

# UNIT 2

# APPLICATION SOFTWARE

## UNIT OUTCOME

### Students will be able to:

- understand how to open word processing software, and create, and save a document;
- recognize how to format a document in a desired way;
- apply any of formatting features in their document;
- understand how to open presentation software, and create and save a document;
- recognize how to create a slide show using animation and sound.

## 2.1 WORD PROCESSOR

Word processing software allows you to create, edit, format, print, and store text material. Word processor is the most common application software. The main advantage of a word processor is that it provides WYSIWYG (What You See Is What You Get) interface which helps you make changes quickly and easily.

The advantages of using word processor to create documents over typed documents are given in Table 2.1.

Table 2.1: Advantages of Word Processor

<i>Typed Documents</i>	<i>Documents Created Using Word Processors</i>
Slow creating process	Can be created quickly and easily
Difficulty in inserting pictures and images	Pictures and images can be inserted easily
Looks messy after making corrections	Error correction is simple and neat

Microsoft Word (MS-Word) is the most popularly used word processing application software that provides you with a number of useful and fabulous features to process the text.

Let us understand the word processing features using MS-Word.

### ● Open Word Processor

As mentioned earlier MS-Word is a member of the MS-Office family provided by Microsoft. It is a Windows based application. Let us assume that your computer has MS-Word installed on it.

### Starting Microsoft Word 2007

To start MS-Word or Word, perform the following steps:

Click **Start** → **All Programs** → **Microsoft Office** → **Microsoft Office Word**

This opens a blank new document (see Fig. 2.1).

The various parts of the blank document window are shown in this figure.

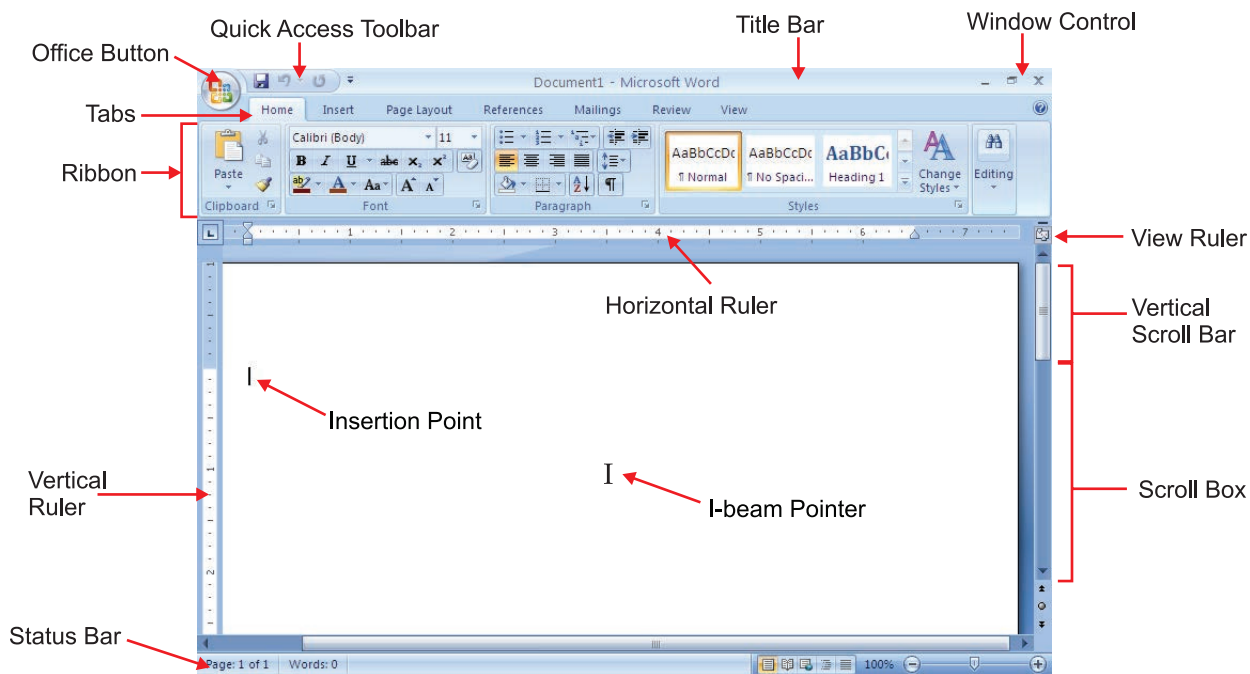


Fig. 2.1: Components of a Document window

Table 2.2 describes some of the components of a document window.

Table 2.2: Word Document Window Components

Component	Description
Office Button	Displays as a Microsoft Office logo and, when clicked, displays a list of options and most recently opened documents.
Quick Access Toolbar	Contains buttons for commonly used commands.
Title Bar	Displays document name followed by program name.
Tabs	Contain commands and features organized into groups.
Ribbon	Area containing the tabs and commands divided into groups.
I-beam Pointer	Used to move the insertion point or to select text.
Vertical Scroll Bar	Used to view various parts of the document.
Status Bar	Shows details about the document you are working on.

Table 2.3 shows how to move around a document using the keyboard.

**Table 2.3: Moving around a document using the keyboard**

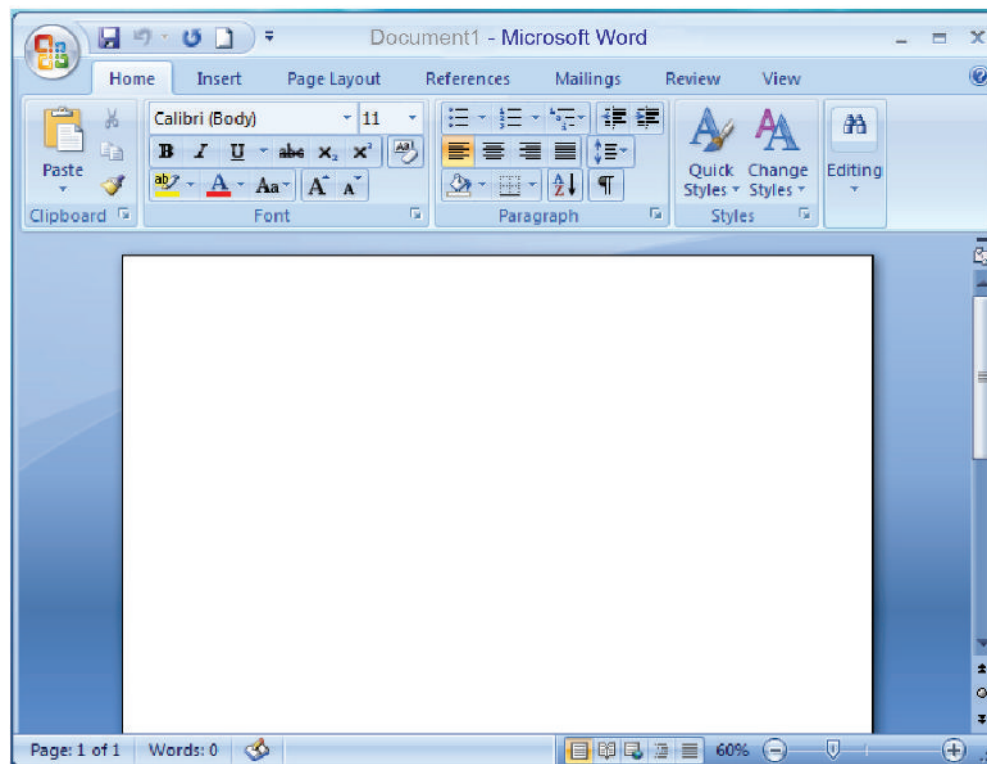
Key(s)	Function(s)
↑ arrow, ↓ arrow, ← arrow, → arrow	One character up, down, left and right
↶ + <Right> arrow	Next word
↷ + <Left> arrow	Previous word
⌘ + ↶	Beginning of the line
⌘ + ↷	End of the line
↶ + <Home>	Beginning of the document
↷ + <End>	End of the document
↶ + <Page Up>	Previous page
↷ + <Page Down>	Next page

### ● Creating a New Document

If you are already working in MS-Word and you want to create a new document, then perform the following steps:

Click **Office Button** → **New** → **Create**

It displays the newly created document (see Fig. 2.2).



**Fig. 2.2: Newly created Word document**

## ● Saving a Document

When you type in a document, the document is stored in the internal memory of the computer. Figure 2.3 shows a typed passage in a document using MS-Word.

