

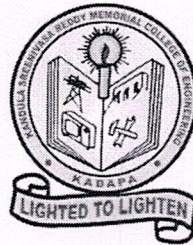
Kandula Srinivasa Reddy Memorial College of Engineering  
(Autonomous)

Kadapa-516003. AP

(Approved by AICTE, Affiliated to JNTUA, Ananthapuramu, Accredited by NAAC)

(An ISO 9001-2008 Certified Institution)

Department of Civil Engineering



Certification Course

on

**Basics of Microsoft Office**

**Course Instructor:**

Sri. P. Suresh Praveen Kumar,

Assistant Professor, Civil Engg. Dept., KSRMCE

**Course Coordinator:**

Sri. D. Dharma Simha Reddy,

Assistant Professor, Civil Engg. Dept., KSRMCE

**Date:** 29/11/2021 to 18/12/2021



# K.S.R.M. COLLEGE OF ENGINEERING

(UGC-AUTONOMOUS)

Kadapa, Andhra Pradesh, India- 516 003

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

An ISO 14001:2004 & 9001: 2015 Certified Institution

Lr./KSRMCE/CE/2021-22/

Date: 23-11-2021

**From**

Sri. D. Dharma Simha Reddy,  
Asst. Professor,  
Dept. of Civil Engineering,  
KSRMCE,  
Kadapa.

**To**

The Principal,  
KSRMCE,  
Kadapa.

**Sub:** Permission to Conduct Certificate Course – Reg.

Respected Sir,

The Department of Civil Engineering is planning to offer a certification course on “Basics of Microsoft Office” for B. Tech. students of KSRMCE. The course will start on 29<sup>th</sup> Nov. 2021 and the course will run for three weeks. In this regard, I am requesting you to accept the proposal to conduct certification course.

Thanking you

*Forwarded to principal sir*

*sd*

Yours faithfully

*sd*

(Sri. D. Dharma Simha Reddy)

*Permitted*  
*V.S.S. mm/5*

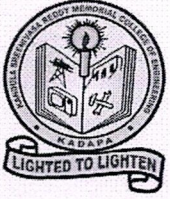


/kasmce.ac.in

Follow Us:



/kasmceofficial



# K.S.R.M. COLLEGE OF ENGINEERING (UGC-AUTONOMOUS)

Kadapa, Andhra Pradesh, India- 516 003

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

An ISO 14001:2004 & 9001: 2015 Certified Institution

Cr./KSRMCE/CE/2021-22/

Date: 25/11/2021

## *Circular*

The Department of Civil Engineering is offering a certification course on “Basics of Microsoft Office”. The course will start on 29-11-2021 in Room No. CE216, CADD Lab., Department of Civil Engineering. In this regard, interested students of KSRMCE are required to register for the Certification Course. The students are instructed to contact the course coordinator for registration.

The Course Coordinator  
Sri. D. Dharma Simha Reddy,  
Assistant Professor,  
Department of Civil Engg.- KSRMCE.

**HoD-CE**

Cc to:

IQAC-KSRMCE

# Registration form for "Certification course on Basics of Microsoft Office"

**Course Instructor:**

Sri. P. Suresh Praveen Kumar, Assistant Professor, Civil Engg. Dept., KSRMCE

**Course Coordinator:**

Sri. D. Dharma Simha Reddy, Assistant Professor, Civil Engg. Dept., KSRMCE

**Date:** 29/11/2021 to 18/12/2021

[reddysrinu@ksrmce.ac.in](mailto:reddysrinu@ksrmce.ac.in) [Switch account](#)



Your email will be recorded when you submit this form

\* Required

**Student Roll No. \***

Your answer

**Student Name \***

Your answer

**Sec. \***

Your answer



Mail ID \*

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of KSRM College of Engineering. [Report Abuse](#)

Google Forms





# K.S.R.M. COLLEGE OF ENGINEERING

(UGC-AUTONOMOUS)

Kadapa, Andhra Pradesh, India- 516 003

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

An ISO 14001:2004 & 9001: 2015 Certified Institution

Department of Civil Engineering  
Registration list of Certification course  
on  
Basics of Microsoft Office

Sl. No.	Student Roll No.	Student Name	Sec.	Mail ID
1	209Y5A0137	Dwarakanath Reddy Levaku	C	209Y5A0137@ksrmce.ac.in
2	209Y5A0138	Moulali Mada	C	209Y5A0138@ksrmce.ac.in
3	209Y5A0139	Venkata Naveen Kumar Maduru	C	209Y5A0139@ksrmce.ac.in
4	209Y5A0140	Venkata Sai Mamilla	C	209Y5A0140@ksrmce.ac.in
5	209Y5A0141	Venkata Siva Mandem	C	209Y5A0141@ksrmce.ac.in
6	209Y5A0142	Sneha Mandugundu	C	209Y5A0142@ksrmce.ac.in
7	209Y5A0143	Ganesh Matamkari	C	209Y5A0143@ksrmce.ac.in
8	209Y5A0145	Venkata Jagadeeshwar Reddy M.	C	209Y5A0145@ksrmce.ac.in
9	209Y5A0146	Kirankumar Reddy Mudiveti	C	209Y5A0146@ksrmce.ac.in
10	209Y5A0147	Jithendra Reddy Mule	C	209Y5A0147@ksrmce.ac.in
11	209Y5A0148	Hari Krishna Mutta	C	209Y5A0148@ksrmce.ac.in
12	209Y5A0150	Suneel Kumar Nandyala	C	209Y5A0150@ksrmce.ac.in
13	209Y5A0151	Muneendra Naripoyina	C	209Y5A0151@ksrmce.ac.in
14	209Y5A0152	Pavan Kalyan Reddy Nimmakayala	C	209Y5A0152@ksrmce.ac.in
15	209Y5A0153	Sowjanya Nimmakayala	C	209Y5A0153@ksrmce.ac.in
16	209Y5A0154	Ammeer Basha Pagadala	C	209Y5A0154@ksrmce.ac.in
17	209Y5A0155	Viswa Karthik Pagadala	C	209Y5A0155@ksrmce.ac.in
18	209Y5A0156	Asma Paidepalli	C	209Y5A0156@ksrmce.ac.in
19	209Y5A0157	Ramakumar Palla	C	209Y5A0157@ksrmce.ac.in
20	209Y5A0158	Obula Reddy Pasam	C	209Y5A0158@ksrmce.ac.in
21	209Y5A0159	Ajay Kumar Pesala	C	209Y5A0159@ksrmce.ac.in
22	209Y5A0160	Madhusudhana Peyala	C	209Y5A0160@ksrmce.ac.in
23	209Y5A0161	Lakshmana Pillagowla	C	209Y5A0161@ksrmce.ac.in
24	209Y5A0162	Narendra Reddy Ponnareddy	C	209Y5A0162@ksrmce.ac.in
25	209Y5A0163	Pavan Post	C	209Y5A0163@ksrmce.ac.in
26	209Y5A0164	Mohanbabu Pothuganti	C	209Y5A0164@ksrmce.ac.in
27	209Y5A0165	Sai Pallavi Proddatur	C	209Y5A0165@ksrmce.ac.in
28	209Y5A0166	Obulesu Puli	C	209Y5A0166@ksrmce.ac.in

29	209Y5A0168	Mabujan Rayapati	C	209Y5A0168@ksrmce.ac.in
30	209Y5A0170	Jaya Simha Santolla	C	209Y5A0170@ksrmce.ac.in
31	209Y5A0171	Fareed Ahmed Shaik	C	209Y5A0171@ksrmce.ac.in
32	209Y5A0172	Mohammed Abbas Shaik	C	209Y5A0172@ksrmce.ac.in
33	209Y5A0173	Sayyad Basha Shaik	C	209Y5A0173@ksrmce.ac.in
34	209Y5A0174	Sohail Shaik	C	209Y5A0174@ksrmce.ac.in
35	209Y5A0175	Pallavi Singarapu	C	209Y5A0175@ksrmce.ac.in
36	209Y5A0176	Parthasarathi Reddy Thammireddy	C	209Y5A0176@ksrmce.ac.in
37	209Y5A0179	Venkata Teja Ummadi	C	209Y5A0179@ksrmce.ac.in
38	209Y5A0180	Vinod Kumar Uppara	C	209Y5A0180@ksrmce.ac.in
39	209Y5A0181	Gayathri Vanthatipalli	C	209Y5A0181@ksrmce.ac.in
40	209Y5A0182	Venkataramana Vasi	C	209Y5A0182@ksrmce.ac.in
41	209Y5A0183	Sai Kumar Velligaram	C	209Y5A0183@ksrmce.ac.in
42	209Y5A0184	Jagan Mohan Reddy Vennapusa	C	209Y5A0184@ksrmce.ac.in
43	209Y5A0185	Sai Krishna Jayanth Vittapu	C	209Y5A0185@ksrmce.ac.in
44	209Y5A0186	Madhava Reddy Vundela	C	209Y5A0186@ksrmce.ac.in
45	209Y5A0188	Venugopal Yenumula	C	209Y5A0188@ksrmce.ac.in
46	209Y5A0189	Naga Mahendra Yerragorla	C	209Y5A0189@ksrmce.ac.in

*[Handwritten Signature]*

Coordinator

*[Handwritten Signature]*

HoD-Civil Engg.

Head  
Department of Civil Engineering  
K.S.R.M. College of Engineering  
(Autonomous)  
KADAPA 515003 (A.P.)

# Syllabus of Certification Course

Course Name: Basics of Microsoft Office

## Table of Contents

1. Launch Word
2. Window and Ribbon Features
3. File Tab
4. Templates
5. Window Options
6. Customize Your Ribbon
7. Quick Access Toolbar
8. Non-Printing Characters
9. Practice Document
10. Save a Document
11. Select Text
12. Margins
13. Line Spacing
14. Format a Document
15. Additional Font Options
16. Text Alignment
17. View Modes
18. Spelling and Grammar Checks
19. Page Breaks and Section Breaks
20. Tables
21. Edit a Table
22. Format a Table
23. Print a Document
24. Illustrations Demonstration
25. Illustrations Quick Reference
26. Track Changes Quick Reference
27. Additional Quick References

## Textbooks:

1. ML Humphrey "Word for Beginners", ML Humphrey Publishers, New York.
2. Joan Lambert "Microsoft Word 2019 Step by Step", Microsoft, USA.
3. Guy Hart-Davis "Teach Yourself VISUALLY Word 2019", John Wiley & Sons, INc., Indianapolis, IN.

## Reference Books:

1. Peter Schiessl "Microsoft Word 2019 - FIRST VOLUME - Training Book with many Exercises", by Lindemann Group Publishers.
2. Dan Gookin "Microsoft Word 2019 For Dummies"
3. Linda Foulkes "Learn Microsoft Office 2019", Packet publishing Limited, Mumbai, India.





# K.S.R.M. COLLEGE OF ENGINEERING

(UGC-AUTONOMOUS)

Kadapa, Andhra Pradesh, India- 516 003

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

An ISO 14001:2004 & 9001: 2015 Certified Institution

## Department of Civil Engineering

Certification course on "Basics of Microsoft Office"


Date	Timing	Course Instructor	Topic to be covered
29/11/21	3 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Launch Word, Window and Ribbon Features, File Tab
30/11/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Templates, Window Options Customize Your Ribbon
01/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Templates, Window Options Customize Your Ribbon
02/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Quick Access Toolbar, Non-Printing Characters, Practice Document
03/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Quick Access Toolbar, Non-Printing Characters, Practice Document
04/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Save a Document, Select Text, Margins, Line Spacing
06/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Save a Document, Select Text, Margins, Line Spacing
07/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Format a Document, Additional Font Options, Text Alignment, View Modes
08/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Format a Document, Additional Font Options, Text Alignment, View Modes
09/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Format a Document, Additional Font Options, Text Alignment, View Modes
10/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Format a Document, Additional Font Options, Text Alignment, View Modes
11/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Spelling and Grammar Checks, Page Breaks and Section Breaks, Tables
13/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Spelling and Grammar Checks, Page Breaks and Section Breaks, Tables
14/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Edit a Table, Format a Table
15/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Edit a Table, Format a Table
16/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Print a Document, Illustrations Demonstration
17/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Illustrations Quick Reference, Track Changes Quick Reference, Additional Quick References
18/12/21	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Illustrations Quick Reference, Track Changes Quick Reference, Additional Quick References

Instructor:

*P. Suresh Praveen Kumar*

Coordinator:

*J. Suresh Praveen Kumar*

 /ksrmce.ac.in

Follow Us:



/ksrmceofficial





39	209Y5A0181	Gayathri Vanthathipalli	Gay	Gay	Gay	Gay	Gay	Gay	Gay	A	Gay	Gay	Gay	Gay	Gay	Gay	Gay	Gay	Gay	Gay
40	209Y5A0182	Venkataramana Vasi	V	V	V	V	A	V	V	V	A	V	V	V	A	V	V	V	V	V
41	209Y5A0183	Sai Kumar Velligaram	S	S	A	A	S	S	S	S	A	S	S	S	S	S	S	S	S	S
42	209Y5A0184	Jagan Mohan Reddy Vennapusa	Jag	Jag	Jag	Jag	Jag	Jag	Jag	A	Jag	Jag	Jag	Jag	Jag	Jag	Jag	Jag	Jag	Jag
43	209Y5A0185	Sai Krishna Jayanth Vittapu	S	S	S	S	A	S	S	S	S	S	S	S	S	S	S	S	S	S
44	209Y5A0186	Madhava Reddy Vundela	MV	MV	MV	MV	A	MV	MV	MV	MV	MV	MV	MV	MV	MV	MV	MV	MV	MV
45	209Y5A0188	Venugopal Yenumula	Ven	Ven	Ven	Ven	Ven	A	Ven	Ven	Ven	Ven	Ven	Ven	Ven	Ven	Ven	Ven	Ven	Ven
46	209Y5A0189	Naga Mahendra Yerragorla	NM	NM	NM	NM	NM	A	NM	NM	NM	NM	NM	NM	NM	NM	NM	NM	NM	NM

*[Handwritten Signature]*

Coordinator

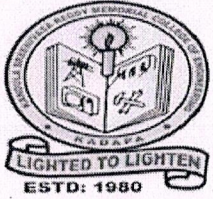
*[Handwritten Signature]*

HoD-Civil Engg.

Head

Department of Civil Engineering  
K.S.R.M. College of Engineering  
(Autonomous)

KADAPA 516 003. (A.P.)



