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CODING



CYBERWAVE

Foundations of Information & Communication Technology

COVERS

INFOBITS

EXERCISES

LAB ACTIVITY

PROJECT WORKS



Updated to
Windows 10
MS Office
2010

MS Word
&
Pivot Animator

5

LEVEL



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CYBERWAVE

Foundations of Information & Communication Technology



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Preface

We are living in a world powered by computers. Today, computers are present in all sectors of our society. Thus, knowledge of Computer Science is increasingly becoming an essential skill for staying competitive in the future.

Cyber wave Computers is a series of 10 books for classes 1 to 10. The series introduces concepts in a step-by-step manner using simple language. The content provides the latest facts and figures. The screenshots included in the series are of **Windows 7**, updated to **windows 10** and **Microsoft Office 2010** version.

In Books 1 and 2, the basics of computers, including its various parts, have been introduced. MS Paint software, which will help students to acquire skills for using mouse and keyboard, has been introduced. In Books 3 to 10, **programming language** software, **animation software** and **coding** have been introduced in respective classes.

Most of the topics/chapters have been covered in a child-friendly manner along with sufficient definitions, diagrams and tables.

Activities are designed to bring out the joy of learning by discovering. Exercises, Worksheets, lab questions have been developed keeping in mind the learning ability of the students.

We sincerely welcome constructive feedback and suggestions to improve the series which will be incorporated in further publication.

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*With regards
Informatix & Team*

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1

Exploring Internet



Internet is a global network of millions of computers and computer network all over the world. It allows us to access and share information over the network. The Internet contains billions of web sites to provide information. And these web sites contain related web pages. Websites are located by using the website address or Uniform Resource Locator (URL) which is a unique address.

Uses of Internet



The various uses of Internet have been discussed below.

E-mail

E-mail is an online communication system. With e-mail, you can send and receive electronic messages which work like writing letters. Your messages are delivered instantly to people anywhere in the world unlike traditional mail that takes a lot of time. The advantages of e-mail as compared to telephone, fax and postal services are:



- It is sent and delivered immediately, if you are connected to Internet.
- It is a free tool. You can send and receive messages free of cost.
- It can be sent anytime and anywhere in the world.

Information

Internet is a virtual treasure trove of information. Any kind of information on any topic is available on the Internet. The "search engines" on the Internet can help you to find information on any subject that you need. Some commonly used search engines are Google, Yahoo, etc.



Online Shopping

You can buy and sell products all over the world through the Internet. It is

called online shopping .There are many online stores and sites that can be browsed to see the products and can be bought as Well with your credit card. You need not leave your house, and can do your shopping from the convenience of your home.



Online Chatting

There are many 'Chat rooms' on the web. These can be accessed to meet new people, make new friends, as well as to stay in touch with old friends. At times these are used to spread awareness, and exchange ideas pertaining to any specific cause.



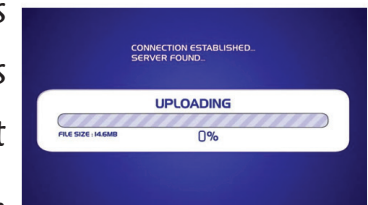
Downloading Data

Getting the data from the host computer (server) to the client computer (user's computer) is known as **downloading**. You can download innumerable games, music, videos, movies, and a host of other entertainment software from the Internet, most of which are free.



Uploading Data

Copying the data from the client computer (user's computer) to the host computer (server) is known as **Uploading**. This process is generally used when you want to send some photographs, articles or files to your friends, family, etc.



Social Networking



Social networking allows people with common interest or activities to connect with each other. They are an immense store of knowledge and information as experiences of people from across the world are shared. However, these services are generally considered as a source of distraction from education for students. Some of the common social networking sites are:

Facebook : It was founded by **Mark Zuckerberg** in 2004. The user can add friends and interact by posting comments, pictures & videos.

Instagram : It is a photo & video sharing social networking site now owned by Facebook, originally created by Kevin Systrom and **Mike Krieger** in 2010.

