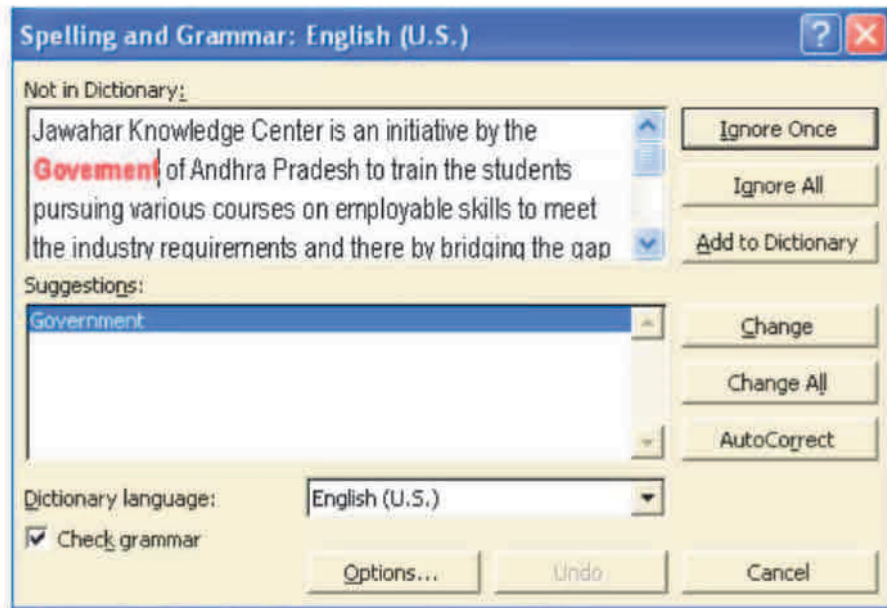
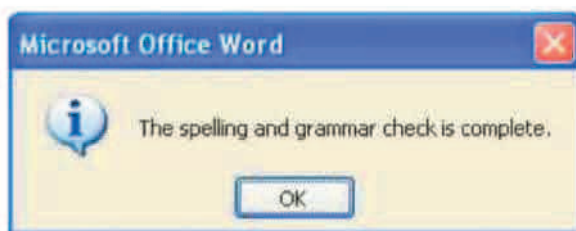


Spelling and Grammar Checking of word document

- ❖ Open any word document.
- ❖ Click **Tools** menu and then click **Spelling and Grammar** option. You will get the below dialog box.



- ❖ Note all words that appear red color in First box are spelling mistakes. If you want to accept the suggested word, in the second box click on **Change**. If not, click **Ignore** button. You can also add a word to the dictionary by clicking on the **Add** button.
- ❖ Continue this process until you get the dialog box, shown below:

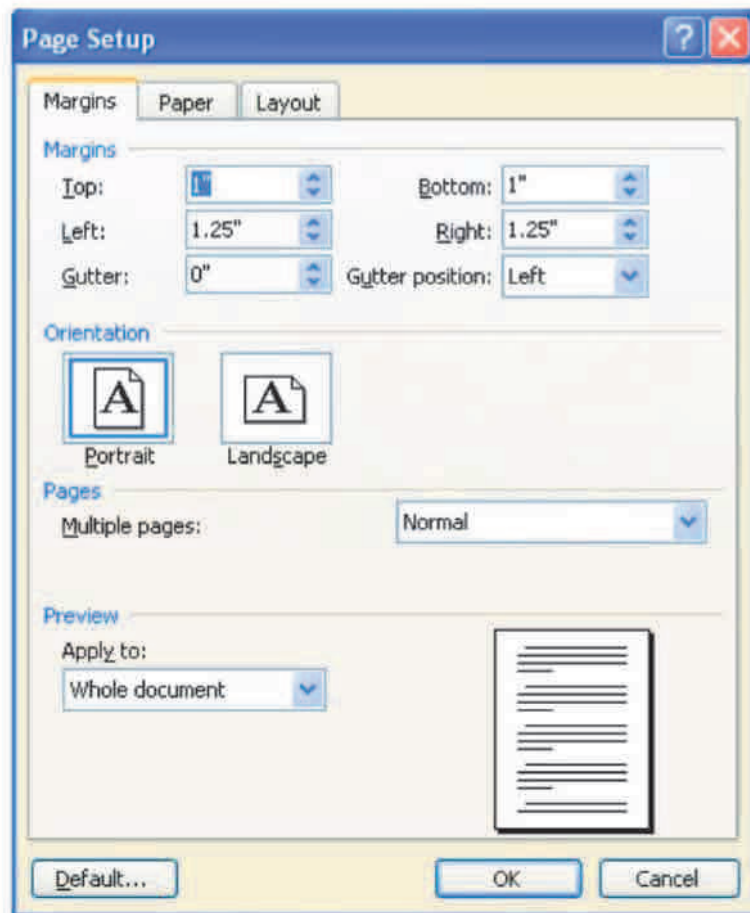


- ❖ Click **OK** button.
- ❖ Save your work when the spell-check is complete, so that the corrections are saved.

