



बिहार सरकार
शिक्षा विभाग, रोहतास

TECH PATHSHALA



ACADEMIC SESSION
2026-2027

बिहार शिक्षा परियोजना, रोहतास

VOLUME 1

UNDER THE GUIDANCE OF

Madan Ray

District Education Officer (DEO), Rohtas, Bihar

CORE TEAM ADMINISTRATION

1. Rajnish Kumar Upadhyay

District Programme Officer (EE & SSA)
Rohtas, Bihar

2. Jay Kumar

District Programme Officer (SE)
Rohtas, Bihar

3. Prabhat

Quality Coordinator, BEP
Rohtas, Bihar

4. Harsh Bijay Vardhan

Bihar Education Project (BEP)
Rohtas, Bihar

LIST OF ASSOCIATED COMPUTER SCIENCE TEACHERS

#	TEACHER NAME	SCHOOL NAME	BLOCK / CITY
1	Rajnish Kumar	UUMS Rampur Naresh	Kargahar
2	Ankit Kumar Pandey	Shramik High School, Pipradih	Nauhatta
3	Md Huzaifa	USSS Sikariya	Sasaram
4	Ravi Shankar Mishra	UMV Karserua	Sasaram
5	Sanjeev Kumar Singh	UMV Patiyan	Sasaram
6	Jaya Prabha	SSHS Narwar Bhagirath	Kochas
7	Dhiraj Kumar	UMV Gogahara	Kargahar
8	Dhananjay Kumar Singh	SJR +2 High School, Vishnupur	Rajpur
9	Krishan Chandra Pandey	SRNC +2 School, Dibhiyan	Kargahar

INDEX

☐ Module 1

Introduction to
Computer



☐ Module 2

Operating a
Computer System



☐ Module 3

How to Operate a
Mouse & Keyboard



☐ Module 4

Word Processing
Technique





COMPUTER LITERACY COURSE

For beginners with little or no prior knowledge

Level: Beginner

Course Goal

By the end of this course, learners will be able to:

- Turn the computer on and off safely.
- Use a keyboard and mouse with confidence.
- Manage files and folders.
- Creating documents.
- Use computers for everyday life and employment.

Module 1: Introduction to Computers

2 - Periods

Objectives

- Understanding fundamentals of computer.
- To identify different parts of computer.

Topics

- What is computer?
- Types of computers
- Application of computer
- Advantages and Disadvantages of computer
- Hardware and Software
- Input and Output Devices
- Working principle of computer system (IPO)



Practical activities

- Identify physically attached components of a computer setup
- Diagrammatic representation of the Input -> Process -> Output flow

Objectives

- Use Windows/ Computer system confidently.

Topics

- How to start a computer?
- Desktop
- Icons
- Start Menu
- Taskbar
- Quick launcher
- Recycle Bin
- This PC/ My Computer and it's properties
- File Explorer
- How to Shut down/restart a computer system

Practical Activities

- ✓ Identify computer parts
- ✓ Turn ON the computer
- ✓ Shutting down & Restart
- ✓ Connect a mouse and keyboard

Module 3: How to operate a Mouse & Keyboard

3 - Periods

MOUSE

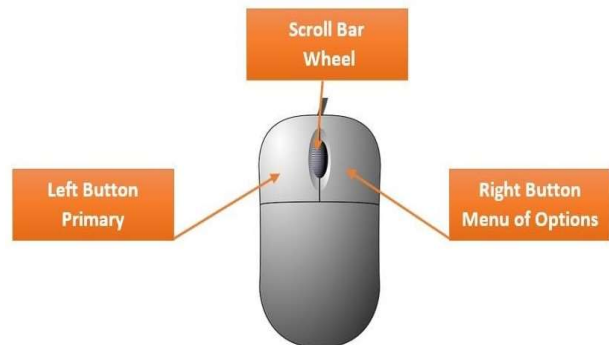


Objectives

- Understanding how to use a computer mouse.

Topics

- Mouse pointer and cursor
- Left click
- Right click
- Double click
- Scroll Wheel
- Drag and Drop
- Minimize, Maximize and close window



Practical Activities

- ✓ Create a File/ Folder
- ✓ Open an existing File/ Folder
- ✓ Renaming a File/ Folder
- ✓ Deleting a File/ Folder
- ✓ Paint drawing
- ✓ Drag-and-drop exercises

KEYBOARD

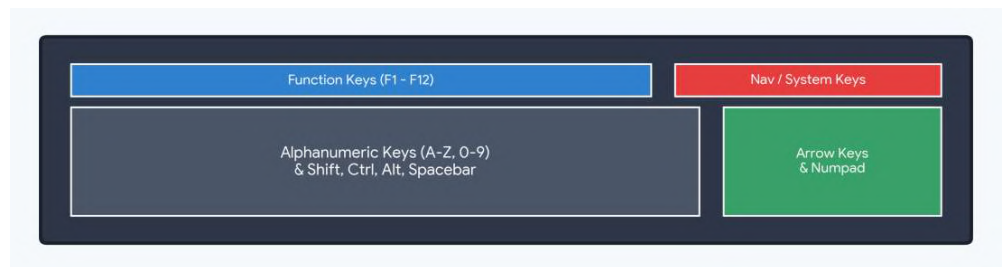


Objectives

- Basics of Keyboard Applications.

Topics

- Alphabet keys
- Number keys
- Function keys
- Special Keys
- Shift, Ctrl, Alt
- Bifunctional Keys



Practical Activities

- ✓ Type your name
- ✓ Type your address
- ✓ Type a simple paragraph
- ✓ Type the name of games, fruits and other familiar items.

Objectives

- Create and edit professional documents.

Topics

- Open MS Word
- Create documents
- Saving the documents
- Difference between Save and Save As
- Shortcut to save a file
- Font formatting
- Font Style
- Font Size
- Increase and Decrease font size
- Bold, Italic, Under Line
- Font Color
- Title Bar
- Menu Bar
- Scroll Bar
- Paragraph formatting
- Bullets & Numbering
- Tables
- Concept of rows and column
- Table Border & Color
- Concept of arrows keys/ Tab Key in Table cells
- Pictures
- Inserting a picture into word documents
- Page Borders
- Page Setup
- Print documents

Practical Activities

- ✓ Design a personal Biodata/Resume
- ✓ Draft a formal application/letter
- ✓ Design an Event Invitation /School Notice
- ✓ Invitation Card
- ✓ Notice
- ✓ Certificate



Introduction to Computer



What is Computer?

A Computer is an electronic device.

What a computer can do?

A computer can calculate, write, draw, store information, play games, watch videos, use the internet, and help us do our work quickly and accurately.



TYPES OF PERSONAL COMPUTERS





1 DESKTOP COMPUTER

Used at home, school, and office.
Works on a desk.



2 LAPTOP

Portable computer that
can be carried anywhere.



3 TABLET

Touchscreen computer used
for learning and entertainment.



4 SMARTPHONE

Small handheld computer used
for calling, internet, and apps.



5 WORKSTATION

Powerful computer used by
engineers, designers, and scientists.

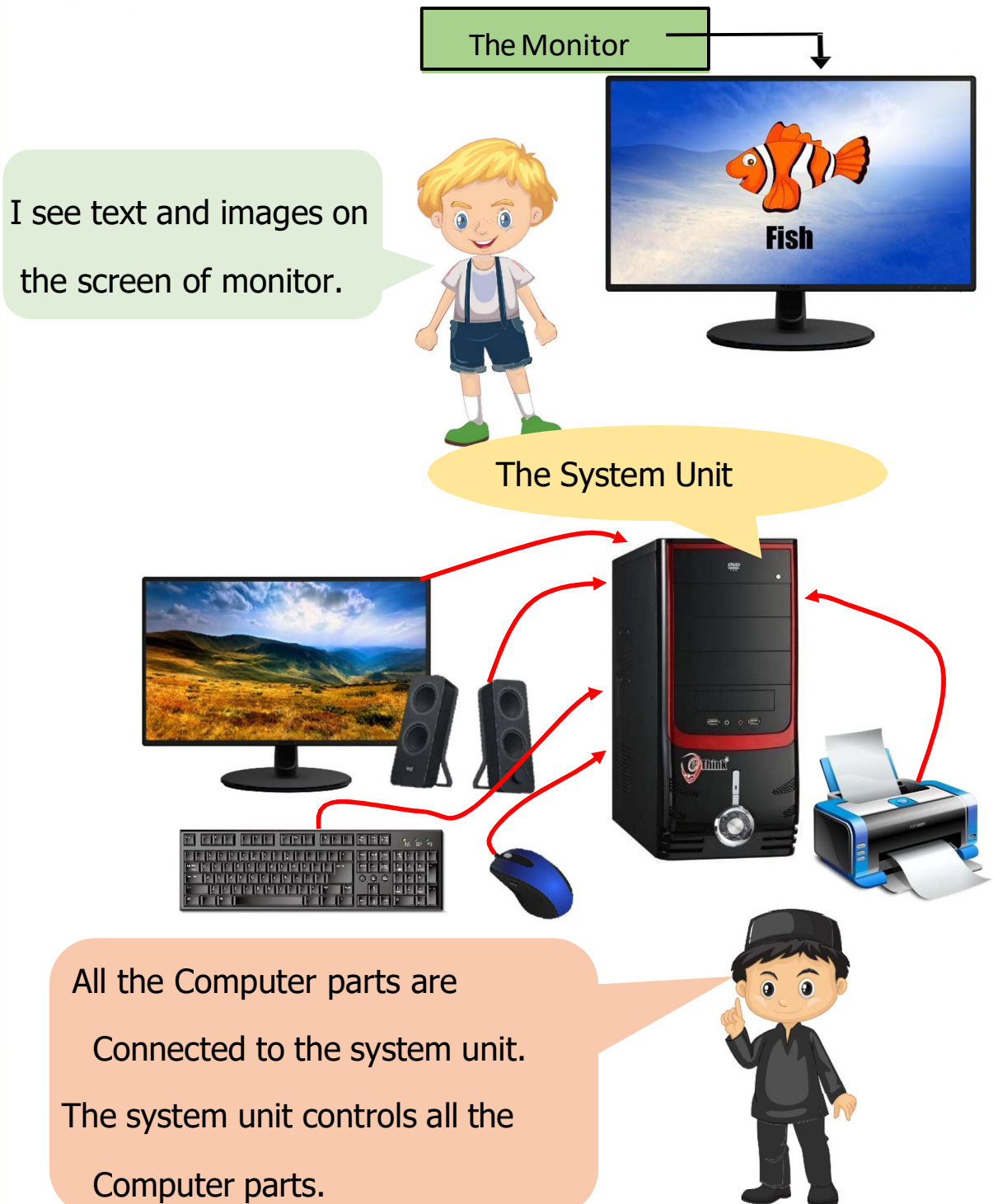


6 ALL-IN-ONE COMPUTER

Monitor and CPU combined into
one unit, saving space.

Part of a computer?

Basic parts of a computer are Monitor, System Unit, Mouse, Keyboard, Speaker and Printer.



Part of a computer?

The Mouse



I use the mouse to move pointer on the screen and give instructions to the computer

The Keyboard



I use the keyboard to type and give instructions to the computer

Speaker



listen to sound and music from the speaker

I use the printer to print text and images on paper

Printer



USES OF COMPUTER

IN DAILY LIFE



EDUCATION & LEARNING

Used for online classes, research, homework, e-learning, and gaining knowledge.



COMMUNICATION

Helps us to connect with others through email, video calls, social media, and instant messaging.



WORK & BUSINESS

Used to create documents, manage data, make presentations, and do online meetings.



ENTERTAINMENT

We can watch movies, listen to music, play games, and enjoy videos on computers.



SHOPPING & BANKING

Used for online shopping, book tickets, pay bills, and do online banking safely.



INFORMATION & NEWS

Provides access to the internet for news, weather updates, and useful information.



CREATIVITY & DESIGN

Used for drawing, editing photos, making videos, designing graphics, and creating projects.



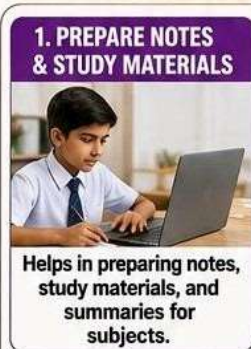
EVERYDAY TASKS

Used for typing, calculations, setting reminders, printing, and completing many daily tasks easily.



FOR SCHOOL PURPOSE

1. PREPARE NOTES & STUDY MATERIALS



Helps in preparing notes, study materials, and summaries for subjects.

2. DO ASSIGNMENTS & PROJECTS



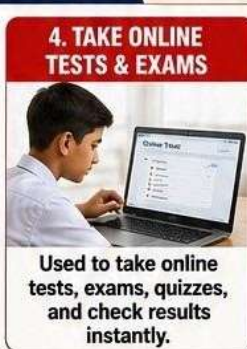
Used to create and submit assignments, projects, and documents.

3. PRACTICE TYPING & IMPROVE SKILLS



Helps in practicing typing, improving speed and accuracy, and learning new skills.

4. TAKE ONLINE TESTS & EXAMS



Used to take online tests, exams, quizzes, and check results instantly.

5. CREATE SCHOOL PRESENTATIONS



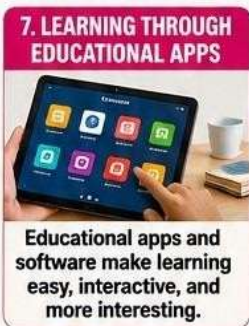
Helps in creating presentations for class projects and group activities.

6. RESEARCH & COLLECT INFORMATION



Helps in researching topics and collecting important information from the internet.

7. LEARNING THROUGH EDUCATIONAL APPS



Educational apps and software make learning easy, interactive, and more interesting.

8. STORE & ORGANIZE SCHOOL FILES



Helps in storing and organizing all school files, notes, and important documents.

9. IMPROVE KNOWLEDGE WITH MULTIMEDIA



Videos, animations, and multimedia help in understanding topics better and faster.

10. COLLABORATE & SHARE WITH CLASSMATES



Used to share files, work on group projects, and collaborate with classmates and teachers.



COMPUTERS MAKE LEARNING EASIER, FASTER AND MORE INTERESTING.



ADVANTAGES AND DISADVANTAGES OF COMPUTER

ADVANTAGES



SPEED AND EFFICIENCY

Computers work very fast and can perform complex calculations in seconds.



HIGH ACCURACY

Computers provide accurate results and reduce human errors.



STORAGE CAPACITY

Computers can store large amounts of data and information.



VERSATILITY

Computers can be used for many different tasks like education, business, design, entertainment, etc.



EASY COMMUNICATION

Computers and the internet make communication fast and easy across the world.



LEARNING AND EDUCATION

Computers provide access to online learning, tutorials, and a vast amount of knowledge.



DISADVANTAGES



HEALTH ISSUES

Long hours of computer use can cause eye strain, back pain, and other health problems.



SECURITY RISKS

Computers are vulnerable to viruses, hacking, and data theft.



ADDICTION

Excessive computer use can lead to addiction and affect productivity.



REDUCED PHYSICAL ACTIVITY

People spend more time on computers, which reduces physical activity and outdoor interaction.



HIGH COST

Computers and related equipment are expensive to buy and maintain.



UNEMPLOYMENT

Automation and computerization can reduce the need for human labor in some jobs.



HARDWARE = Physical Parts of a Computer

SOFTWARE = Programs that Make the Computer Work



HARDWARE AND SOFTWARE

HARDWARE

1. MONITOR

Displays visual output.



8. WEBCAM

Captures photos and video.



2. KEYBOARD

Used to type text and commands.



3. MOUSE

Controls the pointer and selects items.



4. CPU (SYSTEM UNIT)

Processes data and controls all operations.



5. PRINTER

Prints documents and images.



6. SCANNER

Converts paper documents into digital files.



7. SPEAKERS

Produce sound.



SOFTWARE

1. WINDOWS OPERATING SYSTEM

Manages computer hardware and software.



2. MICROSOFT WORD

Creates and edits documents.



3. MICROSOFT EXCEL

Performs calculations and manages data.



4. MICROSOFT POWERPOINT

Creates presentations.



5. GOOGLE CHROME

Browses the internet.



6. PAINT

Creates simple drawings.



7. VLC MEDIA PLAYER

Plays audio and video files.



8. ANTIVIRUS SOFTWARE

Protects the computer from viruses and threats.



HARDWARE = Physical Parts of a Computer

SOFTWARE = Programs that Make the Computer Work



INPUT AND OUTPUT DEVICES OF COMPUTER

Input devices are used to enter data and instructions into the computer.

