



LITTERA PUBLIC SCHOOL

CLASS-4

**TODAY WE WILL
STUDY ABOUT**

**MS WORD
TEXT ENHANCEMENT**

WHAT IS TEXT ENHANCEMENT?

TEXT ENHANCEMENT ALLOWS THE USER TO BOLD THE WORDS, TO CHANGE THE COLOUR OF THE TEXT, USE ITALICS, MAKE BLINKING TEXT, EMPHASIS ON PARTS OF THE TEXT, OR EVEN ENLARGE THE TEXT.

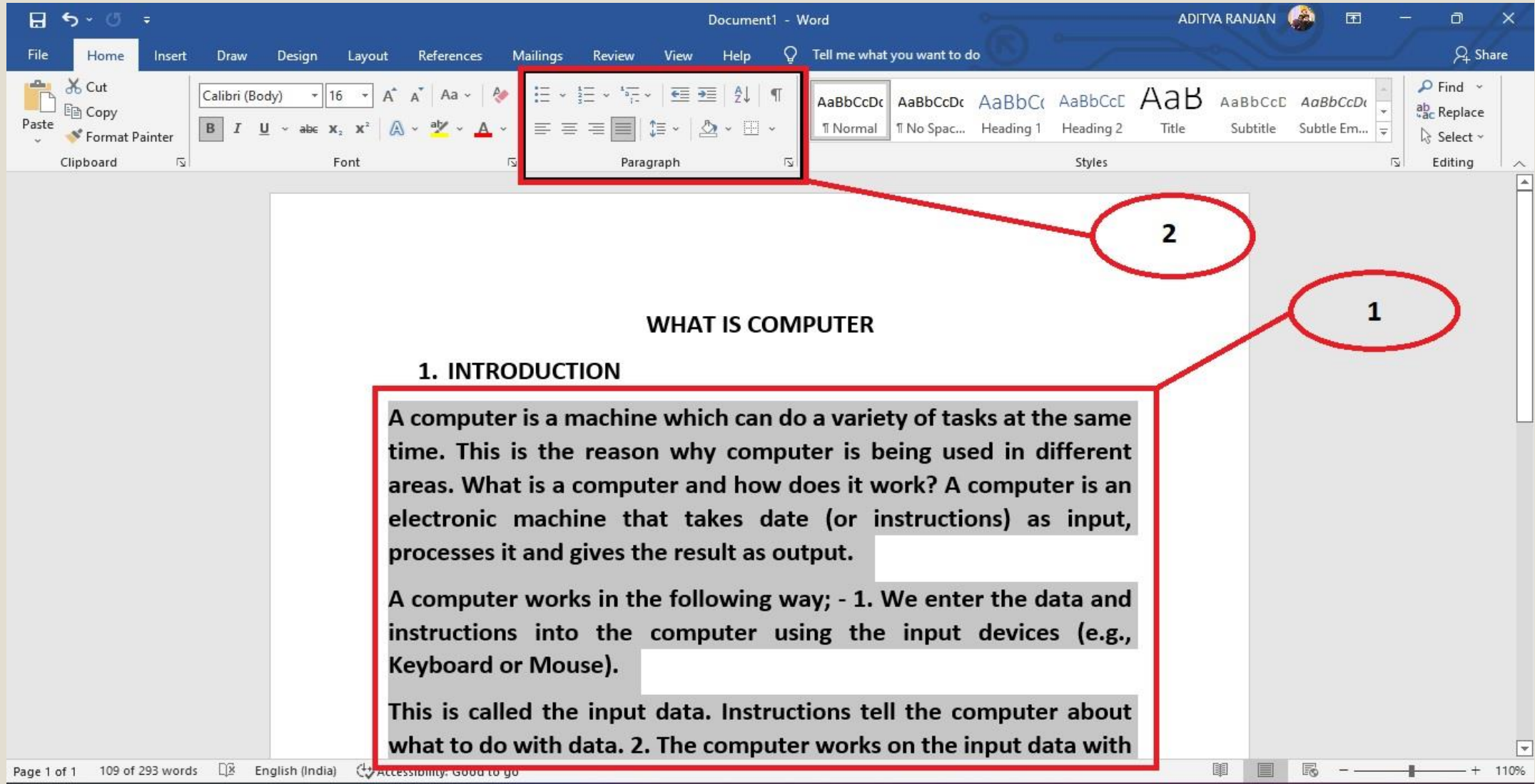
LET'S SEE THE FUNCTIONS OF THE TEXT ENHANCEMENT

- TEXT ALIGNMENT
- BULLETS AND NUMBERING
- LINE AND PARAGRAPH SPACING
- BORDER AND SHADING
- WATERMARK IN THE DOCUMENT

LET'S SEE

WHAT IS TEXT ALIGNMENT?

ALIGNMENT REFERS TO THE POSITION OF THE TEXT WITH RESPECT TO PAGE MARGINS. THERE ARE FOUR TYPES OF TEXT ALIGNMENT IN MS WORD: ALIGN LEFT .CENTER, ALIGN RIGHT AND JUSTIFY.



SHORTCUTS FOR TEXT ALIGNMENT

Ctrl + L= Align Text Left

Ctrl + E= Centre

Ctrl + R= Align text Right

Ctrl + J= Justify

NOW WE STUDY ABOUT
BULLETS AND NUMBERING

BULLETS

THESE ARE USED WHEN THERE IS NO PARTICULAR SEQUENCE OF THE TEXT TO BE FOLLOWED.