Printing document

Set Page Setup options

- ❖ Click **File** menu
- ❖ Select and click **Page Setup** option. You will get the following screen.



- ❖ Here you can set **margins (top, bottom, right and left), paper size, paper source and layout.**
- ❖ Click **OK** button.

Creating Header and footer

- ❖ You can create header and footer that include text or graphics. For example, page numbers, the date, a company logo, the document's title or file name, the author's name, and so on. You can use the same header and footer throughout a document or change the header and footer for part of the

document. For example, use a unique header or footer on the first page, or leave the header or footer off the first page. You can also use different headers and footers on odd and even pages or for part of a document.




The Header and Footer tool bar is




To Create header or footer

Create a header or footer





- 1 On the **View** menu, click **Header and Footer**.
- 2 To create a header, enter text or graphics in the header area. Or click a button on the **Header and Footer** toolbar.

To insert	Click
Page numbers	Page Numbers 
The current date	Date 
The current time	Time 
Common header or footer items, such as running total page numbers (Page 1 of 10), the file name, or the author's name	Insert AutoText , point to Header , and then click the item you want.

- 3 To create a footer, click **Switch Between Header and Footer**  to move to the footer area. Then repeat step 2.
- 4 When you finish, click **Close**.

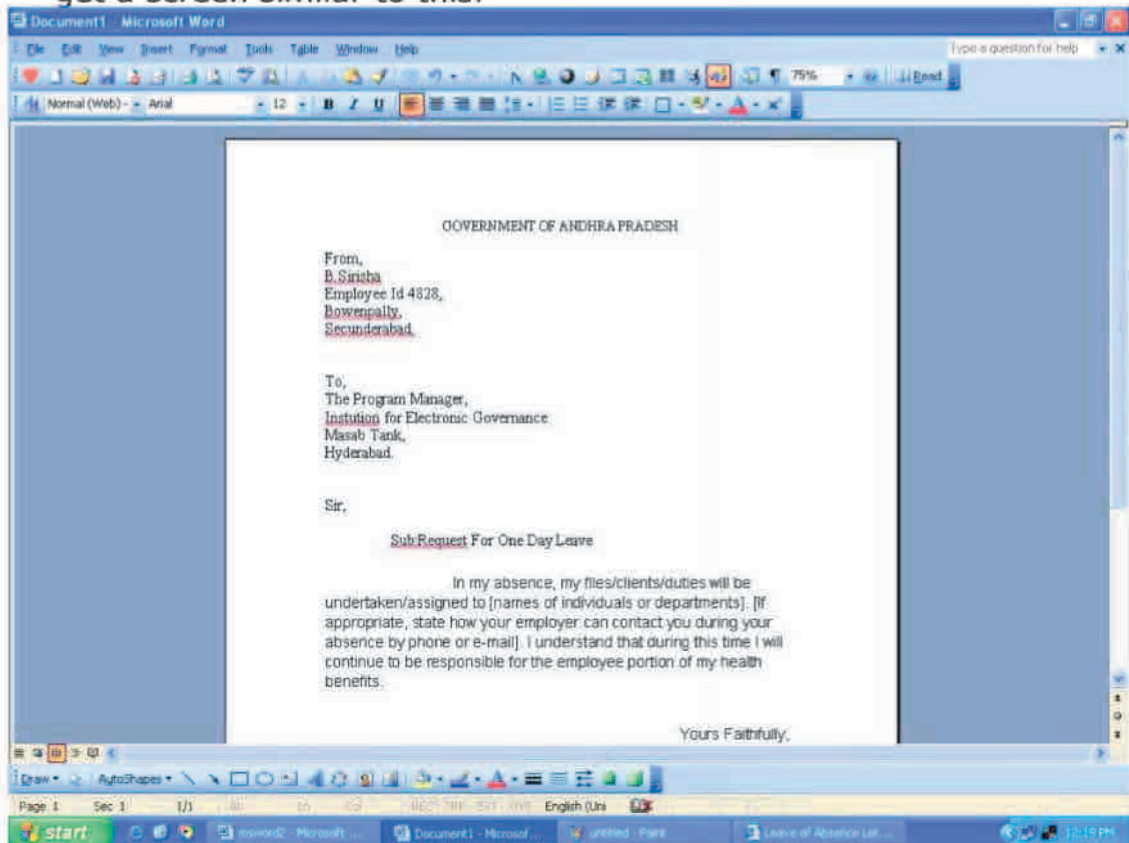
Creating different footers or headers for even and odd pages

Create different headers or footers for odd and even pages

- 1 On the **View** menu, click **Header and Footer**.
- 2 On the **Header and Footer** toolbar, click **Page Setup** .
- 3 Click the **Layout** tab.
- 4 Select the **Different odd and even** check box, and then click **OK**.
- 5 If necessary, move to the **Even Page Header** area or **Even Page Footer** box.
 How?
- 6 Create the header or footer for each even-numbered page.
 How?
- 7 To move to the header or footer for each odd-numbered page, click **Show Next**  on the **Header and Footer** toolbar. Then create the header or footer you want.

