DOT-NET
COMPUTER EDUCATION
[An Institute of Professional I.T Studies]

DOT-NET
COMPUTER EDUCATION

MICROSOFT WORD
notes

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20
years of
Excellence

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[An ISO Certified Institute]

STUDENTS DETAILS

Name of Students	:	……………………………………………………………
DOT-NET Roll No.	:	……………………………………………………………
Date Of Joining	:	……………………………………………………………
Name of Course	:	……………………………………………………………
Batch Timing	:	……………………………………………………………

You can connect with us online with our YouTube Channel

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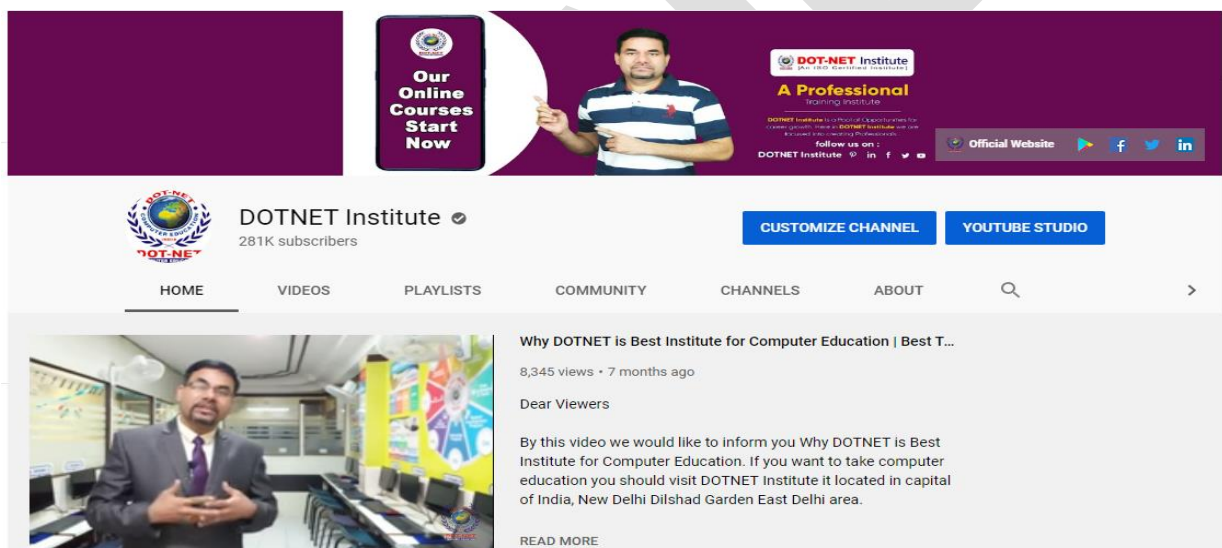
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Microsoft Word 2010-13

COURSE CONTENTS

INRTODUCTIONS OF MS WORD *Page*

HOME TOOLBARS

INSERT TOOLBARS

FORMAT TOOLBARS

PAGE LAYOUT TOOLBARS

MAILINGS TOOLBARS

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Introduction of Ms. Word

1. What is Ms. Word?

Microsoft Office Word 2007-10 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in a new interface. Rich review, commenting, and comparison capabilities help you quickly gather and manage feedback from colleagues. Advanced data integration ensures that documents stay connected to important sources of business information.

2. About Extensions

The meaning of extensions that identification and trade mark of application there are many type of applications in computer so if you have so many files in one folder and all the files are different types of application in that case you can identify the application by their extensions.

Identification Symbols   :

Ms. Word Extensions   :   **.DOCX**

3. Ms. Word is Part of

The Ms. Word is the part of Microsoft Office family Software there are following part of Microsoft Office family:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft PowerPoint

