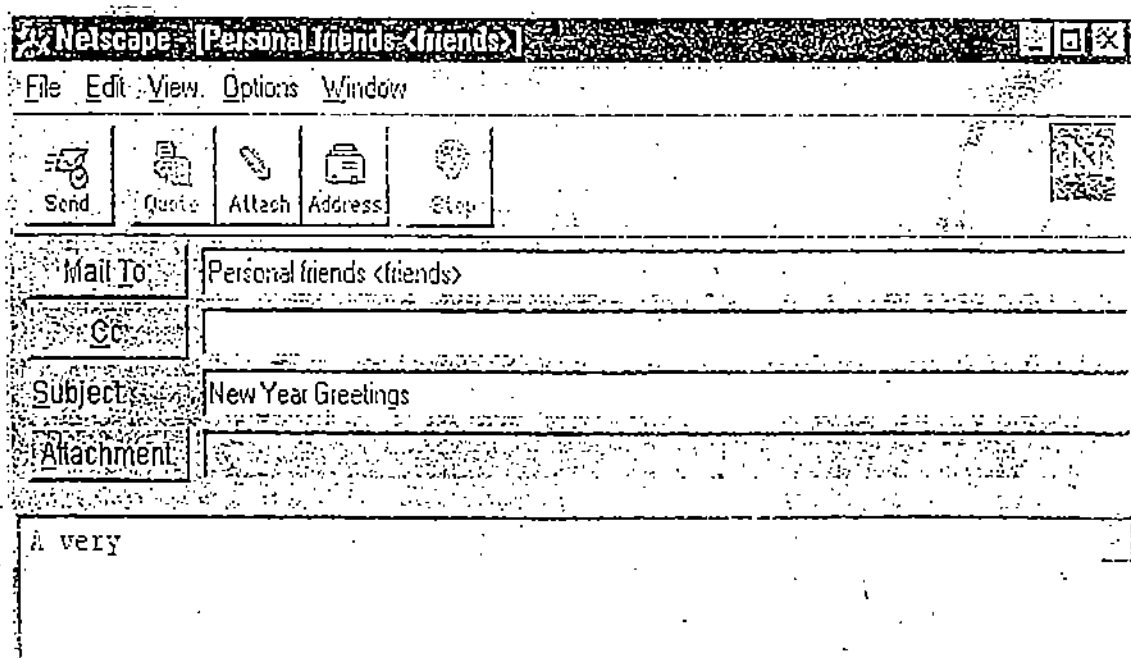
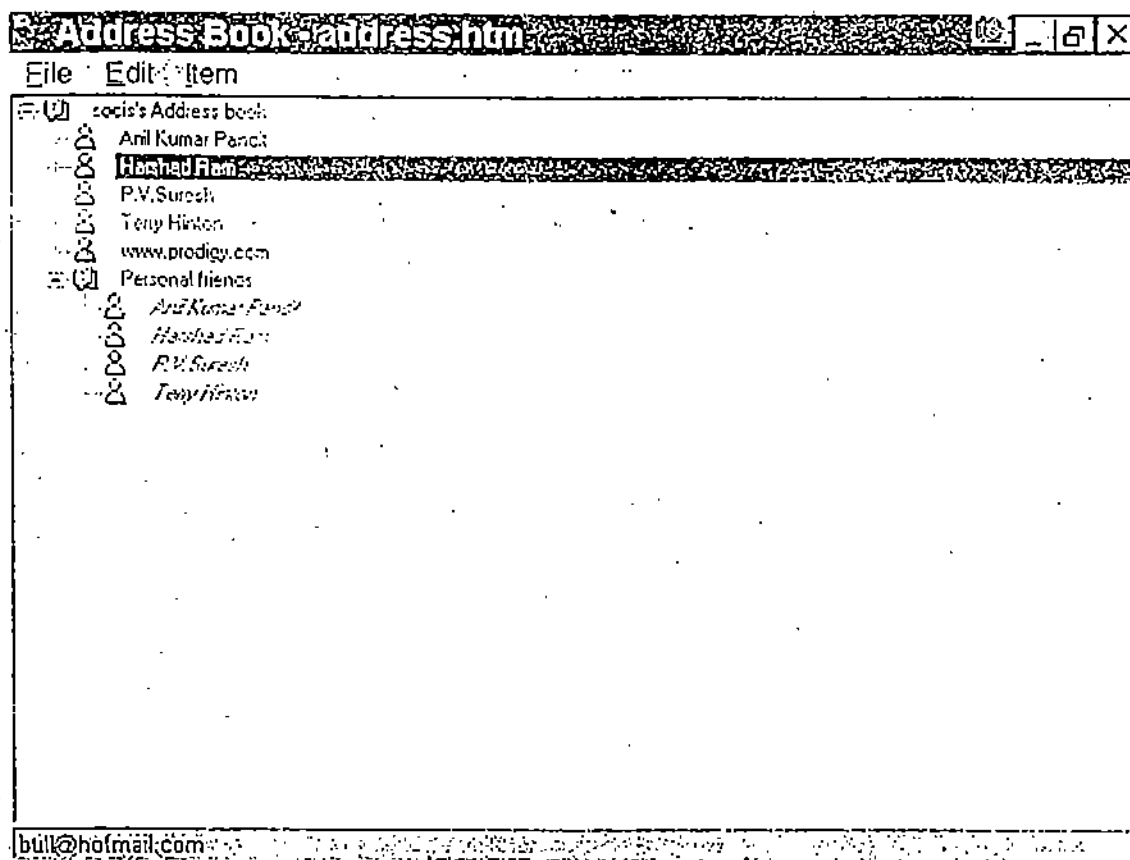


Figure 6: Mailing Lists

The individual icon will remain in its place and an alias of it is stored in the mailing list folder. You can create a new mailing list by selecting Item/Add List option.

Other address book menu options are given in the following table:

File/New Mail Message	displays the Message Composition window for a new mail message with the Mail to: field filled with the address of the members you have selected in the address book.
File/Import	appends the contents of an address book file (an HTML-formatted page) into the active address book file.
File/Save As	saves the active address book file as an HTML-formatted page.
File/Close	closes the Address Book window while saving the current list.
Edit/Find	allows you to search for items in the Address Book list (names or addresses).
Edit/Find Again	performs the Find command again.
Item/Add User	creates a new e-mail address entry. Enter an abbreviated name in the Nickname field to be used as a shortcut when addressing e-mail.
Item/Add List	inserts a new (mailing list) folder. Enter an abbreviated name in the Nickname field to be used as a shortcut when addressing e-mail to the entire list.

## 2.5 Troubleshooting in E-mail

Sometimes a message bounces that is, comes back to you. It basically occurs because you might have entered a wrong user name or a wrong host name. Thus, mail bounces because of misspellings in addresses. One of the most common types of mistake is when you type a letter of an address in different case. Remember e-mail addresses are case sensitive. This problem can easily be eliminated if you keep an address book of your contacts. This is possible in Netscape, Internet Explorer and other packages. Sometimes the messages may not reach because the mailbox of the recipient is full. This is possible when a person has not checked his mail for a very long time.

The bounced mail is handled by daemons. The term "daemon" (pronounced as DEE-mon) is an example of programmer humor. Daemons are supposed to be the servants in the afterlife. For a programmer, the worst punishment possible would be to handle repetitive

support tasks. Thus, many programmers wrote little helper programs, called daemons to do these repetitive tasks for them. Mailer daemons are getting more and more sophisticated these days. Some daemons may tell you about the problem also.

## 2.6 Interesting E-mail Addresses

If you know a person's name and if he is registered with world wide address book at <http://www.emailbook.com> then you can find the e-mail address of a person by just submitting the name. However, if you want to send e-mail to say, a member of the Indian Parliament then you must visit site of Indian parliament at: <http://alfa.nic.in.com>.

You can also send mail to the President of United States at [president@whitehouse.gov](mailto:president@whitehouse.gov).

You can search for addresses from the yahoo yellow pages.

## 2.7 Mail Reflectors, Mailing Lists and List Servers

Mailing lists are special group of people who would like to be in touch for sharing information and a topic. You may join many mailing lists on the Internet.

You can join a mailing list by sending a request to the list administrator. If you want to send a mail message to all the members of a mailing list, you need to send the mail to a mailbox called mail reflector for that mailing list. The mail reflector receives the mail and reflects it to all the members of the mailing list.

Mailing list needs to be administered. The list administrator can be human or a computer program. Programs that are created for managing a mailing list are called list servers. A very useful program in this category is named LISTSERV. This program was created by Eric Thomas.

Some mailing lists are moderated. In such lists the list administrator first moderates the e-mail and then the mail is distributed to the members. You can get more information on mailing lists from the Internet itself.

## 2.8 FTP and Telnet

FTP and Telnet are the two common tools on Internet. FTP (File Transfer Protocol) allows movement of files specifically intended for you or files that are placed for general usage. Telnet connects you to other computers.

### 2.8.1 FTP: The File Transfer Program

FTP is an abbreviation for the *file transfer protocol*. Notice that the file transfer programs that use this protocol are also referred to with the same name. File transfer as the name suggests is to send a copy of a file, this is not same as a message, from one computer to

another. The files that can be sent across using FTP include spreadsheets, digitized pictures, sound files, programs, word-processed files etc.

FTP is basically used for retrieving information from file libraries and archives accessible to the public. This consists of free or low-cost shareware programs. Using FTP, for example, you can get a recent U.S. Supreme Court decision, copies of historical documents. However, you have to know the address of the place where these files are kept.

FTP works in two modes: for sending a copy of a file from your computer to other computer, *upload* or *put* mode and, to retrieve files on your computer use the *download* or *get* mode.

There are two methods of FTP. In the first method, you sign on to the *remote host* machine on which you have your own account or user identification (ID) and transfer files. Other method is to sign on as a guest or as an anonymous user, called "anonymous FTP". With anonymous FTP you are restricted by the security system of the host computer. The hosts that provide anonymous FTP do so specifically to make some files available for anybody's use. In Anonymous FTP, login name provided is anonymous, guest or flip and the password is your e-mail address. The use of your e-mail address as password helps the FTP provider track who is interested in which materials. Thus, it provides a trace in case of a security problem.

Anonymous FTP is one of the most convenient tools for making information and other files available to the public. Many sites currently use it to provide resources; you can find the most current listing of selected sites via the Web. The easiest way to do that is to go to the Yahoo site:

<http://www.yahoo.com>

### 2.8.2 How to Use FTP

Irrespective of the type of FTP, that is, regular FTP or anonymous FTP the use of the FTP is same. You can connect to an FTP site using a Web browser using anonymous FTP. Basically, there are two types of FTP Clients: Graphical User Interface based (such as WS-FTP) or line-mode clients (Unix command interface). If you are using a GUI FTP client you only need mouse or arrow keys for selecting option from the pulled down menu whereas in line-mode client you enter the complete command.

In this unit, we will be providing information about FTP via VSNL using Unix commands. However, you can use any other graphical FTP client for FTP.

### 2.8.3 Using FTP via VSNL

At your dial-up connection, after you have got connected after providing your account name and password, instead of giving PPP, type:

*telnet host-name*, for example socis we type *telnet del2*.

It will prompt you to give your account and password. You will then get a menu shown in figure:

<b>VIDESH SANCHAR NIGAM LIMITED</b> <b>WELCOME TO VSNL INTERNET ACCESS SERVICE</b> <b>UNAUTHORIZED ACCESSED PROHIBITED</b>		
Select options by no.:		
H.	Help	- List of commands on UNIX prompt
0.	Logout	- Logout of the system
1.	E-mail	- Electronic mail service
2.	FTP	- File Transfer Service
3.	Telnet	- Log on to another system
4.	Lynx	- World Wide Web browser (WWW)
5.	Chat	- Internet Relay Chat (IRC)
6.	Kermit	- Transfer files to your PC
7.	New Password	- Change your password
8.	Zmodem download	- Download files thru Zmodem
9.	Zmodem upload	- Upload files thru Zmodem
10.	UNIX Prompt	- Exit to UNIX prompt
Your Selection:		

Figure 7: Opening Menu at VSNL (Unix command interface)

Select option 2: You will get a ftp> prompt at your screen.

At the "ftp>" prompt, you can open a link with any site.

ftp> open site-name

Please do not connect to most ftp sites during peak business hours (generally 9 a.m. to 6-p.m. local time). The main reason for not doing so is that across the network ftp takes up considerable computing power, which during the day is likely to be utilised for the main functions of the computer. However, there is some ftp sites that are accessible to the public round the clock.

But how do we know what information is existing at what site? One can get the information about contents available at a site from a friend or visiting and browsing the content or an Internet tool calledarchie.

Once you are connected to site you can see the contents available at that site. You can use "dir" command or "ls -l" command (working only at your own host) to do so.

If you see several directories in your list then you can change directory using CD command. You can go to directory of your interest to determine the file you may want to download. There is usually a "readme file" in the directory, providing one-line description for each item. This helps in locating the file you want to download.

#### 2.8.3.1 Getting a file to your account at VSNL

If we want to transfer a simple text file then the file transfer commands are:

ftp> ascii

ftp> get filename

If you want to transfer contents from shareware then:

ftp> bin

ftp> get filename

This indicates that you are interested in copying a binary file. By default most ftp sites use binary format.

