

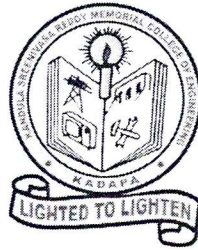
**KANDULA SRINIVASA REDDY MEMORIAL COLLEGE OF ENGINEERING
(AUTONOMOUS)**

KADAPA-516003. AP

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DEPARTMENT OF CIVIL ENGINEERING



VALUE ADDED COURSE

ON

“MS OFFICE FOR DOCUMENTATION”

Resource Person:

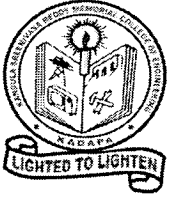
P. Rajendra Kumar and M.C. Venkata Subbaiah, Assistant Professor, Dept. of CE, KSRMCE

Course Coordinator:

M.C. Venkata Subbaiah, Assistant Professor, Dept. of CE, KSRMCE

Duration:

10-04-2023 to 22-04-2023



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lives on..

Lr./KSRMCE/CE/2022-23/

Date: 05-04-2023

To
The Principal,
KSRMCE,
Kadapa.

Sub: Permission to Conduct Value Added Course on “MS office for documentation” from 10/04/2023 to 22/04/2023–Req- Reg.

Respected Sir,

The Department of Civil Engineering is planning to offer a Value Added Course on “MS office for documentation” to B. Tech. students. The course will be conducted from 10/04/2023 to 22/04/2023. In this regard, I kindly request you to grant permission to conduct the value added course.

Thanking you,

Forwarded to principal sir

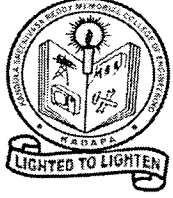
MS

Yours faithfully

M.C. Venkata Subbaiah

(Asst. Professor, CED)

*Permitted
H. S. S. Prasad*



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Cr./KSRMCE/CE/2022-23/

Date: 06/04/2023

Circular

The Department of Civil Engineering is offering a Value Added Course on “MS office for documentation” from 10/04/2023 to 22/04/2023 to B.Tech students. In this regard, interested students are requested to register their names for the Value Added Course with following registration link.

https://docs.google.com/forms/d/e/1FAIpQLSeD33MrfXI_SkWLc0BI22ffo_-kVeRYxhU2bjcEw2YYi9_ExQ/viewform

For further information contact Course Coordinator.

Course Coordinator:
M.C. Venkata Subbaiah,
Asst. Professor,
Dept. of Civil Engineering,
KSRMCE.

Dept. of Civil Engineering

Cc to:

IQAC-KSRMCE

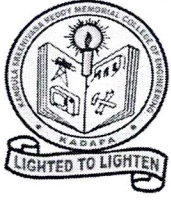


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DEPARTMENT OF CIVIL ENGINEERING List of students registered for Value Added Course On “MS office for documentation” from 10/04/2023 to 22/04/2023

Sl. No.	Roll Number	Name of the student	Semester	Branch
1	219Y1A0101	Anagondi Lakshmi Narasimha	IV	Civil
2	219Y1A0102	Bandaru Sai Teja	IV	Civil
3	219Y1A0104	Bukke Mounika	IV	Civil
4	219Y1A0106	Deringula Shivamani	IV	Civil
5	219Y1A0107	Enarathi Sai Kumar	IV	Civil
6	219Y1A0109	Gillela Kalyani	IV	Civil
7	219Y1A0110	Gunde Siddartha Naidu	IV	Civil
8	219Y1A0111	Jetty Vishnu Vardhan	IV	Civil
9	219Y1A0112	Kalisety Sushanth	IV	Civil
10	219Y1A0115	Kommaluru Venkata Sujith	IV	Civil
11	219Y1A0118	Kothapalli Amarendranath	IV	Civil
12	219Y1A0126	Murukuti Madhusudhan Reddy	IV	Civil
13	219Y1A0127	Nagannagari Yuvaranjani	IV	Civil
14	219Y1A0130	Narayana Bhanu Supriya	IV	Civil
15	219Y1A0136	Pottipati Datta Sai	IV	Civil
16	219Y1A0143	Shaik Khan Mahammad Saif	IV	Civil
17	219Y1A0158	Vemuri Bhuvanewari	IV	Civil
18	229Y5A0119	Golla Gunasekhar	IV	Civil
19	229Y5A0122	Gundluru Siddik	IV	Civil
20	229Y5A0123	Immubaigari Mahammad Sharif	IV	Civil
21	229Y5A0124	Kambam Sai Kumar	IV	Civil
22	229Y5A0125	Kethyreddy Varun Kumar Reddy	IV	Civil
23	229Y5A0126	Kommu Manoj	IV	Civil
24	229Y5A0127	Kummetha Lokesh	IV	Civil
25	229Y5A0130	Lankala Sumithra	IV	Civil
26	229Y5A0134	Marriboina Naveenkumar	IV	Civil
27	229Y5A0135	Meesala Sekhar	IV	Civil
28	229Y5A0136	Mude Mohan Krishna Naik	IV	Civil
29	229Y5A0137	Nakkala Akhila	IV	Civil
30	229Y5A0140	Rajendram Jayanthachar	IV	Civil
31	229Y5A0141	Rayadurgam Mohan	IV	Civil
32	229Y5A0145	Shaik Ali Sikindar	IV	Civil
33	229Y5A0146	Shaik Arif	IV	Civil
34	229Y5A0147	Shaik Mahammad Arif Basha	IV	Civil


35	229Y5A0148	Shaik Malik Basha	IV	Civil
36	229Y5A0149	Sirigiri Sankeerthana	IV	Civil
37	229Y5A0150	Sirisani Revanth	IV	Civil
38	229Y5A0151	Syed Zakriya Ahamed	IV	Civil
39	229Y5A0155	Uppara Venkatesh	IV	Civil
40	229Y5A0157	Yanabothula Prasannakumar	IV	Civil
41	229Y5A0158	Yanamala Varsha	IV	Civil


Coordinator


HOD

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Registration for Value Added Course on "MS office for documentation" From 10/04/2023 to 22/04/2023

 mcvs@ksrmce.ac.in (not shared) Switch account



* Required

Roll Number *

Your answer

Name of the Student *

Your answer

B.Tech Semester *

- I SEM
- II SEM
- III SEM
- IV SEM
- V SEM
- VI SEM
- VII SEM
- VIII SEM



Branch *

- CIVIL
- EEE
- MECHANICA
- LECE
- CSE
- AI&ML

Email ID *

Your answer

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Syllabus of Value Added Course

Course Name: MS office for documentation

Course Objectives:

- To create, edit, and format documents effectively using Microsoft Word, including setting margins, adjusting line spacing, and applying various font and alignment options.
- To become proficient in using essential Word tools, such as templates, the Ribbon interface, and the Quick Access Toolbar, to streamline their document creation process and enhance productivity.
- Acquire the skills to incorporate illustrations, images, and graphics into documents, as well as the ability to customize and format these elements to improve document visual appeal and communication

Course Outcomes: Upon completing the course students will be able to:

- Independently create, format, and edit documents in Microsoft Word, demonstrating mastery over features such as margins, line spacing, font styles, and text alignment.
- Skilled in utilizing Word's tools and interfaces, including templates, the Ribbon, and the Quick Access Toolbar, resulting in a more streamlined and efficient document creation process.
- Integrate illustrations, images, and graphics into documents and apply formatting techniques to enhance the visual impact of their documents, effectively conveying information to readers.
- Capable of collaborating with others on documents using features like track changes, allowing for efficient feedback and review cycles while maintaining version control and clarity in document revisions

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

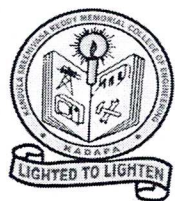
Textbooks:

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.


Head
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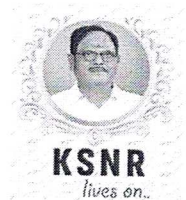


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SCHEDULE

Department of Civil Engineering

Value Added Course

On

“MS office for documentation” from 10/04/2023 to 22/04/2023

Date	Timing	Resource Person	Topic to be covered
10/04/2023	4 PM to 6 PM	Sri. P. Rajendra Kumar	Launch Word, Window and Ribbon Features, File Tab
11/04/2023	4 AM to 6 PM	Sri. P. Rajendra Kumar	Templates, Window Options Customize Your Ribbon
12/04/2023	4 PM to 6 PM	Sri. P. Rajendra Kumar	Templates, Window Options Customize Your Ribbon
13/04/2023	4 PM to 6 PM	Sri. P. Rajendra Kumar	Quick Access Toolbar, Non-Printing Characters, Practice Document
14/04/2023	4 PM to 6 PM	Sri. P. Rajendra Kumar	Quick Access Toolbar, Non-Printing Characters, Practice Document
15/04/2023	2 PM to 6 PM	Sri. P. Rajendra Kumar	Save a Document, Select Text, Margins, Line Spacing
16/04/2023	9 PM to 6 PM	Sri. P. Rajendra Kumar	Format a Document, Additional Font Options, Text Alignment, View Modes
17/04/2023	4 PM to 6 PM	Sri. M.C. Venkata Subbaiah	Format a Document, Additional Font Options, Text Alignment, View Modes
18/04/2023	4 AM to 6 PM	Sri. M.C. Venkata Subbaiah	Spelling and Grammar Checks, Page Breaks and Section Breaks, Tables
19/04/2023	4 PM to 6 PM	Sri. M.C. Venkata Subbaiah	Spelling and Grammar Checks, Page Breaks and Section Breaks, Tables
20/04/2023	4 PM to 6 PM	Sri. M.C. Venkata Subbaiah	Edit a Table, Format a Table
21/04/2023	4 PM to 6 PM	Sri. M.C. Venkata Subbaiah	Print a Document, Illustrations Demonstration
22/04/2023	4 PM to 6 PM	Sri. M.C. Venkata Subbaiah	Illustrations Quick Reference, Track Changes Quick Reference, Additional Quick References


Resource Person(s)


Coordinator(s)


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Head

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DEPARTMENT OF CIVIL ENGINEERING



KSNR
lives on..