4. How to start Ms. Word

We can use these steps to start Ms. Word:-

Click on Start Bar
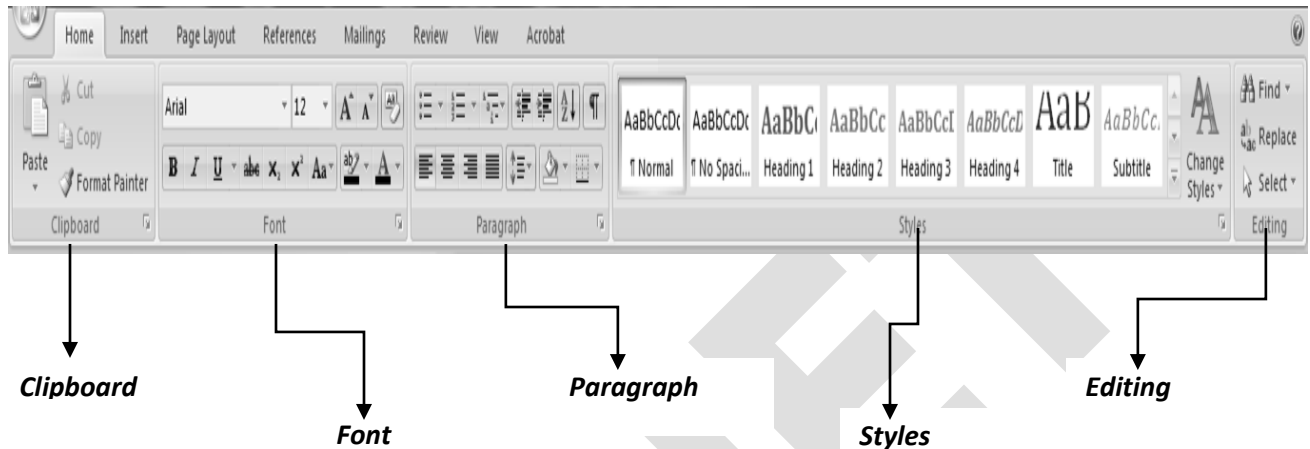
All Programs

Microsoft Office

Microsoft Office Word 2007-10

Now you have screen of Microsoft Word and you can start your work in this.

Home Toolbars

The Home Toolbar is the first toolbar of Ms. Word this toolbar always display on the top of the Ms. Word Screen like as:

Clipboard   *Paragraph*   *Editing*

Font   *Styles*

1. Clipboard

In this clipboard very simple options are available like as:

Cut *(Ctrl+X)*   : Cut selected matter.

Copy *(Ctrl+C)*   : Copy selected matter.

Paste *(Ctrl+V)*   : Paste Cut / Copy Matter.

Format Painter *(Ctrl+Shift+C)*: Copy formatting from one place and apply it to
                                        another place

Cut

Paste   *Copy*

Format Painter
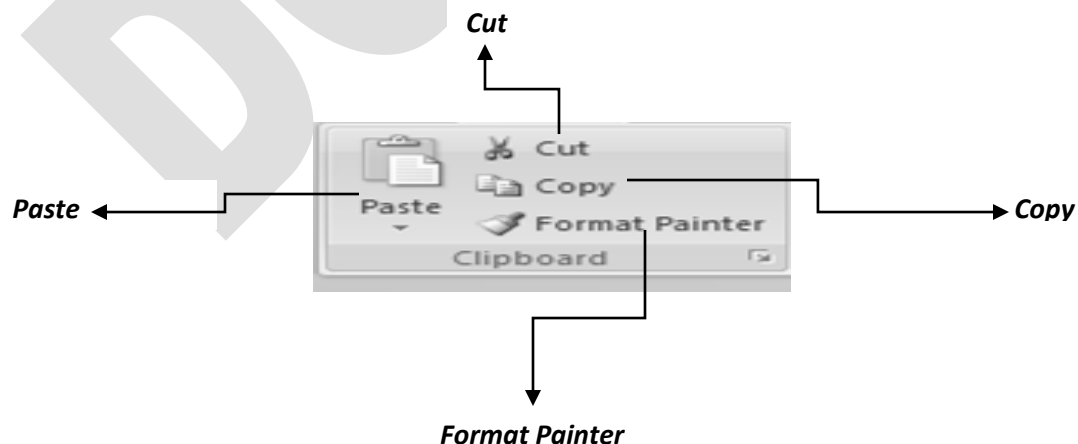
2. Font

In the font clipboard there are so many options for font formatting like as:

Font *(Ctrl+Shift+F)*   : Change the font face.