### 2.8.3.2 Reading and sending a text file at an ftp site

Since, ftp can only transfer files, therefore, for reading the contents you may have to wait until you have transferred the file. However, following allows you to read the content page by page on the screen

ftp> get README |more

Suppose you want to send a file from your account to another computer. The command for this will be

ftp> put filename

### 2.8.3.3 Commonly used ftp commands

The following table gives the commonly used ftp commands:

Command	Action
ls-l, dir	lists the current directory of the site you are connected
dir (directory name)	list the files in directory
cd (directory name)	change directory
ascii	prepare to download text file
binary or image or bin	prepare to download non text file
get filename	get the contents of a file (called download)
mget file1 file2....	download many files
put filename	put a file on the connected computer (called uploading)
mput file1 file2....	upload many files



del filename	delete a remote file
bye or quit	leave ftp

#### 2.8.3.4 Decoding file encoding formats

Files are normally stored in compressed form. There are many compression methods and most of the decompression programs can be located through "archie". The file extension indicates the compression program used for a file. Some of these are given in the following table:

.txt	implies that the file is a document.
.ps	a PostScript document. You can print this file on any PostScript printer.
.zip	file has been compressed using an MS-DOS based program PKZIP. UNZIP the file using UNZIP program.
.gz	a Unix version of compression program ZIP.
.tar	a Unix format, generally used to compress several related files into one large file. Untar your files.

**CAUTION:** ftp always checks the size of a file before you download it. Your connection may be quite slow and take phenomenal time to download. In addition, frequent downloads may result in bringing some virus infected file. You must have a good anti virus program on your computer.

#### 2.8.3.5 A few words about your 'archie'

It is a tool to which anybody can dial into and type in a file name, to check the place of that file on the Net. Archie presently catalogues around 1,000 file libraries around the world.

You can use archie in three ways:

- by telnet to any of the archie sites
  - archie.megil.ca
  - archie.sura.net
  - archie.unl.edu

archie.ans.net

archie.rutgers.edu

- A "client" Archie program on your own host system, or
- by using E-mail

## 2.9 Telnet

Telnet service allows you to log-on to a remote machine, on which you have your account. However, some computers around the world permit guest logins. One such computer is the VSNL's host computer. The information available in on-line libraries on Internet can be browsed only if you can use Telnet facility. Therefore, telnet is a program that allows connecting you to on-line databases, library catalogues, and other information resources on the Internet. The World Wide Web now is disseminating the information, which was available only via telnet earlier, but still telnet is a useful tool to learn.

### 2.9.1 Using Telnet via VSNL

Before you can use telnet menu of VSNL, if you have a TCP/IP connection you need to log on to the VSNL host using the steps given in section 2.7.3. The following is the listing of a sample session:

username: socis@del2.vsnl.net.in

password:

dlro43>telnet del2

login: socis

password:

On successful login, the menu shown in Figure 7 will be displayed.

There are many advanced features to telnet but those are beyond the scope of this capsule. However, for simple routine tasks you do not need those features.

The commonly used options on telnet are:

close	close current connection.
open	connect to a site. This can be abbreviated to "o".
quit	exit telnet.
send	transmit special characters
status	print status information

z	suspend the telnet
?	print help information

## 2.10 Interesting Sites

Some sites to which you can telnet for information are:

<b>AGRICULTURE</b>	International Food & Nutrition Database National Family Database Information Provider: Penn State College of Agricultural Science Login: two letter abbreviation to the state Address: psupen.psu.edu
<b>ARCHAEOLOGY</b>	National Archaeological Database Address: cast.uark.edu Login: nadlab
<b>COMPUTERS: LITERATURE</b>	HPCwire HPCwire news bulletin on high-performance computing. Address: hpewire.ans.net Login: hpewire
<b>EDUCATION:</b>	Higher Education Resources and Opportunities (HERO) Address: locis.loc.gov Password: Organizations
<b>HEALTH</b>	AIDS information AIDS statistics details of those at risk, and Aids Treatment News. Address: selway.unt.edu Login: health

HISTORY	<p>History Databases and Journals</p> <p>Address: clus1.ulcc.ac.uk</p> <p>Login: ihr-uk</p> <p>Address: ukanaix.cc.ukans.edu</p> <p>Login: history</p>
INTERNET	<p>InterNIC Information Services</p> <p>For information about people, organisations and resources on the Internet.</p> <p>Address: ds.internic.net</p> <p>Address: rs.internic.net</p>
INTERNET: RESOURCES	<p>Internet Services and resources</p> <p>A comprehensive collection of Internet resources.</p> <p>Address: garam.kreonet.re.kr</p> <p>Login: nic</p> <p>Address: info.anu.edu.au</p> <p>Login: library</p> <p>Address: nessie.cc.www.edu</p> <p>Login: libs</p>
LANGUAGE	<p>Webster's Dictionary Servers</p> <p>Online Webster's dictionary and spelling reference.</p> <p>Address: chem.uesd.edu</p> <p>Login: webster</p>
LIBRARIES	<p>Carl System</p> <p>A computerised network of library systems. Search for keywords.</p> <p>Address: pac.carl.org</p>

PHYSICS	<p>National Nuclear Data Center Online Data Service</p> <p>Data regarding nuclear physics and statistical measurements.</p> <p>Address: <a href="http://bnlnd2.dne.bnl.gov">bnlnd2.dne.bnl.gov</a></p>
SPACE	<p>NASA Spacelink</p> <p>History, current events, projects and plans at NASA.</p> <p>Address: <a href="http://spacelink.msfc.nasa.gov">spacelink.msfc.nasa.gov</a></p>
WEATHER	<p>Weather Reports</p> <p>Get up-to-date weather reports for any location on the planet. An easy-to-use interface guides you through the process of selecting a city or location, and then viewing the weather report onscreen or downloading it to your computer.</p> <p>Address: <a href="http://downwind.sprl.umich.edu">downwind.sprl.umich.edu</a> 3000</p>

## 2.11 Summary

In this unit, we have discussed about one of the most utilised tool: e-mail. It is a powerful tool for getting in touch with your contacts. E-mail is very cheap and operates in an off-line mode. Electronic Address book features makes e-mail addressing simple. One can create a mailing list of its own using address book options, thus, allowing group e-mail at a time.

FTP and Telnet are two other important tools discussed in this unit. Both require you to have an account on to the computer you want to connect or a facility of anonymous log-in. These tool help in retrieving programs, data files and running remote program from your machine. However, the most powerful tool on Internet today is a World Wide Web (WWW) tool. This is the topic for the subsequent units.

# 3

## Browsers

### 3.0 Introduction

Browser is the software, which allows us to easily display web pages and navigate the web. There are many flavors of Web browsers, but they can be grouped into two basic categories: Text-only and graphical.

A text only browser such as Lynx allows you to visit web pages without showing art or page structure. Essentially, you look at ASCII text on the screen. The advantage of a text-only browser is that it displays web pages very fast. The reason for fast display is that it need not transfer images, voice and other media that occupy large amount of memory.

If we want to display the complete web pages along with multimedia, we must use a graphical browser such as Netscape Navigator or Internet Explorer. Graphical browser can show pictures, play sounds and even run video clips. The disadvantage is that multimedia files, particularly graphics, often take a long time to download. Graphical browsers tend to be significantly slower than the text-only counter parts. And this waiting time can be stretched even further with slow connections or heavy online traffic.

The browsers that are currently in use are Netscape Gold and Microsoft's Internet Explorer. In this unit, the features of Netscape Navigator Gold, Microsoft Internet Explorer and NCSA Mosaic are described. Also the method of searching for the web pages whose addresses are not known to you is described.

The Technology is changing at a rapid pace. So, few of the features which are described in this unit might have changed by the time you practice on machine.

### 3.1 Netscape Navigator

Netscape Navigator is a WWW graphical browser. It is available for downloading free of cost at the site with the URL <http://home.netscape.com>. The following figure shows the schematic of Netscape Navigator browser.

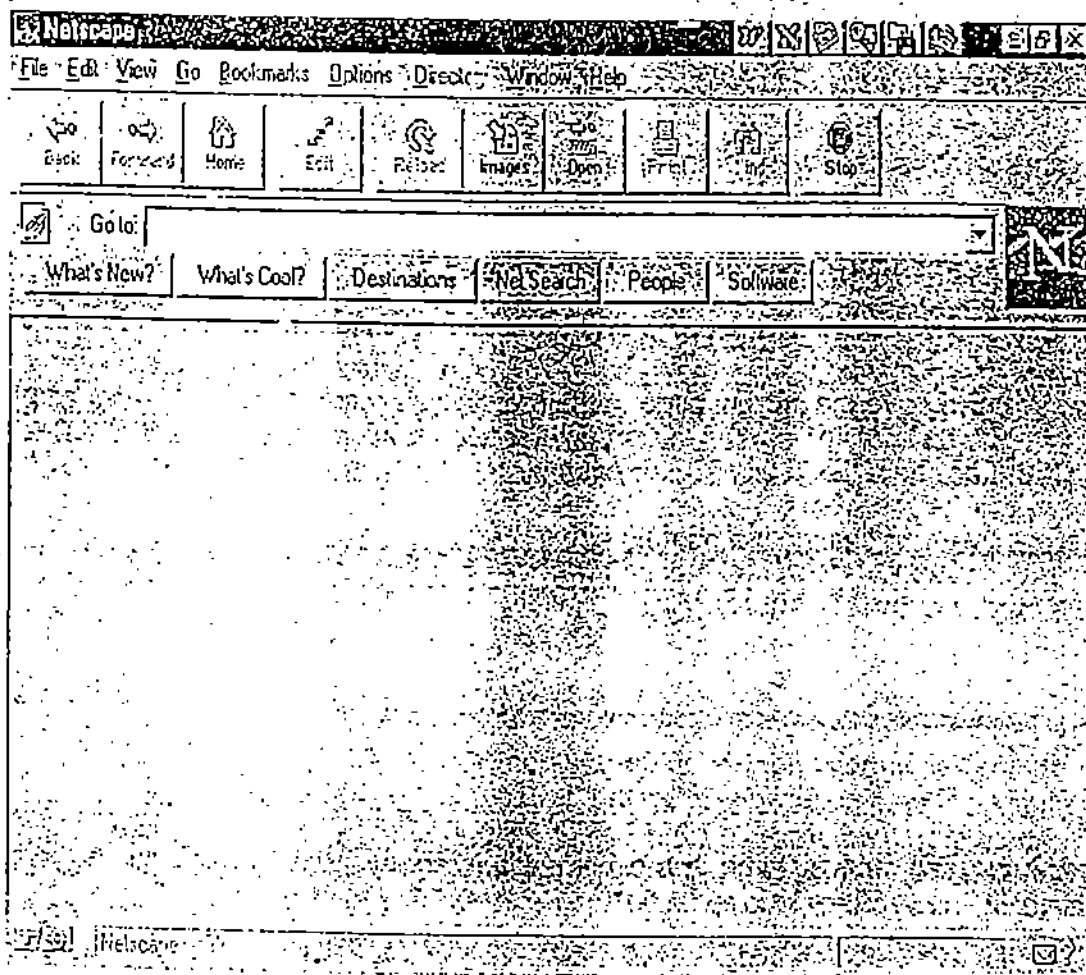


Figure 1

Let us discuss various menu items available in NETSCAPE for browsing the Internet. The main menu items are File, Edit, View, Go, Bookmarks, Options, Directory, Window, and Help.

## File

**New Web Browser:** A new window of Netscape Navigator will be opened.

**New Document:** There were three submenu items in this menu. They are:

**Blank:** Opens a blank document in the Netscape editor.

**From Template:** It will start a new document using Netscape's Template page or page we set in preferences.

**From Wizard:** It will open the New Document Wizard at Netscape's web site.

**Edit Document:** Using this menu item, we can open a document in the Netscape Editor or we can open a remote document.

**New Mail Message:** We can open a new letter for mailing it using the integrated mail facility of Netscape.

**Mail Document:** Mail the current document to the address specified in TO box.

**Open Location:** We can switch onto a particular web site.

**Open File in Browser:** We can open a file, which is residing in our machine's main memory or secondary memory in Netscape browser.

**Open File in Editor:** We can open a local document in the Netscape editor.

**Save as:** We can save the current page in the browser as a file in our machine's memory.

**Upload file:** It sends a file to this FTP directory.

**Page Setup:** We can change the printing options.

**Print:** We can print the current active document.

## View

**Reload:** the current document is reloaded from the address from where it has been loaded initially. This is necessary when the "transfer is interrupted".

**Reload frame:** The active frame in the current document is reloaded from the address from where it has been loaded initially. This is necessary when the "transfer is interrupted".

**Load Images:** Usually, the images will be embedded in the E-mail messages. These icons which represent images have to be expanded. This can be done with this menu item.

**Refresh:** This will clean the RAM. So, the browser window will look blank.



**Document Source:** The activation of this menu item will display the HTML source code of the web page displayed currently in the editor of the browser. The following figure shows the document source of the home page of web site name JAVA CORNER.

