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Life Skill and Skill Development

UNIT-5

Information and Communication
Technology (ICT) Literacy

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CONTENTS

UNIT- 5

1. Microsoft Word Processor

2. Microsoft Excel

3. Microsoft PowerPoint

4. Pdf Conversion

5. PageMaker

MICROSOFT WORD PROCESSOR

A word processor is an electronic device or computer application software that performs word processing: the composition, editing, formatting and sometimes printing of any sort of written material. Word processing can also refer to advanced shorthand techniques, sometimes used in specialized contexts with a specially modified typewriter.

The word processor emerged as a stand-alone office machine in the 1970s and 1980s, combining the keyboard text-entry and printing functions of an electric typewriter with a dedicated computer processor for the editing of text.

Characteristics

Word processing typically implies the presence of text manipulation functions that extend beyond a basic ability to enter and change text, such as automatic generation of:

- batch mailings using form letter template and an address database (also called mail merging);
- indices of keywords and their page numbers;
- tables of contents with section titles and their page numbers;
- tables of figures with caption titles and their page numbers;
- cross-referencing with section or page numbers;
- footnote numbering;
- new versions of a document using variables (e.g. model numbers, product names, etc.)

Examples of different word processing software are:

- WordPerfect
- Microsoft Word
- WordMark
- Lotus WordPro
- Procedure Write

Types of word processor:-

- Dedicated word processor
- Standard word processor software packages
- Word processing packages on minicomputer

Features of Word :

1) Word wrap
2) Editing of text
3) Page formatting
4) Paragraph formatting
5) Text formatting
6) Retriving of your work
7) Mail Merge
8) Spelling & grammer check
9) Use of thesaurus
10) Online Assistant

Each of the tabs contains the following tools:

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.
Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols
Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange
References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities
Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish
Review: Proofing, Comments, Tracking, Changes, Compare, Protect
View: Document Views, Show/Hide, Zoom, Window, Macros

Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:

- Click the **Microsoft Office Button** and Click **New** or
- Press CTRL+N on the keyboard

Opening an Existing Document

- Click the **Microsoft Office Button** and Click **Open,** or
- Press CTRL+O on the keyboard, or
- If you have recently used the document you can click the **Microsoft Office Button** and click the name of the document in the **Recent Documents** section of the window Insert picture of recent docs

Saving a Document

- Click the **Microsoft Office Button** and Click **Save** or **Save As**, or
- Press CTRL+S on the keyboard, or
- Click the **File** icon on the Quick Access Toolbar

Renaming Documents

To rename a Word document while using the program:

- Click the **Office Button** and find the file you want to rename.
- Right-click the document name with the mouse and select **Rename** from the shortcut menu.
- Type the new name for the file and press the **ENTER** key.

Working on Multiple Documents

Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents will be listed in the **View Tab** of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name. Select another open document to view it.

Document Views

There are many ways to view a document in Word.

- **Print Layout**: This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading**: This is a full view length view of a document. Good for viewing two pages at a time.
- **Web Layout**: This is a view of the document as it would appear in a web browser.
- **Outline**: This is an outline form of the document in the form of bullets.
- **Draft**: This view does not display pictures or layouts, just text.

To view a document in different forms, click the document views shortcuts at the bottom of the

screen   or:

- Click the **View Tab** on the Ribbon
- Click on the appropriate document view.

Close a Document

Click the **Office Button**

- Click **Close**

There are many features to help you proofread your document. These include: Spelling and Grammar, Thesaurus, AutoCorrect, Default Dictionary, and Word Count.

Editing text selecting – to select text with the mouse use the following steps –
1) Take the mouse pointer before the place you want to select text from and drag it to the place till you want.
2) Select the text with keyboard

Inserting & Deleting Text – You can insert or delete text in several ways.
1) Select a block of text from beginning to the last character. To delete press Del key from the keyboard this process will delete the entire block.
2) To delete single character use Del key or backspace key.
3) To Insert the text select the text copy the text and paste the text where ever you want.
4) There are different pasting options you can use.

Formatting Features of Ms word:-

Function of commonly used buttons

Normal ▾ Select the style to apply to paragraphs	Arial ▾ Changes the font of the selected text
12 ▾ Changes the size of selected text and numbers	**B** Makes selected text and numbers bold
I Makes selected text and numbers italic	U Underlines selected text and numbers
Aligns to the left with a ragged right margin	Centers the selected text
Aligns to the right with a ragged left margin	Aligns the selected text to both the left and right margins
Makes a numbered list or reverts back to normal	Add, or remove, bullets in a selected paragraph
Decreases the indent to the previous tab stop	Indents the selected paragraph to the next tab stop
Adds or removes a border around selected text or objects	Marks text so that it is highlighted and stands out

   Formats the selected text with the color you

Text Selecting –
You can select the text in two ways –
- By using shift key
- By using mouse

Once the text is selected you can change the formatting of the selected text. You can delete, move the text from one position to other.

Previewing the document –
Before printing the documents you can preview the document. In preview option we can change the margin, page layout, size etc features of your document. The step to preview the document is as follows –

1) Click MS-Office button
2) Click on print button & then
3) Click on print preview
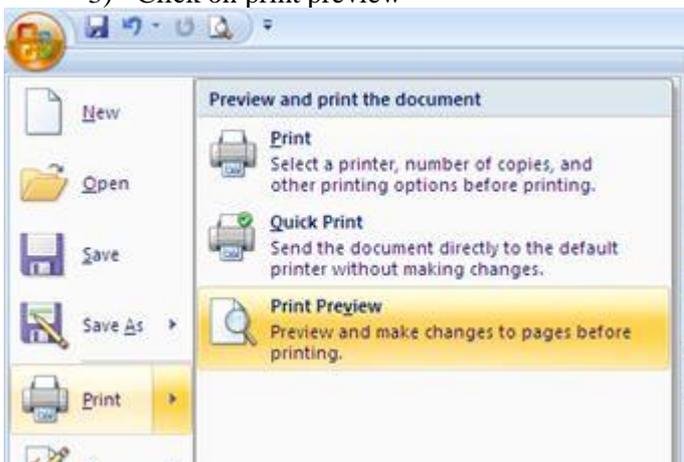
Printing Document to a file page –
You can print the document. There are two different features to print the document are as follow –