Preview document

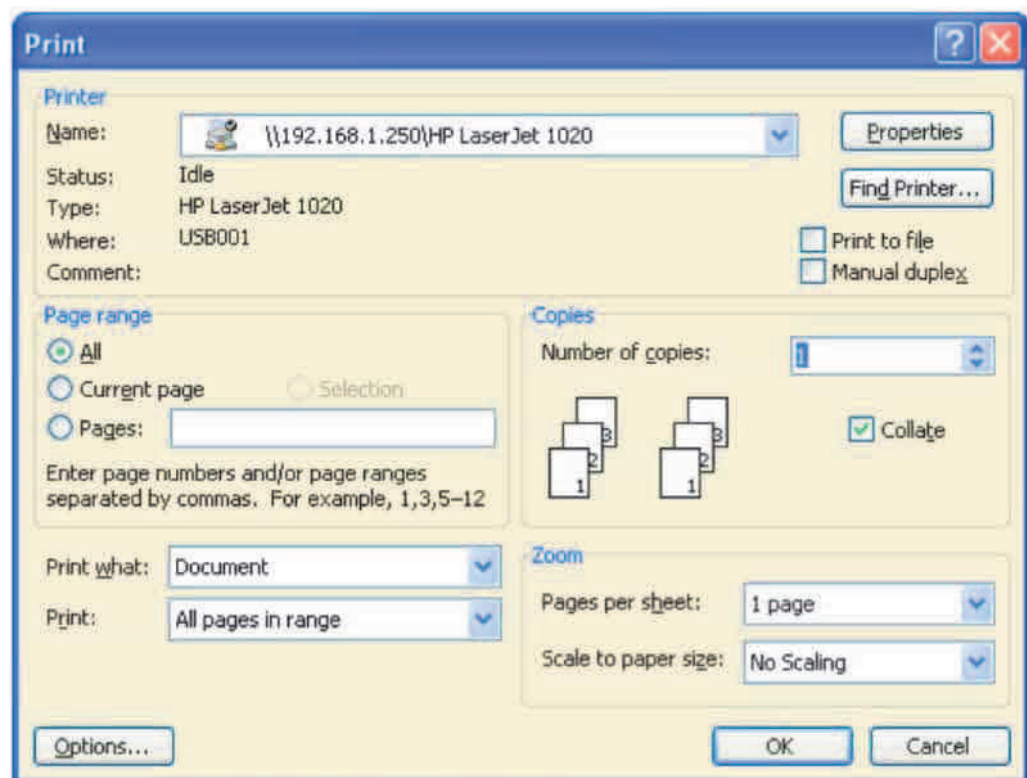
- ❖ Open any word document.
- ❖ Click **File** menu and then click **Print Preview** option. You will get a screen similar to this.



- ❖ You won't be able to read your text, as preview is just for checking the layout. If you move the mouse pointer into the page a tiny magnifying glass icon appears. If you click on this, it magnifies the selected page.
- ❖ Press **PgDn** to move through your document if it is more than one page long.
- ❖ If you need to make changes before printing, click the **Close** button to return to your document

Print document.

- ❖ Click **File** menu
- ❖ Click **Print** option.
- ❖ You will get a screen shown as below.