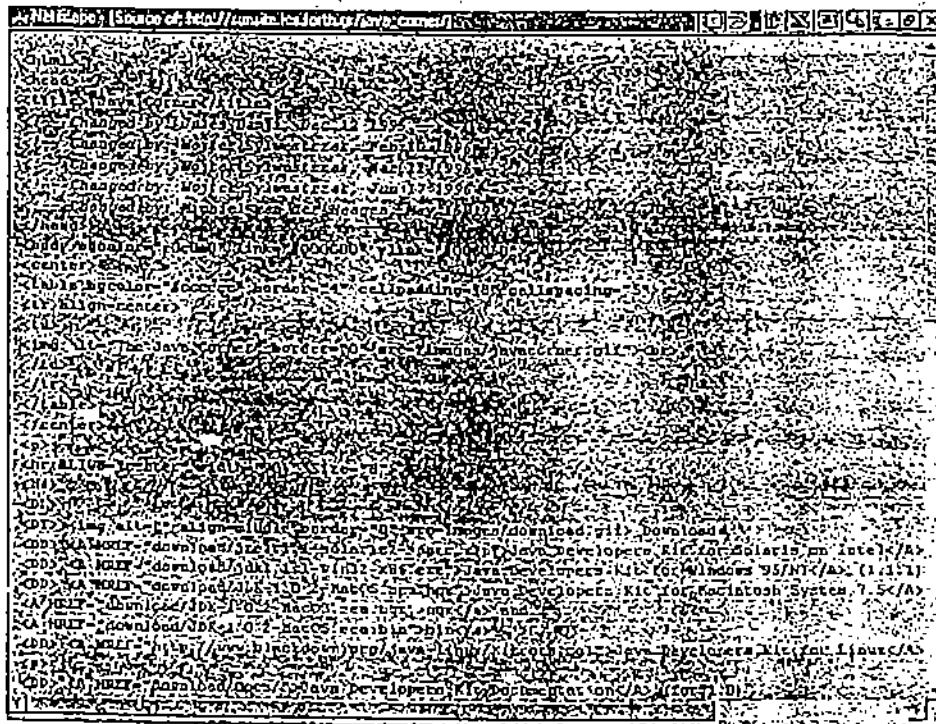


Figure 2

**Document information:** This will contain the information about the current document, which includes the structure of the document along with the HTML files associated with them. The following figure shows the document information of the home page of the web site name JAVA CORNER.

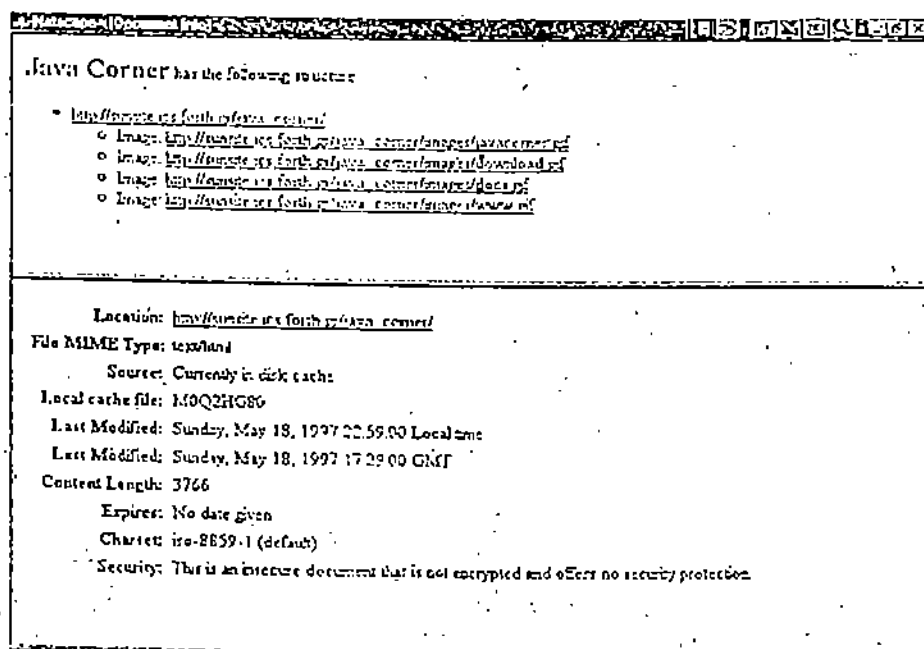


Figure 3

**Frame Source:** A single page on the web can be divided into subpages. Then, each subpage is called a frame and each frame will have its own scroll bar etc. For example, consider the home page of Satyam Computer Services limited as shown in the following figure.

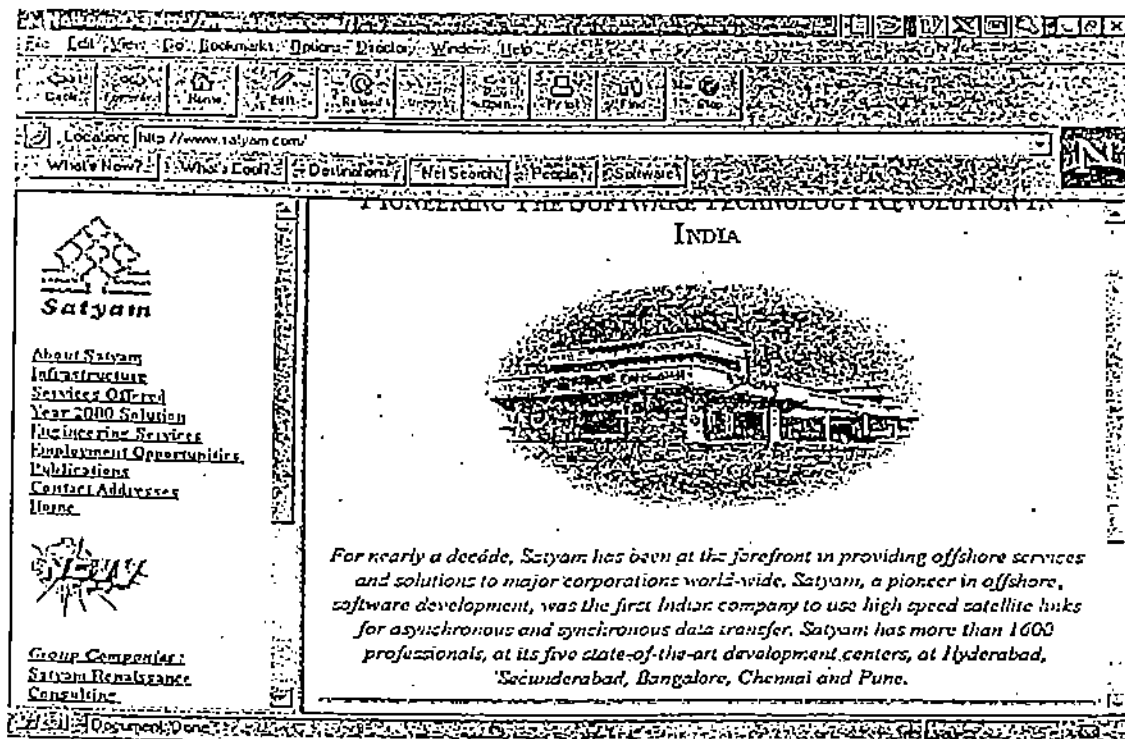


Figure 4

It contained two frames.

The activation of this menu item will display the source code of the currently active frame in the editor window. This is illustrated in the following figure.



Figure 5

Go

**Back:** The previous page is loaded into the browser window.

**Forward:** The page that has been viewed after the current page previously (i.e. you have already viewed the page previously) will be loaded into the browser window.

**Home:** loads the page, which was set in the preferences.

**Stop loading:** interrupts the current transfer.

**Default publishing location:** go to your default publishing location to view your web site.

## Bookmarks

**Add Bookmark:** Add the name of the current web page to the bookmark list so that we need not remember its address if we want to load that web page in future.

**Go to Bookmarks:** View the list of Bookmarks. Now, we can choose one of the bookmarks and click. Then, the browser will load that web page from the concerned server.

## Options

**General preferences:** Modifies, the general program configuration. The configuration includes appearance, fonts, colour, images, applications, helpers and language.

**Editor preferences:** Modifies the editor configuration. The configuration includes general appearance, publish options.

**Mail and News preferences:** Modifies mail and news configuration. The preferences include appearance, composition, servers, identity and organization.

**Network preferences:** Modifies the networking configuration. The preferences include cache. A cache is used to keep local copies of frequently accessed documents and thus reduce time connected to the network. The reload button will always compare the cached document to the network document and show the most recent one. In this, we can set Memory cache, Disk cache, Disk cache directory and others.

**Connections:** Netscape can open more than one connection at a time to an Internet server. This allows it to simultaneously bring in text and images. More connections mean more simultaneous files, but can slow down the speed of each individual connection size.

The network buffer size determines the amount of data that can be received in a network data transmission. Larger buffers mean more data, but can also saturate the computer.

**Proxies:** A network proxy is a conduit between your computer and the Internet and is used to access the Internet through a firewall. If you have a direct connection to the Internet, you need not configure proxies.

**Protocols:** Protocols are technical customs or guide lines that govern the exchange of signal transmission and reception between companies.

**Languages:** Using the option, we can enable JAVA or JAVASCRIPT so that if we include the code, which uses this language, the browser can understand and execute it.

**Security preferences:** The preferences include passwords, personal certificates and site certificates.

**Show toolbar:** If this menu item is not checked, then the toolbar will disappear. This has been illustrated by the following figure.

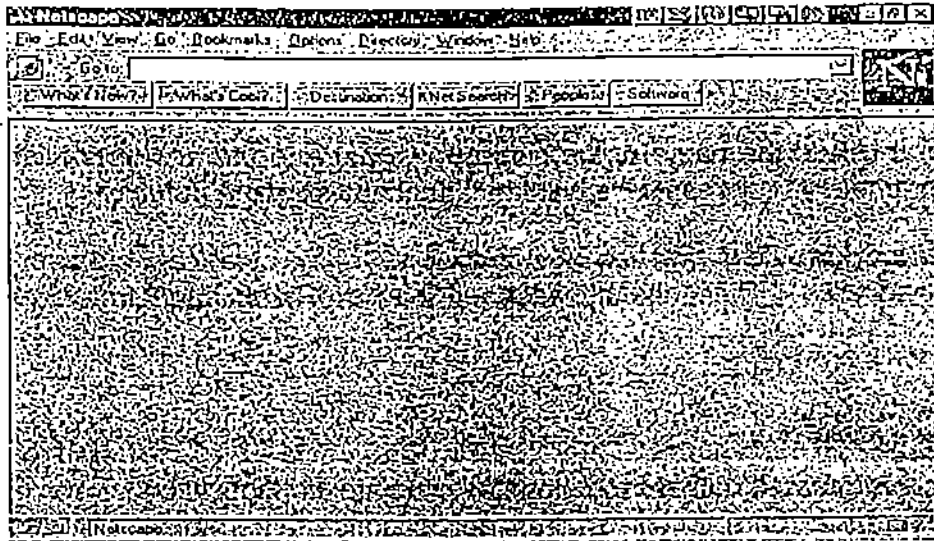


Figure 6

**Show location:** If this menu is not checked, then the location bar will disappear. This has been illustrated by the following figure.



Figure 7

**Show directory button:** If this menu item is not checked, then the directory buttons will disappear. This has been illustrated by the following figure.

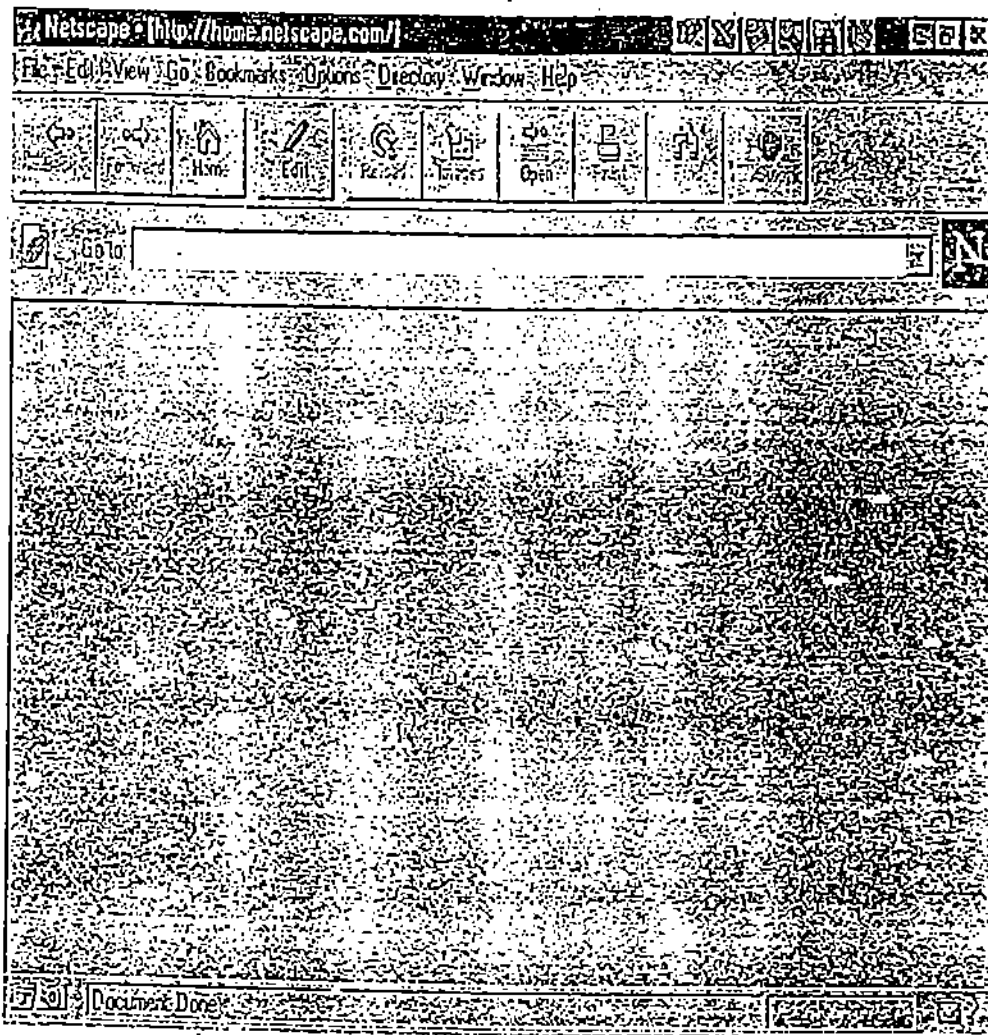


Figure 8

**Auto load images:** automatically loads inline images. If this menu item is not checked, then the web pages are displayed with icons representing the images in that page. Then, we have to click on the icon to load that image. If this menu item is checked, then a page is loaded along with the images in it.