Output devices are used to display, produce or present the results.

INPUT DEVICES



1. KEYBOARD

Used to type text, numbers and commands.



2. MOUSE

Controls the pointer on the screen and selects items.



3. SCANNER

Converts printed documents and pictures into digital form.



4. MICROPHONE

Used to input voice and sound into the computer.



5. WEBCAM

Captures video and images and inputs into the computer.



6. JOYSTICK

Used to control games and other applications.



7. GRAPHICS TABLET

Used to draw or write by hand input.



8. FINGERPRINT SCANNER

Reads fingerprint and inputs data for identification.

OUTPUT DEVICES



1. MONITOR

Displays text, images, videos and other information.



2. SPEAKERS

Produces sound, music and other audio output.



3. PRINTER

Produces hard copy of text and images on paper.



4. HEADPHONES

Delivers sound directly to the ears.



5. PROJECTOR

Projects images and videos on a large screen.



6. PLOTTER

Produces large, high-quality prints for designs and charts.



7. BRAILLE DISPLAY

Displays information in Braille for visually impaired users.



8. LED INDICATORS

Shows the status of the computer like power, safety and alerts.



HOW DO COMPUTERS WORK?

A computer works in a simple cycle called **IPOS**.

Computers follow instructions to turn data into useful information.

1. INPUT

The computer takes data and instructions from the user.



2. PROCESS

The CPU processes the data using arithmetic and logic operations.



3. OUTPUT

The computer gives the result in a useful way.



4. STORAGE

The computer stores data and results for future use.

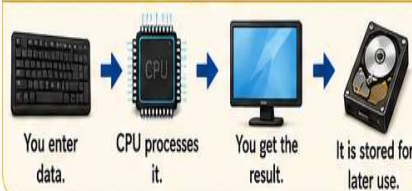


THE IPOS CYCLE REPEATS

Inside the Computer



What Happens?



Example

When you type a letter (Input) → the computer thinks (Process) → it shows on the screen (Output) → and you save it (Storage) for future.

Key Point

- The **CPU** is the brain of the computer.
- It follows instructions very fast.
- It can process millions of instructions in a second.
- This is how computers help us work smart and fast!



Remember: A computer accepts data (Input), processes it (Process), shows the result (Output), and saves it (Storage).



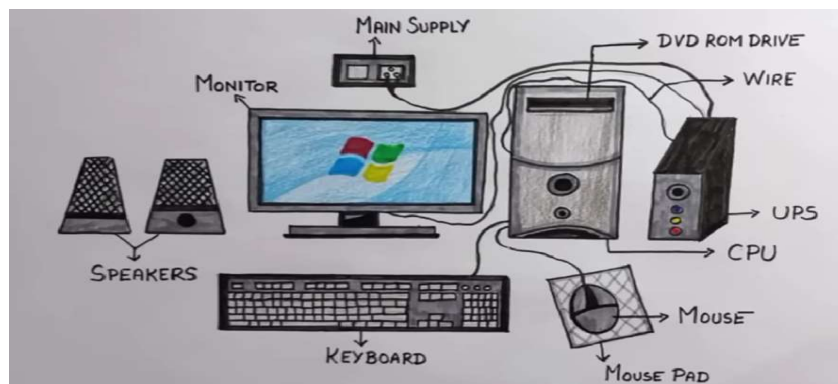
Operating a Computer System

Learning Objectives

- Understand the basic parts of a computer system.
- Start and shut down a computer safely.
- Uses of the mouse and keyboard confidently.
- Open, close and switch between programs.
- Manage files and folders.
- Use common Windows features.
- Connect and safely remove USB devices.
- Follow basic computer safety practices.

Introduction

A computer system is a combination of hardware and software that works together to perform tasks.



Components of a Computer System

- Monitor
- CPU (Central Processing Unit)
- Keyboard
- Mouse
- Speakers
- Printer
- Webcam
- Software (Windows, MS Office, etc.)

Steps to start the Computer System

Step 1 -> Switch on the main power supply.

Step 2 -> Turn on the UPS (if available).

Step 3 -> Press the Power button on the CPU or Laptop.

Step 4-> Wait while Windows loads.

Step 5 -> Log in using your username and password (if required).

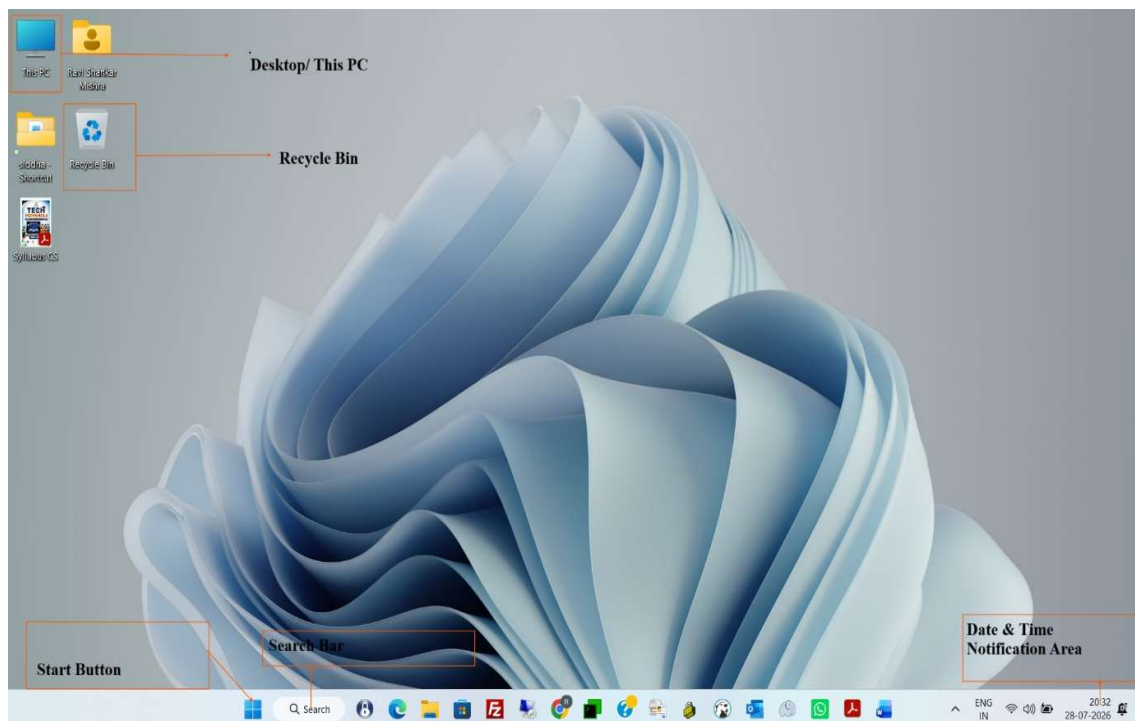
Activity:

Each learner can start the computer independently.

When the computer system starts, the Desktop appears following things: -

Main Parts

- Desktop
- Taskbar
- Start Button
- Search Box
- Icons
- Notification Area
- Date and Time



Common Desktop Icons

- This PC
- Recycle Bin
- Documents
- Microsoft Edge
- File Explorer

Desktop Icons

Icons are small pictures that represent files, folders, applications, or shortcuts. Common desktop icons include:

- This PC
- Recycle Bin
- Microsoft Edge
- Folder shortcuts

Uses

- Open applications
- Access files
- Open folders

Start Menu

The **Start Menu** is the central place for accessing programs and computer settings.



It allows users to:

- Open installed applications
- Search a file
- Access Settings
- Shut down or restart the computer
- View recently used applications

Taskbar

The **Taskbar** is located at the bottom of the desktop.

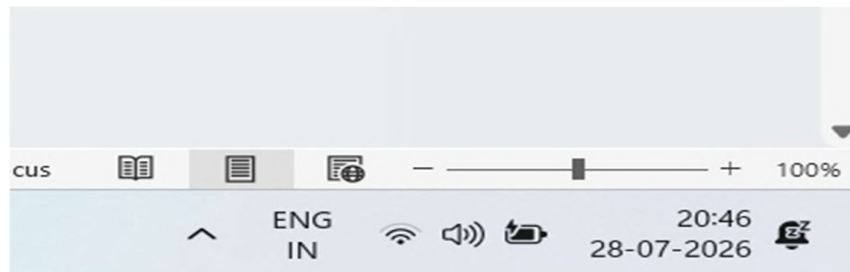


Functions

- Display open applications
- Allows quick switching between programs
- Shows pinned applications
- Display date and time
- Display battery, network, and sound status

Notification Area (System Tray)

Located on the right side of the taskbar.



It displays:

- Clock
- Date
- Volume control
- Network status
- Battery status (Laptop)
- Notifications

File Explorer

File Explorer is used to manage files and folders.

File Explorer – Manage Files and Folder Operations

Using File Explorer, you can create, copy, move, rename, delete and organize files and folders easily.

1 Create a New Folder
Right-click in a blank area and select New > Folder.

A new folder will be created.

2 Rename a File or Folder
Right-click the file or folder and select Rename.

Type the new name and press Enter.

3 Copy a File or Folder
Select the file or folder, right-click and choose Copy. Go to the destination and right-click > Paste.

The file or folder will be copied to the new location.

4 Move a File or Folder
Select the file or folder, right-click and choose Cut. Go to the destination and right-click > Paste.

The file or folder will be moved to the new location.

5 Delete a File or Folder
Select the file or folder, right-click and choose Delete.

Confirm and the file or folder will be deleted.

6 Organize Using View and Sort
Use the View tab to change layout. Use Sort by to arrange items.

Helps in better organization and quick access.



Summary: File Explorer helps you manage files and folders effectively.

You can Create, Rename, Copy, Move, Delete and Organize your data easily.



Uses

- View files
- Create folders

- Copy files
- Move files
- Rename files
- Delete files
- Search a files

Files and Folders

File

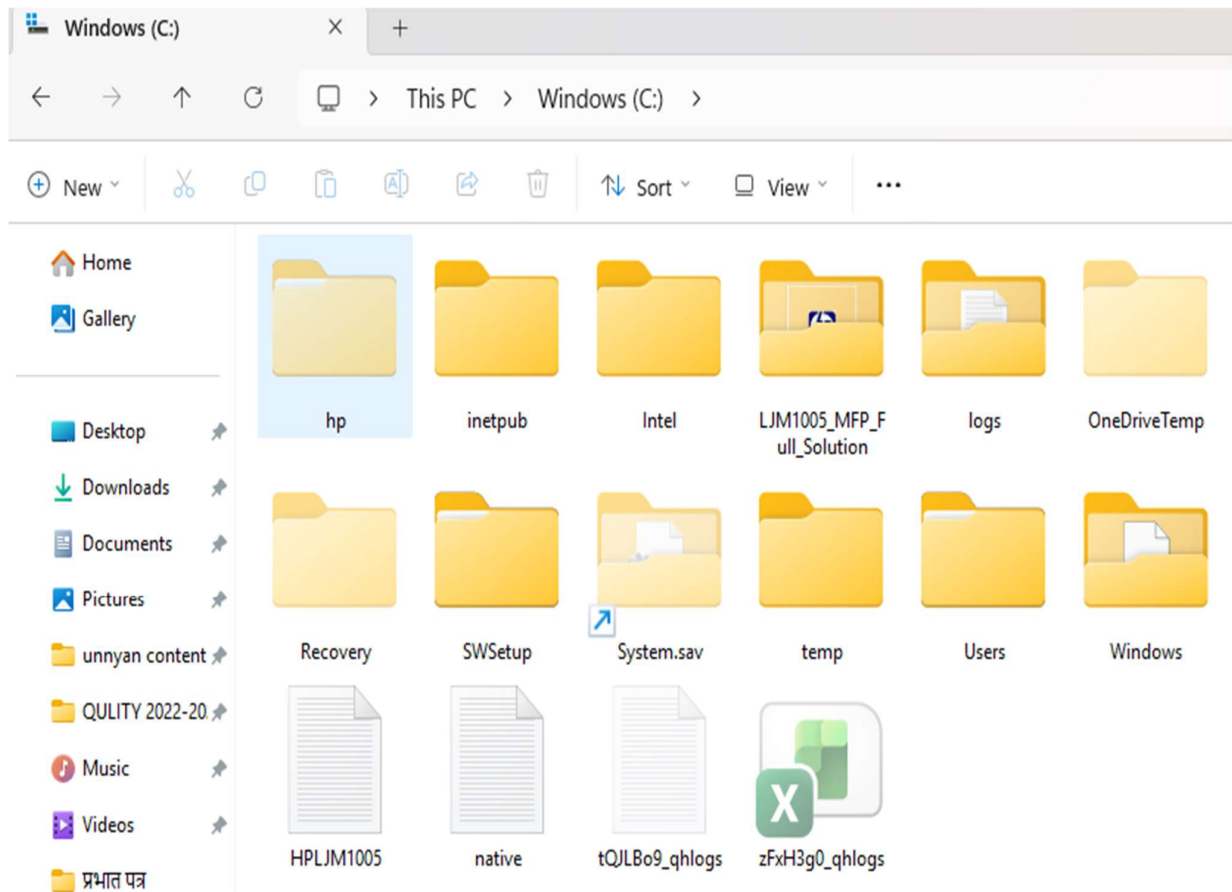
A **file** is a collection of information which is stored on a computer.

Examples:

- Word document
- Photo
- Video
- PDF
- Music file

Folder

A **folder** is used to organize and store related files.



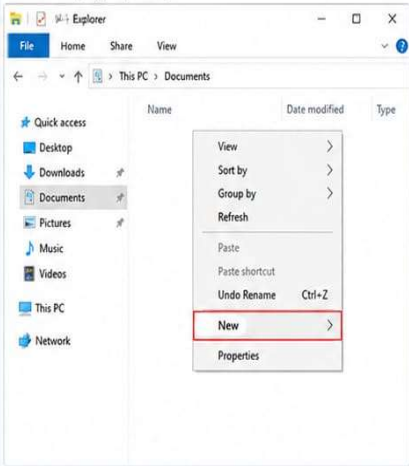
Creating a Folder

Steps

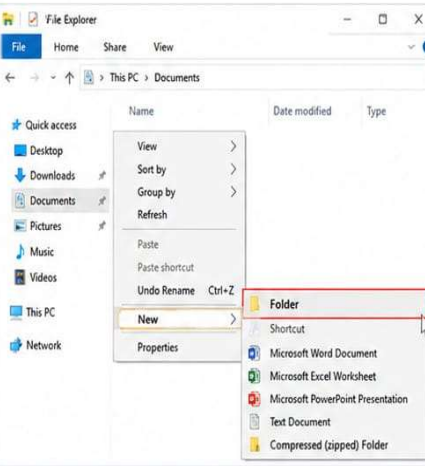
1. Right-click on the Desktop or inside a folder.
2. Select **New**.
3. Click **Folder**.
4. Type the folder name.
5. Press **Enter**.

Creating a Folder in File Explorer

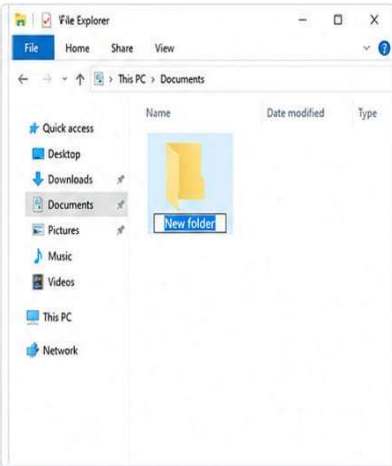
1 Open File Explorer.
Right-click in a blank area (right pane).



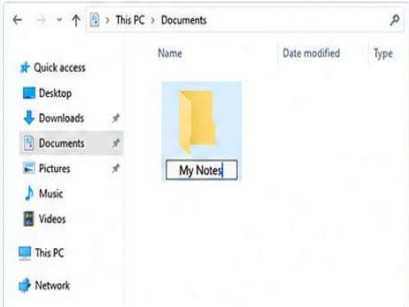
2 Click on **New** and select **Folder**.



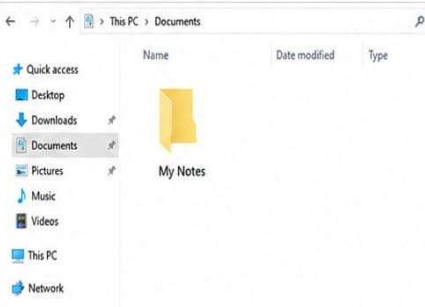
3 A new folder will be created with the name "New folder".