3) Print – In print option you can change the number of copies, Select page no., choose printer etc before printing.
4) Quick Print – In quick print the document is directly send to the printer without making any changes.
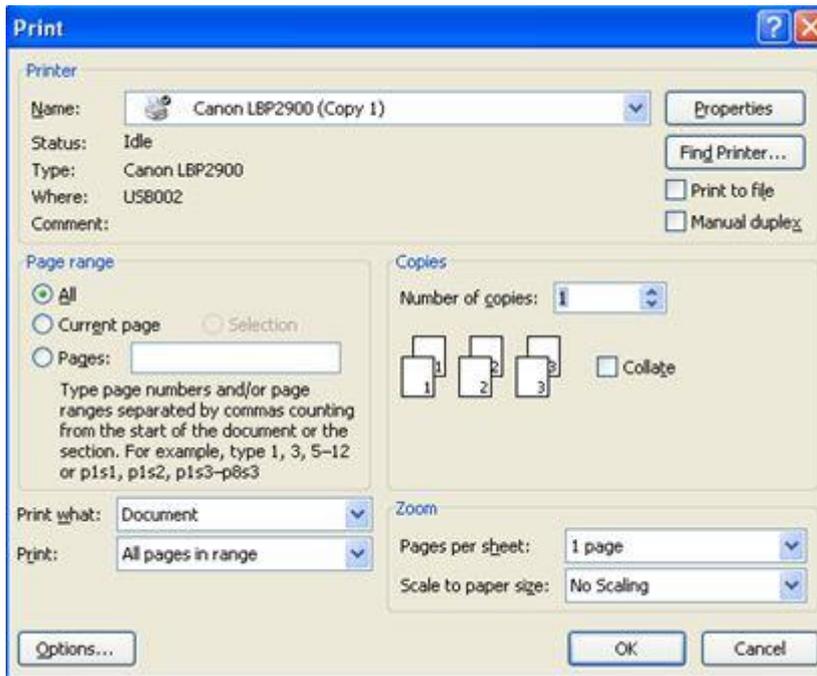
Reduce the no. of pages by one −
You can shrink the document pages to by one page. Attempt to shrink the document by one page by slightly reducing the size and spacing of the text. The option to reduce number of pages by one can be selected from Print Preview option

.

Paragraph Formatting

Paragraph formatting provide us the facility to format the paragraph written in the document. The paragraph formatting include the formatting features –

- Alignment – There are different alignments like left, center, rights & Justified.
- Line Spacing - In Line Spacing option you can change the spacing between the lines.
- Shading – In this option you can Color the background of the selected text or paragraph.
- Border – You can customize the border of the selected text or cell.
- Sorting options - In sorting option we can sort the text in alphabetical order or numerical order.
- Numbering / Bullets – We can create bullet list or numbering list through this option.
- Indent – Indentation determine the distance of paragraph from either the left or right margin.

Headers and Footers

Header & footer may be text or graphics printed on top & bottom of the document. Header is printed on top margin area & footer is printed on bottom margin area.

Headers and footers are pieces of text or graphics that appear at the top and bottom of a page. After you set up a header and footer, they will appear on all of your pages. You can add a page number to a header or footer, and Microsoft Word will automatically insert the right page number for you.

To set up a header and footer for your document, click on the **Insert** tab at the top of Word. Now locate the

Header & Footer panel:

Footers

Microsoft Word allows you to insert page numbers into your document. This is done (usually) in the Footer area of the page. The Footer is just the opposite of the Header. You can do the same things with the Footer as you can with the Header. We'll see how to insert page numbers into the Footer.

Make sure the Design tab is select at the top of Word. Now locate the Navigation panel again. Click the item that says "Go to Footer":

Multiple Columns –
With the use of multiple column option you can Spilt text into two or more columns. You can select this option from Page layout tab.
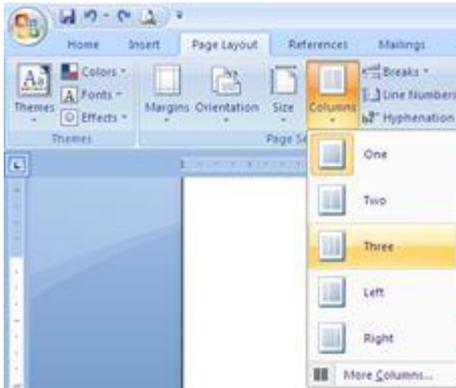
<h1>UNIT – II</h1>

<h2>Microsoft EXCEL</h2>

MS EXCEL has become the standard for basic data analysis. And, again, individuals with a college education in the 21st century will be expected to have a working knowledge of this foundational package. EXCEL is critical to understand not only because it facilitates basic data analysis, but also because it is typically the starting point for PC-based data which can then be analyzed using more sophisticated packages like SPSS, Minitab or SAS.

When you open EXCEL, the interface includes row and columns, with "cells" at the intersections. You can input data or formulas into the individual cells.

Spreadsheets are made up of columns, rows and their intersections are called cells.
Column- In a spreadsheet the COLUMN is defined as the vertical space that is going up and down the window. Letters are used to designate each COLUMN'S location
Row - In a spreadsheet the ROW is defined as the horizontal space that is going across the window. Numbers are used to designate each ROW'S location.
Cell - In a spreadsheet the CELL is defined as the space where a specified row and column intersect. Each CELL is assigned a name according to its COLUMN letter and ROW number(A1).
In a spreadsheet there are three basic types of data that can be entered.
- labels - (text with no numerical value)
- constants - (just a number -- constant value)
- formulas* - (a mathematical equation used to calculate)

To Create an Excel Workbook:
Choose File   New from the menu bar
Choose Blank Workbook under the New category heading.
A blank workbook opens in the Excel window. The New Workbook task pane is closed.

To Save a new Workbook:
Choose File   Save As from the menu bar. The Save As Dialog Box appears.
Click on the Save In: dropdown menu and locate where the file will be saved. Type a name for your file in the File Name: box. Click the Save button

To Save Changes Made to an Existing Workbook:

Choose File   Save from the menu bar, or Click the   Save button on the Standard toolbar.
✓ If you're saving the file for the first time and you do not choose a file name, Microsoft Excel will assign a file name for you.
✓ It is a good idea to Save frequently when working in a spreadsheet. You can quickly save your spreadsheet by using the quick-key combination Ctrl + S.

To Open an Existing Excel 2003 Workbook:
Choose File   Open from the menu bar.

To close an existing Excel 2003 Workbook:
Choose File   Close from the menu bar. The workbook in the Excel window is closed.

To Enter Data into a Cell:

Click the cell where you want to type information. Type the data. An insertion point appears in the cell as the data is typed. The data can be typed in either the cell or the Formula bar. Click the cells that contains the information to be changed. Type the new entry. The old entry is replace by the new entry.

To Edit Information in a Cell:
Method 1: Direct Cell Editing - Double-click on the cell that contains the information to be changed.
Method 2: Formula Bar Editing - Edit the entry in the formula bar
Click the cell that contains the information to be deleted. Press the Delete key, or Right-click and choose Clear Contents from the shortcut menu.

To Undo Recent Actions (typing, formatting, etc), One at a Time: Click the   Undo button.
To Undo Several Recent Actions at Once: Click the arrow next to the Undo button. Select the desired Undo operation(s) from the list

To Redo an Undo Operation: Press the   Redo button.
To Redo several recent Undo actions at once: Click the arrow next to Redo button. Select the desired Redo operation from the list. Microsoft Excel reverses the Undo operation.
Selecting Multiple Cells
The currently-selected cell in Excel is called the active cell. You can also select a group of adjacent cells, or a cell range. Many operations can be done against a cell range: move it, copy, it, delete it or format it. To Select All Cells in a Column or Row:
Click the gray Column heading to select the entire column. (Click and drag the cursor across other column headings to select those columns
Click the gray Row heading to select the entire row. (Click and drag the cursor down through the row headings select those rows.