### Directory

**Netscape's home:** This will open Netscape corporation's home page.

**What's new:** Displays the items, which are new on the net.

**What's cool:** Displays the cool sites on the network. From here, we can switch on to the sites relating to the music, recreation, food, culture, movies etc.

**Customer showcase:** This features companies that are using Netscape servers to promote their businesses.

**Netscape destination:** contains directories on different areas like Business, Computers, etc.

**Internet search:** Using this, we can search the web using different search engines like yahoo, altavista, lycos, infoseek, smart search and web crawler.

**People:** will switch on you to the yellow pages of Internet from where you can find the e-mail addresses of individuals.

**About Internet:** will switch on you to the sites where you can learn about Internet.

## Window

**Netscape mail:** Opens the mail reading window. This has been illustrated by the following figure.

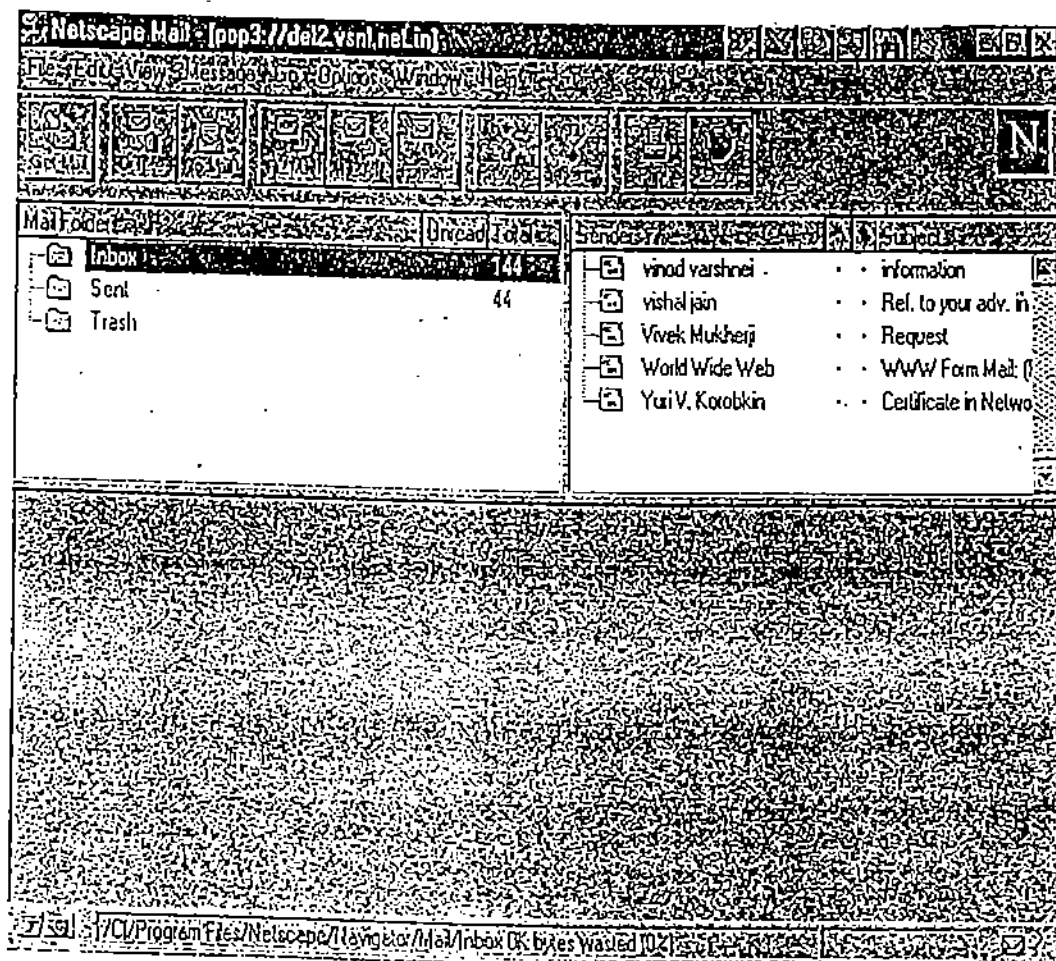


Figure 9

**Netscape news:** Opens the news reading window. From here, we can obtain the information regarding new users who had Internet connection etc.

**Address book:** Opens the address book. From here, we can directly open the mail window with the address automatically appearing in the TO box.

**Bookmark:** Opens the bookmark window.

**History:** Pops up the history list.

**Help**

**About Netscape:** Displays program verification, version number and copyright.

**About plug-ins:** contains information about plug-ins. These are special packages meant for special purpose.

**Registration information:** contains product registration and support information.

**Software:** information about Netscape software and upgrades.

**Web page starter:** information and links to resources for new web publishers.

**Handbook:** Online version of the manual.

**Releases notes:** information about version of Netscape we are running..

**Frequently asked questions:** answers to common questions relating to Netscape.

**On security:** information about Netscape's security.

**How to give feedback:** information about how to give feedback about Netscape.

**How to get support:** instructions on getting support from Netscape.

**How to create web services:** The guide to creation of web services.

## 3.2 Search Engines

The address of oracle corporation's web site is <http://www.oracle.com>

Usually the address of any web site will be of the above form. As there are thousands of web sites, it will be very difficult to remember these addresses. Also, as everyday, good numbers of organisations are having their own web pages on Internet, it will not be possible to keep track of all these addresses. So, to overcome this problem, Internet has search engines. Search engines are programs, which accept a string as input and will output all the URL's whose pages contain related information to the string. There are numerous search engines. A few of the search engines are DOGPILE, EXCITE, INFOSEEK, LOOKSMART, LYCOS, WEBCRAWLER and YAHOO.

So, if you want to find the address of an organisation or you want to know the addresses of all organisations that contain information on the subject in which you have interest, you can use these search engines for the desired addresses. Now, the use of YAHOO in NETSCAPE NAVIGATOR is demonstrated. The schematic of YAHOO is as follows:



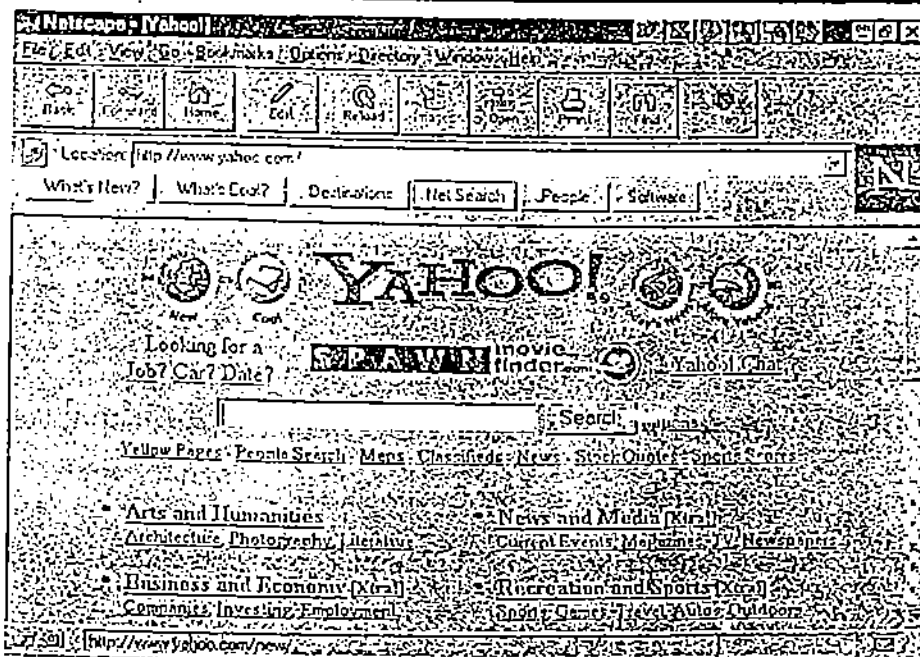


Figure 10

Suppose that you want to know about computer courses being offered in Stanford University. But you don't know the URL (address of web site) of Stanford University. Then, the site of Stanford University using YAHOO can be accessed as follows.

The first step is to click on the Net Search option of NETSCAPE NAVIGATOR's directory button. Then, one of the search engines will be loaded. But still you have the option to choose any other search engine. Choose the YAHOO among them. Then, the screen will look similar to that of the above figure. Then enter the string "Stanford University" in the search window of YAHOO and click on the search option as shown in the following figure.



Figure 11



Then YAHOO will search the web for those sites, which contain information relating to Stanford University and list those addresses. In this case, it has found 7 category and 682 site matches for Stanford University. It also displayed them along with a synopsis of the content of the information present in those sites. Now, we can click on any of these links and then the concerned page will be transferred from the concerned server.

A category match is one, which contain subcategories. So, if we choose any of these links, YAHOO will ask for another search string and also lists the subcategories it found. Then, we can enter a search string in the box and again search. In this way, you can narrow down your search to the concerned page. The schematic is as shown in the following figures.

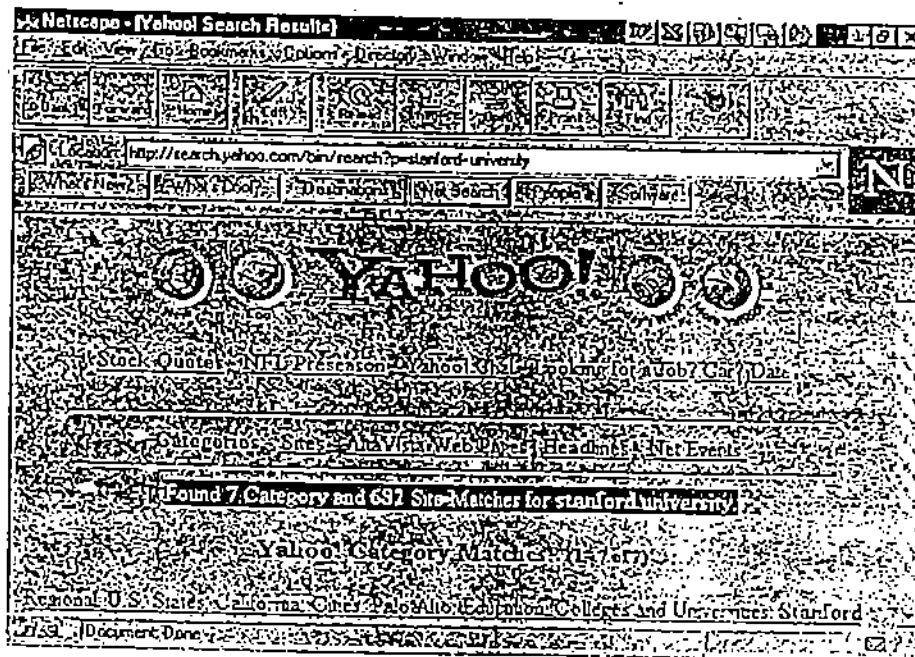


Figure 12

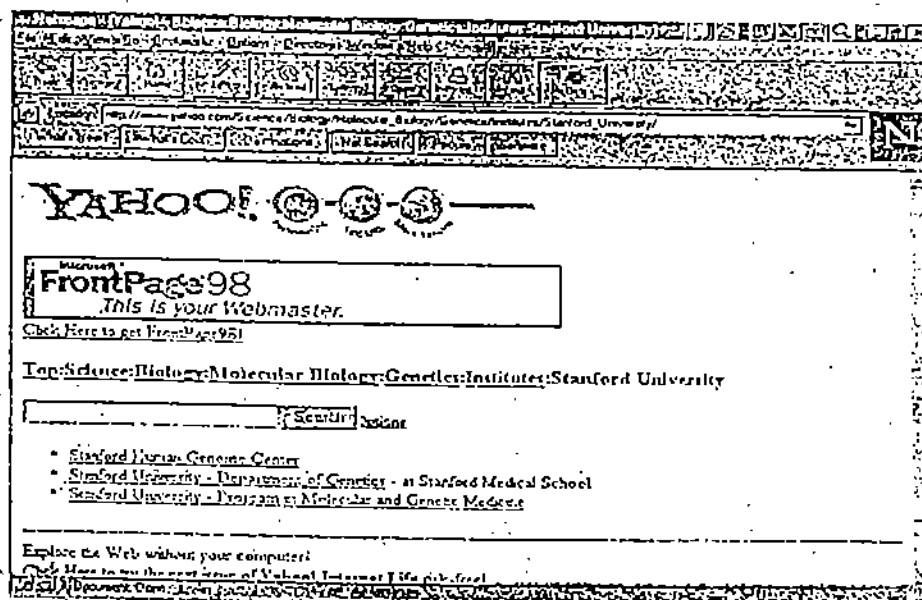


Figure 13

If we click on a site match, it will transfer that page from the concerned host server and will display its home page on the screen. YAHOO will list all the category matches as a group and all the site matches as a group. This has been illustrated by the following figures.