# K.S.R.M. COLLEGE OF ENGINEERING (UGC-AUTONOMOUS)

Kadapa, Andhra Pradesh, India- 516 003

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu

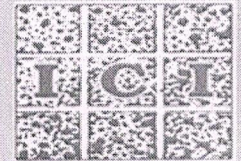
## DEPARTMENT OF CIVIL ENGINEERING



**KSNR**  
lives on..



*Certificate course*  
on



## "Basics of Microsoft Office"

### Resource person

**P Suresh Praveen Kumar**  
**Assistant Professor**

**Coordinator: Sri D Dharma Simha Reddy,**  
**Asst. Professor**



29-11-2021



04.00 PM -  
06.00 PM



CE 216  
CADD LAB

Dr. N Amaranatha Reddy  
HOD

Dr. V S S Murthy  
Principal

Prof. A Mohan  
Director

Dr. K Chandra Obul Reddy  
Managing Director

Smt. K Rajeswari  
Correspondent Secretary,  
Treasurer

Sri K Madan Mohan Reddy  
Vice Chairman

Sri K Raja Mohan Reddy  
Chairman

[kstrmceofficial](#)

[www.kstrmce.ac.in](http://www.kstrmce.ac.in)

8143731980, 857697569



# K.S.R.M. COLLEGE OF ENGINEERING

(UGC-AUTONOMOUS)

Kadapa, Andhra Pradesh, India- 516 003

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

An ISO 14001:2004 & 9001: 2015 Certified Institution

---

## Report of

### Certification Course on Basics of Microsoft Office

From 29.11.2021 to 18.12.2021

Target Group	:	Students
Details of Participants	:	46 Students
Co-coordinator(s)	:	Sri. D. Dharma Simha Reddy
Organizing Department	:	Civil Engineering
Venue	:	Computer Lab., Dept. of Civil Engineering

#### Description:

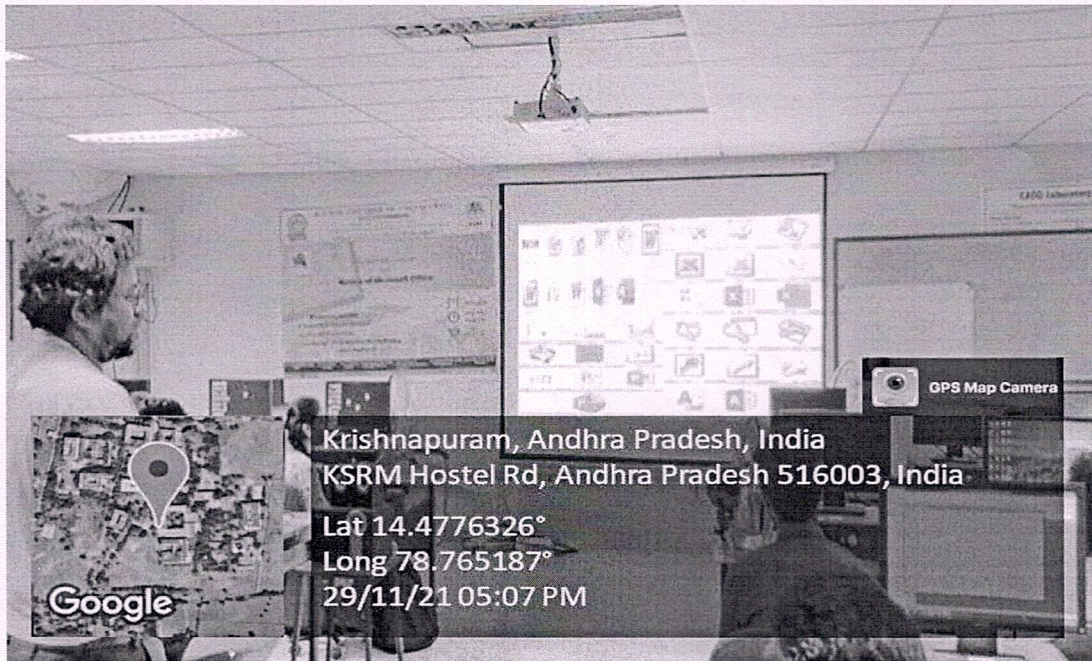
The Department of Civil Engineering offered the Certification Course in “Basics of Microsoft Office” from 29.11.2021 to 18.12.2021 and the course was organized for a total number of 33 hours. The course was instructed by Sri. P. Suresh Praveen Kumar (Assistant Professor, Dept. Civil Engg.) and coordinated by Sri. D. Dharma Simha Reddy (Assistant Professor, Dept. of Civil Engg.).

Microsoft Word 2019 is a powerful word processing application. This is a hands-on course to help the students become more proficient with Microsoft Word in creating and editing documents. Topics covered include: Working with the Ribbon, accessing available templates, Document formatting, Spell and Grammar checking, Inserting and formatting graphic images, working with page layouts, using track changes, creating and formatting tables, and Printing a document, and want to make use of the many features that help users achieve an attractive and professional end result.

The course was designed by considering the students are new to the Microsoft utilities like word, excel, power point, etc., The course started by giving instruction to process of installing the software and brief on various installation problems.

Photo:

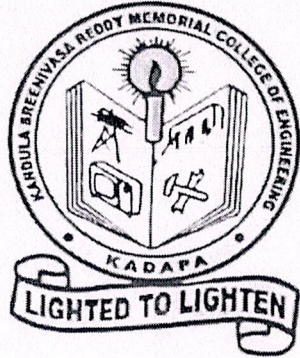
The picture taken during the course is given below:



(Course Coordinator)

(HOD, Civil Engg.)

Head  
Department of Civil Engineering  
K.S.R.M. College of Engineering  
(Autonomous)  
KADAPA 516 003. (A.P.)



# K.S.R.M College of Engineering

(AUTONOMOUS)

KADAPA, ANDHRA PRADESH, INDIA-516003

## DEPARTMENT OF CIVIL ENGINEERING

### CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

Moulali Mada (Reg. No. 209Y5A0138), Student of KSRM College of Engineering (Autonomous) for successful completion of certification course on "Basics of Microsoft Office" offered by Department of civil Engineering, KSRMCE-Kadapa.

Course Duration:

From 29/11/2021 to 18/12/2021

Course Instructor:

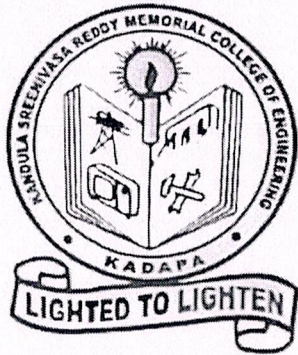
Sri. P. Suresh Praveen Kumar,  
Assistant Professor, CE, KSRMCE-Kadapa

Coordinator

Head of the Department

Principal





# K.S.R.M College of Engineering

(AUTONOMOUS)

KADAPA, ANDHRA PRADESH, INDIA-516003

## DEPARTMENT OF CIVIL ENGINEERING

### CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

Ammeer Basha Pagadala (Reg. No. 209Y5A0154), Student of KSRM College of Engineering (Autonomous) for successful completion of certification course on "Basics of Microsoft Office" offered by Department of civil Engineering, KSRMCE-Kadapa.

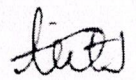
Course Duration:

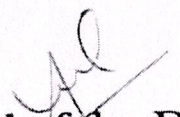
From 29/11/2021 to 18/12/2021


Course Instructor:

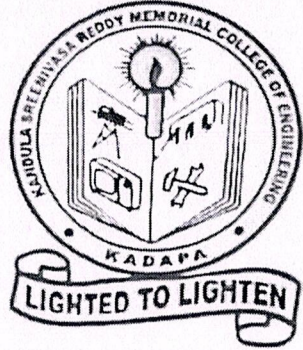
Sri. P. Suresh Praveen Kumar,

Assistant Professor, CE, KSRMCE-Kadapa

  
Coordinator

  
Head of the Department

  
Principal



# K.S.R.M College of Engineering

(AUTONOMOUS)

KADAPA, ANDHRA PRADESH, INDIA-516003

## DEPARTMENT OF CIVIL ENGINEERING

### CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

Sayyad Basha Shaik (Reg. No. 209Y5A0173), Student of KSRM College of Engineering (Autonomous) for successful completion of certification course on "Basics of Microsoft Office" offered by Department of civil Engineering, KSRMCE-Kadapa.

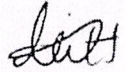
Course Duration:

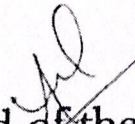
From 29/11/2021 to 18/12/2021


Course Instructor:

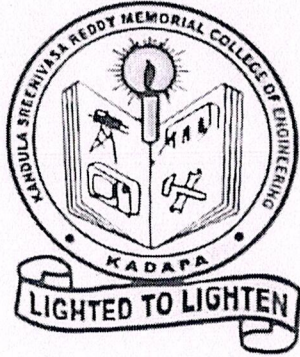
Sri. P. Suresh Praveen Kumar,

Assistant Professor, CE, KSRMCE-Kadapa

  
Coordinator

  
Head of the Department

  
Principal



# K.S.R.M College of Engineering

(AUTONOMOUS)

KADAPA, ANDHRA PRADESH, INDIA-516003

## DEPARTMENT OF CIVIL ENGINEERING

### CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

Venkataramana Vasi (Reg. No. 209Y5A0182), Student of KSRM College of Engineering (Autonomous) for successful completion of certification course on "Basics of Microsoft Office" offered by Department of civil Engineering, KSRMCE-Kadapa.


Course Duration:

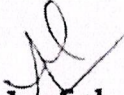
From 29/11/2021 to 18/12/2021


Course Instructor:

Sri. P. Suresh Praveen Kumar,

Assistant Professor, CE, KSRMCE-Kadapa

  
Coordinator

  
Head of the Department

  
Principal

# Feedback form for "Certification course on Basics of Microsoft Office"

reddysrinu@ksrmce.ac.in [Switch account](#)



Your email will be recorded when you submit this form

\* Required

Name of The Student \*

Your answer

Roll. No. \*

Your answer

Do you understand the basics of MS office? \*

Yes

No

Can you prepare a work document of your project? \*

Yes

No



Rate the course instructor \*

- Excellent
- Good
- Fair
- Poor

Is this course useful for your Carrier? \*

- Yes
- No
- May be

Rate the entire course? \*

1-Low, 5-High

- 1
- 2
- 3
- 4
- 5

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of KSRM College of Engineering. [Report Abuse](#)

Google Forms



### Department of Civil Engineering

Feedback of students on Certification Course on "Basics of Microsoft Office"

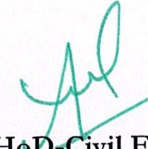
Sl. No.	Roll. No.	Name of The Student	Do you understand the basics of MS office?	Can you prepare a work document of your project?	Rate the course instructor	Is this course useful for your Carrier?	Rate the entire course?
1	209Y5A0137	Dwarakanath Reddy Levaku	Yes	Yes	Excellent	Yes	5
2	209Y5A0138	Moulali Mada	Yes	Yes	Excellent	May be	5
3	209Y5A0139	Venkata Naveen Kumar Maduru	Yes	Yes	Excellent	Yes	5
4	209Y5A0140	Venkata Sai Mamilla	Yes	Yes	Excellent	Yes	4
5	209Y5A0141	Venkata Siva Mandem	Yes	Yes	Excellent	Yes	5
6	209Y5A0142	Sneha Mandugundu	Yes	Yes	Good	Yes	5
7	209Y5A0143	Ganesh Matamkari	Yes	Yes	Good	Yes	4
8	209Y5A0145	Venkata Jagadeeshwar Reddy Mudamala	Yes	Yes	Excellent	Yes	5
9	209Y5A0146	Kirankumar Reddy Mudiveti	Yes	Yes	Excellent	Yes	4
10	209Y5A0147	Jithendra Reddy Mule	Yes	Yes	Excellent	Yes	5
11	209Y5A0148	Hari Krishna Mutta	Yes	Yes	Excellent	Yes	5
12	209Y5A0150	Suneel Kumar Nandyala	Yes	Yes	Excellent	Yes	5
13	209Y5A0151	Muncendra Naripoyina	Yes	Yes	Excellent	Yes	5
14	209Y5A0152	Pavan Kalyan Reddy Nimmakayala	Yes	Yes	Excellent	Yes	5
15	209Y5A0153	Sowjanya Nimmakayala	Yes	Yes	Excellent	Yes	5

16	209Y5A0154	Ammeer Basha Pagadala	Yes	Yes	Excellent	Yes	4
17	209Y5A0155	Viswa Karthik Pagadala	Yes	Yes	Excellent	Yes	5
18	209Y5A0156	Asma Paidepalli	Yes	Yes	Excellent	Yes	5
19	209Y5A0157	Ramakumar Palla	Yes	Yes	Excellent	Yes	5
20	209Y5A0158	Obula Reddy Pasam	Yes	Yes	Excellent	Yes	5
21	209Y5A0159	Ajay Kumar Pesala	Yes	Yes	Excellent	Yes	5
22	209Y5A0160	Madhusudhana Peyala	Yes	Yes	Excellent	Yes	5
23	209Y5A0161	Lakshmana Pillagowla	Yes	Yes	Excellent	Yes	5
24	209Y5A0162	Narendra Reddy Ponnappureddy	Yes	Yes	Good	Yes	5
25	209Y5A0163	Pavan Post	Yes	Yes	Excellent	Yes	4
26	209Y5A0164	Mohanbabu Pothuganti	Yes	Yes	Excellent	Yes	5
27	209Y5A0165	Sai Pallavi Proddatur	Yes	Yes	Excellent	Yes	5
28	209Y5A0166	Obulesu Puli	Yes	Yes	Excellent	Yes	5
29	209Y5A0168	Mabujan Rayapati	Yes	Yes	Excellent	Yes	5
30	209Y5A0170	Jaya Simha Santolla	Yes	Yes	Good	Yes	4
31	209Y5A0171	Fareed Ahmed Shaik	Yes	Yes	Excellent	Yes	5
32	209Y5A0172	Mohammed Abbas Shaik	Yes	Yes	Excellent	Yes	5
33	209Y5A0173	Sayyad Basha Shaik	Yes	Yes	Excellent	Yes	5
34	209Y5A0174	Sohail Shaik	Yes	Yes	Excellent	Yes	5
35	209Y5A0175	Pallavi Singarapu	Yes	Yes	Excellent	Yes	5

36	209Y5A0176	Parthasarathi Reddy Thammireddy	Yes	Yes	Excellent	Yes	5
37	209Y5A0179	Venkata Teja Ummadi	Yes	Yes	Excellent	Yes	5
38	209Y5A0180	Vinod Kumar Uppara	Yes	Yes	Excellent	Yes	5
39	209Y5A0181	Gayathri Vanthapalli	Yes	Yes	Excellent	Yes	5
40	209Y5A0182	Venkataramana Vasi	Yes	Yes	Excellent	May be	5
41	209Y5A0183	Sai Kumar Velligaram	Yes	Yes	Good	Yes	5
42	209Y5A0184	Jagan Mohan Reddy Vennapusa	Yes	Yes	Excellent	Yes	5
43	209Y5A0185	Sai Krishna Jayanth Vittapu	Yes	Yes	Excellent	Yes	5
44	209Y5A0186	Madhava Reddy Vundela	Yes	Yes	Excellent	Yes	5
45	209Y5A0188	Venugopal Yenumula	Yes	Yes	Excellent	Yes	5
46	209Y5A0189	Naga Mahendra Yerragorla	Yes	Yes	Excellent	Yes	5



Coordinator



HoD-Civil Engg.

Head

Department of Civil Engineering  
K.S.R.M. College of Engineering  
(Autonomous)  
KADAPA 516 003. (A.P.)