To Select the Entire Worksheet: Click the gray rectangle in the upper left corner to select entire worksheet.
Cut , Copy & Paste
The Cut, Copy and Paste buttons are located on the Standard toolbar. The Cut, Copy and Paste operations also appear as choices in the Edit menu. The Cut, Copy and Paste operations can also be performed through shortcut keys: ctrl+c, ctrl+v, ctrl+x.
Copy - The Copy feature allows you to copy selected information from the spreadsheet and temporarily place it on the Clipboard, which is a temporary storage file in your computer's memory. The Paste feature allows you to select any of the collected items on the Clipboard and paste it in a cell of the same or different spreadsheet.
Cut and Paste Cell Contents - The Cut feature allows you to remove information from cells in the spreadsheet. Information that is cut can be pasted in another cell, as long as the pasting occurs before you perform another operation. If you don't paste the cut information immediately, it is removed from the Office clipboard.
Moving Information Using Drag-and-Drop
Another way to move information from one cell to another is to use the drag-and-drop method. You use the cursor to point to the information to be moved and then drag the cell to its new location.
Formula - A formula can be a combination of values (numbers or cell references) and math operators (+, -, /, *, =) into an algebraic expression.

To Create a Simple Formula that Adds the Contents of Two Cells:
- Type the numbers you want to calculate in separate cells (for example, type 128 in cell B2 and 345 in cell B3).
- Click the cell where the answer will appear (B4, for example).
- Type the equal sign (=) to let Excel know a formula is being defined.

- Type the cell number that contains the first number to be added (B2, for example).
- Type the addition sign (+) to let Excel know that an add operation is to be performed.
- Type the cell number that contains the first number to be added (B3, for example).
- Press Enter or click the Enter button on the Formula bar to complete the formula

To Create a Simple Formula using the Point and Click Method:
- Click the cell where the answer will appear (B4, for example).
- Type the equal sign (=) to let Excel know a formula is being defined.
- Click on the first cell to be included in the formula (B3, for example).
- Type the subtraction sign (-) to let Excel know that a subtraction operation is to be performed.
- Click on the next cell in the formula (B2, for example).

Complex Formulas Defined
Simple formulas have one mathematical operation. Complex formulas involve more than one mathematical operation. The order of mathematical operations is very important. If you enter a formula that contains several operations--like adding, subtracting and dividing, The order of operations is:
- Operations enclosed in parenthesis
- Exponential calculations (to the power of)
- Multiplication and division, whichever comes first
- Addition and subtraction, whichever comes first

Filling Formulas to Other Cells
The fill formula method allows you to copy a formula and fill it into many different consecutive cells at the same time.The mouse pointer changes to a black crosshair when passed over the fill handle, or the square box in the lower right corner of the cell.

To Use the Fill Handle to Copy a Formula to a Surrounding Cell:
- Click on the cell that contains the formula to be copied.
- Position the mouse pointer over the fill handle.
- Click and hold the left mouse button, and then drag the contents to the cell that's to receive the fill formula.
- Release the mouse button.
- Select the Copy Cells option in the fill formula drop-down menu.

Using Functions
A function is a pre-defined formula that helps perform common mathematical functions. Functions save you the time of writing lengthy formulas. You could use an Excel function called Average, for example, to quickly find the average of range of numbers. Or you could use the Sum function to find the sum of a cell range. Excel contains many different functions. Each function has a specific order, called syntax, which must be strictly followed for the function to work correctly.

Syntax Order:
- All functions begin with the = sign.
- After the = sign define the function name (e.g., Sum).
- If there is more than one argument, separate each by a comma.

An example of a function with one argument that adds a range of cells, B3 through B10:

$$=SUM(B3:B10)$$

equal sign   function name   argument
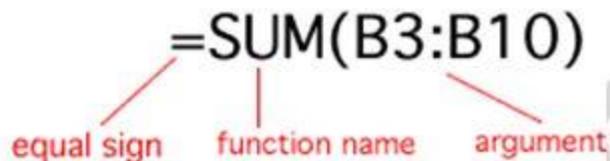
An example of a function with more than one argument that calculates the average of numbers in a range of cells, B3 through B10, and C3 through C10:

$$=AVG(B3:B10, C3:C10)$$

equal sign   function name   argument
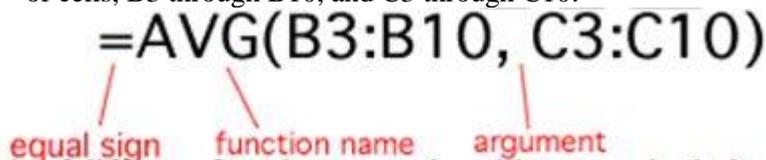
Excel literally has hundreds of different functions to assist with your calculations. There are many different functions in Excel 2003. Some of the more common functions include:

Statistical Functions:
- SUM - summation adds a range of cells together.
- AVERAGE - average calculates the average of a range of cells.
- COUNT - counts the number of chosen data in a range of cells.
- MAX - identifies the largest number in a range of cells.
- MIN - identifies the smallest number in a range of cells.

Financial Functions:
- Interest Rates
- Loan Payments
- Depreciation Amounts

Date and Time functions:
- DATE - Converts a serial number to a day of the month
- Day of Week
- DAYS360 - Calculates the number of days between two dates based on a 360-day year
- TIME - Returns the serial number of a particular time
- HOUR - Converts a serial number to an hour
- MINUTE - Converts a serial number to a minute
- TODAY - Returns the serial number of today's date
- MONTH - Converts a serial number to a month
- YEAR - Converts a serial number to a year

To Name a Worksheet:- Double-click the sheet tab to select it. The text is highlighted by a black box.
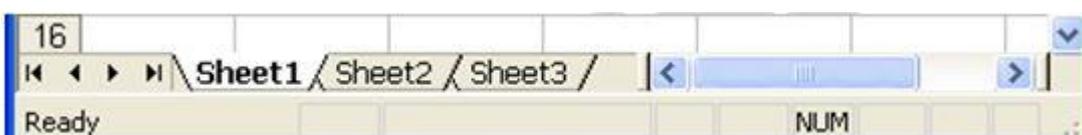
Type a new name for the worksheet.
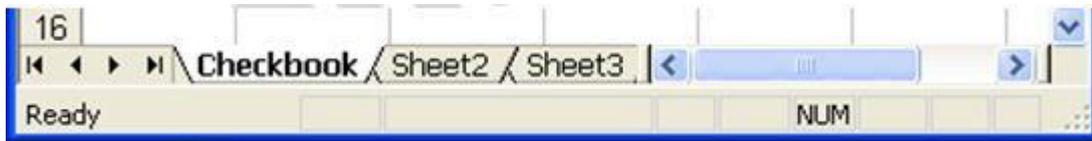
Press the Enter key.
The worksheet now assumes the descriptive name defined.

