

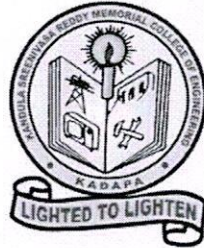
**KANDULA SRINIVASA REDDY MEMORIAL COLLEGE OF ENGINEERING
(AUTONOMOUS)**

KADAPA-516003. AP

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(An ISO 9001-2015 Certified Institution)

DEPARTMENT OF CIVIL ENGINEERING



VALUE ADDED COURSE

ON

“Introduction to MS Office for Documentation”

Resource Person : Sri. P. Sureh Praveen Kumar, Assistant Professor, Dept. of CE, KSRMCE

Course Coordinator : Sri. P. Rajendra Kumar, Assistant Professor, Dept. of CE, KSRMCE

Sri. P. Pavan Kumar, Assistant Professor, Dept. of CE, KSRMCE

Duration : 07/10/2023 to 23/10/2023

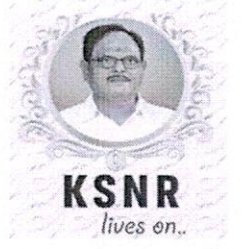


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Lr./KSRMCE/CE/2023-24/

Date:02-10-2023

To
The Principal,
KSRMCE,
Kadapa.

Respected Sir,

Sub: Permission to Conduct Value added Course on “Introduction to MS Office for Documentation” from 07/10/2023 to 23/10/2023–Req- Reg.

The Department of Civil Engineering is planning to offer a Value Added Course on “Introduction to MS Office for Documentation” to B. Tech. students. The course will be conducted from 07/10/2023 to 23/10/2023. In this regard, I kindly request you to grant permission to conduct Value Added Course.

Thanking you sir,

Forwarded to principal sir
[Signature]

Yours faithfully
P. Rajendra Kumar
(P. Rajendra Kumar & P. Pavan Kumar)

Permitted
V. S. S. M. M. T. Y.
02/10/2023

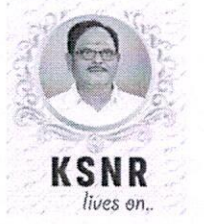


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Cr./KSRMCE/CE/2023-24/

Date: 02/10/2023

Circular

The Department of Civil Engineering is offering a Value Added Course on "Introduction to MS Office for Documentation" from **07/10/2023 to 23/10/2023** to B.Tech students. In this regard, interested students are requested to register their names for the Value Added Course with Course Coordinator.

For further information contact Course Coordinators.

Course Coordinators: P. Rajendra Kumar & P. Pavan Kumar, Asst. Professor, Dept. of CE.- KSRMCE, Contact No: 9704132772


HOD

Dept. of CE

Cc to:

IQAC-KSRMCE

Faculty, Dept. of Civil Engg., KSRMCE

Students, Dept. of Civil Engg., KSRMCE



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DEPARTMENT OF CIVIL ENGINEERING



KSNR
lives on..

Introduction to MS Office for Documentation

Coordinator
**Sri. P. Rajendra Kumar &
Sri. P. Pavan Kumar**
Department of Civil Engineering

Venue
CADD Lab, CE

Date
From
07/10/2023 to
23/10/2023

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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 8143731980, 857697569

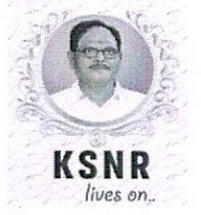


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Date: 07/10/2023

DEPARTMENT OF CIVIL ENGINEERING

REGISTRATION LIST

Value Added Course

On

“Introduction to MS office for Documentation” From 07/10/2023 to 23/10/2023

S.No	Full Name	Roll Number	Branch	Semester
1	Kalisety Sushanth	219Y1A0112	Civil	V
2	Kommaluru Venkata Sujith	219Y1A0115	Civil	V
3	Kotapati Sudharshan	219Y1A0117	Civil	V
4	Kothapalli Amarendranath	219Y1A0118	Civil	V
5	Kunchepu Samba Siva	219Y1A0119	Civil	V
6	Manchiti Devendra Reddy	219Y1A0121	Civil	V
7	Mekala Pavan Krishna	219Y1A0123	Civil	V
8	Mopuri Chennaiah	219Y1A0124	Civil	V
9	Munagala Sunil Kumar Reddy	219Y1A0125	Civil	V
10	Busam Lekha Sree	229Y5A0106	Civil	V
11	Cheepati Shaik Wajidulla	229Y5A0109	Civil	V
12	Chintha Pavan Kumar Reddy	229Y5A0110	Civil	V
13	Kommu Manoj	229Y5A0126	Civil	V
14	Kummetha Lokesh	229Y5A0127	Civil	V
15	Kuruva Uday Kumar	229Y5A0129	Civil	V
16	Lankala Sumithra	229Y5A0130	Civil	V
17	Maddineni Arun Kumar	229Y5A0132	Civil	V
18	Marriboina Naveenkumar	229Y5A0134	Civil	V
19	P Saikiran	229Y5A0138	Civil	V
20	Panyam Karthik	229Y5A0139	Civil	V
21	Rajendram Jayanthachar	229Y5A0140	Civil	V
22	Rayadurgam Mohan	229Y5A0141	Civil	V
23	Sashi Vardhan	229Y5A0144	Civil	V
24	Shaik Ali Sikindar	229Y5A0145	Civil	V
25	Shaik Malik Basha	229Y5A0148	Civil	V
26	Sirigiri Sankeerthana	229Y5A0149	Civil	V
27	Sirisani Revanth	229Y5A0150	Civil	V

28	Syed Zakriya Ahamed	229Y5A0151	Civil	V
29	Tholisaku Mahesh Babu	229Y5A0152	Civil	V
30	Ullasi Raghavendra	229Y5A0153	Civil	V
31	Yanamala Varsha	229Y5A0158	Civil	V
32	Yarramreddy Sivagangadhar Reddy	229Y5A0159	Civil	V
33	Malle Ganesh	229Y5A0161	Civil	V

P Rajendra Kumar
Coordinator

AL
HOD

Head
Department of Civil Engineering
K.S.R.M. College of Engineering
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Syllabus of the Value Added Course

Course Name: Introduction to 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

Course Contents:

Module 1: Getting Started with Word

Begin by launching Word and familiarizing yourself with the window and ribbon features. Learn to navigate the File tab and explore various templates to streamline document creation. Understand window options to customize your workspace for optimal efficiency.

Module 2: Customizing and Navigating Word

Delve into customization options by adjusting your ribbon to suit your workflow and adding essential commands to the Quick Access Toolbar. Enable and utilize non-printing characters to manage document formatting more effectively. Explore different view modes to switch between layouts and workspaces, and engage in a practice document to apply these customizations.

Module 3: Document Creation and Formatting

Master the essentials of document creation by learning how to save your work efficiently. Develop skills in selecting text accurately and setting margins for a professional appearance. Adjust line spacing to enhance readability and format your document with various styling options. Enhance your text with additional font options and align text to improve document structure and presentation.

Module 4: Advanced Document Formatting and Tools

Advance your document formatting skills by performing spelling and grammar checks to ensure error-free content. Manage complex documents with page breaks and section breaks for better organization. Learn to create, edit, and format tables to present data effectively within your documents.

Module 5: Finalizing and Enhancing Documents

Prepare your document for finalization by mastering the printing process. Enhance your documents with illustrations, including images, shapes, and SmartArt, to make your content visually appealing. Use quick reference guides to add illustrations, track changes, and apply additional quick references to streamline your workflow and ensure your document meets professional standards.

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.

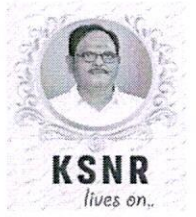


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SCHEDULE

Department of Civil Engineering

Value Added Course

On

“Introduction to MS Office for Documentation” From 07/10/2023 to 23/10/2023

Date	Timing	Resource Person	Topic to be covered
07/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Launch Word, Window and Ribbon Features, File Tab
08/10/2023	9 AM to 4 PM	Sri. P. Sureh Praveen Kumar	Drawing tools and its applications
09/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Drawing tools and its applications
10/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Templates, Window Options, Customize Your Ribbon
11/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Templates, Window Options, Customize Your Ribbon
12/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Quick Access Toolbar, Non-Printing Characters, Practice Document
13/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Quick Access Toolbar, Non-Printing Characters, Practice Document
14/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Save a Document, Select Text, Margins, Line Spacing
15/10/2023	9 AM to 4 PM	Sri. P. Sureh Praveen Kumar	Practice Session-1
16/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Format a Document, Additional Font Options
17/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Text Alignment, View Modes
18/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Spelling and Grammar Checks,
19/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Page Breaks and Section Breaks, Tables
20/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Edit a Table, Format a Table
21/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Print a Document, Illustrations Demonstration, Illustrations Quick Reference, Track Changes,
22/10/2023	9 AM to 4 PM	Sri. P. Sureh Praveen Kumar	Practice Session-2




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		Kumar	
23/10/2023	4 PM to 6 PM	Sri. P. Sureh Praveen Kumar	Track Changes, Quick Reference, Additional Quick References


Resource Person(s)


Coordinator(s)


HoD
Head
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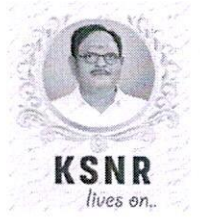
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Report of

Value Added Course on “Introduction to MS Office for Documentation” From 07/10/2023 to 23/10/2023

Target Group	:	B.Tech Students
Details of Participants	:	33 Students
Co-coordinator(s)	:	Sri P. Rajendra Kumar & Sri. P. Pavan Kumar
Resource Person(s)	:	Sri. P. Sureh Praveen Kumar
Organizing Department	:	Civil Engineering
Venue	:	CADD Lab, Civil Engineering Department

Description:

The Department of Civil Engineering offered a Value Added Course titled “Introduction to MS Office for Documentation” from October 7 to October 23, 2023. The course was taught by Sri. P. Suresh Praveen Kumar, Assistant Professor of Civil Engineering, and coordinated by Sri. P. Rajendra Kumar and Sri. P. Pavan Kumar, Assistant Professors in the Civil Engineering Department at KSRMCE.