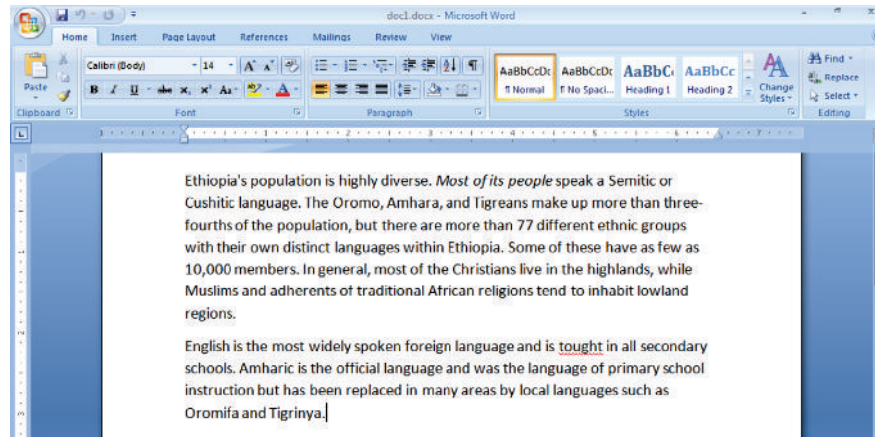


Fig. 2.3: Typing a passage in a Document using MS-Word

Once you have created a document, you have to save it for future use and you must save it on a disk. To save means to preserve the document safely for future use.

To save a word document, perform the following steps:

- 1 Click the *Office Button*.
- 2 Click the *Save option* or Press  $\text{Ctrl} + \text{S}$

The 'Save As' dialog box is displayed.

This dialog box is displayed only under the following circumstances:

- (i) When you have clicked 'Save As'.
  - (ii) If you have clicked *Save* and you are saving the document for the first time.
- 3 Identify the location where you want to save. You must enter the name by which you want to save the document. Here, we have selected C: drive and given the file name doc1.docx (see Fig. 2.4).

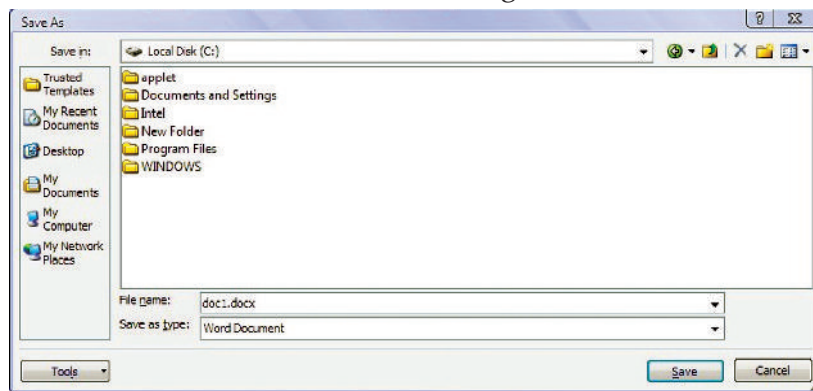


Fig. 2.4: Saving a word document

- 4 Click the *Save* button.



MS-Word, by default, saves all the documents in the folder 'My Documents' with extensions .docx. However, you can save them elsewhere by selecting the desired location, from the 'Save in:' drop-down list provided in the 'Save As' dialog box.

## ● Closing a Document

After your work is complete you need to close the document without exiting from MS-Word. To close a document without exiting MS-Word, perform the following steps:

Click **Office Button** → **Close**

If you have not saved the document before closing, MS-Word gives you warning asking to save the document (see Fig. 2.5).

From this dialog box:

- (i) If you want to *Save* the document, click the *Yes* button.
- (ii) If you do not want to *Save* the document, click the *No* button.
- (iii) If you want to remove the message box, click the *Cancel* button.

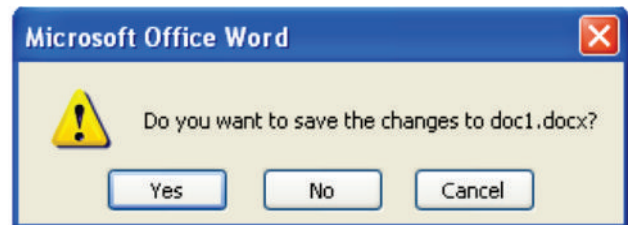


Fig. 2.5: The warning dialog box

## ● Editing a Document

Editing is the act of altering your document. Some Edit features are *insert* and *delete*, *undelete*, *find and replace*, *cut/copy and paste*, *spelling and grammar checker*, and *thesaurus*. All of these commands except *spelling and grammar checker* which is in the *Review* tab are in the *Home* tab.

When you edit text, you change text by either inserting text, deleting text or replacing text. To edit text, place the cursor at the required position and insert, delete or replace text.



### Useful Tip

You must keep on saving document when working to avoid losing document when power goes off.

## ● Formatting a Document

When you wish to make a document both more attractive and easier to read, you use formats. All word processing programs have built-in format setting called defaults, which are designed such that you can easily override them.

When creating a document, formatting is usually a separate stage, often completed after the document has been entered. The ease of applying and changing formats lets you play with a document's design.

MS Word works on the principle of **“FIRST SELECTION THEN ACTION”**.

Formatting text means changing the text appearance by changing the alignment, style, font and font color. To format text, you need to use the *Home* tab.

In *Home* tab you have all the formatting tools readily available (see Fig. 2.6).

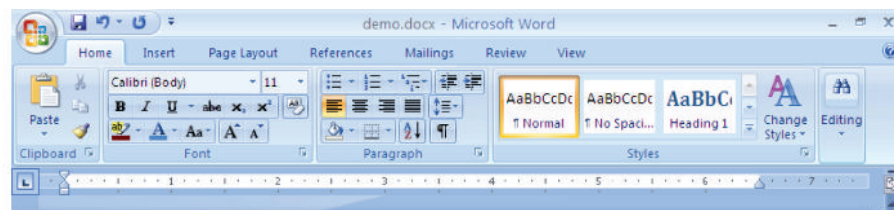


Fig. 2.6: Formatting tools in Home tab

## Selecting the Text

For any text to be formatted, first it has to be selected. There are various ways of selecting the text, *i.e.*, using the keyboard by pressing shift key with arrow keys or using the mouse.

Let us discuss some useful features of formatting a document:

### Character Formatting

Select the character and format it as required *i.e.*, change its appearance by changing **font**, **style**, **size**, **color** and changing **font style**.

We can apply the effects before typing as well as after typing the text (see Fig. 2.7).

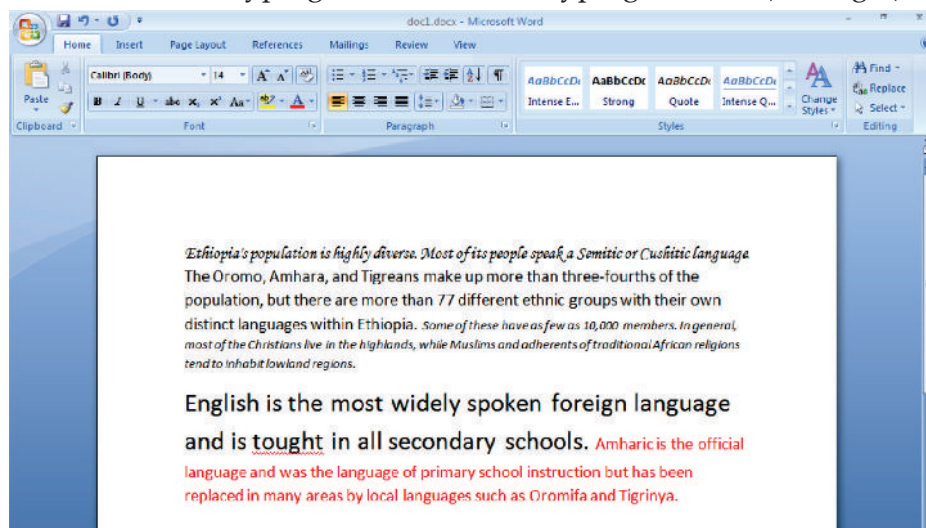


Fig. 2.7: Character formatting

### Paragraph Formatting

Select the paragraph and format it as required *i.e.*, apply alignment (Left, Right, Centre and Justify), indent, line spacing, bullets and numbers, and draw borders around it (see Fig. 2.8).

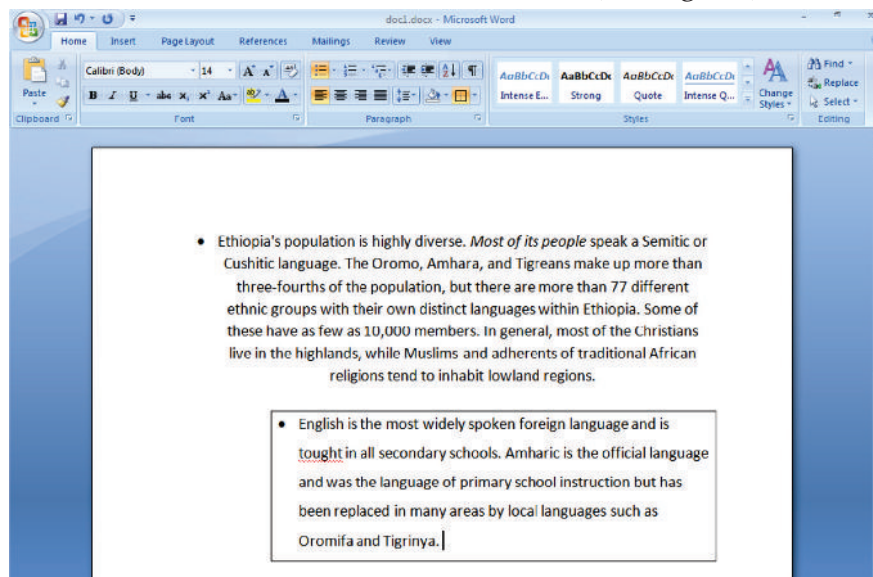


Fig. 2.8: Paragraph formatting

## Page Formatting

Page formatting includes features of MS-Word that are used to improve the appearance of the page. Select the entire page or selection and format it as required *i.e.*, apply formatting features including **page size**, **border**, **header** and **footer**, **margins**, a **page break** and **page numbering** etc. (see Fig. 2.9) .