Twitter : It is a social networking site where users post and interact with messages known as "**tweets**". It was launched in 2006.

YouTube : It is a video sharing site where users can watch, YouTube share, like, download and upload videos. It was created in 2005 but Google bought it in 2006.

Whatsapp : It is an instant messaging service that allows you to send messages, pictures and videos and even voice recordings over the Internet. It was launched in 2009 and is now owned by **Facebook**. It is more popular as an app.



Facebook



Instagram



Twitter



Youtube



Whatsapp

Other uses of Internet



Many services are now provided on the Internet such as online banking, job seeking, online education, online ticket booking, hotel reservations and online storage. Often, these services are either not available offline or cost more.

Requirements to connect to Internet



The things required for having an Internet connection are:

Computer System

It is an integrated system with all the different types of input, output, processing and storage devices.



Telephone and Cable Lines

These help in establishing a link between the different computers and the servers.

Modem

It stands for Modulator-Demodulator. Modem transfers digital information over telephone lines.

Web Browser

It is a software program which helps the user in opening and displaying the different web pages. The different types of web browsers are Google Chrome, Internet Explorer, Mozilla Firefox, Opera etc.

ISP

It stands for Internet Service Provider. It is a company that provides Internet access on payment of a monthly fee. Ex. : Airtel, Vodafone, BSNL, MTNL, Jio, etc.



Common terms of Internet



URL : It stands for Uniform Resource Locator. It is the address of a website, such as www.google.com, www.rediffmail.com

Hyperlink : In computing, a hyperlink, or simply a link, is a digital reference to data that the user can follow or be guided by clicking or tapping. A hyperlink points to a whole document or to a specific element within a document.

Offline : When the user works on a system without the Internet connection then it is called offline

Online : When the user works on a system with the Internet connection then it is called online.

Surfing : Moving from one website to another or one webpage to another is called surfing.

Website : A collection of related webpages is called a website.

Web page : A single online page related to a topic is called a web page.

Let us Practice

I. Answer the following questions.

1. Define internet.

2. Name any three social networking websites?

3. What do you mean by downloading ?

4. Write any two uses of internet ?

5. What are the things required to connect to internet ?

II. Fill in the blanks.

1. The Internet is a virtual treasure trove of _____

2. The _____ on the Internet can help you to find data on any subject that you need.

3. Getting the data from the host computer to the client computer is known as _____

4. Copying the data from the client computer to the host computer is known as _____

search engines, uploading, downloading, information

Activity Zone

I. Identify the following icons and write the names in the space provided.



2

Introduction to MS word 2010

One of the most important means of communication is writing. While writing letters, leave applications, invitations, etc we try to make them impressive. We try to make the text visually appealing, neat, legible and free of grammatical errors. In a good letter, you will find that the writer takes special care of the paragraph, margin, text alignment and uniform spacing between the lines. The word processor provides all these features automatically.

A word processor is a software package that helps to create, edit, print and check the grammatical errors in a document. Typing it on a computer and saving it as a file, can create a document. Editing a document involves correcting the spelling mistakes, deleting, inserting, moving etc. Any number of copies of a document can be printed using a word processor.

Before we learn MS Word let us know some definitions.

Data



Data is the collection of facts and figures, which is keyed into the computer as input for processing. In other words data is a raw material, which is used by the computer for processing.

Word Processing



Processing of characters, words, sentences, paragraphs, letters, etc. is called word processing. It may also include formatting of the text, designing and editing of the text.

Word Processors



Word processors are those programs, which are used for word processing. Computers are widely used these days. Almost in every field, we can find the application of computers. Word processing is one of the common applications of computers. A word processing program enables a user to create, edit and

print documents. A document is anything that is normally hand -written, typed with a typewriter or any thing that is typed into the computer using the keyboard, such as letters, brochures etc.