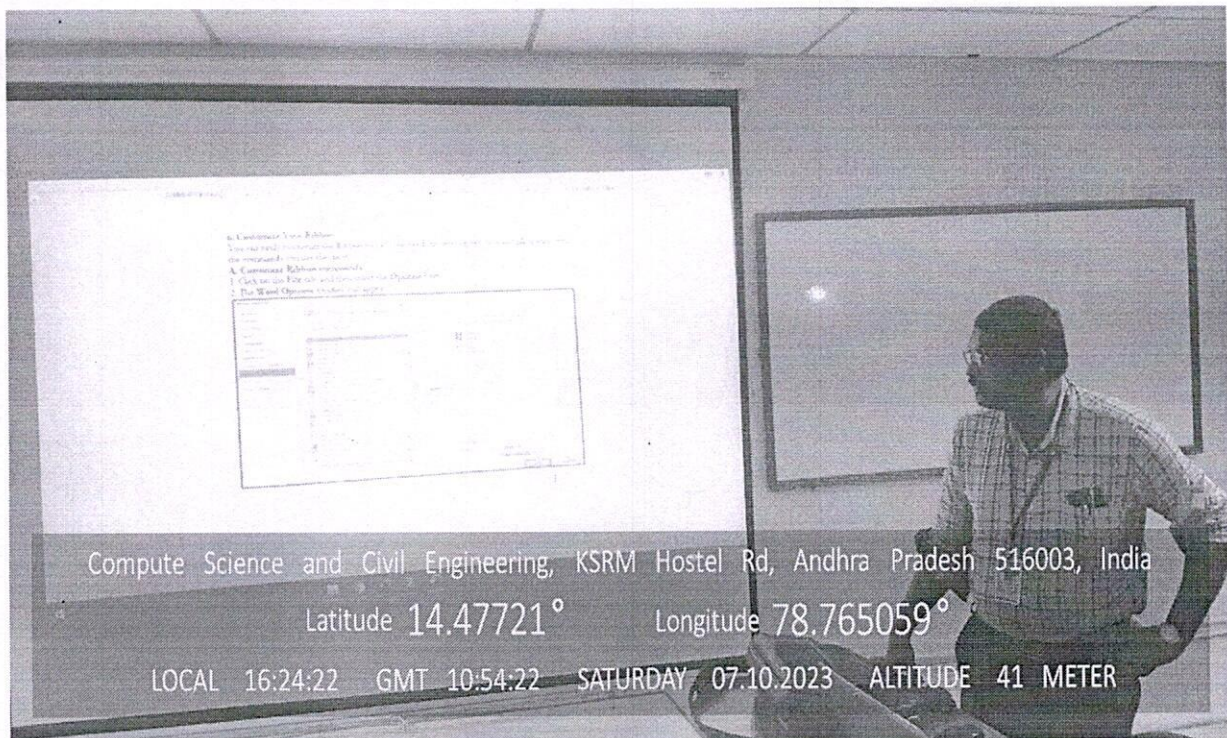
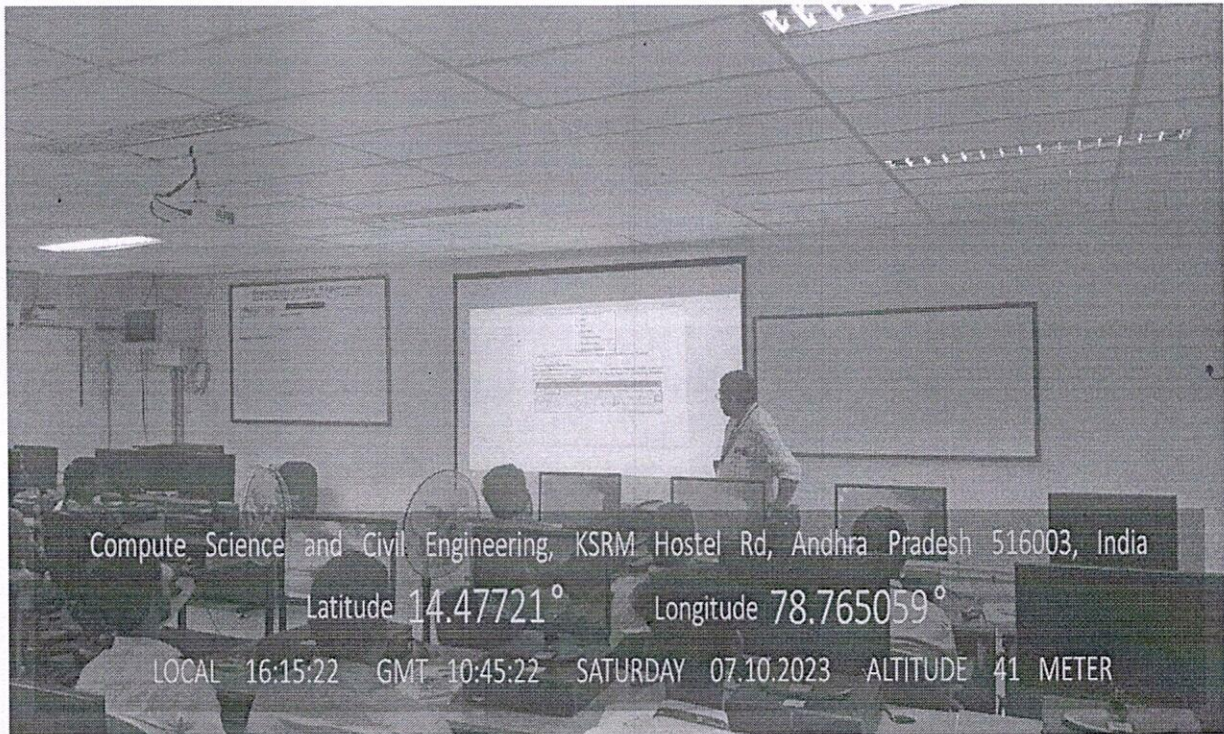
The Microsoft Word Basics course aimed to equip participants with essential skills for creating, formatting, and collaborating on documents using Microsoft Word. The interactive sessions covered a range of topics, including navigating the Word interface, customizing the Ribbon and Quick Access Toolbar, applying advanced text formatting, incorporating illustrations, and using collaboration features such as Track Changes. Each session included practical exercises and hands-on activities, allowing participants to immediately apply what they learned.

By the course's conclusion, participants were able to create well-formatted documents, utilize Word's tools effectively, enhance documents with visuals, and collaborate on shared projects. The course received positive feedback, with participants reporting increased confidence in using Microsoft Word for both personal and professional tasks. The structured syllabus, hands-on approach, and practical focus were key to the course's success 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:



Coordinator(s)



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DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
“INTRODUCTION TO MS OFFICE FOR DOCUMENTATION” FROM 07/10/2023
to 23/10/2023

AWARD LIST

S.NO	Roll Number	Name of the Student	Marks Obtained
1	219Y1A0112	Kalisety Sushanth	17
2	219Y1A0115	Kommaluru Venkata Sujith	12
3	219Y1A0117	Kotapati Sudharshan	20
4	219Y1A0118	Kothapalli Amarendranath	11
5	219Y1A0119	Kunchepu Samba Siva	12
6	219Y1A0121	Manchiti Devendra Reddy	19
7	219Y1A0123	Mekala Pavan Krishna	19
8	219Y1A0124	Mopuri Chennaiah	16
9	219Y1A0125	Munagala Sunil Kumar Reddy	19
10	229Y5A0106	Busam Lekha Sree	13
11	229Y5A0109	Cheepati Shaik Wajidulla	16
12	229Y5A0110	Chintha Pavan Kumar Reddy	17
13	229Y5A0126	Kommu Manoj	20
14	229Y5A0127	Kummetha Lokesh	19
15	229Y5A0129	Kuruva Uday Kumar	11
16	229Y5A0130	Lankala Sumithra	12
17	229Y5A0132	Maddineni Arun Kumar	14
18	229Y5A0134	Marriboina Naveenkumar	12
19	229Y5A0138	P Saikiran	14
20	229Y5A0139	Panyam Karthik	19
21	229Y5A0140	Rajendram Jayanthachar	13
22	229Y5A0141	Rayadurgam Mohan	15
23	229Y5A0144	Sashi Vardhan	11
24	229Y5A0145	Shaik Ali Sikindar	12
25	229Y5A0148	Shaik Malik Basha	12
26	229Y5A0149	Sirigiri Sankeerthana	12
27	229Y5A0150	Sirisani Revanth	19
28	229Y5A0151	Syed Zakriya Ahamed	12
29	229Y5A0152	Tholisaku Mahesh Babu	14
30	229Y5A0153	Ullasi Raghavendra	12
31	229Y5A0158	Yanamala Varsha	17
32	229Y5A0159	Yarramreddy Sivagangadhar Reddy	13
33	229Y5A0161	Malle Ganesh	11

P. Rajendra Kumar
Coordinator

[Signature]
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Head

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DEPARTMENT OF CIVIL ENGINEERING

Attendance sheet of Certification Course on "Introduction to MS office for Documentation" From
07/10/2023 to 23/10/2023

Sl. No.	Roll No.	Name	7/10	8/10	9/10	10/10	11/10	12/10	13/10	14/10	15/10	16/10	17/10	18/10	19/10	20/10	21/10	22/10	23/10
1	219Y1A0112	Kalisety Sushanth	K.S.	K.S.	K.S.	K.S.	K.S.	K.S.	K.S.	A	K.S.	K.S.	K.S.	K.S.	K.S.	K.S.	A	K.S.	K.S.
2	219Y1A0115	Kommaluru Venkata Sujith	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.	K.V.S.
3	219Y1A0117	Kotapati Sudharshan	Sud	Sud	A	Sud	Sud	Sud	Sud	Sud	Sud	Sud	Sud	Sud	Sud	Sud	Sud	Sud	Sud
4	219Y1A0118	Kothapalli Amarendranath	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	219Y1A0119	Kunchepu Samba Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva	Siva
6	219Y1A0121	Manchiti Devendra Reddy	M.D.R.	A	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.	M.D.R.
7	219Y1A0123	Mekala Pavan Krishna	Krish	Krish	Krish	Krish	Krish	A	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish
8	219Y1A0124	Mopuri Chennaiah	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	M.Chy	A	M.Chy	M.Chy	M.Chy

25	229Y5A0148	Shaik Malik Basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha	S. malik basha
26	229Y5A0149	Sirigiri Sankeerthana	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh
27	229Y5A0150	Sirisani Revanth	Revanth	A	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth	Revanth
28	229Y5A0151	Syed Zakriya Ahamed	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah	Ah
29	229Y5A0152	Tholisaku Mahesh Babu	mahesh	mahesh	mahesh	mahesh	mahesh	A	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh
30	229Y5A0153	Ullasi Raghavendra	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
31	229Y5A0158	Yanamala Varsha	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
32	229Y5A0159	Yarramreddy Sivagangadhar Reddy	SR	SR	A	SR	SR	SR	SR	SR	SR	SR	SR	SR	A	SR	SR	SR	SR
33	229Y5A0161	Malle Ganesh	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G

P. Rajinder Kumar
Coordinator(s)


HOD
Head

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K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
“INTRODUCTION TO MS OFFICE FOR DOCUMENTATION” FROM 07/10/2023 to
23/10/2023

12
—
20

ASSESSMENT TEST

Roll Number: 229Y5A0148 **Name of the Student:** Shaik Malik Basheer

Time: 20 Min

(Objective Questions)

Max.Marks: 20

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

Q)	Description	Answer
1	What is the first step to begin working in Microsoft Word? A) Customize the Quick Access Toolbar; B) Launch Word; C) Save a Document; D) Create a Table	[B] ✓
2	What feature helps you navigate through different commands in Word? A) File Tab; B) Quick Access Toolbar; C) Ribbon; D) View Modes	[C] ✓
3	Which tab would you use to open a new document from a template? A) Home; B) Insert; C) File; D) Review	[D] X
4	Which of the following is NOT a window option in Word? A) Minimize; B) Maximize; C) Close; D) Delete	[A] X
5	Where can you find the options to save, open, and print documents? A) Home Tab; B) Insert Tab; C) File Tab; D) Design Tab	[C] ✓
6	How can you add frequently used commands to your Quick Access Toolbar? A) By customizing the Ribbon; B) By selecting options from the File Tab; C) By right-clicking the command and selecting "Add to Quick Access Toolbar"; D) By using the View Modes	[C] ✓
7	Which feature helps in displaying formatting marks in a document? A) View Modes; B) Non-Printing Characters; C) Quick Access Toolbar; D) Templates	[C] X
8	What can you customize in the Ribbon to enhance your workflow? A) Text formatting; B) Adding or removing tabs and commands; C) Document margins; D) Page breaks	[B] ✓
9	What view mode would you use to see a document as it will appear when printed? A) Web Layout; B) Outline; C) Draft; D) Print Layout	[B] X
10	What is the purpose of a practice document in Word? A) To customize the Ribbon; B) To test various document formatting and navigation techniques; C) To manage window options; D) To create templates	[B] ✓

11	What is the first step in saving a document? A) Click on the Home tab; B) Select text; C) Click on the File tab; D) Adjust margins	[C]	✓
12	How can you select all the text in a document? A) Click and drag over the text; B) Press Ctrl + A; C) Double-click each paragraph; D) Use the Find feature	[C]	X
13	Which tab allows you to set the margins of a document? A) Home; B) Insert; C) Layout; D) Review	[C]	✓
14	Which option is used to enhance the readability of a document by adjusting the space between lines? A) Margins; B) Line Spacing; C) Text Alignment; D) Font Style	[B]	✓
15	How can you change the appearance of text in a document? A) Adjusting margins; B) Using additional font options; C) Adding a table; D) Inserting a picture	[A]	X
16	What feature helps in checking and correcting errors in a document? A) Page Breaks; B) Spelling and Grammar Checks; C) Table Formatting; D) Text Alignment	[B]	✓
17	What is the purpose of using page breaks in a document? A) To add tables; B) To split the document into sections; C) To check spelling; D) To save the document	[C]	X
18	Where can you insert a table in a Word document? A) Home Tab; B) Insert Tab; C) Layout Tab; D) Review Tab	[B]	✓
19	Which option allows you to modify the structure and appearance of a table? A) Editing text; B) Formatting a table; C) Inserting a picture; D) Adjusting line spacing	[B]	✓
20	What feature can be used to manage complex documents by dividing them into different sections? A) Margins; B) Section Breaks; C) Font Options; D) Quick Access Toolbar	[A]	X

