

Usage of paragraph:

Using paragraph you can break continuous text to one or more sentences. It is lot easier for the readers to understand and enjoy the content.

Headers:

Headers are text or images included at the top of the page. They usually contain important information such as company or department name, logo, page numbers, name of the author, etc. separated from the work or actual document area

Steps to insert header:

Insert —————> Header & Footer —————> header

- We can insert the page number at any position within the header area by selecting the alignment option under page number. We can also change the number format for page numbers by clicking format page numbers under page number options.
- We can insert date and time by clicking the date & time option available under insert group.
- We can also insert picture or clipart within the headers.

Footers:

Footers are text or image included at the bottom of the page and may repeat in all pages of the document. We can include the name of the text book using the headers and the page numbers using footer option.

Style/Style sets:

Styles or style sets are pre-defined or customized options used for creating good looking professional documents with least efforts.

Style group is present in home tab.

Example of few styles available in word processing software: Heading 2, normal, no spacing, etc.

Template:

Templates or document templates refer to a sample fill-in-the-blank document that can help in saving time.

Examples of websites that offer free templates:

- office.microsoft.com/templates
- www.thepapermillstore.com
- openoffice.blogs.com/openoffice/templates/
- www.docstoc.com

Page break:

If you would like to start a new page in a document, you can use a page break.

Usage of page break:

To avoid automatic shifting of text due to further addition of data, we can use page break.

Section break:

To separate a section in a document, you can use the section break.

Usage of section break:

Section breaks add flexibility to formatting your document. Using them, you can create different headers and footers, different footnote numbering, change the layout of columns, change page borders for different pages, and even change page layouts in the same document.

To see a section/page break, click the Show/Hide button on the Home tab in the Paragraph section.

Character formatting:

Character formatting can be applied to a single character or word.

We can use the following options to make changes to a character or word:

- Font Face: To select the particular font style from the fonts listed.
- Font Size: To select the particular font size from the values given.
- Grow Font: To make the font size larger than the current font size by the specified point.
- Shrink Font: To make the font size smaller than the current font size by the specified point.
- Strikethrough: To make a strike through the middle of the selected text.
- Subscript: To make the selected text lower than the normal text position.
- Superscript: To make the selected text higher than the normal text position.
- Clear Formatting: To remove the character formatting, select the text and click on icon in the Font group.
- Text Highlight Colour: Use this option to change the background colour.
- Font Colour: Use this option to change the colour of the text.
- Change Case: Word processor helps us to change the text case to capital letters or small letters.

Various change cases available are:

- i) Sentence Case: The first character in the first word of the selected sentence will be converted to Capital Letter (Uppercase).
- ii) Lowercase: The selected text will be converted to Small Letters (lowercase).
- iii) UPPERCASE: The selected text will be converted to Capital Letters (UPPERCASE).
- iv) Capitalize Each Word: The first character in all the words of the selected sentence will be converted to Capital Letter (Uppercase).

- v) tOGGLE cASE: The small letters in the selected text will be converted into capital letters and capital letters will be converted into small letters.

Clipart:

Clip Art can help in making a document look colourful and presentable. Clip arts are pre-defined images available for use in documents. For example, if you would like to create a greeting card for your friend, you can use clip arts such as balloon, flowers, etc. along with text message.

Some of the websites that have free clip arts are:

- www.openclipart.org
- www.pdclipart.org
- www.clker.com
- www.freeclipartnow.com
- www.wpclipart.com

Objects:

We can add any sound, music file, spreadsheet document into our word processing file, such features are known as objects.

Ways of adding objects to the document:

- Linking
- Embedding

Important points related to embedding and linking of objects:

1. Embedding an object makes it part of the document while linking an object does not include the object file into the document files.
2. Readers trying to access the linked object must also have direct access to the separate file that forms that object. That may mean they have to have access to your hard drive in order to see the linked object.
3. The embedded objects cannot be printed.
4. The person opening your document must have the relevant software loaded on their computer to operate the embedded file.
5. If you embed an object, the size of your document increases significantly and this may cause problems in emailing the document as an attachment.
6. if you link an object, the person opening that document must have a direct connection to the original file location of the object.

Text Wrapping:

Text wrap is a feature supported by many word processors that enables you to surround a picture or diagram with text. Text Wrap is also called Text Flow.

Various text wrapping options available in word processing software are:

- Through
- Tight
- Square
- Top and Bottom
- Behind text
- In front of text
- In line with text