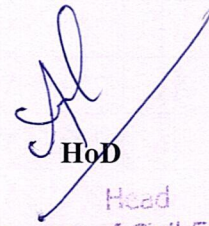
**K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**CERTIFICATE COURSE ON**  
**BASICS OF MICROSOFT OFFICE**  
**MARKS AWARD LIST**

S.No	Roll Number	Name of the Student	Marks Obtained
1	209Y5A0137	Dwarakanath Reddy Levaku	14
2	209Y5A0138	Moulali Mada	17
3	209Y5A0139	Venkata Naveen Kumar Maduru	10
4	209Y5A0140	Venkata Sai Mamilla	18
5	209Y5A0141	Venkata Siva Mandem	13
6	209Y5A0142	Sneha Mandugundu	7
7	209Y5A0143	Ganesh Matamkari	15
8	209Y5A0145	Venkata Jagadeeshwar Reddy M.	14
9	209Y5A0146	Kirankumar Reddy Mudiveti	17
10	209Y5A0147	Jithendra Reddy Mule	16
11	209Y5A0148	Hari Krishna Mutta	11
12	209Y5A0150	Suneel Kumar Nandyala	15
13	209Y5A0151	Muneendra Naripoyina	18
14	209Y5A0152	Pavan Kalyan Reddy Nimmakayala	15
15	209Y5A0153	Sowjanya Nimmakayala	12
16	209Y5A0154	Ammeer Basha Pagadala	14
17	209Y5A0155	Viswa Karthik Pagadala	11
18	209Y5A0156	Asma Paidepalli	14
19	209Y5A0157	Ramakumar Palla	17
20	209Y5A0158	Obula Reddy Pasam	13
21	209Y5A0159	Ajay Kumar Pesala	18
22	209Y5A0160	Madhusudhana Peyala	17
23	209Y5A0161	Lakshmana Pillagowla	15
24	209Y5A0162	Narendra Reddy Ponnareddy	5
25	209Y5A0163	Pavan Post	18
26	209Y5A0164	Mohanbabu Pothuganti	15

27	209Y5A0165	Sai Pallavi Proddatur	17
28	209Y5A0166	Obulesu Puli	17
29	209Y5A0168	Mabujan Rayapati	15
30	209Y5A0170	Jaya Simha Santolla	12
31	209Y5A0171	Fareed Ahmed Shaik	8
32	209Y5A0172	Mohammed Abbas Shaik	6
33	209Y5A0173	Sayyad Basha Shaik	10
34	209Y5A0174	Sohail Shaik	15
35	209Y5A0175	Pallavi Singarapu	15
36	209Y5A0176	Parthasarathi Reddy Thammireddy	13
37	209Y5A0179	Venkata Teja Ummadi	17
38	209Y5A0180	Vinod Kumar Uppara	12
39	209Y5A0181	Gayathri Vanthatipalli	17
40	209Y5A0182	Venkataramana Vasi	13
41	209Y5A0183	Sai Kumar Velligaram	7
42	209Y5A0184	Jagan Mohan Reddy Vennapusa	14
43	209Y5A0185	Sai Krishna Jayanth Vittapu	13
44	209Y5A0186	Madhava Reddy Vundela	14
45	209Y5A0188	Venugopal Yenumula	6
46	209Y5A0189	Naga Mahendra Yerragorla	15



Coordinator



Head  
Department of Civil Engineering  
K.S.R.M. College of Engineering  
(Autonomous)  
KADAPA - 516 003. (A.P.)

13/20

**K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**CERTIFICATE COURSE ON**  
**BASICS OF MICROSOFT OFFICE**  
**ASSESSMENT TEST**

Name of the Student: V. Siva Manderam Reg. Number: 20945A014

**Time: 20 Min** (Objective Questions) **Max. Marks: 20**

Note: Answer the following Questions and each question carries one mark.

1	What is the purpose of using templates in Microsoft Word?				[B] ✓
	A) To format text	B) To create new documents	C) To print documents	D) To save documents	
2	Which feature allows you to customize frequently used commands in Microsoft Word?				[A] ✓
	A) Quick Access Toolbar	B) Ribbon	C) Templates	D) File Tab	
3	How can you adjust line spacing in a document?				[D] ✓
	A) Using tabs	B) Using margins	C) Using page breaks	D) Using line spacing options	
4	Which tab provides access to document properties and options in Microsoft Word?				[C] ✓
	A) Edit	B) View	C) File	D) Insert	
5	Which view mode allows you to see how your document will appear when printed?				[B] ✓
	A) Normal View	B) Print Layout View	C) Outline View	D) Web Layout View	
6	What is the purpose of using "Track Changes" in Microsoft Word?				[D] ✓
	A) Adjusting font sizes	B) Creating templates	C) Collaborative editing and reviewing	D) Inserting illustrations	
7	Which option is used to insert images, charts, and other visual elements into a document?				[B] A
	A) Illustrations	B) Margins	C) Line spacing	D) Non-Printing Characters	
8	What is the purpose of setting up margins in a document?				[D] ✓
	A) To adjust line spacing	B) To insert images	C) To format text	D) To define the space around the content	
9	Which command is used to save a document with a new name or in a different location?				[D] A
	A) Save As	B) Save All	C) Save Changes	D) Save and Close	
10	What feature allows you to view hidden formatting characters such as spaces and paragraph marks?				[B] ✓
	A) Line Spacing	B) Non-Printing Characters	C) Customized Ribbon	D) Page Breaks	
11	Which alignment option positions text to the center of the page?				[B] A

	A) Left Align	B) Right Align	C) Center Align	D) Justify	
12	Which view mode is used for inserting, moving, and formatting objects like images and shapes?				<input type="checkbox"/> C
	A) Print Layout View	B) Normal View	C) Web Layout View	D) Outline View	<input checked="" type="checkbox"/> A
13	How can you collaborate with others by highlighting changes made to a document?				<input type="checkbox"/> C
	A) Using Tables	B) Using Templates	C) Using Illustrations	D) Using Track Changes	<input checked="" type="checkbox"/> A
14	Which command allows you to customize the Ribbon interface in Microsoft Word?				<input type="checkbox"/> C
	A) Quick Access Toolbar	B) Format Painter	C) Customize Ribbon	D) Save As	<input checked="" type="checkbox"/> C
15	What function does the Quick Access Toolbar serve in Microsoft Word?				<input type="checkbox"/> C
	A) Changing fonts	B) Inserting images	C) Providing quick access to frequently used commands	D) Adjusting margins	<input checked="" type="checkbox"/> C
16	Which feature is used to separate content into different sections in a document?				<input type="checkbox"/> C
	A) Non-Printing Characters	B) Spelling and Grammar Checks	C) Page Breaks and Section Breaks	D) Line Spacing	<input checked="" type="checkbox"/> C
17	What tool is used to identify and correct spelling and grammar errors in a document?				<input type="checkbox"/> C
	A) Format Painter	B) Page Breaks	C) Tables	D) Spelling and Grammar Checks	<input checked="" type="checkbox"/> D
18	Which alignment option positions text at both the left and right margins with even spacing?				<input type="checkbox"/> C
	A) Left Align	B) Right Align	C) Center Align	D) Justify	<input checked="" type="checkbox"/> A
19	What type of content can be inserted into a Word document using the "Illustrations" feature?				<input type="checkbox"/> B
	A) Page numbers	B) Images, charts, and shapes	C) Table of contents	D) Headers and footers	<input checked="" type="checkbox"/> B
20	Which option allows you to save a document in a different file format, such as PDF or Rich Text Format (RTF)?				<input type="checkbox"/> C
	A) Save As	B) Save and Close	C) Save Changes	D) Save All	<input checked="" type="checkbox"/> A

14/20

**K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**CERTIFICATE COURSE ON**  
**BASICS OF MICROSOFT OFFICE**  
**ASSESSMENT TEST**

Name of the Student: C. Divakaranath Reddy Reg. Number: 20945A0132

**Time: 20 Min** (Objective Questions) **Max. Marks: 20**

Note: Answer the following Questions and each question carries **one** mark.

1	What is the purpose of using templates in Microsoft Word?				[A]	X
	A) To format text	B) To create new documents	C) To print documents	D) To save documents		
2	Which feature allows you to customize frequently used commands in Microsoft Word?				[B]	X
	A) Quick Access Toolbar	B) Ribbon	C) Templates	D) File Tab		
3	How can you adjust line spacing in a document?				[D]	✓
	A) Using tabs	B) Using margins	C) Using page breaks	D) Using line spacing options		
4	Which tab provides access to document properties and options in Microsoft Word?				[C]	✓
	A) Edit	B) View	C) File	D) Insert		
5	Which view mode allows you to see how your document will appear when printed?				[B]	✓
	A) Normal View	B) Print Layout View	C) Outline View	D) Web Layout View		
6	What is the purpose of using "Track Changes" in Microsoft Word?				[A]	X
	A) Adjusting font sizes	B) Creating templates	C) Collaborative editing and reviewing	D) Inserting illustrations		
7	Which option is used to insert images, charts, and other visual elements into a document?				[A]	✓
	A) Illustrations	B) Margins	C) Line spacing	D) Non-Printing Characters		
8	What is the purpose of setting up margins in a document?				[D]	✓
	A) To adjust line spacing	B) To insert images	C) To format text	D) To define the space around the content		
9	Which command is used to save a document with a new name or in a different location?				[B]	X
	A) Save As	B) Save All	C) Save Changes	D) Save and Close		
10	What feature allows you to view hidden formatting characters such as spaces and paragraph marks?				[C]	X
	A) Line Spacing	B) Non-Printing Characters	C) Customized Ribbon	D) Page Breaks		
11	Which alignment option positions text to the center of the page?				[A]	X

	A) Left Align	B) Right Align	C) Center Align	D) Justify	
12	Which view mode is used for inserting, moving, and formatting objects like images and shapes?				[A]
	A) Print Layout View	B) Normal View	C) Web Layout View	D) Outline View	
13	How can you collaborate with others by highlighting changes made to a document?				[D]
	A) Using Tables	B) Using Templates	C) Using Illustrations	D) Using Track Changes	
14	Which command allows you to customize the Ribbon interface in Microsoft Word?				[C]
	A) Quick Access Toolbar	B) Format Painter	C) Customize Ribbon	D) Save As	
15	What function does the Quick Access Toolbar serve in Microsoft Word?				[C]
	A) Changing fonts	B) Inserting images	C) Providing quick access to frequently used commands	D) Adjusting margins	
16	Which feature is used to separate content into different sections in a document?				[C]
	A) Non-Printing Characters	B) Spelling and Grammar Checks	C) Page Breaks and Section Breaks	D) Line Spacing	
17	What tool is used to identify and correct spelling and grammar errors in a document?				[D]
	A) Format Painter	B) Page Breaks	C) Tables	D) Spelling and Grammar Checks	
18	Which alignment option positions text at both the left and right margins with even spacing?				[D]
	A) Left Align	B) Right Align	C) Center Align	D) Justify	
19	What type of content can be inserted into a Word document using the "Illustrations" feature?				[B]
	A) Page numbers	B) Images, charts, and shapes	C) Table of contents	D) Headers and footers	
20	Which option allows you to save a document in a different file format, such as PDF or Rich Text Format (RTF)?				[A]
	A) Save As	B) Save and Close	C) Save Changes	D) Save All	

18  
-----  
20

**K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**CERTIFICATE COURSE ON**  
**BASICS OF MICROSOFT OFFICE**  
**ASSESSMENT TEST**

Name of the Student: M. Venkata Sai Reg. Number: 20945A0140

**Time: 20 Min** (Objective Questions) **Max. Marks: 20**

Note: Answer the following Questions and each question carries one mark.

1	What is the purpose of using templates in Microsoft Word?				[A]
	A) To format text	B) To create new documents	C) To print documents	D) To save documents	
2	Which feature allows you to customize frequently used commands in Microsoft Word?				[A]
	A) Quick Access Toolbar	B) Ribbon	C) Templates	D) File Tab	
3	How can you adjust line spacing in a document?				[D]
	A) Using tabs	B) Using margins	C) Using page breaks	D) Using line spacing options	
4	Which tab provides access to document properties and options in Microsoft Word?				[C]
	A) Edit	B) View	C) File	D) Insert	
5	Which view mode allows you to see how your document will appear when printed?				[B]
	A) Normal View	B) Print Layout View	C) Outline View	D) Web Layout View	
6	What is the purpose of using "Track Changes" in Microsoft Word?				[C]
	A) Adjusting font sizes	B) Creating templates	C) Collaborative editing and reviewing	D) Inserting illustrations	
7	Which option is used to insert images, charts, and other visual elements into a document?				[A]
	A) Illustrations	B) Margins	C) Line spacing	D) Non-Printing Characters	
8	What is the purpose of setting up margins in a document?				[D]
	A) To adjust line spacing	B) To insert images	C) To format text	D) To define the space around the content	
9	Which command is used to save a document with a new name or in a different location?				[A]
	A) Save As	B) Save All	C) Save Changes	D) Save and Close	
10	What feature allows you to view hidden formatting characters such as spaces and paragraph marks?				[B]
	A) Line Spacing	B) Non-Printing Characters	C) Customized Ribbon	D) Page Breaks	
11	Which alignment option positions text to the center of the page?				[C]

	A) Left Align	B) Right Align	C) Center Align	D) Justify	
12	Which view mode is used for inserting, moving, and formatting objects like images and shapes?				[A]
	A) Print Layout View	B) Normal View	C) Web Layout View	D) Outline View	
13	How can you collaborate with others by highlighting changes made to a document?				[D]
	A) Using Tables	B) Using Templates	C) Using Illustrations	D) Using Track Changes	
14	Which command allows you to customize the Ribbon interface in Microsoft Word?				[C]
	A) Quick Access Toolbar	B) Format Painter	C) Customize Ribbon	D) Save As	
15	What function does the Quick Access Toolbar serve in Microsoft Word?				[C]
	A) Changing fonts	B) Inserting images	C) Providing quick access to frequently used commands	D) Adjusting margins	
16	Which feature is used to separate content into different sections in a document?				[C]
	A) Non-Printing Characters	B) Spelling and Grammar Checks	C) Page Breaks and Section Breaks	D) Line Spacing	
17	What tool is used to identify and correct spelling and grammar errors in a document?				[D]
	A) Format Painter	B) Page Breaks	C) Tables	D) Spelling and Grammar Checks	
18	Which alignment option positions text at both the left and right margins with even spacing?				[D]
	A) Left Align	B) Right Align	C) Center Align	D) Justify	
19	What type of content can be inserted into a Word document using the "Illustrations" feature?				[B]
	A) Page numbers	B) Images, charts, and shapes	C) Table of contents	D) Headers and footers	
20	Which option allows you to save a document in a different file format, such as PDF or Rich Text Format (RTF)?				[B]
	A) Save As	B) Save and Close	C) Save Changes	D) Save All	



10  
25

**K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**CERTIFICATE COURSE ON**  
**BASICS OF MICROSOFT OFFICE**  
**ASSESSMENT TEST**

Name of the Student: M. Venkat Naveen Kumar Reg. Number: 20995A0139

**Time: 20 Min** (Objective Questions) **Max. Marks: 20**

Note: Answer the following Questions and each question carries one mark.