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K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
“INTRODUCTION TO MS OFFICE FOR DOCUMENTATION” FROM 07/10/2023 to
23/10/2023

ASSESSMENT TEST

Roll Number: 229YS A0150 Name of the Student: Sirisani gevanth

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

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

Q)	Description	Answer
1	What is the first step to begin working in Microsoft Word? A) Customize the Quick Access Toolbar; B) Launch Word; C) Save a Document; D) Create a Table	[B] ✓
2	What feature helps you navigate through different commands in Word? A) File Tab; B) Quick Access Toolbar; C) Ribbon; D) View Modes	[C] ✓
3	Which tab would you use to open a new document from a template? A) Home; B) Insert; C) File; D) Review	[C] ✓
4	Which of the following is NOT a window option in Word? A) Minimize; B) Maximize; C) Close; D) Delete	[a] x
5	Where can you find the options to save, open, and print documents? A) Home Tab; B) Insert Tab; C) File Tab; D) Design Tab	[C] ✓
6	How can you add frequently used commands to your Quick Access Toolbar? A) By customizing the Ribbon; B) By selecting options from the File Tab; C) By right-clicking the command and selecting "Add to Quick Access Toolbar"; D) By using the View Modes	[C] ✓
7	Which feature helps in displaying formatting marks in a document? A) View Modes; B) Non-Printing Characters; C) Quick Access Toolbar; D) Templates	[B] ✓
8	What can you customize in the Ribbon to enhance your workflow? A) Text formatting; B) Adding or removing tabs and commands; C) Document margins; D) Page breaks	[B] ✓
9	What view mode would you use to see a document as it will appear when printed? A) Web Layout; B) Outline; C) Draft; D) Print Layout	[D] ✓
10	What is the purpose of a practice document in Word? A) To customize the Ribbon; B) To test various document formatting and navigation techniques; C) To manage window options; D) To create templates	[B] ✓

11	What is the first step in saving a document? A) Click on the Home tab; B) Select text; C) Click on the File tab; D) Adjust margins	[C] ✓
12	How can you select all the text in a document? A) Click and drag over the text; B) Press Ctrl + A; C) Double-click each paragraph; D) Use the Find feature	[B] ✓
13	Which tab allows you to set the margins of a document? A) Home; B) Insert; C) Layout; D) Review	[C] ✓
14	Which option is used to enhance the readability of a document by adjusting the space between lines? A) Margins; B) Line Spacing; C) Text Alignment; D) Font Style	[B] ✓
15	How can you change the appearance of text in a document? A) Adjusting margins; B) Using additional font options; C) Adding a table; D) Inserting a picture	[B] ✓
16	What feature helps in checking and correcting errors in a document? A) Page Breaks; B) Spelling and Grammar Checks; C) Table Formatting; D) Text Alignment	[B] ✓
17	What is the purpose of using page breaks in a document? A) To add tables; B) To split the document into sections; C) To check spelling; D) To save the document	[B] ✓
18	Where can you insert a table in a Word document? A) Home Tab; B) Insert Tab; C) Layout Tab; D) Review Tab	[B] ✓
19	Which option allows you to modify the structure and appearance of a table? A) Editing text; B) Formatting a table; C) Inserting a picture; D) Adjusting line spacing	[B] ✓
20	What feature can be used to manage complex documents by dividing them into different sections? A) Margins; B) Section Breaks; C) Font Options; D) Quick Access Toolbar	[B] ✓

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K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
"INTRODUCTION TO MS OFFICE FOR DOCUMENTATION" FROM 07/10/2023 to
23/10/2023

ASSESSMENT TEST

Roll Number: 21941A0125

Name of the Student: M. Sunilkumar reddy

Time: 20 Min

(Objective Questions)

Max.Marks: 20

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

Q)	Description	Answer
1	What is the first step to begin working in Microsoft Word? A) Customize the Quick Access Toolbar; B) Launch Word; C) Save a Document; D) Create a Table	[B]
2	What feature helps you navigate through different commands in Word? A) File Tab; B) Quick Access Toolbar; C) Ribbon; D) View Modes	[C]
3	Which tab would you use to open a new document from a template? A) Home; B) Insert; C) File; D) Review	[C]
4	Which of the following is NOT a window option in Word? A) Minimize; B) Maximize; C) Close; D) Delete	[D]
5	Where can you find the options to save, open, and print documents? A) Home Tab; B) Insert Tab; C) File Tab; D) Design Tab	[B]
6	How can you add frequently used commands to your Quick Access Toolbar? A) By customizing the Ribbon; B) By selecting options from the File Tab; C) By right-clicking the command and selecting "Add to Quick Access Toolbar"; D) By using the View Modes	[C]
7	Which feature helps in displaying formatting marks in a document? A) View Modes; B) Non-Printing Characters; C) Quick Access Toolbar; D) Templates	[B]
8	What can you customize in the Ribbon to enhance your workflow? A) Text formatting; B) Adding or removing tabs and commands; C) Document margins; D) Page breaks	[B]
9	What view mode would you use to see a document as it will appear when printed? A) Web Layout; B) Outline; C) Draft; D) Print Layout	[D]
10	What is the purpose of a practice document in Word? A) To customize the Ribbon; B) To test various document formatting and navigation techniques; C) To manage window options; D) To create templates	[B]

11	What is the first step in saving a document? A) Click on the Home tab; B) Select text; C) Click on the File tab; D) Adjust margins	[C]
12	How can you select all the text in a document? A) Click and drag over the text; B) Press Ctrl + A; C) Double-click each paragraph; D) Use the Find feature	[B]
13	Which tab allows you to set the margins of a document? A) Home; B) Insert; C) Layout; D) Review	[C]
14	Which option is used to enhance the readability of a document by adjusting the space between lines? A) Margins; B) Line Spacing; C) Text Alignment; D) Font Style	[B]
15	How can you change the appearance of text in a document? A) Adjusting margins; B) Using additional font options; C) Adding a table; D) Inserting a picture	[B]
16	What feature helps in checking and correcting errors in a document? A) Page Breaks; B) Spelling and Grammar Checks; C) Table Formatting; D) Text Alignment	[B]
17	What is the purpose of using page breaks in a document? A) To add tables; B) To split the document into sections; C) To check spelling; D) To save the document	[B]
18	Where can you insert a table in a Word document? A) Home Tab; B) Insert Tab; C) Layout Tab; D) Review Tab	[B]
19	Which option allows you to modify the structure and appearance of a table? A) Editing text; B) Formatting a table; C) Inserting a picture; D) Adjusting line spacing	[B]
20	What feature can be used to manage complex documents by dividing them into different sections? A) Margins; B) Section Breaks; C) Font Options; D) Quick Access Toolbar	[B]

19
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K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
"INTRODUCTION TO MS OFFICE FOR DOCUMENTATION" FROM 07/10/2023 to
23/10/2023

Roll Number: 2021K5A0139 ASSESSMENT TEST Name of the Student: P. Karthik

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

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

Q)	Description	Answer
1	What is the first step to begin working in Microsoft Word? A) Customize the Quick Access Toolbar; B) Launch Word; C) Save a Document; D) Create a Table	[B]
2	What feature helps you navigate through different commands in Word? A) File Tab; B) Quick Access Toolbar; C) Ribbon; D) View Modes	[C]
3	Which tab would you use to open a new document from a template? A) Home; B) Insert; C) File; D) Review	[C]
4	Which of the following is NOT a window option in Word? A) Minimize; B) Maximize; C) Close; D) Delete	[D]
5	Where can you find the options to save, open, and print documents? A) Home Tab; B) Insert Tab; C) File Tab; D) Design Tab	[C]
6	How can you add frequently used commands to your Quick Access Toolbar? A) By customizing the Ribbon; B) By selecting options from the File Tab; C) By right-clicking the command and selecting "Add to Quick Access Toolbar"; D) By using the View Modes	[C]
7	Which feature helps in displaying formatting marks in a document? A) View Modes; B) Non-Printing Characters; C) Quick Access Toolbar; D) Templates	[B]
8	What can you customize in the Ribbon to enhance your workflow? A) Text formatting; B) Adding or removing tabs and commands; C) Document margins; D) Page breaks	[B]
9	What view mode would you use to see a document as it will appear when printed? A) Web Layout; B) Outline; C) Draft; D) Print Layout	[D]
10	What is the purpose of a practice document in Word? A) To customize the Ribbon; B) To test various document formatting and navigation techniques; C) To manage window options; D) To create templates	[B]

11	What is the first step in saving a document? A) Click on the Home tab; B) Select text; C) Click on the File tab; D) Adjust margins	[C]
12	How can you select all the text in a document? A) Click and drag over the text; B) Press Ctrl + A; C) Double-click each paragraph; D) Use the Find feature	[B]
13	Which tab allows you to set the margins of a document? A) Home; B) Insert; C) Layout; D) Review	[C]
14	Which option is used to enhance the readability of a document by adjusting the space between lines? A) Margins; B) Line Spacing; C) Text Alignment; D) Font Style	[B]
15	How can you change the appearance of text in a document? A) Adjusting margins; B) Using additional font options; C) Adding a table; D) Inserting a picture	[D]
16	What feature helps in checking and correcting errors in a document? A) Page Breaks; B) Spelling and Grammar Checks; C) Table Formatting; D) Text Alignment	[B]
17	What is the purpose of using page breaks in a document? A) To add tables; B) To split the document into sections; C) To check spelling; D) To save the document	[B]
18	Where can you insert a table in a Word document? A) Home Tab; B) Insert Tab; C) Layout Tab; D) Review Tab	[B]
19	Which option allows you to modify the structure and appearance of a table? A) Editing text; B) Formatting a table; C) Inserting a picture; D) Adjusting line spacing	[B]
20	What feature can be used to manage complex documents by dividing them into different sections? A) Margins; B) Section Breaks; C) Font Options; D) Quick Access Toolbar	[B]

20
20

K.S.R.M. COLLEGE OF ENGINEERING (AUTONOMOUS), KADAPA-516003
DEPARTMENT OF CIVIL ENGINEERING
VALUE ADDED COURSE ON
"INTRODUCTION TO MS OFFICE FOR DOCUMENTATION" FROM 07/10/2023 to
23/10/2023

ASSESSMENT TEST

Roll Number: 229VSA0126 Name of the Student: K. Manoj

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

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

Q)	Description	Answer
1	What is the first step to begin working in Microsoft Word? A) Customize the Quick Access Toolbar; B) Launch Word; C) Save a Document; D) Create a Table	[B] ✓
2	What feature helps you navigate through different commands in Word? A) File Tab; B) Quick Access Toolbar; C) Ribbon; D) View Modes	[C] ✓
3	Which tab would you use to open a new document from a template? A) Home; B) Insert; C) File; D) Review	[C] ✓
4	Which of the following is NOT a window option in Word? A) Minimize; B) Maximize; C) Close; D) Delete	[D] ✓
5	Where can you find the options to save, open, and print documents? A) Home Tab; B) Insert Tab; C) File Tab; D) Design Tab	[C] ✓
6	How can you add frequently used commands to your Quick Access Toolbar? A) By customizing the Ribbon; B) By selecting options from the File Tab; C) By right-clicking the command and selecting "Add to Quick Access Toolbar"; D) By using the View Modes	[C] ✓
7	Which feature helps in displaying formatting marks in a document? A) View Modes; B) Non-Printing Characters; C) Quick Access Toolbar; D) Templates	[B] ✓
8	What can you customize in the Ribbon to enhance your workflow? A) Text formatting; B) Adding or removing tabs and commands; C) Document margins; D) Page breaks	[B] ✓
9	What view mode would you use to see a document as it will appear when printed? A) Web Layout; B) Outline; C) Draft; D) Print Layout	[D] ✓
10	What is the purpose of a practice document in Word? A) To customize the Ribbon; B) To test various document formatting and navigation techniques; C) To manage window options; D) To create templates	[B] ✓