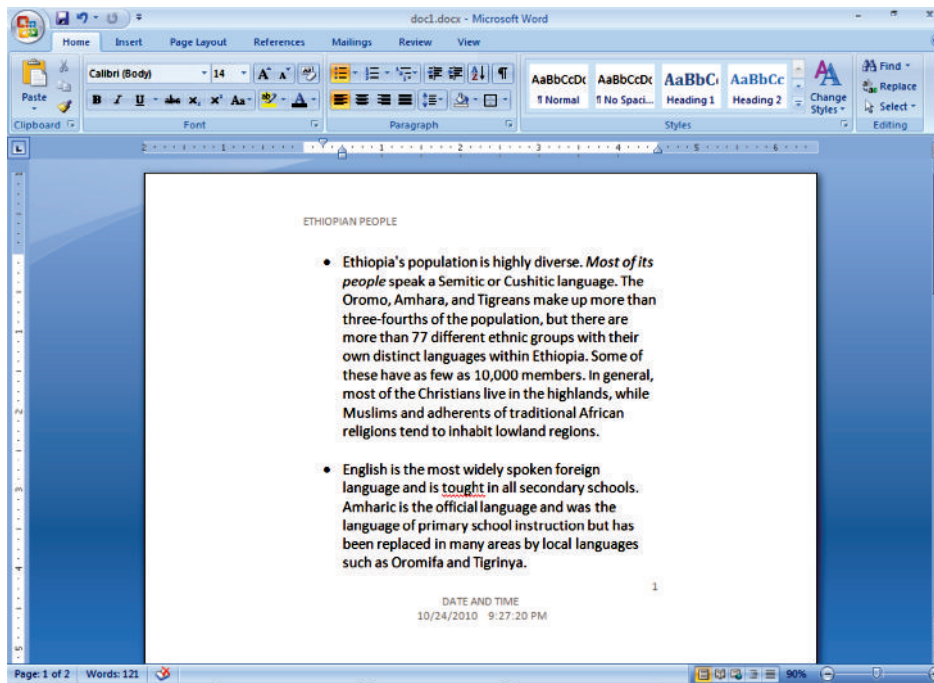


Fig. 2.9: Page formatting

## Spell Checking

Spell checking is a very big plus point while talking about word processing. You can spell check your document for wrong spellings.



The **rd** and **gra** wavy underlines are only visible on screen. These will not appear in print out.

There are two methods of correcting these errors. One method is to correct these errors one by one, picking them up. Secondly, you can spell check the whole document.

The steps for spell check of the whole document are:

- 1 Place the cursor at the beginning of the text in the document (refer to Fig. 2.8) .
- 2 Select *Spelling & Grammar* from the Proofing Panel of *Review* tab.

OR

Press F7

This will initiate the spell checking process and will start the spell checking of the document with each word of the document being searched with the similar words available in the dictionary. If not found, it will point it out to you. Select the appropriate word from the suggestions box. Here, we will select "ought" to change the word "hought" (see Fig. 2.10) .

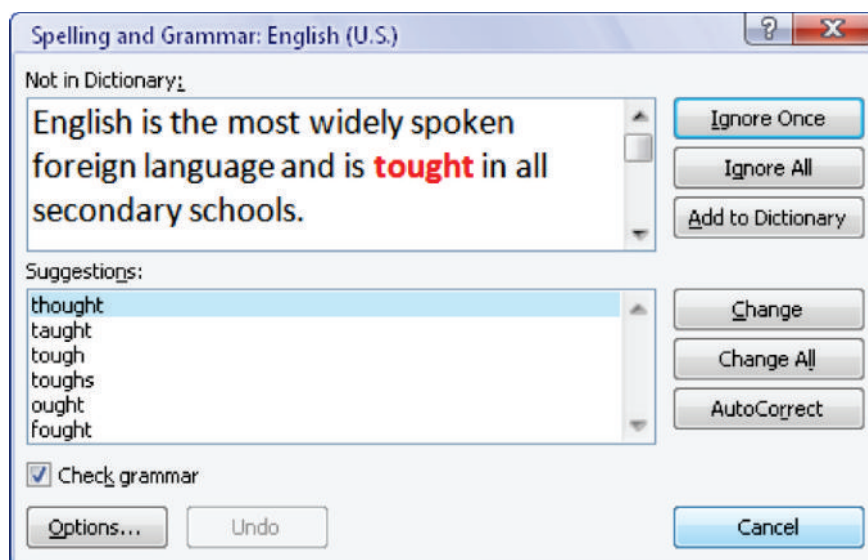


Fig. 2.10: Spell checking

- 3 After checking the spelling of the whole document, if there is no word left for checking, you will get the message shown in Fig. 2.11

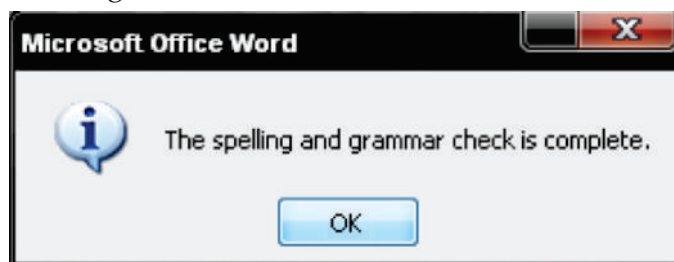


Fig. 2.11: Dialog box on completion of spelling and grammar check

- 4 Click OK.
- 5 Save and Close the document.

Remember, you can spell check a portion of the text or a word by just highlighting it and then clicking at *Spelling & Grammar* icon.



For protecting your document from unauthorized access you can *encrypt document, restrict permission or add a digital signature*. This can be done by performing the following steps:

Click Office Button → Prepare → Encrypt Document → Type password and Click OK → Reenter password → Click OK

## Inserting Tables

Tables provide an easier and effective method of arranging the data in rows and columns. MS-word offers a set of commands for creation, modification and formatting of tables. To insert a table in your document follow these steps:

- 1 Open a document and enter some text in it (refer to Fig. 2.10).
- 2 Select the *Insert* tab.
- 3 Select the *Table* option from Tables panel. On clicking the *Table* option, a list will be displayed.
- 4 Select the desired table size by moving the cursor on the table cells (see Fig. 2.11). Here, we select 4 × 5 table.