The screenshot shows the Microsoft Word interface. The 'Home' tab is active, and the 'Paragraph' group is expanded to show the 'Bullets' section. The 'Bullet Library' is open, displaying various bullet styles. Three orange circles with numbers are overlaid on the image: circle '2' points to the 'Bullets' icon in the ribbon; circle '3' points to the 'Define New Bullet...' option in the 'Bullet Library' dropdown; and circle '1' points to the main text area of the document.

Document1 - Word

ADITYA RANJAN

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Paste Cut Copy Format Painter Clipboard

Calibri (Body) 16 A⁺ A⁻ Aa AaBbCcDc AaBbCcDc AaBbCc AaBbCcE AaB AaBbCcE AaBbCcDc

B I U abc x₂ x² A ab A

Bullet Library

None • ○ ■ ✚ ◆

↖ ✓

Change Bul Level Define New Bullet...

WHAT IS COMPUTER

1. INTRODUCTION

A computer is a machine which can do a variety of tasks at the same time. This is the reason why computer is being used in different areas. What is a computer and how does it work? A computer is an electronic machine that takes data (or instructions) as input, processes it and gives the result as output.

A computer works in the following way; - 1. We enter the data and instructions into the computer using the input devices (e.g., Keyboard or Mouse).

This is called the input data. Instructions tell the computer about what to do with data. 2. The computer works on the input data with

110%

Page 1 of 1 109 of 293 words English (India) Accessibility: Good to go

NUMBERS AND ALPHABETS

THESE ARE USED WHEN THERE IS A SEQUENCE OF THE ITEMS TO BE FOLLOWED:

1. SELECT THE DESIRED TEXT

2. ON THE HOME TAB, IN THE PARAGRAPH GROUP, CLICK ON THE DROP DOWN ARROW ON THE BULLETS BUTTON.

3. SELECT THE REQUIRED BULLET STYLE.

The screenshot shows the Microsoft Word interface with the Home tab selected. The Paragraph group is visible, and the Bullets button is highlighted with a yellow circle labeled '2'. The Numbering Library is open, showing various numbering styles. A yellow circle labeled '3' highlights the 'Numbering Library' dropdown arrow, and another yellow circle labeled '1' highlights the 'Numbering Library' button. The 'Document Number Formats' dialog box is open, showing a list of numbering styles. The text '1. INTRODUCTION' is visible in the document, and the text 'A computer is a...' is visible in the background.

1. INTRODUCTION

A computer is a... of tasks at the same time. This is the... being used in different areas. What is a... work? A computer is an electronic mach... (instructions) as input, processes it and... We enter the data and A computer wor... instructions into the computer using the input devices (e.g., Keyboard or Mouse).

This is called the input data. Instructions tell the computer about what to do with data. 2. The computer works on the input data with