Inserting Worksheets
By default, each new workbook in Excel defaults to three worksheets named Sheet1, Sheet2 and Sheet3.
You have the ability to insert new worksheets if needed or delete others you no longer want.
To Insert a New Worksheet:
Choose Insert   Worksheet from the menu bar.
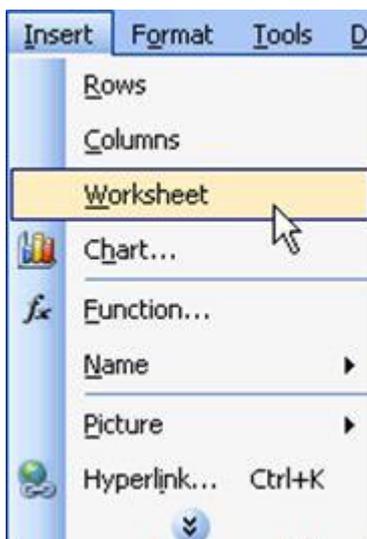
A new worksheet tab is added to the bottom of the screen. It will be named Sheet4, Sheet5 or whatever the next sequential sheet number may be in the workbook.

Deleting Worksheets - Any worksheet can be deleted from a workbook, including those that have data in it. Remember, a workbook must contain at least one worksheet.
    Click on the sheet(s) you want to delete. Choose Edit   Delete Sheet from the menu bar.
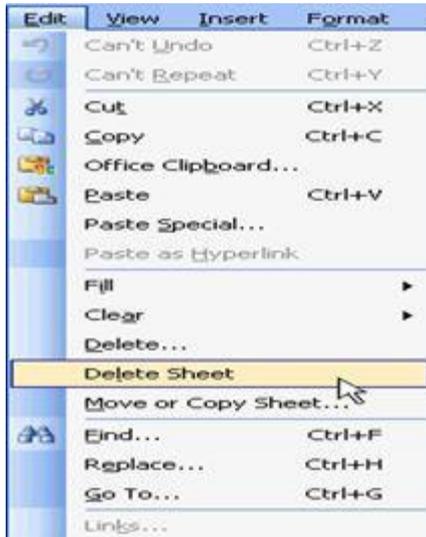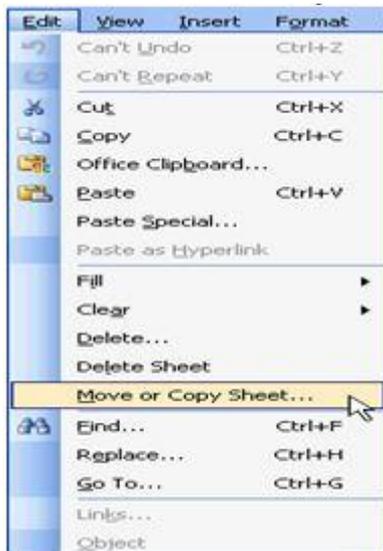
The following dialog box appears if the sheet being deleted contains information on it. Click the Delete button to remove the worksheet and all the data in it.
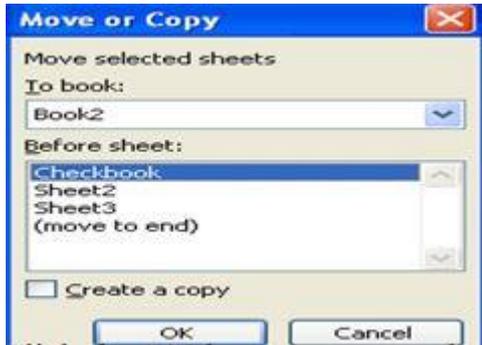
Moving Worksheets
When you move a sheet, you are moving it to a new location in this or another workbook.

Select the worksheet you want to move/copy. Choose Edit Move or Copy from the menu bar.

→

In the Move or Copy dialog box, use the drop down boxes to select the name of the workbook you will move the sheet to (the current workbook is the default). Also define where you want the sheet positioned in the workbook.

Click the OK button to move the worksheet to its new location.

Copying Worksheets
- Select the worksheet you want to move/copy.
- Choose Edit Move or Copy from the menu bar.
- In the Move or Copy dialog box, use the drop down boxes to select the name of the workbook you will copy the sheet to (the current workbook is the default). Also define where you want the sheet positioned in the workbook.
- Click the Create a copy checkbox.
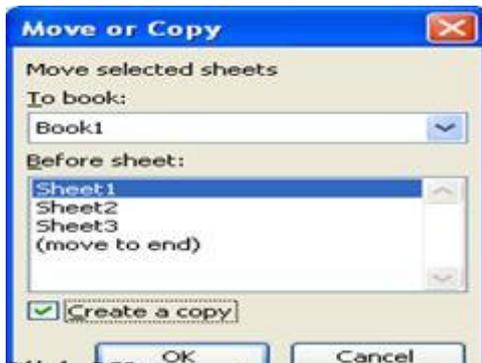
- Click OK to create an exact copy of the worksheet and move it to the location specified.

Inserting a row
- Click anywhere in the row below where you want to insert the new row.

- Choose Insert   Rows from the menu bar.   →
OR
- Click anywhere in the row below where you want to insert the new row.
- Right-click and choose Insert from the shortcut menu.

To Insert a Column:
Click anywhere in the column where you want to insert a new column. Choose Insert Columns from the men bar.

A new column is inserted to the left of the existing column.
OR
- Click anywhere in the column where you want to insert a new column.
- Right-click and choose Insert from the shortcut menu.

Deleting columns and rows
- Select a cell in the row to be deleted.
- Choose Edit   Delete from the menu bar.
- Click the Entire Row radio button in the Delete dialog box.
- Click the OK button.

To Delete a Column and All Information in it:
- Select a cell in the column to be deleted.
- Choose Edit   Delete from the menu bar.
- Click the Entire Column radio button in the Delete dialog box. Click the OK button.

Adjusting column widths
By default, Excel's columns are 8.43 characters wide, but each individual column can be enlarged to 240 characters wide.

You can adjust column width manually or use AutoFit.

To Manually Adjust a Column Width:
- Place your mouse pointer to the right side of the gray column header.
- The mouse pointer changes to the adjustment tool (double-headed arrow).

Adjusting row height
- Place your mouse pointer to the lower edge of the row heading you want to adjust.
- The mouse pointer changes to the adjustment tool (double-headed arrow).

Drag the Adjustment tool up or down to the desired height and release the mouse button.

To AutoFit the Row Height:
- Place your mouse pointer to the lower edge of the row heading you want to adjust.
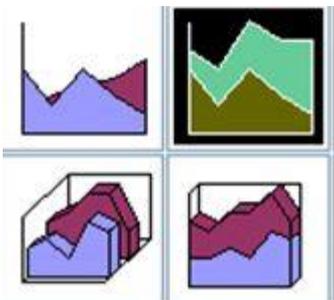- The mouse pointer changes to the adjustment tool (double-headed arrow).
- Double-click to adjust the row height to "AutoFit" the font size.