Value Added Course

on

"MS office for documentation"

Date

10-04-2023

22-04-2023

Recourse person

P. Rajendra Kumar & M.C. Venkata Subbaiah

Assistant Professor,

Department of Civil Engineering

Coordinator

M.C. Venkata Subbaiah

Assistant Professor,

Department of Civil Engineering



04.00 PM -

06.00 PM



CE 216

CADD LAB

Dr. N. Amaranatha Reddy
HOD

Dr. V S S Murthy
Principal

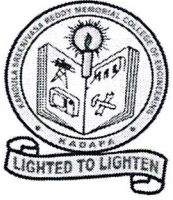
Prof. A Mohan
Director

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

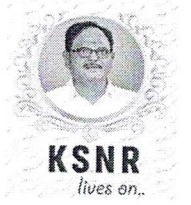


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Report of Value Added Course on “MS office for documentation” From 10/04/2023 to 22/04/2023

Target Group	:	B. Tech. Students
Details of Participants	:	41 Students
Co-coordinator(s)	:	Sri. M.C. Venkata Subbaiah
Resource Person(s)	:	Sri. P. Rajendra Kumar and Sri. M.C. Venkata Subbaiah
Organizing Department	:	Civil Engineering
Venue	:	CADD Lab, Civil Department

Description:

The Department of Civil Engineering conducted a Value Added Course on “MS office for documentation” from 10th April 2023 to 22nd April 2023. The course was instructed by Sri. P. Rajendra Kumar and Sri. M.C. Venkata Subbaiah, Assistant Professor, Civil Engineering and coordinated by Sri. M.C. Venkata Subbaiah, Assistant Professor, Department Civil Engineering, KSRMCE.

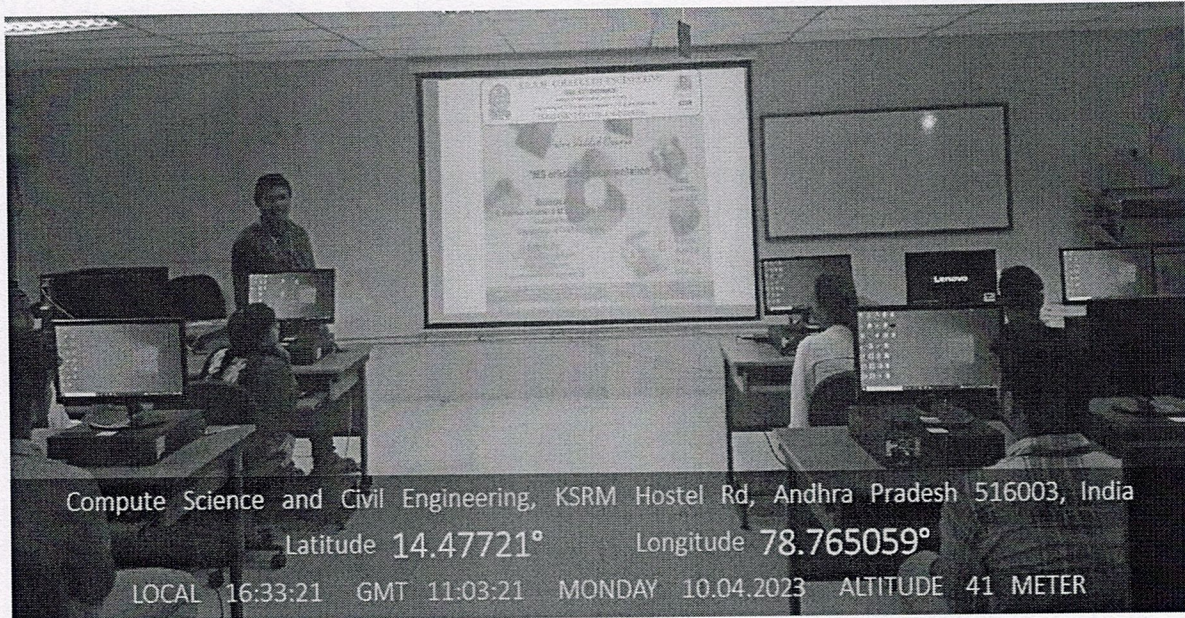
The Microsoft Word Basics course aimed at equipping participants with essential skills in using Microsoft Word for document creation, formatting, and collaboration. Throughout the course, participants engaged in a series of interactive sessions that covered topics such as navigating the Word interface, customizing the Ribbon and Quick Access Toolbar, applying advanced text formatting, incorporating illustrations, and utilizing collaboration features like Track Changes. Practical exercises and hands-on activities were integrated into each session, allowing participants to apply their learning in real-time.

By the end of the course, participants demonstrated proficiency in creating well-formatted documents, effectively using Word's tools, enhancing documents with visuals, and collaborating on shared projects. The course was met with positive feedback from participants who noted improved confidence in using Microsoft Word for both personal and professional purposes. The structured syllabus, hands-on approach, and focus on practical application contributed to the success of the course in meeting its objectives and providing participants with valuable skills for their document-related tasks.



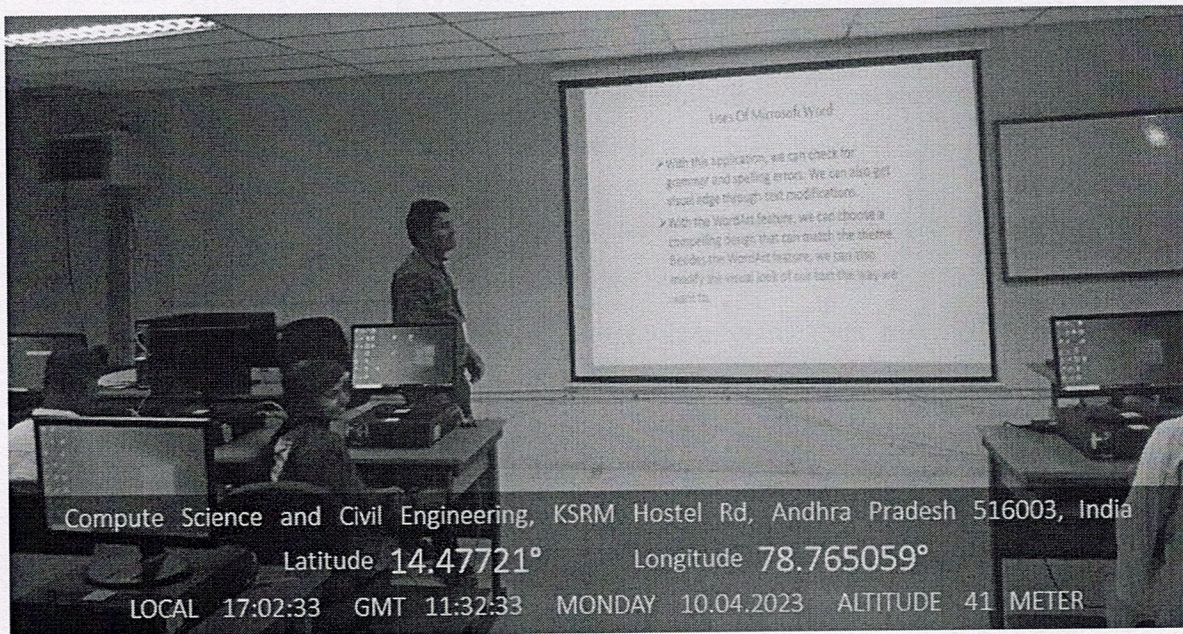
Photos:

The pictures taken during the course are given below:



Compute Science and Civil Engineering, KSRM Hostel Rd, Andhra Pradesh 516003, India
Latitude 14.47721° Longitude 78.765059°
LOCAL 16:33:21 GMT 11:03:21 MONDAY 10.04.2023 ALTITUDE 41 METER

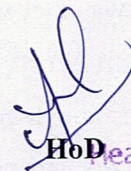
Introduction to the Microsoft office and its usages




Compute Science and Civil Engineering, KSRM Hostel Rd, Andhra Pradesh 516003, India
Latitude 14.47721° Longitude 78.765059°
LOCAL 17:02:33 GMT 11:32:33 MONDAY 10.04.2023 ALTITUDE 41 METER

Explanation on Microsoft office


Coordinator(s)


HoD Head
Department of Civil Engineering
K.S.R.M. College of Engineering
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38	229Y5A0151	Syed Zakriya Ahamed	Zak	Zak	Zak	Zak	Zak	Zak	Zak	Zak	Zak	Zak	Zak	Zak	Zak
39	229Y5A0155	Uppara Venkatesh	U.venky	U.venky	U.venky	U.venky	U.venky	U.venky	U.venky	U.venky	U.venky	U.venky	U.venky	U.venky	U.venky
40	229Y5A0157	Yanabothula Prasannakumar	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann	Y.prasann
41	229Y5A0158	Yanamala Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha


Coordinator(s)


HoD

Head
Department of Civil Engineering
K.S.R.M. College of Engineering
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Feedback form on Value Added Course "MS office for documentation" from 10/04/2023 to 22/04/2023

 mcvs@ksrmce.ac.in (not shared) [Switch account](#)



* Required

Roll Number *

Your answer

Name of the Student *

Your answer

The objectives of the Value Added Course were met*

- Excellent
- Good
- Satisfactory
- Poor

The content of the course was organized and easy to follow**

- Excellent
- Good
- Satisfactory
- Poor

The Resource Person was well prepared and able to answer any question *

- Excellent
- Good
- Satisfactory
- Poor

The exercises/role play were helpful and relevant *

- Excellent
- Good
- Satisfactory
- Poor

The Value Added Course satisfy my expectation as a value added Programme
(Course Satisfaction) *

- Excellent
- Satisfactory
- Good
- Poor

Any other comments

Your answer

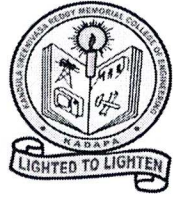
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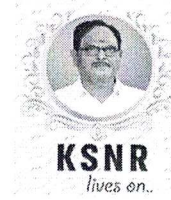




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DEPARTMENT OF CIVIL ENGINEERING

Feedback of Value Added Course on “MS office for documentation”


Sl. No.	Roll No.	Name	The objectives of the Value Added Course were met	The content of the course was organized and easy to follow	The Resource Person was well prepared and able to answer any question	The exercises/role play were helpful and relevant	The Value Added Course satisfy my expectation as a value added Programme
1	219Y1A0101	Anagondi Lakshmi Narasimha	Good	Excellent	Excellent	Excellent	Excellent
2	219Y1A0102	Bandaru Sai Teja	Excellent	Satisfactory	Excellent	Excellent	Excellent
3	219Y1A0104	Bukke Mounika	Excellent	Excellent	Excellent	Excellent	Excellent
4	219Y1A0106	Deringula Shivamani	Excellent	Good	Excellent	Good	Excellent
5	219Y1A0107	Enarathi Sai Kumar	Excellent	Excellent	Excellent	Excellent	Excellent
6	219Y1A0109	Gillela Kalyani	Good	Good	Excellent	Good	Excellent
7	219Y1A0110	Gunde Siddartha Naidu	Excellent	Excellent	Excellent	Excellent	Good
8	219Y1A0111	Jetty Vishnu Vardhan	Good	Good	Excellent	Excellent	Excellent

