

ITL PUBLIC SCHOOL

Class 5 — Computer Application

REVISION POINTERS: Chapter 2 - Advanced Features of MS Word

1. BULLETS AND LISTS

A. Bullet Points

- A bullet is a dot or a symbol that marks an important line of information.
 - MS Word allows you to create both bulleted lists and numbered lists.
 - By default, Word uses a simple black dot as the bullet.
 - To apply bullets: Home tab → Paragraph group → click Bullets drop-down arrow.
 - The Bullet Library appears when you click the Bullets drop-down menu arrow.
 - In the Define New Bullet dialog box, you can choose Symbol, Picture, or Font.
-  **Ctrl + Shift + L** — Create a bullet list

B. Multilevel Lists

- A multilevel list is a list with more than one level.
- It is used to organise items with main categories and sub-categories under them.
- You start a multilevel list by clicking the Multilevel List drop-down arrow found in the Paragraph group (Home tab).
- Press Tab to indent (go deeper/into a sub-level) in a multilevel list.
- Press Shift + Tab to outdent (go back to a higher level) in a multilevel list.

2. HEADERS AND FOOTERS

- **Header:** text or graphic that appears at the top margin of every page.
- **Footer:** text or graphic that appears at the bottom margin of every page.
- Headers and footers are used in multiple-page documents (e.g., to show title, page number, logo).
- To insert a Header: Insert tab → Header & Footer group → click Header → select a style.
- To remove a header from only the first page: select the "Different First Page" check box in the Header & Footer tools.
- To keep different headers on odd and even pages: select the "Different Odd & Even Pages" check box.
- Headers and footers repeat automatically on every page once inserted.

3. TABLES IN MS WORD

A. Basics of Tables

- **Table:** a grid of rows and columns used to organise and display data neatly.
- **Cell:** the intersection of a row and a column in a table.
- To insert a table: Insert tab → click Table → specify rows and columns.
- In the Insert Table dialog box, you must specify the number of columns and rows.
- When you insert a table, two new tabs appear on the Ribbon: Design and Layout.

B. Navigating a Table

-  **Tab** — Move to the next (adjoining) cell
-  **Shift + Tab / Left arrow key** — Move to the previous cell

C. Adding & Deleting Rows/Columns

- To add a row above: Layout tab → Insert Above button.
- To add a row below: Layout tab → Insert Below button.
- To add a row or column, you can also right-click the table and select the Insert option.
- To delete a row: click the Delete option → select Delete Rows.
- To delete a column: click Delete option → select Delete Columns.

D. Merging & Splitting Cells

- **Merge Cells:** combines several cells into one single cell. Select cells → Layout tab → Merge Cells button (in MERGE group).
- **Split Cells:** divides one cell into many cells. Select cell → Layout tab → Split Cells button → enter number of rows/columns → click OK.

E. Formulas in Tables

- MS Word can calculate values in a table using the Formula button (Layout tab → Data group).
- By default, the SUM formula is already displayed in the Formula dialog box.
- By default, MS Word calculates the sum of values in the cells in the column above or on the row to the left.
- To update the total after changing data: select the total cell and press F9.

4. PAGE DESIGN FEATURES

A. Page Borders

- Page Borders are used to insert a decorative or plain border around the pages of a document.
- Found under: Design tab → Page Background group → Page Borders.

B. Page Colour (Background)

- Page Colour is used to give a background colour to the entire document page.
- Found under: Design tab → Page Background group → Page Color.

C. Watermark

- **Watermark:** a graphic or word(s) displayed as the background to a written document (e.g., DRAFT, CONFIDENTIAL).

5. EDITING AND REVIEW TOOLS

A. Find & Replace / Spelling & Grammar

-  **Ctrl + F** — Find (search for a particular word or text)
-  **Ctrl + H** — Find and Replace
-  **F7** — Check Spelling and Grammar

B. Undo & Redo

-  **Ctrl + Z** — Undo the previous action
-  **Ctrl + Y** — Redo the previous undo command

C. Thesaurus & Change Case

- **Thesaurus:** a tool used to search for synonyms and antonyms of certain words.
-  **Shift + F7** — Open the Thesaurus
- Change Case option is used to change the capitalisation of selected text (e.g., UPPERCASE, lowercase, Title Case).
- WordArt is used to insert decorative text styles into the document.