Font Size *(Ctrl+Shift+P)*   : Change the font size.

Grow Font *(Ctrl+>)*   : Increase the font size.

Shrink Font *(Ctrl+<)*   : Decrease the font size.

Clear Formatting   : Clear all the formatting from the selection.

Bold *(Ctrl+B)*   : Make the selected text bold.

Italic *(Ctrl+I)*   : Italicize the selected text.

Underline *(Ctrl+U)*   : Underline the selected text.

Strikethrough   : Draw a line through the middle of the selected text.

Subscript *(Ctrl+=)*   : Create small letters below the text baseline.

Superscript *(Ctrl+Shift++)* : Create small letters above the line of text.

Change Case   : Change all the selected text to upper, lowercases.

Text Highlight Color   : Make text look like it was marked with a marker pen.

Font Color   : Change the text color.
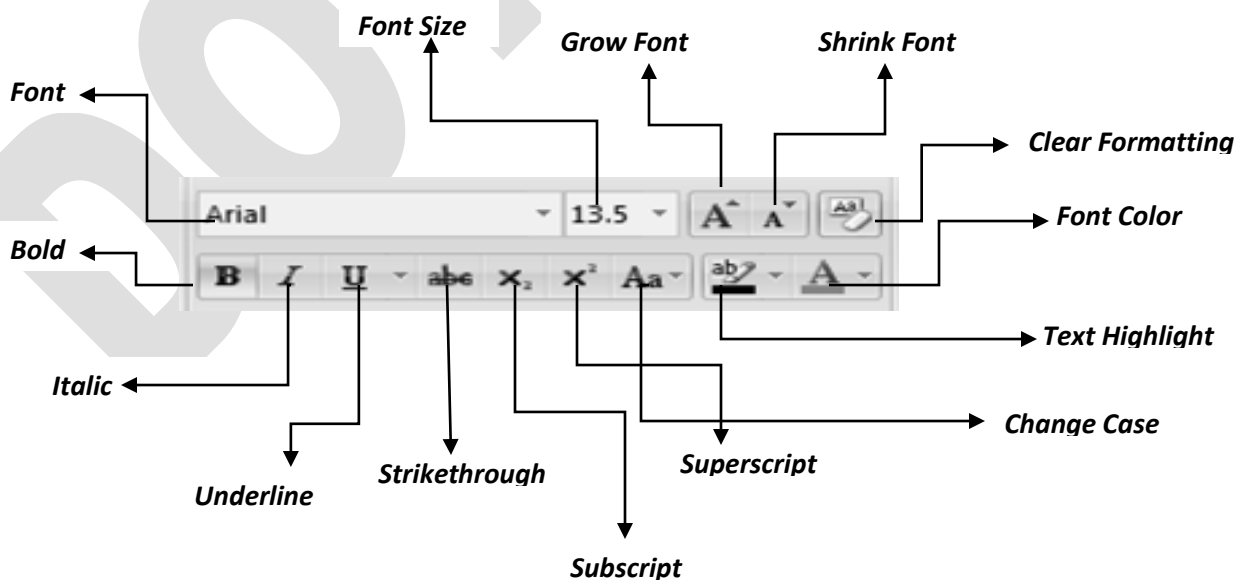
☞ *Use all the options with* **Practical Assignment**

Practice Exercise:- 1 (For Fonts & Formatting)

BIO-DATA

Name	:	Anil Gupta
Father's Name	:	Mr. Ram Mohan Gupta
Date of Birth	:	5th June 1992
Nationality	:	Indian
Sax	:	Male
Language Known	:	Hindi & English
Address	:	D-34, Street No. 3
		Old Sheema Puri
		Delhi – 110095
Contact No.	:	9876543210
E-mail ID	:	anilgupta67@gmail.com
Educational Qualification	:	10th Pass from CBSE in 2010.
		12th Pass from CBSE in 2012.
		Doing B.A. Ist Year From Delhi Univ.
Professional Qualification	:	One Year Diploma Course in Computer from DOT-NET Institute.
Experience	:	Fresher
Hobbies	:	Playing Cricket & Watching Vedios.