1	What is the purpose of using templates in Microsoft Word?				[B]	
	A) To format text	B) To create new documents	C) To print documents	D) To save documents		
2	Which feature allows you to customize frequently used commands in Microsoft Word?				[B]	X
	A) Quick Access Toolbar	B) Ribbon	C) Templates	D) File Tab		
3	How can you adjust line spacing in a document?				[A]	X
	A) Using tabs	B) Using margins	C) Using page breaks	D) Using line spacing options		
4	Which tab provides access to document properties and options in Microsoft Word?				[D]	X
	A) Edit	B) View	C) File	D) Insert		
5	Which view mode allows you to see how your document will appear when printed?				[B]	
	A) Normal View	B) Print Layout View	C) Outline View	D) Web Layout View		
6	What is the purpose of using "Track Changes" in Microsoft Word?				[C]	
	A) Adjusting font sizes	B) Creating templates	C) Collaborative editing and reviewing	D) Inserting illustrations		
7	Which option is used to insert images, charts, and other visual elements into a document?				[A]	
	A) Illustrations	B) Margins	C) Line spacing	D) Non-Printing Characters		
8	What is the purpose of setting up margins in a document?				[A]	X
	A) To adjust line spacing	B) To insert images	C) To format text	D) To define the space around the content		
9	Which command is used to save a document with a new name or in a different location?				[B]	X
	A) Save As	B) Save All	C) Save Changes	D) Save and Close		
10	What feature allows you to view hidden formatting characters such as spaces and paragraph marks?				[A]	X
	A) Line Spacing	B) Non-Printing Characters	C) Customized Ribbon	D) Page Breaks		
11	Which alignment option positions text to the center of the page?				[C]	

	A) Left Align	B) Right Align	C) Center Align	D) Justify	
12	Which view mode is used for inserting, moving, and formatting objects like images and shapes?				<del>[A]</del>
	A) Print Layout View	B) Normal View	C) Web Layout View	D) Outline View	
13	How can you collaborate with others by highlighting changes made to a document?				<del>[A]</del> X
	A) Using Tables	B) Using Templates	C) Using Illustrations	D) Using Track Changes	
14	Which command allows you to customize the Ribbon interface in Microsoft Word?				<del>[C]</del>
	A) Quick Access Toolbar	B) Format Painter	C) Customize Ribbon	D) Save As	
15	What function does the Quick Access Toolbar serve in Microsoft Word?				
	A) Changing fonts	B) Inserting images	C) Providing quick access to frequently used commands	D) Adjusting margins	<del>[B]</del> X
16	Which feature is used to separate content into different sections in a document?				<del>[C]</del>
	A) Non-Printing Characters	B) Spelling and Grammar Checks	C) Page Breaks and Section Breaks	D) Line Spacing	
17	What tool is used to identify and correct spelling and grammar errors in a document?				<del>[C]</del> X
	A) Format Painter	B) Page Breaks	C) Tables	D) Spelling and Grammar Checks	
18	Which alignment option positions text at both the left and right margins with even spacing?				<del>[C]</del> X
	A) Left Align	B) Right Align	C) Center Align	D) Justify	
19	What type of content can be inserted into a Word document using the "Illustrations" feature?				<del>[B]</del>
	A) Page numbers	B) Images, charts, and shapes	C) Table of contents	D) Headers and footers	
20	Which option allows you to save a document in a different file format, such as PDF or Rich Text Format (RTF)?				<del>[A]</del>
	A) Save As	B) Save and Close	C) Save Changes	D) Save All	

17  
20

**K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003**  
**DEPARTMENT OF CIVIL ENGINEERING**  
**CERTIFICATE COURSE ON**  
**BASICS OF MICROSOFT OFFICE**  
**ASSESSMENT TEST**

Name of the Student: Mou lai mada Reg. Number: 2019540138

**Time: 20 Min** (Objective Questions) **Max. Marks: 20**

Note: Answer the following Questions and each question carries one mark.

1	What is the purpose of using templates in Microsoft Word?				B
	A) To format text	B) To create new documents	C) To print documents	D) To save documents	
2	Which feature allows you to customize frequently used commands in Microsoft Word?				A
	A) Quick Access Toolbar	B) Ribbon	C) Templates	D) File Tab	
3	How can you adjust line spacing in a document?				D
	A) Using tabs	B) Using margins	C) Using page breaks	D) Using line spacing options	
4	Which tab provides access to document properties and options in Microsoft Word?				C
	A) Edit	B) View	C) File	D) Insert	
5	Which view mode allows you to see how your document will appear when printed?				B
	A) Normal View	B) Print Layout View	C) Outline View	D) Web Layout View	
6	What is the purpose of using "Track Changes" in Microsoft Word?				C
	A) Adjusting font sizes	B) Creating templates	C) Collaborative editing and reviewing	D) Inserting illustrations	
7	Which option is used to insert images, charts, and other visual elements into a document?				B
	A) Illustrations	B) Margins	C) Line spacing	D) Non-Printing Characters	
8	What is the purpose of setting up margins in a document?				D
	A) To adjust line spacing	B) To insert images	C) To format text	D) To define the space around the content	
9	Which command is used to save a document with a new name or in a different location?				A
	A) Save As	B) Save All	C) Save Changes	D) Save and Close	
10	What feature allows you to view hidden formatting characters such as spaces and paragraph marks?				B
	A) Line Spacing	B) Non-Printing Characters	C) Customized Ribbon	D) Page Breaks	
11	Which alignment option positions text to the center of the page?				C

	A) Left Align	B) Right Align	C) Center Align	D) Justify	
12	Which view mode is used for inserting, moving, and formatting objects like images and shapes?				[A]
	A) Print Layout View	B) Normal View	C) Web Layout View	D) Outline View	
13	How can you collaborate with others by highlighting changes made to a document?				[D]
	A) Using Tables	B) Using Templates	C) Using Illustrations	D) Using Track Changes	
14	Which command allows you to customize the Ribbon interface in Microsoft Word?				[C]
	A) Quick Access Toolbar	B) Format Painter	C) Customize Ribbon	D) Save As	
15	What function does the Quick Access Toolbar serve in Microsoft Word?				[C]
	A) Changing fonts	B) Inserting images	C) Providing quick access to frequently used commands	D) Adjusting margins	
16	Which feature is used to separate content into different sections in a document?				[C]
	A) Non-Printing Characters	B) Spelling and Grammar Checks	C) Page Breaks and Section Breaks	D) Line Spacing	
17	What tool is used to identify and correct spelling and grammar errors in a document?				[D]
	A) Format Painter	B) Page Breaks	C) Tables	D) Spelling and Grammar Checks	
18	Which alignment option positions text at both the left and right margins with even spacing?				[D]
	A) Left Align	B) Right Align	C) Center Align	D) Justify	
19	What type of content can be inserted into a Word document using the "Illustrations" feature?				[B]
	A) Page numbers	B) Images, charts, and shapes	C) Table of contents	D) Headers and footers	
20	Which option allows you to save a document in a different file format, such as PDF or Rich Text Format (RTF)?				[A]
	A) Save As	B) Save and Close	C) Save Changes	D) Save All	

# Course Material of Microsoft Word 2019

## Table of Contents

1. Launch Word
2. Window and Ribbon Features
3. File Tab
4. Templates
5. Window Options
6. Customize Your Ribbon
7. Quick Access Toolbar
8. Non-Printing Characters
9. Practice Document
10. Save a Document
11. Select Text
12. Margins
13. Line Spacing
14. Format a Document
15. Additional Font Options
16. Text Alignment
17. View Modes
18. Spelling and Grammar Checks
19. Page Breaks and Section Breaks
20. Tables
21. Edit a Table
22. Format a Table
23. Print a Document
24. Illustrations Demonstration
25. Illustrations Quick Reference
26. Track Changes Quick Reference
27. Additional Quick References

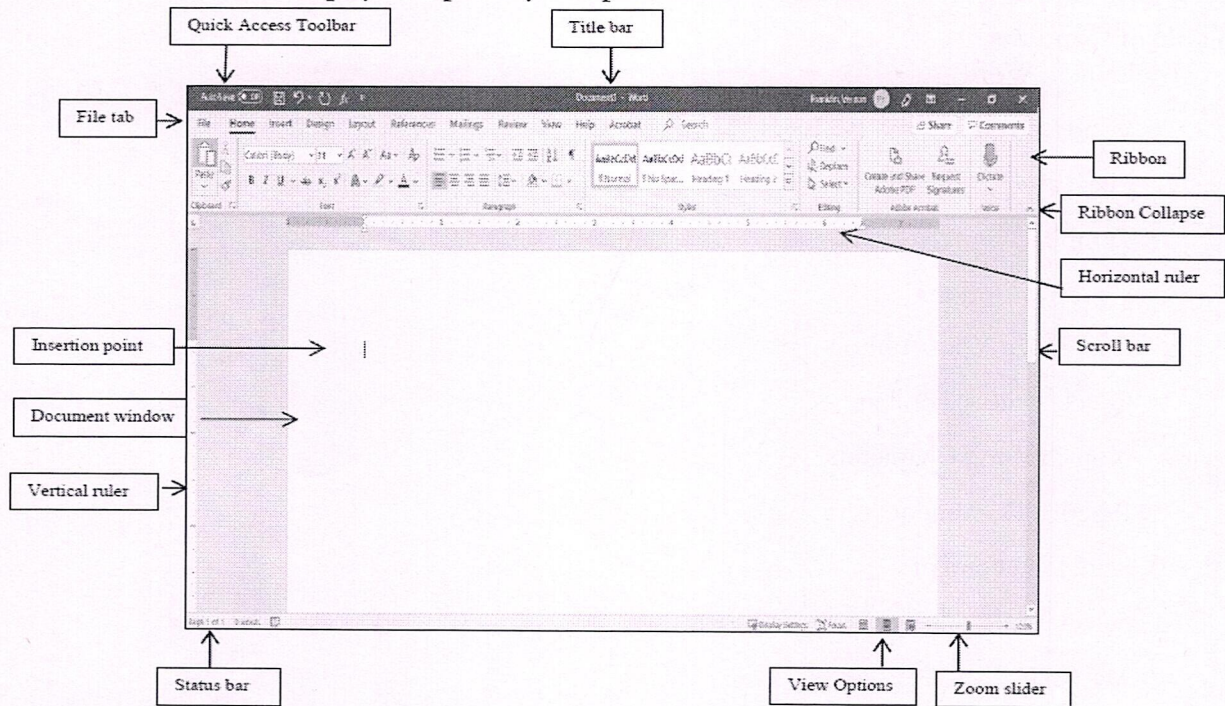
### 1. Launch Word

To start Word 2019, click on the **Office Start** button, and then select **Microsoft Word 2019** from the options panel.

The **Microsoft Word** Icon can be pin to the start bar for quick access.

### 2. Window and Ribbon Features

The screen shot below displays the primary components of the Word 2019 interface.



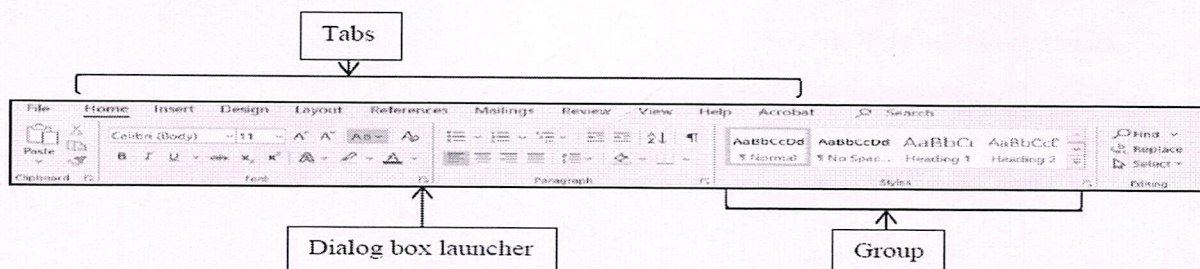
### A. Terms

The table below consists of definitions for the Microsoft Office features.

S.No	Term	Description
1	Quick Access Toolbar	Displays quick access to commonly used commands.
2	Ribbon Tab	Title or name of the specific Ribbon.
3	Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
4	File Tab	The File tab has replaced the Office button in 2007. This area is called the Backstage which helps you to manage the Microsoft application and provides access to its options such as Open, New, Save As, Print, etc.
5	Group	Contain category of command buttons.
6	Show Dialog Box	Show additional options.

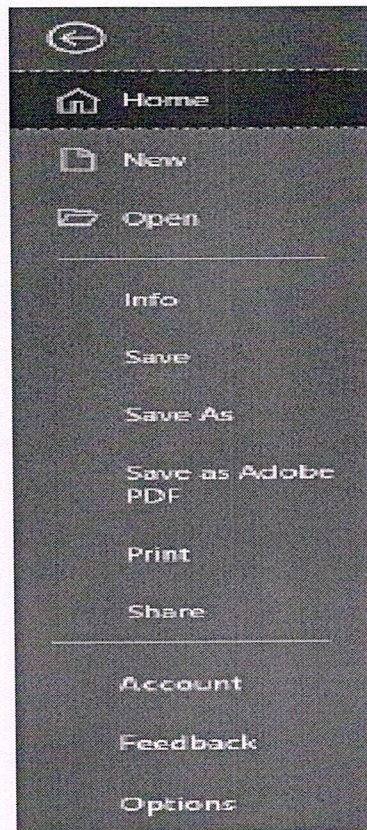
### B. Use the Ribbon options to select and process your commands.

Microsoft Word 2019 uses **Tabs** instead of menus to organize various functions. In addition, command buttons have been placed in a **Group** within the **Ribbon**. The **Dialog Box Launcher** in a group shows additional options.



### 3. File Tab

The **File** tab provides you with the **Backstage** that provides information pertaining to your document and options to help setup your window defaults. The Backstage also contains standard commands such as, **Home**, **Save**, **Save As**, **New**, **Print**, etc.

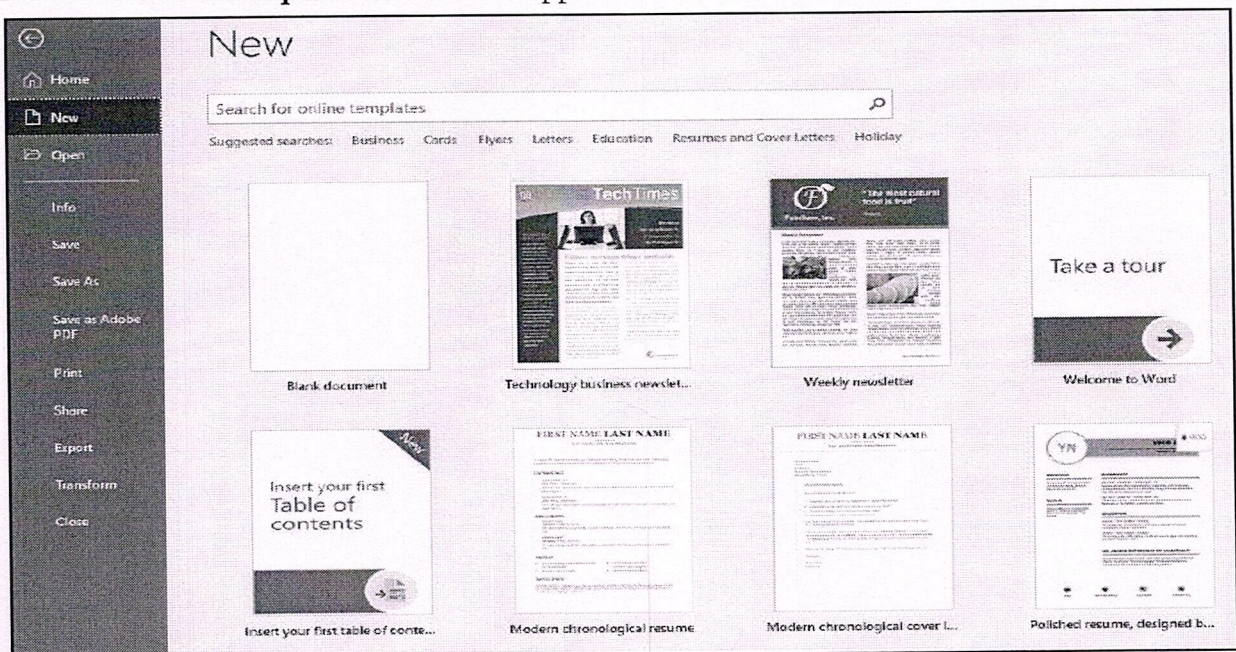


### 4. Templates

Microsoft Office has a variety of predesigned templates within specific categories.