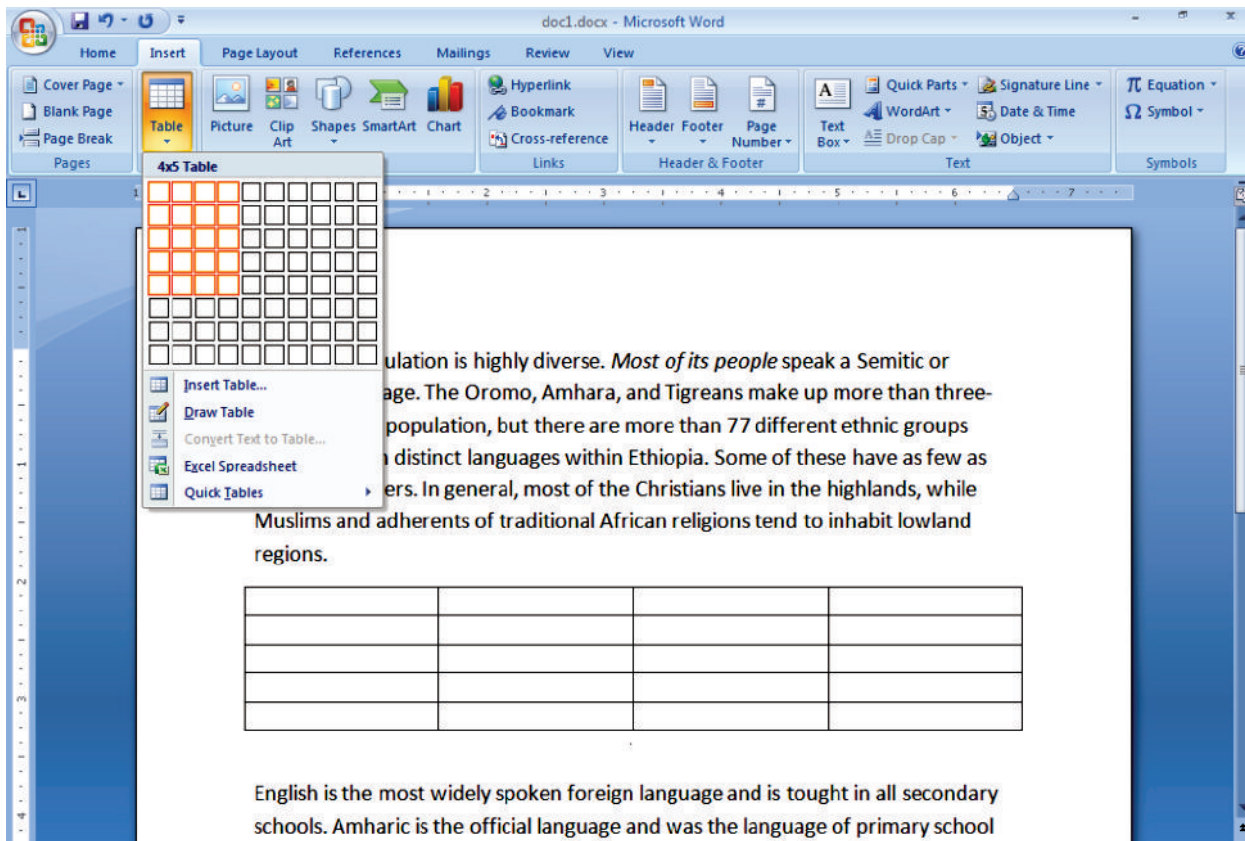


Fig. 2.12: Selecting the Table size

- 5 After clicking on the last cell of the selected table size, a table is inserted into the document at the insertion point below the text (see Fig. 2.12). Now fill the table as per your requirement and save the document.

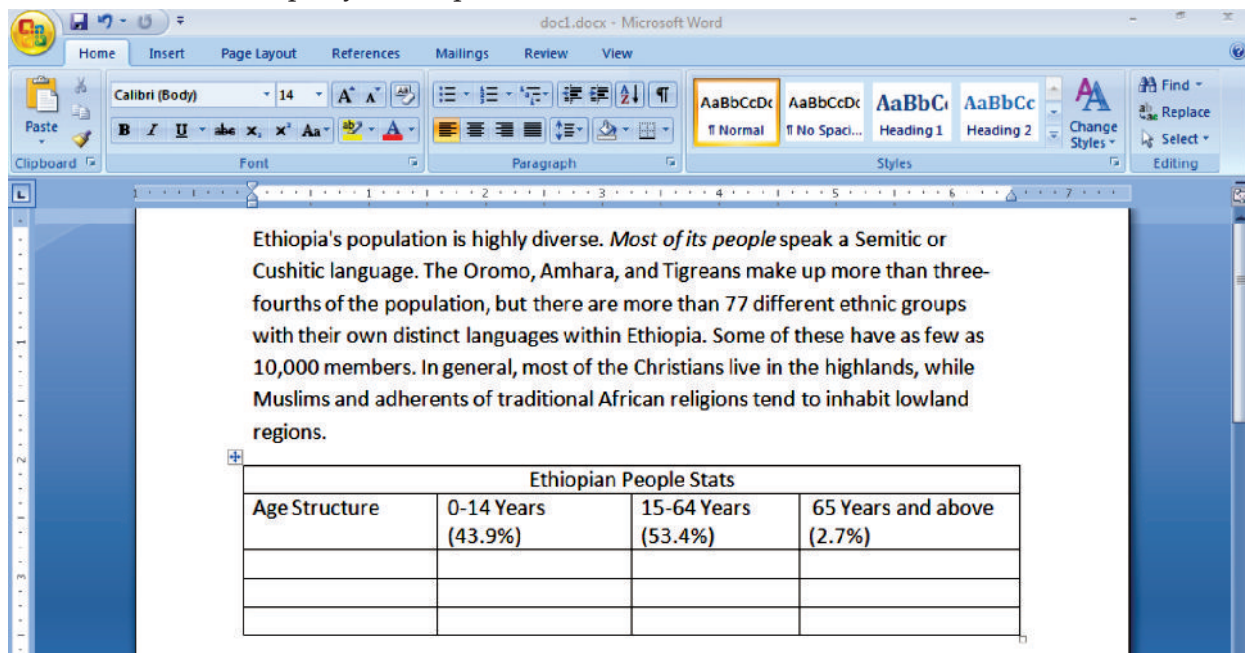


Fig. 2.13: Inserting data in the table



You can also insert table using *Draw Table* option from Insert Table list, available in *Table* option of the Tables panel under Insert tab.

### Inserting Pictures

Clipart or pictures are inserted to create effective documents. MS-word supports many popular picture formats, for example .wmf (window meta files). You can insert pictures from the disk as well as cliparts from the clipart gallery of MS-OFFICE. You can also insert downloaded pictures or pictures taken by your web cam or digital camera, into your documents.

The steps for inserting a picture are given below:

- 1 Open a document (refer to Fig. 2.3) .
- 2 Click the *Insert* tab.
- 3 Select the *Picture* option from *Illustrations* panel (see Fig. 2.4) .

On clicking this button the *Insert Picture* dialog box will appear.

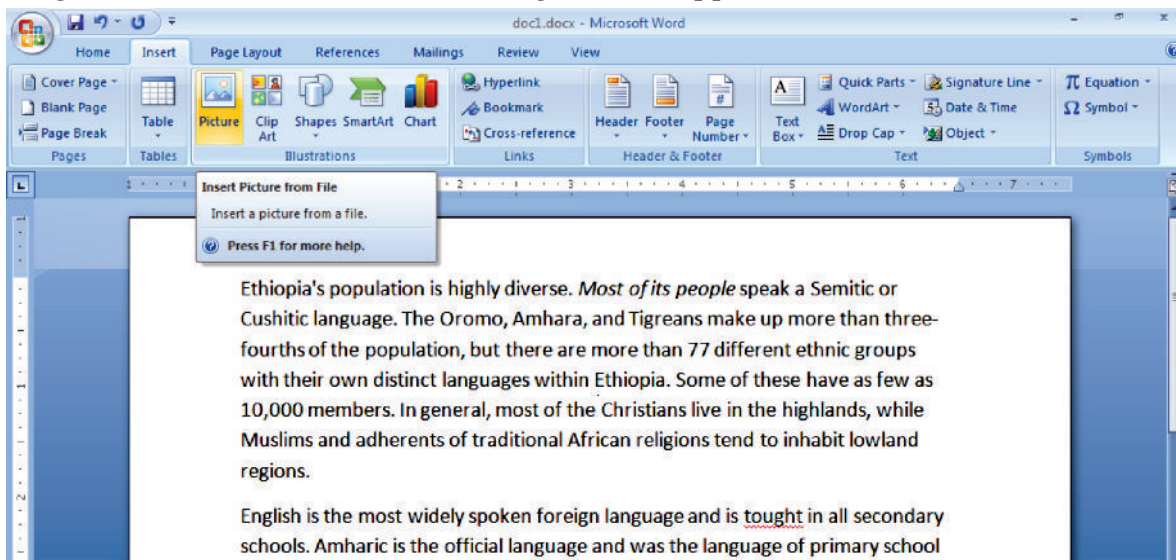


Fig. 2.14: Inserting Picture

- 4 Select the desired picture and click *Insert* button (see Fig. 2.5) . Here, we have selected Water lilies.jpg.

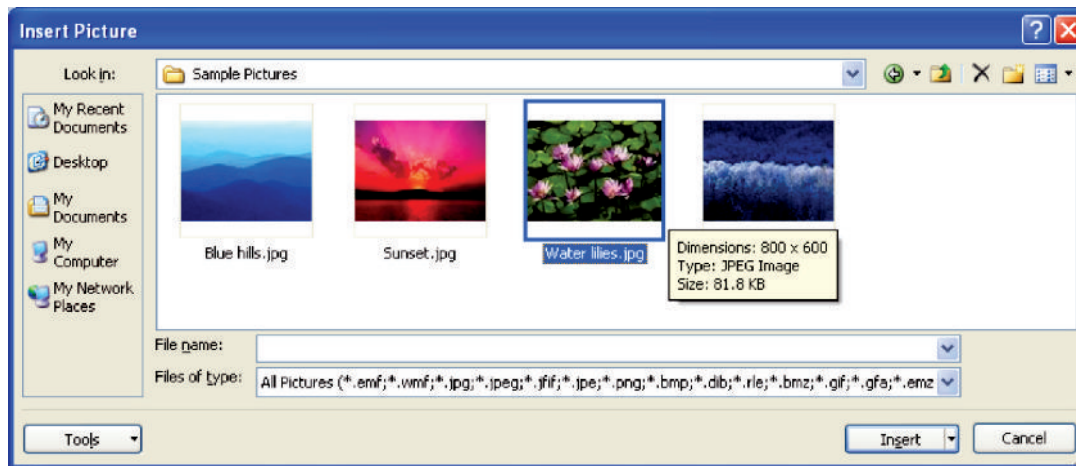


Fig. 2.15: Insert Picture dialog box



The selected picture will be inserted in the document at the insertion point (see Fig. 2.16).