11	What is the first step in saving a document? A) Click on the Home tab; B) Select text; C) Click on the File tab; D) Adjust margins	[C] ✓
12	How can you select all the text in a document? A) Click and drag over the text; B) Press Ctrl + A; C) Double-click each paragraph; D) Use the Find feature	[B] ✓
13	Which tab allows you to set the margins of a document? A) Home; B) Insert; C) Layout; D) Review	[C] ✓
14	Which option is used to enhance the readability of a document by adjusting the space between lines? A) Margins; B) Line Spacing; C) Text Alignment; D) Font Style	[B] ✓
15	How can you change the appearance of text in a document? A) Adjusting margins; B) Using additional font options; C) Adding a table; D) Inserting a picture	[B] ✓
16	What feature helps in checking and correcting errors in a document? A) Page Breaks; B) Spelling and Grammar Checks; C) Table Formatting; D) Text Alignment	[B] ✓
17	What is the purpose of using page breaks in a document? A) To add tables; B) To split the document into sections; C) To check spelling; D) To save the document	[B] ✓
18	Where can you insert a table in a Word document? A) Home Tab; B) Insert Tab; C) Layout Tab; D) Review Tab	[B] ✓
19	Which option allows you to modify the structure and appearance of a table? A) Editing text; B) Formatting a table; C) Inserting a picture; D) Adjusting line spacing	[B] ✓
20	What feature can be used to manage complex documents by dividing them into different sections? A) Margins; B) Section Breaks; C) Font Options; D) Quick Access Toolbar	[B] ✓

0/0

B ✓
B ✓
D ✓
B ✓

Feedback form for Value Added Course "Introduction to MS Office for Documentation" from 07/10/2023 to 23/10/2023

reddysrinu@ksrmce.ac.in Switch account



* Indicates required question

Email *

Record reddysrinu@ksrmce.ac.in as the email to be included with my response

Roll Number *

Your answer

Name of the Student *

Your answer

The objectives of the Value Added Course were met (Objective) *

Excellent-5; Good-4; Average-3; Below Average-2; Poor-1

	1	2	3	4	5	
Poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excellent





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

Excellent-5; Good-4; Average-3; Below Average-2; Poor-1

	1	2	3	4	5	
Poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excellent

The Resource Persons were well prepared and able to answer any question (Interaction) *

Excellent-5; Good-4; Average-3; Below Average-2; Poor-1

	1	2	3	4	5	
Poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excellent

The exercises/role play were helpful and relevant (Syllabus Coverage) *

Excellent-5; Good-4; Average-3; Below Average-2; Poor-1

	1	2	3	4	5	
Poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excellent

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

Excellent-5; Good-4; Average-3; Below Average-2; Poor-1

	1	2	3	4	5	
Poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Excellent



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Clear form



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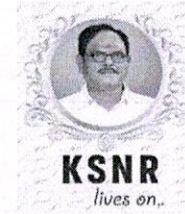




K.S.R.M. COLLEGE OF ENGINEERING (UGC-AUTONOMOUS)

Kadapa, Andhra Pradesh, India- 516 003

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DEPARTMENT OF CIVIL ENGINEERING

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

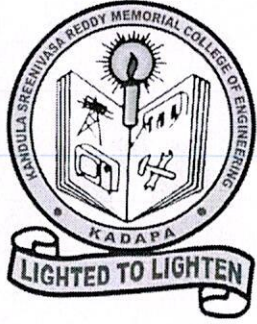
Sl. No.	Roll No.	Name	The objectives of the Value Added Course were met	The content of the course was organized and easy to follow	The Resource Person was well prepared and able to answer any question	The exercises/role play were helpful and relevant	The Course satisfy my expectation as a value added Programme
1	219Y1A0112	Kalisetty Sushanth	2	2	4	4	5
2	219Y1A0115	Kommaluru Venkata Sujith	3	2	2	5	5
3	219Y1A0117	Kotapati Sudharshan	5	3	4	5	3
4	219Y1A0118	Kothapalli Amarendranath	4	3	5	3	3
5	219Y1A0119	Kunchepu Samba Siva	2	4	2	5	4
6	219Y1A0121	Manchiti Devendra Reddy	3	2	2	4	5
7	219Y1A0123	Mekala Pavan Krishna	5	4	5	3	2
8	219Y1A0124	Mopuri Chennaiah	5	5	3	3	5

9	219Y1A0125	Munagala Sunil Kumar Reddy	4	3	5	5	5
10	229Y5A0106	Busam Lekha Sree	3	5	5	5	3
11	229Y5A0109	Cheepati Shaik Wajidulla	3	4	2	4	3
12	229Y5A0110	Chintha Pavan Kumar Reddy	5	3	5	3	3
13	229Y5A0126	Kommu Manoj	2	2	5	5	2
14	229Y5A0127	Kummetha Lokesh	2	4	2	3	2
15	229Y5A0129	Kuruva Uday Kumar	5	3	5	2	5
16	229Y5A0130	Lankala Sumithra	4	5	4	2	2
17	229Y5A0132	Maddineni Arun Kumar	5	3	5	4	4
18	229Y5A0134	Marriboina Naveenkumar	4	4	4	5	5
19	229Y5A0138	P Saikiran	3	5	4	3	5
20	229Y5A0139	Panyam Karthik	2	2	2	5	4
21	229Y5A0140	Rajendram Jayanthachar	2	4	5	2	5
22	229Y5A0141	Rayadurgam Mohan	3	5	4	4	2
23	229Y5A0144	Sashi Vardhan	3	5	5	5	5

24	229Y5A0145	Shaik Ali Sikindar	2	3	5	5	2
25	229Y5A0148	Shaik Malik Basha	2	4	2	4	2
26	229Y5A0149	Sirigiri Sankeerthana	3	3	2	3	5
27	229Y5A0150	Sirisani Revanth	3	5	3	3	5
28	229Y5A0151	Syed Zakriya Ahamed	5	3	3	2	5
29	229Y5A0152	Tholisaku Mahesh Babu	2	4	2	3	4
30	229Y5A0153	Ullasi Raghavendra	5	5	2	4	5
31	229Y5A0158	Yanamala Varsha	5	2	2	5	5
32	229Y5A0159	Yarramreddy Sivagangadhar Reddy	3	5	3	3	2
33	229Y5A0161	Malle Ganesh	5	5	3	4	3

P. Rajendrakumar
Coordinator

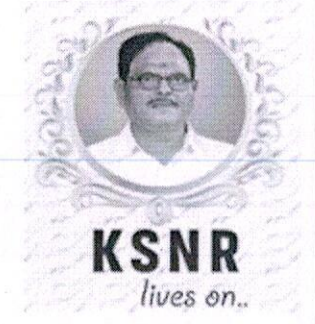

HOD
Head
Department of Civil Engineering
K.S.R.M. College of Engineering
(Autonomous)
KADAPA - 516 003. (A.P.)



K.S.R.M College of Engineering

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KADAPA, ANDHRA PRADESH, INDIA-516003



DEPARTMENT OF CIVIL ENGINEERING

CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

K. Sudharshan (Reg. No. 219Y1A0117), Student of KSRM College of Engineering (Autonomous) for successful completion of value added course on "Introduction to MS office for Documentation" offered by Department of Civil Engineering, KSRMCE-Kadapa.

Course Duration: 44 Hours;
From: 7/10/2023 to 23/10/2023

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

P. Rajendra Kumar

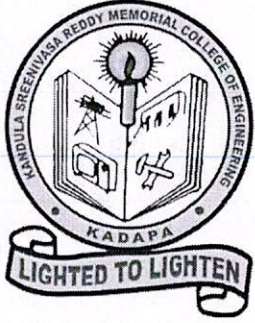
Coordinator

Sri P. Suresh Praveen Kumar

Head of the Department

V. S. S. Murthy

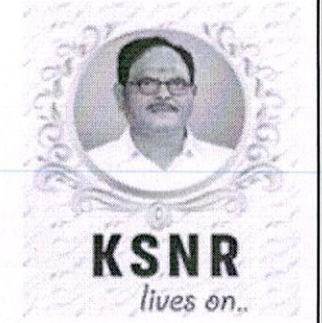
Principal



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DEPARTMENT OF CIVIL ENGINEERING

CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

K. Manoj (Reg. No. 229Y5A0126), Student of KSRM College of Engineering (Autonomous) for successful completion of value added course on "Introduction to MS office for Documentation" offered by Department of Civil Engineering, KSRMCE-Kadapa.

Course Duration: 44 Hours;
From: 7/10/2023 to 23/10/2023

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

P. Rajendra Kumar

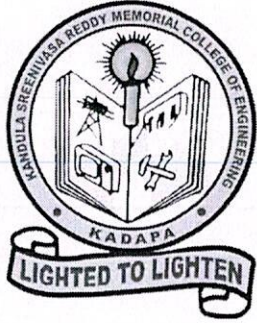
Coordinator

Sri P. Suresh Praveen Kumar

Head of the Department

V. S. S. Murthy

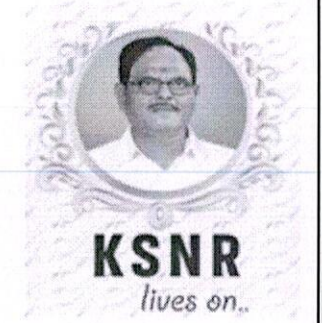
Principal



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DEPARTMENT OF CIVIL ENGINEERING

CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

S. Revanth (Reg. No. 229Y5A0150), Student of KSRM College of Engineering (Autonomous) for successful completion of value added course on "Introduction to MS office for Documentation" offered by Department of Civil Engineering, KSRMCE-Kadapa.

Course Duration: 44 Hours;
From: 7/10/2023 to 23/10/2023

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

P. Rajendra Kumar

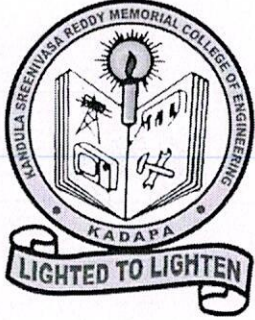
Coordinator

[Signature]

Head of the Department

V. S. S. Murthy

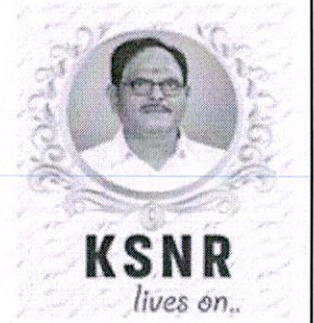
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K.S.R.M College of Engineering

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DEPARTMENT OF CIVIL ENGINEERING

CERTIFICATE OF COURSE COMPLETION

This certificate is presented to

M. Ganesh (Reg. No. 229Y5A0161), Student of KSRM College of Engineering (Autonomous) for successful completion of value added course on "Introduction to MS office for Documentation" offered by Department of Civil Engineering, KSRMCE-Kadapa.

Course Duration: 44 Hours;
From: 7/10/2023 to 23/10/2023

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

P. Rajendra Kumar

Coordinator

And

Head of the Department

V. S. S. Murthy

Principal

Course Material of Microsoft Word

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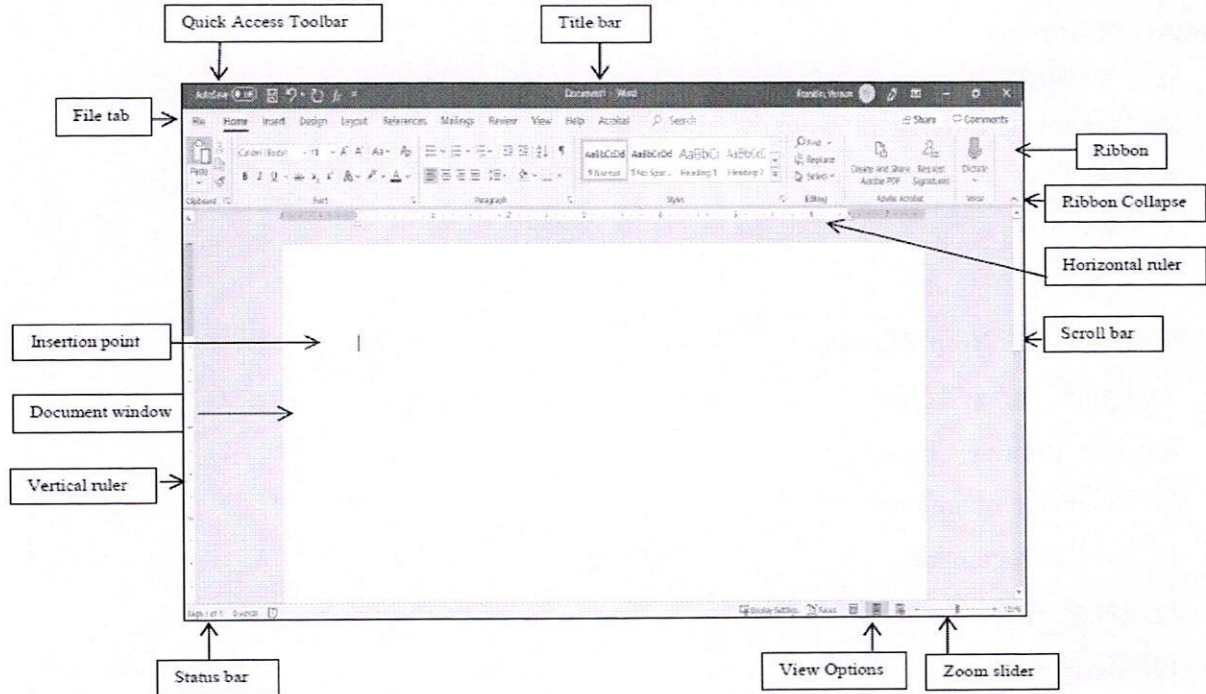
1. Launch Word

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.