#### A. Open Templates

1. Select the **File** tab, and then click on the **New** option.
2. The **Available Templates** window will appear.

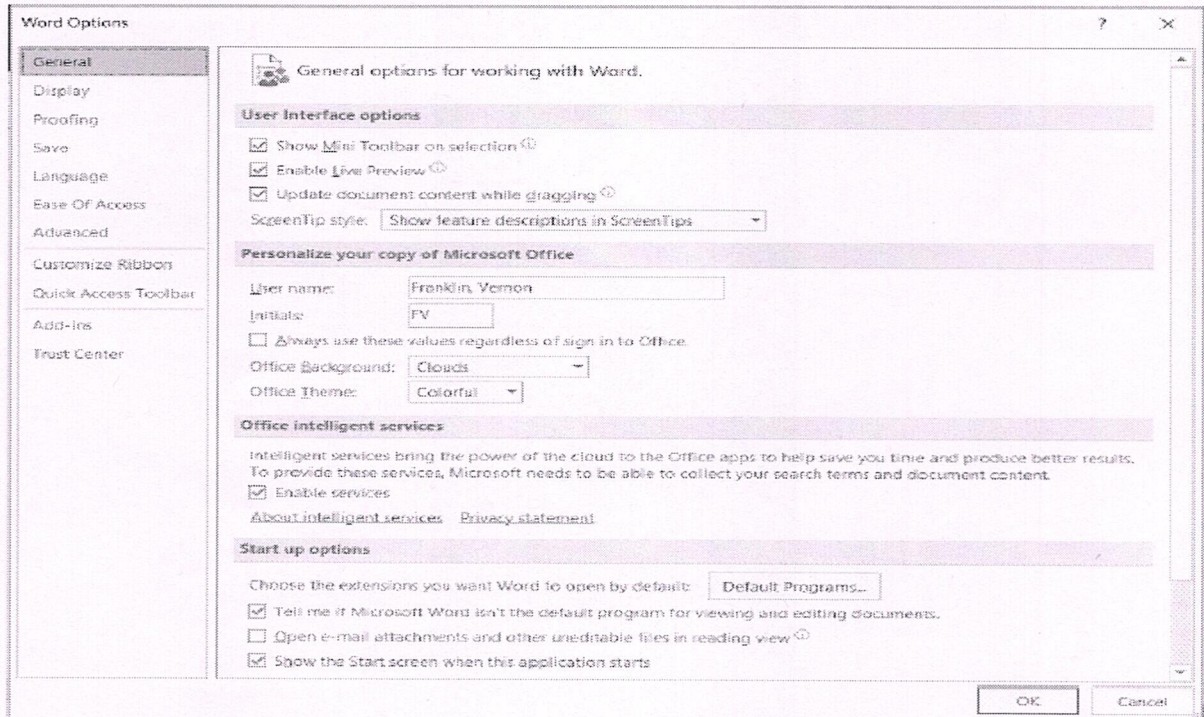


## 5. Window Options

The Microsoft Word application allows you to customize setting and preferences as you work within your Word document.

### A. Set options

1. Click on the **File** tab, and then select the **Options** item.
2. The **Word Options** window will appear. This is where you can choose your desired settings and preferences.

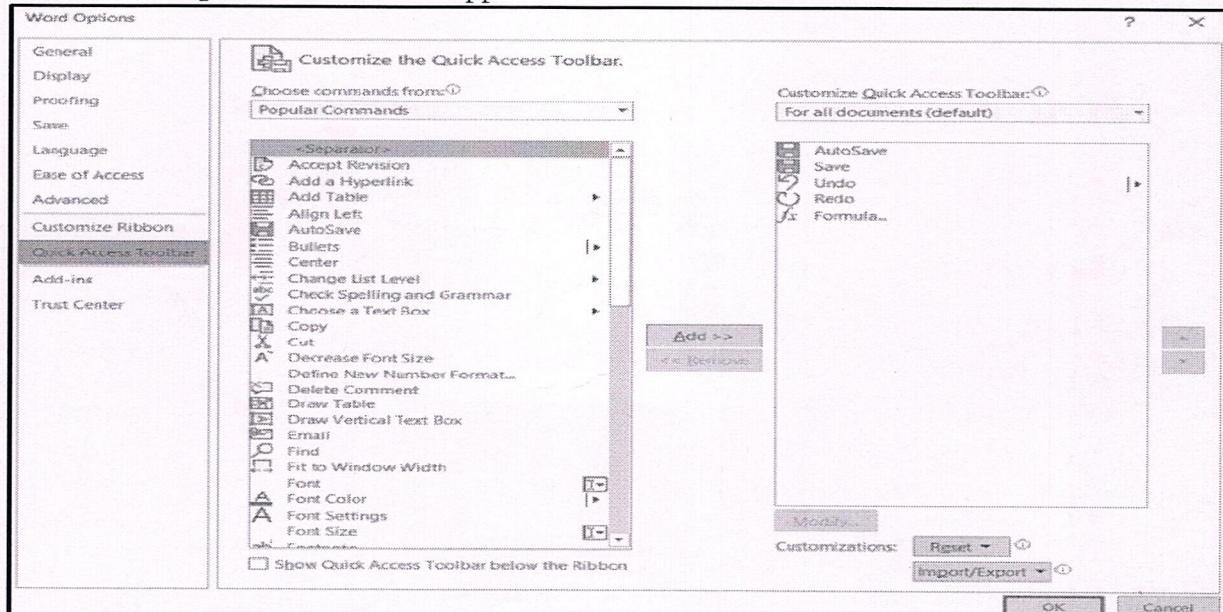


## 6. Customize Your Ribbon

You can easily customize the Ribbon to suit your needs by creating new tabs and filling them with the commands you use the most.

### A. Customize Ribbon commands

1. Click on the **File** tab, and then select the **Options** Item.
2. The **Word Options** window will appear.



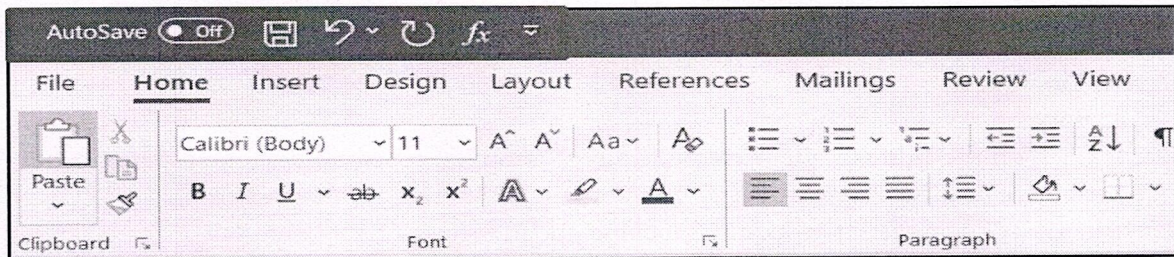


3. Click on the **Customize Ribbon** option.
4. From the **Choose commands from** list, click on your desired ribbon option, and then click on the **Add** button to place it in the **Customize the Ribbon** list.
5. Click on the **OK** button.

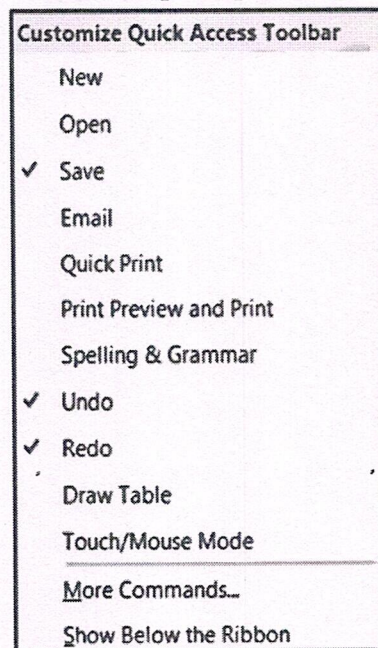
## 7. Quick Access Toolbar

Microsoft Word 2019 has a **Quick Access Toolbar**, so you can have quick access to your most used commands.

### A. Add Commands



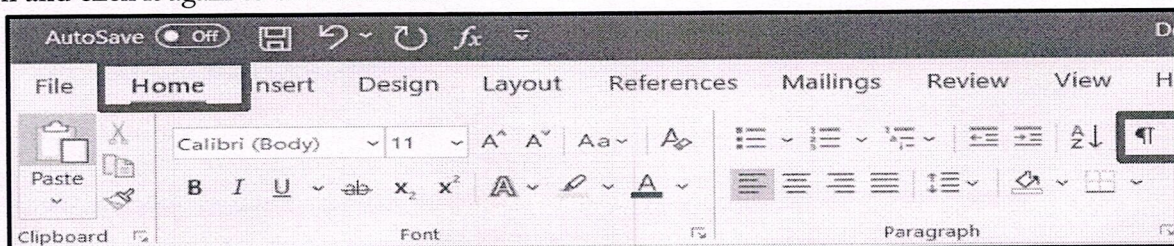
1. To add your most used commands to the **Quick Access Toolbar**, click on the drop-down arrow next to the **Quick Access Toolbar**.
2. The **Customize Quick Access Toolbar** option panel will appear.



3. Click on your desired command option to be placed on the **Quick Access Toolbar**.

## 8. Non-Printing Characters

The **Show/Hide** button displays non-printing characters, including paragraph marks, spaces and tabs. This button works as a toggle switch: click it to turn the display of non-printing characters on and click it again to turn them off.



### A. Working with Show/Hide

1. On the **Home Ribbon** in the **Paragraph** group, click on the **Show/Hide** button to view paragraph marks. Paragraph, space, and tab marks will not appear on your printed documents.
2. On the **Home Ribbon** in the **Paragraph** group, click on the **Show/Hide** button to hide paragraph marks.

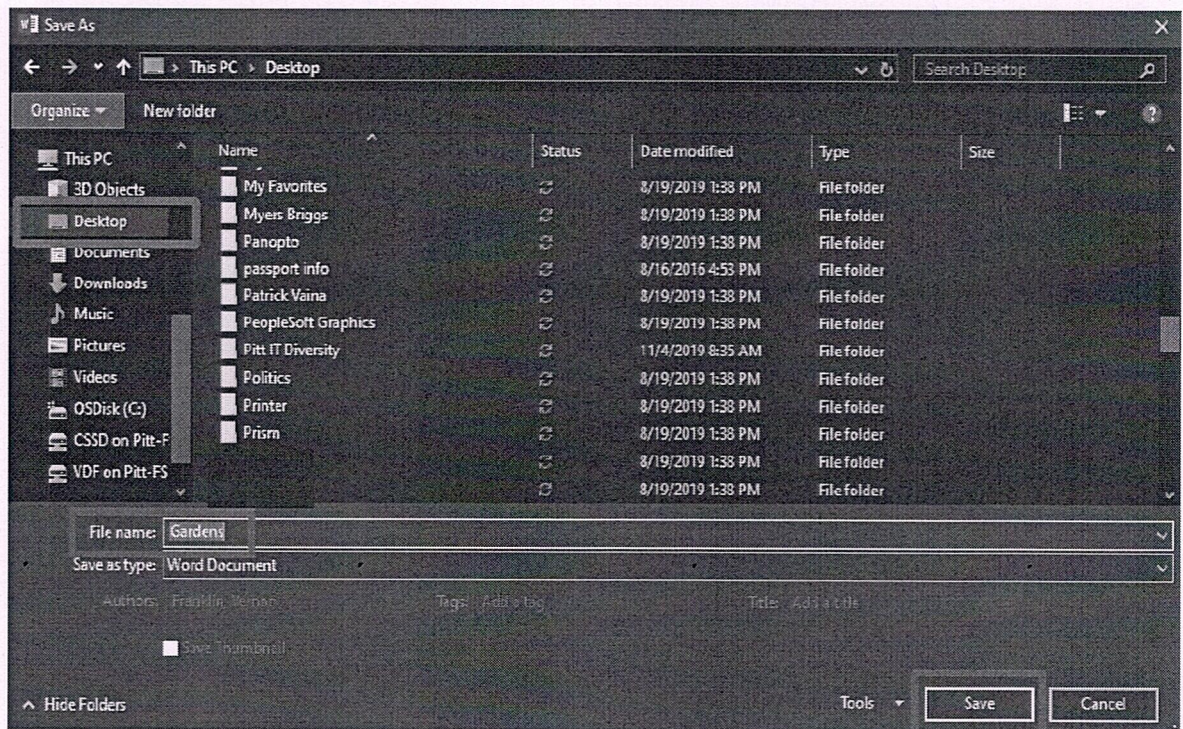
### 9. Practice Document

Open **Garden.docx** practice document.  
(Instructor will demonstrate where to access document.)

### 10. Save a Document

#### A. Save

1. Click on the **File** tab, then select the **Save As** option to save a document permanently to your hard drive or other storage device.  
(The instructor will demonstrate where to save document.)
2. The **Save As** window will appear.



3. In the **Directory** sections on the left side of the window, click on the icon where you wish to save your document. *In this exercise click on the **Desktop**.*
4. In the **File Name** box, type your desired document name, and then click on the **Save** button.

### 11. Select Text

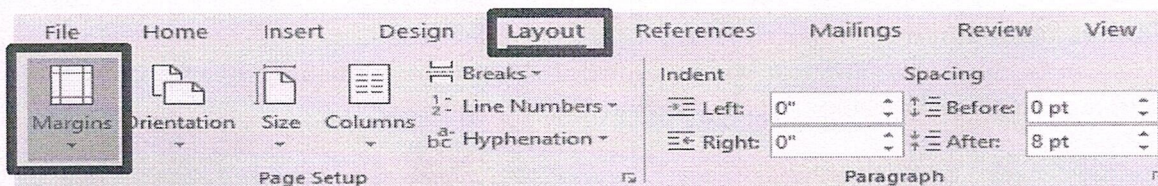
You must select text before you can change the format. You can use the mouse to select text in a variety of ways which is explained in the table below.

Select	Action
any text	Click at the beginning of the area and press the <b>Shift</b> key as you click at the end of the area. You can also drag across the text you want to select.
a word	Double click on the word.

a line	Place the mouse pointer in the left margin. Position the mouse pointer next to the desired line and click once.
multiple lines	Place the mouse pointer in the left margin next to the first desired line and click once. Then press the <b>Ctrl</b> key and click additional lines to select them.
a sentence	Press the <b>Ctrl</b> key and click anywhere in the sentence.
a paragraph	Place the mouse pointer in the left margin and double click next to any line in the paragraph.
multiple paragraphs	Click at the beginning of the first paragraph then hold the mouse button down while dragging through your desired paragraphs.
a document	Press the <b>Ctrl</b> key then place the mouse pointer anywhere in the left margin and click once.

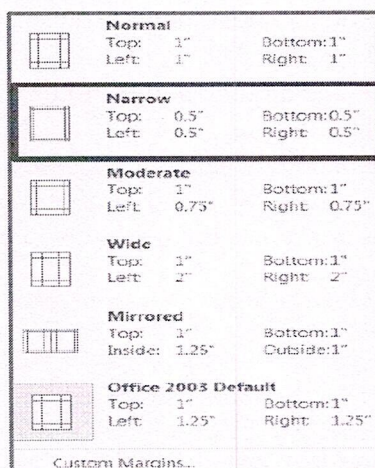
## 12. Margins

Microsoft Word 2019 margins are defaulted to 1 inch for the top and bottom, and 1 inch for the left and right. To change your margins, use the **Margin** button found on the **Layout** ribbon.



### A. Create Margins

1. Select the entire document text, by pressing the **Ctrl** key, then place the mouse pointer anywhere on the left margin, and then click once on the right mouse button.
2. Select the **Layout** tab.
3. In the **Page Setup** group, click on the **Margins** button.
4. The predesigned margins panel will appear.
5. Change the margin by selecting the top margin button (top and bottom 0.5" – Left and Right 0.5").