Understanding the Different Chart Types

Area Chart - An area chart emphasizes the trend of each value over time. An area chart also shows the relationship of parts to a whole.

Column Chart - A column chart uses vertical bars or columns to display values over different categories. They are excellent at showing variations in value over time.
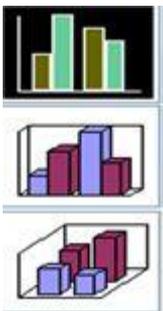
Bar Chart - A bar chart is similar to a column chart except these use horizontal instead of vertical bars. Like the column chart, the bar chart shows variations in value over time.
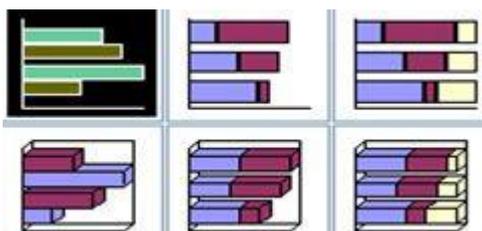
Line Chart - A line chart shows trends and variations in data over time. A line chart displays a series of points that are connected over time.

Pie Chart - A pie chart displays the contribution of each value to the total. Pie charts are a very effective way to display information when you want to represent different parts of the whole, or the percentages of a total.
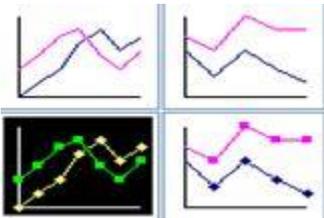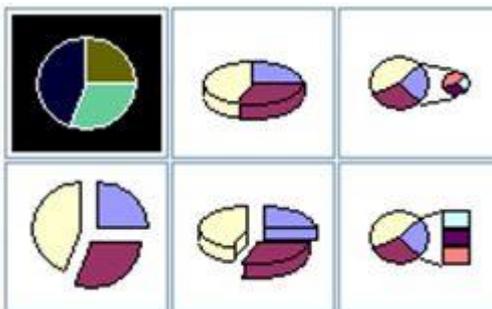

Other charts that can be created in Excel include: Doughnut; Stock XY (scatter); Bubble; Radar; Surface; or Cone, Cylinder, and Pyramid charts..

The AutoFilter feature makes filtering, or temporarily hiding, data in a spreadsheet very easy. This allows you to focus on specific spreadsheet entries.
To Use AutoFilter:
Select Data from the main menu.
Select Filter   AutoFilter.
Click the drop-down arrow next to the heading you would like to filter.
For example, if you would like to only view data from the West Sales Region, click the drop-down arrow next to Sales Region.

Choose the data you would like to display.
In this example, you would choose West. All other data will be filtered, or hidden, and only the West Sales Region data is visible.
Click the drop-down arrow again and select All to display all of your original data

Sorting lists is a common spreadsheet task that allows you to easily reorder your data. The most common type of sorting is alphabetical ordering, which you can do in ascending or descending order.
In this example, we will alphabetize the employee names. To
Sort in Ascending or Descending Order:
Select Data from the main menu.
Select Sort. The Sort dialog box will appear.
Select the category you would like to Sort by.
Select Ascending to sort in alphabetical order from A to Z.
                                                        Click OK.

➤ To sort in reverse alphabetical order from Z to A, select Descending.
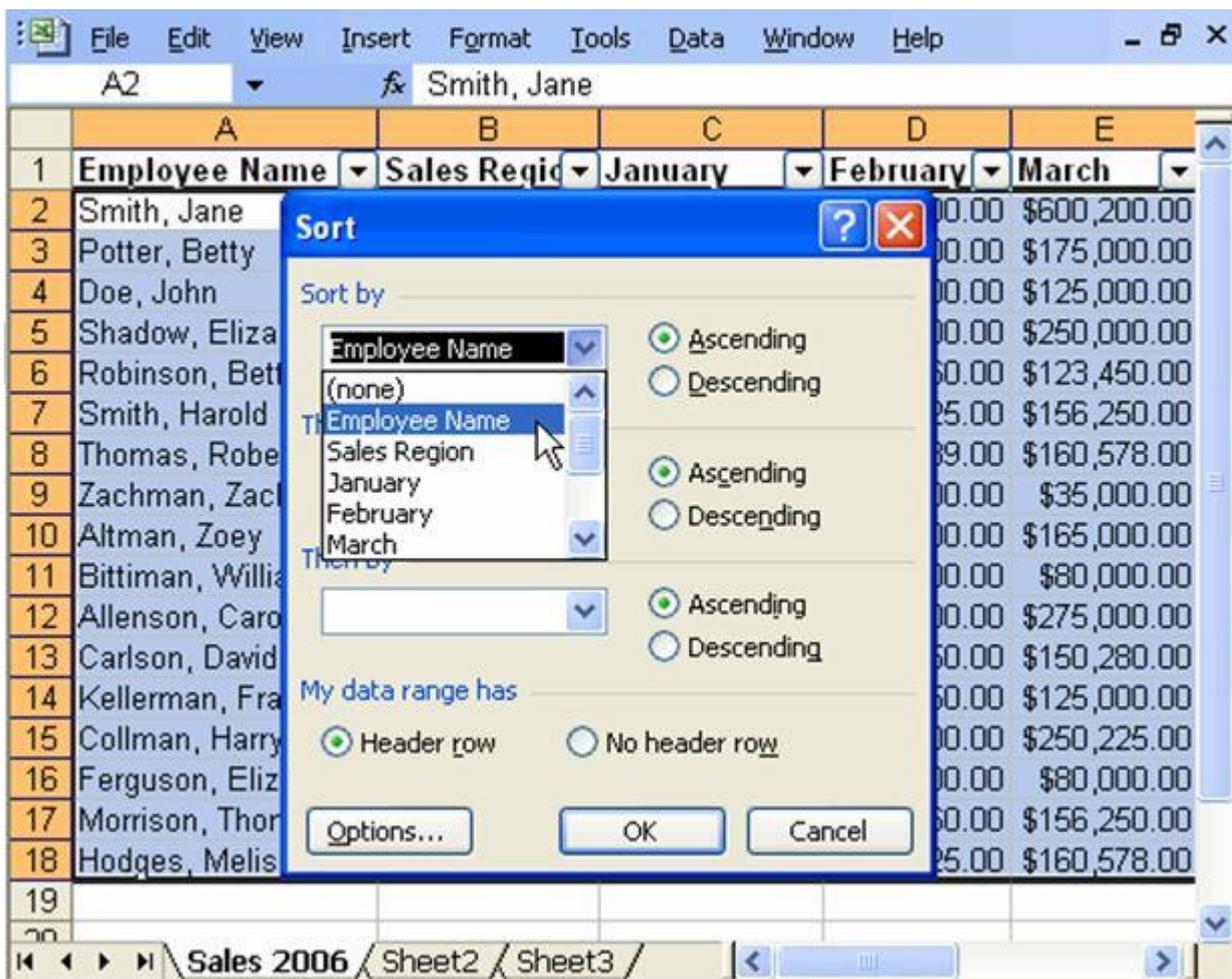
To Sort Multiple Categories:
Select Data from the main menu.
Select Sort. The Sort dialog box will appear.
Select the category you would like to Sort by.
Select Ascending to sort in alphabetical order from A to Z.
In the Then by section, select the second category you would like to sort.