6. CONVERTING TEXT TO TABLE

- In MS Word, you can convert existing text to a table.
- Select the text → Insert tab → Table → Convert Text to Table.

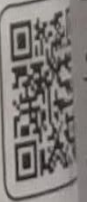
7. QUICK RECALL — TRUE / FALSE FACTS

- ✓ By default, Word uses a simple black dot as the bullet. — **True**
- ✓ You can add bullets to separate and highlight points in a Word document. — **True**
- ✓ Word allows you to create both bulleted lists and numbered lists. — **True**
- ✗ A multilevel list has only one level. — **False**
- ✗ Press Shift + Tab to indent a level in a multilevel list. — **False (Shift+Tab is used to outdent/go back a level)**
- ✓ You can use the Left arrow key to go to the previous cell in a table. — **True**
- ✗ Pressing Tab key moves the cursor to the previous cell in a table. — **False (Tab moves to the NEXT cell)**
- ✓ When you insert a table, two new tabs (Design and Layout) appear on the Ribbon. — **True**
- ✗ To update the total in a table after changing data, you press the F5 key. — **False (press F9)**
- ✓ In MS Word, you can convert text to a table. — **True**

Book's back exercise work



Flash Lab



Q1. Fill in the blanks.

- (1) You can click on the close header/footer button to come out of header/footer insertion mode.
- (2) Tables group is present on the Insert tab.
- (3) You can add bullets/numbering in Microsoft Word to differentiate between the different points you want to make.
- (4) Bullets option is present under the HOME tab in the Paragraph group.
- (5) Multilevel list is used to add multiple levels to the list of data.
- (6) The intersection of a row and column is called a cell.
- (7) Pressing the Tab key indents a level in the list.

- (8) To divide a cell into many cells, use the split cells option.
- (9) To merge the cells in a table, go to the Layout tab and click the 'Merge Cells' button.
- (10) F9 key is used to update the total in a cell.

Q2. Answer the following in brief.

- (1) Explain header and footer. Mention its use in a Word document.

Ans: Header is the top section of a page and footer is the bottom section. They are used to add repeated information like page numbers, date, document title, or author name on every page of a document.

- (2) Write down the steps to insert different header on odd and even pages.

Ans: 1) Open blank document in Ms Word.

- 2) Click Insert tab → click on Header → choose a header style.
- 3) Go to Header and Footer Tools (Design tab).
- 4) Check the option "Different Odd and Even Pages".
- 5) Type the header for the odd page. Move to an even page and type a different header. 6) Click Close Header and Footer.

(2) Write down the steps to insert a suitable numbering style to your list

- (3) Write down the steps to insert a suitable numbering style to your list.

- Ans: 1) Click where we want to have numbering.
- 2) Go to the Home tab.
 - 3) Click on the Numbering button in the Paragraph group.
 - 4) Choose a numbering style from the list.

(4) Write down the steps to change the bullet style in the list typed in a Word document

Ans: 1. Select the bulleted list.

2. Go to the Home tab.
3. Click on the drop-down arrow next to the Bullets button.
4. Choose a new bullet style from the list.

(5) How can you create a multilevel list?

Ans: 1) Place the cursor where we want the list.

2. Go to the Home tab.
3. Click on the Multilevel list drop-down menu arrow in the Paragraph group.
4. The list library appears.
5. Select the desired multilevel style.

(6) How do you insert a table in your document?

(6) How do you insert a table in your document?

Ans: 1) Place the cursor where we want the table.

2. Go to the Insert tab.
3. Click on the Table option.
4. Drag mouse to select the number of rows and columns from the grid.
- 5)

(7) How can you delete rows and columns in a table?

Ans: 1) Click at the row or column we want to delete.

2. Right click on it, pop up menu will appear.
3. Click on Delete Cells in the pop up menu.
4. Choose Delete Entire Row or Delete Entire Column.

(8) What is the use of Split Cells option?

Ans: The split cells option is used to divide a single cell into multiple rows/columns in a table.

(9) What is the use of Merge Cells option?

Ans: The merge cells option is used to combine two or more cells into one single cell.

(10) How will you calculate the sum in a table?

Ans: To calculate the sum in a table, place the cursor in the cell where we want the result, go to the Layout tab, click on Formula, and use the formula $=SUM(ABOVE)$ or $=SUM(LEFT)$.