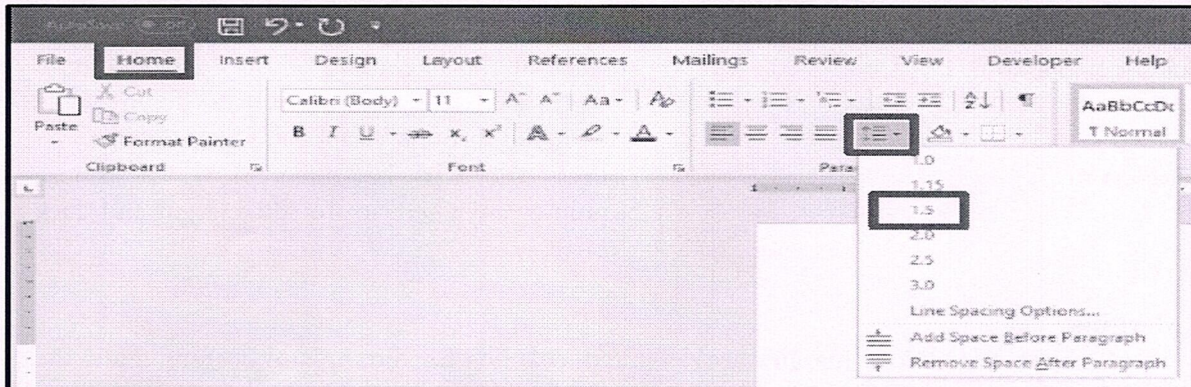
**Note:** If you prefer a margin not listed, then click on **Custom Margins** at the bottom of the panel to customize your margin. The **Page Setup** window will appear, and then make your desired margin choices from the window options.

### 13. Line Spacing

Microsoft Word 2019 defaults the line spacing to double space (2.0). Line spacing affects an entire paragraph or document. Use the **Line Spacing** button on the **Home Ribbon** to change line spacing.

#### A. Add Spacing

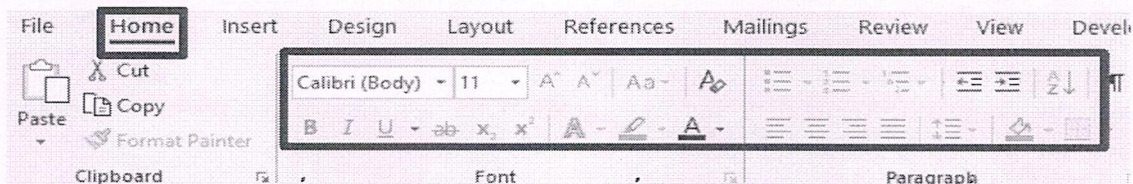
1. Make sure the entire document is still selected.
2. Click on the **Home** tab. On the **Paragraph** group, click on the **Line Spacing** button, and then select 1.5.



#### B. Apply Format

### 14. Format a Document

Formats can be applied to any text within your document. The formatting styles are the most common way to change the appearance of text in a document.

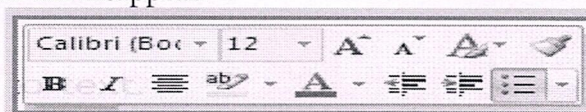


1. Select text, and then click on your desired format from the **Home** ribbon.

#### Format Option Examples:

- Click on the **Bold** button to make text bold.
- Click on the **Italic** button to italicize text.
- Click on the **Underline** button to add an underline to text.
- Click on the **Bullets** button to add a bulleted list to text.
- Click on the **Numbering** button to add a numbered list to text.

**Note:** Microsoft Word Mini Toolbar feature gives you quick access to common formatting commands. The mini toolbar appears faintly when you select text in your document. If you want to use this mini toolbar, you can activate it by hovering the mouse pointer on the toolbar and making your selections. If you prefer not to use the toolbar, you can continue working within the document and the toolbar will disappear.



A. On the **Garden.docx** practice document, do the following formatting explain above:

1. Select the **Energy Savings** sub-heading text above the second paragraph, and then press the **Control** key on the keyboard.

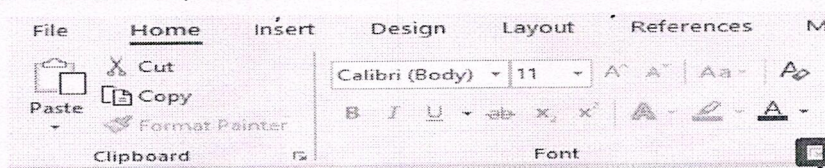
2. Select the *Feasibility of Converting Flat Roofed Building to Gardens* sub-heading text above the third paragraph.
3. While the **Control** key is still pressed, select sub-heading text from the fourth and fifth paragraphs (*Structural Requirements, Possible Problems*).
4. Click on the **Bold** button.
5. Click on the **Italic** button.
6. Click on the **Underline** button.
7. Select all three lines after the *Structural Requirements* paragraph (*Garages and sheds, Balconies and terraces, and Patios or decks*).
8. Click on the **Bullets** button.
9. Create a Numbered list at the end of the first paragraph of **Possible Problem**, by placing the insertion point after the text **include**, press once on the **Enter** key, and then click on the **Numbering** button.
10. Type the following text, "*Rainwater build-up can sacrifice the structural soundness of the roof. Make sure the structure is slightly angled or has proper drainage to allow for water runoff.*", and then press once on the **Enter** key.
11. Type the following text, "*Selecting plants that require too much water can add considerable weight to the garden. The best option is to research and understand which flowers and plants thrive in a given area and do not require a lot of water.*", and then press once the **Enter** key.
12. Type the following text, "*The structure may be unable to sustain the weight. Consider container gardens which consist of lower weight but offer the same benefits of in-ground plants.*", and then press twice on the **Enter** key.

## 15. Additional Font Options

Additional font options are available, such as font effects, special styles and previewing font changes. You can view additional options by clicking on the **Home** tab, and then click on the **Dialog box launcher** on the **Font** group.

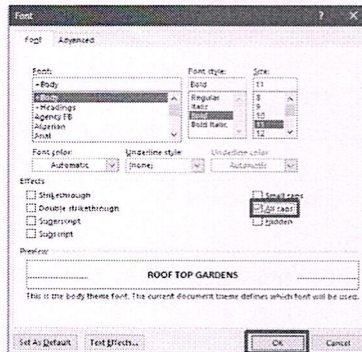
### A. Add All Caps

1. Place the **Insertion point** before the first line of the document.
2. Type the text, **Roof top gardens**, and then press twice on the **Enter** key.
3. Select your new title text, and then click on the **Bold** button.



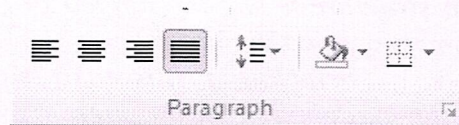
Dialog box launcher

4. While the title text is still selected, click on the **Dialog box launcher** on the **Font** group.
  5. The **Font** window will appear.
  6. In the **Effects** area, click on the check box next to **All caps**, and then click on the **OK** button.
- Note:** The **Font** window contains additional formats you can select from.



## 16. Text Alignment

Microsoft Word 2019 aligns paragraphs four different ways relative to the left and right margins: left, center, right and justified. The Word 2019 default paragraph alignment is left. You can change paragraph alignment by clicking on an **Alignment** button, located on the **Home** ribbon on the **Paragraph** group.



### Alignment Option Examples:

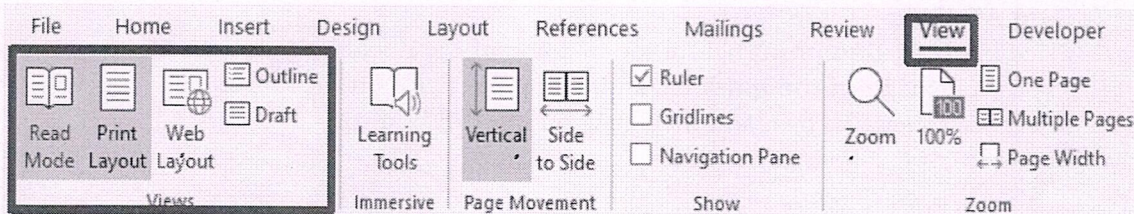
- First button - **Align Text Left**
- Second button - **Center Text**
- Third button - **Align Text Right**
- Fourth button - **Justify Text**

#### A. Add Center Alignment

1. Select the title text, **ROOF TOP GARDENS**, and then click on the **Center** button.

## 17. View Modes

Microsoft Word 2019 has five view modes.



1. To select a view mode, click on the **View** tab.
2. In the **Document Views** group, select your desired view mode.

View Name	Description
Read Mode	The best way to read a document, including some tools designed for reading instead of writing.
Print Layout	Check out how your document will look when it's printed.
Web Layout	See how your document will look as a webpage. This layout is also great if you have wide tables in your document.
Outline	See your document in outline form where content is shown as bulleted points. This view is useful for creating headings and moving whole paragraphs within the document.
Draft	Switch your view to see just the text in your document. This is useful for quick editing because headers/footers and

certain objects won't show up, allowing you to focus on your text.

## 18. Spelling and Grammar Checks

Microsoft Word 2019 automatically checks for incorrect spelling and grammar. As you type the document, Word uses **wavy red underlines** to indicate possible spelling errors and **wavy green underlines** to indicate possible grammatical errors. To correct an error, **right-click** on a word with a wavy underline, and then click on the correction from the option panel that you desire. You can also edit the error directly in the document if no suggestions are applicable.

### A. Make Error Corrections

1. In the first paragraph on the *Garden* practice document, place the mouse pointer over the misspelled text (*gardning*), click on the right mouse button, and then select the correction from the option panel.
2. In the second paragraph, place the mouse pointer over the misspelled text (*envirmment*), click on the right mouse button, and then select the correction from the option panel.
3. In the third paragraph, place the mouse pointer over the grammatical error text (*is*), click on the right mouse button, and then select the correction from the option panel.
4. In the third paragraph, place the mouse pointer over the repeated text (*on*), click on the right mouse button, and then select **Delete Repeated Word** from the option panel.

**Note:** To use additional spelling and grammar options, select the **Review** tab. In the **Proofing** group, click on the **Spelling & Grammar** button.

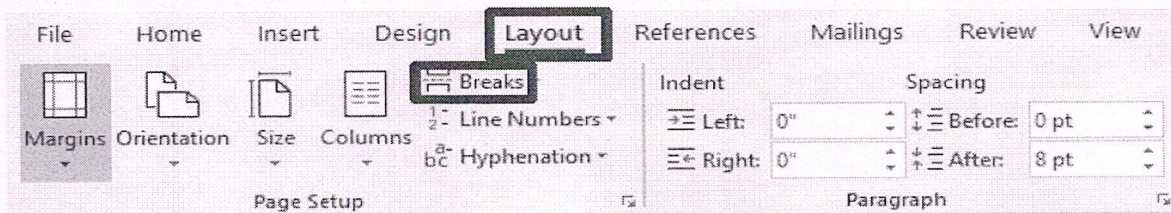


### B. Insert Page Break

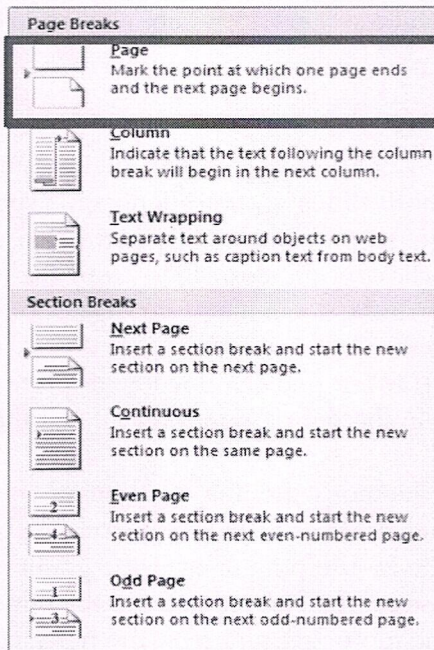
## 19. Page Breaks and Section Breaks

Page Breaks and Section Breaks can be inserted anywhere within a document.

1. On the *Garden* practice document, place the **Insertion point** at the end of the last sentence in the last paragraph.



2. Select the **Layout** tab, and then click on the **Breaks** button.
3. A **Page Break** panel will appear with the Page and Section Break options.



4. Select the **Page** option. This will insert a page break that will place you on a new page in the document.

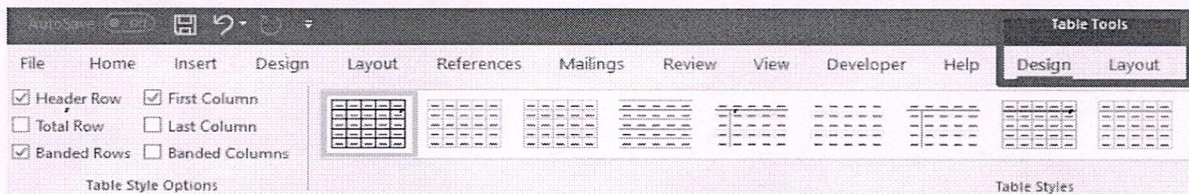
## 20. Tables

Tables offer a convenient way to display information that might otherwise be confusing and cluttered. Text is neatly formatted in a table without setting tab stops as shown below.

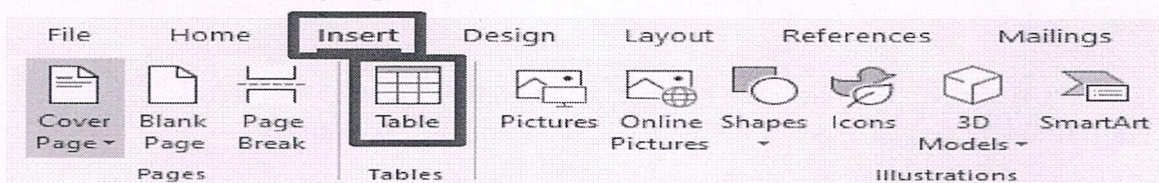
S.No	Name of the Student	Regd. No.	Department
01	B. VeeraSankar	64265dajdq	H & S
02	G. Venkateswarlu	4684216ds	CE
03	G. Stella	21652dsfsd	ECE

### A. Create a Table

The **Table Tools** tab only appears when a table is selected.

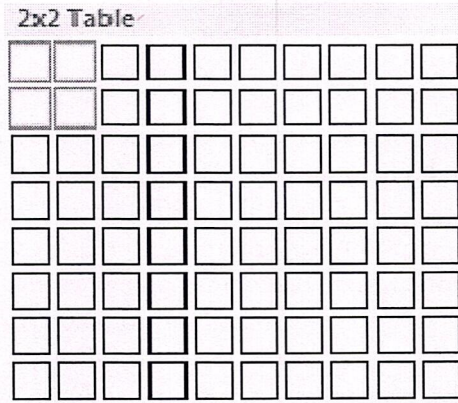


To create a table in Microsoft Word, click on the **Insert** ribbon. The **Table** button is the only one option on the **Tables** group.



1. Click on the **Insert** ribbon, and then click on the **Table** button.
2. The **Table** panel will appear.





3. Select two rows and two columns as seen above. To insert a table onto your document, move the mouse pointer over the number of rows and columns you desire. The cell selection will be highlighted as you move the mouse. When the desired rows and columns are highlighted, click on the last cell.

Seminar	Time
Google Sketch up	03.00 pm to 04.00 pm

4. Type the information in the table shown above. The insertion point will appear in the first cell of the table. Type text in the first cell, and then use the **Tab** key on the keyboard to move from one cell to the next.

5. After you type the information in the last cell, press the **Tab** key. Word automatically inserts a new blank row.

Seminar	02.00 pm to 03.00 pm
Library	04.00 pm to 05.00 pm

6. Type the text seen above as you insert new rows.

## 21. Edit a Table

### A. Move within a Table

Moving the insertion point and selecting text in a table is very similar to the ways you do so for regular text in a document. However, there are some procedures that are unique to tables as illustrated below.

Procedure	Description
<b>Tab and (Shift + Tab)</b>	Use the <b>Tab</b> key to move from left to right; use <b>Shift+Tab</b> to move from right to left.
<b>Keyboard Arrow Keys</b>	The <b>up</b> and <b>down arrows</b> will move up and down rows.
<b>Move the insertion point</b>	Use the <b>Mouse</b> to position the cursor as needed.
<b>To select a single cell</b>	Click three times inside the cell or drag over the cell's contents.
<b>To select an entire row</b>	Place the mouse pointer on the left margin, pointing to the row then click once or drag over row cell's contents.
<b>To select an entire column</b>	Click the column's top gridline/border or drag over column cell's contents.
<b>To select the entire table</b>	Single click on the table move handle on the top left corner of table or press the <b>Alt</b> key and double click in any cell of the table.