Date:

Place:

(Anil Gupta)

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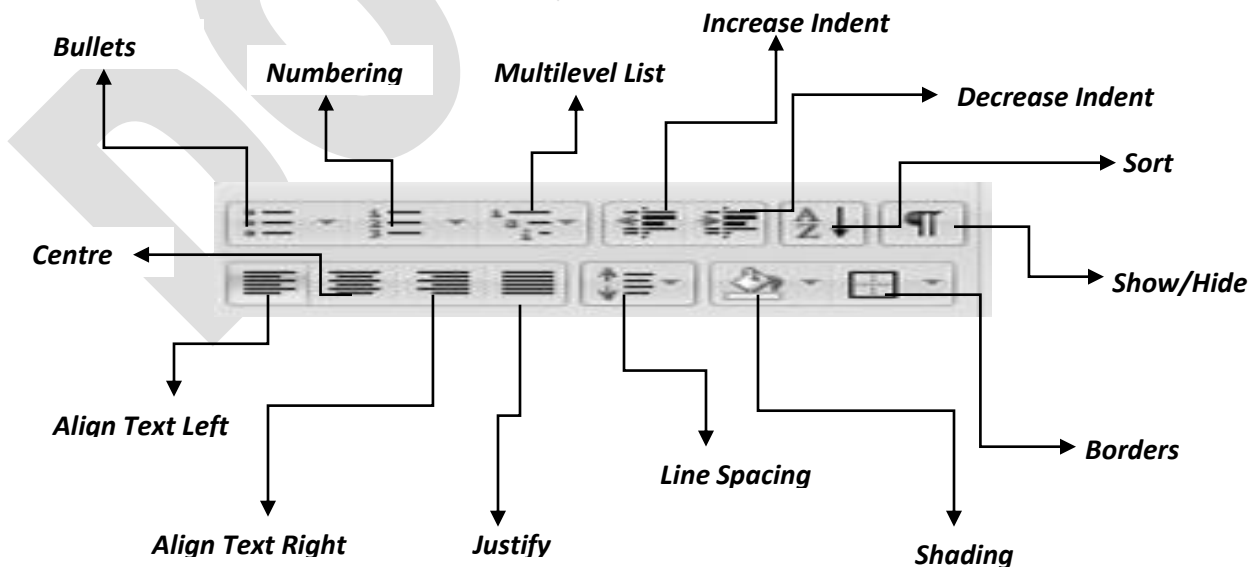
3. Paragraph

In the paragraph clipboard all the function for paragraph formatting with bullets and listings like as:

Bullets	: Start a bulleted list. *(Click arrow to choose different style)*
Numbering	: Start a numbered list. *(Click arrow to choose different style)*
Multilevel List	: Start a multilevel list. *(Click arrow to choose different style)*
Decrease Indent	: Decrease the indent level of paragraph.
Increase Indent	: Increase the indent level of paragraph.
Sort	: Alphabetize the selected text and numerical data.
Show/Hide *(Ctrl+*)*	: Show paragraph marks and other hidden formatting symbols
Align Text Left *(Ctrl+L)*	: Align text to the left.
Centre *(Ctrl+E)*	: Centre Text.
Align Text Right (Ctrl+R)	: Align text to the right.
Justify *(Ctrl+J)*	: Align text to both the left and right margins.
Line Spacing	: Change the spacing between lines of text.
Shading	: Color the background behind the selected text of paragraph.
Borders	: Border the selected matter.

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Practice Exercise:- 2 (For Fonts & Paragraph)

Resume

AMIT PANDEY

PRESENT ADDRESS:
KC 11, Ganesh Nagar
Shakarpur, (New Delhi)
PIN 110092
Mob.+91-8860661508
e-Mail. amitkumarpandey04@gmail.com

OBJECTIVE:

➢ I present myself with a strong desire to achieve the organization goal with a bounding self confidence in mind very kind of objection, as a challenge with excellent analytical problem solving communication & interpersonal skills. I look forward a progressive & challenging carrier.

➢ Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people who will help me to explore myself and realize my potential. Willing to work in a challenging and creative environment to develop my technical skills.

EDUCATIONAL QUALIFICATION:

1. **MATRICULATION**

   H.S.C. from U.P. Board, Allahabad in 2006 with 2nd division.