NOW LET'S SEE

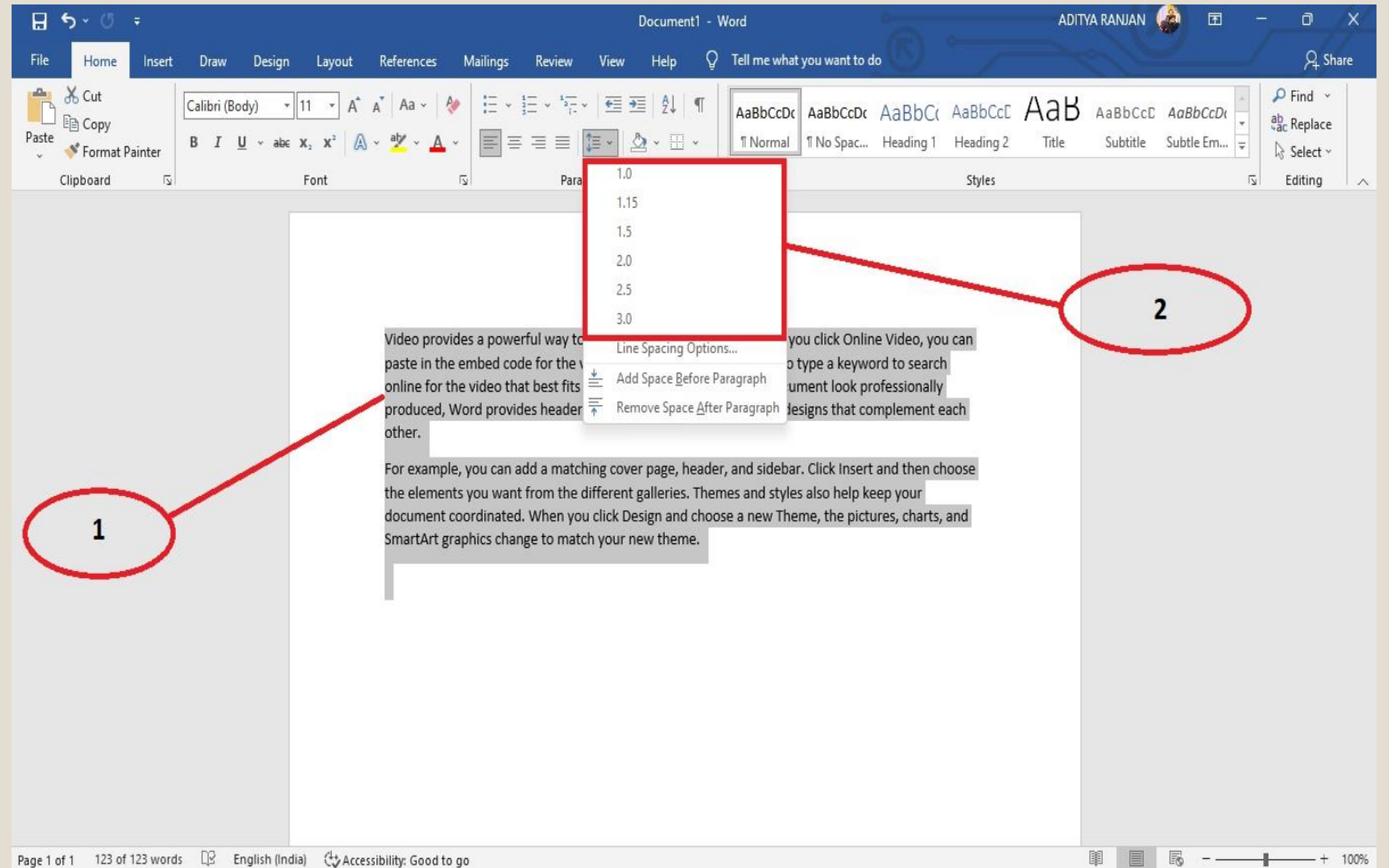
**WHAT IS LINE AND PARAGRAPH
SPACING**

LINE SPACING

IT IS THE VERTICAL SPACE BETWEEN THE LINES OF THE TEXT IN A PARAGRAPH.

STEPS: -

1. SELECT THE TEXT
2. GO TO THE MARKED ICON AND CHOOSE THE SPACE FOR YOUR LINES.



PARAGRAPH SPACING

IT IS THE SPACE ABOVE OR BELOW A PARAGRAPH.

STEPS TO SET THE LINE AND PARAGRAPH SPACING ARE:

STEP 1- SELECT THE TEXT

STEP 2- CLICK ON THE DROP-DOWN ARROW BUTTON ON THE LINE AND PARAGRAPH SPACING BUTTON

STEP 3- CHOOSE THE SPACE VALUE ACCORDING TO YOUR NEED.

Document1 - Word

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Cut Copy Paste Format Painter

Calibri (Body) 16 A* A^ Aa

B I U abc X2 X' A a

Clipboard Font Paragraph Styles Editing

Line Spacing Options...

Add Space Before Paragraph

Remove Space After Paragraph

1.0 1.15 1.5 2.0 2.5 3.0

2 3

1

A computer is a machine that can perform a variety of tasks at the same time. This is the reason why computers are being used in different areas. What is a computer and how does it work? A computer is an electronic machine that takes data (or instructions) as input, processes it and gives the result as output.

A computer works in the following way; - 1. We enter the data and instructions into the computer using the input devices (e.g., Keyboard or Mouse).

Page 1 of 1 84 of 84 words English (India) Accessibility: Good to go 110%

NOTE

THE LINE SPACING OPTION'S ARE NOT LIMITED TO THE LINE AND PARAGRAPH SPACING MENU. TO SET THE SPACING WITH MORE PRECISION:

1. SELECT *LINE SPACING OPTIONS* FROM THE MENU TO ACCESS THE *PARAGRAPH* DIALOG BOX.

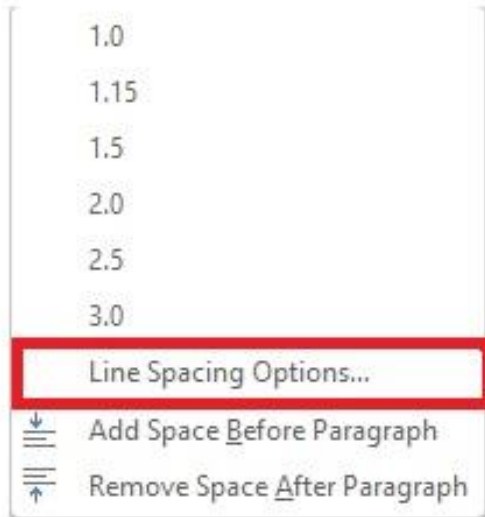
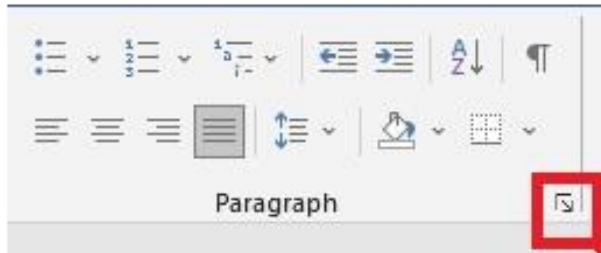
OR

CLICK ON THE *PARAGRAPH* DIALOG BOX LAUNCHER.

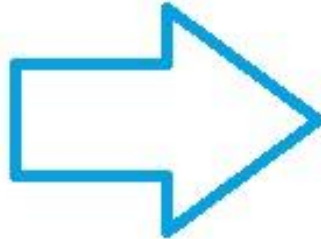
2. THE *PARAGRAPH* DIALOG BOX APPEARS.