### B. Adjust Column Width

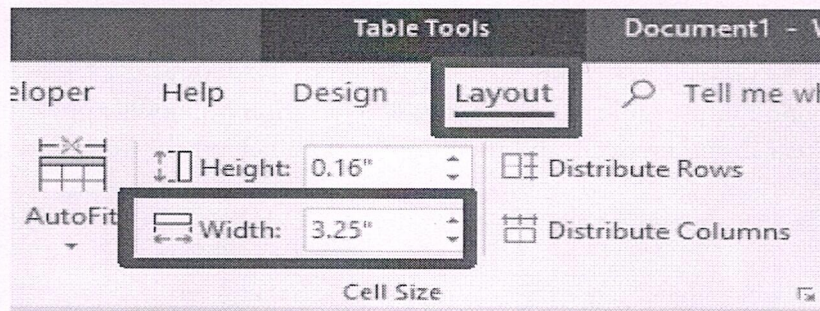
Columns in a new table are always the same width. It is often necessary to change the width of one or more columns in the table, so that text or data can be seen.

Seminar	Time
Word Processing	9:00 AM – 10:30 AM

1. Position the mouse pointer on the column boundary (right-side of the column – seen below). The mouse pointer appears as a double vertical line with left and right arrows. Hold down the left mouse button, and then drag the mouse pointer either left or right to change the width. Release the mouse button when you are satisfied with the new width.

Seminar	02.00 pm to 03.00 pm
Library	04.00 pm to 05.00 pm

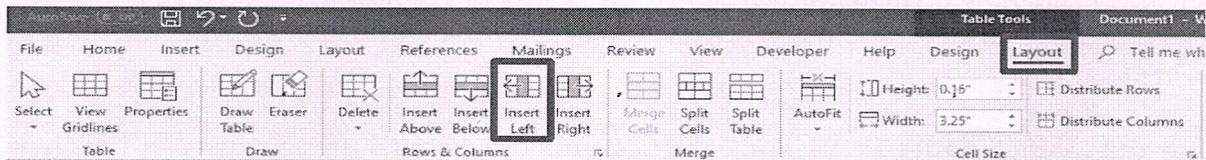
2. **AutoFit** is a feature that will automatically adjust the column width to accommodate the widest text entry in the column. To **AutoFit** the entire table, place the mouse pointer at the left most column boundary, when the mouse pointer appears as a double vertical line with left and right arrows, then double click on the left mouse button.



3. Another method is to click in the cell within the column to be resized, then on **Table Tools**, click on the **Layout** tab, and in the **Width** box, click on the up (increase) or down (decrease) arrow to change the width.

### C. Insert Rows or Columns

To insert a column, select a cell in the desired column where the new column will be inserted to the right or left.



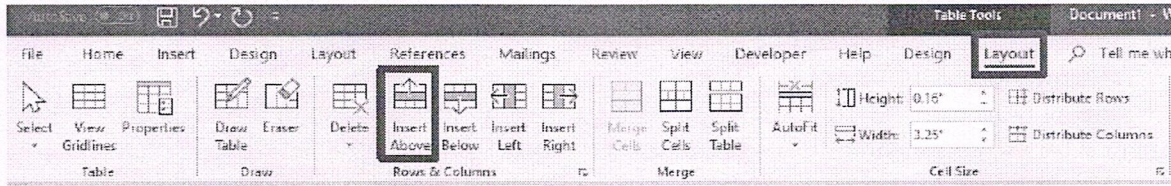
1. Insert a column to the right of the table. Click in any cell on the last column, on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Right** button. The new column will appear.

Seminar	Time	
Google Sketch up	03.00 pm to 04.00 pm	
Staad Pro.	09.00 am to 12.00 Noon	

2. Type the information below in the new column, press the down arrow on the keyboard after each entry:

Location
CE 111
CE 216

3. Insert a new row at the top of the table. Click anywhere in the first row.



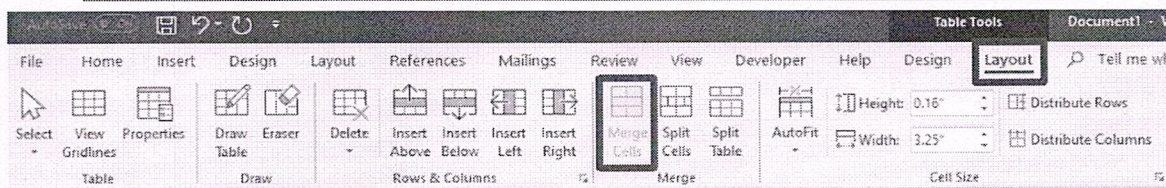
4. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Above** button. The new row will appear.

Seminar	Time	Location
Google Sketch up	03.00 pm to 04.00 pm	CE 111
Staad Pro.	09.00 am to 12.00 Noon	CE 216

5. Type **Computer Training** in the first cell.

#### D. Merge Cells

Computer Training		
-------------------	--	--



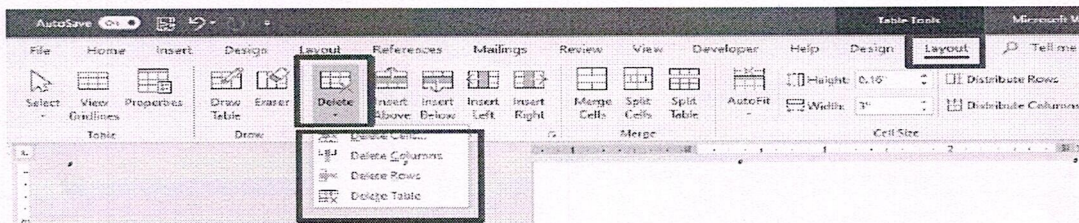
1. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Merge** group, and then click on the **Merge Cell** button.

Computer Training

2. The multiple cells will merge into one cell, and then format your text if desired.

#### E. Delete Cells, Rows, Columns and Table

To delete a Cell, Row, Column or Table, select cell/s to be deleted, then on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Delete** button. The delete options will appear.

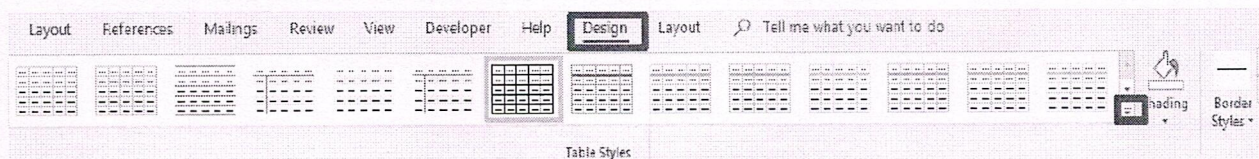


## 22. Format a Table

**AutoFormat** has numerous table formats that may be applied to your table. These different **Table Styles** may affect the style of the lines or borders in the table, the justification of text and font formats. If your Word document contains more than one table, each table may have its own format. Try to make all editing changes to the table before using AutoFormat.

#### A. AutoFormat

1. Apply **AutoFormat** to your Table that was created.
2. Select your Table.
3. On the **Table Tools** ribbon, click on the **Design** tab located in the **Table Styles** group, and then click on the drop-down arrow to view multiple formats to select from.

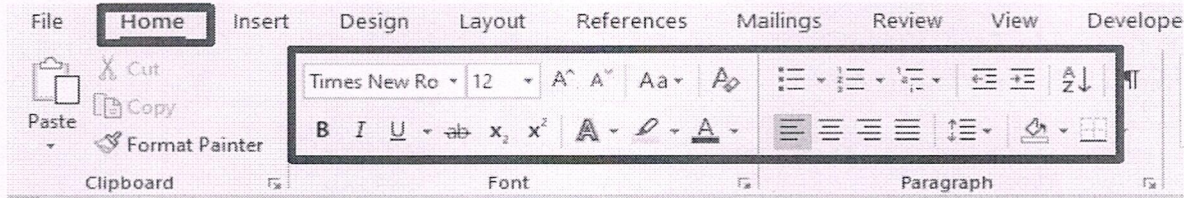


4. Click on a **Table Style** of your choice.

**Note:** Shading and Borders can also be applied to one or more cells. The Shading and Border buttons are located in the **Table Styles** group as well.

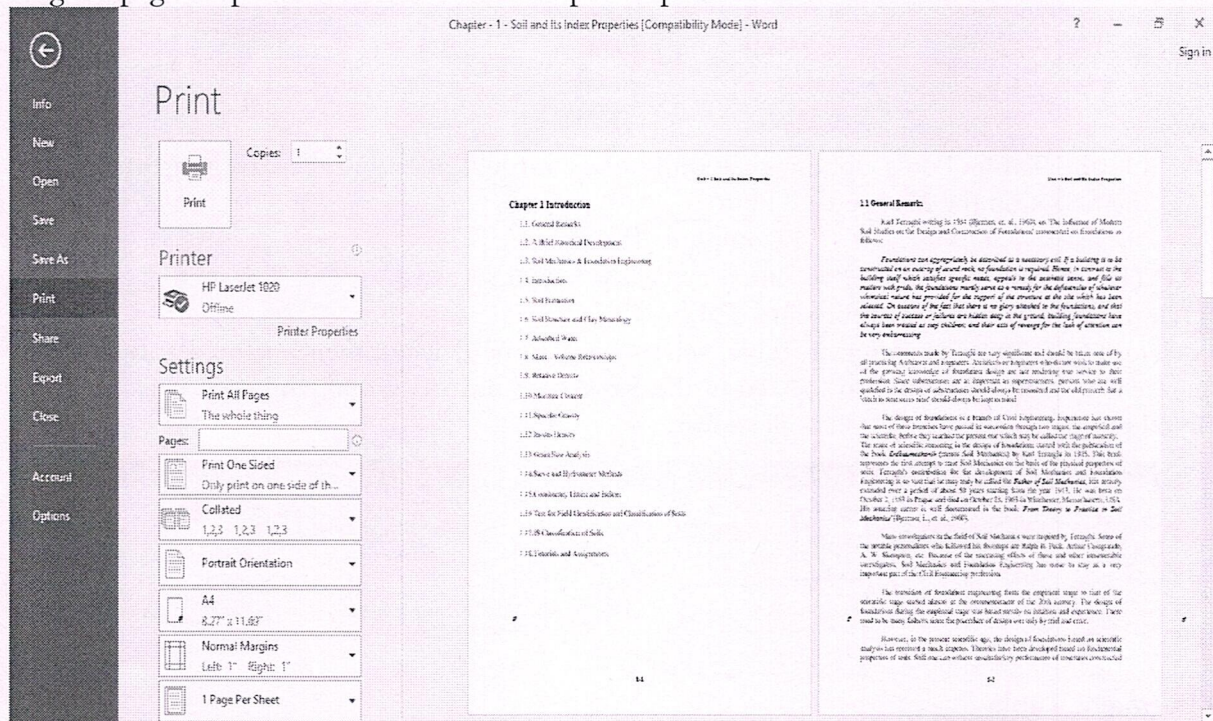
### B. Text Format and Alignment

Text within a table can be formatted the same way you format text in other areas of the document. Use the command buttons found on the **Home** ribbon.



## 23. Print a Document

Click on the **File** tab and select the **Print** option to print your current document. This will display the **Print** window options, along with a preview of the document to the right, such as the range of pages to print and the number of copies to print.



The default printer is the printer that your applications will use unless you specify otherwise. To change printers, click on the drop-down arrow next to **Printer Name**. This will display a list of installed printers and allow you to select another printer.

1. Select your desired options in the **Print** window.
2. Click on the **Print** button to print your document.

## 24. Illustrations Demonstration

### A. Instructor Led

This section of the manual will be completely instructor led as you follow along with the instructor to produce the finished document.

**Original document:** Festival.docx

**Finished document**

## Aspen Falls Sponsors Winter Jazz & Blues Festival

Aspen Falls is proud to announce that the city will be this year's sponsor of the Winter Jazz & Blues Festival. Founded in 1980, the festival takes place at the Aspen Falls Lakefront Park just southwest of the city. To go along with the music, the festival also features an array of food and beverages from restaurants in the area. Micro beers and wine from the Aspen Falls winery region will also be available. A variety of retail stores will also be selling CDs, books, shirts, hats, and other paraphernalia.

For further information, contact Mary Lou Rietela at (805) 555-5454.

## Jazz & Blues Festival Wins Greener Festival Award

Aspen Falls Winter Jazz & Blues Festival has been awarded the Environmentally Responsible Festival Award. Ten festivals were presented the awards this year for their efforts in promoting and sponsoring environmentally responsible festivals.

The award is based on scoring in several areas such as event management, waste management, recycling and water management. Points are awarded for festivals that can show an active plan to reduce on-site waste, recycle and compost wherever possible, reuse water and use sustainable power.

Some of the Jazz & Blues Festival efforts include the promotion of Refuse, Reuse, Reduce, Recycle, only allow recyclable materials within the festival site, observing the 'leave no trace' program and using parking income to help protect the nearby wetlands.

## Aspen Falls Sponsors Winter Jazz & Blues Festival



Aspen Falls is proud to announce that the city will be this year's sponsor of the Winter Jazz & Blues Festival. Founded in 1980, the festival takes place at the Aspen Falls Lakefront Park just southwest of the city. To go along with the music, the festival also features an array of food and beverages from restaurants in the area. Micro beers and wine from the Aspen Falls winery region will also be available. A variety of retail stores will also be selling CDs, books, shirts, hats, and other paraphernalia.

For further information, contact Mary Lou Rietela at (805) 555-5454.

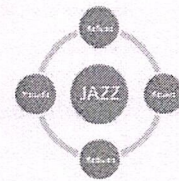
## Jazz & Blues Festival Wins Greener Festival Award

Aspen Falls Winter Jazz & Blues Festival has been awarded the Environmentally Responsible Festival Award. Ten festivals were presented the awards this year for their efforts in promoting and sponsoring environmentally responsible festivals.

The award is based on scoring in several areas such as event management, waste management, recycling and water management. Points are awarded for festivals that can show an active plan to reduce on-site waste, recycle and compost wherever possible, reuse water and use sustainable power.



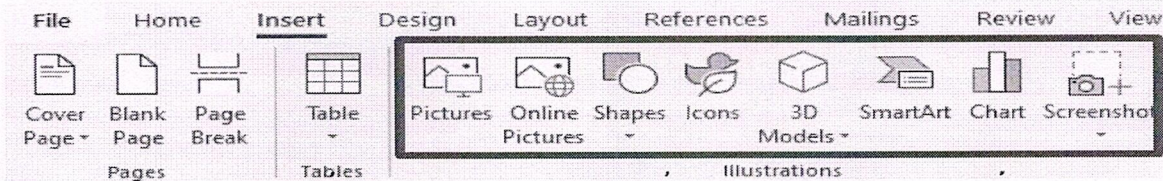
Some of the Jazz & Blues Festival efforts include the promotion of Refuse, Reuse, Reduce, Recycle, only allow recyclable materials within the festival site, observing the 'leave no trace' program and using parking income to help protect the nearby wetlands.



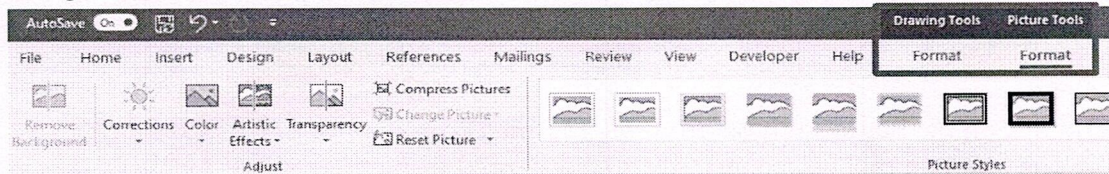
## 25. Illustrations Quick Reference

The instructions in this section are a quick reference that will help you add illustrations onto your document as demonstrated in the previous section.