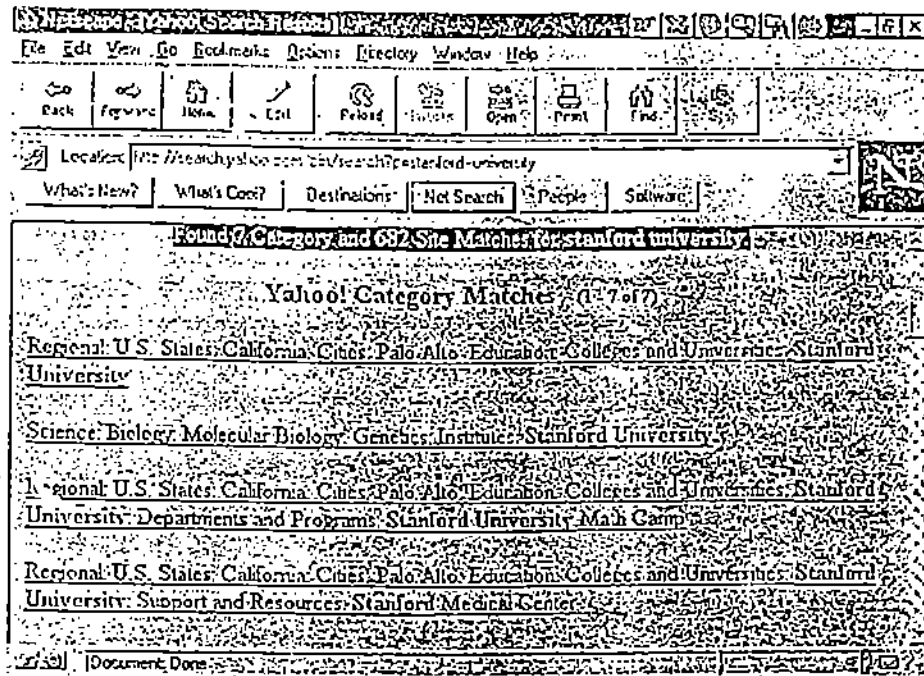


Figure 14

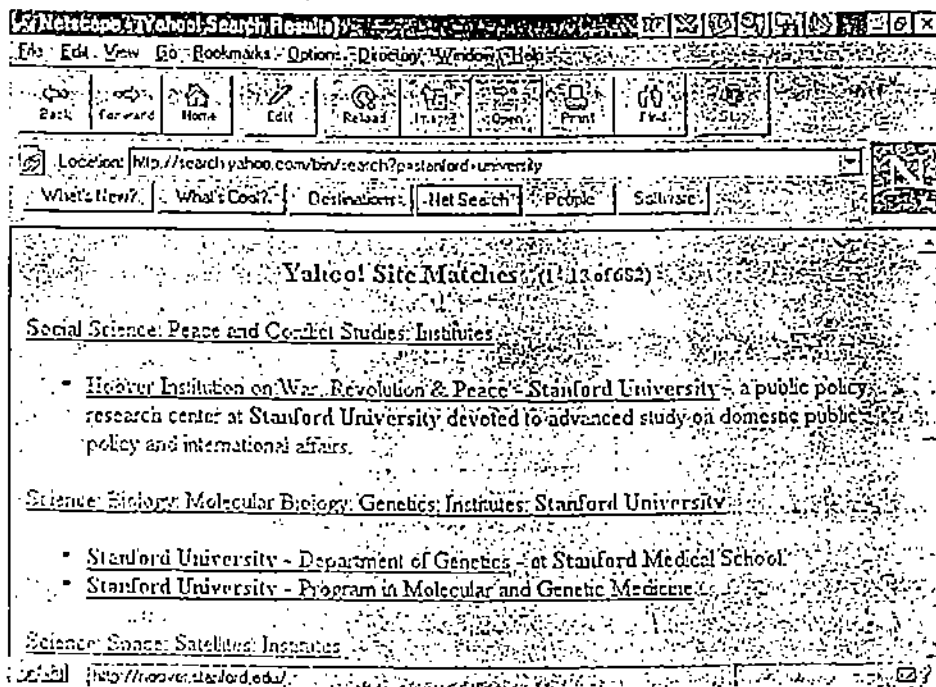


Figure 15

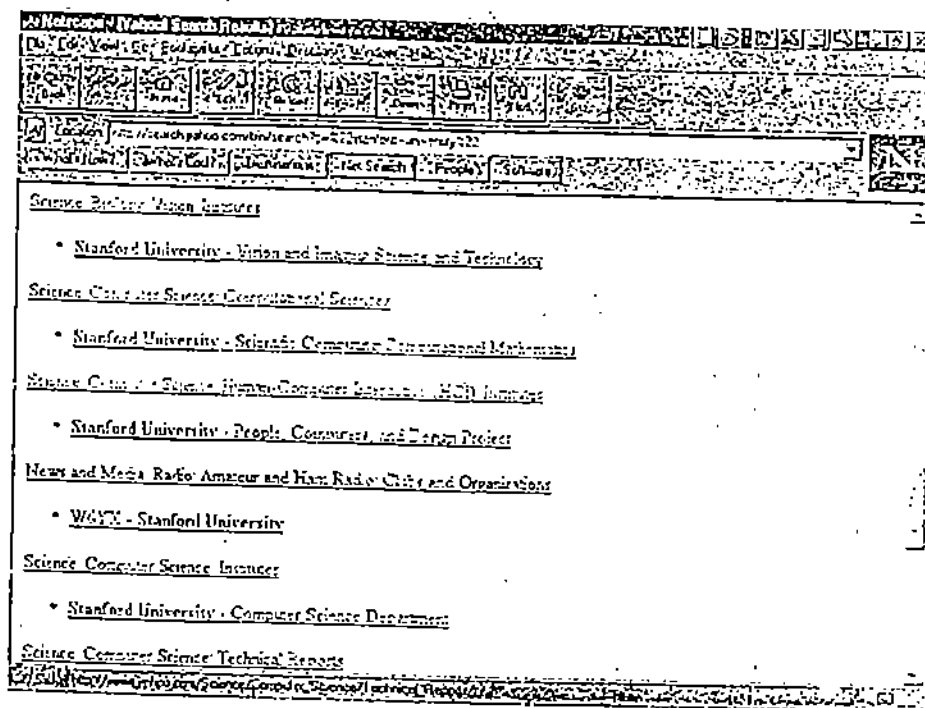


Figure 16

Now, I want to know the information about the HUMAN-COMPUTER INTERACTION. So, I click on that link. Then, YAHOO will transfer the concerned page from the concerned host server and display it on our computer screen. This has been illustrated by the following figure. So, this is the way we search for the information we need, using the browser and search engines.

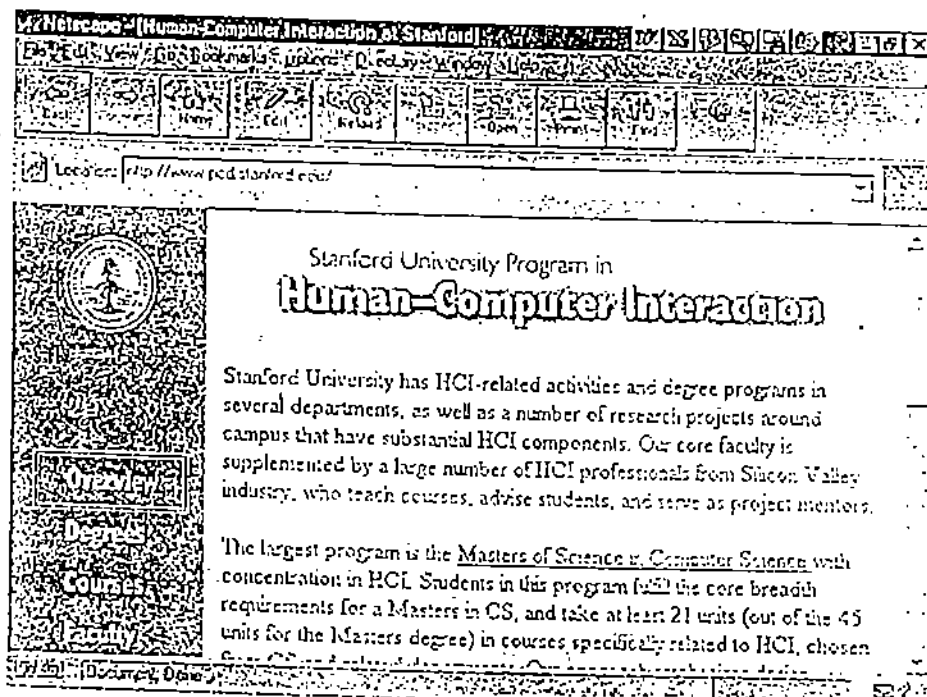


Figure 17

### 3.3 NCSA Mosaic

Mosaic is a World Wide Web browser that has been developed at the National Centre for Super Computing Application on the campus of the University of the Illinois in Urbane Champaign. NCSA Mosaic is an Internet navigation and data retrieval tool. It makes access to network information as easy as clicking a mouse button. These services provide search capabilities in database environments. NCSA Mosaic is designed to operate under the following Microsoft Windows environments: Windows 3.1x, Windows for Workgroups 3.1x, Windows 95 and Windows NT3.5x.

NCSA Mosaic browser contains the following menus: File, Edit, Options, Navigate and Hotlists. The schematic of the browser is as shown in the following figure:

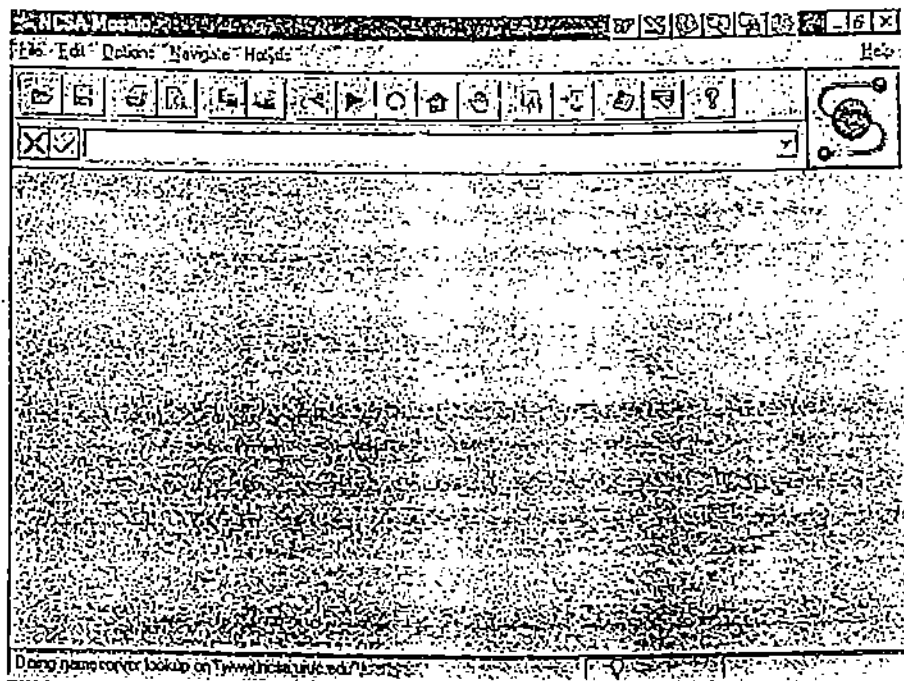


Figure 18

#### File

**Open Document:** Using this, we can edit any Web Page. We have to input its URL.

**Open Local File:** This edits a file present in machine's memory in browser window.

**Save as Text:** The current document is saved as the text file.

**Print:** The current document in the browser window is printed.

**Print Setup:** sets the name, status, type of printer to which the machine is connected.

**News Groups:** It searches the web for the sites relating to the news such as Times of India, The Hindu, The Washington Post etc.

**Send Mail:** This will edit a new empty mail window on which we can type our letter, insert messages, include URLs etc. It is illustrated in the following figure.