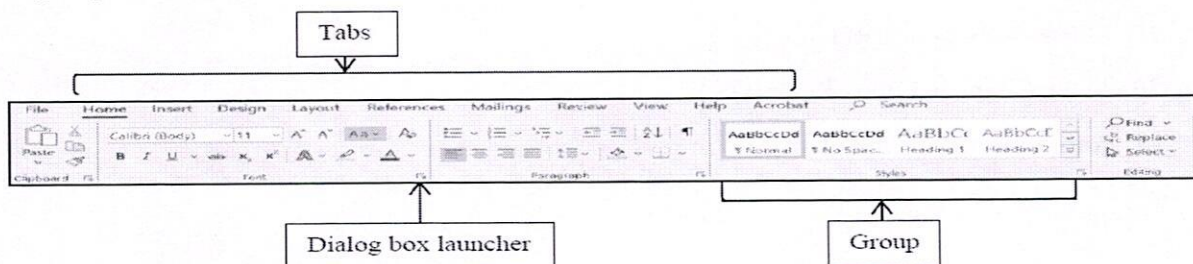
A. Terms

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.

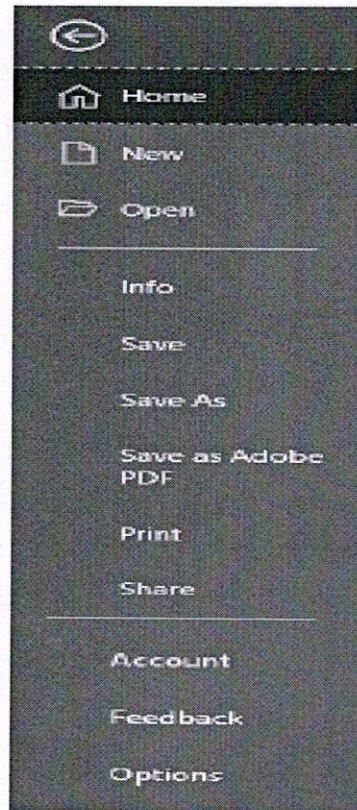
B. Use the Ribbon options to select and process your commands.

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.

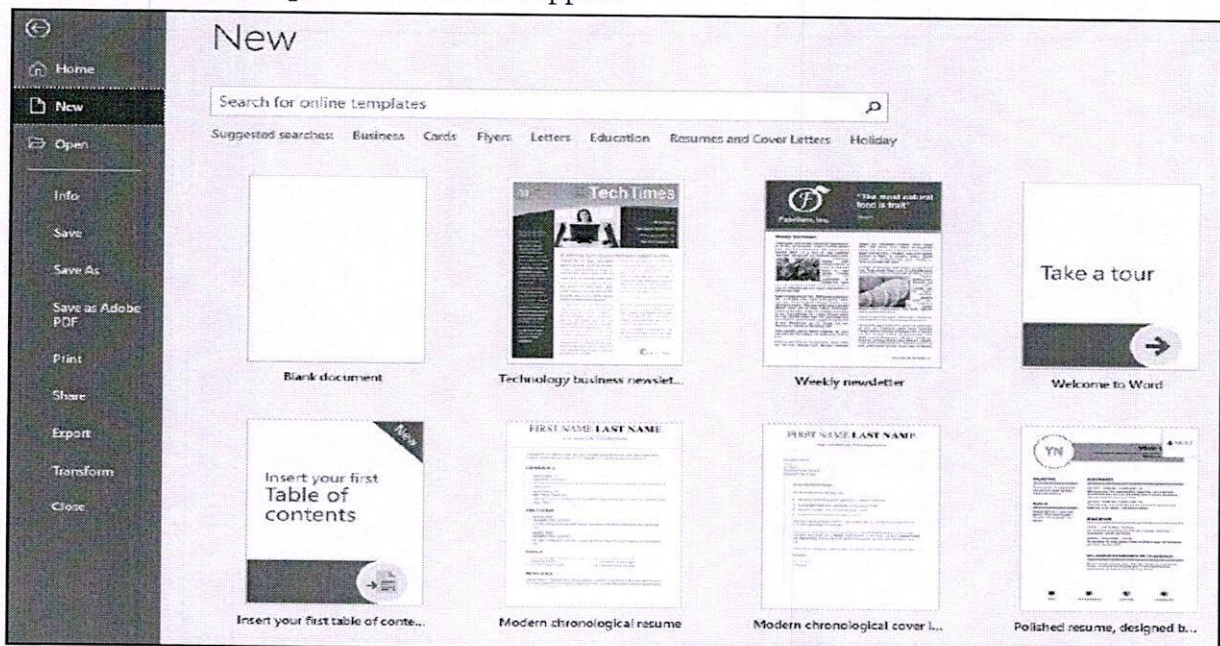


4. Templates

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.

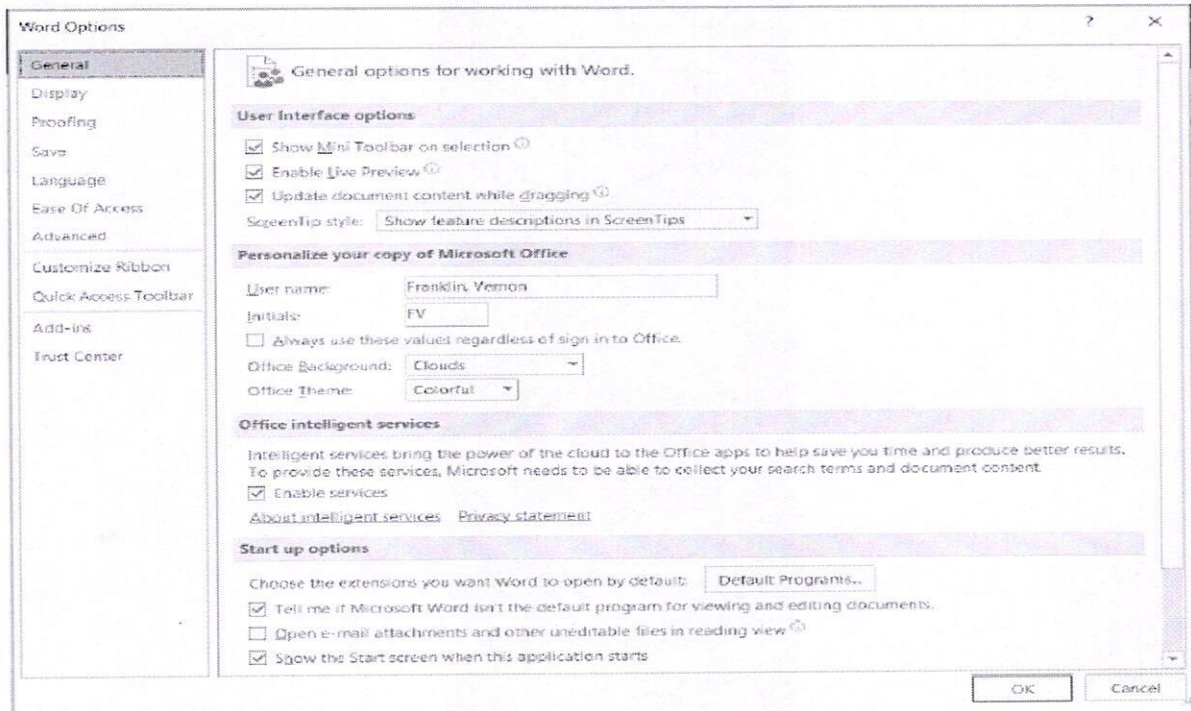


5. Window Options

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.

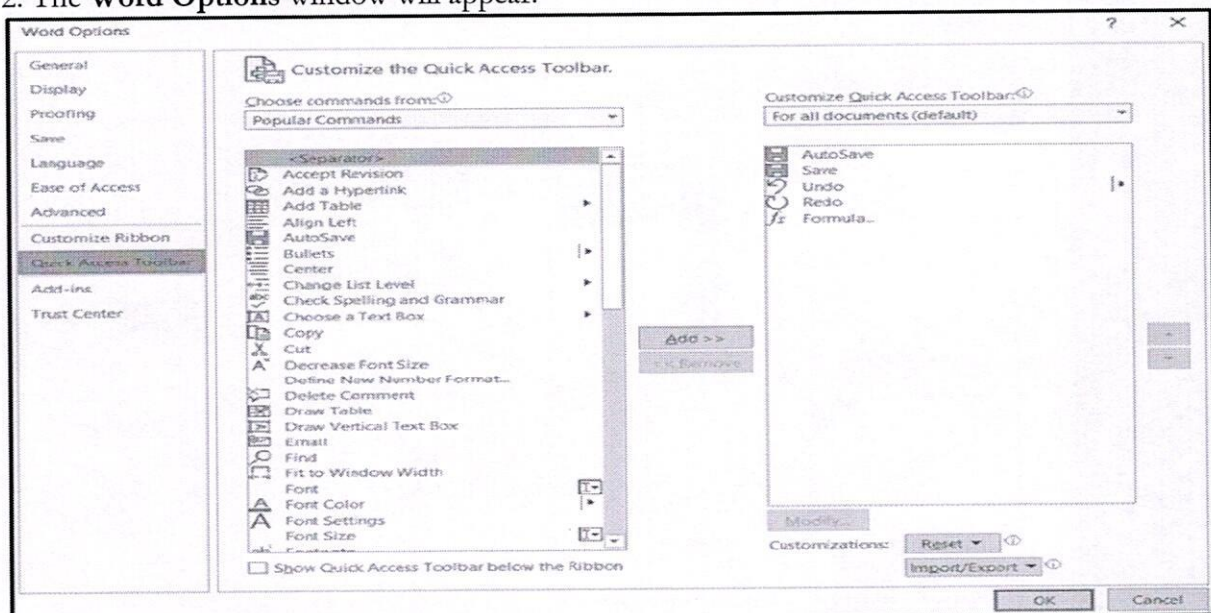


6. Customize Your Ribbon

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.

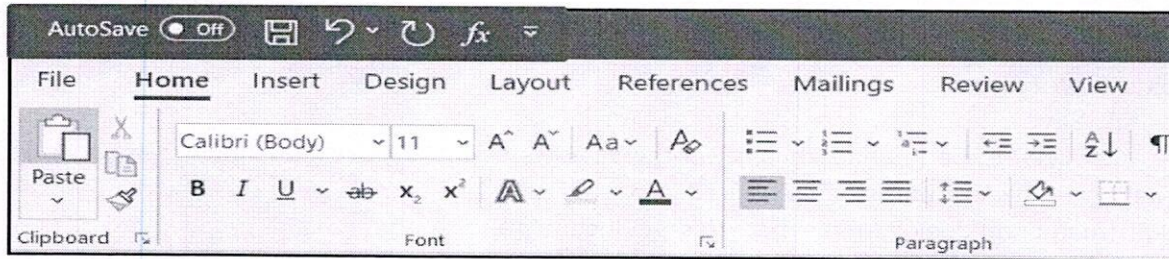


3. Click on the **Customize Ribbon** option.
4. From the **Choose commands from** list, click on your desired ribbon option, and then click on the **Add** button to place it in the **Customize the Ribbon** list.
5. Click on the **OK** button.

