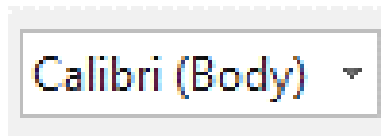


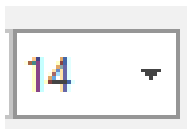
Revision Pointer

Chapter 3 – Word Processing in MS Word

- **Ctrl + C = Copy**
- **Ctrl + V = Paste**
- **Ctrl + X = Cut**
- **Ctrl + Z = Undo**
- **Ctrl + Y = Redo**
- **Ctrl + S = Save**
- The file extension of MS Word document is **.docx**
- **Font** is a set of letters, numbers or symbols of a given size and design.
- The **font size** feature increases and decreases the text size.
- The **font type option** helps to write the text in a different style.
- The text is emphasised using Bold, Italic and Underline options.
- The colour of the text can be changed using the **Font color** option.
- **Bullet** is a small **graphical** symbol that sets off an item in a list.
- **Line spacing** is the vertical distance between the **lines** of text in a paragraph.



Font type:



Font size:



Font styles:

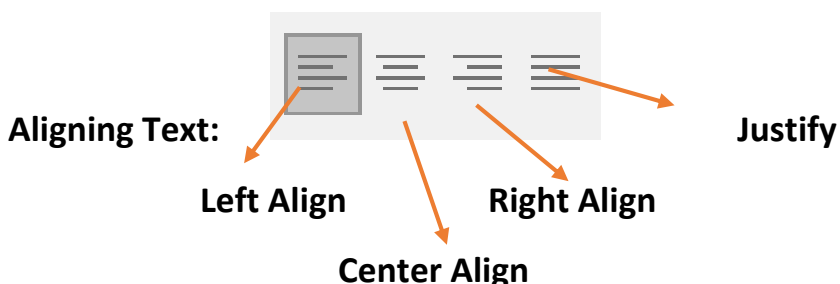


Font Color:

Alignment refers to the positioning of text on a page.

Formatting: changing the appearance of the text in a document.

✚ By default, the text is always aligned to the **left margin**.



Changing Case of Text:

- Small letters = lowercase = a,b,c,d,....
- Capital Letters = UPPERCASE = A,B, C, D, E,....
- Sentence case: **Good Morning** -> **Good morning**
- Lowercase: **Good Morning** -> **good morning**
- Uppercase: **good morning** -> **GOOD MORNING**
- Capitalize Each Word: **Good morning** -> **Good Morning**
- Toggle case: **Good Morning** -> **gOOd mORNING**

A **word processor** such as **MS Word** has the ability to create, edit and format text.

We can **insert** pictures or shapes to make your document look attractive.

We can **move** or **copy** the text using **Cut-Paste** and **Copy-Paste** options.

The **Undo** feature of MS Word helps us to **reverse** the last action performed.

The **Redo** feature of Ms Word is used to **repeat** the last action performed.

We can change the font size, font colour and font type to enhance the look of text.

We can format lists in a document by using bullets and numbers.

We can add **Page colour, Page Border and Watermark** from the **Design tab**.






We can **change the case** of selected text using the **Change Case** option.

Chapter 5 – Introduction to Internet

- **Internet** is a network of many computers connected across the world and share information.
- A **website** is a collection of many **web pages**.
- **Home page** is the first page of the **website**.
- **Digital pages = web pages**
- A **website** may have text, graphics, video, audio and links.
- A **web browser** is a special software application which is used to display Web pages. For examples:
 - **Google Chrome**
 - **Mozilla Firefox**
 - **Safari**
 - **Opera and Internet Explorer**
- **ISP – Internet Service Provider**
- **WWW – World Wide Web**

Browser Window

- **Back Button** -> previous page
- **Forward Button** -> page visited before using back button
- **Home Button** -> home page of the browser
- **Refresh Button** -> reloads the web page
- **Close Button** -> stop the browser from opening

	The Back button helps the user move to the previous page they had visited.
	The Forward button moves to the page just visited before using the Back button.
	The Home button helps the user move to the page that has been chosen as the home page for the browser.
	The Refresh button reloads the Web page whose address is typed in the Address bar.
	The Close button will stop the browser from opening a particular Web page.