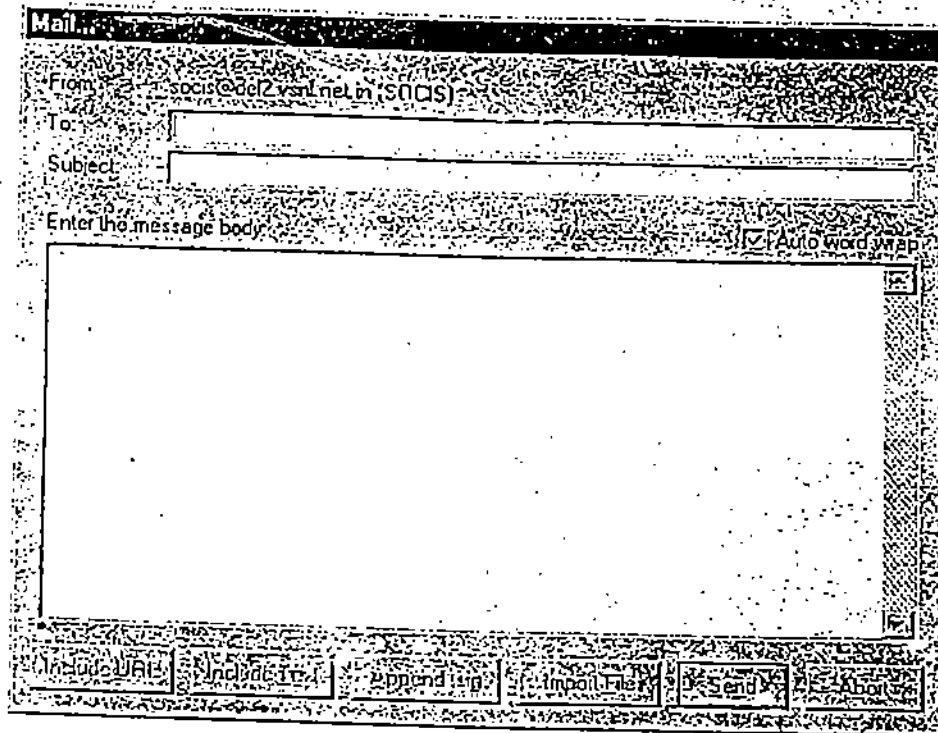


Figure 19

**Collaborate:** starts a session.

**Document Source:** Using this, we can view the HTML code of the current document.

### Options

**Show Toolbar:** Show or Hide the toolbar.

**Show Status bar:** Show or Hide the status bar.

**Show Location bar:** Show or Hide the current URL.

**Preferences:** Edit Mosaic user preferences. These include Proxy, Services, Tables, Viewers, Window, Anchors, Audio, Cache, Directories, Fonts, News, and Printing.

### Navigate

**Back:** Go to previous page.

**Forward:** Go to next page.

**Reload:** Load the current document again.

**Home:** Load the home page of Mosaic.

**Stop Transfer:** Interrupt the current transfer.

**Session History:** Displays the history window. It contains the URL's which are previously viewed.

**Add current to hot list:** Add the current document to selected folder. It is similar to the bookmarks column of NETSCAPE.

**Advanced Hot List Manager:** Display the Hot list manager.

**Mosaic Auto Surf:** It starts a search engine with the help of which one can find the addresses of all sites of his own interests.

### Hot Lists

Open the list of bookmarks.

## 3.4 Microsoft Internet Explorer

Microsoft Internet Explorer is another popular browser of Internet other than Netscape Navigator of Netscape Communication inc. Internet Explorer has been developed by Microsoft Corporation, Redmond park, Washington, USA. The schematic is as shown in the following figure:

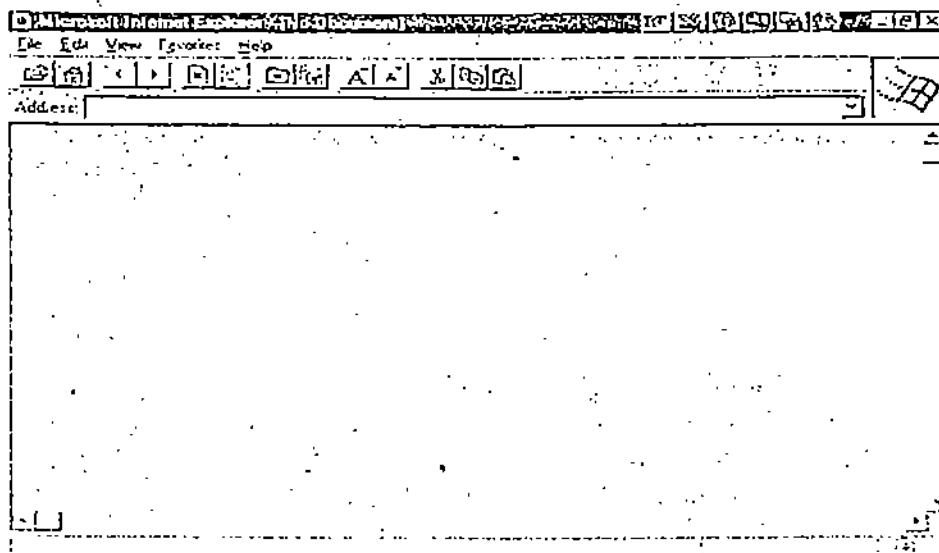


Figure 20

It contains the following menus. They are File, Edit, View, Go, Favourites, Tools and Help.

**Create Shortcut:** Create a shortcut to the current web page. So, whenever we click on this shortcut, the Internet Explorer will be automatically opened and connects to this site.

**Delete:** deletes a document from the local memory.

**Rename:** renames the document.

**Properties:** It has the following submenus:

- History:** shows the URL's of the recently browsed web pages.

- Browse Offline:** show web pages without fetching from the host server.

**Close:** closes the browser.

**Edit**

**Cut:** stores the highlighted text in the clipboard.

**Copy:** copies the data in the clipboard to the position of cursor.

**View**

**Toolbar:** shows or hides toolbar

**Status bar:** shows or hides the status bar.

**Refresh:** reloads the current document from the host server.

**Options:** enables us to change the settings of Internet Explorer.

**Go**

**Back:** loads the previous page onto the screen.

**Forward:** load the page, which has been viewed after the current page previously will be loaded onto the screen.

**Up one level:** goes up by one level i.e. closes a window, which is open.

**Home Page:** opens the home page of the web sites whose URL has been set in the configuration which will be loaded as the start page of the browser.

**Search:** opens and closes the search bar.

**Best of the web page:** opens the best site like top 100 sites.

**Mail:** opens the e-mail window of Microsoft Exchange or Microsoft Outlook from where we can send e-mail.

**News:** opens the Internet's newsreader program. From here, we can switch onto the icon, which represents the sites of new corporations.

**Contacts:** opens the address book, which is the part of Microsoft Outlook.

**Calendar:** opens the calendar so that we can fix our own schedules.

**Tasks:** lists the appointments.

**Internet Call:** connects to the Internet.

### **Favourites**

It lists the bookmarks we added when we are browsing the Internet.

### **Tools**

**Find:** switches on to the search sites and prompts for the search string.

**Map network drive:** maps the drive to another drive.

### **Help**

It contains the information about Internet Explorer.

## **3.5 Summary**

In this unit, the features of three Internet browsers namely Netscape Navigator, Microsoft Internet Explorer and NCSA Mosaic are described. We can access any information using Internet with the help of search engines if we don't know the address of the site, which contains the information of our interest. For this, we can use any of the search engines available on the web. Then, we can choose the proper category match or site match after reading the information relating to that particular link. If we know the address of any web site, we can view its home page by just entering its address in the location bar and clicking the mouse. Then, from the home page, we can obtain the desired information using the links available on the home page. Home page is the first page of any web site.

## **3.6 Review Questions**

1. View the home page of SUN MICROSYSTEMS, USA.
2. List all the site addresses where you can obtain the information relating to Internet commerce.
3. Send e-mail to your friend using Netscape's integrated mail facility.
4. List the advantages and disadvantages of different browsers.



# 4

## Visiting Web Sites

### 4.0 Introduction

Using Browsers, we can visit numerous number of web sites relating to different fields such as business, job opportunities, universities, technology, newspaper, law, business, entertainment, sports, schools, home pages of individuals. We can download information from the sites if they permit us to do so.

### 4.1 Downloading

Down loading is the process of copying software from a remote server to your machine's secondary memory. Now, the downloading of JAVA DEVELOPMENT KIT from one of the sites of SUN MICROSYSTEMS using Netscape Navigator is described. It is illustrated with the following steps and figures. Step 1: Enter the string "download jdk" using one of the search engines and start search.

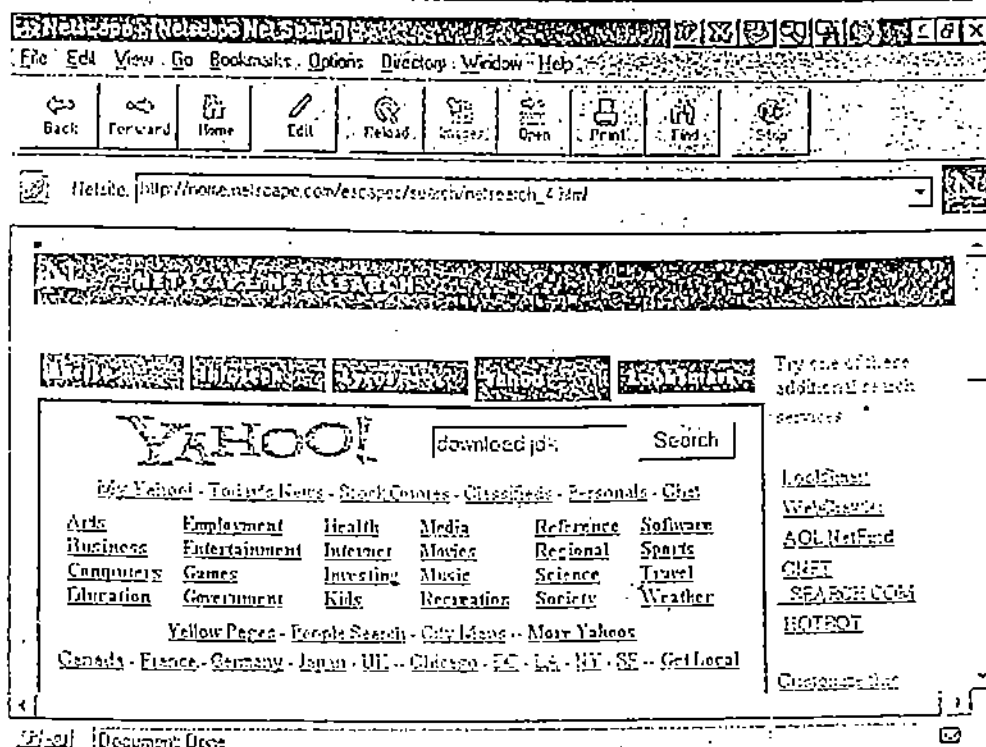


Figure 1

Step 2: Now, the search engine listed the sites related to the downloading of the Java Development Kit.

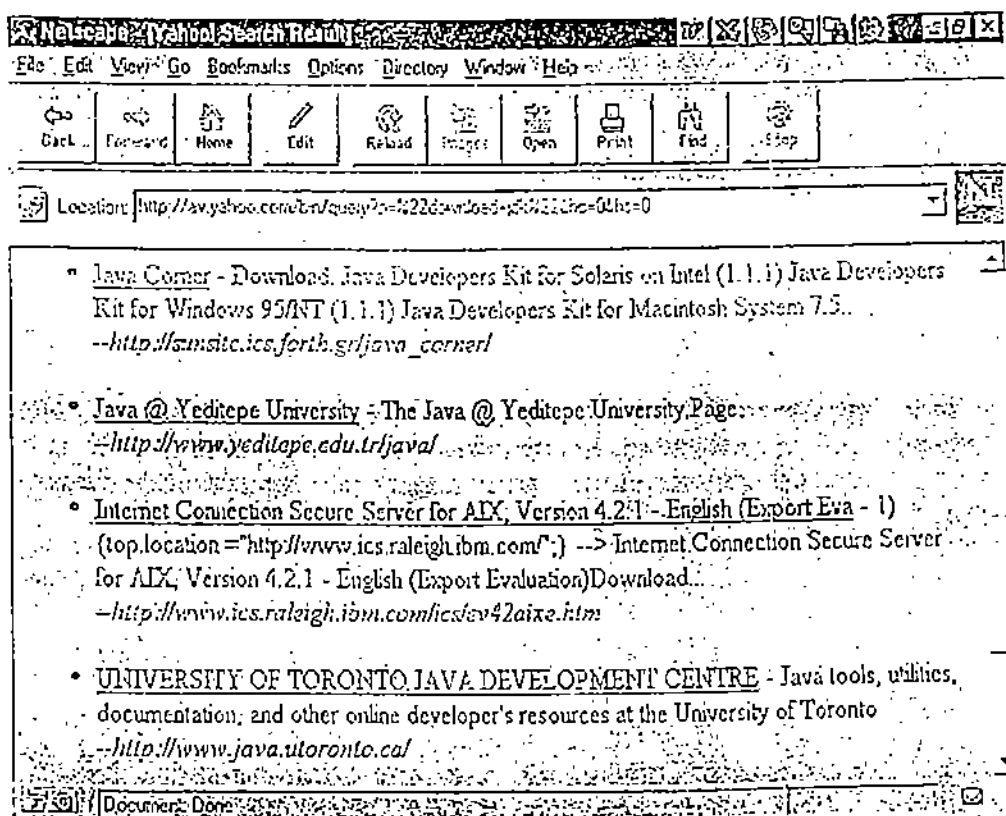


Figure 2

Step 3: Let us choose the link of JAVA CORNER. Now, the browser displays the home page of JAVA CORNER.