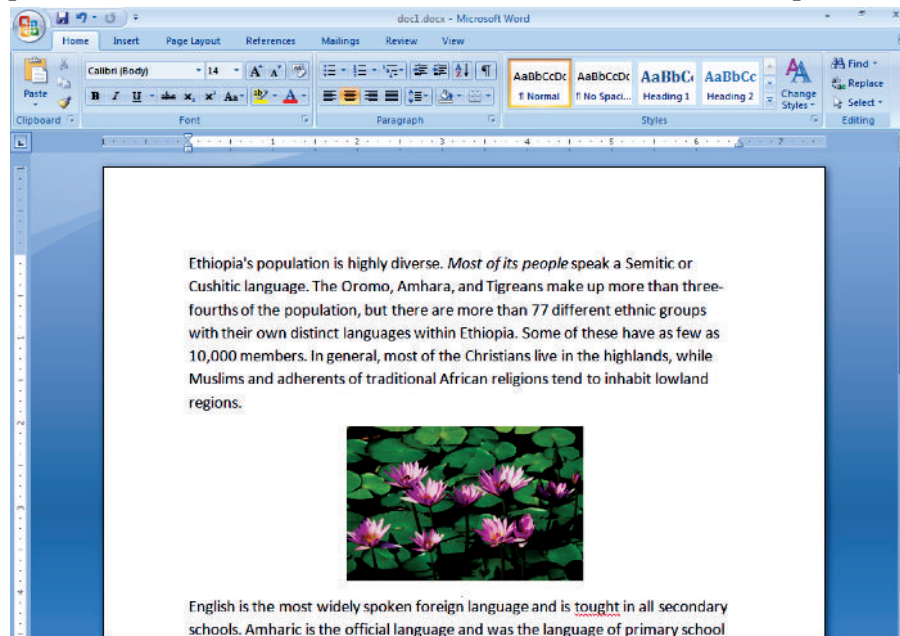


Fig. 2.16: A document after inserting a picture

5 Save and close the document.



The picture may not move properly in your document, unless you select a wrapping style. To resize a picture, always stretch or compress them from corners. This will increase or decrease the height and width proportionally.



## ACTIVITY 2.1

### INSERTING, REMOVING UNWANTED ITEMS AND/OR CHANGING EXISTING ONES IN THE DOCUMENT AND ALSO APPLYING UNDO AND REDO

Students will perform the following steps for doing the activity:

1. Open an existing MS-Word document as shown in Fig. 2.17.

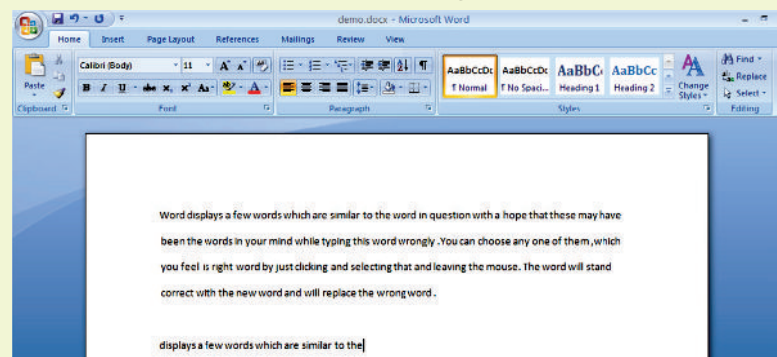



Fig. 2.17: A Word document

2. Now make changes in it. First we delete the last line of the document and then change the word “hope” to “hopr” in the first line (see Fig. 2.18).

- 3. To **undo** an action,  
Click the  Undo icon in the title bar (see Fig. 2.18).

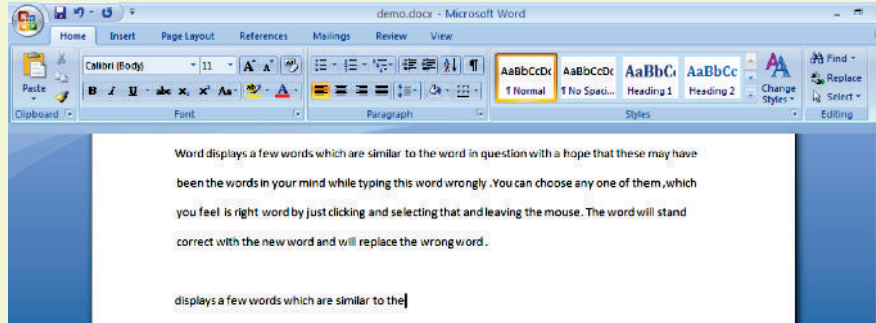


Fig. 2.18: The Undo option

After applying Undo, the document is shown in Fig. 2.19.

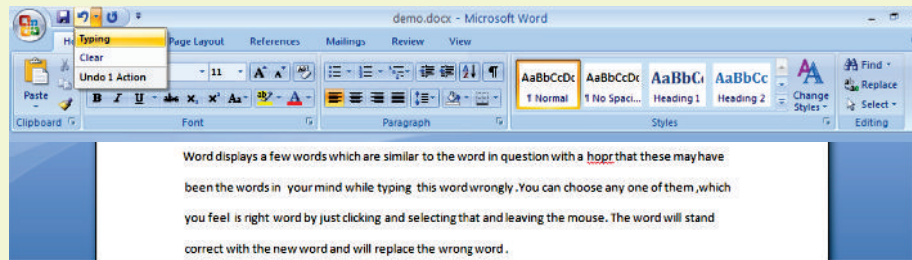



Fig. 2.19: After Applying the Undo option

You can undo the other action also if you wish to do so.

- 4. To **redo** an action,  
Click the Redo  icon in the Quick Access Toolbar (see Fig. 2.20).

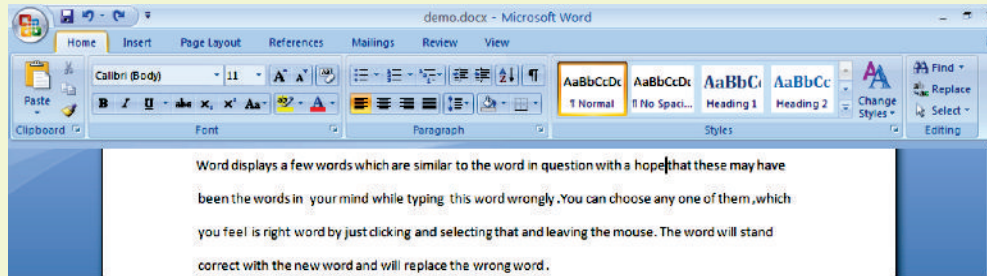


Fig. 2.20: The Redo option

After applying Redo, the document is shown in Fig. 2.21. We again get back “hopr” in place of “Hope”.

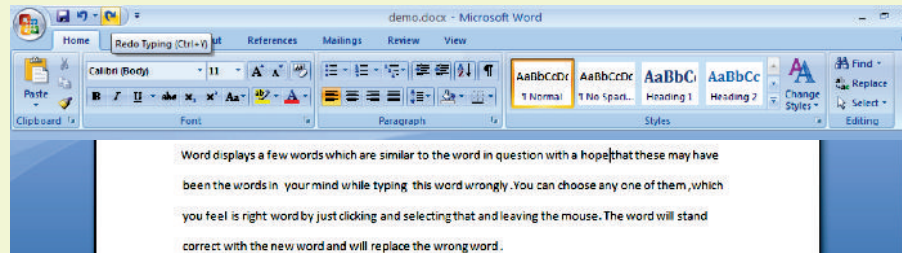


Fig. 2.21: After applying the Redo option

**KEY CONCEPTS**

- Word processing software allows to create, edit, format, print and store text material.
- MS-Word is a Windows based application.
- A file created using MS-Word is known as a document.
- Text can be entered anywhere in a document area by placing the cursor at that place.
- The *Undo* option is used to undo the previous action and the *Redo* option will repeat the previous *Undo* action.
- Formatting means changing the appearance of text.

**ASSESSMENT 2.1****Fill in the Blanks**

- 1 W SIW G stands for .....
- 2 W en you start MS-W rd, a ..... window appears.
- 3 To create a new document in MS-W rd, click the *Office Button, New* option and ..... button.
- 4 ..... is the act of altering your document.

**State Whether True or False**

- 1 MS-W rd is not a very popular word processing application software.
- 2 A document must be saved if it is required for future use.
- 3 Formatting text means changing the text appearance by changing the alignment, style, font and font color.
- 4 MS-W rd does not offer a set of commands for creation, modification and formatting of tables.

**Answer the Following**

- 1 Explain the steps to create and save a word processing document in MS-W rd.
- 2 W at do you mean by formatting? Explain the formatting commands of MS-W rd.
- 3 Explain spell checking in MS-W rd.
- 4 W ite steps to insert a table in MS-W rd.

**Suggested Activities**

- 1 Locate where the word processing software is in the computer and create, save and close the document.
- 2 Explain and demonstrate how to change the appearance of text changing font, style, size, color and changing font style.
- 3 Explain and demonstrate powerful formatting features including header and footer, margins and the steps involved to insert and delete bullets, a page break, a header and footer, page numbers and date and time on a document you have already created.