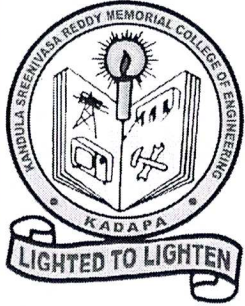
9	219Y1A0112	Kalisetty Sushanth	Excellent	Excellent	Excellent	Excellent	Excellent
10	219Y1A0115	Kommaluru Venkata Sujith	Excellent	Satisfactory	Good	Excellent	Excellent
11	219Y1A0118	Kothapalli Amarendranath	Excellent	Excellent	Excellent	Good	Excellent
12	219Y1A0126	Murukuti Madhusudhan Reddy	Excellent	Good	Excellent	Excellent	Excellent
13	219Y1A0127	Nagannagari Yuvaranjani	Good	Excellent	Excellent	Good	Excellent
14	219Y1A0130	Narayana Bhanu Supriya	Excellent	Good	Good	Excellent	Excellent
15	219Y1A0136	Pottipati Datta Sai	Excellent	Excellent	Excellent	Excellent	Excellent
16	219Y1A0143	Shaik Khan Mahammad Saif	Excellent	Good	Excellent	Excellent	Excellent
17	219Y1A0158	Vemuri Bhuvaneswari	Excellent	Excellent	Good	Good	Excellent
18	229Y5A0119	Golla Gunasekhar	Good	Good	Excellent	Excellent	Good
19	229Y5A0122	Gundluru Siddik	Excellent	Excellent	Good	Excellent	Good
20	229Y5A0123	Immubaigari Mahammad Sharif	Excellent	Good	Excellent	Excellent	Good
21	229Y5A0124	Kambam Sai Kumar	Good	Good	Excellent	Satisfactory	Excellent
22	229Y5A0125	Kethyreddy Varun Kumar Reddy	Excellent	Good	Excellent	Excellent	Excellent
23	229Y5A0126	Kommu Manoj	Good	Excellent	Excellent	Excellent	Excellent

24	229Y5A0127	Kummetha Lokesh	Excellent	Excellent	Excellent	Excellent	Excellent
25	229Y5A0130	Lankala Sumithra	Excellent	Good	Good	Excellent	Excellent
26	229Y5A0134	Marriboina Naveenkumar	Excellent	Excellent	Excellent	Good	Good
27	229Y5A0135	Meesala Sekhar	Excellent	Good	Satisfactory	Excellent	Excellent
28	229Y5A0136	Mude Mohan Krishna Naik	Excellent	Excellent	Excellent	Excellent	Excellent
29	229Y5A0137	Nakkala Akhila	Good	Good	Excellent	Good	Excellent
30	229Y5A0140	Rajendram Jayanthachar	Excellent	Excellent	Excellent	Excellent	Good
31	229Y5A0141	Rayadurgam Mohan	Good	Excellent	Good	Good	Excellent
32	229Y5A0145	Shaik Ali Sikindar	Good	Excellent	Excellent	Excellent	Good
33	229Y5A0146	Shaik Arif	Good	Satisfactory	Good	Good	Excellent
34	229Y5A0147	Shaik Mahammad Arif Basha	Excellent	Excellent	Excellent	Good	Good
35	229Y5A0148	Shaik Malik Basha	Excellent	Excellent	Satisfactory	Good	Excellent
36	229Y5A0149	Sirigiri Sankeerthana	Good	Excellent	Excellent	Excellent	Good
37	229Y5A0150	Sirisani Revanth	Good	Excellent	Excellent	Excellent	Good
38	229Y5A0151	Syed Zakriya Ahamed	Excellent	Good	Good	Good	Good

39	229Y5A0155	Uppara Venkatesh	Excellent	Excellent	Excellent	Excellent	Excellent
40	229Y5A0157	Yanabothula Prasannakumar	Excellent	Excellent	Excellent	Excellent	Excellent
41	229Y5A0158	Yanamala Varsha	Satisfactory	Excellent	Good	Excellent	Good


Coordinator

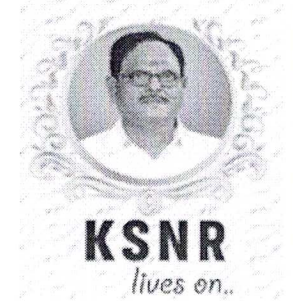

HOD
Head
Department of Civil Engineering
K.S.R.M. College of Engineering
(Autonomous)
KADAPA - 516 003. (A.P.)



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

Gillela Kalyani (Reg. No. 219Y1A0109), Student of KSRM College of Engineering (Autonomous) for successful completion of value added course on "MS office for documentation" offered by Department of Civil Engineering, KSRMCE-Kadapa.

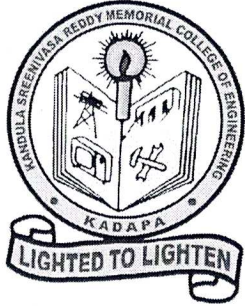
Course Duration: 34 Hours;
From: 10/04/2023 to 22/04/2023

Course Instructor:
Sri P. Rajendra Kumar & Sri. M.C. Venkata Subbaiah,
Assistant Professor, CE, KSRMCE-Kadapa

Coordinator

Head of the Department

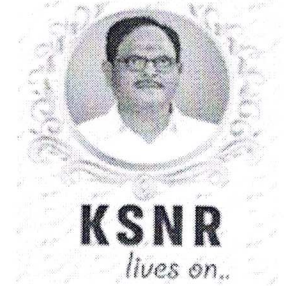
Principal



K.S.R.M College of Engineering

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KADAPA, ANDHRA PRADESH, INDIA-516003



DEPARTMENT OF CIVIL ENGINEERING

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This certificate is presented to

Shaik Arif (Reg. No. 229Y5A0146), Student of KSRM College of Engineering (Autonomous) for successful completion of value added course on "MS office for documentation" offered by Department of Civil Engineering, KSRMCE-Kadapa.

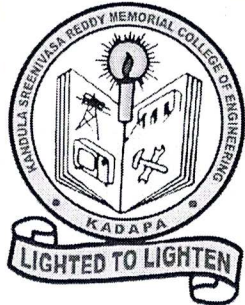
Course Duration: 34 Hours;
From: 10/04/2023 to 22/04/2023

Course Instructor:
Sri P. Rajendra Kumar & Sri. M.C. Venkata Subbaiah,
Assistant Professor, CE, KSRMCE-Kadapa

Coordinator

Head of the Department

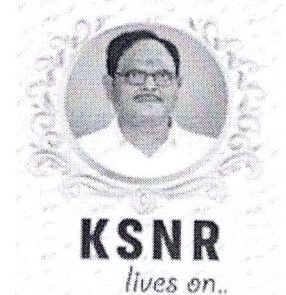
Principal



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KADAPA, ANDHRA PRADESH, INDIA-516003



DEPARTMENT OF CIVIL ENGINEERING

CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

Nakkala Akhila (Reg. No. 229Y5A0137), Student of KSRM College of Engineering (Autonomous) for successful completion of value added course on "MS office for documentation" offered by Department of Civil Engineering, KSRMCE-Kadapa.

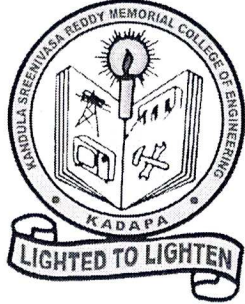
Course Duration: 34 Hours;
From: 10/04/2023 to 22/04/2023

Course Instructor:
Sri P. Rajendra Kumar & Sri. M.C. Venkata Subbaiah,
Assistant Professor, CE, KSRMCE-Kadapa

Coordinator

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DEPARTMENT OF CIVIL ENGINEERING

CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

Gundluru Siddik (Reg. No. 229Y5A0122), Student of KSRM College of Engineering (Autonomous) for successful completion of value added course on "MS office for documentation" offered by Department of Civil Engineering, KSRMCE-Kadapa.

Course Duration: 34 Hours;
From: 10/04/2023 to 22/04/2023

Course Instructor:
Sri P. Rajendra Kumar & Sri. M.C. Venkata Subbaiah,
Assistant Professor, CE, KSRMCE-Kadapa

Coordinator

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DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
MS OFFICE FOR DOCUMENTATION
MARKS AWARD LIST

S.No	Roll Number	Name of the Student	Marks Obtained
1	219Y1A0101	Anagondi Lakshmi Narasimha	12
2	219Y1A0102	Bandaru Sai Teja	16
3	219Y1A0104	Bukke Mounika	11
4	219Y1A0106	Deringula Shivamani	15
5	219Y1A0107	Enarathi Sai Kumar	17
6	219Y1A0109	Gillela Kalyani	13
7	219Y1A0110	Gunde Siddartha Naidu	11
8	219Y1A0111	Jetty Vishnu Vardhan	5
9	219Y1A0112	Kalisety Sushanth	16
10	219Y1A0115	Kommaluru Venkata Sujith	11
11	219Y1A0118	Kothapalli Amarendranath	17
12	219Y1A0126	Murukuti Madhusudhan Reddy	14
13	219Y1A0127	Nagannagari Yuvaranjani	17
14	219Y1A0130	Narayana Bhanu Supriya	11
15	219Y1A0136	Pottipati Datta Sai	7
16	219Y1A0143	Shaik Khan Mahammad Saif	18
17	219Y1A0158	Vemuri Bhuvaneshwari	13
18	229Y5A0119	Golla Gunasekhar	16
19	229Y5A0122	Gundluru Siddik	18
20	229Y5A0123	Immubaigari Mahammad Sharif	14
21	229Y5A0124	Kambam Sai Kumar	8
22	229Y5A0125	Kethyreddy Varun Kumar Reddy	14
23	229Y5A0126	Kommu Manoj	17
24	229Y5A0127	Kummetha Lokesh	10
25	229Y5A0130	Lankala Sumithra	15
26	229Y5A0134	Marriboina Naveenkumar	11

27	229Y5A0135	Meesala Sekhar	10
28	229Y5A0136	Mude Mohan Krishna Naik	11
29	229Y5A0137	Nakkala Akhila	11
30	229Y5A0140	Rajendram Jayanthachar	12
31	229Y5A0141	Rayadurgam Mohan	11
32	229Y5A0145	Shaik Ali Sikindar	12
33	229Y5A0146	Shaik Arif	15
34	229Y5A0147	Shaik Mahammad Arif Basha	15
35	229Y5A0148	Shaik Malik Basha	14
36	229Y5A0149	Sirigiri Sankeerthana	17
37	229Y5A0150	Sirisani Revanth	14
38	229Y5A0151	Syed Zakriya Ahamed	18
39	229Y5A0155	Uppara Venkatesh	12
40	229Y5A0157	Yanabothula Prasannakumar	15
41	229Y5A0158	Yanamala Varsha	11


Coordinator


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

12/20

K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
MS OFFICE FOR DOCUMENTATION
ASSESSMENT TEST

Name of the Student: A. Lakshminarayanan Reg. Number: 21941A0101

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) 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) Quick Access Toolbar	B) Ribbon	C) Templates	D) File Tab	
3	How can you adjust line spacing in a document?				[]
	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?				[]
	A) Edit	B) View	C) File	D) Insert	
5	Which view mode allows you to see how your document will appear when printed?				[]
	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) 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) Illustrations	B) Margins	C) Line spacing	D) Non-Printing Characters	
8	What is the purpose of setting up margins in a document?				[]
	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) 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) 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) Left Align	B) Right Align	C) Center Align	D) Justify		X
12	Which view mode is used for inserting, moving, and formatting objects like images and shapes?				[]	
	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?				[]	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?				[]	X
	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?				[]	X
	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?				[]	X
	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?				[]	
	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?				[]	
	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?				[]	
	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) Save As	B) Save and Close	C) Save Changes	D) Save All		