4 Type the desired name and press **Enter**.



5 The folder will be renamed with the new name.



Folder Created Successfully!

You have successfully created a new folder.



My Notes

 **Summary:** Right-click in a blank area → New → Folder → Type the name → Press Enter.

Renaming a File or Folder

Steps

1. Right-click the file or folder.
2. Select **Rename**.
3. Type the new name.
4. Press **Enter**.



Copying Files

Method

- Select the file.
- Press **Ctrl + C**.
- Open the destination folder.
- Press **Ctrl + V**.

Moving Files

Method

- Select the file.
- Press **Ctrl + X**.
- Open the destination folder.
- Press **Ctrl + V**.

Deleting Files

Method

- Select the file.
- Press **Delete**.

Deleted files usually move to the **Recycle Bin**.

Recycle Bin

The **Recycle Bin** temporarily stores deleted files.

Uses

- Restore deleted files



- Permanently deleted files.

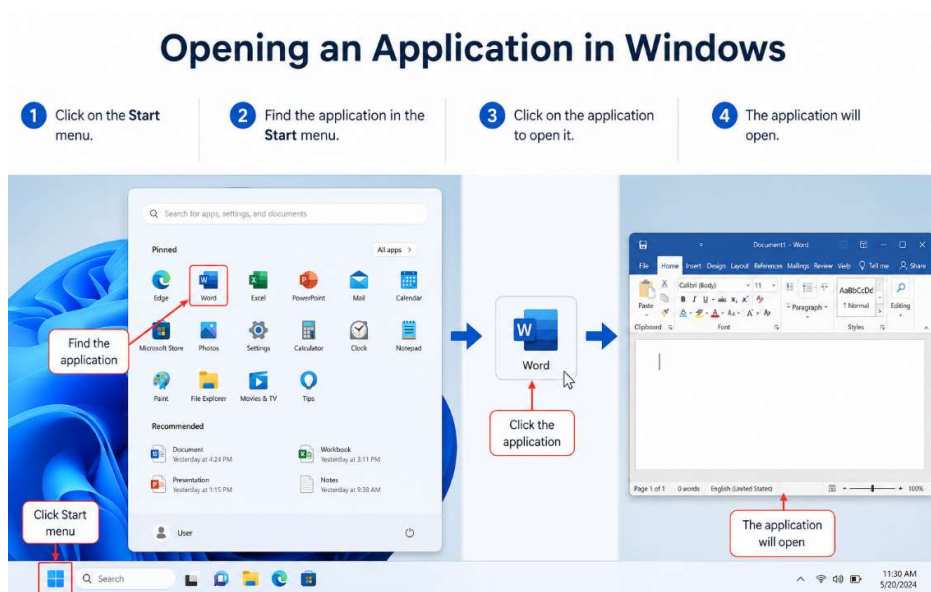
Opening an application

Method 1

- Double-click the application icon.

Method 2

- Click **Start**
- Search for the application
- Click its name



Close an application

Click the **X(Close)** button in the upper-right corner of the application window or press **Alt + F4**.

How to Close an Application in Windows

You can close an application using the following methods:

- Using the Close button (X)**
 - Look at the top-right corner of the application window.
 - Click on the **Close** button (X).
 - The application will close.
- Using Keyboard Shortcut**
 - Press **Alt + F4** on your keyboard while the application window is active.
 - The application will close.

Additional Tip

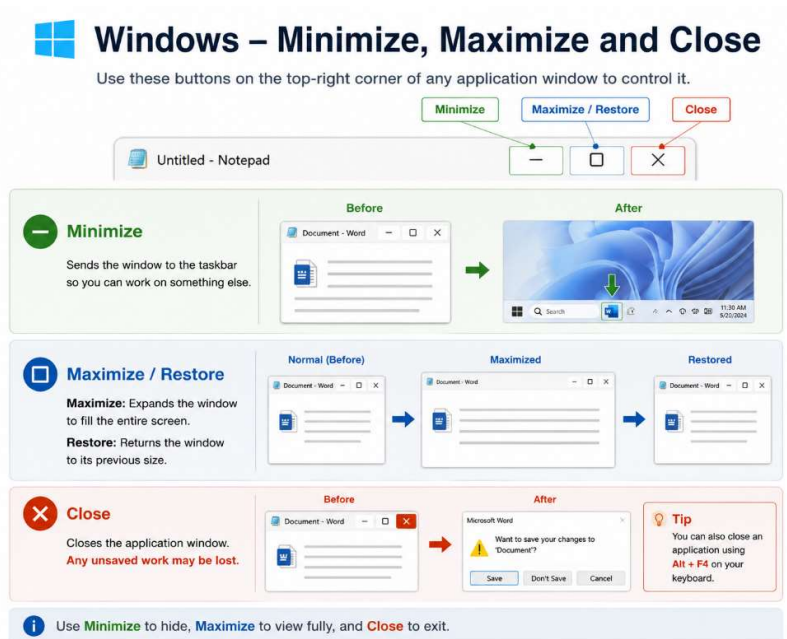
If an application is not responding and won't close, press **Ctrl + Shift + Esc** to open Task Manager, select the application, and click **End task**.

Closing an application frees up system resources and helps your computer run smoothly.

Window Controls

Every application window contains **Minimize** (send the window to the taskbar), **Maximize** (makes the window fill the entire screen), **Restore Down** (return the window to its previous size).

Close, closes the active application.



Switching Between Applications

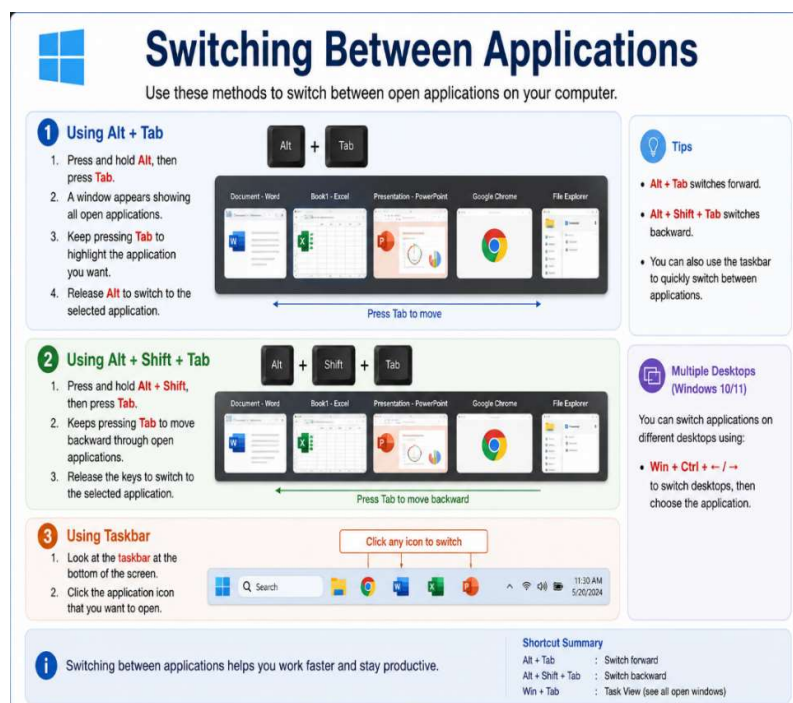
Method 1

Click the application's icon on the Taskbar.

Method 2

Press:

Alt + Tab



Common Windows Keyboard Shortcuts

Shortcut	Function
Windows	Open Start Menu
Windows + E	Open File Explorer
Windows + D	Show Desktop
Windows + L	Lock Computer
Alt + Tab	Switch between applications
Alt + F4	Close current window
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + A	Select All
Delete	Delete selected item
F2	Rename selected file

Shutting Down Windows

Always close your work and save files before shutting down the computer.

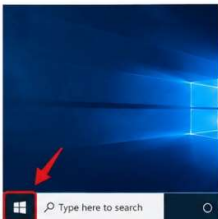
Steps

1. Click **Start**.
2. Click the **Power** button.
3. Select:
 - Shut Down
 - Restart
 - Sleep

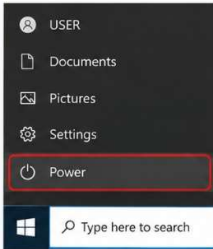
SHUTTING DOWN A WINDOWS SYSTEM

Follow the steps below to safely shut down your Windows computer.

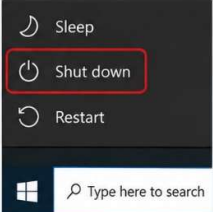
1 Click on the **Start** button at the bottom-left corner of the screen.



2 Click on the **Power** icon



3 Click on **Shut down**.



4 Windows will close all programs and shut down the computer.



✓ Your computer will turn off automatically.



Tips:

- Always save your work before shutting down.
- Close all programs to prevent data loss.
- Use Shut down instead of turning off the power directly.

Practical Activities

Activity 1

Identify the following on the desktop:

- Start Button
- Taskbar
- Desktop Icons
- Notification Area

Activity 2

Create the following folders: -

- My Documents
- My Pictures
- My Projects

Activity 3

Create a text document and: -

- Save it
- Copy it to another folder
- Rename it
- Delete it
- Restore it from the Recycle Bin

Activity 4

Practice these shortcuts: -

- Windows + E
- Windows + D
- Alt + Tab
- Ctrl + C
- Ctrl + V

Learning Outcomes

After completing this lesson, learners will be able to:

- Explain the purpose of the Windows Operating System.
- Identify the main components of the Windows desktop.
- Open and manage applications.
- Create, organize, and manage files and folders.
- Use common Windows keyboard shortcuts.
- Shut down and restart a computer safely and correctly

How to Operate a Mouse and Keyboard

WHAT IS A MOUSE?

-  A **mouse** is an important **input device** of a computer.
-  It is a **pointing device**.
-  It is used to tell the computer "**What to do**".
-  It helps us point, click, drag and give instructions to the computer easily.



Left Button
– Used to select items, open files or folders.

Right Button
– Used to open shortcut menus and more options.

Scroll Wheel
– Used to scroll up and down a page or document.

Mouse Body
– Held in hand and moved on a flat surface.

USES OF A MOUSE

- 1 Making a picture**

- 2 Playing computer games**

- 3 Giving instructions to the computer**


 **IN SHORT:** A mouse is a pointing device that helps us control the computer by pointing, clicking and dragging items on the screen.

What is a Mouse Pointer?



A **mouse pointer** is a small graphical symbol on the computer screen that **moves when you move the mouse**. It helps you point to, select, click, and drag items on the screen.

Uses of the Mouse Pointer

- Select files and folders.
- Open programs by double-clicking.
- Click buttons and menus.
- Drag and drop items.
- Resize windows.



Common Mouse Pointer Shapes

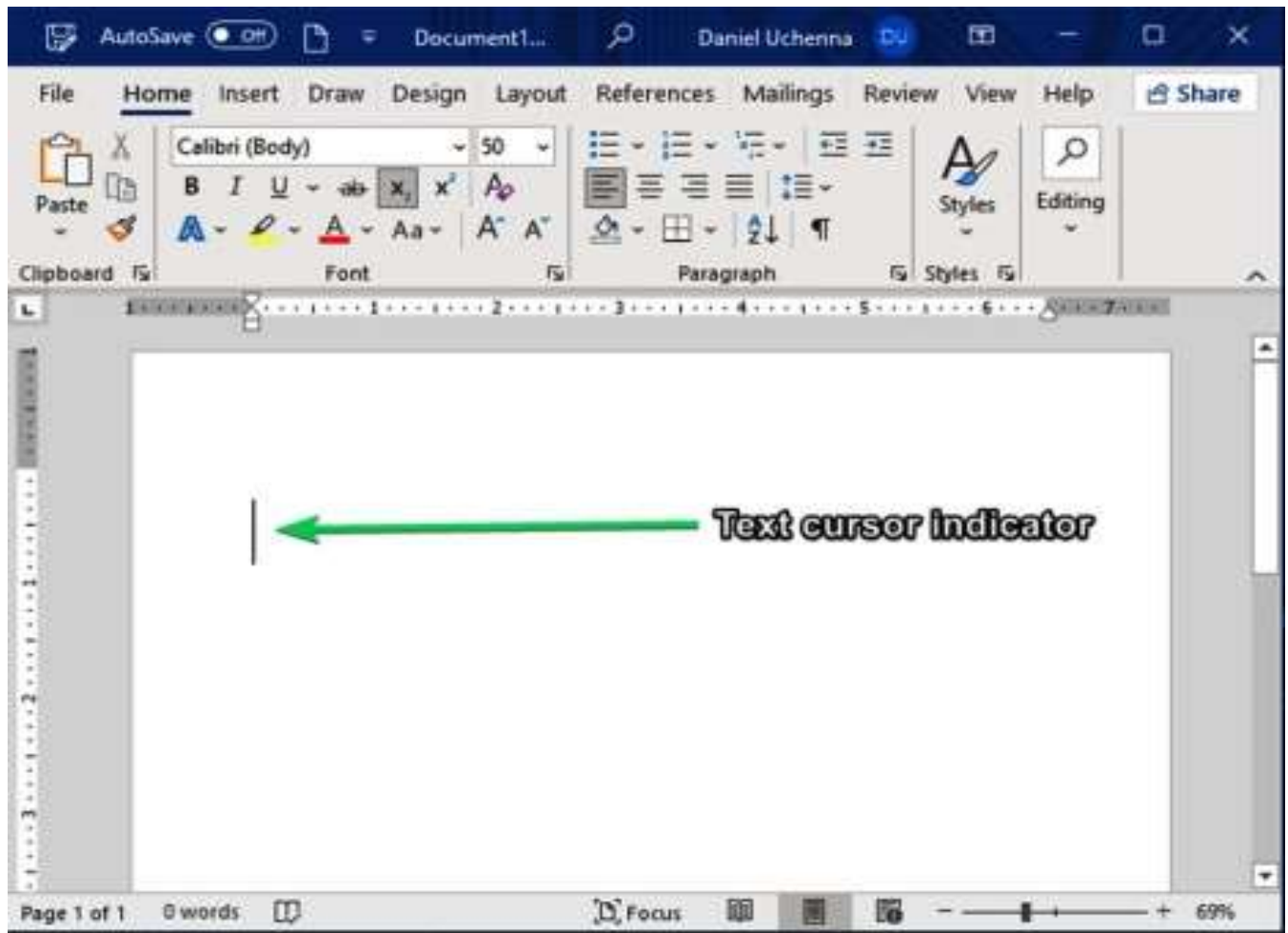
- **Arrow** (↖) – Normal selection.
- **Hand** (☞) – Appears when pointing to a hyperlink or clickable item.
- **Resize Arrow** (↔, ↑↓) – Used to resize windows or objects.
- **Busy Pointer** (⌂ or spinning circle) – Indicates the computer is processing a task.

What is a Cursor?

A **cursor** is a blinking vertical line (|) that shows **where the next character will appear** when you type.

Uses of the Cursor

- Shows the typing position in a document.
- Helps insert, edit, or delete text.
- Moves through text using the keyboard or mouse.



Explanation about Left Click and Right Click



LEFT CLICK

Left Click is the action of pressing and releasing the left button of the mouse once. It is the most commonly used mouse action for selecting and opening items.

USES OF LEFT CLICK

- Select a file or folder.
- Select text in a document.
- Click buttons and menus.
- Place the cursor in a text box.
- Choose options from a list.

HOW TO PERFORM A LEFT CLICK

- 1 Move the mouse pointer to the desired item.
- 2 Place your index finger on the left mouse button.
- 3 Press and release the left button once.



RIGHT CLICK

Right Click means pressing and releasing the right mouse button once. It opens a shortcut menu (context menu) with options related to the selected item.

COMMON USES OF RIGHT CLICK

- Open a shortcut (context) menu.
- Copy, Cut, and Paste files.
- Rename files and folders.
- Delete files and folders.
- View Properties of a file or folder.
- Create a New Folder or document.
- Refresh the desktop.

HOW TO PERFORM A RIGHT CLICK

- 1 Move the mouse pointer to the desired file, folder, or object.
- 2 Press and release the right mouse button once.
- 3 A shortcut (context) menu will appear on the screen.

What is Double Click?

A **double click** means **pressing the left mouse button twice quickly without moving the mouse**. It is used to open files, folders, programs, and applications.

How to Double Click

1. Place the mouse pointer on the item you want to open.
2. Press the **left mouse button twice quickly**.
3. The selected file, folder, or program will open.



Uses of Double Click

- Open a file.
- Open a folder.
- Start a program or application.
- Open a document or picture.

What is a Scroll Wheel?