3. IN THE *INDENTS AND SPACING* TAB, YOU CAN SET THE LINE SPACING AND PARAGRAPH SPACING WITH MORE PRECISION.

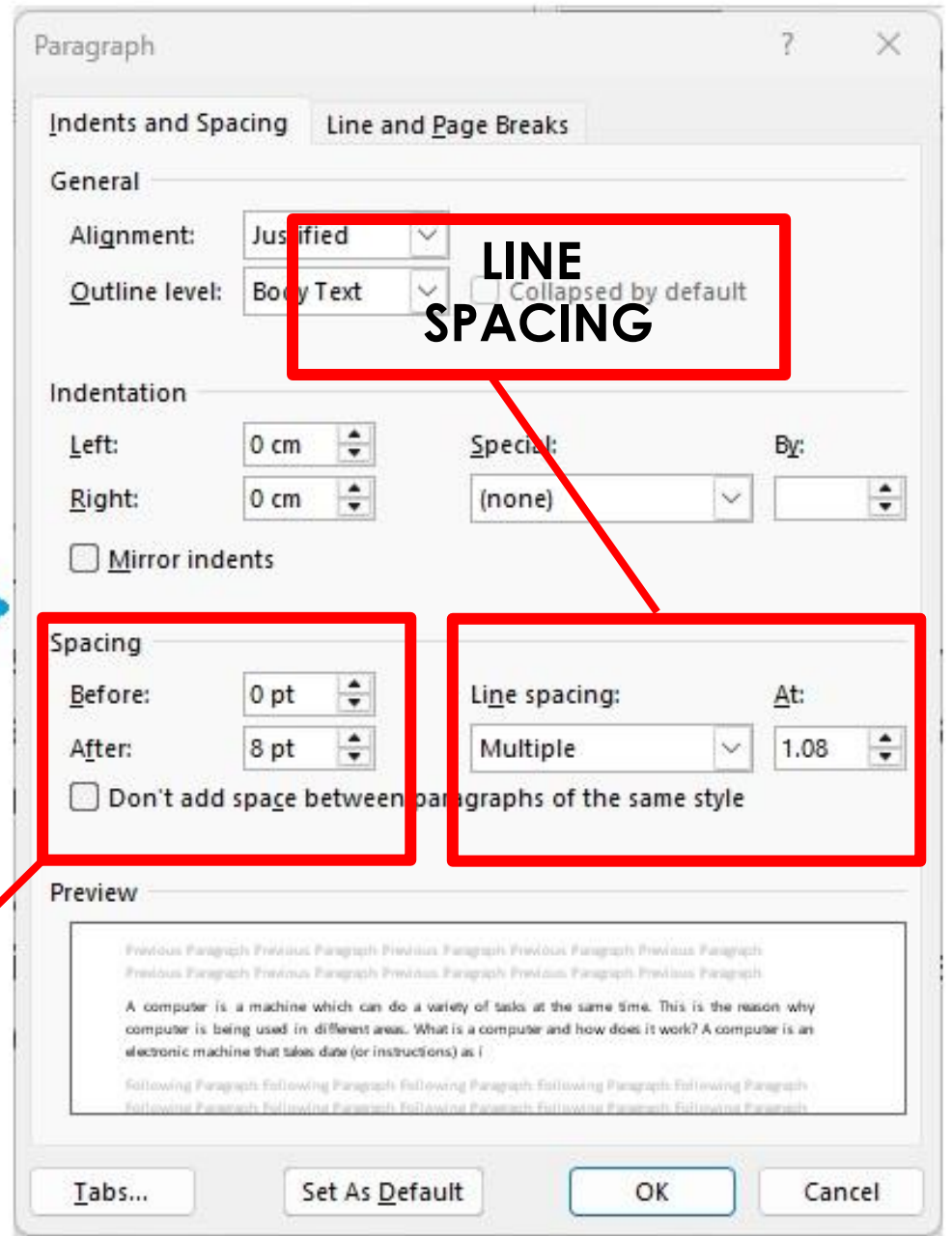
CHECK THE NEXT SLIDE FOR THE PICTURE OF NOTE PAGE.