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K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
MS OFFICE FOR DOCUMENTATION
ASSESSMENT TEST

Name of the Student: D. Shivavani Reg. Number: 219Y1A0106

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) To format text	<input checked="" type="checkbox"/> 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?				[]
	<input checked="" type="checkbox"/> A) Quick Access Toolbar	B) Ribbon	C) Templates	D) File Tab	
3	How can you adjust line spacing in a document?				[]
	A) Using tabs	B) Using margins	C) Using page breaks	<input checked="" type="checkbox"/> D) Using line spacing options	
4	Which tab provides access to document properties and options in Microsoft Word?				[]
	A) Edit	B) View	<input checked="" type="checkbox"/> C) File	D) Insert	
5	Which view mode allows you to see how your document will appear when printed?				[]
	A) Normal View	<input checked="" type="checkbox"/> B) Print Layout View	C) Outline View	D) Web Layout View	
6	What is the purpose of using "Track Changes" in Microsoft Word?				[]
	A) Adjusting font sizes	B) Creating templates	<input checked="" type="checkbox"/> C) Collaborative editing and reviewing	D) Inserting illustrations	
7	Which option is used to insert images, charts, and other visual elements into a document?				[]
	<input checked="" type="checkbox"/> A) Illustrations	B) Margins	C) Line spacing	D) Non-Printing Characters	
8	What is the purpose of setting up margins in a document?				[]
	A) To adjust line spacing	B) To insert images	C) To format text	<input checked="" type="checkbox"/> 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?				[]
	<input checked="" type="checkbox"/> 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) Line Spacing	B) Non-Printing Characters	<input checked="" type="checkbox"/> C) Customized Ribbon	D) Page Breaks	
11	Which alignment option positions text to the center of the page?				[]

	A) Left Align	<input checked="" type="checkbox"/> 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) Print Layout View	<input checked="" type="checkbox"/> B) Normal View	C) Web Layout View	D) Outline View	
13	How can you collaborate with others by highlighting changes made to a document?				[]
	A) Using Tables	B) Using Templates	C) Using Illustrations	<input checked="" type="checkbox"/> D) Using Track Changes	
14	Which command allows you to customize the Ribbon interface in Microsoft Word?				[]
	A) Quick Access Toolbar	B) Format Painter	<input checked="" type="checkbox"/> C) Customize Ribbon	D) Save As	
15	What function does the Quick Access Toolbar serve in Microsoft Word?				[]
	A) Changing fonts	B) Inserting images	<input checked="" type="checkbox"/> 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?				[]
	A) Non-Printing Characters	<input checked="" type="checkbox"/> 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?				[]
	A) Format Painter	B) Page Breaks	C) Tables	<input checked="" type="checkbox"/> D) Spelling and Grammar Checks	
18	Which alignment option positions text at both the left and right margins with even spacing?				[]
	A) Left Align	B) Right Align	C) Center Align	<input checked="" type="checkbox"/> D) Justify	
19	What type of content can be inserted into a Word document using the "Illustrations" feature?				[]
	A) Page numbers	B) Images, charts, and shapes	<input checked="" type="checkbox"/> 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)?				[]
	<input checked="" type="checkbox"/> A) Save As	B) Save and Close	C) Save Changes	D) Save All	

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K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
MS OFFICE FOR DOCUMENTATION
ASSESSMENT TEST

Name of the Student: 21945A0107 Reg. Number: E. Sai Kumar

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?				[C]	✗
	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]	✗
	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?				[C]	✗
	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?				[D] ✓
	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	

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K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
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ASSESSMENT TEST

Name of the Student: 21941A0104 Reg. Number: B. Mounika

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?				[C] 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?				[B] X
	A) Edit	B) View	C) File	D) Insert	
5	Which view mode allows you to see how your document will appear when printed?				[D]
	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?				[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?				[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?				[B] 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?				[B] X
	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?				[B] X
	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] X
	A) Save As	B) Save and Close	C) Save Changes	D) Save All	

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DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
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ASSESSMENT TEST

Name of the Student: B. Sateja Reg. Number: 219Y1A0102

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?				[C] 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?				[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

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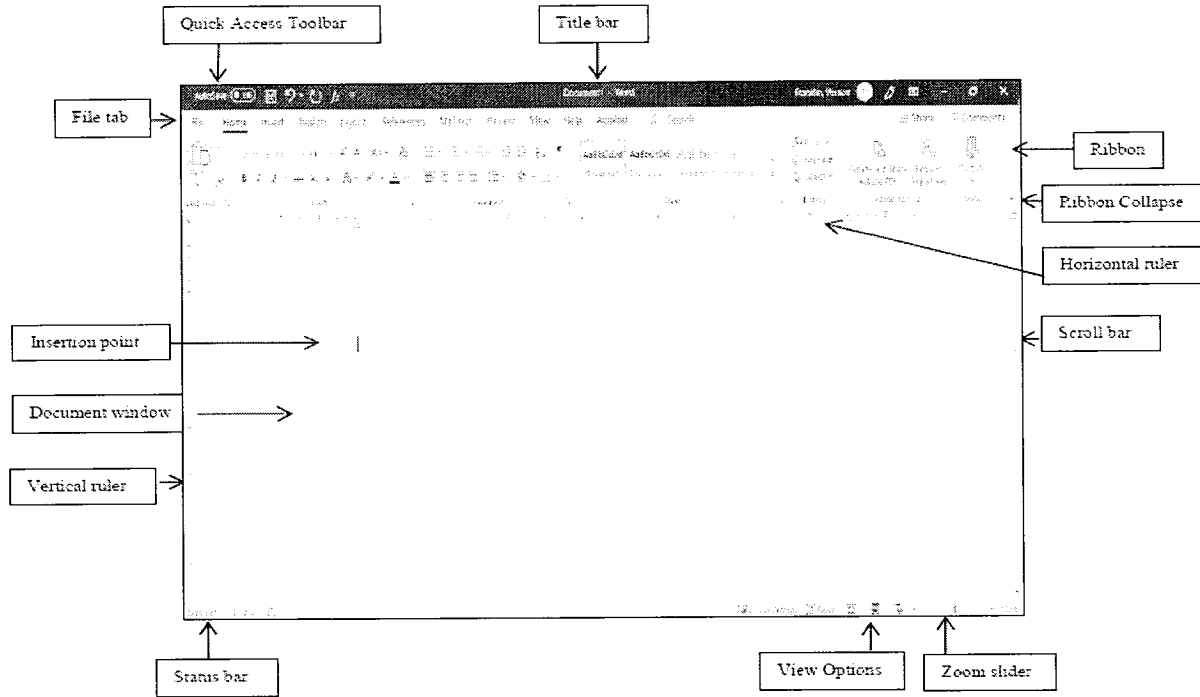
1. Launch Word

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.



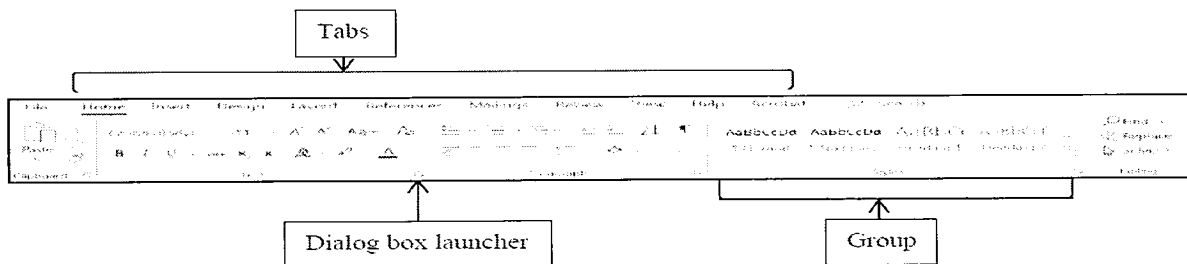
A. Terms

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.

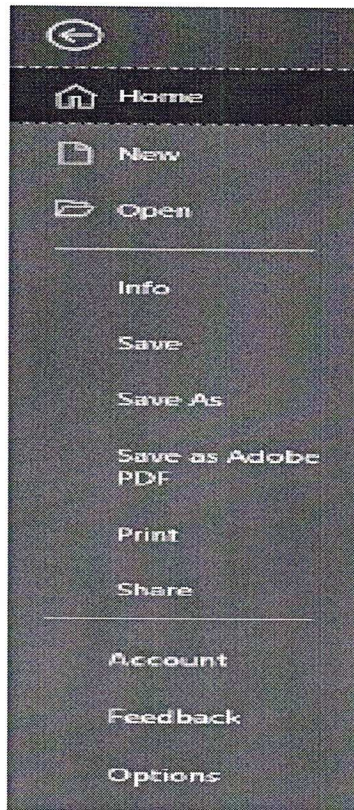
B. Use the Ribbon options to select and process your commands.

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.

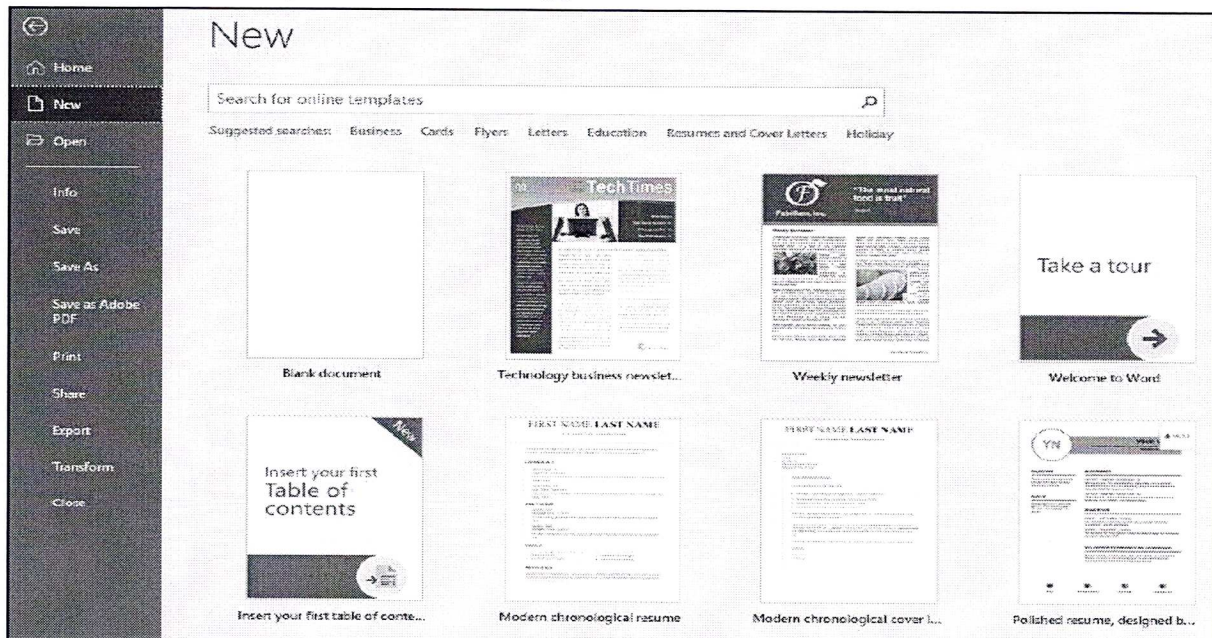


4. Templates

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.