The **scroll wheel** is the small wheel located **between the left and right mouse buttons**. It is used to **move up and down through a document, web page, or list** without using the scroll bar.

Uses of the Scroll Wheel

- Scroll **up** and **down** a document or web page.
- Read long documents easily.
- Browse websites quickly.
- Move through lists and menus.
- Zoom in and out in some programs (by holding **Ctrl** while scrolling).

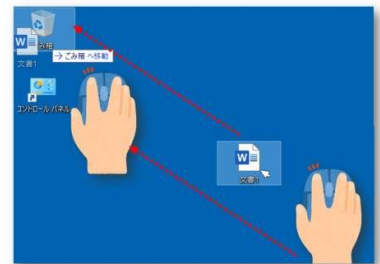


What is Drag and Drop?

Drag and Drop is a mouse action used to **move or copy files, folders, icons, or other objects from one location to another**.

How to Drag and Drop

1. Move the **mouse pointer** over the item you want to move.
2. **Press and hold** the **left mouse button**.
3. Move the mouse to the desired location while holding the button.
4. **Release** the left mouse button to **drop** the item.



Uses of Drag and Drop

- Move files and folders.
- Rearrange desktop icons.
- Copy files to another folder or USB drive.
- Move pictures into documents or presentations.
- Organize files quickly.

What are Minimize, Maximize, and Close Buttons?

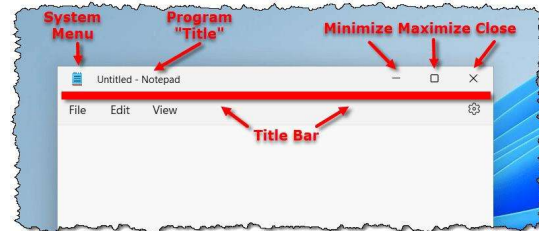
These are the **window control buttons** located at the **top-right corner** of most application windows in Microsoft Windows. They help you manage application windows.

1. Minimize Button (—)

The **Minimize** button hides the window from the desktop and places it on the **taskbar**. The program continues running in the background.

Uses

- Hide a window without closing it.
- Switch to another program.
- Keep your work open for later.



2. Maximize Button (□)

The **Maximize** button enlarges the window to fill the entire screen.

Uses

- View more content.
- Work with larger documents or web pages.
- Make better use of the screen.

Note: After a window is maximized, the **Maximize** button changes to the **Restore Down** button (□). Clicking **Restore Down** returns the window to its previous size.

3. Close Button (×)

The **Close** button closes the application window. If there are unsaved changes, Windows usually asks whether you want to save your work before closing.

Uses

- Exit an application.
- Close documents or windows.
- Free up screen space.

KEYBOARD AND ITS USES

A keyboard is an important **input device** of a computer.

It looks like a typewriter.

It has many keys (buttons) on it.

We use it to type letters, numbers and give instructions to the computer.



USES OF KEYBOARD

1 TYPING

We use keyboard to type letters, words, numbers and sentences.



2 GIVING INSTRUCTIONS

We use keyboard to give instructions and commands to the computer.



3 DOING WORK FASTER

Keyboard helps us do our work quickly and easily.



4 PLAYING GAMES

We use keyboard to play computer games.



5 OTHER USES

We use keyboard to open files, save work, search information and more.



IN SHORT: A keyboard is an input device that helps us type, give instructions and do our work easily and quickly on the computer.

What are Alphabet Keys?

Alphabet keys are the keys on a keyboard that are used to **type letters**. There are **26 alphabet keys**, from **A to Z**.

List of Alphabet Keys

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

Uses of Alphabet Keys



- Type words and sentences.
- Write letters, emails, and documents.
- Enter names and addresses.
- Create files and folders with names.
- Search for information on the computer or the internet.

What are Number Keys?

Number keys are the keys on a keyboard used to **type numbers (0–9)**. They are useful for entering numbers, calculations, and data.



What are Function Keys?

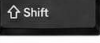
Function keys are the keys labeled **F1 to F12** located at the **top row of the keyboard**. They are used to perform **special commands and shortcut functions** in Windows and various software applications.



USES OF FUNCTION KEYS			
	F1	Help Opens the Help window or Help menu of the current program.	 Example: Press F1 in any application to open the Help and Support window.
	F2	Rename Renames the selected file, folder or item.	 Example: Select a file or folder and press F2 to rename it.
	F4	Address Bar Displays the address bar list in File Explorer or the active window.	 Example: Press F4 in File Explorer to see the address bar list.
	F5	Refresh Refreshes or reloads the current window or page.	 Example: Press F5 in a web browser to reload the current page.

What are Special Keys?

Special keys are keys on a keyboard that perform **specific functions** instead of typing letters or numbers. They help users control the computer and work more efficiently.

USES OF IMPORTANT SPECIAL KEYBOARD KEYS		
1 ENTER  Used to execute a command. It moves the cursor to the next line in a document or input field. Example: Press Enter to submit a form complete an action.	8 ESC  Used to cancel or stop the current task or close a dialog box, menu, or full-screen mode. Example: Press Esc to exit full screen or cancel an operation.	
2 SPACEBAR  Used to insert a blank space between characters or words. Example: Press Spacebar to add space while typing.	9 CTRL  Used with other keys to perform shortcut commands. Example: Ctrl + C (Copy), Ctrl + V (Paste), Ctrl + S (Save).	
3 BACKSPACE  Used to delete the character to the left of the cursor. Example: Press Backspace to remove a typed character.	10 ALT  Used with other keys to perform shortcut commands or menu options. Example: Alt + F4 (Close Window), Alt + Tab (Switch Window).	
4 DELETE  Used to delete the character to the right of the cursor or selected item. Example: Press Delete to remove selected item or text.	11 WINDOWS KEY  Opens the Start menu. Used with other keys for various shortcuts. Example: Press Windows key to open Start menu.	
5 SHIFT  Used to type uppercase letters and the upper symbols on number keys. Example: Press Shift + A to type 'A'.	12 NUM LOCK  Used to toggle the numeric keypad on and off. Example: Press Num Lock to use the numeric keypad.	
6 CAPS LOCK  Used to type all letters in uppercase. Press again to turn it off. Example: Press Caps Lock to type in UPPERCASE.	13 PRINT SCREEN  Captures the current screen and copies it to the clipboard. Example: Press PrtScn to take a screenshot.	
7 TAB  Used to move the cursor to the next tab stop or field. Example: Press Tab to move to the next field in a form.		



What are Bifunctional Keys?

Bifunctional keys (also called **dual-purpose keys**) are keys that perform **two different functions** depending on how they are used.

- Press the key **alone** → It performs its **first function**.
- Press the key with the **Shift** key (or another modifier) → It performs its **second function**.

Examples of Bifunctional Keys

Key	First Function	Second Function (with Shift)
1	Types 1	Types !
2	Types 2	Types @
3	Types 3	Types #
4	Types 4	Types \$
5	Types 5	Types %
6	Types 6	Types ^
7	Types 7	Types &
8	Types 8	Types *
9	Types 9	Types (
0	Types 0	Types)



Other Examples

Key	First Function	Second Function
;	Semicolon (;)	Colon (:)
,	Comma (,)	Less than (<)
.	Full stop (.)	Greater than (>)
/	Slash (/)	Question mark (?)
'	Apostrophe (')	Double quotation mark (")

Control Key

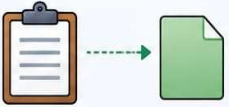
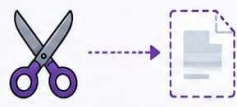
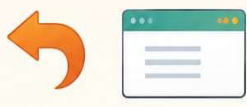


CTRL KEY

Its Functions and Uses



The Ctrl (Control) key is a modifier key. It is used with other keys to perform many useful actions quickly and efficiently.

Ctrl + C Copy Copies the selected text, file, or folder. 	Ctrl + V Paste Pastes the copied content at the current location. 	Ctrl + X Cut Cuts the selected item and moves it to clipboard. 	Ctrl + Z Undo Reverses the last action. 
Ctrl + Y Redo Repeats the last undone action. 	Ctrl + P Print Opens the print dialog box to print the document. 	Ctrl + S Save Saves the current document or file. 	Ctrl + A Select All Selects all text or all items in a document or window. 

Additional Useful Ctrl Shortcuts

- Ctrl + N – New
- Ctrl + F – Find
- Ctrl + O – Open
- Ctrl + P – Print
- Ctrl + W – Close Window
- Ctrl + Q – Quit

How It Works

- Hold down the Ctrl key.
- Press another key.

The action happens instantly!

Tip

The Ctrl key works with many other keys. Learning shortcuts can save you time and make your work easier!



★ Learn Shortcuts, Work Smarter! ★

Introduction to Word Processing

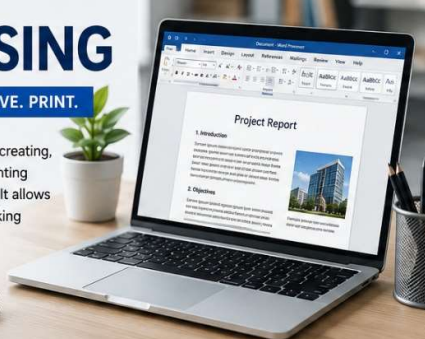
What is Word Processing?

Word processing is the process of creating, editing, formatting, saving, and printing text documents using a computer. It allows users to produce professional-looking documents quickly and efficiently.

WORD PROCESSING

CREATE. EDIT. FORMAT. SAVE. PRINT.

Word processing is the process of creating, editing, formatting, saving, and printing text documents using a computer. It allows users to produce professional-looking documents quickly and efficiently.



COMMON EXAMPLES OF DOCUMENTS CREATED USING WORD PROCESSING SOFTWARE

1 LETTERS

Used for official or personal communication.

2 REPORTS

Present information and findings in an organized way.

3 ASSIGNMENTS

Academic work submitted by students.

4 RESUMES (CVs)

Showcase skills, qualifications and experience.

5 NOTICES

Used to inform people about important updates.

6 CERTIFICATES

Award or recognition documents.

7 INVITATIONS

Used for events, parties, meetings and more.

8 BOOKS

Books, eBooks and study materials.

9 QUESTION PAPERS

Examination papers and test documents.

A WORD PROCESSOR PROVIDES MANY TOOLS TO IMPROVE THE APPEARANCE OF DOCUMENTS

Aa
Fonts & Text Styles

Alignment & Margins

Insert Images

Tables

ABC
Spelling & Grammar

Bullets & Numbering

Formatting Tools

These features help in creating clear, well-structured and professional documents.

BENEFITS OF WORD PROCESSING

Saves Time
Make changes quickly and easily.

Increases Productivity
Complete tasks faster with better tools.

Improves Quality
Professional formatting improves document quality.

Easy to Print and Share
Print or share soft copies instantly.

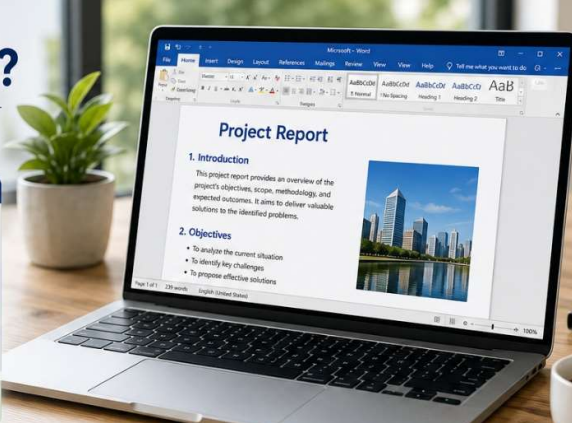
Easy to Save and Access
Store documents safely and access anytime.

What is a Word Processor?

A word processor is software designed to create and edit text-based documents.

WHAT IS A WORD PROCESSOR?

A **word processor** is software designed to create and edit text-based documents.



POPULAR WORD PROCESSORS

Microsoft Word
The most widely used word processor by individuals and organizations.

Google Docs
Web-based word processor by Google. Accessible from any device.

LibreOffice Writer
Free and open-source word processor from The Document Foundation.

WPS Writer
Lightweight and feature-rich word processor by WPS Office.

★ Among these, **Microsoft Word** is the most widely used.

Microsoft Word is a word processing application developed by **Microsoft**. It is used to create, edit, format, save, and print documents such as letters, reports, resumes, certificates, and assignments.

MICROSOFT WORD IS USED TO:

Create Documents

Edit Text

Format Documents

Save Documents

Print Documents

EXAMPLES OF DOCUMENTS CREATED USING WORD PROCESSORS

Letters

Reports

Resumes (CVs)

Certificates

Assignments

Notices

Invitations

Books

Question Papers

💡 A word processor helps users work more efficiently and professionally by providing powerful tools for creating high-quality documents.

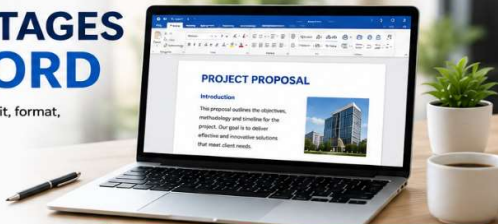
Features and Advantages of Microsoft Word





FEATURES AND ADVANTAGES OF MICROSOFT WORD

Microsoft Word is a powerful word processing software used to create, edit, format, save and share professional documents easily and efficiently.



MAIN FEATURES

- Create professional documents**
Design attractive and well-structured documents.
- Edit text easily**
Add, delete, cut, copy and move text quickly.
- Change fonts and colours**
Customize font styles, sizes and colours to make your document look better.
- Insert tables and pictures**
Add tables, images, shapes and other objects to enhance your document.
- Add page numbers**
Insert page numbers, headers and footers easily.
- Check spelling and grammar**
Built-in tools help to find and correct spelling and grammar mistakes.
- Print documents**
Print documents with custom settings.
- Save documents in different formats**
Save files in various formats like .docx, pdf, txt and more.
- Share documents electronically**
Share your documents via email, cloud or link.

Powerful Tools for Better Documents

ADVANTAGES

- Saves time**
Pre-designed templates, tools and shortcuts help you complete tasks faster.
- Produces neat documents**
Advanced formatting options help create clean, professional and well-organized documents.
- Easy to edit**
Make changes quickly and update content without hassle.
- Supports images and tables**
Easily insert and manage pictures, tables, charts and shapes.
- Offers automatic spell checking**
Helps to minimize errors and improves the quality of writing.
- Makes document sharing simple**
Share documents instantly through email, cloud storage or online links.

Perfect for
Letters, Reports, Resumes, Assignments, Certificates, Notices, Question Papers and much more.

Create **Edit** **Format** **Insert** **Print** **Save** **Share**

How to Start Microsoft Word



HOW TO START MICROSOFT WORD

Follow any one of the methods below to start Microsoft Word on your computer.

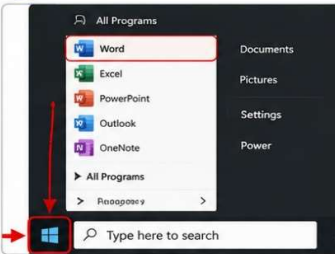
1 Using Desktop Shortcut



Double-click the Microsoft Word shortcut.

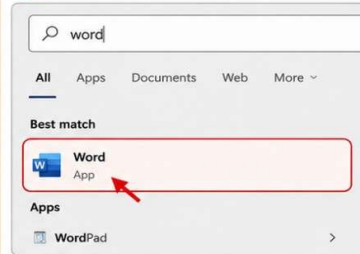
Double-click the Microsoft Word shortcut icon on the desktop.

2 Using Start Menu



Click on the Start button, scroll down and click on Microsoft Word.

3 Using Search



Click on the Search box, type word and click on Microsoft Word.

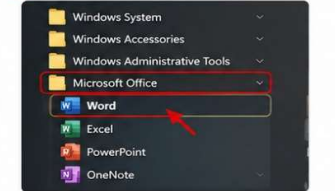
4 Using Taskbar



Click on the Microsoft Word icon on the taskbar.

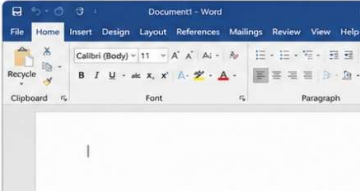
If Microsoft Word is pinned on the taskbar, click its icon.

5 Using All Programs



Click on Start > All Programs > Microsoft Office > Microsoft Word.

6 Microsoft Word Will Open



Microsoft Word will open and you can start creating your document.