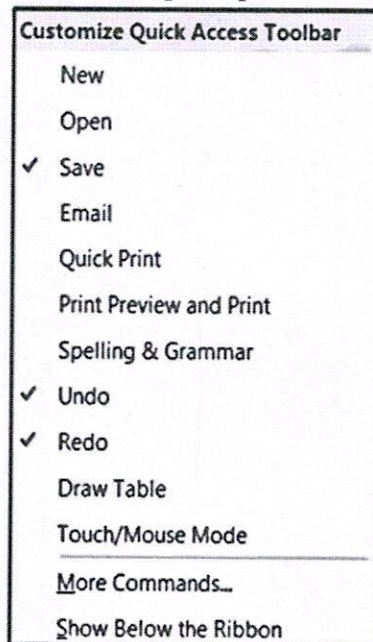
7. Quick Access Toolbar

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

A. Add Commands



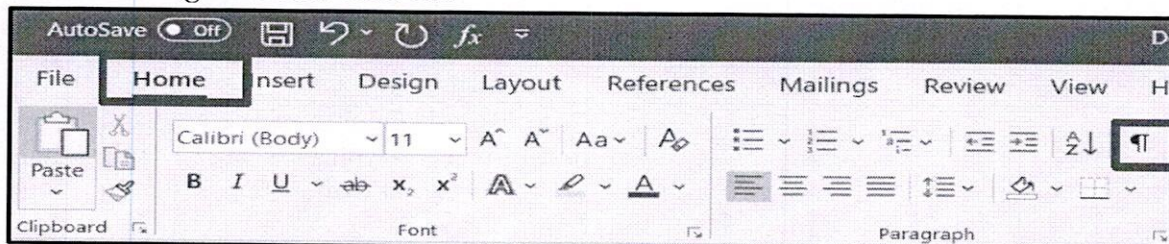
1. To add your most used commands to the **Quick Access Toolbar**, click on the drop-down arrow next to the **Quick Access Toolbar**.
2. The **Customize Quick Access Toolbar** option panel will appear.



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.)

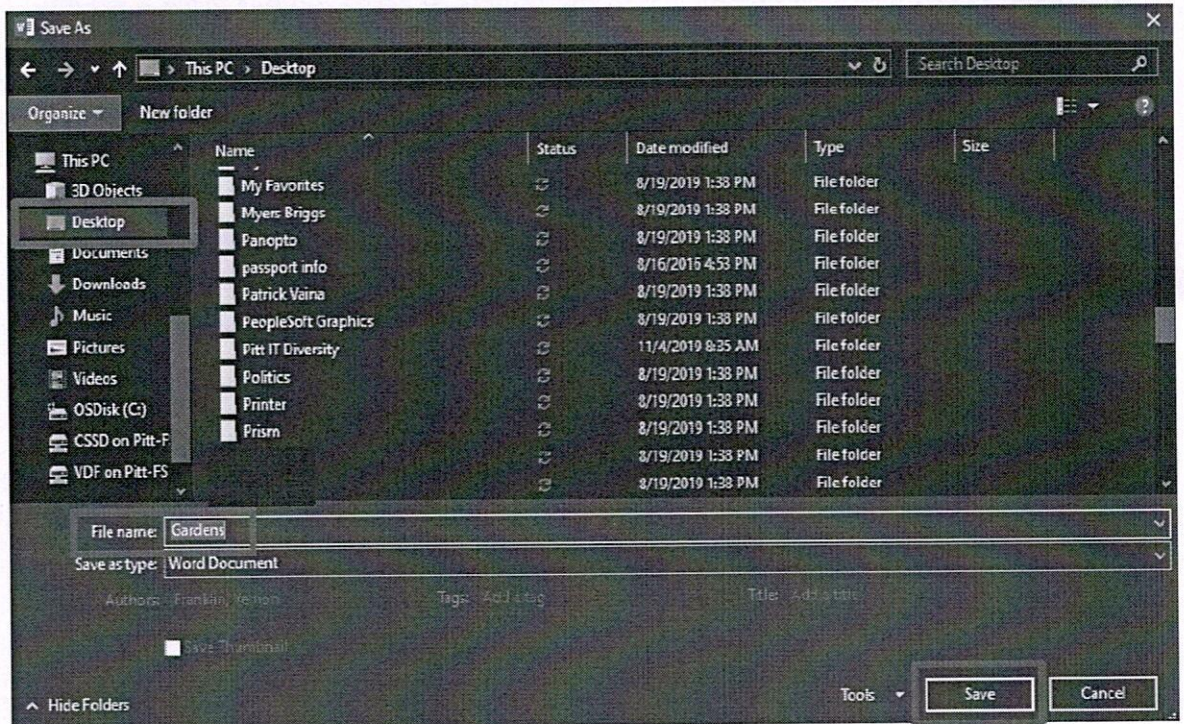
10. Save a Document

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

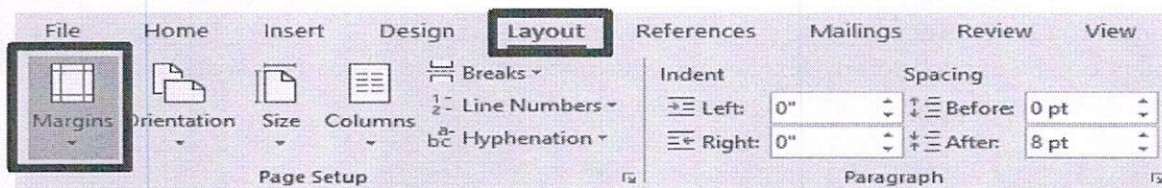
You must select text before you can change the format. You can use the mouse to select text in a variety of ways which is explained in the table below.

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.

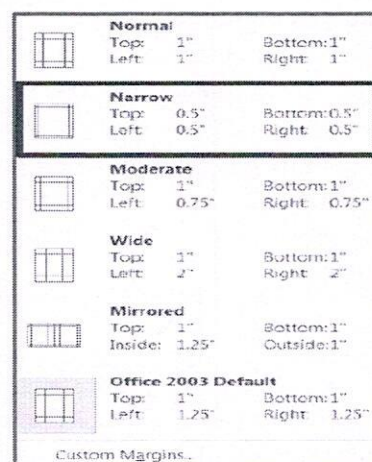
12. Margins

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").



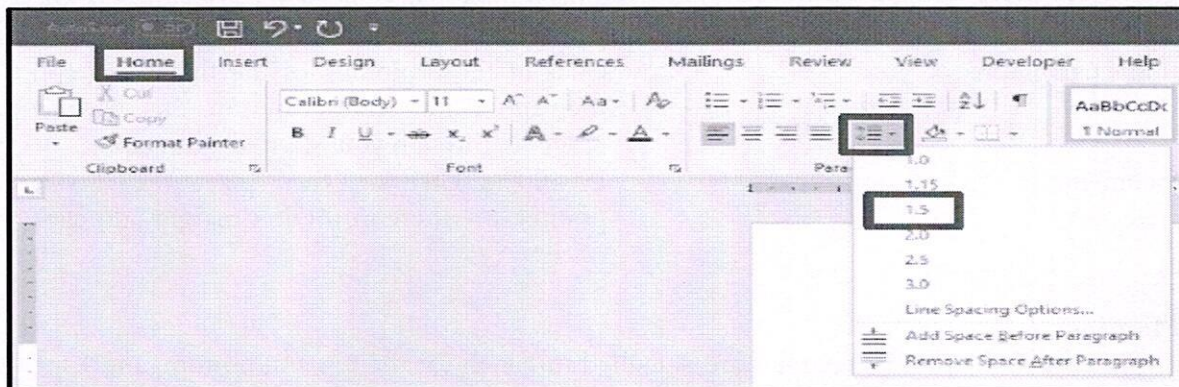
Note: If you prefer a margin not listed, then click on **Custom Margins** at the bottom of the panel to customize your margin. The **Page Setup** window will appear, and then make your desired margin choices from the window options.

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

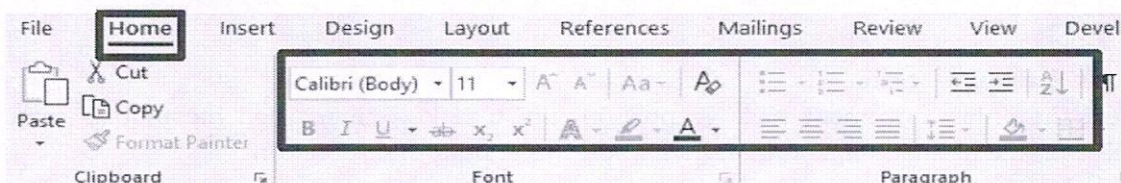
1. Make sure the entire document is still selected.
2. Click on the **Home** tab. On the **Paragraph** group, click on the **Line Spacing** button, and then select 1.5.



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.

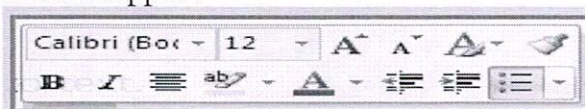


1. Select text, and then click on your desired format from the **Home** ribbon.

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.

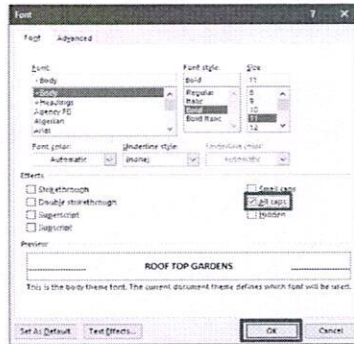
A. Add All Caps

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.



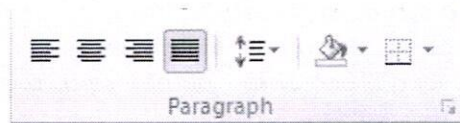
Dialog box launcher

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:

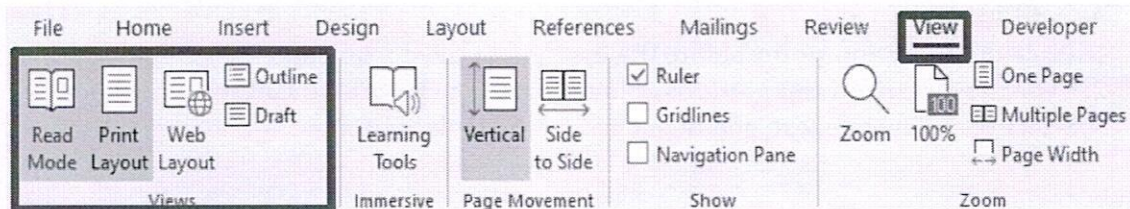
- First button - **Align Text Left**
- Second button - **Center Text**
- Third button - **Align Text Right**
- Fourth button - **Justify Text**

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.

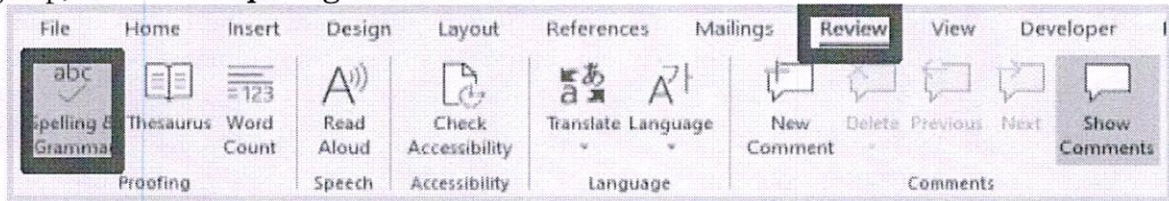
18. Spelling and Grammar Checks

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 (*envirnment*), 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.

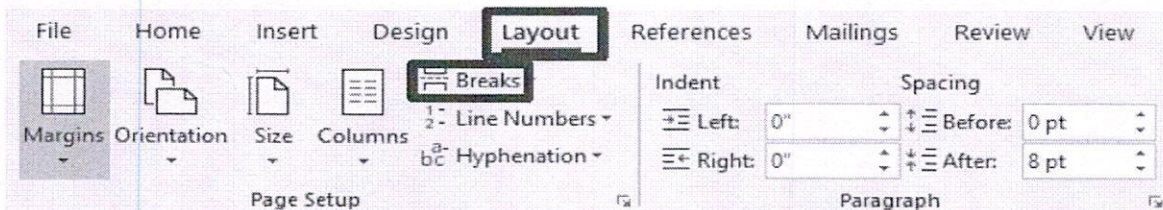


B. Insert Page Break

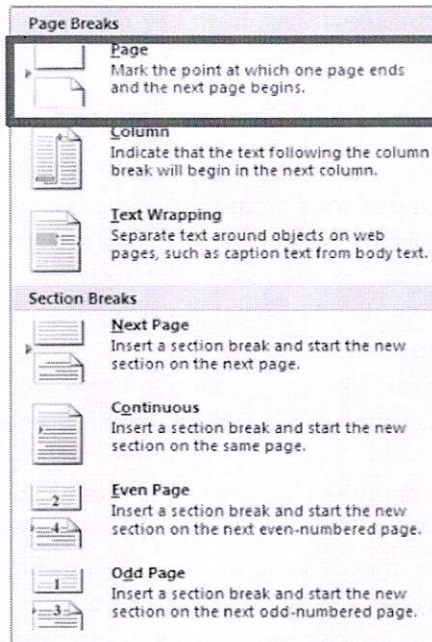
19. Page Breaks and Section Breaks

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.