The Microsoft Illustrations group allows you to insert pictures, shapes, smart art, and charts into your document. These options will enhance the layout and appearance of your documents.



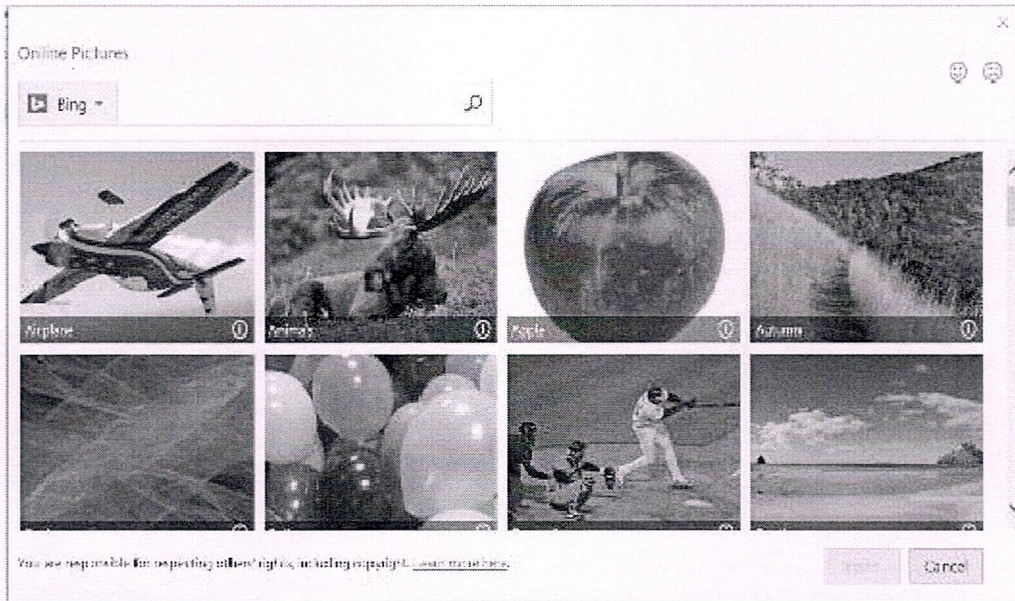
**Drawing Tools and Picture Tools** tabs only appear when a graphic image is selected.



### A. Add a Picture

Microsoft Office is equipped with a Picture folder with several photo selections. You can also save additional photos to the Picture folder or create a new folder for your pictures. From the **Insert** ribbon, you can add a picture to your document:

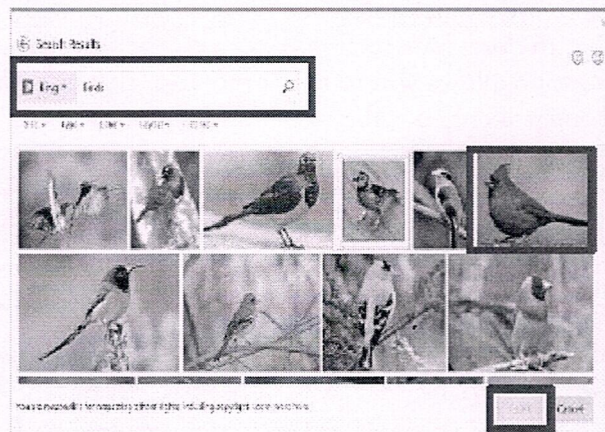
1. Click on the **Online Pictures** button, from the **Illustrations** group.
2. Navigate to your desired **Picture** folder.
3. Select a **photo**.
4. Click on the **Insert** button.



### B. Online Pictures

Within Microsoft Office there are numerous online pictures (clip art and stock photographs) to illustrate a specific topic. From the Insert ribbon, add a graphic to your document:

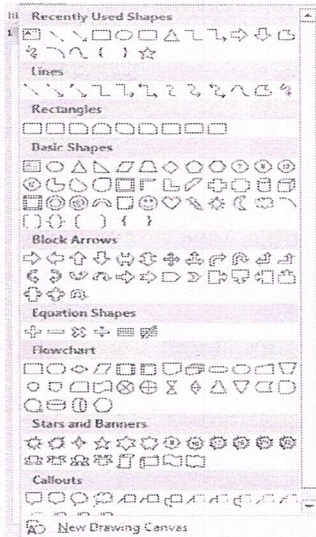
1. Click on the **Online Pictures** button, from the **Illustration** group.
2. The **Insert Picture** window will appear.
3. In the **Search** box, type your desired graphic topic, and then press the **Enter** key.
4. Select your desired **Picture**, and then click on the **Insert** button.



### C. Shapes

1. Click on the **Shapes** button, from the **Illustration** group.
2. The **Shape panel** will appear, select your desired shape.
3. The mouse pointer will change into a plus sign.
4. Hold the left mouse button down, and while dragging your desired shape will appear.

The Shapes option allows you to insert a variety of shapes on to your document, such as rectangles, circles, arrows, lines, flowchart symbols, and callouts. From the Insert ribbon, add a shape to your document from the multiple selections:

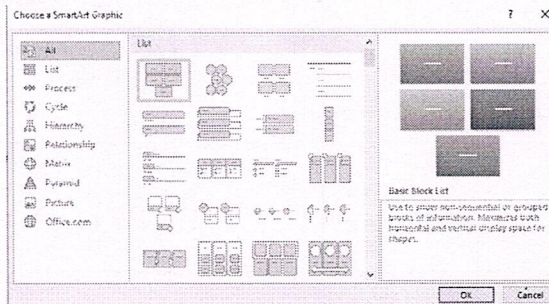


**Note:** Continuing to drag the mouse will enlarge the shape.

#### D. SmartArt

1. Click on the **SmartArt** button, from the Illustration group.
2. The **SmartArt** panel will appear.
3. Select your desired graphic image, and then click on the **OK** button.

SmartArt allows you to change graphic images into visual communication information including graphical lists, process diagrams, organizational charts, etc. From the Insert ribbon, incorporate SmartArt onto your document:

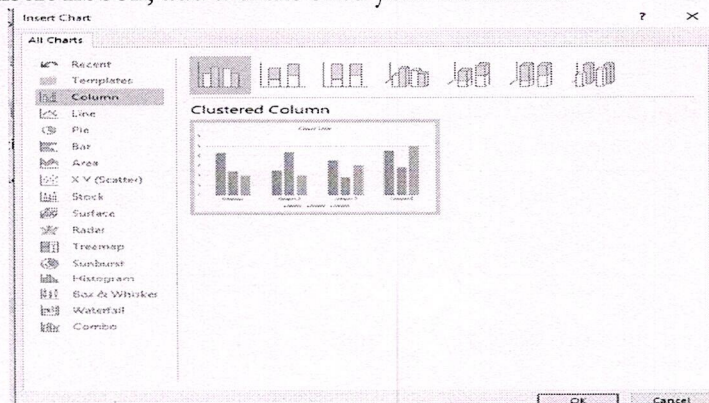


**Note:** Depending on your selection, text and/or photos can be added.

#### E. Chart

1. Click on the **Chart** button, from the Illustration group.
2. The **Chart** panel will appear.
3. Select your desired chart type, and then click on the **OK** button.
4. Your selected chart type will appear next to a spreadsheet.
5. Enter your desired data onto the spreadsheet and the chart will reflect your data.

To illustrate and compare data you can utilize the chart option. This is like the Excel chart feature. From the Insert ribbon, add a chart onto your document:



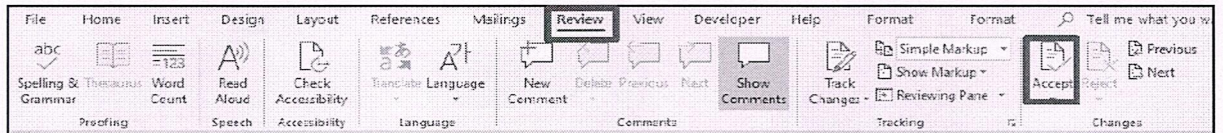
6. On the spreadsheet window, click on the Close window button, and then your chart will appear on your document.

## 26. Track Changes Quick Reference

Track Changes is a tool that is utilized in Microsoft Word 2019 for electronically reviewing and marking up a document. A document can be reviewed and edited by a group of readers and the author of the document has final control over which changes to accept or reject. The instructions in this section are a quick reference that will help you use Track Changes.

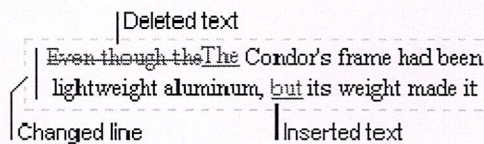
### A. Turning on Track Changes

This will mark changes in the current document and keep track of each change by reviewer name.

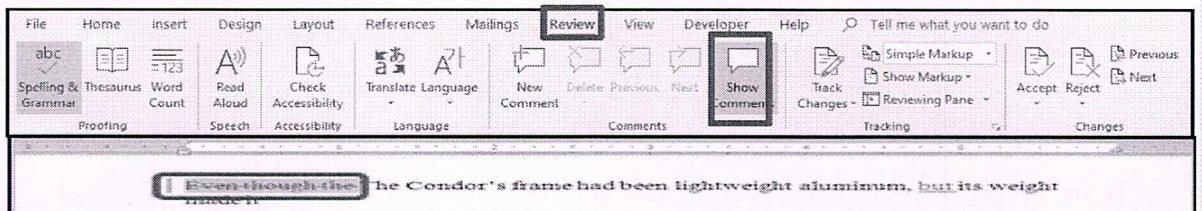


1. Click on the **Review** tab.
2. In the **Tracking** group, click on the **Track Changes** button.
3. Now the document can be edited with Track Changes. *Click on the **Track Changes** button a second time to turn it off.*

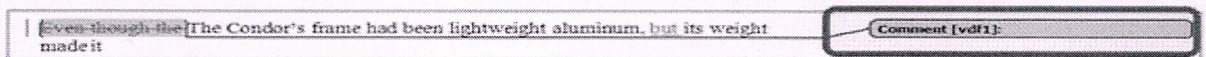
**Example:**



### B. Apply comments to Track Changes.



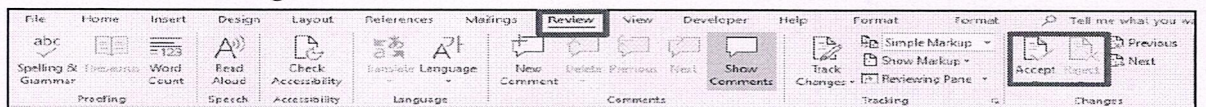
1. Select the Track Change text to which you want to apply a comment.
2. Click on the **Review** tab. In the **Comments** group, click on the **New Comment** button.
3. The text you select will be highlighted and a comment box will display on the right side of the document.



4. Type your comments in the **Comment** box. *Click anywhere in the document to deselect the comment area.*

### C. Accept or Reject Tracked Changes

1. Select the text change that has been tracked.



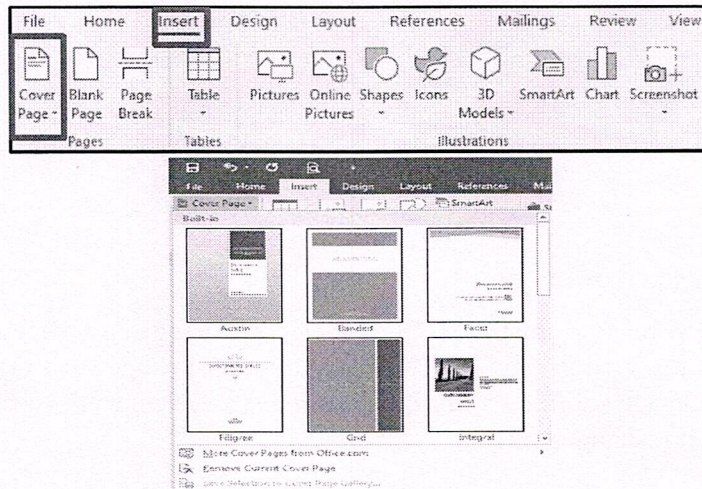
2. Click on the **Review** tab.
3. In the **Changes** group, click on **Accept** or **Reject**.



## 27. Additional Quick References

### A. Cover Page

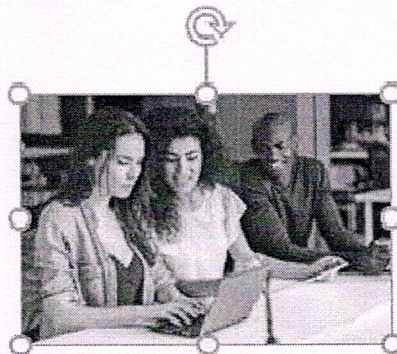
Microsoft Word enables you to insert a variety of predesigned cover pages into your document automatically.



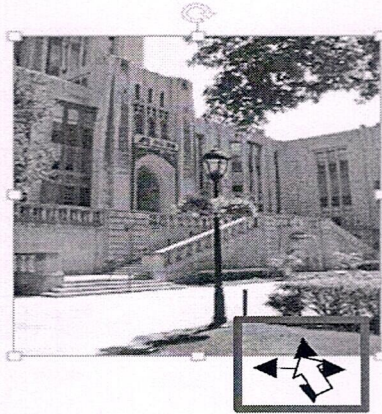
1. Click on the **Insert** tab, and then go to the **Pages** group.
2. Click on the **Cover Page** button.
3. The **Built-In** window will appear with predesign cover pages.
4. Select a cover page of your choice.
5. On the **Pages** group you can insert a **Blank Page** or **Page Break** as well.

### B. Working with an Image

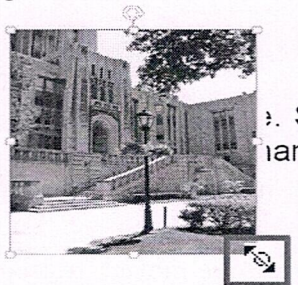
Images that appear on your document can be moved, resized, rotated, modified, or deleted. To change an image, click once on the image to select it. The following items will appear on the image: circle handles on each of the four corners, box handles on each of the four sides, and a green dot handle on the top of the graphic.



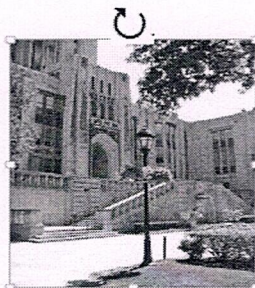
1. **Move** an image to another location on the document. Select the image and place the mouse pointer on the image. When the pointer changes to a double arrow cross, left-click the image and drag it to a new location on the document.



2. **Resize** an image to make it smaller or larger. Select the image and place the mouse pointer on one of the sizing handles (circles/boxes). When the pointer changes to a double-sided directional arrow, left-click the image and drag it until the desired size is achieved. Use a corner circle handle for the best results in resizing an image.



3. **Rotate** an image to a different angle. Select the image and place the mouse pointer on the curved arrow handle. When the pointer changes to a curved arrow, left-click the image and drag it in the direction you want to rotate the image.



4. **Modify** an image by changing its color scheme, style, location, and cropping. Select the image and then the **Picture Tools** ribbon will appear. Click on the **Format** tab and your image can be modified by clicking on the appropriate button within the Adjust, Picture Styles, Arrange, and Size groups.

**Note:** Before moving an image, you can change the way text wraps around the image. Select the image, click on the **Format** tab on the **Picture Tools** ribbon, and then click on **Wrap Text** button to select your wrapping option.