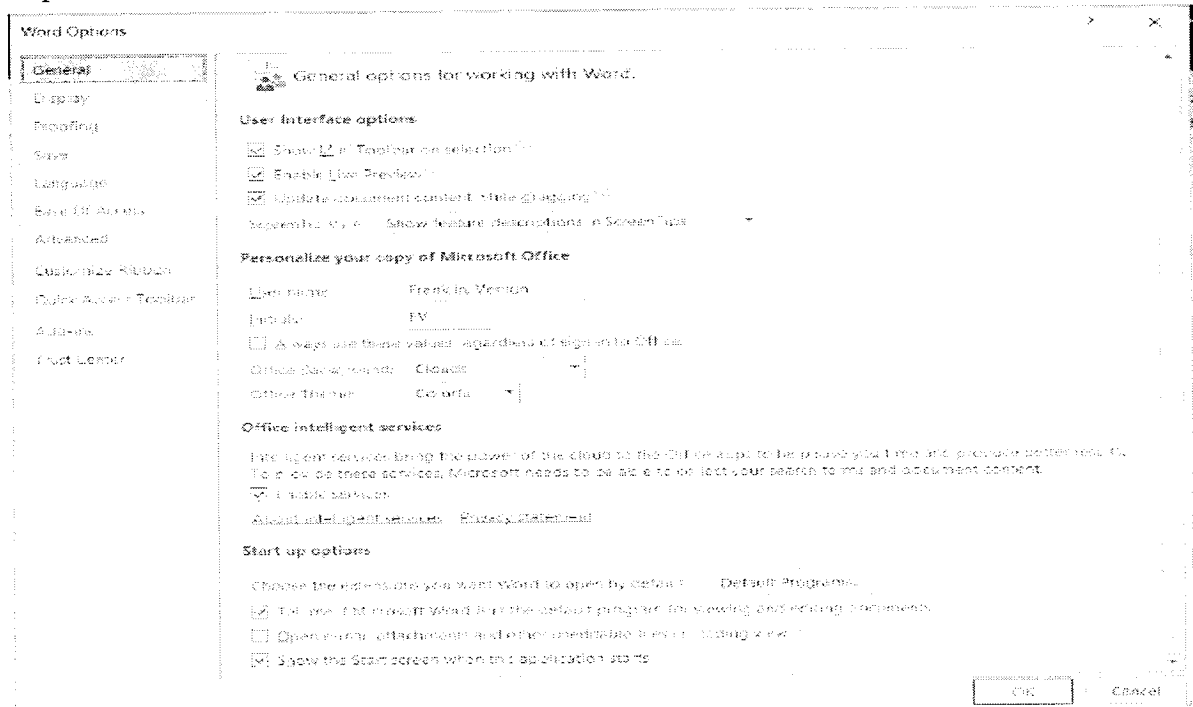


5. Window Options

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.

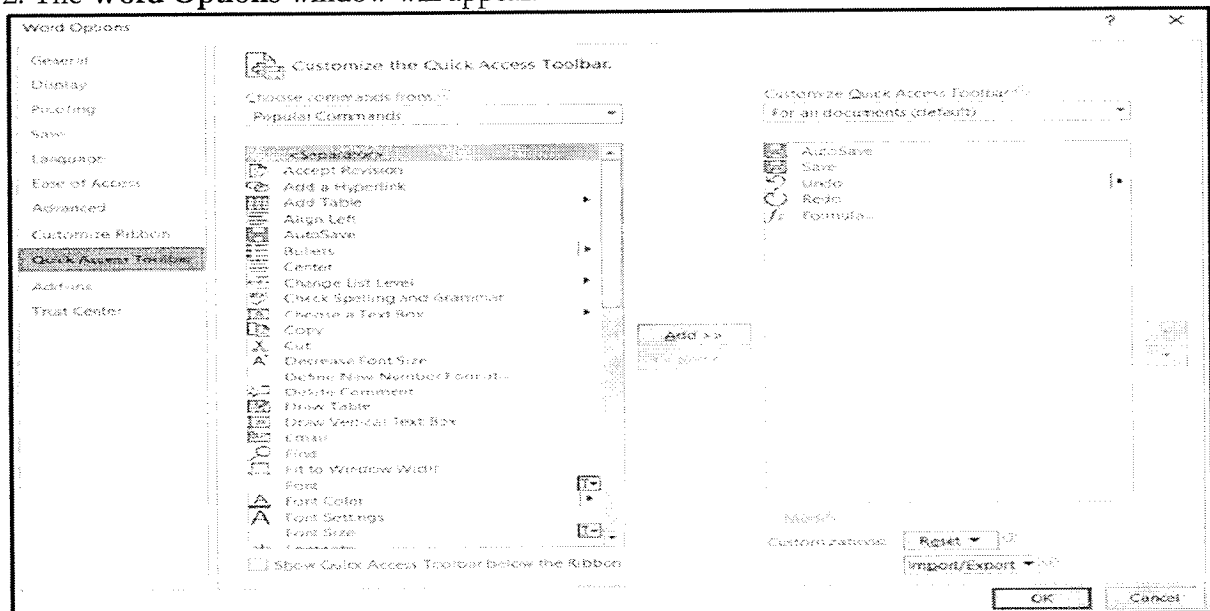


6. Customize Your Ribbon

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.

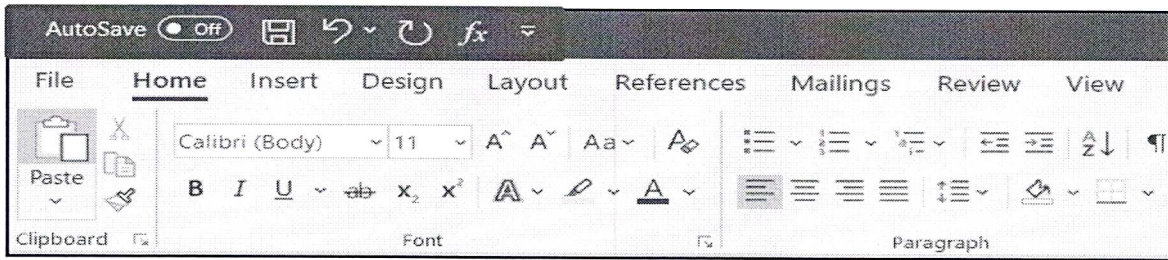


3. Click on the **Customize Ribbon** option.
4. From the **Choose commands from** list, click on your desired ribbon option, and then click on the **Add** button to place it in the **Customize the Ribbon** list.
5. Click on the **OK** button.

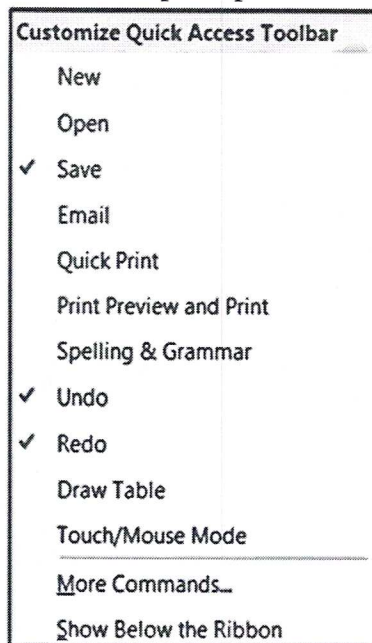
7. Quick Access Toolbar

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

A. Add Commands



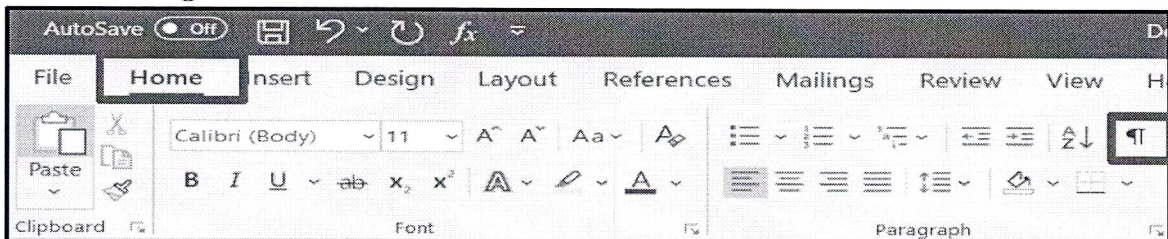
1. To add your most used commands to the **Quick Access Toolbar**, click on the drop-down arrow next to the **Quick Access Toolbar**.
2. The **Customize Quick Access Toolbar** option panel will appear.



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.