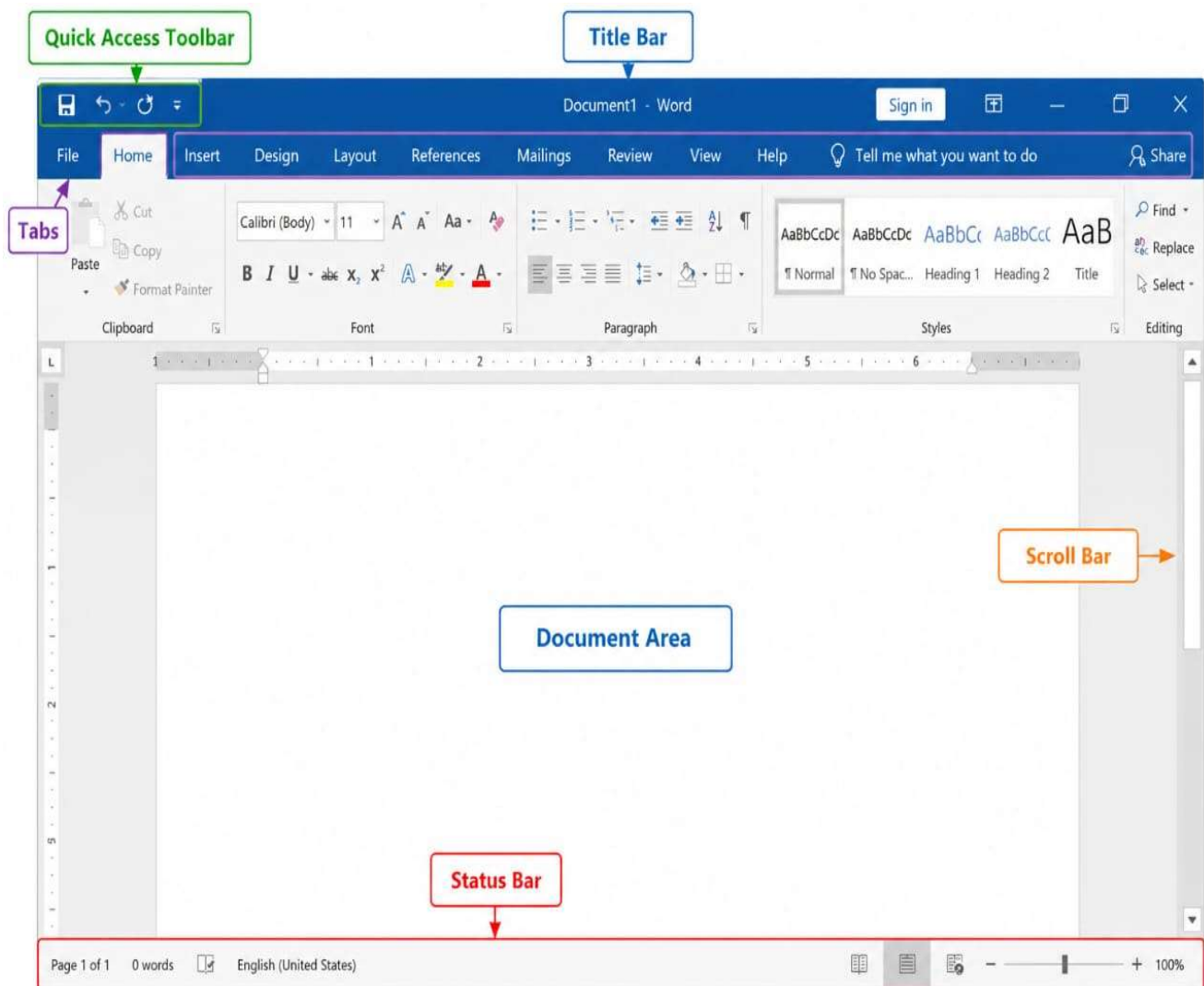


Shortcut Key: You can also press **Ctrl + N** inside Word to create a new document.

Understanding the Microsoft Word Window

The Microsoft Word window consists of the following parts:

- **Title Bar** – Displays the document name.
- **Quick Access Toolbar** – Contains frequently used commands such as Save and Undo.
- **Tabs** – Home, Insert, Design, Layout, References, Mailings, Review, View.
- **Document Area** – Area where you type and edit text.
- **Status Bar** – Displays page number, word count, and language.
- **Scroll Bar** – Moves through the document.



Creating a New Document

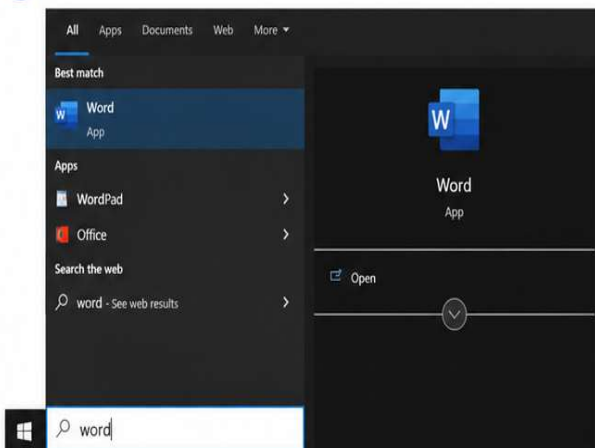
Steps

1. Open Microsoft Word.
2. Click **Blank Document**.
3. Start typing your text.

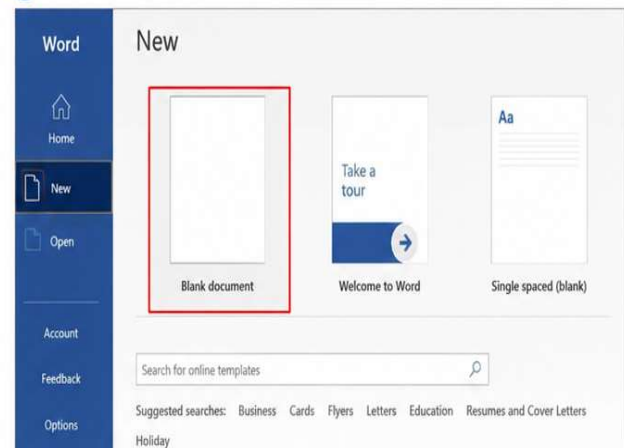
CREATE A NEW WORD FILE

Follow the steps to create a new Word document.

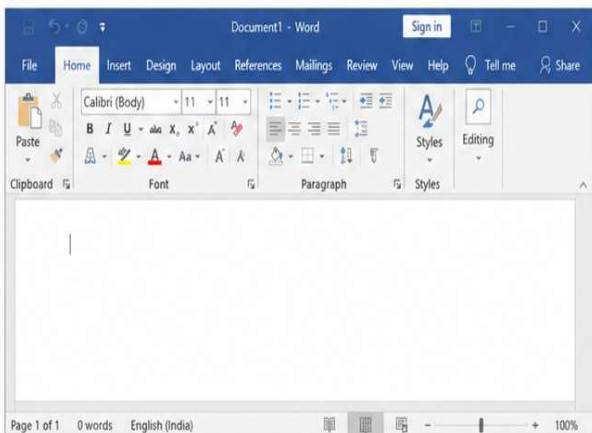
1 Open Microsoft Word.



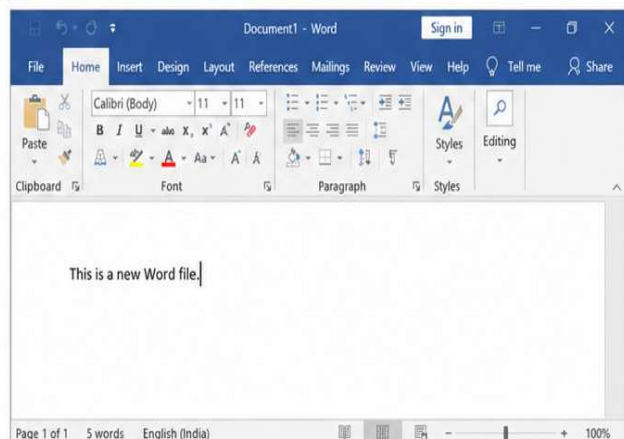
2 Click on Blank document.



3 A new blank document will open.



4 You can now start typing and save your file.



TIP: Press **Ctrl + S** or click **File > Save** to save your document.

Saving a Document

Steps

1. Click **File** → **Save As**.
2. Choose a location (Documents/Desktop).
3. Type the file name.
4. Click **Save**.

Shortcut Key

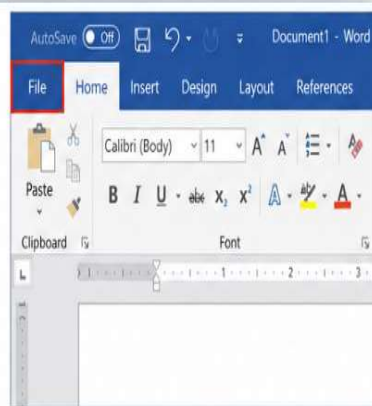
Ctrl + S

SAVING A WORD FILE

Follow the steps to save your Word document.

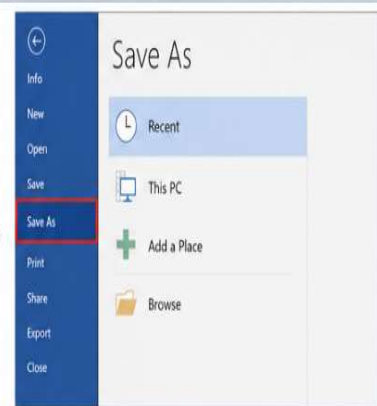
1 Click on File tab.

Click on the File tab in the top-left corner of the Word window.



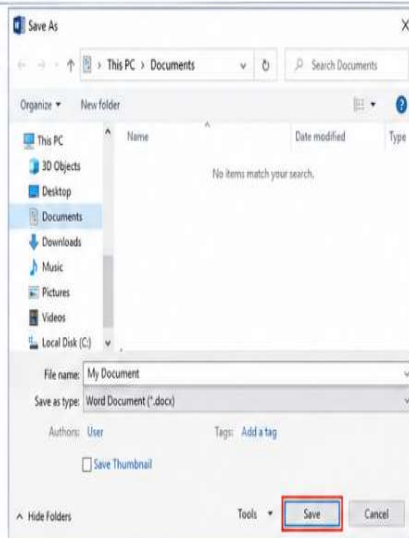
2 Choose Save or Save As.

If this is a new file, click **Save As**.
If it is an existing file, click **Save**.



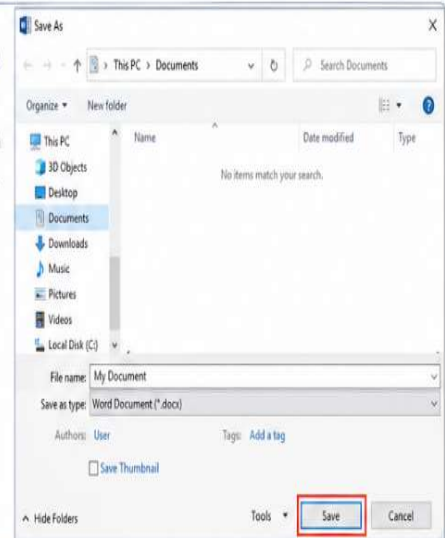
3 Choose location.

Select the location where you want to save your file (This PC, OneDrive, or any folder). Then click **Browse** if needed.



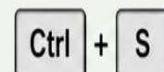
4 Enter file name and click Save.

Type a file name in the File name box. Then click the **Save** button.



TIP: Use **Save (Ctrl + S)** to quickly save changes in an existing file.

Use **Save As** to save a new file or to save with a different name or location.



Opening an Existing Document

Steps

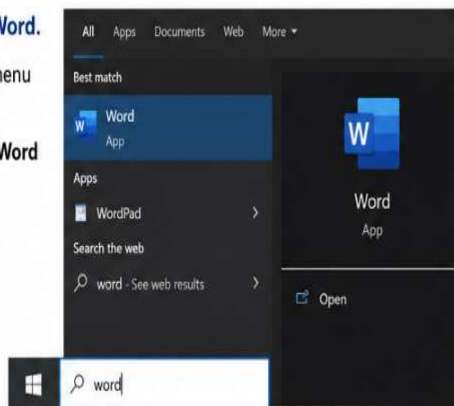
1. Click **File** → **Open**.
2. Browse to the saved document.
3. Select the file.
4. Click **Open**.

OPENING AN EXISTING WORD FILE

Follow the steps to open an existing Word document.

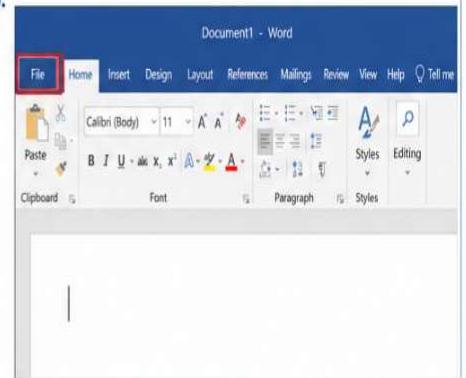
1 Open Microsoft Word.

Click on the **Start** menu and type **Word**.
Click on **Microsoft Word** to open it.



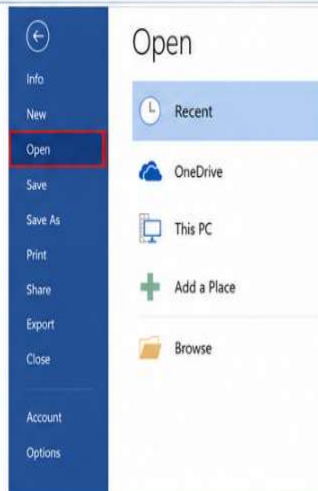
2 Click on the File tab.

In the Word window, click on the **File** tab in the top-left corner.



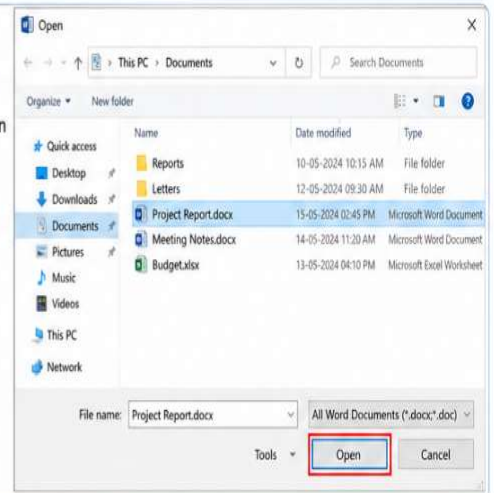
3 Click on Open.

In the File menu, click on **Open**.



4 Select the file and click Open.

Browse to the location where your file is saved.
Select the file you want to open.
Then click **Open**.



TIP: You can also open a Word file by double-clicking the file (.doc or .docx) from File Explorer.



Editing Text

Select Text

- Drag the mouse over the text.
- Double-click a word to select it.
- Triple-click a paragraph to select it.

Delete Text

- **Backspace** – Deletes characters to the left.
- **Delete** – Deletes characters to the right.

Undo and Redo

- **Ctrl + Z** – Undo
- **Ctrl + Y** – Redo

EDITING TEXT, DELETING TEXT, UNDO AND REDO IN WORD FILE

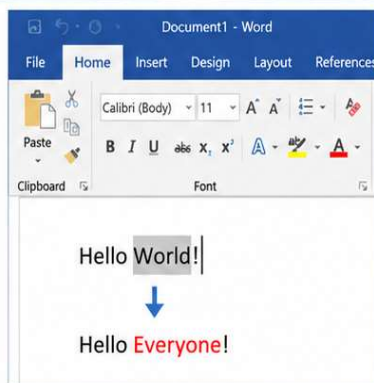
You can edit your text, delete unwanted text, and use Undo or Redo to quickly reverse or restore changes.

1 EDITING TEXT

Click anywhere in the text.
Place the cursor where you want to make changes and type to edit.



Example:
Change "World" to
"Everyone".

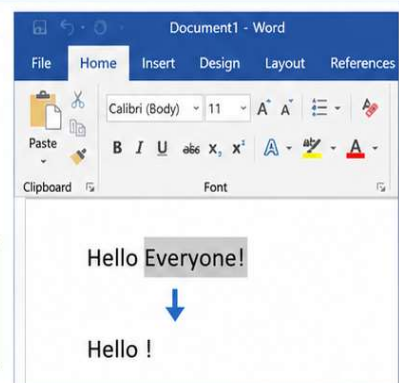


2 DELETING TEXT

Select the text you want to delete.
Press the **Delete** key on your keyboard.