2. **INTERMEDIATE**

   10+2 (Science) from U.P. Board, Allahabad in 2008 with 1st division.

3. **GRADUATION**

   B. A. Under Mahatma Gandhi Kashi Vidyapeeth, Varanasi. In year 2013 with second division.

4. **DOEACC "O" LEVEL**

   From Excel Micro System, Sambalpur(Odisha)

EXPERIENCES AND ACHIVEMENT:

Working in a NICE Computer Center, Rengali as a teaching faculty, from November 2012 to till now.

COMPUTER SKILLS:

- ➢ M.S. Office (Word, Excel, Power Point).
- ➢ Operating System (Window XP, Window Vista, Window 7, Dos).
- ➢ Computer Language (C,C++,Java,.Net C#).
- ➢ DBMS (Visual FoxPro).

PERSONAL DETAILS:

Father's Name	:	A.K Pandey
Gender	:	Male
Date of birth	:	23-april-1991
Marital status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Language known	:	Hindi, English
Permanent Address	:	VPO Bansdih, Dist. Ballia State. Utter Pradesh Pin. 277202

DECLARATION:

I do hereby declare that the information provided above is genuine and true to the best of my knowledge, if given an opportunity to work in your organization. I will put my best efforts.

Date:

Place:

(*AMIT KUMAR PANDEY*)

Styles & Editing

Styles: The styles options are use for changing formatting style like as:

We can change our formatting style with these options like Normal, No Spacing, Heading 1, Heading 2 etc.

Change Styles: Change the sets of styles, colors and fonts used in this document.

Editing: The editing options there are many options to edit our text matter like as Find, Replace and selecting matters with menu bars.

    Find *(Ctrl+F)*   : Find text in the document.

    Replace *(Ctrl+H)*   : Replace text in the document.

    Select   : Select text or Objects in the document.

☜Use all the options with **Practical Assignment**

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Practice Exercise:- 3 (For Fonts & Paragraph)

C-124/3 Street no-9,West Vinod Nagar
Delhi-110092
E-Mail-deepak_bisht66@yahoo.com
Mob.no-9582437447

DEEPAK KUMAR BISHT

CAREER OBJECTIVE:

- To obtain a challenge and responsible position in a professionally managed organization where in, I can contribute to the successful growth of the organization utilizing my current skills and hard work.

ACADEMIC QUALIFICATION:

- Graduation from **IGNOU** (Bachelor of Tourism Studies).
- Pursuing Master of Tourism Management from **IGNOU.**
- 10+2 form CBSE.

PROFESSIONAL QUALIFICATION:

- Certificate Course Ticketing Reservation from DITTM in Chanakya Puri Delhi

COMPUTER SKILLS:

- D.T.P   **:** Adobe Photoshop5.5& 6,Adobe PageMaker6.5&CorelDraw
- Operating Systems   **:** Window 98 and 2000
- MS-Office   **:** MS-Word, MS-Excel and MS-Power Point
- Internet

JOB EXPERIENCE:

-                Fresher

PERSONAL INFORMATION:

Father's Name	:	Mr.Aan Singh Bisht
Date of Birth	:	20th Aug, 1988
Language Known	:	English &Hindi
Marital Status	:	Single
Nationality	:	Indian

Place:

Date:

(Deepak Kumar Bisht)

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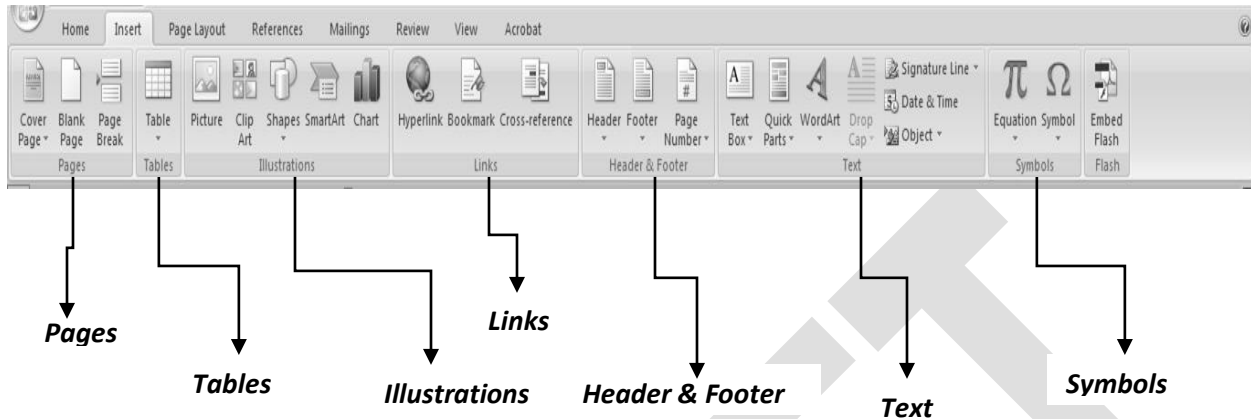
Insert Toolbars