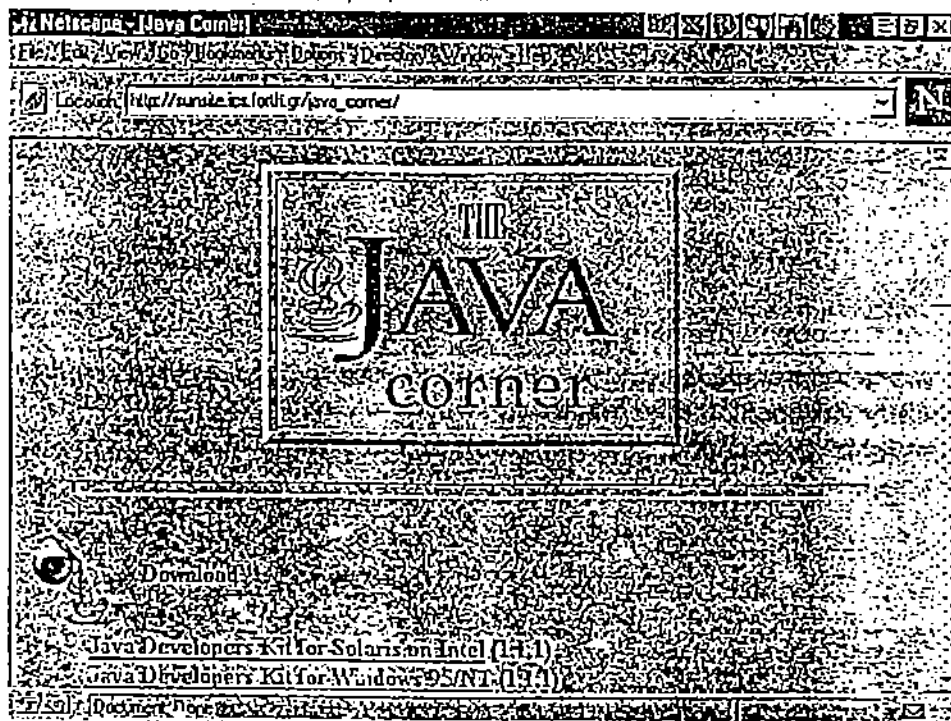


Figure 3

Step: Here, two versions are provided for us to download. Let us click on JDK for Windows 95/NT. Then, it prompts for the filename with which the software has to be stored. Then, let us enter the filename as "java" and click on save.

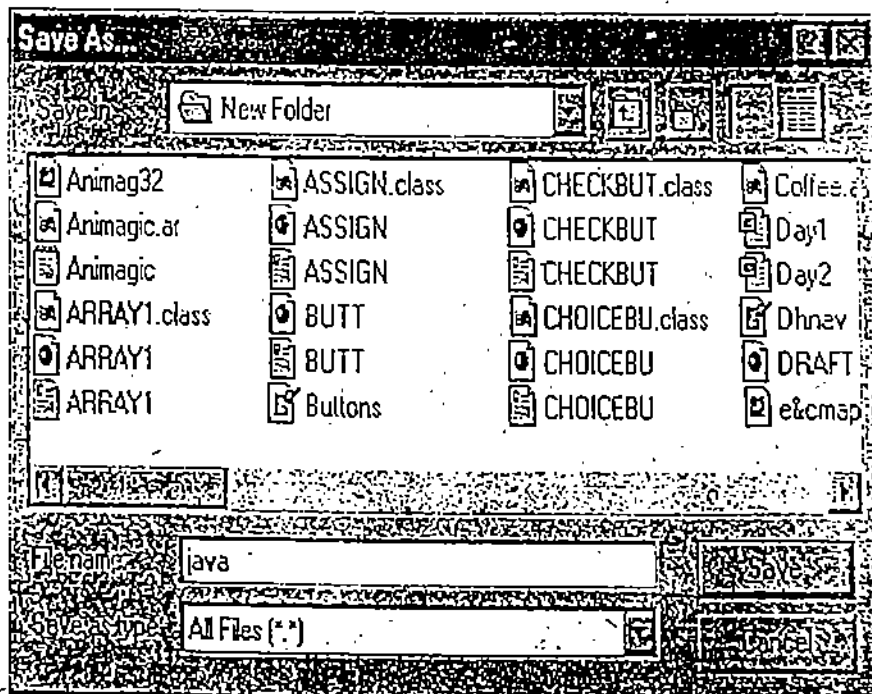


Figure 4

Step 5: Now, the process of downloading starts as shown in the following figure.

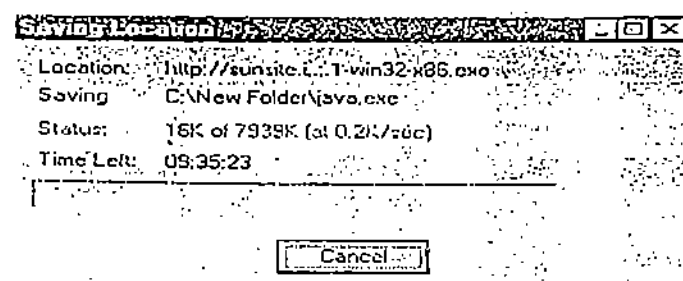


Figure 5

From the above figure, we learn that it takes nearly nine and half hours more to complete the process of downloading JDK and it has already downloaded 16k of 79MB software. In this way, you can download any software from any site with the help of any search engine. Of course, there are other ways to download. But, this is the most preferred way.

## 4.2 Examples

In this section, we shall view home pages of different organisations using NETSCAPE and MICROSOFT INTERNET EXPLORER.

### 4.2.1 Netscape Navigator

In this section, we shall view the home pages of White House, Times of India, Oracle Corporation and IGNOU using Netscape browser.

The URL of White House is <http://www.whitehouse.gov>

This is entered in the location bar of Netscape and the mouse is clicked. Then, Netscape will look for that address and will contact the host server of that URL. Then, it transfers the information from that server to our machine and displays the home page of White House on the screen of our computer. The schematic is as shown in the following figure.

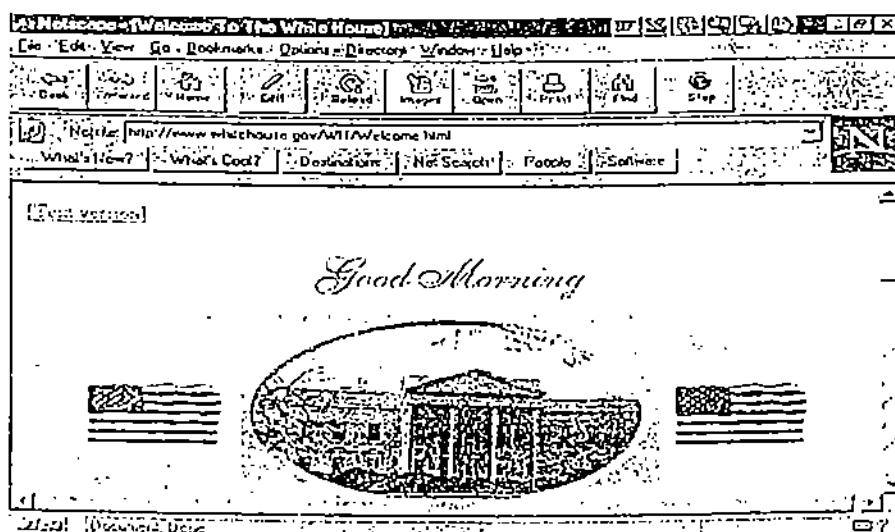


Figure 6

Of course, you can read the today's newspaper on the web. The following schematic shows the home page of Times of India.

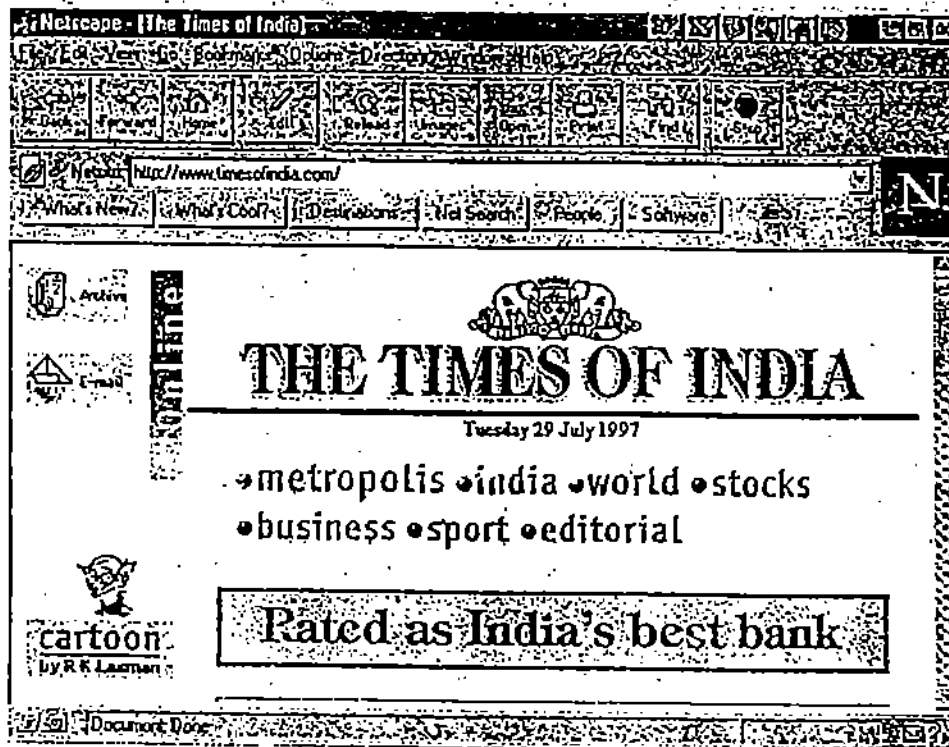


Figure 7

The following page shows the schematic of the home page of ORACLE CORPORATION.

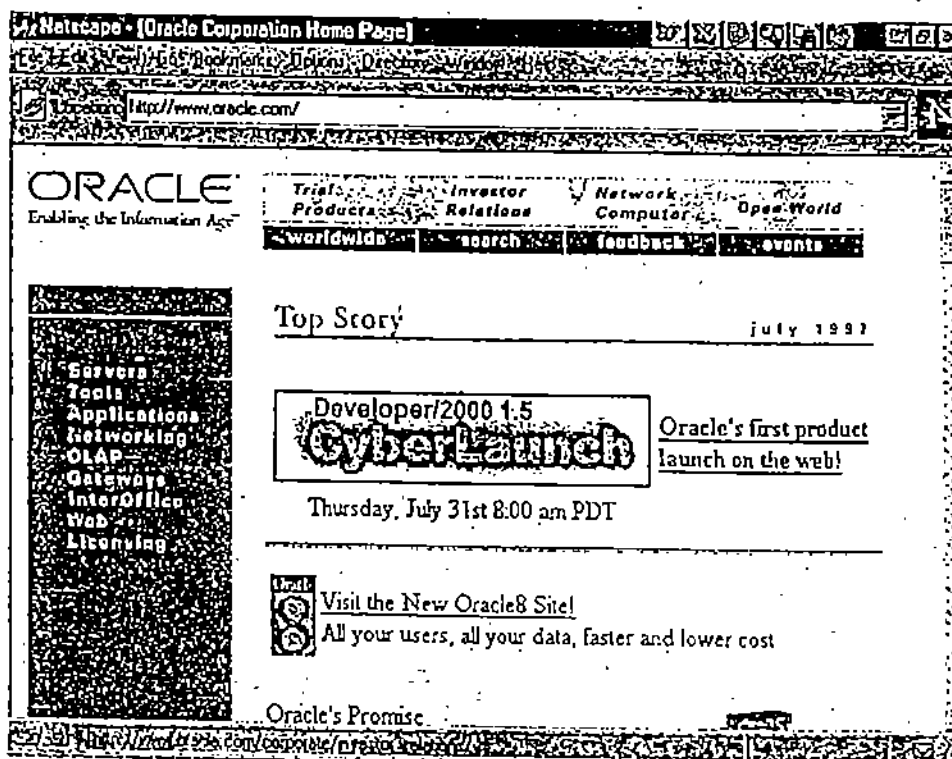


Figure 8

The following page shows the schematic of the home page of IGNOU

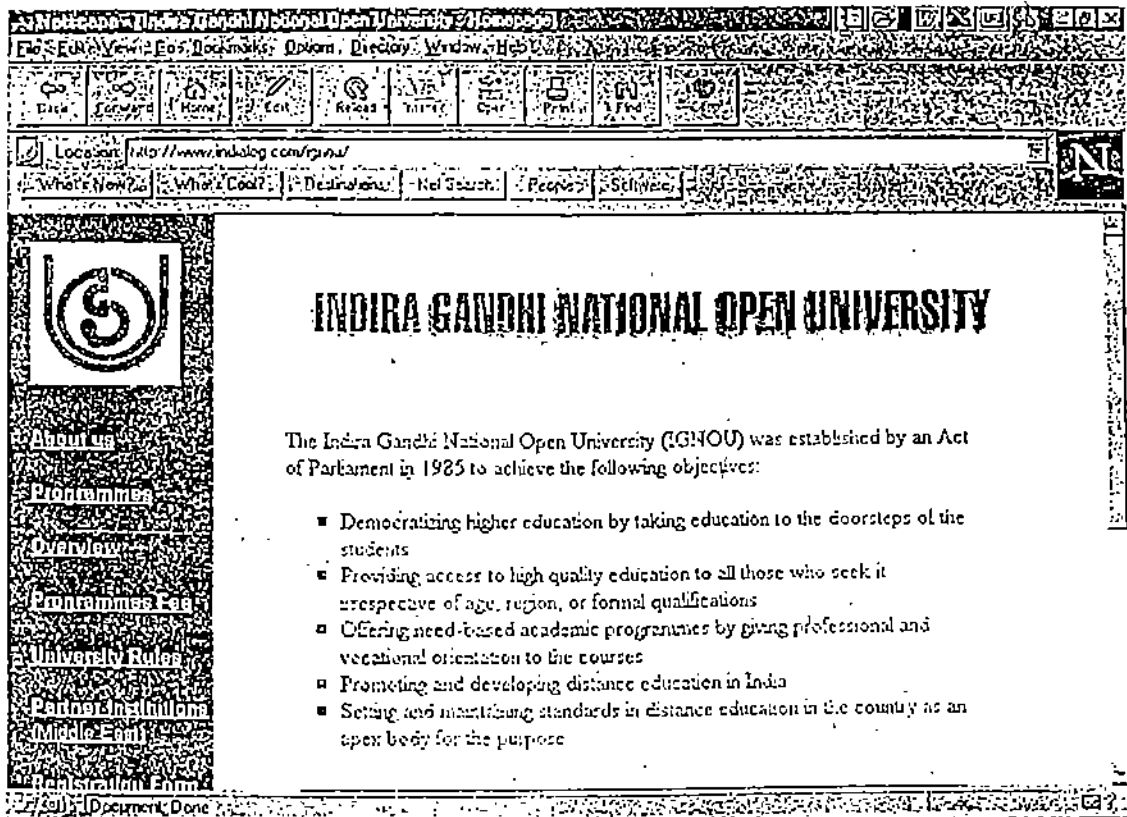


Figure 9

The following figure shows the schematic of home page of India Parliament.