## 2.2 PRESENTATION SOFTWARE AND TECHNIQUES

Presentation software is a tool used to create visual presentations. These presentations are usually delivered in a slide show format, and can be created with a variety of programs. The programs make it possible to combine text and graphic elements to convey important information to a group of people all at once.

Microsoft PowerPoint is a presentation software that is used to create on screen slide shows, overhead projector slides audience handouts and speakers notes, it is a part of MS-Office suite of software. PowerPoint is the most widely used presentation software.

### • Feature of a Presentation Package

Some features of Presentation Packages are:

- 1 A presentation package helps both: the speaker with an easier access to his/her ideas and the participants with visual information.
- 2 Presentation packages can either supplement or replace the use of older visual aid technology, such as pamphlets, handouts, chalkboards, flip charts, posters, and slides etc.
- 3 Many presentation packages come with pre-designed images (clip art) and/or have the ability to import graphic images.
- 4 With the growth of digital photography and video, many presentation packages can handle these types of media to display them in a similar “slide show” format.
- 5 The “add ons” or plugins for presentation packages can be used to enhance their capabilities.
- 6 Certain presentation packages can also be used for web conferencing.

### • Creating Slides using Text and Images

To start using PowerPoint:

Click **Start** → **All Programs** → **Microsoft Office** → **Microsoft Office PowerPoint 2010**

The PowerPoint window appears as shown in Fig. 2.22

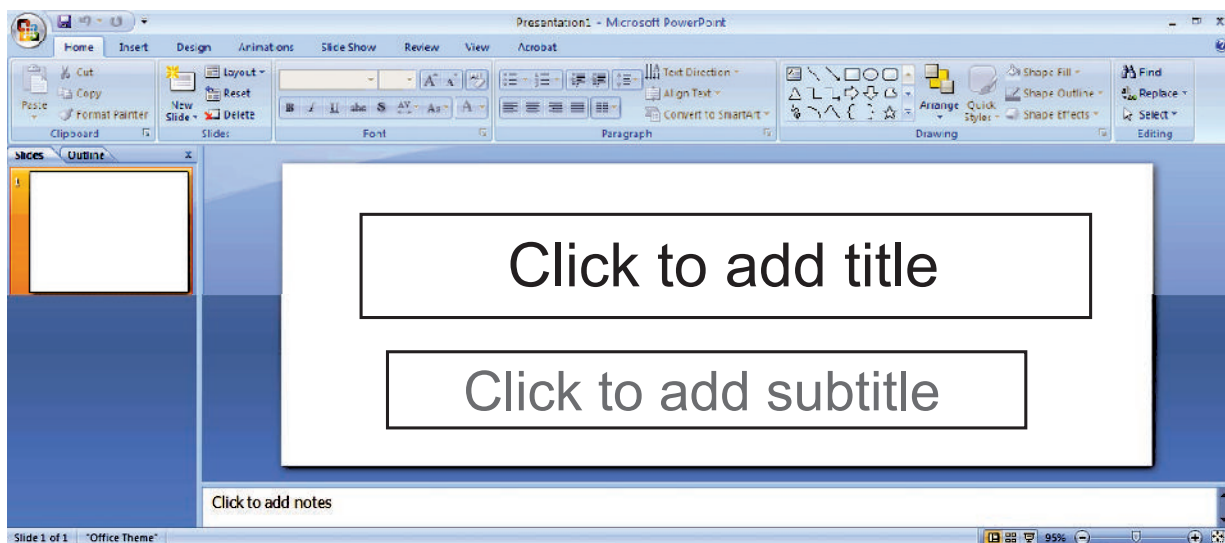


Fig. 2.22: PowerPoint window



A placeholder is a location on a slide marked with a border that holds text or an object.

Let us create a new presentation using text and an image.

- 1 Type the desired text in the title box.
- 2 To add an image click on *Insert* tab.
- 3 Click on the *Picture* icon in the *Illustrations* command group.
- 4 Select the image file you want to insert and then click *Insert* (see Fig. 2.23).

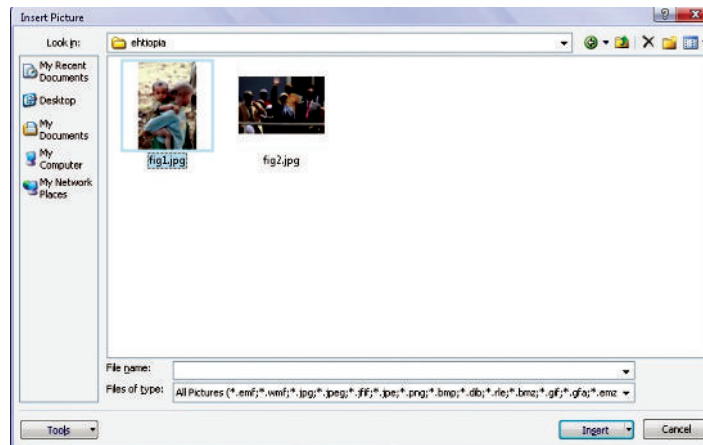


Fig. 2.23: Inserting an Image

The selected image will be inserted in the slide. Now adjust the image position as per your need (see Fig. 2.24).

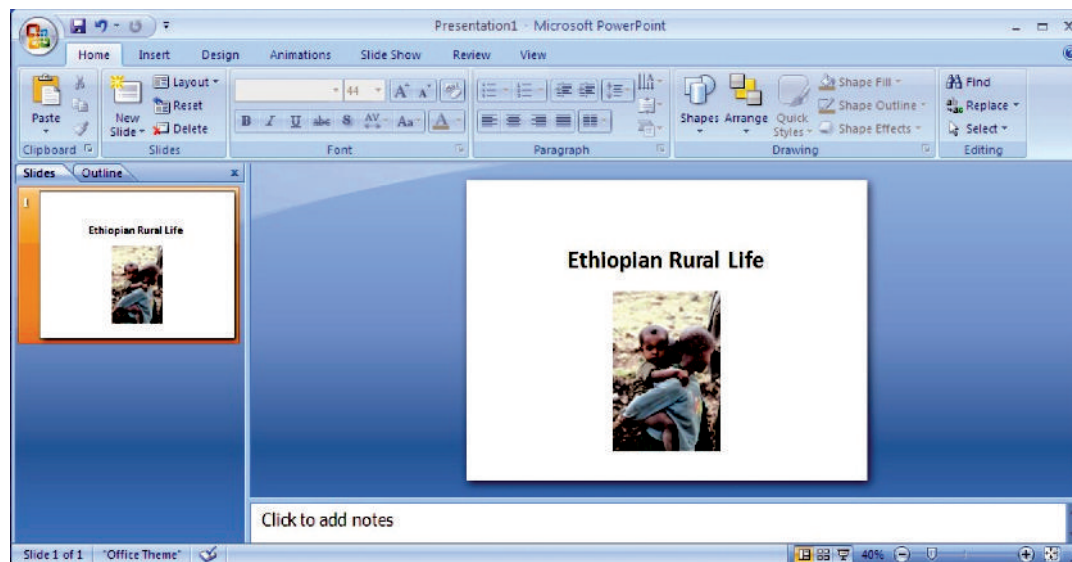


Fig 2.24: Entering Text and an Image in a slide

## ● Formatting Text and Background

Presentation software allows you to apply different formats to different parts of slide. Formatting refers to the act of changing the appearance of text *i.e.*, changing the way it appears on screen and paper. Formatting a slide means changing the formats of characters, words, paragraphs of a slide to provide them an effective look and feel.

We can change the appearance of text in a number of ways. We can change font, size, color, highlight and other special effects by using *Home* tab. We can apply the effects before typing as well as after typing the text. We can also change the background of slides using the *Design* tab.

To format the text and background, perform the following steps:

- 1 Select the placeholder that contains the text you want to format.
- 2 Click on the *Home* tab and select the desired font style and size from the *Font* command group.
- 3 Click on *Format* tab and select the desired text style from *WordArt Styles* (see Fig. 2.24).
- 4 For changing the background of slide, click on the *Design* tab and select appropriate theme from *Themes* command group. The background color can be changed by selecting the *Background Styles* from *Background* command group (see Fig. 2.25).