Features of Word Processing Software



- **Entering text** : We can type the text in a document by using word processors.
- **Storing text** : Typed text can be stored in the form of files in disk, like you write your answers in your notebooks.
- **Editing text** : Word processors allow the users to edit the document.
- **Copying text** : Using this, you can copy the text from one location to another.
- **Formatting text**: The text and the document can be formatted and designed according to your wish.
- **Spell check** : This feature makes the document free from errors and grammatical mistakes.
- **Print** : Word processors are capable of printing ‘N’ number of copies at a time.

Word wrapping facility carries automatically the word to the next line when the text starts overflowing the line.

Various Kinds of Word Processing Softwares



- WordStar
- WordPerfect
- WordPro
- Soft word
- MS Word / Microsoft Word

Advantages of Word Processors over Typewriter



- The characters once typed using typewriter cannot be erased, but in word processors, they can be erased or deleted easily.
- In word processors, we can view the document before taking the printout, but in typewriters, there is direct printing.
- Typewriter needs much manual strength.

Microsoft Office Word 2010 is a sophisticated word processing program. It helps you to create and format the documents quickly and efficiently. You can use Word to:

- Create professional-looking documents that include impressive graphics.
- Printing editing and formatting document easily.
- Give documents a consistent look by applying styles and themes.
- Store permanently and reuse ready-made content and formatted elements.
- Create personalized e-mail messages and mailings to multiple recipients.
- Safeguard your documents by using digital signature.
- You will get the same print out of what you seen on the screen.
(what you see is what you get)

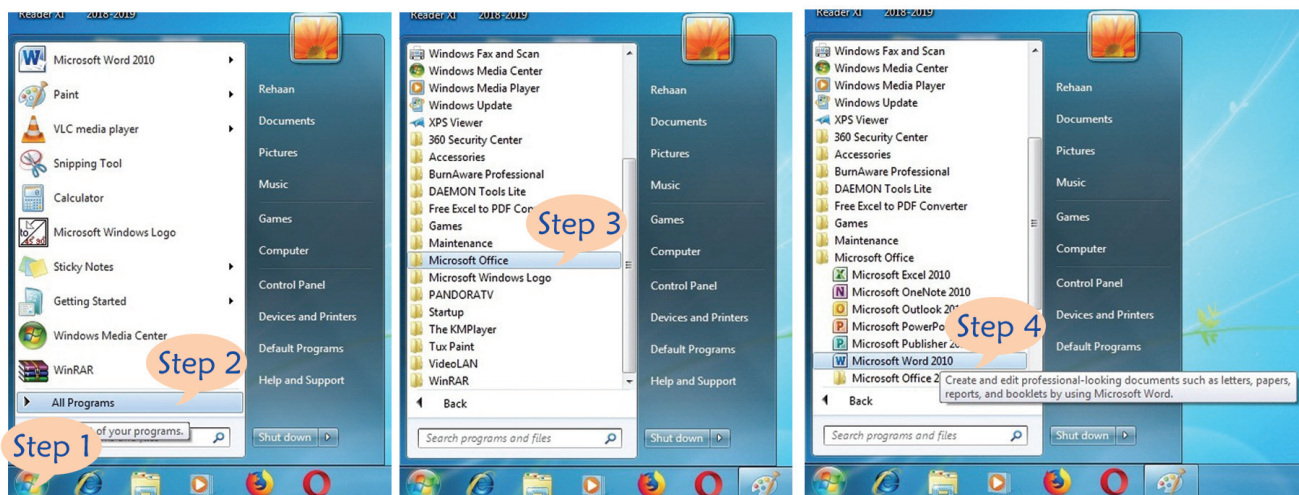
Opening MS Word 2010 Using the Start Menu