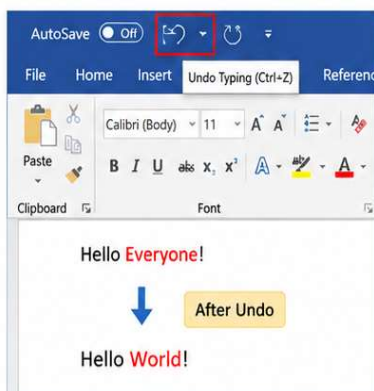


Example:
Select "Everyone"
and press Delete.



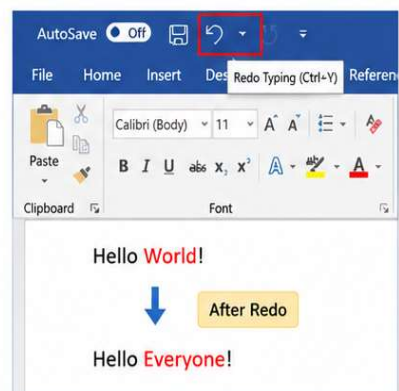
3 UNDO OPERATION

Undo reverses the last action you performed.
Click the **Undo** button on the Quick Access Toolbar or press **Ctrl + Z** on your keyboard.



4 REDO OPERATION

Redo restores the action that was undone.
Click the **Redo** button on the Quick Access Toolbar or press **Ctrl + Y** on your keyboard.



Keyboard Shortcuts

Ctrl + **Z** : Undo

Ctrl + **Y** : Redo

Delete : Delete Selected Text



TIP: You can also click the Undo or Redo button on the Quick Access Toolbar to quickly reverse or restore changes.



Formatting Text

Font Formatting

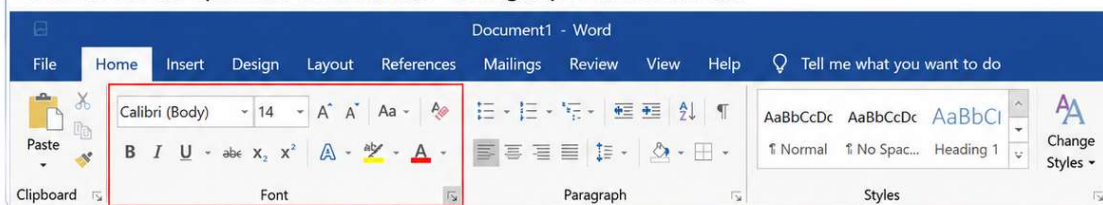
- Change Font Style
- Change Font Size
- Increase/Decrease Font Size
- Bold (**Ctrl + B**) , Italic (**Ctrl + I**) , Underline (**Ctrl + U**)
- Font Color
- Highlight Text, Normal Text, **Bold text**, *Italic text*, Underline Text

FORMATTING TEXT IN WORD

Formatting text means changing the appearance of the text to make your document look attractive and easy to read.

STEP 1: Select the text you want to format. Example: **Computer Education**

STEP 2: Use the options in the **Home** tab – **Font** group to format the text.



B	Bold Makes the text thicker and darker.	Example: Computer Education	I	Italic Slants the text.	Example: <i>Computer Education</i>
U	Underline Adds a line below the text.	Example: <u>Computer Education</u>	A	Font Color Changes the color of the text.	Example: Computer Education
ab	Text Highlight Color Highlights the text with color.	Example: Computer Education	A^	Increase Font Size Makes the text size bigger.	Example: Computer Education
A	Decrease Font Size Makes the text size smaller.	Example: Computer Education	Aa	Change Case Changes the letters to UPPERCASE, lowercase, Sentence case, etc.	Example: COMPUTER EDUCATION computer education Computer Education
X₂	Subscript Makes the text small and slightly below the line.	Example: H ₂ O	X²	Superscript Makes the text small and slightly above the line.	Example: E = mc ²
ab	Strikethrough Draws a line through the middle of the text.	Example: Computer Education	Text Alignment Aligns the text Left, Center, Right or Justify.	Example: Left Center Right Justify	



TIPS:

- You can also right-click on the selected text and choose Font to see more options.
- Use formatting to make your document clear, attractive and easy to read.



Click this button (Font Dialog Box Launcher) to see more formatting options.

Paragraph Formatting

Alignment

- Left Align (Ctrl + L), Center (Ctrl + E), Right Align (Ctrl + R), Justify (Ctrl + J)

Other Options

- Line Spacing, Paragraph Spacing, Indentation , Bullets, Numbering

PARAGRAPH FORMATTING IN WORD

Paragraph formatting helps you change the alignment, spacing, indentation and line arrangement of your paragraph to make your document clear and attractive.

WHERE TO FIND

Paragraph formatting options are available in the **Paragraph** group on the **Home** tab.

The screenshot shows the Microsoft Word ribbon with the Home tab selected. The Paragraph group is highlighted with a red box, showing icons for alignment, line spacing, paragraph spacing, indentation, bullets, numbering, borders, and shading.

OPTION	DESCRIPTION	EXAMPLE
	Align Left Aligns the paragraph to the left margin.	Example: This is a sample paragraph. It is aligned to the left. The left side of the paragraph is straight.
	Center Centers the paragraph between the margins.	Example: This is a sample paragraph. It is centered between the margins.
	Align Right Aligns the paragraph to the right margin.	Example: This is a sample paragraph. It is aligned to the right. The right side of the paragraph is straight.
	Justify Aligns the paragraph to both the left and right margins.	Example: This is a sample paragraph. It is justified. Both the left and right sides are straight, giving your document a neat and professional look.
	Line Spacing Changes the space between lines in a paragraph.	Example: This is 1.0 line spacing. This is 1.5 line spacing. This is 2.0 line spacing.
	Add Space Before Paragraph Adds space before the paragraph.	Example: This paragraph has space before it.
	Add Space After Paragraph Adds space after the paragraph.	Example: This paragraph has space after it.
	Increase Indent Moves the paragraph further from the left margin.	Example: This paragraph is indented. It is moved further from the left margin.
	Decrease Indent Moves the paragraph closer to the left margin.	Example: This paragraph is moved closer to the left margin.
	Bullets Creates a bulleted list.	Example: <ul style="list-style-type: none">• First point• Second point• Third point
	Numbering Creates a numbered list.	Example: <ol style="list-style-type: none">1. First point2. Second point3. Third point
	Borders Adds borders around the paragraph.	Example: <div>This paragraph has a border.</div>
	Shading Adds background color (shading) to the paragraph.	Example: <div>This paragraph has shading (background color).</div>

TIPS:

- Select the paragraph (or place the cursor in it) before applying formatting.
- Use these options to make your document easy to read and well organized.

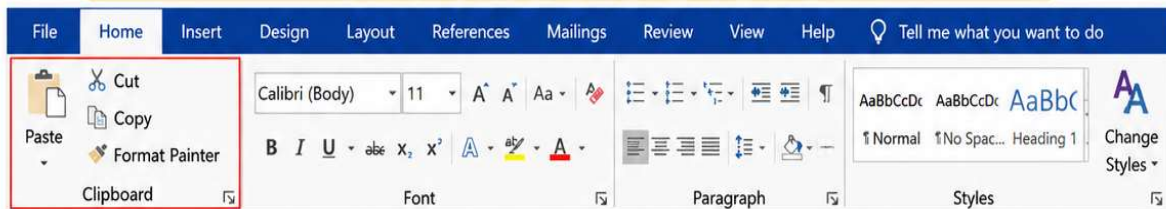
Click this button (Paragraph Dialog Box Launcher) to see more paragraph formatting options.

Cut, Copy and Paste

Cut -> Ctrl + X
Copy -> Ctrl + C
Paste -> Ctrl + V

CUT, COPY AND PASTE IN WORD

Cut, Copy and Paste are used to move or duplicate text, images or objects from one place to another in a Word document.



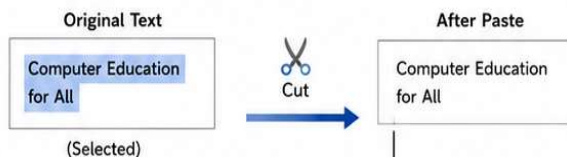
1 CUT

Cut removes the selected content and moves it to another location.

Steps:

1. Select the content.
2. Click on Cut icon  or press **Ctrl + X**
3. Place the cursor where you want to move it.
4. Click on Paste icon  or press **Ctrl + V**

Example:



i The selected content is removed from the original place and moved to the new place.

Keyboard Shortcut

Cut : **Ctrl** + **X**

Uses

When you want to move content from one place to another.

2 COPY

Copy duplicates the selected content and copies it to another location.

Steps:

1. Select the content.
2. Click on Copy icon  or press **Ctrl + C**
3. Place the cursor where you want to copy it.
4. Click on Paste icon  or press **Ctrl + V**

Example:



i The selected content remains in the original place and a copy is created at the new place.

Keyboard Shortcut

Copy : **Ctrl** + **C**

Uses

When you want to duplicate content without removing it from the original place.

3 PASTE

Paste inserts the cut or copied content at the cursor position.

Steps:

1. Cut or Copy the content.
2. Place the cursor where you want to insert it.
3. Click on Paste icon  or press **Ctrl + V**

Example:



i Paste inserts the content from the Clipboard at the cursor position.

Keyboard Shortcut

Paste : **Ctrl** + **V**

Uses

To insert the cut or copied content at the desired location.



TIPS:

- You can also right-click and choose Cut, Copy or Paste from the shortcut menu.
- These commands work for text, images, tables, shapes and other objects.



Cut



Copy



Paste

Find and Replace

Find -> Ctrl + F

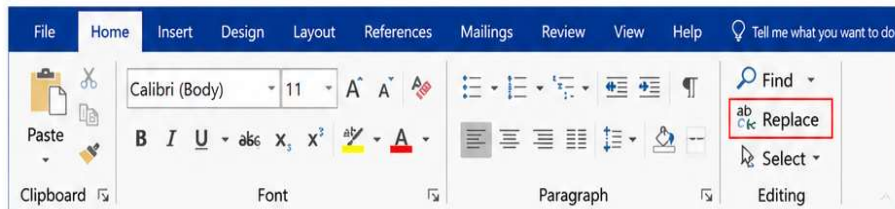
Replace -> Ctrl + H

FIND AND REPLACE IN WORD

Find and Replace helps you search for a word, phrase or number in your document and replace it with another word, phrase or number.

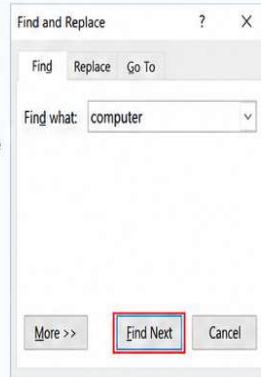
WHERE TO FIND

Go to the **Home** tab
→ in the **Editing** group,
click **Replace**.



FIND

- 1 Click on Find
(or press **Ctrl + F**).
- 2 In the Find what box,
type the word or phrase
you want to find.
- 3 Click Find Next.
Word will highlight
the next matching
text in the document.



Example:

Find the word **computer** in the document.

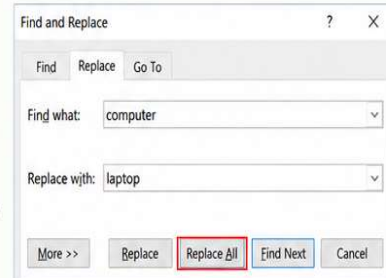
Result:

A **computer** is an electronic device.
We use **computer** in our daily work.

Each time you click
Find Next, the next
matching word will
be highlighted.

REPLACE

- 1 Click on Replace
(or press **Ctrl + H**).
- 2 In the Find what box,
type the word or phrase
you want to find.
- 3 In the Replace with box,
type the new word or
phrase.
- 4 Choose an option:
 - Replace – Replaces the current instance and moves to next.
 - Replace All – Replaces all instances at once.
 - Find Next – Moves to next instance without replacing.



Example:

Find: **computer**
Replace with: **laptop**

Result after Replace All:

A **laptop** is an electronic device.
We use **laptop** in our daily work.

All occurrences
of "computer"
are replaced
with "laptop".

OTHER WAYS TO OPEN

- Press **Ctrl + H** to open Find and Replace.
- Or press **Ctrl + F** for Find only.

MORE OPTIONS

Click **More >>** in the dialog box to see additional options such as:

- Match case
- Find whole words only
- Use wildcards
- Match prefixes / suffixes, etc.



TIPS

- Use Find to quickly locate text.
- Use Replace to change text throughout the document.
- Always save your document before using Replace All.

KEYBOARD SHORTCUTS

Ctrl + F : Find

Ctrl + H : Replace

F3 : Find Next

Shift + F3 : Find Previous

Inserting Objects

Insert Pictures

Steps:

1. Click **Insert**.
2. Select **Pictures**.
3. Choose an image.
4. Click **Insert**.

Insert Shapes

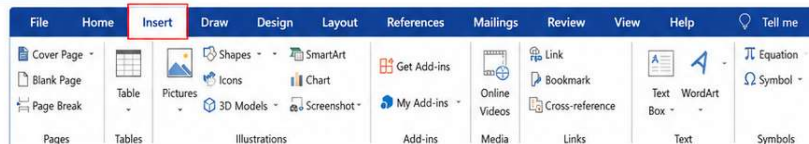
- Rectangle, Circle, Arrow, Line

INSERTING OBJECTS IN WORD

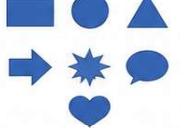
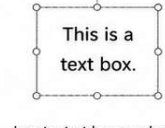
Objects are items such as pictures, shapes, charts, SmartArt, screenshots, text boxes, WordArt, equations, symbols, etc. that you can insert into your document.

HOW TO INSERT AN OBJECT

1. Place the cursor where you want to insert the object.
2. Go to the **Insert** tab.
3. Choose the type of object from the group.
4. Select the object and follow the on-screen instructions.

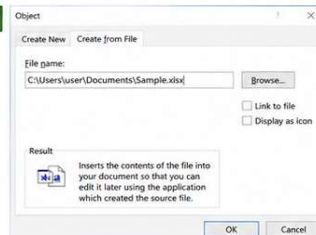


COMMONLY INSERTED OBJECTS

1. PICTURES Insert → Pictures → This Device...  Insert photos from your computer.	2. SHAPES Insert → Shapes  Insert ready-made shapes.	3. SMARTART Insert → SmartArt  Insert visual diagrams to illustrate information.	4. CHART Insert → Chart  Insert charts to represent data visually.	5. TEXT BOX Insert → Text Box  Insert a text box anywhere in the document.
6. WORDART Insert → WordArt  Insert decorative text to highlight your content.	7. SCREENSHOT Insert → Screenshot  Capture and insert a screenshot of any window.	8. ICONS Insert → Icons  Insert icons to make your document attractive.	9. EQUATION Insert → Equation $a^2 + b^2 = c^2$ Insert mathematical equations.	10. SYMBOL Insert → Symbol  Insert symbols and special characters.

INSERT AN OBJECT FROM FILE (Object)

1. Go to **Insert** tab.
2. Click on **Object** in the Text group.
3. In the Object dialog box:
 - **Create New:** Create a new object.
 - **Create from File:** Insert an object from an existing file.
4. Click **OK**.



TIPS

- ✓ Always save your document after inserting objects.
- ✓ You can resize or move the object by dragging it.
- ✓ Use **Layout Options** (right-click on the object → **Wrap Text**) to set text position.
- ✓ Use the **Format** tab (appears when an object is selected) to format it.



KEYBOARD SHORTCUTS

Alt + N, P
Insert Picture

Alt + N, H
Insert Shape

Alt + N, T
Insert Text Box

Alt + =
Insert Equation



Objects help make your document more informative and attractive.

Insert WordArt

Used for decorative headings.

Insert Text Box

Useful for creating notices and posters.

Insert Symbols

Examples:

- ©
- ₹
- °
- ✓

INSERTING WORDART, TEXT BOX AND SYMBOL IN WORD

Word provides different tools to make your document attractive and professional.
In this guide you will learn how to insert WordArt, Text Box and Symbol in Microsoft Word.

1. INSERTING WORDART

WordArt is decorative text that you can use to make your document more attractive.

STEPS:

- 1 Place the cursor where you want to insert WordArt.
- 2 Go to the **Insert** tab.
- 3 In the **Text** group, click on **WordArt**.
- 4 Choose any WordArt style from the gallery.
- 5 Type your text in the "Edit WordArt Text" box and click **OK**.



EXAMPLE:

Computer Education



You can change WordArt style, color, outline, shadow and more from the **Format** tab (Drawing Tools).