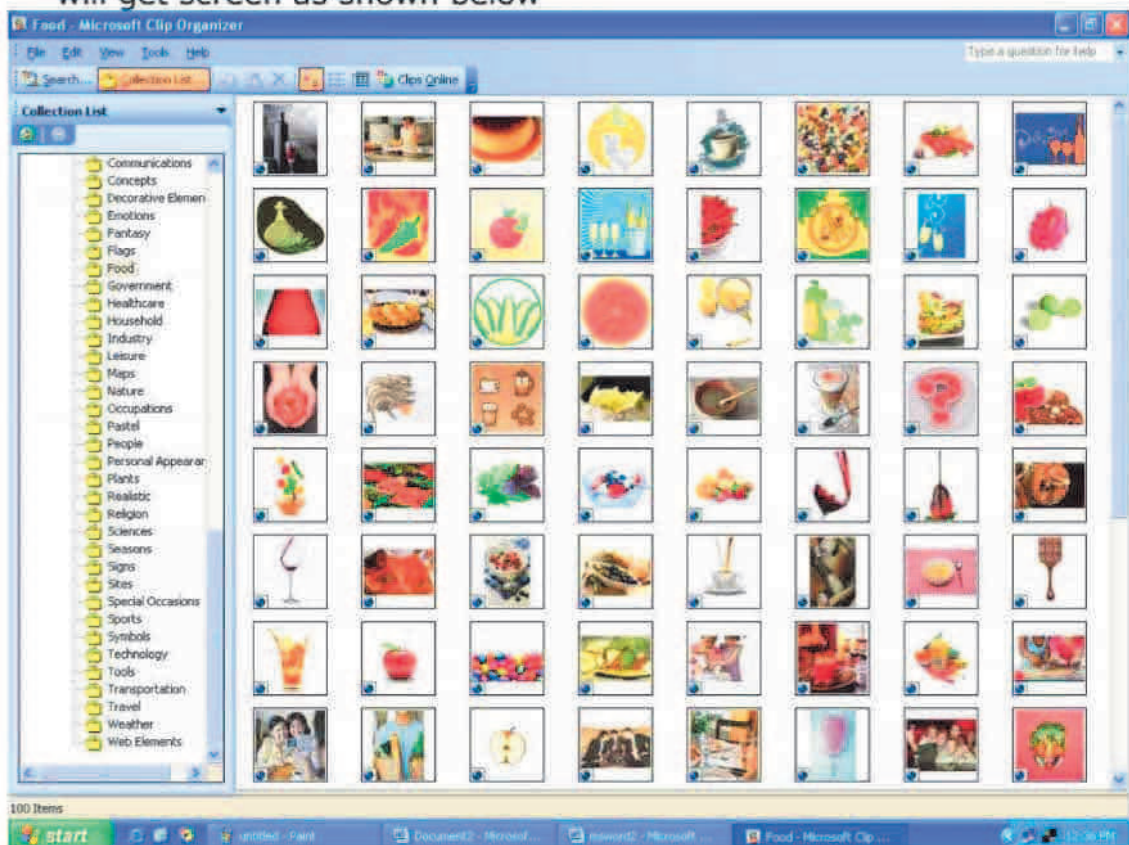
- ❖ In the above figure you can set default **Printer** name or you can select other printers from the drop down menu. You can set which pages to print, how many copies to print, the page range like "1-3,5-7", whether to print all pages and so on.

- ❖ Before printing, make sure your printer is switched on, is loaded with the appropriate paper [A4], and is on-line.
- ❖ If you are satisfied with the layout of your document, click on the **Print** icon on the toolbar to obtain a printout. You should see a message on screen showing that your file is being prepared for printing.
- ❖ Click **OK** button.

Inserting pictures into the document

Inserting Clip arts

- ❖ Click **Insert** menu, click **picture** and then click **Clip Art**. You will get screen as shown below



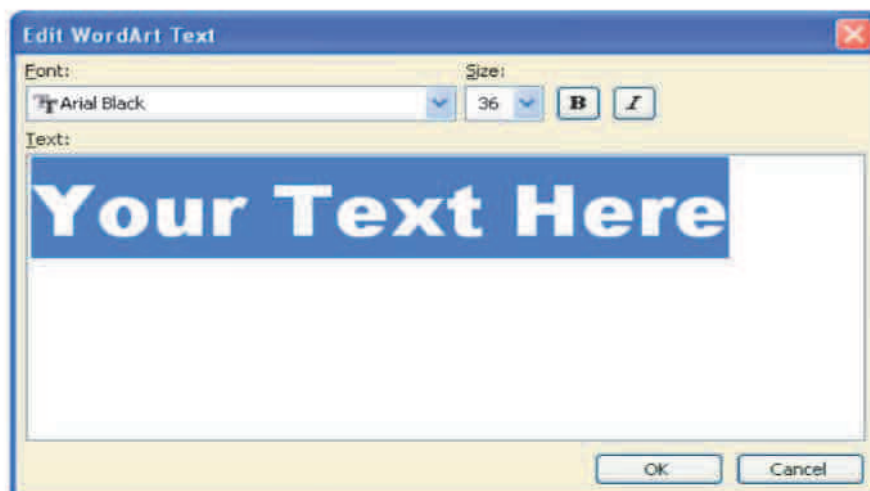
- ❖ Select the picture and then click **Insert** button. The selected picture will be inserted at the cursor position.

Inserting WordArt

- ❖ Click **Insert** menu, click **picture** and then click **WordArt**. You will get a screen as shown below:



- ❖ Select a **WordArt Style** format and then click **OK** button to get the below screen.



- ❖ Here enter your own text (for example type **Welcome**)and then click **OK** button.