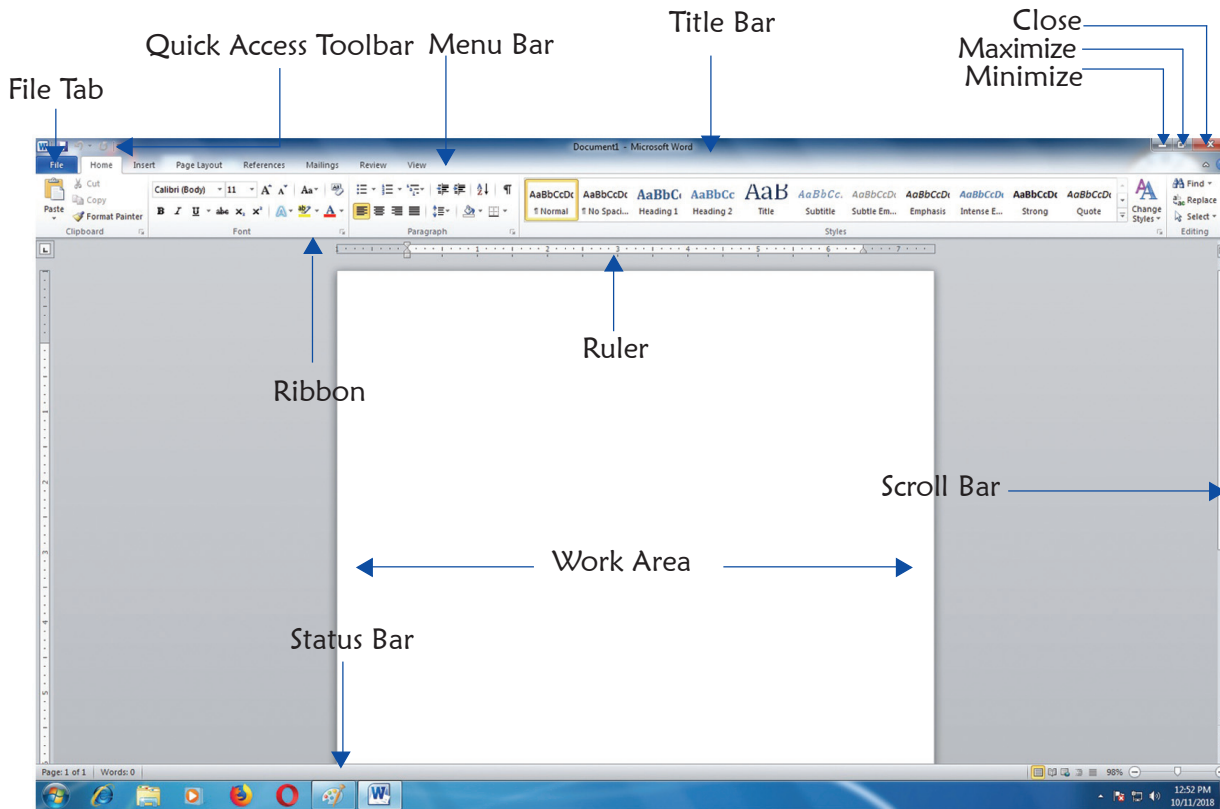
To start Word 2010 on your computer:

- Step 1** : Click the Start button.
- Step 2** : Select All Programs.
- Step 3** : Click Microsoft Office.
- Step 4** : Click Microsoft Office Word 2010.

The MS Word 2010 screen appears. The parts on the screen are given below



The Interface of MS Word 2010 Window



Microsoft Office Word 2010 User Interface

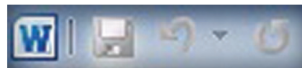
Parts of MS-Word screen



The File Tab

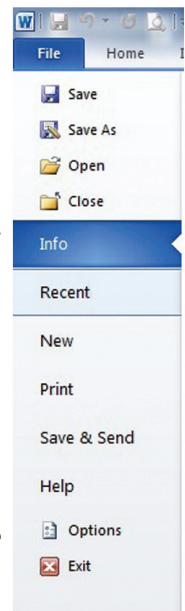
The File tab replaces the Office button from Word 2010. You can click it to check Back stage view, which is the place to come when you need to open or save files, create new documents, print a document, and do other file-related operations.