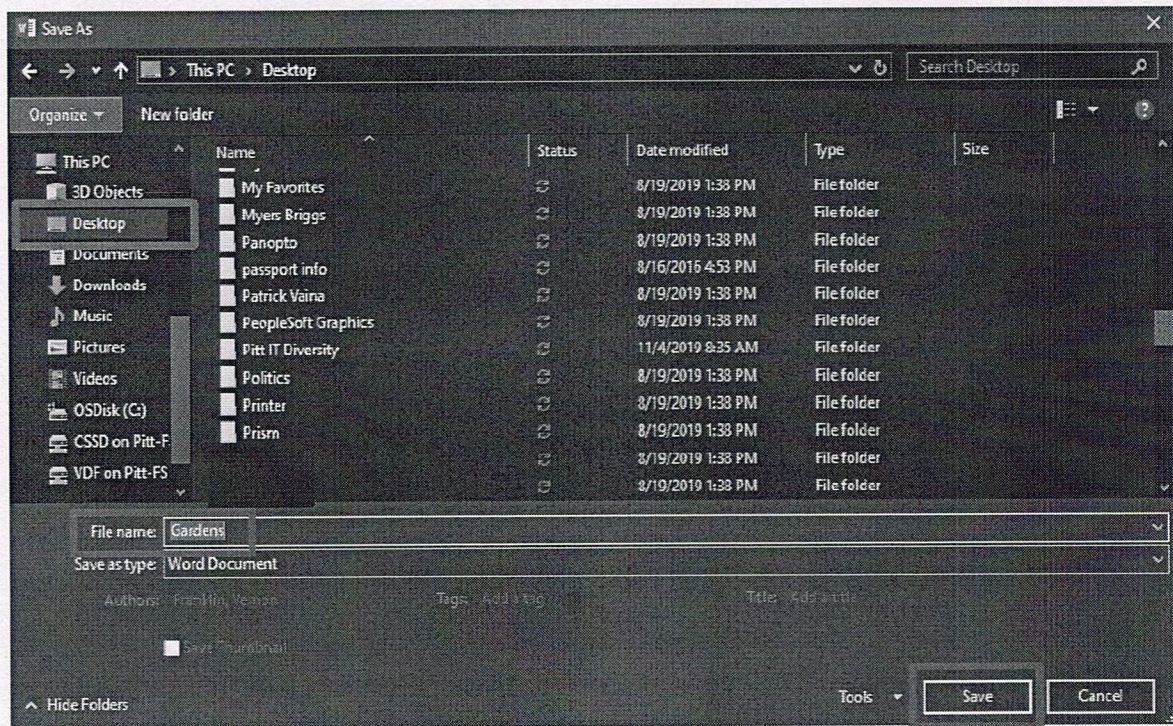
9. Practice Document

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

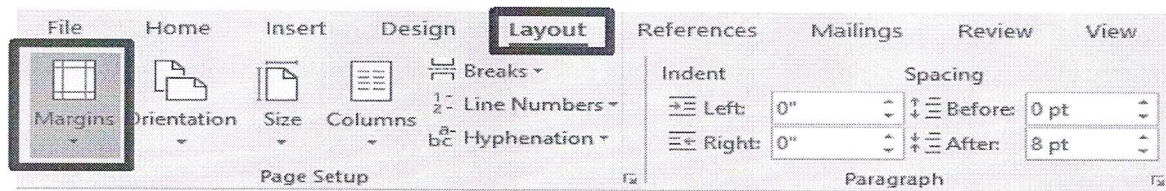
You must select text before you can change the format. You can use the mouse to select text in a variety of ways which is explained in the table below.

Select	Action
any text	Click at the beginning of the area and press the Shift 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 Ctrl key and click additional lines to select them.
a sentence	Press the Ctrl 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 Ctrl key then place the mouse pointer anywhere in the left margin and click once.

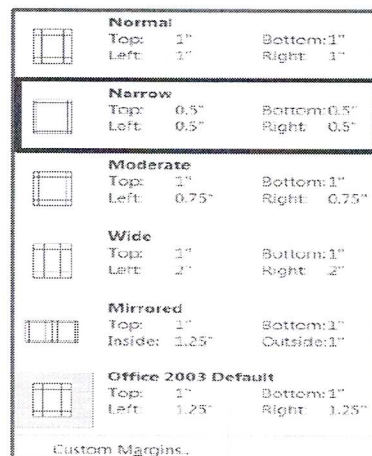
12. Margins

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").



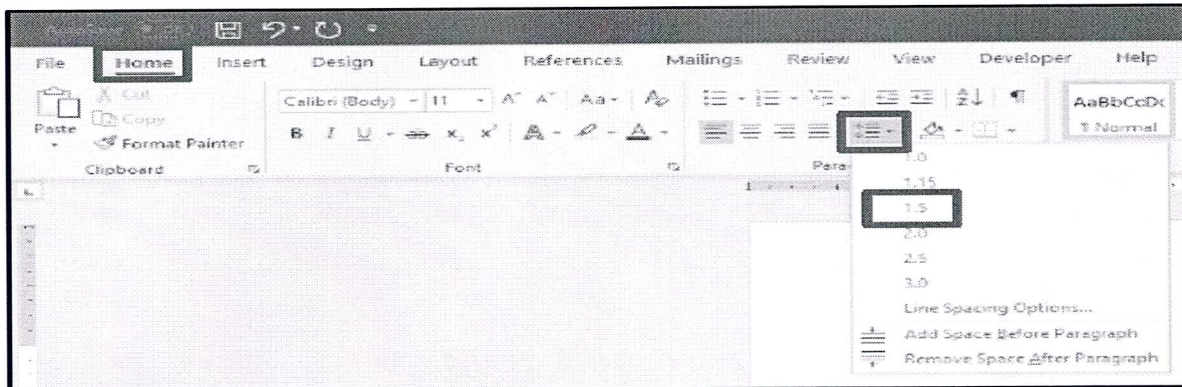
Note: If you prefer a margin not listed, then click on **Custom Margins** at the bottom of the panel to customize your margin. The **Page Setup** window will appear, and then make your desired margin choices from the window options.

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

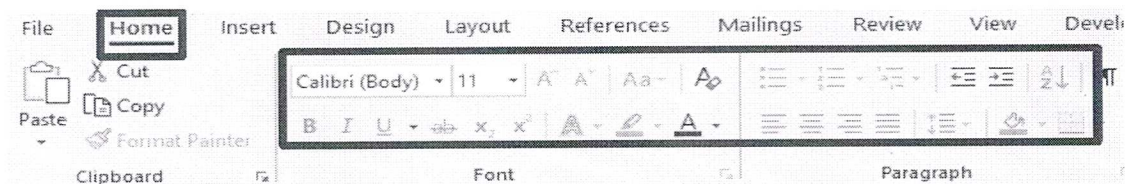
1. Make sure the entire document is still selected.
2. Click on the **Home** tab. On the **Paragraph** group, click on the **Line Spacing** button, and then select 1.5.



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.

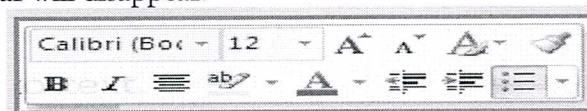


1. Select text, and then click on your desired format from the **Home** ribbon.

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.

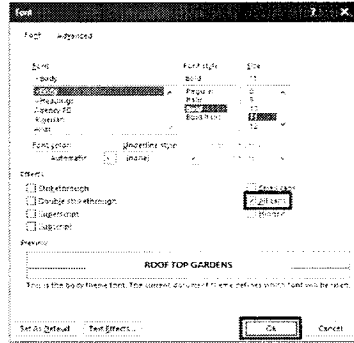
A. Add All Caps

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.



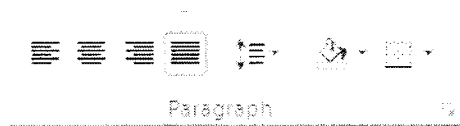
Dialog box launcher

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:

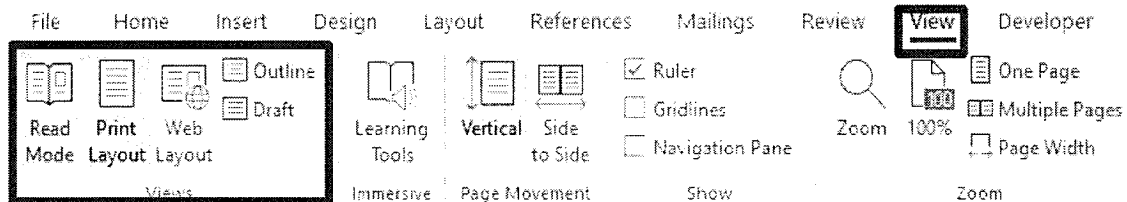
- First button - **Align Text Left**
- Second button - **Center Text**
- Third button - **Align Text Right**
- Fourth button - **Justify Text**

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.

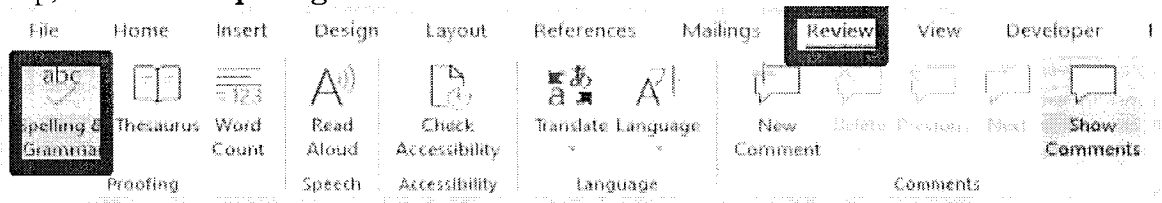
18. Spelling and Grammar Checks

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.

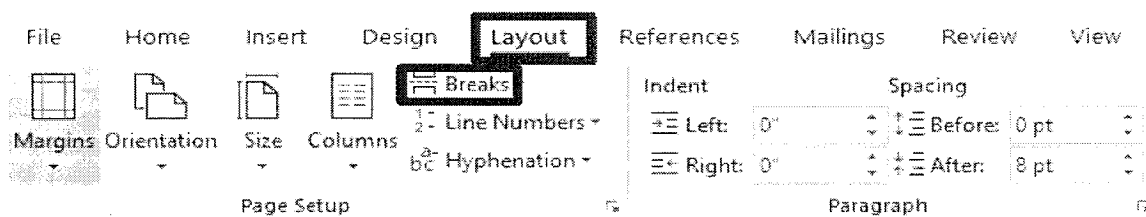


B. Insert Page Break

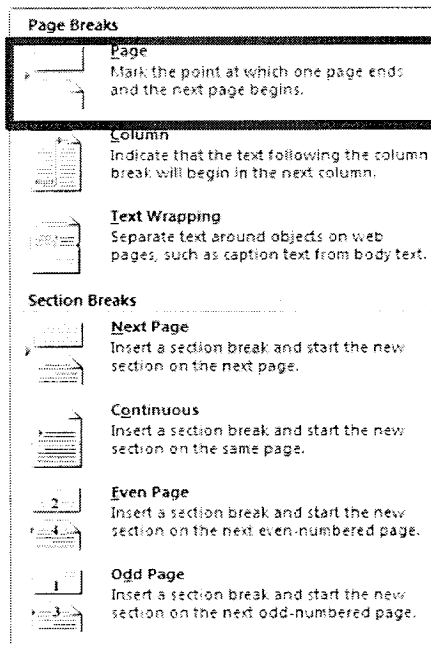
19. Page Breaks and Section Breaks

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.

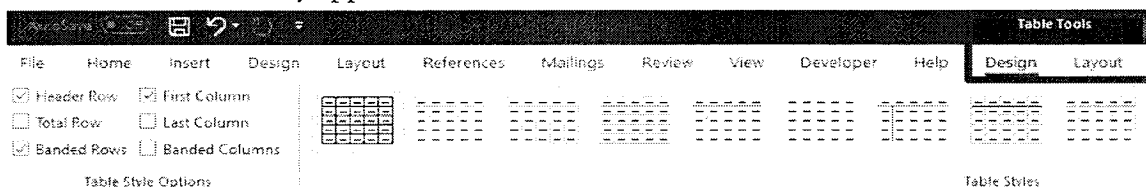
20. Tables

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.