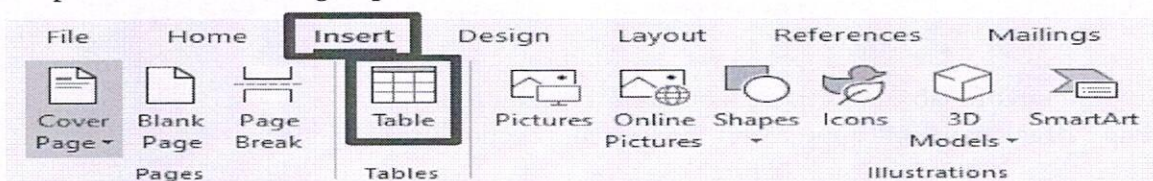
S.No	Name of the Student	Regd. No.	Department
01	B. Veera Sankar	64265dajdq	H & S
02	G. Venkateswarlu	4684216ds	CE
03	G. Stella	21652dsfsd	ECE

A. Create a Table

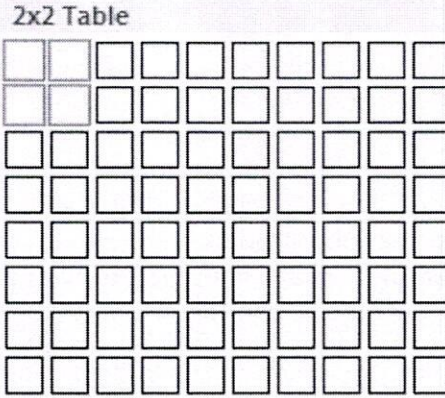
The **Table Tools** tab only appears when a table is selected.



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.



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

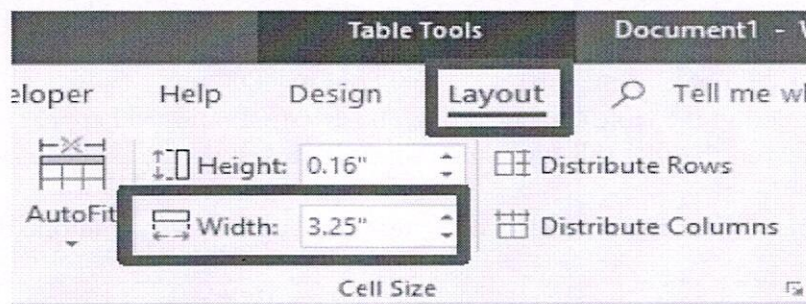
Columns in a new table are always the same width. It is often necessary to change the width of one or more columns in the table, so that text or data can be seen.

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

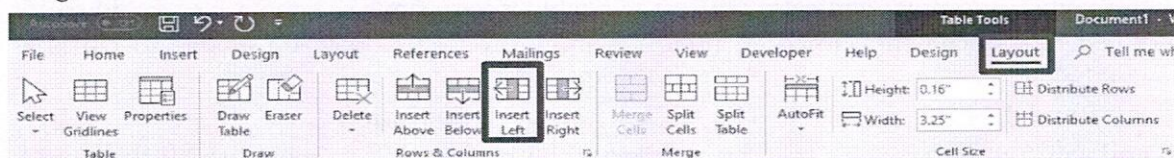
2. **AutoFit** is a feature that will automatically adjust the column width to accommodate the widest text entry in the column. To **AutoFit** the entire table, place the mouse pointer at the left most column boundary, when the mouse pointer appears as a double vertical line with left and right arrows,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



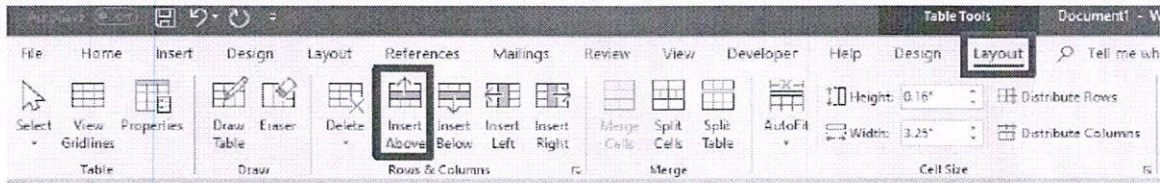
1. Insert a column to the right of the table. Click in any cell on the last column, on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Right** button. The new column will appear.

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.



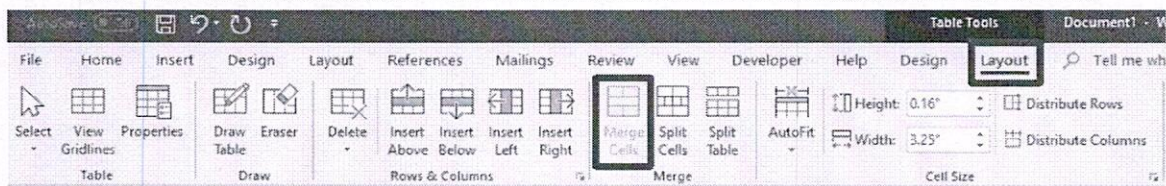
4. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Above** button. The new row will appear.

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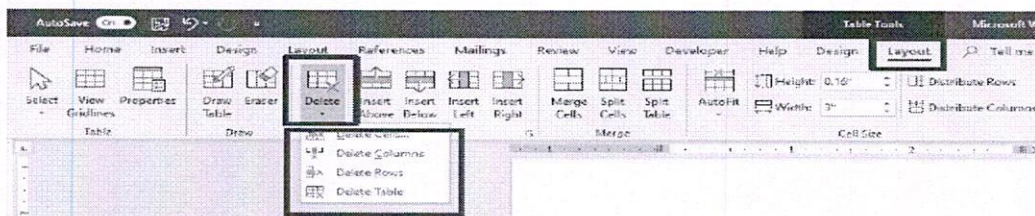
1. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Merge** group, and then click on the **Merge Cell** button.

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.

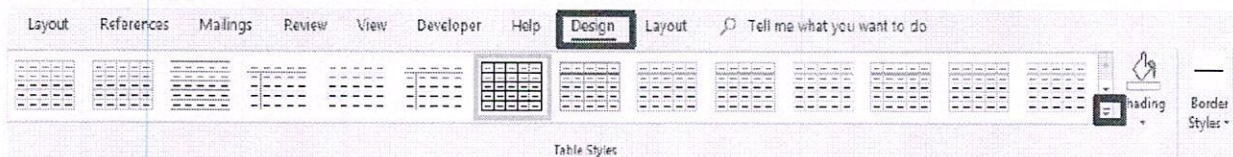


22. Format a Table

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.

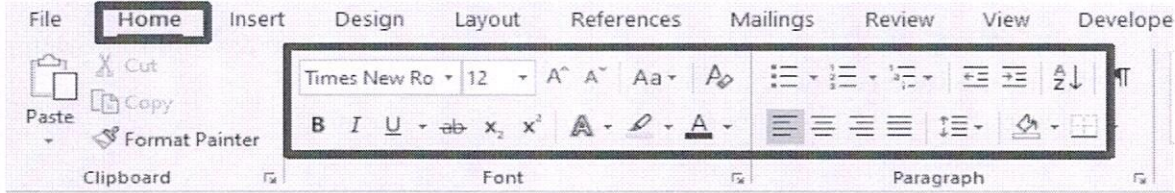


4. Click on a **Table Style** of your choice.

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.

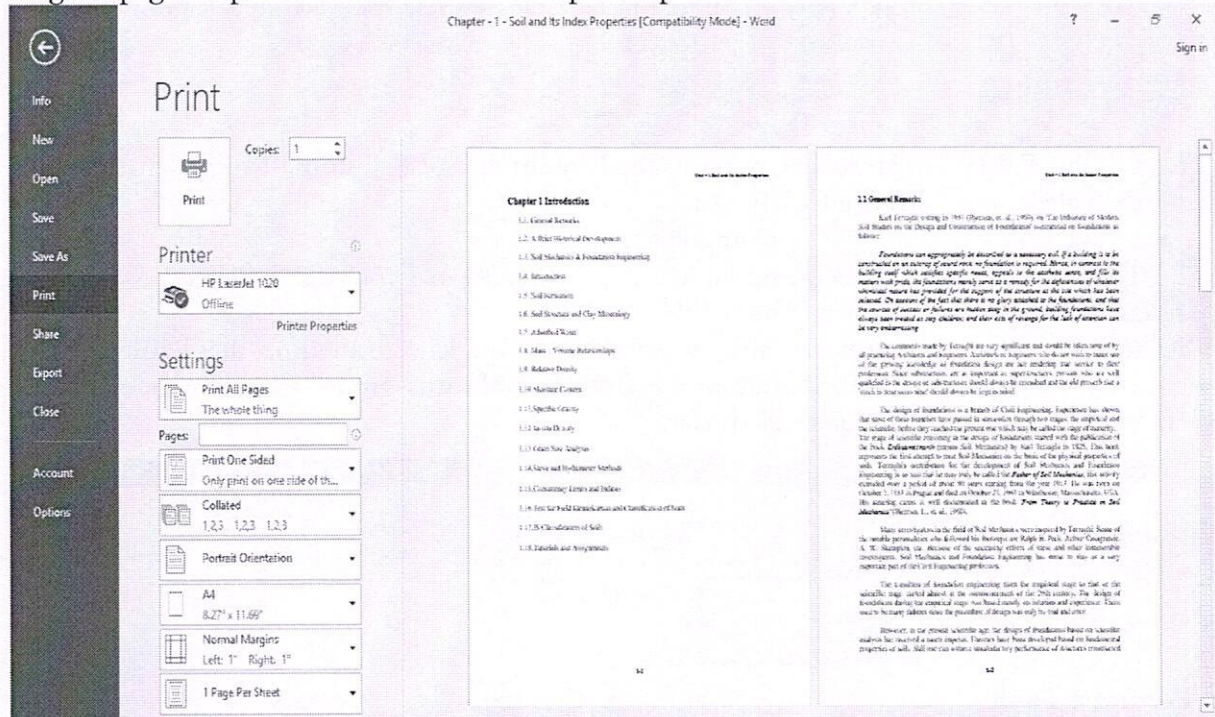
B. Text Format and Alignment

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 Pijetela 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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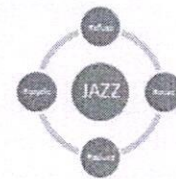
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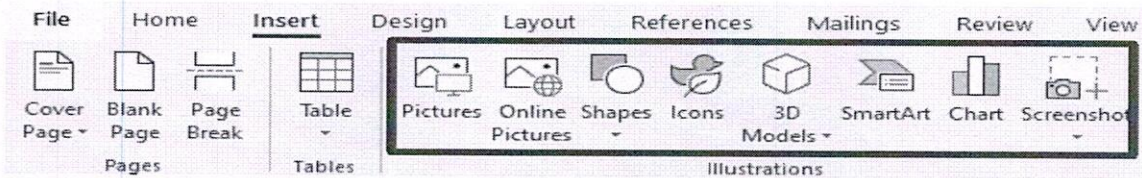
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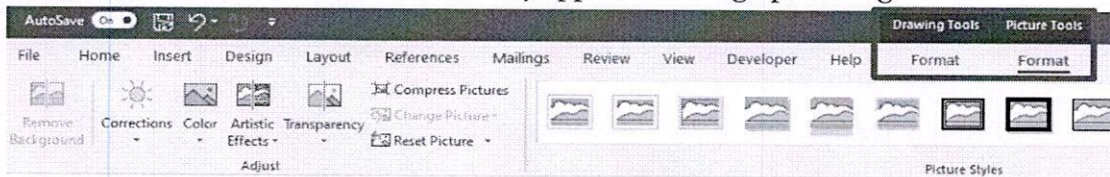
25. Illustrations Quick Reference

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.