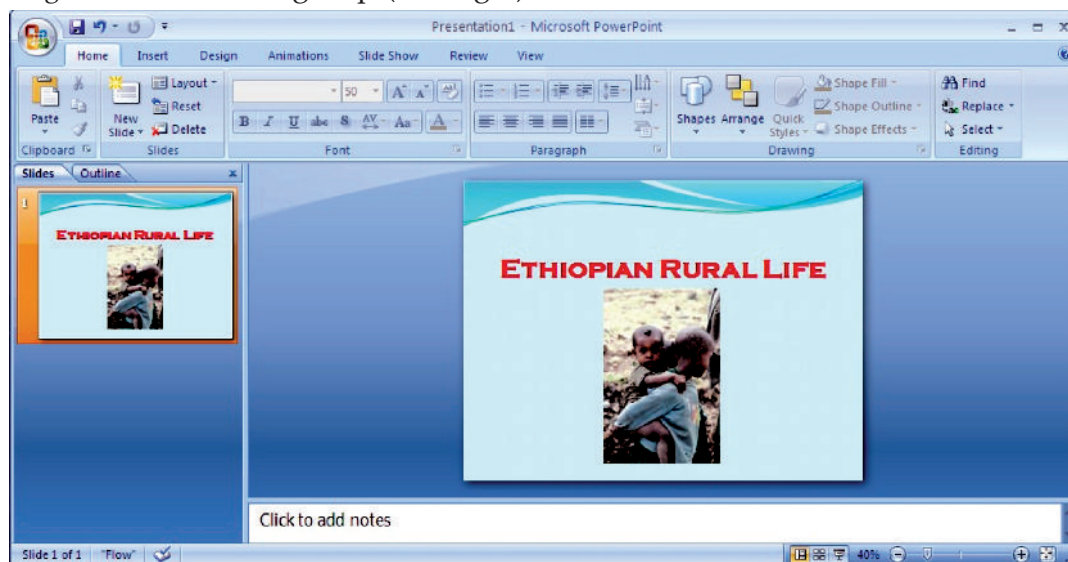


Fig. 2.25: Slide after formatting Text and Background

### ● Inserting and Deleting Slides

To insert a new slide, perform the following steps:

- 1 Right click on the *Slides* tab (see Fig. 2.26).
- 2 Click on *New Slide* to insert a new slide. A new slide will be inserted (see Fig. 2.27).

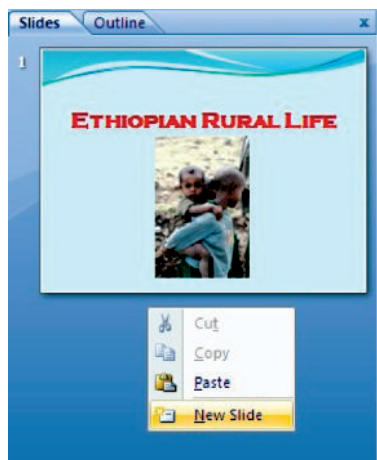


Fig. 2.26: Inserting a slide

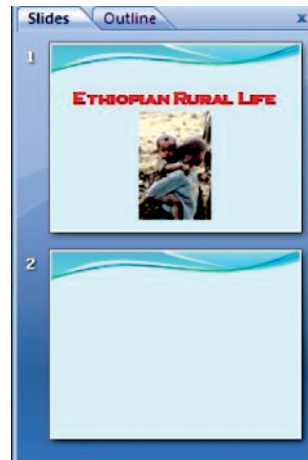


Fig. 2.27: Slide after insertion



To delete a slide, perform the following steps:

- 1 Right click on the slide you want to delete (see Fig. 2.27).
- 2 Click on the *Delete Slide* option (see Fig. 2.28). The selected slide will be deleted.

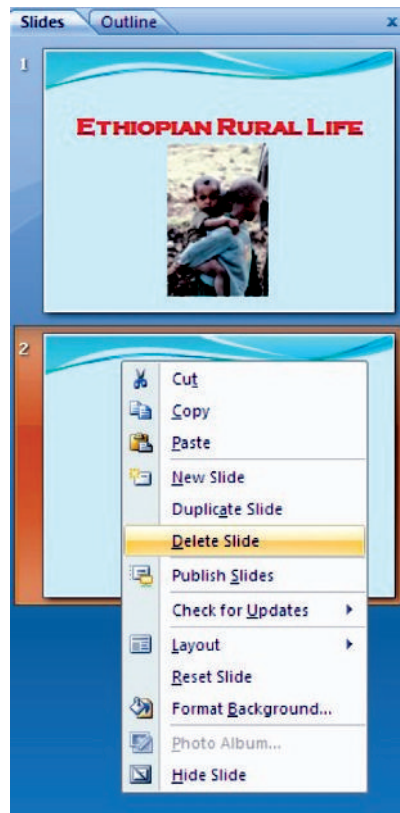


Fig. 2.28: Deleting a Slide

### ● Presenting a Slide Show

This is the most useful view of PowerPoint. It is used to display the slides in a desired sequence.

In this view the slides are displayed one by one from first slide to the last slide, in full screen mode.

First of all prepare a presentation on any topic of your choice. Here, we have prepared the presentation on “Ethiopian Treasures”.

To start the Slide Show, perform the following steps:

- 1 Click *Start* → *All Programs* → *Microsoft Office* → *Microsoft Office PowerPoint 2007*.
- 2 Click on *Office Button* and select *Open*.
- 3 Select the appropriate file name and press *Enter* key or Double click on the file. The desired file will be opened.
- 4 Click the *Slide Show* tab.
- 5 Click the *From Beginning* icon in the *Start Slide Show* command group (see Fig. 2.29). PowerPoint displays the first slide of your presentation.

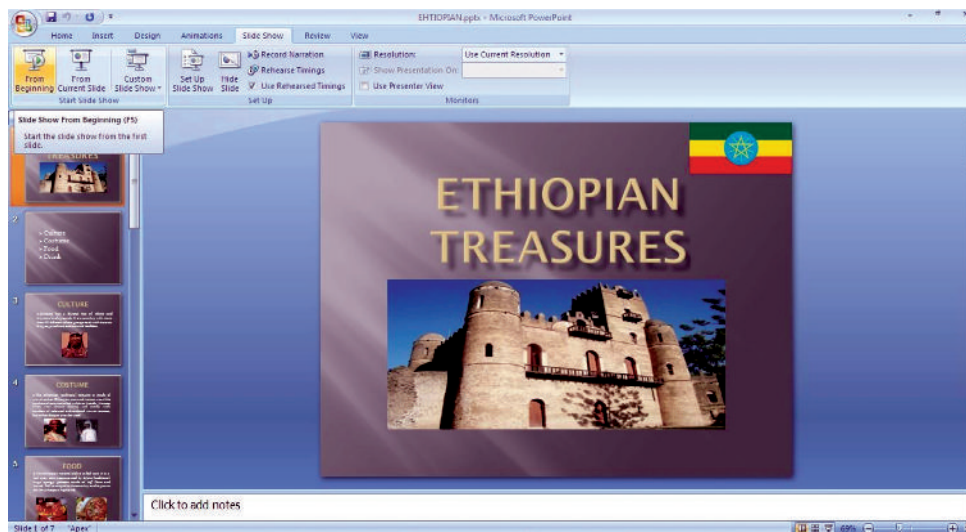


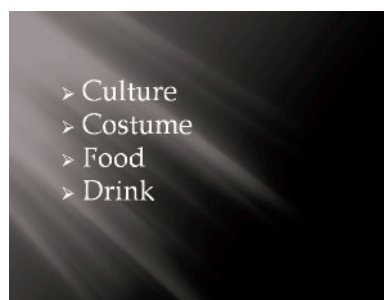
Fig. 2.29: Getting ready for presenting a Slide Show

6 Click the mouse or press the space bar to view the next slide.

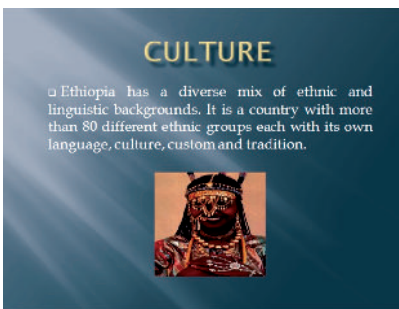
The slides in the presentation are show below:



Slide 1



Slide 2



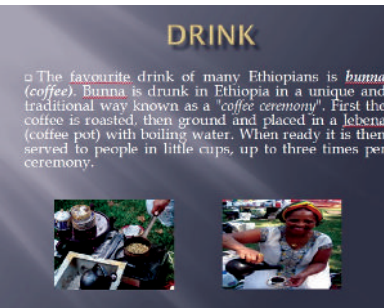
Slide 3



Slide 4



Slide 5



Slide 6





Slide 7

Fig. 2.30: Slide show

7 Press *Esc* to exit the Slide Show.

## ● Create a Slide Show using Animation and Sound

Presentation Software allows you to add various multimedia effects to the slides and the objects created on slides. The presentations, you have created so far, contain no animation, timings, sounds and transition effects. Professionally designed slide shows contain all these properties to grasp the attention of the audience.

### Applying Animation

To apply animation to your **B** **w** **e** **r** **t** **i** **n** **t** slide, perform the following steps:

- 1 Open the slide to which you want to apply the animation.
- 2 Click on the *Animations* tab and select the desired transition style from the *Transition to This Slide* command group (see Fig. 2.31).

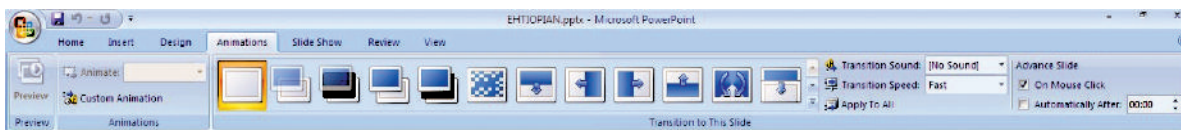


Fig. 2.31: Applying Animation

You can also apply animation to a title, a sub title, and an image in your slide individually by using *Custom Animation* from *Animations* command group (see Fig. 2.32).