1



PARAGRAPH SPACING



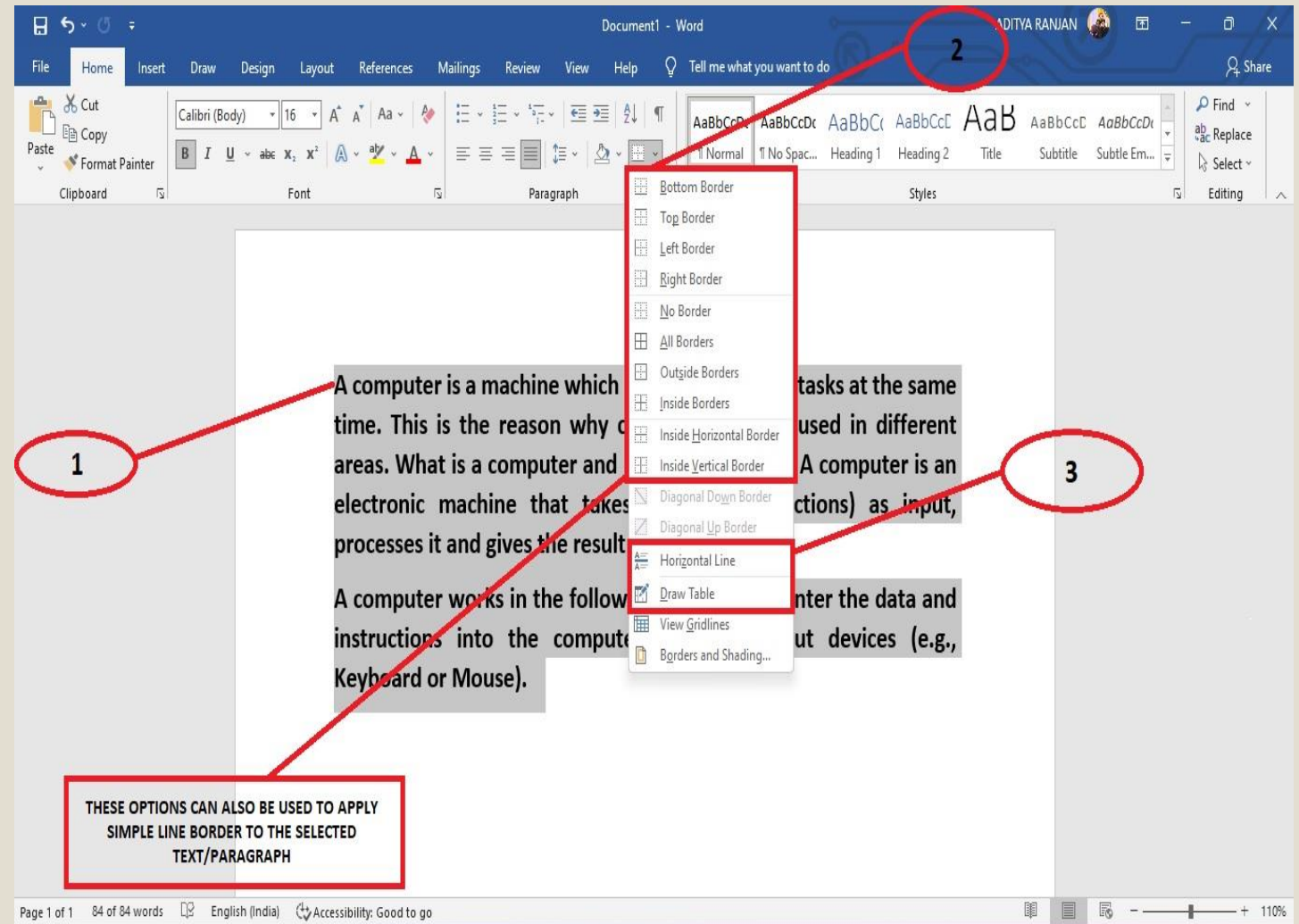
WHAT IS
BORDER AND SHADING
(TEXT/PARAGRAPH/PAGE)

TO ENHANCE THE APPEARANCE OF THE TEXT IN A PARAGRAPH, YOU CAN ADD A BORDER AND SHADING TO THE SELECTED TEXT.

1. SELECT THE TEXT.

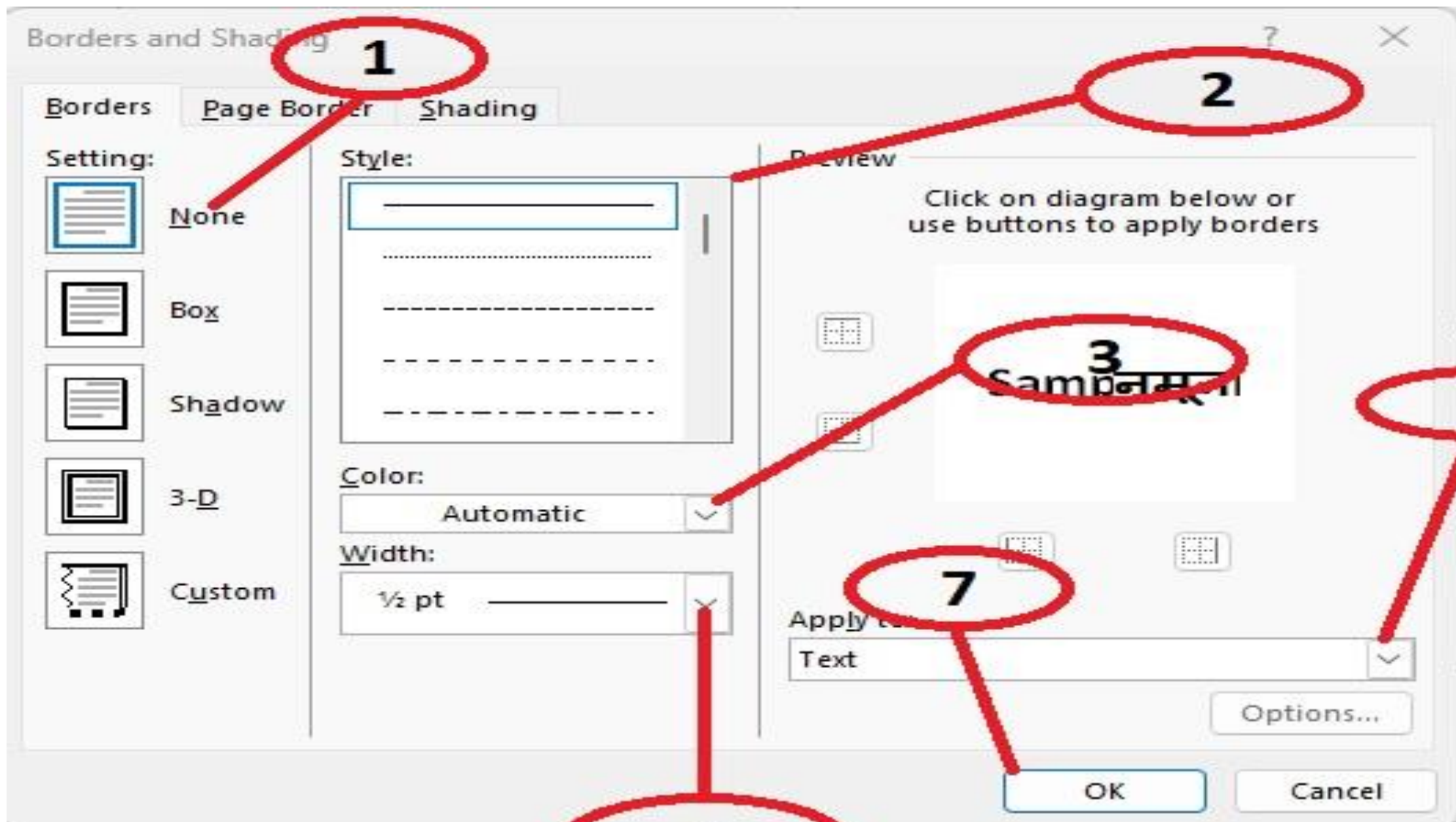
2. ON THE **HOME** TAB, IN THE **PARAGRAPH** GROUP, CLICK ON THE DROP-DOWN ARROW ON THE **BORDERS** BUTTON.