Relative & Absolute Cell References

Excel uses two types of cell references to create formulas. Each has its own purpose. Read on to determine which type of cell reference to use for your formula.

Relative Cell References

This is the most widely used type of cell reference in formulas. Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.
Example:
=SUM(B5:B8), as shown below, changes to =SUM(C5:C8) when copied across to the next cell.

	C9		=	=SUM(C5:C8)	
	A	B		C	
1				Smith's Bo	
2				Septemb	
3					
4	Region	Books		Periodicals	
5	North	$15,678		$8,796	
6	South	$13,865		$9,776	
7	East	$25,401		$11,392	
8	West	$18,552		$4,928	
9	Product Total	$73,496		$34,892	

Absolute Cell References

Situations arise in which the cell reference must remain the same when copied or when using AutoFill. Dollar signs are used to hold a column and/or row reference constant.
Example:
In the example below, when calculating commissions for sales staff, you would not want cell B10 to change when copying the formula down. You want both the column and the row to remain the same to refer to that exact cell. By using B10 in the formula, neither changes when copied.

	A	B	C
1	Commissions - November 2000		
2			
3		Total Sales	Commission
4	Bob	26,000	=B4*B10
5	Sally	35,350	
6	Joseph	42,000	
7	Celia	28,800	
8			
9			
10	Rate:	10%	

<div align="center">

UNIT-III

Microsoft PowerPoint
</div>

Microsoft PowerPoint is a slide-based presentation program developed by Microsoft. It was officially launched on May 22, 1990, as a part of the Microsoft Office suite.

Originally designed for the Macintosh computer, the initial release was called "Presenter", developed by Dennis Austin and Thomas Rudkin of Forethought, Inc.In 1987; it was renamed to "PowerPoint" due to problems with trademarks,

**Versions:**

Versions for Microsoft Windows include:
- 1990 PowerPoint 2.0 for Windows 3.0
- 1992 PowerPoint 3.0 for Windows 3.1
- 1993 PowerPoint 4.0 (Office 4.x)
- 1995 PowerPoint for Windows 95 (version 7.0; Office 95)
- 1997 PowerPoint 97 (version 8.0; Office 97)
- 1999 PowerPoint 2000 (version 9.0; Office 2000)
- 2001 PowerPoint 2002 (version 10; Office XP)
- 2003 Office PowerPoint 2003 (version 11; Office 2003)
- 2007 Office PowerPoint 2007 (version 12; Office 2007)
- 2010 PowerPoint 2010 (version 14; Office 2010)
- 2013 PowerPoint 2013 (version 15; Office 2013)

<div align="center">

Slide Masters and Templates
</div>

Slide Masters are used to create consistent layouts throughout your presentation. Using masters you can format titles, backgrounds, colors, dates, times, and slide numbers. Changes made to the Master Slide and the Master Layouts are applied to all slides with that layout.

Changing to the Slide Master View

To edit the Slide Masters, click on the **View tab** and click the **Master Slide button** under the **Presentation Views group**.
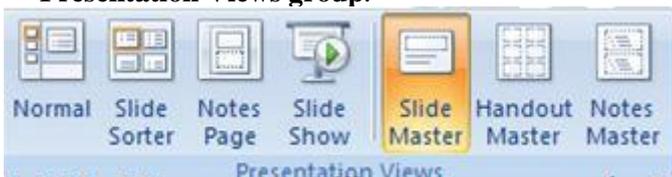
A **Slide Master tab** will appear next to the Home tab, and the slide sidebar on the left will display your presentation's Master Slide along with its accompanying layouts.

To return to the normal view click on **Close Master View**.

Modifying a Slide Master

Once in the Master View, you can modify the Master Slides like any other slide. You can change the size and placement of placeholders, change the font, background, colors, etc.

To change the theme and theme settings for your slide master use the options under the Edit Theme group, just as you would modify Theme settings from the Normal View.

Adding & Deleting Layout Slides

Different layouts will be available under the Master Slide depending on the Theme of your presentation. If you wish to add a new layout slide to an existing Master, either click the **Insert Layout button** in the **Edit Master group** or right-click in the slide sidebar and choose **Insert Layout**. A new slide will appear in the sidebar.

To delete a layout, select the layout slide and either use the **Delete button** in the **Edit Master group**, or right-click the slide in the sidebar and select **Delete Layout**.

Creating a New Slide Master Template

To create a new template using Master Slides, either clicks the **Insert Slide Master button** in the **Edit Master group**, or **right-click** in the slide sidebar and choose **Insert Master Slide**.

Saving a Slide Master as a Template

To save your Master Slide and Layouts as a template:

- Click on the **Office button** and choose **Save As**.
- In the File name box rename the template or keep the suggested name
- In the **Save as type** menu choose **PowerPoint Template (*.potx)**
- Click **Save**.

Toolbars:

Home Tab

The Home tab includes basic functions for creating and manipulating a presentation. The toolbars that make up the Home tab include Clipboard, Slides, Font, Paragraph, Drawing, and Editing.

Insert Tab

Use the Insert tab to add a wide variety of content into a presentation including tables, charts, images, links, text boxes, audio, and video.

Design Tab

The Design tab provides a variety of options for designing and formatting a presentation. Use the Design tab to manipulate the page setup, color themes, and backgrounds of a presentation. The toolbars that make up the Design tab include Page Setup, Themes, and Background.

Animations Tab

Use the Animations tab to add, customize, and preview animations and transitions between slides. The toolbars that make up the Animations tab include Preview, Animations, and Transition to This Slide.

Slide Show Tab

Manage the settings for showing a presentation with the Slide Show tab. The toolbars that make up the Slide Show tab include Start Slide Show, Set Up, and Monitors.

Review Tab

The Review tab provides access to proofing features like spell check and also allows for embedding comments in a presentation. The toolbars that make up the Review tab include Proofing and Comments.

View Tab

The View tab presents a number of options to specify how to view a presentation such as hiding or displaying notes, hiding or displaying gridlines, zooming in and out, displaying in gray scale, and more. The toolbars that make up the View tab include Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, and Macros.

Create a New Presentation

To create a new presentation, click the **Microsoft Office** button and select **New**. The New Presentation pop-up window will appear. From here, choose to start with one of Microsoft's Installed Templates, Installed Themes, or a Blank presentation to create a customized presentation.

Design a Presentation

PowerPoint includes a number of ready-made design themes. These themes serve as the basis for the graphic design of a presentation. Each theme consists of a background design, placeholder layouts, a color palette, and font styles.

Insert a New Slide

To insert a new slide into a presentation, click the **Home** tab in the ribbon. In the Slides toolbar, select the **New Slide** button.

Save the Presentation

To save a presentation, click the **Microsoft Office** button and choose **Save As**.