2. INSERTING TEXT BOX

Text Box allows you to add text anywhere in the document and customize its appearance.

STEPS:

- 1 Place the cursor where you want to insert the text box.
- 2 Go to the **Insert** tab.
- 3 In the **Text** group, click on **Text Box**.
- 4 Choose a built-in text box style or click **Draw Text Box**.
- 5 Draw the text box on the page.
- 6 Type your text inside the text box.



EXAMPLE:

Computer Education
empowers you with knowledge
and skills for a better future.



TIPS:

- You can resize the text box by dragging the handles.
- Use the **Format** tab to change color, outline, shape effects, and more.

3. INSERTING SYMBOL

Symbols are special characters that are not available on the keyboard.

STEPS:

- 1 Place the cursor where you want to insert the symbol.
- 2 Go to the **Insert** tab.
- 3 In the **Symbols** group, click on **Symbol**.
- 4 Choose a symbol from the list.
- 5 Click **Insert** and then **Close**.



EXAMPLE:

© ® ™ € £ ¥ ± × ÷ ≤ ≥ α β Ω ♥ ★



TIPS:

- Use the **Font** and **Subset** options to find the symbol you need.
- Recently used symbols appear for quick access.

KEYBOARD SHORTCUTS

Alt + I, W
Insert WordArt

Alt + I, X
Insert Text Box

Alt + I, U
Insert Symbol



These tools help you create professional and visually appealing documents in Microsoft Word.

Working with Tables

Create a Table

Steps:

1. Click **Insert**.
2. Select **Table**.
3. Choose the number of rows and columns.

Table Operations

- ❖ Add rows, Delete rows, Merge cells, Split cells, Apply table styles, etc.

WORKING WITH TABLES IN WORD

Tables are used to organize information in rows and columns.
Microsoft Word provides powerful tools to create and manage tables easily.

HOW TO INSERT A TABLE

1. Place the cursor where you want to insert the table.
2. Go to the **Insert** tab.
3. Click on **Table**.
4. Drag the cursor on the grid to select the number of columns and rows.
5. Click to insert the table.

3x4 Table

Insert Table...

Draw Table

Excel Spreadsheet

Quick Tables

Example of Inserted Table

S.No.	Name	Class	Subject	Marks
1	Amit Kumar	10	English	85
2	Priya Singh	10	Science	90
3	Rahul Verma	10	Maths	78

TIP: You can also click on Insert Table to specify exact number of rows and columns.

Insert Table

Number of columns: 4

Number of rows: 5

OK Cancel

TABLE TOOLS TAB

When you click anywhere in a table, two tabs appear: **DESIGN** and **LAYOUT**

DESIGN (Table Design)

Table Style Options: Header Row, Total Row, Banded Rows, Banded Columns

Table Styles: [Icons]

Shading: [Icon]

Border Styles: [Icons]

Draw Borders: [Icon]

LAYOUT (Table Layout)

Table: Select, View Gridlines, Properties

Rows & Columns: Delete, Insert Above, Insert Below, Insert Left, Insert Right

Cells: Merge Cells, Split Cells, Split Table

COMMON TABLE OPERATIONS

OPERATION	HOW TO DO	DESCRIPTION / EXAMPLE															
Insert Rows	<ul style="list-style-type: none">Click in a row.Go to Layout tab.Click Insert Above or Insert Below.	<table><thead><tr><th>S.No.</th><th>Name</th></tr></thead><tbody><tr><td>1</td><td>Amit</td></tr><tr><td>2</td><td>Priya</td></tr></tbody></table> <p>Before Inserting</p> <table><thead><tr><th>S.No.</th><th>Name</th></tr></thead><tbody><tr><td>1</td><td>Amit</td></tr><tr><td>2</td><td>Priya</td></tr><tr><td>3</td><td>Priya</td></tr></tbody></table> <p>After Inserting Right</p>	S.No.	Name	1	Amit	2	Priya	S.No.	Name	1	Amit	2	Priya	3	Priya	
S.No.	Name																
1	Amit																
2	Priya																
S.No.	Name																
1	Amit																
2	Priya																
3	Priya																
Insert Columns	<ul style="list-style-type: none">Click in a column.Click Insert Left or Insert Right.	<table><thead><tr><th>S.No.</th><th>Name</th></tr></thead><tbody><tr><td>1</td><td>Amit</td></tr><tr><td>2</td><td>Priya</td></tr></tbody></table> <p>Before Inserting</p> <table><thead><tr><th>S.No.</th><th>Name</th><th>New Column</th></tr></thead><tbody><tr><td>1</td><td>Amit</td><td>-</td></tr><tr><td>2</td><td>Priya</td><td>-</td></tr></tbody></table> <p>After Inserting Right</p>	S.No.	Name	1	Amit	2	Priya	S.No.	Name	New Column	1	Amit	-	2	Priya	-
S.No.	Name																
1	Amit																
2	Priya																
S.No.	Name	New Column															
1	Amit	-															
2	Priya	-															
Delete Rows / Columns / Table	<ul style="list-style-type: none">Select the row(s) or column(s) or table.Click Delete → choose Rows / Columns / Table.	<table><thead><tr><th>S.No.</th><th>Name</th><th>Class</th></tr></thead><tbody><tr><td>1</td><td>Amit</td><td>10</td></tr><tr><td>2</td><td>Priya</td><td>10</td></tr></tbody></table> <p>Before Deleting</p> <table><thead><tr><th>S.No.</th><th>Name</th><th>Class</th></tr></thead><tbody><tr><td>2</td><td>Priya</td><td>10</td></tr></tbody></table> <p>After Deleting Row</p>	S.No.	Name	Class	1	Amit	10	2	Priya	10	S.No.	Name	Class	2	Priya	10
S.No.	Name	Class															
1	Amit	10															
2	Priya	10															
S.No.	Name	Class															
2	Priya	10															
Merge Cells	<ul style="list-style-type: none">Select the cells.Click Merge Cells.	<table><tr><td>Amit</td><td>Kumar</td></tr></table> <p>Before Merge</p> <table><tr><td>Amit Merge</td></tr></table> <p>After Merge</p>	Amit	Kumar	Amit Merge												
Amit	Kumar																
Amit Merge																	
Split Cells	<ul style="list-style-type: none">Select the cell.Click Split Cells.Choose number of columns and rows.	<table><tr><td>Computer Education</td></tr></table> <p>Before Split</p> <table><tr><td>Computer</td><td>Education</td></tr></table> <p>After Split</p>	Computer Education	Computer	Education												
Computer Education																	
Computer	Education																
Adjust Column Width	<ul style="list-style-type: none">Drag the column border to left or right.Or go to Layout → Cell Size → Column Width.	<table><thead><tr><th>Name</th><th>Class</th></tr></thead><tbody><tr><td>Amit</td><td>10</td></tr><tr><td>Priya</td><td>10</td></tr></tbody></table> <p>Before Adjust</p> <table><thead><tr><th>Name</th><th>Class</th></tr></thead><tbody><tr><td>Amit</td><td>10</td></tr><tr><td>Priya</td><td>10</td></tr></tbody></table> <p>After Adjust</p>	Name	Class	Amit	10	Priya	10	Name	Class	Amit	10	Priya	10			
Name	Class																
Amit	10																
Priya	10																
Name	Class																
Amit	10																
Priya	10																
Adjust Row Height	<ul style="list-style-type: none">Drag the row border up or down.Or go to Layout → Cell Size → Row Height.	<table><tr><td>Amit</td></tr><tr><td>Priya</td></tr><tr><td>Rahul</td></tr></table> <p>Before Adjust</p> <table><tr><td>Amit</td></tr><tr><td>Priya</td></tr><tr><td>Rahul</td></tr></table> <p>After Adjust</p>	Amit	Priya	Rahul	Amit	Priya	Rahul									
Amit																	
Priya																	
Rahul																	
Amit																	
Priya																	
Rahul																	
Table Properties	<ul style="list-style-type: none">Click anywhere in the table.Go to Layout → Properties.Set table alignment, text wrapping, row height, column width, etc.	<p>Table Properties</p> <p>Table: Alignment, Row: Cell, Alt Text</p> <p>Alignment: Left, Center, Right</p> <p>Indent from left: 0 cm</p>															

OTHER USEFUL FEATURES

- Draw Table**
Layout tab → Draw Table
Use pen to draw rows and columns.
- Convert Text to Table**
Select text separated by tabs, commas or other characters.
Insert tab → Table → Convert Text to Table.
- Convert Table to Text**
Select the table.
Layout tab → Data → Convert to Text.
- Sort Data**
Select data in table.
Layout tab → Data → Sort.
Choose column and order (A to Z or Z to A).
- Repeat Header Rows**
Select the first row(s) to repeat on each page.
Layout tab → Data → Repeat Header Rows.

BORDER AND SHADING

Add / Change Borders

1. Select the table or cells.
2. Go to **Design** tab → **Borders**.
3. Choose border style, color and thickness.
4. Click the border options.

Add Shading (Background Color)

1. Select the cell(s).
2. Go to **Design** tab → **Shading**.
3. Choose the color.

TIPS

- ✓ Use **Header Row** to make the first row as header.
- ✓ Use **Banded Rows / Columns** for better readability.
- ✓ Always save your document.
- ✓ Use **Table Styles** to quickly format your table.
- ✓ Press **Tab** key in the last cell to add a new row.

KEYBOARD SHORTCUTS

Tab	Shift + Tab	Alt + Home	Alt + End	Ctrl + Tab	Ctrl + Shift + Tab
Move to next cell	Move to previous cell	Move to first cell in the row	Move to last cell in the row	Move to next table	Move to previous table

Page Setup

Margins: Adjust page margins.

Orientation

- Portrait
- Landscape

Paper Size

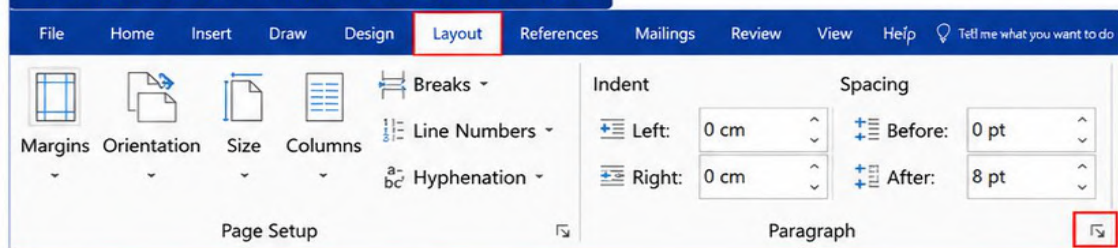
- A4
- Letter
- Legal

Page Breaks: Insert page breaks.

PAGE SETUP IN MICROSOFT WORD

Page Setup is used to organize the layout of your document pages before printing.

1. PAGE SETUP GROUP ON LAYOUT TAB



2. PAGE SETUP OPTIONS

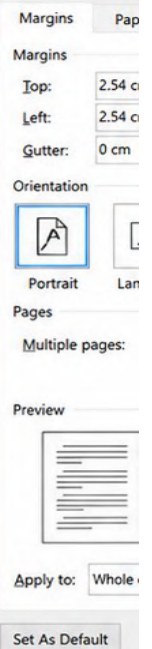
	Margins	Set the space between the text and the edge of the page.
	Orientation	Choose portrait (vertical) or landscape (horizontal) orientation.
	Size	Select the paper size like A4, Letter, Legal, etc.
	Columns	Divide the text into two or more columns.
	Breaks	Insert page breaks, section breaks, or column breaks.
	Line Numbers	Add line numbers to the lines of your document.
	Hyphenation	Automatically break words at the end of lines for better alignment.

3. STEPS TO ACCESS PAGE SETUP

- 1 Go to the **Layout** tab.
- 2 In the **Page Setup** group, click the dialog box launcher .
- 3 The **Page Setup** dialog box will open.
- 4 Choose the required options (Margins, Orientation, Size, etc.).
- 5 Click **OK** to apply the settings.

Page

Page Setup



4. P



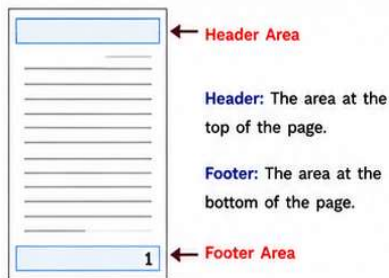
Header and Footer

HEADER AND FOOTER IN MICROSOFT WORD

Headers and Footers are areas at the top and bottom of each page in a document.

They can contain text, page numbers, dates, time, file name, logo, etc.

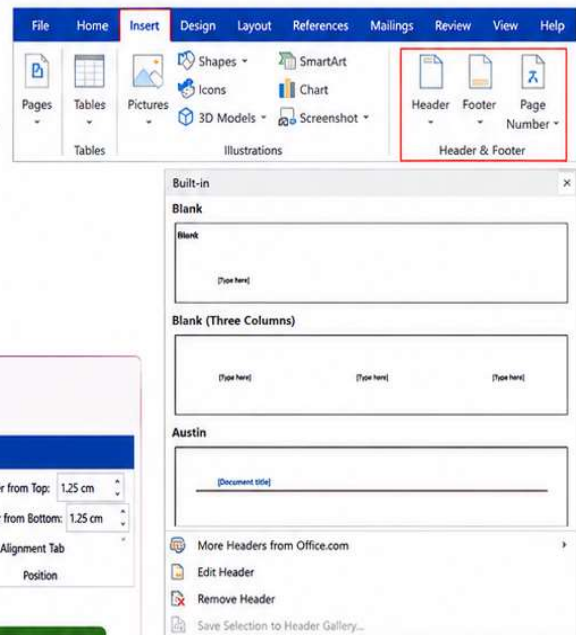
1. WHAT IS HEADER AND FOOTER?



2. HOW TO INSERT HEADER AND FOOTER

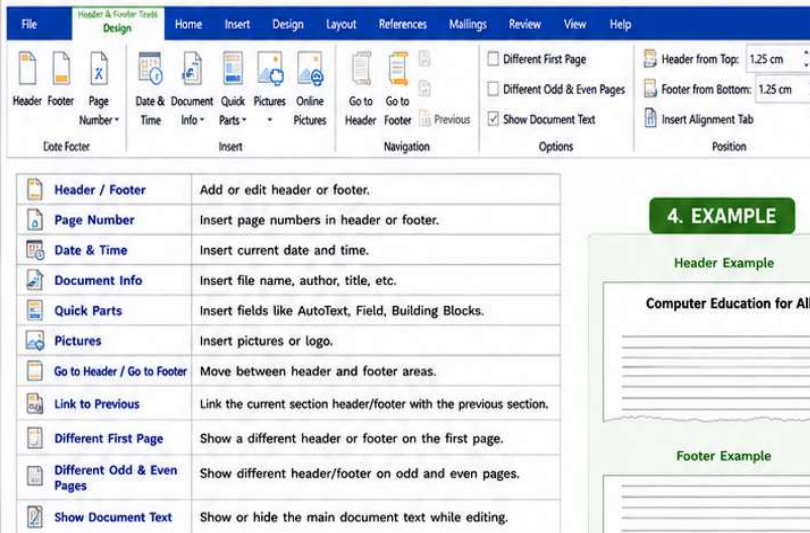
Step-by-Step:

- 1 Go to the Insert tab.
- 2 Click on Header or Footer in the Header & Footer group.
- 3 Choose a built-in design or select **Edit Header / Edit Footer**.
- 4 Type your text or insert any items.



3. HEADER & FOOTER TOOLS (DESIGN TAB)

When you insert a header or footer, the Header & Footer Tools Design tab appears.

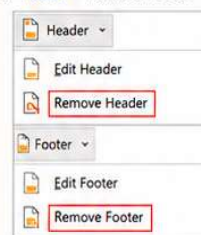


4. EXAMPLE



5. HOW TO REMOVE HEADER / FOOTER

- 1 Go to Insert tab.
- 2 Click Header > Remove Header or Footer > Remove Footer.

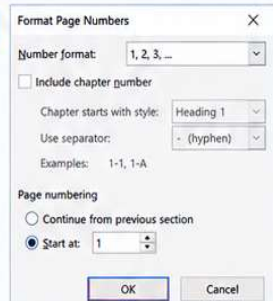


6. PAGE NUMBER OPTIONS

Insert → Page Number

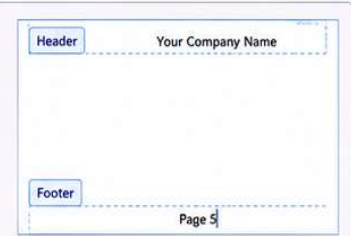
You can place page numbers at:

- Top of Page (Header)
- Bottom of Page (Footer)
- Page Margins
- Current Position
- Format Page Numbers...