3. CLICK ON THE **BORDER AND SHADING** OPTION. THE **BORDER AND SHADING** DIALOG BOX APPEARS.



SETTING TEXT BORDER (REFER TO THE IMAGE ON THE NEXT PAGE)

1. *CLICK ON ANY ONE OPTION IN THE SETTING SECTION e.g **BOX**.*
2. *SELECT ANY LINE STYLE IN THE **STYLE** SECTION.*
3. *SET THE BORDER COLOUR USING THE **COLOR** LIST BOX.*
4. *SET LINE WIDTH USING THE **WIDTH** LIST BOX.*
5. *SELECT **PARAGRAPH** FROM THE **APPLY TO** LIST BOX.*
6. *WE CAN ALSO SELECT ANY WORK USING THE **ART** LIST BOX.*
7. *CLICK ON THE **OK** BUTTON.*



4

SETTING PAGE BORDER (REFER TO THE IMAGE ON THE NEXT PAGE)

1. *CLICK ON ANY ONE OPTION IN THE SETTING SECTION e.g **BOX**.*
2. *SELECT ANY LINE STYLE IN THE **STYLE** SECTION.*
3. *SET THE BORDER COLOUR USING THE **COLOR** LIST BOX.*
4. *SET LINE WIDTH USING THE **WIDTH** LIST BOX.*
5. *SELECT **WHOLE DOCUMENT** FROM THE **APPLY TO** LIST BOX.*
6. *WE CAN ALSO SELECT ANY WORK USING THE **ART** LIST BOX.*
7. *CLICK ON THE **OK** BUTTON.*

Borders and Shading

Borders

Page Border

Shading

Setting:



None



Basic



Shadow

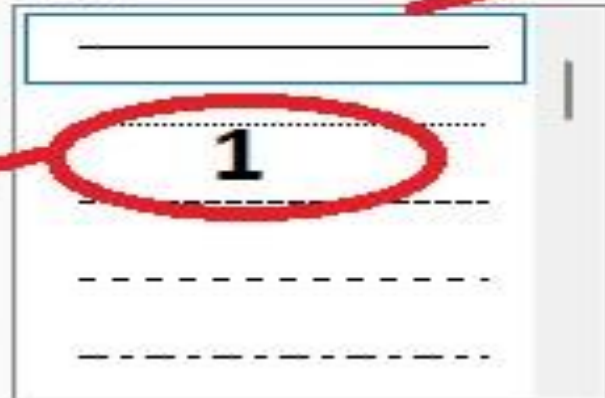


3-D



Custom

Style:



Color:

Automatic

Width:

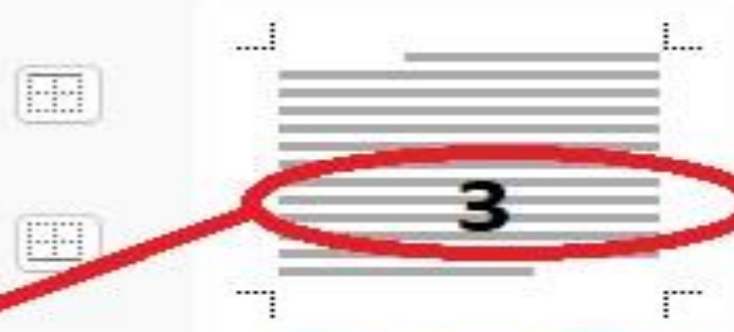
1/2 pt

Art:

(none)

Preview

Click on diagram below or use buttons to apply borders



Apply to:

Whole document

Options...

OK

Cancel

1

2

3

4

5ii

6

7

WHAT IS SHADING?

SETTING THE COLOUR TO THE SELECTED TEXT/PARAGRAPH IS KNOWN AS SHADING.