View :-

The View buttons appear near the bottom of the screen. The different View options:- Normal view, Slider Sorter view, and the Slide Show view.

Normal View

> Normal view splits your screen into three major sections: the Outline and Slides tabs, the Slide pane, and the Notes area. The Outline and Slides tabs are on the left side of your window. They enable you to shift between two different ways of viewing your slides. The Slides tab shows thumbnails of your slides.

Slide Sorter View

> Slide Sorter view shows thumbnails of all your slides. In Slide Sorter view, you can easily add, delete, or change their order of your slides.

Slide Show

> Use the Slide Show view when you want to view your slides, as they will look in your final presentation.

Zoom:-

Zoom allows you to zoom in and zoom out on the window. Zooming in means the window gets larger so you focus in on an object. Zooming out means the window gets smaller so you can see the entire window.

Editing and Formatting Text:-

To enter text:
- Select the slide where you want the text
- Click in a Textbox to add text

To select the text:
- Highlight the text by dragging the mouse.

Copy and Paste

To copy and paste data:
- Select the text that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the text where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**

To delete the text:
- Highlight the text by dragging
- Click delete.

Formatting:-

To format your text, first select it. Once the text you wish to format is highlighted, use the options in   the **Font** and **Paragraph** groups under the **Home** tab to format your text.

You can format a text box using the following:-
- Ribbon
- Quick Menu

You can use formatting features to change the following:-

- To change the font typeface
- To change the font size
- Font Styles and Effects
- Change Text Color
- WordArt
- Change Paragraph Alignment
- Indent Paragraphs
- Text Direction

Find and select option:

Find option is used to find the text within the presentation. Select option provides three options to select the text they are:-

Select All
Select Text
Select Text With Similar Formatting Features

Discussion of the advanced PowerPoint features like:-

Bullets and Numbered list option:-
Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.
To add a list to existing text:
- Select the text you wish to make a list
- Click the Bulleted or Numbered Lists button

To create a new list:
- Place your cursor where you want the list in the document
- Click the Bulleted or Numbered Lists button
- Start typing

Nested Lists
A nested list is list with several levels of indented text. To create a nested list:
- Create your list following the directions above
- Click the Increase or Decrease Indent button

Header and Footer option

To add a header and footer in your presentation:-
Click on the **Insert** tab, then on the **Header & Footer** button.
The **Date & Time** and **Slide Number** buttons will bring up the same dialog box.
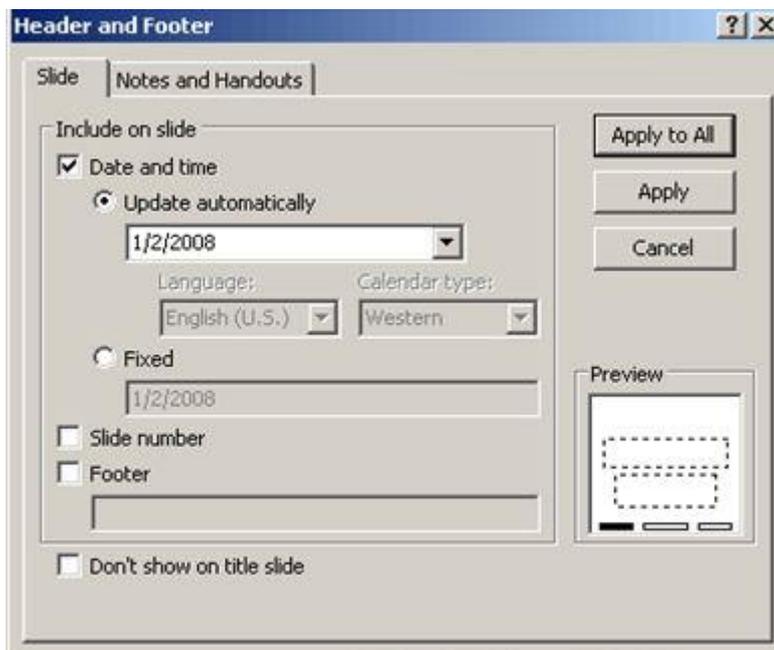
1. Fixed and Automatic Dates
2. Slide Number
3. Footer
4. Apply/Apply To All
5. Preview
6. Notes and Handouts

You can add the text in footer box.

Paragraph Formatting

To format your text, first select it. Once the text you wish to format is highlighted, use the options in the **Font** and **Paragraph** groups under the **Home** tab to format your text.

You can use paragraph formatting features to change the following:-

Change Paragraph Alignment:-
Choose the appropriate button for alignment on the Paragraph Group.
- **Align Left:** the text is aligned with your left margin
- **Center:** The text is centered within your margins
- **Align Right:** Aligns text with the right margin
- **Justify:** Aligns text to both the left and right margins.

Indent Paragraphs
- Click the Indent buttons to control the indent.
- Click the Indent button repeated times to increase the size of the indent.

Text Direction
- Click the Text Direction button on the Home tab
- Click the selection

Spell Check
To check the spelling in a presentation:
- Click the **Review** tab
- Click the **Spelling** button

Print a Presentation
There are many options for printing a presentation. They are:
- **Slides**: The slides that you can, one slide per page
- **Handouts**: 1, 2, 3, 4, 6 or 9 per page, in this option you can see more than one slide on one page.
- **Notes Page**: This option contain the slides and the speaker notes.
- **Outline View**: This will print the outline of the presentation.

Inserting option in PowerPoint presentation:-

Adding Picture
To add a picture:
- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files

- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it.

Adding Clip Art

To add Clip Art:
- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it

Editing Pictures and Clip Art

when you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:
- **Adjust**
  Picture Style
- **Arrange**
- **Size**

You can create your own simple shapes and objects with the built in drawing tools. You can even add formatting effects to your shapes, including resizing, rotating, 3D effects such as shadows and beveling, and changing the color of all or part of the shape.

Drawing Preset Shapes

In the Insert command tab, the Shapes group contains several categories of shapes, including lines, basic shapes, block arrows, flowchart elements, stars and banners, and callouts.

Drawing Custom Shapes

To draw your own shapes you can use the freehand drawing tools, Curve,

Freeform and Scribble.

Create a Chart

To create a chart:
- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**

Edit Chart Data

To edit chart data:
- Click on the chart
- Click **Edit Data** on the Design tab
- Edit data in the spreadsheet

Modify a Chart

once you have created a chart you can do several things to modify the chart. To

move the chart:

- Click the **Chart** and Drag it another location on the same slide, or
- **Copy** it to another slide
- Choose the desired location and click **Paste**

Slide Sorter

The **Slide Sorter** is very useful feature, it help designer to check overall design of the presentation. Slide sorter feature are helpful to:

- View slides as small thumbnails or miniature images
- Create animated transitions between slides

- Rearrange the order of the slides in your PowerPoint presentation
- Rehearse and set the timings of slide timings in your presentation

Slide Transitions

Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box

To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**

Modify the transition speed by clicking the arrow next to **Transition Speed**

To apply the transition to all slides:

- Click the **Apply to All** button on the **Animations** tab

To select how to **advance a slide**:

- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds

Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect

Animation Preview

To preview the animation on a slide:

- Click the **Preview** button on the **Animations** tab

Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show

Set Up Slide Show

This option allows you to set preferences for how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions

UNIT-4

Pdf Conversion

Conversion of any document to Pdf to Word, Excel, Powerpoint , Jpg etc. and its vice versa is very easy task.