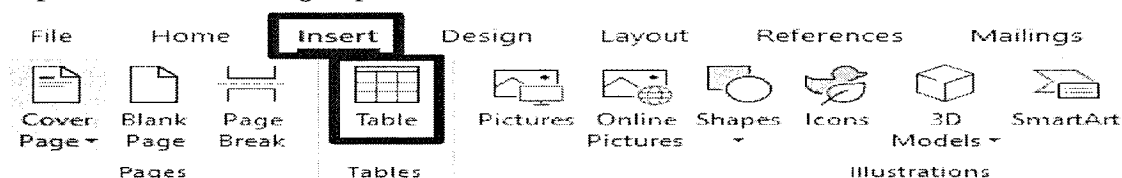
01	B. Veera Sankar	64265dajdq	H & S
02	G. Venkateswarlu	4684216ds	CE
03	G. Stella	21652dsfsd	ECE

A. Create a Table

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

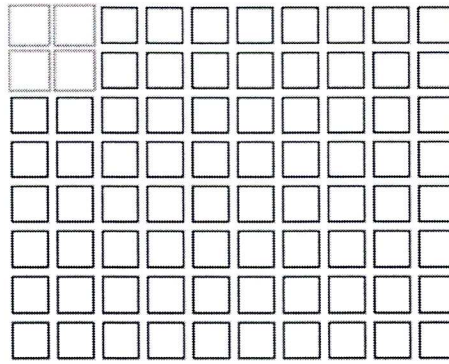


To create a table in Microsoft Word, click on the **Insert** ribbon. The **Table** button is the only one option on the **Tables** group.



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

2x2 Table



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

B. Adjust Column Width

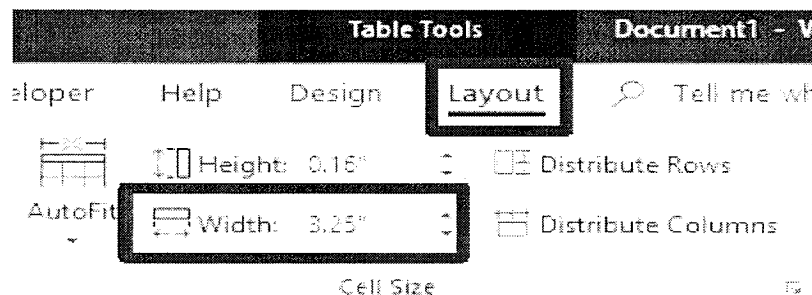
Columns in a new table are always the same width. It is often necessary to change the width of one or more columns in the table, so that text or data can be seen.

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

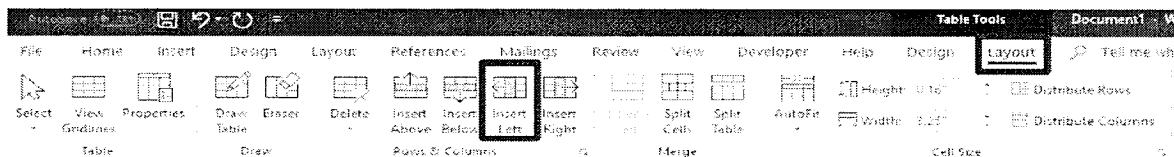
2. **AutoFit** is a feature that will automatically adjust the column width to accommodate the widest text entry in the column. To **AutoFit** the entire table, place the mouse pointer at the left most column boundary, when the mouse pointer appears as a double vertical line with left and right arrows,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



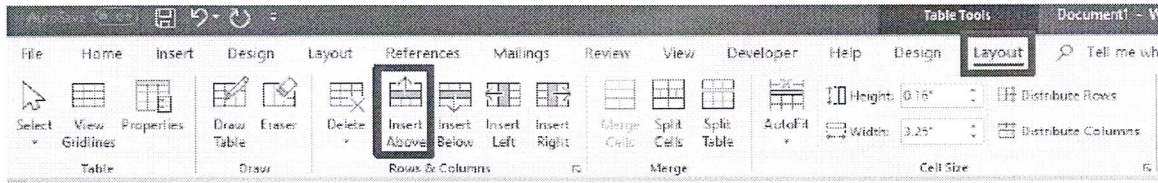
1. Insert a column to the right of the table. Click in any cell on the last column, on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Right** button. The new column will appear.

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.



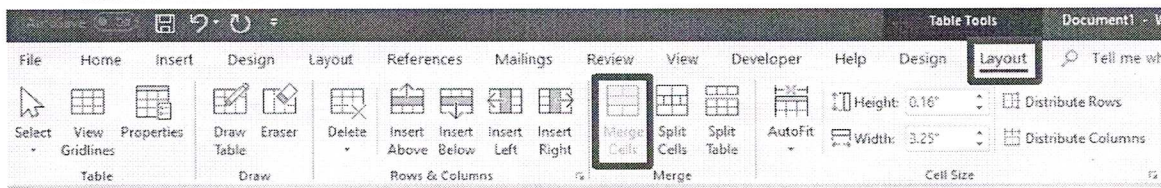
4. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Above** button. The new row will appear.

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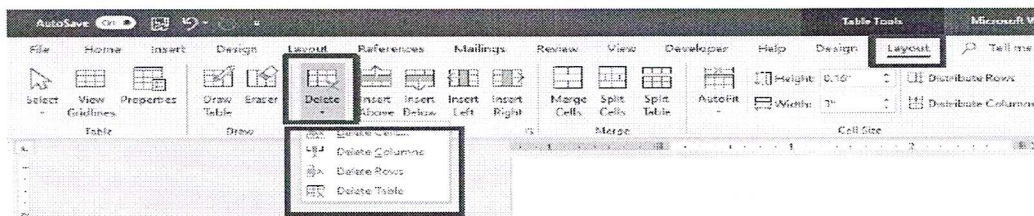
1. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Merge** group, and then click on the **Merge Cell** button.

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.

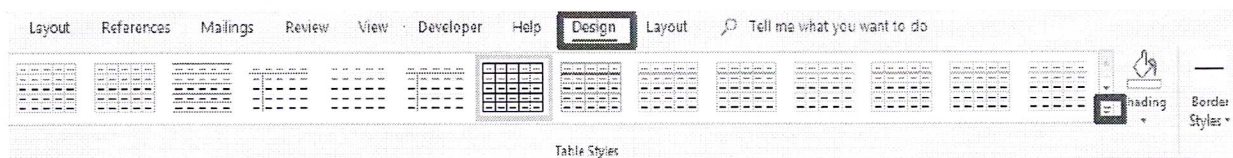


22. Format a Table

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.

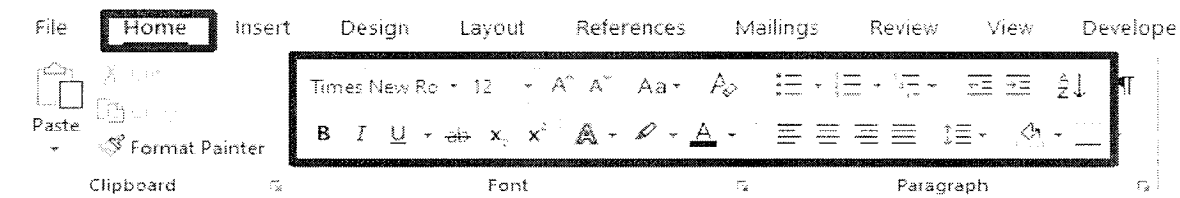


4. Click on a **Table Style** of your choice.

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.

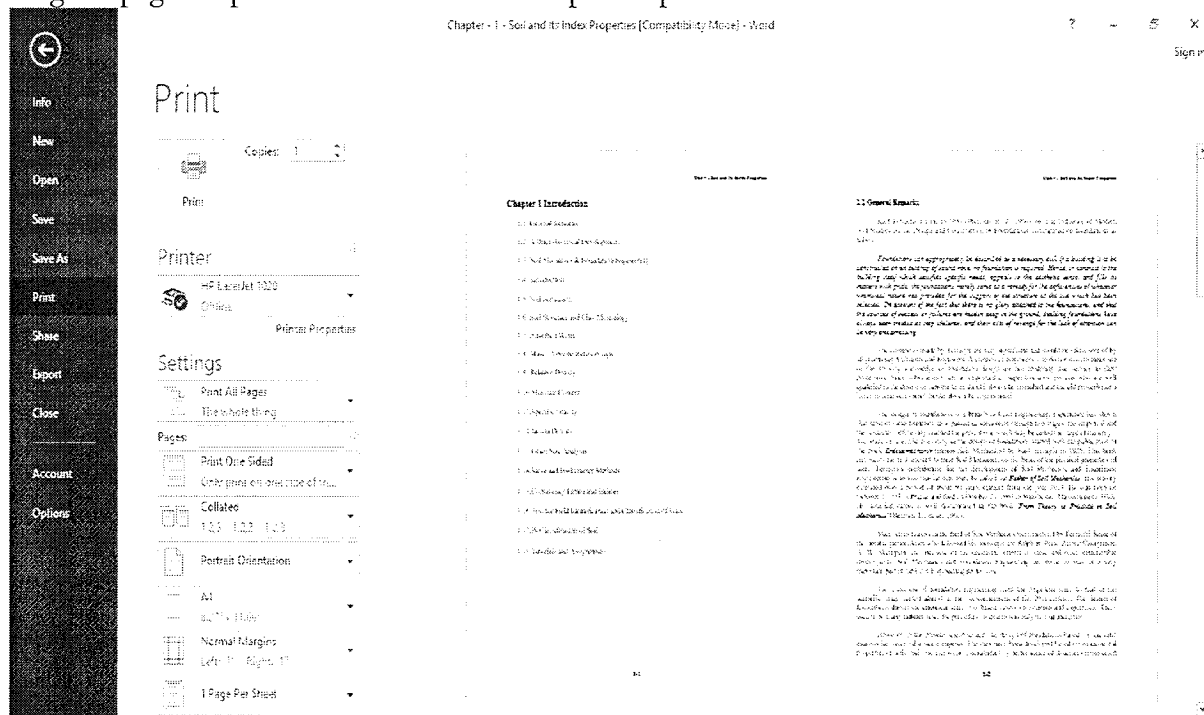
B. Text Format and Alignment

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 Pietela 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.

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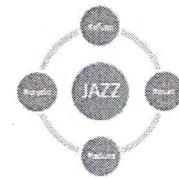
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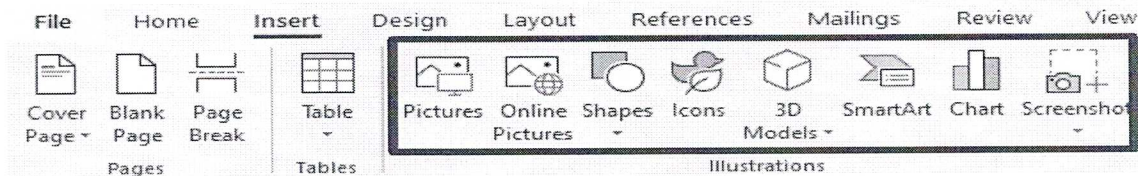
Some of the Jazz & Blues Festival efforts include the promotion of Refuse, Reuse, Reduce, Recycle, only allow recyclable materials within the festival site, observing the 'leave no trace' program and using parking income to help protect the nearby wetlands.



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.