Quick access Tool-bar



By default this tool bar appears next to the MS Office button. The Quick Access Tool bar helps us to access the frequently used commands. Like Save Undo and Redo. By default these three buttons appear on this toolbar.

- The Save button is to save the document.
- The Undo button is to do roll back an action. (Cancels the previous actions)
- Redo button is to apply the same action again.



We can also add other commands to this tool bar by right clicking on any command in the MS Office -tool or the Ribbon and click on 'Add to Quick Access toolbar.' By doing this a shortcut will be added to the Quick Access toolbar.

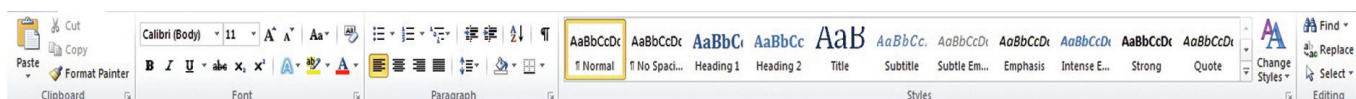
Title Bar

It is the horizontal strip on top of program window. This strip shows the name of the document on which you are working and the program name which you are using.



Ribbon

The Ribbon is a user interface element created by Microsoft. The Ribbon is a collection of tabs in a panel at the top portion of the document. It is designed to help us to find the commands quickly to complete a task. The commands are organised in groups, which are collected together under tabs. The ribbon has seven tabs : home, insert, Page Layout, Reference, Mailings, Review and view as shown in the picture below.



Tabs : By default there are eight tabs across the top. Each tab represents an activity area.

Groups : Each tab has several groups that show related items together.

Commands : A command is a button, used to give instruction to perform a task.

Horizontal & Vertical Rulers

These two rulers appear below the ribbon and are used for setting tabs, indents etc. You can also align text, images and tables with them.

Scroll Bars

The bars which are located on far right or bottom of window are called Scroll Bars. They are used to view different portions of the document.

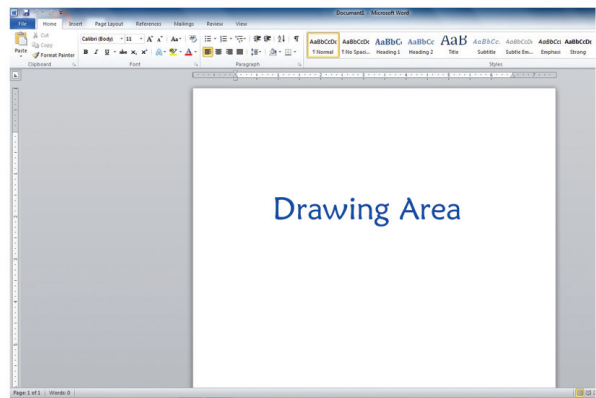
Status Bar

This is the horizontal stripe at the bottom of Ms-Word window and it gives information about the document .i.e. current location of the cursor point line column, page number, etc.



Document Window/work area

It looks like a white sheet of paper. All typing and editing is done in this area. It has a blinking vertical line called cursor, that indicates where the text will appear



Zoom Bar

The Zoom Bar is located at the bottom right corner of the status bar. The Zoombar is used to zoom in or Zoom out. Click on the slider and drag it to the left to zoom out and to zoom in drag it to the right.

Rulers

Ruler controls the margins of the page. They appear on the top and left position of the work area.

Viewing a Document



In Word 2010, you can display your document in one of five views: Draft, Web Layout, Print layout, Full Screen Reading, or Online layout.

Draft View

Draft view is the most frequently used view- You can use Draft view to quickly edit your document. The pictures in the document are not visible in this view.

Web Layout

Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer. The page breaks in the document are not visible in this view. The whole document becomes one page.

Print Layout

The Print Layout view shows the document as it will look when it is printed.

Reading Layout

Reading Layout view formats your screen to read your document more comfortably.

Outline View

Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.