Here's five reasons why you should distribute PDF documents rather than an original.

1. Retain formatting. You may be using special fonts and formatting.
2. Platform agnostic. PDF can be read on any device and operating system, including mobile and tablets.
3. Security. You may want people to only read your document, and not change the content of your PDF. Plus, you can easily password-protect a PDF document.
4. Multiple versions of software. People receiving your document may not have the latest version of Microsoft Word, which means it's possible the document can't be accessed. This isn't an issue when using PDF.
5. Free PDF readers. There's a wide-variety of free PDF readers available for every operating system and platform.

How to Create a PDF on Mac

1. Open the document
2. Select File > Print
3. Choose the PDF popup menu and select "Save as PDF"
4. Choose a name and location for the PDF file. Enter the information you want in the Title, Author, Subject, and Keywords fields.
5. Select Save

   Apple makes it very easy to create a PDF from any type of software program by mimicking the same steps you would take to print a document. The process is baked into the operating system.

   To create a PDF, just follow the steps provided above.

How to Convert PDF to Word

1. Open the file you want to convert in Acrobat.
2. Click on the Export PDF tool in the right pane.
3. Choose Microsoft Word as your export format.

4. Click Convert. If your PDF contains scanned text, Acrobat will run text recognition automatically.
5. Name the Word file and save it in a desired location.

There are various website from which we can convert one document into desired format like:-

1. www.smallpdf.com
2. www.onlinepdf.com
3. www.ilovepdf.com
4. www.pdftoword.com
5. www.freepdfconvert.com
6. www.pdf2doc.com
7. www.sofapdf.com
8. www.nitropdf.com

UNIT-5

PAGEMAKER

Adobe PageMaker (formerly **Aldus PageMaker**) is a discontinued desktop publishing computer program introduced in 1985 by Aldus on the Apple Macintosh. The combination of PageMaker using the Mac's graphical user interface for document creation and the Apple LaserWriter for output represented the starting point of what became the desktop publishing revolution in the late 1980s. Ported to PCs running Windows 1.0 in 1987, PageMaker helped to popularize the Macintosh platform and the Windows environment. It was the fore runner of Adobe InDesign, which is in use today.

PageMaker. A full-featured desktop publishing program for Windows and Macintosh from Adobe. **PageMaker** was the de facto standard in the graphics arts industry for many years for creating ads, brochures, newsletters and books of all sizes and kinds.

Adobe PageMaker is a typesetting tool formerly widely used for publishing. It is now obsolete and is no longer sold. Its publisher, Adobe, has replaced it with a more advanced application, InDesign. However, a lot of people still have and use PageMaker and it is still an excellent product, if you can find it.

Adobe PageMaker is an application from Adobe Company. It is a software used for Desktop Publishing. That means, we can design e-books, brochures, hand bills, visiting cards and other printing works. After designing in Adobe PageMaker, you can take print in printing press.

Now Adobe PageMaker is updated and renamed as **Adobe InDesign.**

PageMaker is a desktop publishing application. Word is a word processor. They are not intended to do the same thing at all.

Word can act as a desktop publisher in a pinch, but it's not a very good one, and similarly, PageMaker could be a word processor, but it's not a good one either.

Adobe **PageMaker** is a software program **used** to create brochures, flyers, newsletters, reports and a variety of other professional-quality documents **used** for business or educational purposes.

Automatically reposition, resize, and reflow text blocks, frames, and graphics when you change columns, orientation, or master pages. Text and graphics frames. Quickly lay out your publication by creating frames to hold text or graphics. Publishing options. Create a wide variety of documents up to 999 pages each.

A **master page** contains basic design elements such as headers, footers, **page** numbers, nonprinting guides, column, ruler and margin guides. An icon representing **master pages** appears lower left. Click on it to show the current. **master page** of the **page** your on.

Advantages of using **PageMaker** over sending the project out to a professional typesetter include: Greater control over the finished product - the ability to experiment with varying text appearances (fonts, leading, kerning, etc.) on the computer screen before printing it out WYSIWYG ("What you see is what you get")

Adobe PageMaker 6.5 is the "world's leading cross- platform professional page layout software". PageMaker is primarily used for designing and producing publication that requires a combination of text and graphics. PageMaker 6.5 has a rich array of facilities to import text and artwork from other

computer application packages, as well as allowing you to generate these directly form within PageMaker itself. PageMaker can handle text better than Illustrator and PhotoShop and also give you the flexibility of graphic control not available in world processors.

NEW FEATURES IN PAGEMAKER 6.5 DOCUMENT LAYERS
Layers allow you to place elements on over the other. It can be thought of as sheets stacked up one on top of the other. You can place elements on these layers or temporarily hide the layers. These layers can be used for adding imitations, floating or background images.
EASIER LAYOUT
There is a new concept of frames in PageMaker 6.5, which can hold any type of text or images. PageMaker's freeform layout capabilities have become even more flexible with its frame and text controls.
BETTER INTERGRATION
PageMaker can work seamlessly with PhotoShop, Illustrator etc. It also builds the ability to drag and drop images and elements directly from one of these applications to the other COLOR CONTROLS PageMaker 6.5 introduces new color technologies, which helps in reproducing high fidelity colors in you publications. A new desktop color separation tool is also included. The Kodak color management system now supports the international Consortium of Standard for sharing device profiles.
INTERNET READY 2
The current release of PageMaker (i.e. Version 6.5) includes an option to export your PageMaker documents to Internet ready HTML (Hyper Text Markup Language) files with the links preserved.

How to Work With Text in PageMaker

1. Select the "Text" tool from the Toolbox. Move the cursor back to your document, where it will turn into an I-Beam (see diagram).
2. Click the mouse at the spot in your document where you want to type in your text. Drag your mouse to create a rectangular box.
3. Release the mouse once the text box is of the size you want.

PageMaker is used to create documents with a complex layout of text and graphics, such as Brochures, Pamphlets, Newsletters, Reports etc. ... **PageMaker** is a **desktop publishing** (**DTP**) program.

PageMaker is a document layout program that has extensive typographic controls, **page** design capabilities, and customization options. You can add, create, import, and arrange text and graphics and then place them anywhere on the **page**.

What are the advantages of Photoshop?
It helps to change the skin tone, create a high resolution copy of the photo, adjusting brightness or removing a blur area in just a few clicks by using adobe **Photoshop**. The additional **advantages** of using **Photoshop** include the fact those who utilize it to enhance or expand and strengthen his or her editing skills.

Adobe **PageMaker** 7.0 was the **final version** made available.

……………………………..……………THE END…………………………………………………