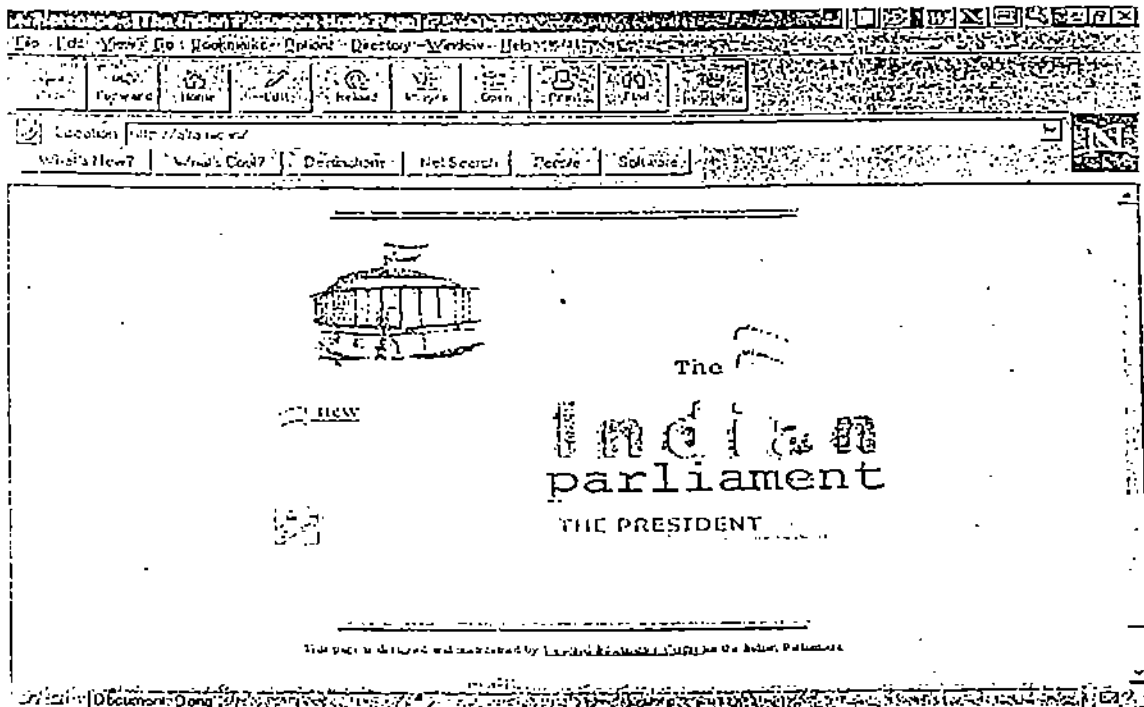


Figure 10

#### 4.2.2 Microsoft Internet Explorer

In this section, we shall view the home pages of Intel, Apple and Motorola using Microsoft Internet Explorer.

The URL of Intel Corporation is <http://www.intel.com>.

This is entered in the location bar of Intel and the mouse is clicked. Then Intel will look for that address and will contact the host server of that URL. Then, it transfers the information from that server to our machine and displays the home page of Intel Corporation on the screen of our computer. The schematic is as shown in the following figure.

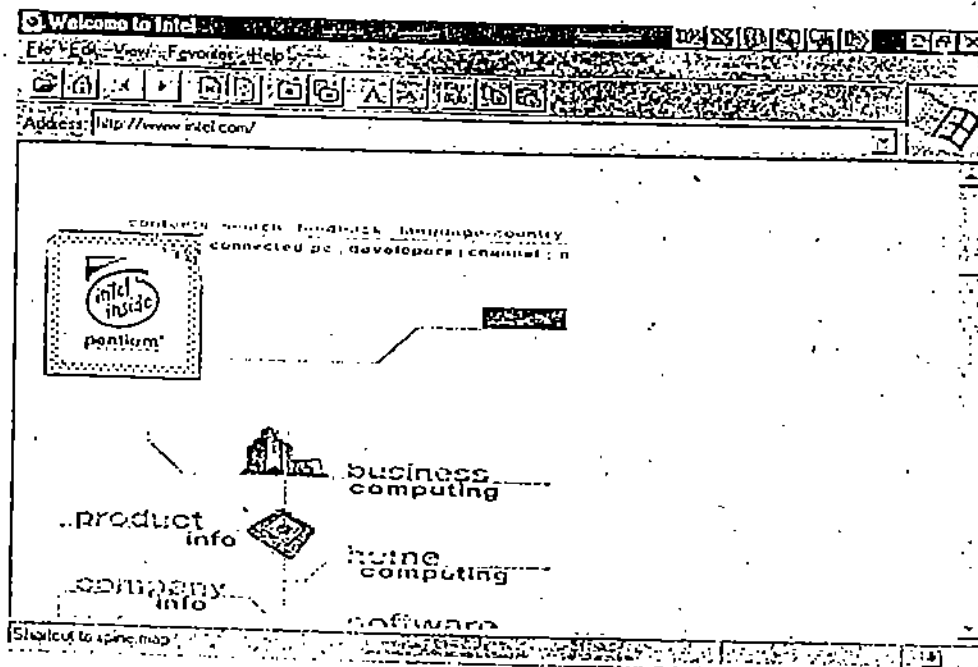


Figure 11

The following schematic shows the home page of Apple Computer Inc.



Figure 12

The following schematic shows the schematic of home page of Motorola Inc.

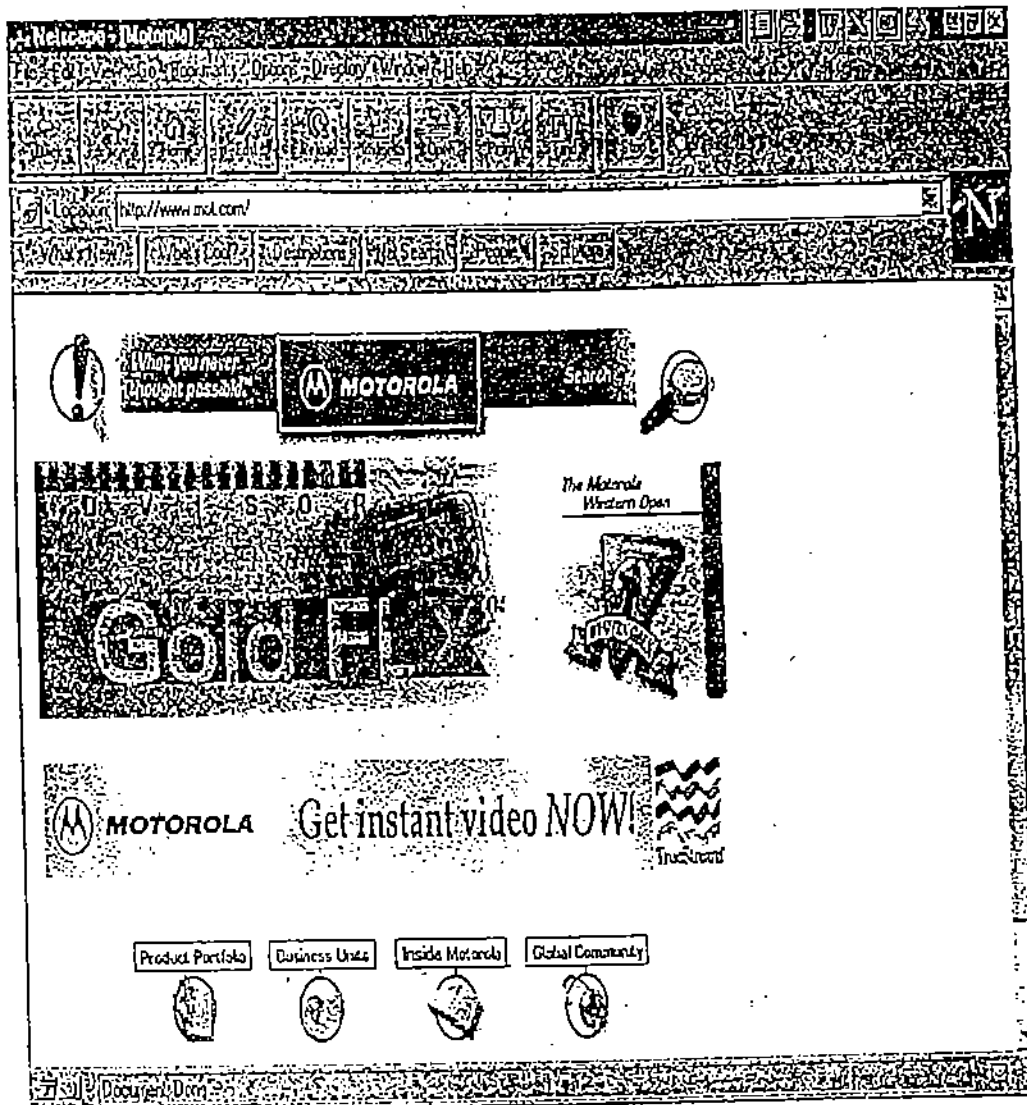


Figure 13

#### 4.2.3 List of URL's of Interesting Sites

1. United Nations Commission on International Trade Law

[http://itl.inv.uit.no/trade\\_law](http://itl.inv.uit.no/trade_law)

Norway University of Troniso hosts this site, which contains information about the United Nations Commission on International Trade Law.

2. CommerceNet

<http://www.commerce.net/>



CommerceNet, a non-profit organisation is conducting a large scale study of electronic Internet Commerce. Read about the company's mission and tap into the CommerceNet directory services that round out the sites offerings.

3. The U.S. Saving Dame Server

[http://www.cs.cornell.edu/info/people/aswin/Saving\\_Dancing/Swing\\_dancing.html](http://www.cs.cornell.edu/info/people/aswin/Saving_Dancing/Swing_dancing.html)

Swingers can practice their virtual footwork here. The expensive site includes a library of swing steps, a file defining dance terms, and a national events calendar.

4. The Wonderful World of Cricket

<http://www.dcs.ed.ac.uk/home/sma/HTML/cricket.html>

Take a look at top cricket teams and home pages from around the world at the collection of links. Visitors can learn the rules of it or find out how cricket strategies vary from Sri Lanka to Zimbabwe.

5. Michael Jackson Home Page

<http://www.primenet.com/~listen>

Enigmatic Pop Superstar Michael Jackson is the object of speculation and adoration by his fans at this on-line homage site.

6. University of Florida

<http://www.ufl.edu/>

The home page for the University of Florida provides potential students and interested visitors with a collection of information about the University, its faculty, departments, course offerings and publications.

7. Mars Path Finder

<http://mpfwww.jpl.nasa.gov>

At this site, you can view the image of Mars path finder as well as other information relating to the probe to mars.

8. USA Today

<http://www.usatoday.com>

This is the home page of USA daily newspaper USA today. Here, you will be able to go through the news relating to national and international events as well as special editions like money, films etc.

9. Aiken Preparatory School

<http://www.rcosape.net>

This is the home page of Aiken Preparatory School. You will have the image of front view of school. Also, there will be links to different page which contain information about faculty, classes, admission process etc.

#### 4.3 Summary

In this unit, we learned the process of downloading software from any server connected to Internet. There were different methods to download software. But, the most preferred way is to enter the string in search bar and then follow the suitable links. Also, lists of URL's have been provided which belong to different fields. Students are suggested to go through these sites so that they will be able to know the power of Internet.

#### 4.4 Review Questions

1. List the software's that can be downloaded free of cost from the web site of ORACLE CORPORATION.
2. View the sites with URL's listed above.