STEPS TO SET SHADING TO TEXT OR PARAGRAPH

1. GO TO **SHADING** TAB AND SELECT ANY COLOUR FROM THE **FILL** LIST BOX.
2. SELECT THE REQUIRED OPTION FROM THE **APPLY TO** LIST BOX. BY DEFAULT, IT IS **PARAGRAPH**.
3. CLICK ON THE **OK** BUTTON.

GO TO NEXT PAGE FOR THE IMAGE

Borders and Shading

Borders Page Border Shading

Fill



Patterns

Style:

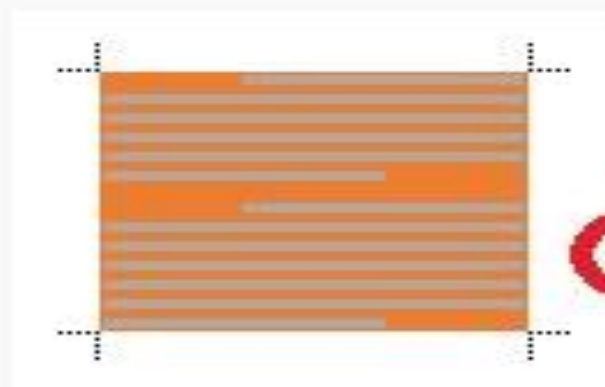


Color:



1

Preview



2

Apply to:

Paragraph

3

OK

Cancel

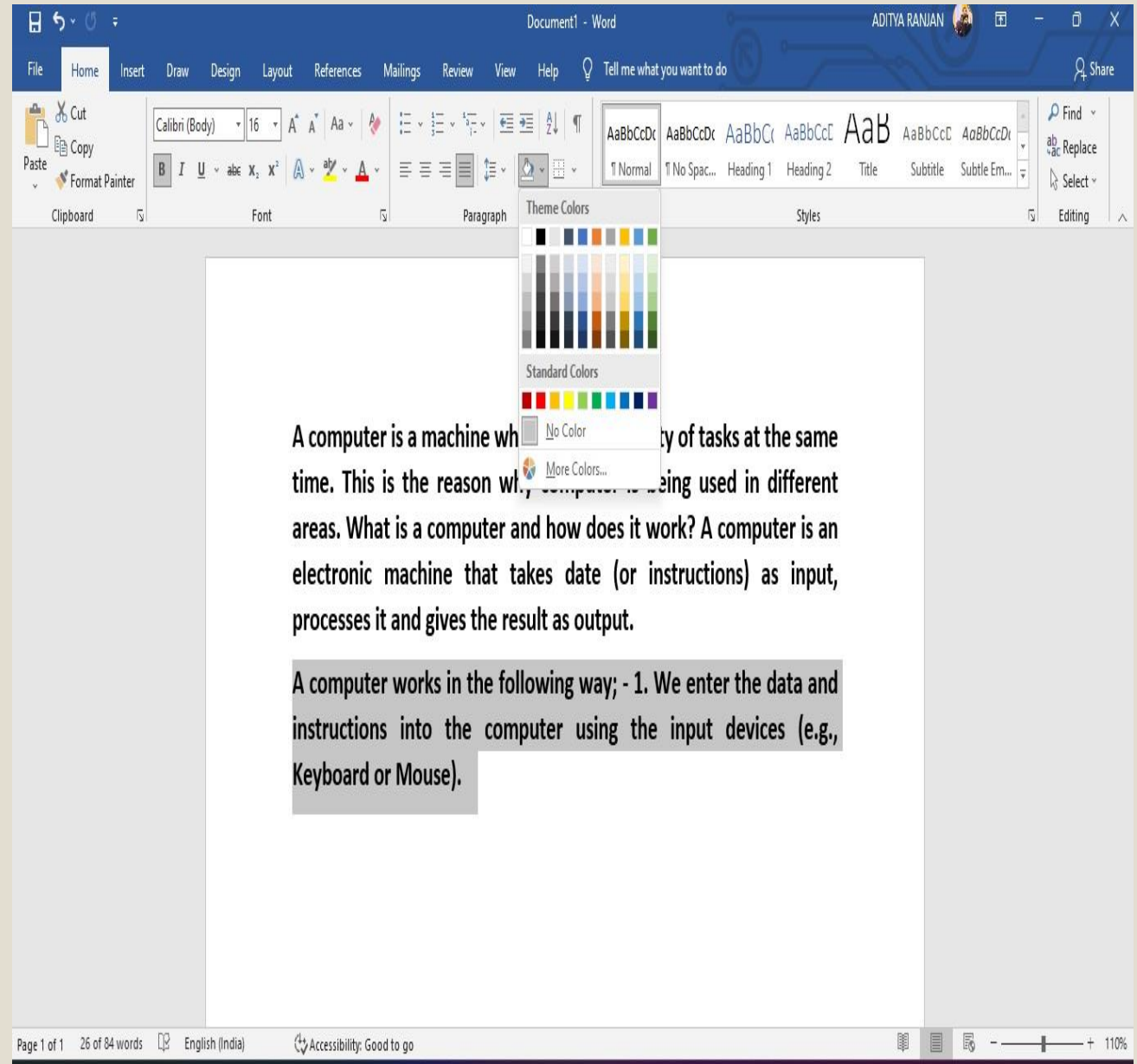
NOTE

LET'S LEARN TO SET THE BACKGROUND COLOUR OF THE TEXT, PARAGRAPH OR TABLE CELL.