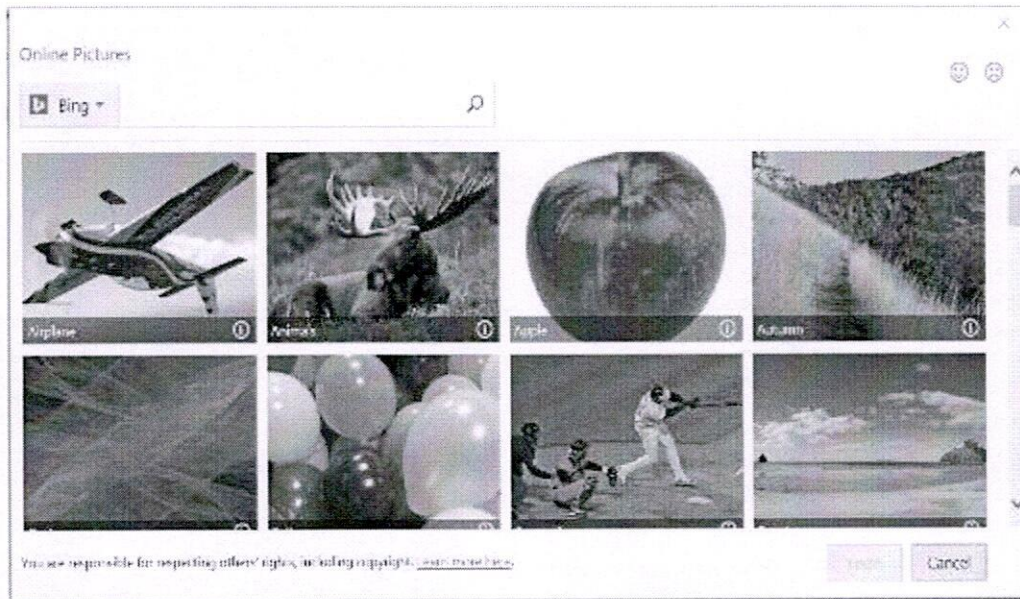
Drawing Tools and Picture Tools tabs only appear when a graphic image is selected.



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:

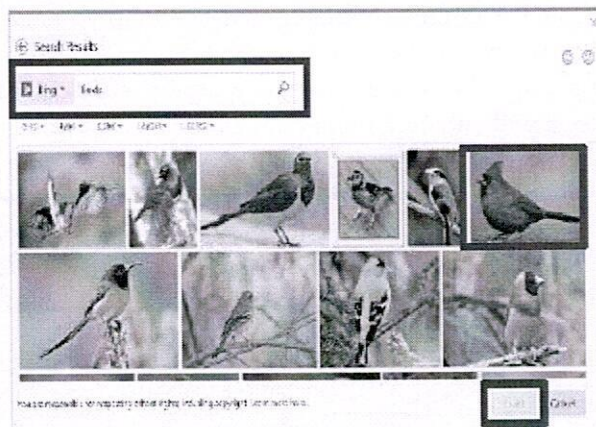
1. Click on the **Online Pictures** button, from the **Illustrations** group.
2. Navigate to your desired **Picture** folder.
3. Select a **photo**.
4. Click on the **Insert** button.



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:

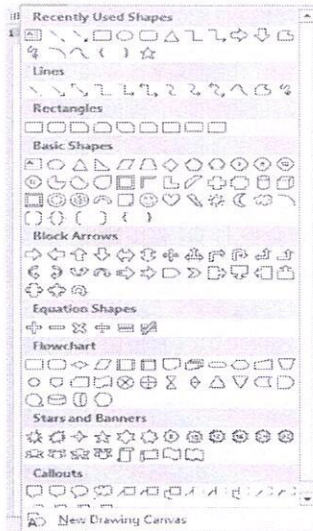
1. Click on the **Online Pictures** button, from the **Illustration** group.
2. The **Insert Picture** window will appear.
3. In the **Search** box, type your desired graphic topic, and then press the **Enter** key.
4. Select your desired **Picture**, and then click on the **Insert** button.



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:

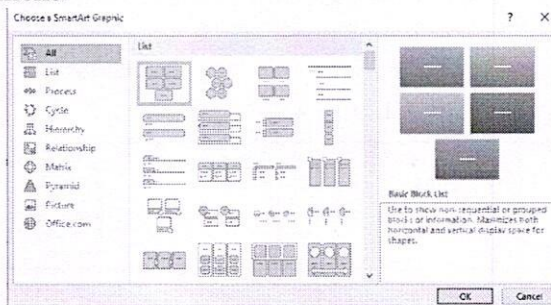


Note: Continuing to drag the mouse will enlarge the shape.

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:

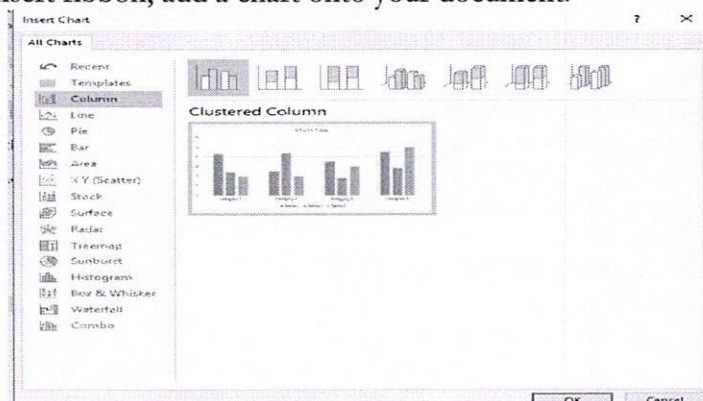


Note: Depending on your selection, text and/or photos can be added.

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:



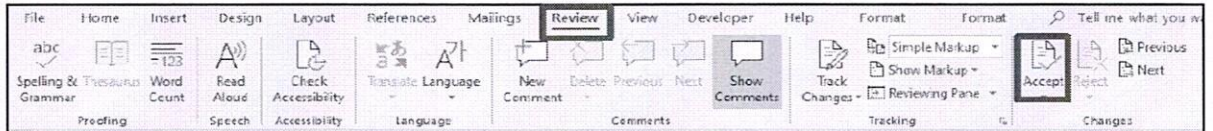
6. On the spreadsheet window, click on the Close window button, and then your chart will appear on your document.

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.

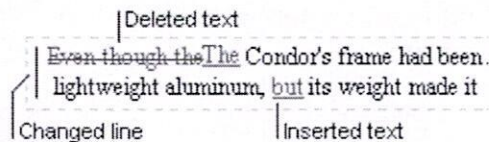
A. Turning on Track Changes

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

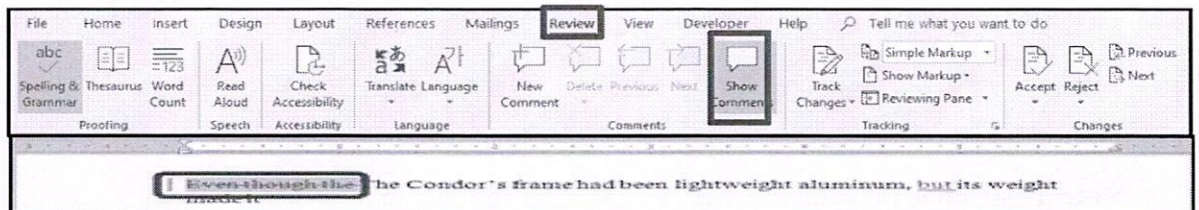


1. Click on the **Review** tab.
2. In the **Tracking** group, click on the **Track Changes** button.
3. Now the document can be edited with Track Changes. *Click on the **Track Changes** button a second time to turn it off.*

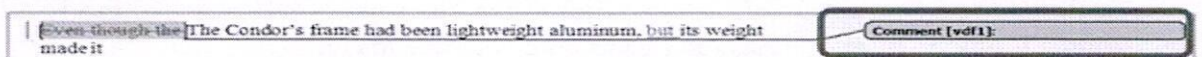
Example:



B. Apply comments to Track Changes.



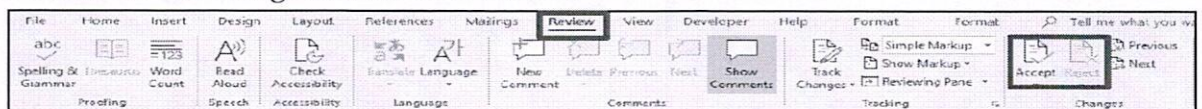
1. Select the Track Change text to which you want to apply a comment.
2. Click on the **Review** tab. In the **Comments** group, click on the **New Comment** button.
3. The text you select will be highlighted and a comment box will display on the right side of the document.



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.

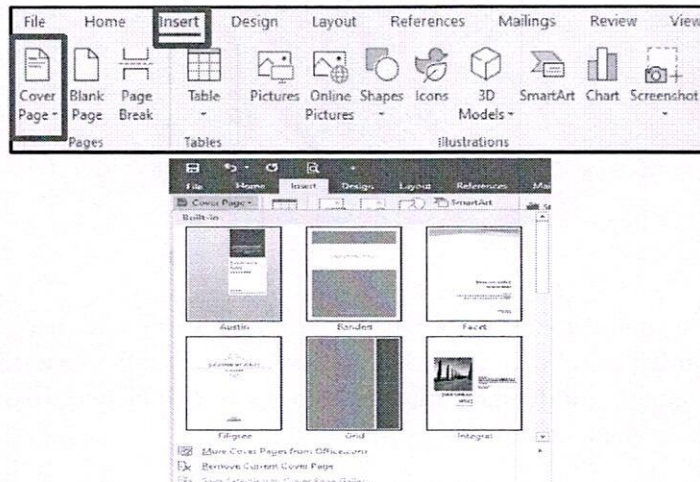


2. Click on the **Review** tab.
3. In the **Changes** group, click on **Accept** or **Reject**.

27. Additional Quick References

A. Cover Page

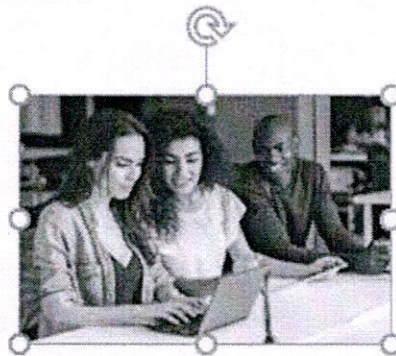
Microsoft Word enables you to insert a variety of predesigned cover pages into your document automatically.



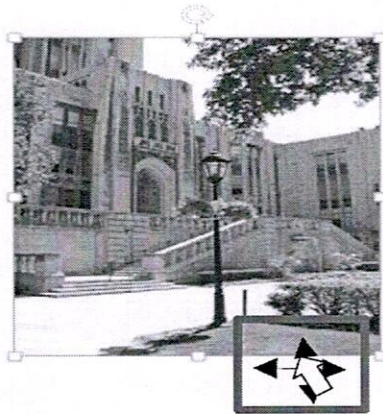
1. Click on the **Insert** tab, and then go to the **Pages** group.
2. Click on the **Cover Page** button.
3. The **Built-In** window will appear with predesign cover pages.
4. Select a cover page of your choice.
5. On the **Pages** group you can insert a **Blank Page** or **Page Break** as well.

B. Working with an Image

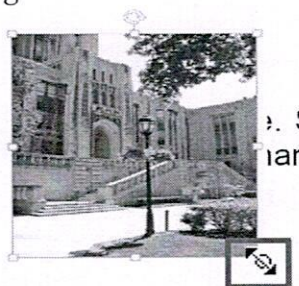
Images that appear on your document can be moved, resized, rotated, modified, or deleted. To change an image, click once on the image to select it. The following items will appear on the image: circle handles on each of the four corners, box handles on each of the four sides, and a green dot handle on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



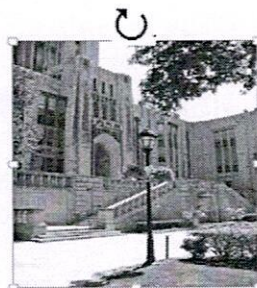
1. **Move** an image to another location on the document. Select the image and place the mouse pointer on the image. When the pointer changes to a double arrow cross, left-click the image and drag it to a new location on the document.



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.