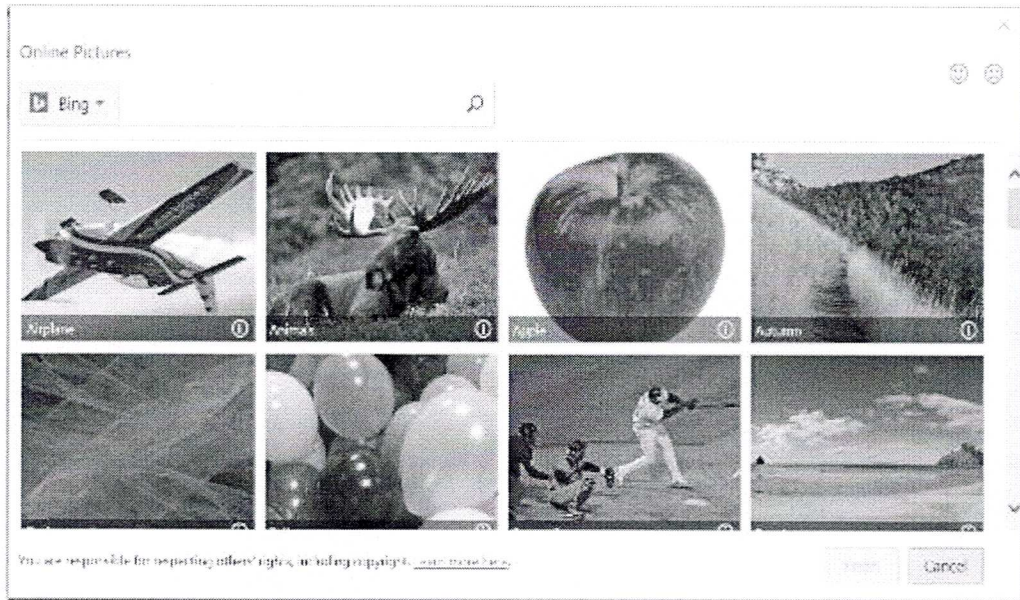
Drawing Tools and Picture Tools tabs only appear when a graphic image is selected.



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:

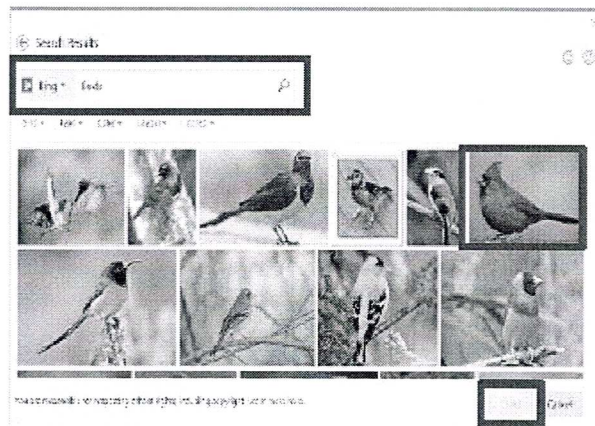
1. Click on the **Online Pictures** button, from the **Illustrations** group.
2. Navigate to your desired **Picture** folder.
3. Select a **photo**.
4. Click on the **Insert** button.



B. Online Pictures

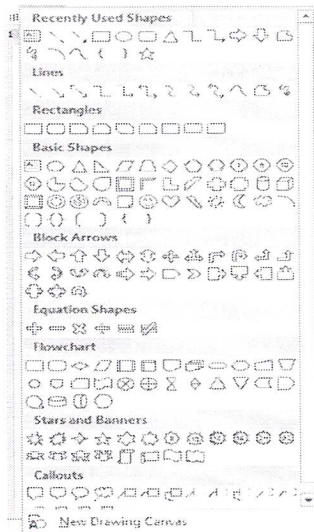
Within Microsoft Office there are numerous online pictures (clip art and stock photographs) to illustrate a specific topic. From the Insert ribbon, add a graphic to your document:

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:

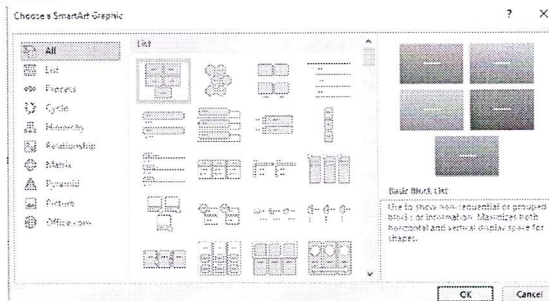


Note: Continuing to drag the mouse will enlarge the shape.

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:



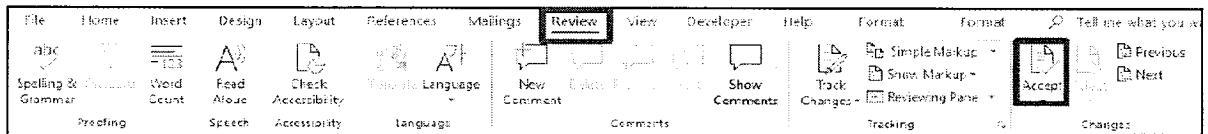
6. On the spreadsheet window, click on the Close window button, and then your chart will appear on your document.

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.

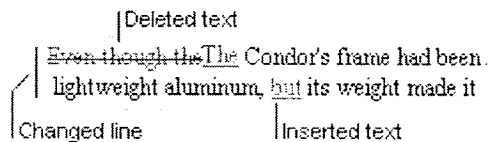
A. Turning on Track Changes

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

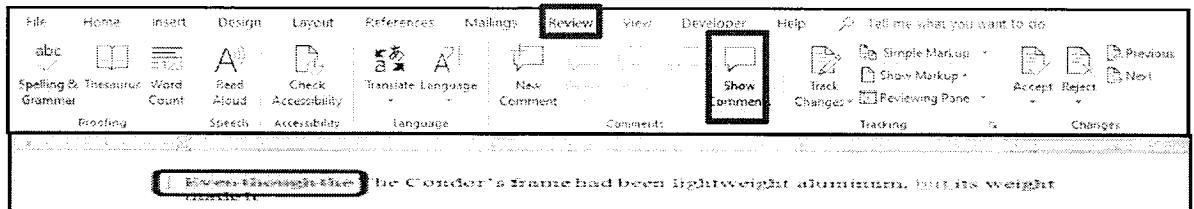


1. Click on the **Review** tab.
2. In the **Tracking** group, click on the **Track Changes** button.
3. Now the document can be edited with Track Changes. *Click on the **Track Changes** button a second time to turn it off.*

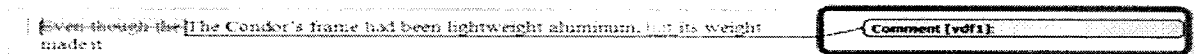
Example:



B. Apply comments to Track Changes.



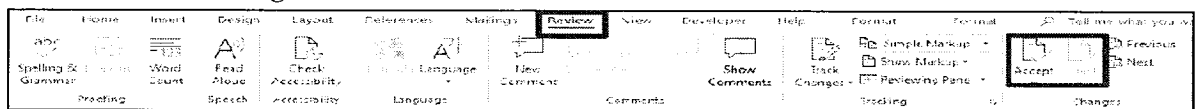
1. Select the Track Change text to which you want to apply a comment.
2. Click on the **Review** tab. In the **Comments** group, click on the **New Comment** button.
3. The text you select will be highlighted and a comment box will display on the right side of the document.



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.

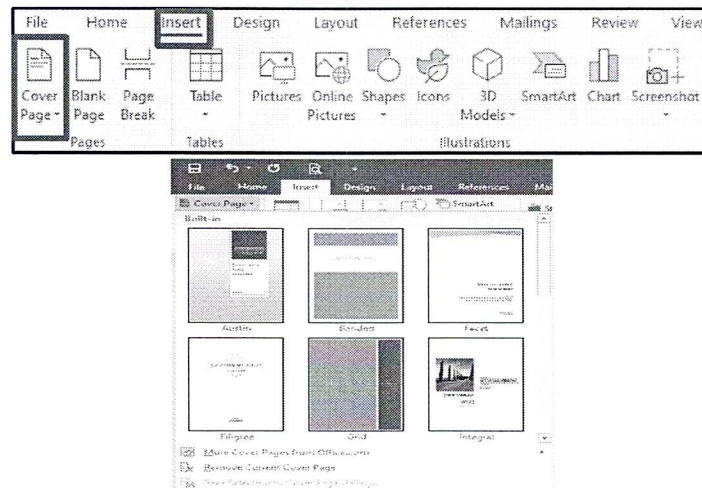


2. Click on the **Review** tab.
3. In the **Changes** group, click on **Accept** or **Reject**.

27. Additional Quick References

A. Cover Page

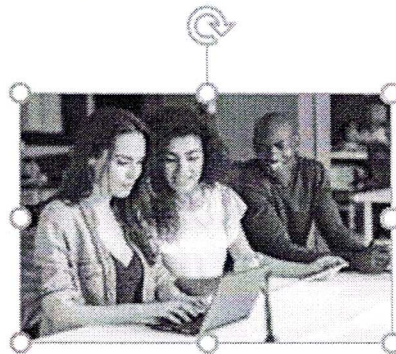
Microsoft Word enables you to insert a variety of predesigned cover pages into your document automatically.



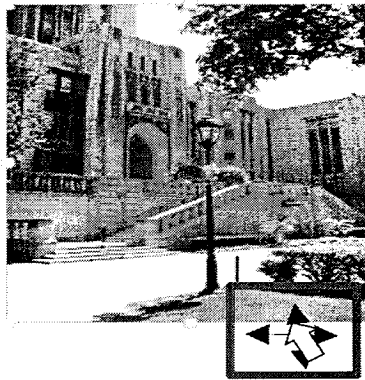
1. Click on the **Insert** tab, and then go to the **Pages** group.
2. Click on the **Cover Page** button.
3. The **Built-In** window will appear with predesign cover pages.
4. Select a cover page of your choice.
5. On the **Pages** group you can insert a **Blank Page** or **Page Break** as well.

B. Working with an Image

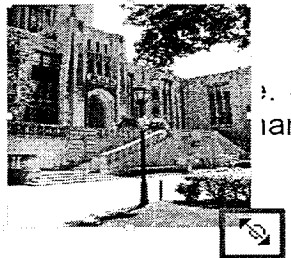
Images that appear on your document can be moved, resized, rotated, modified, or deleted. To change an image, click once on the image to select it. The following items will appear on the image: circle handles on each of the four corners, box handles on each of the four sides, and a green dot handle on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



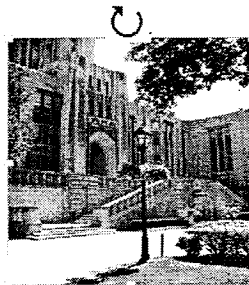
1. **Move** an image to another location on the document. Select the image and place the mouse pointer on the image. When the pointer changes to a double arrow cross, left-click the image and drag it to a new location on the document.



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.