STEP 1- SELECT THE TEXT BEHIND WHICH YOU WANT TO APPLY THE COLOUR BACKGROUND.

STEP 2- ON THE HOME TAB IN THE PARAGRAPH GROUP, CLICK ON THE DROP-DOWN ARROW ON THE SHADING BUTTON.

STEP 3- SELECT THE REQUIRED COLOUR FOR THE BACKGROUND FROM THE COLOUR GRID.



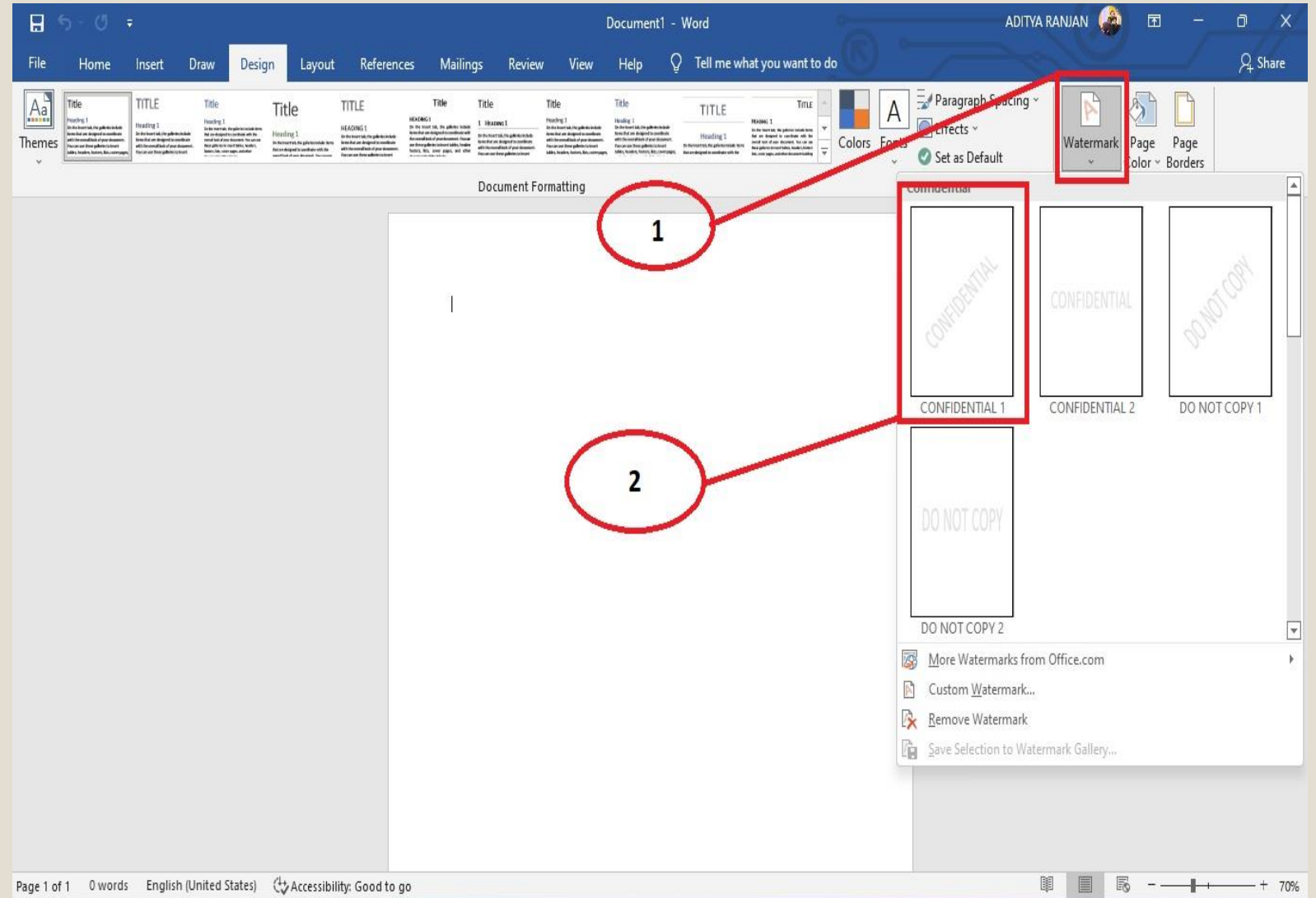
WATERMARK

WATERMARK ARE FAINT IMPRINTS OF TEXT OR IMAGES THAT APPEAR BEHIND THE TEXT. A WATERMARK CAN ENHANCE THE APPEARANCE OF THE DOCUMENT BY ADDING TEXT OR IMAGE THAT IDENTIFIES THE DOCUMENT CONTENTS AS A DRAFT OR CONFIDENTIAL INFORMATION.

ADDING A WATERMARK

STEP 1- ON THE DESIGN TAB, IN THE PAGE BACKGROUND GROUP, CLICK ON THE DROP-DOWN ARROW OF THE WATERMARK

STEP 2- CLICK ON THE DESIRED WATERMARK STYLES.



REMOVING A WATERMARK

STEP 1- TO REMOVE A
WATERMARK CLICK ON THE
REMOVE WATERMARK OPTION.