7. TIPS

- ✓ Use headers and footers for titles, page numbers, dates, and logos.
- ✓ Use **Different First Page** for a special title page.
- ✓ Use **Link to Previous** when you want the same header/footer in all sections.
- ✓ Always check the final print preview.



KEYBOARD SHORTCUTS

Alt + N, H
Insert Header

Alt + N, F
Insert Footer

Alt + N, P
Insert Page Number

Esc
Close Header / Footer

Ctrl + Enter
Insert Page Break

Page Numbering

Page numbering is a feature in Microsoft Word that inserts page numbers (such as 1, 2, 3... or i, ii, iii...) into the header, footer, page margins, or current position of each page.

Functions of Page Numbering

- Organizes document pages
- Makes navigation easier
- Helps readers locate information
- Essential for books, reports, assignments, and manuals
- Supports indexing and references

How to Insert Page Numbers (Insert → Page Number)

PAGE NUMBERING IN MS WORD

Page numbering is used to add automatic page numbers to your document.

STEPS TO ADD PAGE NUMBERS

- 1 Go to the **Insert** tab.
- 2 Click on **Page Number**.
- 3 Choose the position
(Top of Page, Bottom of Page, Page Margins or Current Position).
- 4 Select a style you like.
- 5 Page numbers will be added to your document.

PAGE NUMBER POSITIONS

	Top of Page (Top Center)
	Bottom of Page (Bottom Center)
	Page Margins (Left)
	Current Position (At Cursor)

Document1 - Word

File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

Cover Page Blank Page Page Break Pages

Table Tables

Pictures Shapes Icons Illustrations

SmartArt Chart Screenshot

Get Add-ins My Add-ins Add-ins

Online Videos Media

Link Bookmark Cross-reference Links

Comment Comments

COMPUTER EDUCATION FOR ALL

Introduction

Computers have become an essential part of our daily lives. They help us work faster, learn better and communicate easily. This course is designed for beginners with no prior computer knowledge.

Learning Objectives

- Understand basic computer concepts
- Learn to use keyboard and mouse
- Work with Windows
- Use MS Word, Excel and PowerPoint
- Explore Internet and Email
- Practice digital safety

Conclusion

By the end of this course, you will be able to use a computer confidently for everyday tasks.

Simple

Plain Number 1

Plain Number 2

Plain Number 3

[More Page Numbers from Office.com](#)

[Save Selection to Page Number Gallery...](#)

EXAMPLES OF PAGE NUMBER POSITIONS

Top of Page (Center)	Bottom of Page (Center)

Page Number Locations

- Top of Page, Bottom of Page, Page Margins, Current Position, etc.

Formatting Page Numbers

- 1, 2, 3... i, ii, iii... A, B, C... Start at a specific number.

Removing Page Numbers

- Keyboard Shortcut: Alt + N, U

Spell Check

Microsoft Word automatically checks spelling and grammar.

Shortcut Key: F7

SPELL CHECKING IN MS WORD

Spell Check helps you find and correct spelling mistakes in your document.

HOW TO CHECK SPELLING

- 1 Click on the **Review** tab.
- 2 Click on **Spelling & Grammar** (or press **F7**).
- 3 The Spelling and Grammar dialog box will open.
- 4 Choose the correct spelling from the Suggestions list.
- 5 Click **Change** to correct one error.
- 6 Click **Change All** to correct all occurrences.
- 7 Click **Ignore** to skip the word or **Ignore All** to ignore all occurrences.

NOTE:

You can also turn on Auto Spell Check to check spelling automatically while typing.

Document1 - Word

File Home Insert Design Layout References Mailings **Review** View Help Tell me what you want to do

ABC Spelling & Grammar Thesaurus Word Count Read Aloud Check Accessibility Translate Language New Comment Delete Previous Next Show Comments Track Changes

Proofing Accentsations

1 2 3 4 5 6 7 8 9 10 11 12

COMPUTER EDUCATION FOR ALL

Computer is an amezing machine. It can do many things very fast. It helps us in our daily life. We can type documents, creat presentations, send emails and much more. Learning computer is very importent in today's world.

Practice makes a man perfect.

Page 1 of 1 | 34 words | English (India)

Spelling and Grammar: English (United States)

Not in Dictionary:

Computer is an **amezing** machine.

Suggestions:

- amazing
- amusing
- amazing
- amazed
- ame zing

Dictionary language: English (United States)

☒ Check grammar

Options... Undo

BUTTONS IN SPELLING AND GRAMMAR DIALOG BOX

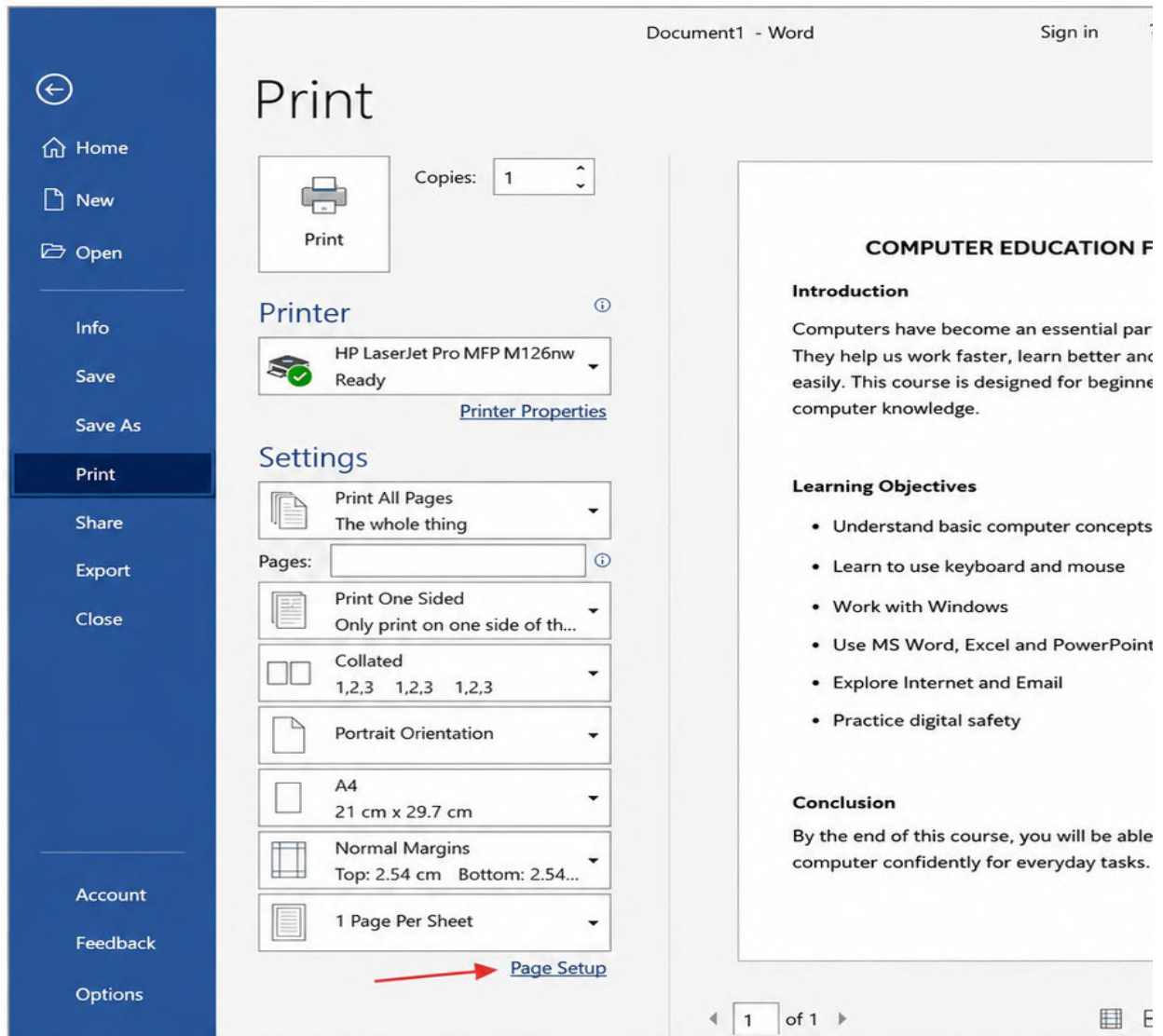
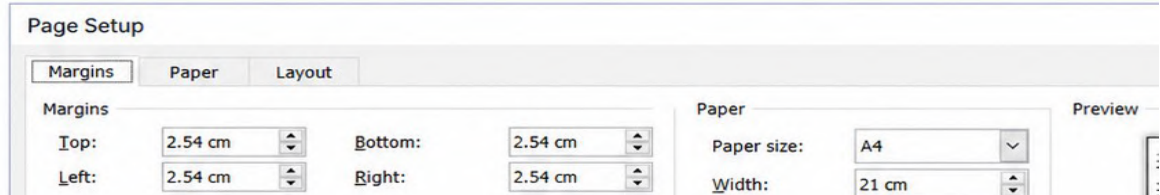
Button	Function	Button	Function

Printing a Document

Steps

1. Click **File** → **Print**.
2. Select a printer.
3. Choose the number of copies.
4. Click **Print**.

Shortcut: Ctrl + P



Closing Microsoft Word

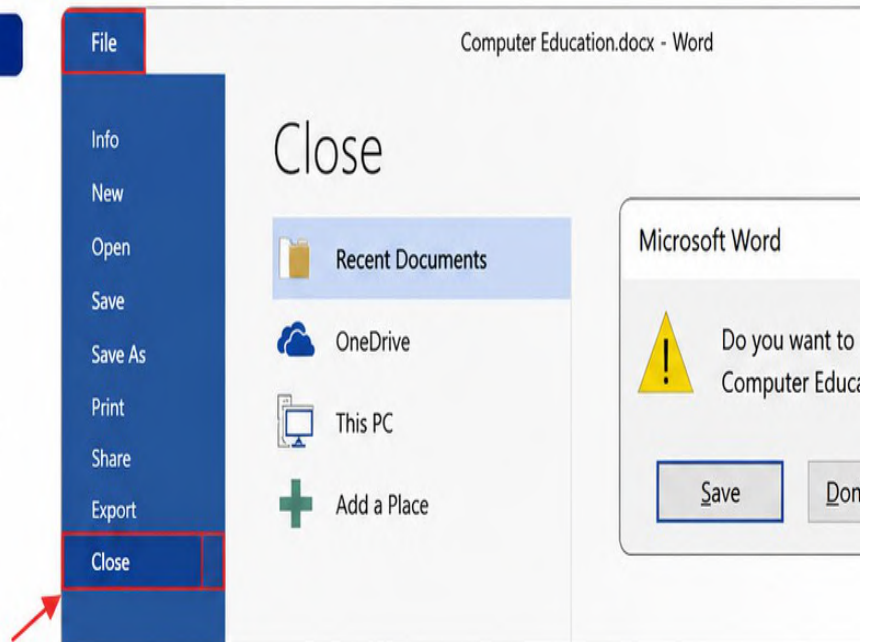
- Click **File** → **Exit**, or
- Click the **X** button in the upper-right corner.

CLOSING A WORD FILE

Closing a Word file ends your work session and closes the document.

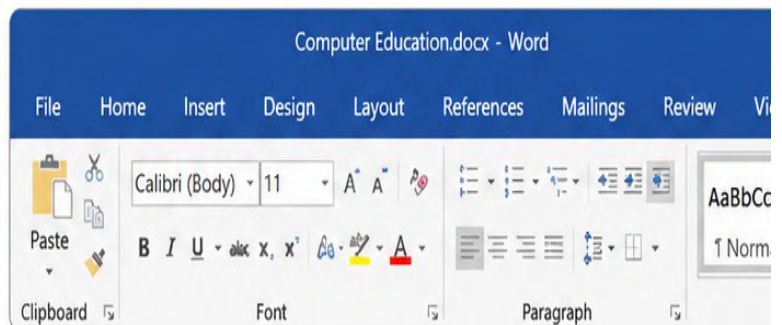
METHOD 1: USING FILE TAB

- 1 Click on the **File** tab.
- 2 Click on **Close** in the left pane.
- 3 If your document has changes, Word will ask you to save.
- 4 Click **Save** to save changes or **Don't Save** to close without saving.
- 5 The Word file will be closed.



METHOD 2: USING WINDOW CONTROL

Click on the **Close** button (**X**) at the top right corner of the Word window.



METHOD 3: USING KEYBOARD SHORTCUT

Press **Alt + F4** keys together.



Common Keyboard Shortcuts



COMMON KEYBOARD SHORTCUTS for MS WORD



ACTION		SHORTCUT	ACTION		SHORTCUT
	New Document	Ctrl + N		Find	Ctrl + F
	Open Document	Ctrl + O		Replace	Ctrl + H
	Save Document	Ctrl + S		Check Spelling & Grammar	F7
	Save As	F12		Thesaurus	Shift + F7
	Print	Ctrl + P		Word Count	Ctrl + Shift + G
	Undo	Ctrl + Z		Insert Page Break	Ctrl + Enter
	Redo	Ctrl + Y		Insert Table	Ctrl + T
	Cut	Ctrl + X		Insert Picture	Alt + N, P
	Copy	Ctrl + C		Insert Hyperlink	Ctrl + K
	Paste	Ctrl + V		Insert Bookmark	Ctrl + Shift + F5
	Format Painter	Ctrl + Shift + C Ctrl + Shift + V		Edit Header	Alt + N, H
B	Bold	Ctrl + B		Edit Footer	Alt + N, F
<i>I</i>	Italic	Ctrl + I		Increase Font Size	Ctrl + Shift + >
<u>U</u>	Underline	Ctrl + U		Decrease Font Size	Ctrl + Shift + <
	Text Highlight	Ctrl + Shift + H		Show/Hide ¶	Ctrl + Shift + 8
	Font Color	Alt + H, F, C		Zoom In	Ctrl + +
	Bulleted List	Ctrl + Shift + L		Zoom Out	Ctrl + -
	Numbered List	Ctrl + Shift + N		Go To	Ctrl + G
	Align Left	Ctrl + L		Select All	Ctrl + A
	Align Center	Ctrl + E		Move to Start of Previous Word	Ctrl + Left Arrow
	Align Right	Ctrl + R		Move to Start of Next Word	Ctrl + Right Arrow
	Justify	Ctrl + J		Move to Previous Paragraph	Ctrl + Up Arrow
	Line Spacing	Ctrl + 1 / Ctrl + 2 / Ctrl + 5		Move to Next Paragraph	Ctrl + Down Arrow
	Clear Formatting	Ctrl + Spacebar		Go to Beginning of Document	Ctrl + Home
				Go to End of Document	Ctrl + End



TIPS

- Shortcuts work in Windows.
- Hold Ctrl and press the other key.
- Memorizing shortcuts saves time and boosts productivity!



Summary

Microsoft Word is a powerful word-processing application used to create professional documents. It provides tools for typing, editing, formatting, inserting tables and pictures, checking spelling, and printing. Mastering these basic features enables users to prepare letters, reports, resumes, and other documents efficiently.

Learning Outcomes

After completing this tutorial, learners will be able to:

- Create and save Microsoft Word documents.
- Edit and format text professionally.
- Use tables, pictures, and page layout tools.
- Apply headers, footers, and page numbers.
- Use common keyboard shortcuts.
- Print and manage documents confidently.

Practical Exercises

Exercise 1: Create a Letter

- Type a simple leave application.
- Format the title in **Bold** and **Center**.
- Save the file.

Exercise 2: Create a Resume

Include:

- Name
- Address
- Education
- Skills
- Contact Details

Exercise 3: Create a Table

Name	Age	City
Ravi	25	Patna
Anita	22	Delhi

Exercise 4: Insert a Picture

- Insert a picture.
- Resize and move it.
- Add a caption below the image.

Exercise 5: Design a Notice

Create a notice using:

- WordArt
- Text Box
- Bullets
- Borders

Assessment Questions

Multiple Choice

1. Which shortcut key is used to save a document?
2. Which tab is used to insert pictures?
3. Which command is used to make text bold?
4. Which shortcut opens the Print dialog box?

Practical Test

- Create a one-page document.
- Format headings and paragraphs.
- Insert a table and an image.
- Add page numbers.
- Save and print the document.

Practical Activities

Create:

- Personal Bio
- Letter
- Job Application
- Resume
- Invitation Card
- Notice
- Certificate