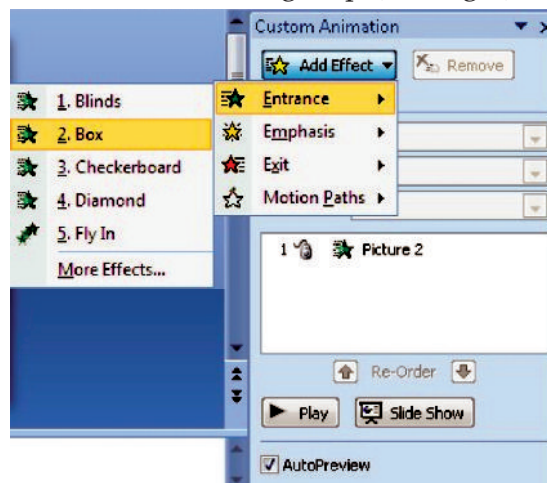


Fig. 2.32: Applying Custom Animation



- Now select the desired effect from *Add Effect* which you want to apply for a particular image or text. The selected applied effect is shown in Fig. 2.22

### Applying Sound

You can add sound to the transition effects and to the preset animation. You can also add audio to your presentation by inserting files from Clip Art Gallery or from other folder available to you.

PowerPoint can use audio files stored in common formats such as AIFF, MIDI, MP3 and WAV file. If your audio file is stored in a different file format, such as Real Audio, you will have to convert the file before you can add it to a PowerPoint presentation.

To add an Audio File, perform the following steps:

- Select the slide to which you want to put an audio.
- Open the Insert tab and click on the *Sound* icon from the *Media Clips* command group. The Insert Sound dialog box appears (see Fig. 2.23).

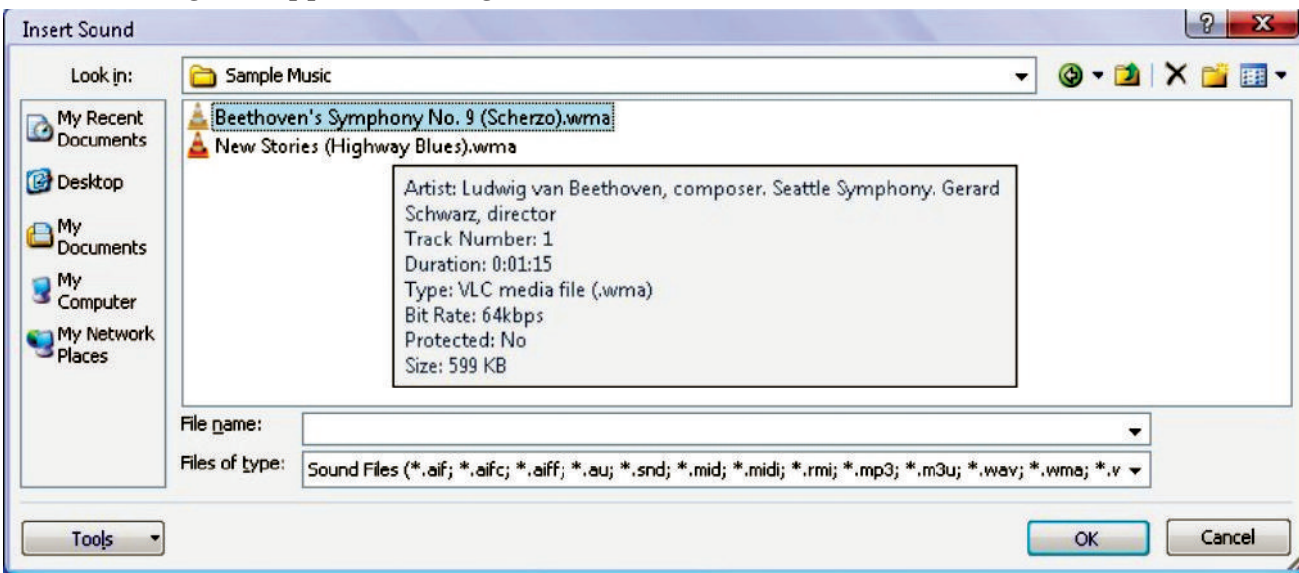


Fig. 2.33: Inserting Sound

- Choose the desired sound file you want to add and click *OK*.

PowerPoint displays a dialog box asking whether you want to play the sound automatically or when you click the mouse (see Fig. 2.24). Choose your option. A horn icon is displayed which means that the sound has been inserted (see Fig. 2.25).

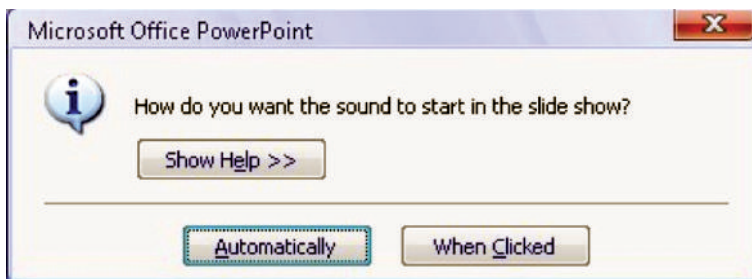


Fig. 2.34: Selecting Sound Starting Option

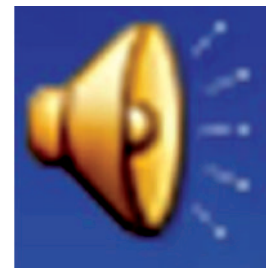


Fig. 2.35: Horn Icon

Sound icon is displayed on your slide. You can move it so that it does not obscure your slide (see Fig. 2.36).



Fig. 2.36: Slide after Applying Sound



A color scheme defines the font sizes, and color of title, subtitle, bullets and numberings in slide. You can select a readymade color scheme or you can customize the color scheme as you like.

### ● Change Slide Layout

The slide layout in Microsoft PowerPoint is the arrangement of all the items that make up your slide, such as title, graphics or text boxes.

To change the layout of slide, perform the following steps:

- 1 Open the presentation.
- 2 Open the *Home* tab and click on the *Layout* button from *Slides* command group. Apex dialog box will appear (see Fig. 2.37).



Fig. 2.37: Apex dialog box

- 3 Choose the desired layout style from the list. The selected layout will be applied to the current slide.



## KEY CONCEPTS

- Presentation software is a tool used to create visual presentations.
- A presentation package helps both: the speaker with an easier access to his/her ideas and the participants with visual information.
- We can make slides using features such as creating slides, inserting text, formatting text, inserting clipart, formatting background, inserting slides, deleting slides and inserting images from other files.
- Presenting a slide show is the most useful view of PowerPoint. It is used to display the slides in a desired sequence.
- The slide layout in PowerPoint is the arrangement of all the items that make up your slide, such as title, graphics or text boxes.



## REVIEW QUESTIONS

### Fill in the Blanks

- 1 Microsoft Word is the most widely used ..... software.
- 2 Certain presentation packages can also be used for web .....
- 3 ..... a slide means changing the formats of characters, words, paragraphs of a slide to provide them an effective look and feel.
- 4 You can add ..... to the transition effects and to the present animation.

### State Whether True or False

- 1 Microsoft Word is not a part of MS-Office suite of software.
- 2 To start using Word:  
Click Start → All Programs → Microsoft Office → Microsoft Office Word
- 3 The slide show cannot display the slides in a desired sequence.
- 4 We can change the layout of slide using presentation software.

### Multiple Choice Questions

- 1 Microsoft Word is a/an .....
 

(a) Operating System	(b) Database software
(c) Spreadsheet software	(d) Application software
- 2 Which of the following is not a feature of word processing?
 

(a) Spell checker	(b) Cell address
(c) Cut and Paste	(d) Undo and Redo
- 3 ..... is a presentation software?
 

(a) MS-Word	(b) MS-Excel
(c) MS-PowerPoint	(d) MS-Access



- 4 Which of the following is/are included in the slide layout in PowerPoint?
- (a) Title (b) Graphics  
(c) Text boxes (d) All of these

### Match the Following

#### Column A

- 1 Pressing Backspace key
- 2 Increase the security of the document
- 3 Slide Show
- 4 Animations tab

#### Column B

- (a) Encrypt Document
- (b) Deletes character to the left of the insertion point
- (c) Used to apply the animation
- (d) Used to display slides in a desired sequence

### Answer the Following

- 1 Write the steps to create a presentation.
- 2 How will you prepare and present a slide show?
- 3 How will you create a presentation using design techniques?
- 4 Write the steps to change the layout of a slide.

### Suggested Activities

- 1 Explain and demonstrate the slide making features such as creating slides, inserting text, formatting text, inserting clipart, formatting background, inserting slides, deleting slides and inserting images from other files.
- 2 Explain various design techniques such as design templates, animation scheme, color schemes and adding sound.
- 3 Each group of students to present their slide shows to the class, giving explanations as necessary, presentation software, spare paper, magazines, newspapers, reference books etc.

### Field Trip

Organize a field trip to various historical places in Ethiopia to get useful information and present the slide shows to the class.