The Insert Toolbar is the second toolbar of MS Word this toolbar always display on after home toolbar top of the Ms Word Screen like as:
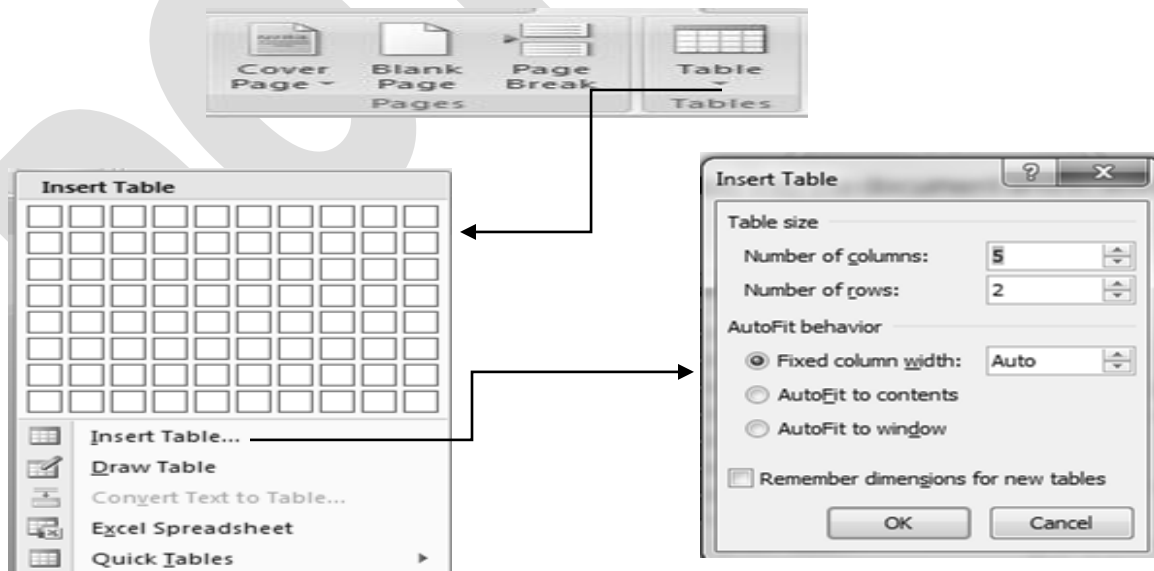

Pages

Tables

Links

Illustrations

Header & Footer

Text

Symbols

1. Pages & Tables

Pages: The options are use for page setting making a cover page, Blank page and page breaks like as:

Cover Page	: Insert a fully formatted cover page. You fill in the title, author, date and other information.
Blank Page	: Insert a new blank at the cursor position.
Page Break *(Ctrl+Enter)*	: Insert the next page as the current position.

Tables: Insert or draw a table into the document and in word, you can also convert exciting text into a table.

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Practice Exercise:- 4 (For Fonts & Paragraph)

Suraj Malik   .
A-83, Nehru Gali, Shiv Mandir Marg,
Mandawali, New Delhi-110092
Contact No. 9999279748.
Email id :surajmalik2008@gmail.com, webdesigner.suraj@gmail.com

Curriculum-Vitae

Objective:

To obtain a position in a reputed organization that utilizes my skills and strategic thinking for career advancement and professional growth in the field of the Website Design and SEO.

Career Summary:

- Creative web designer with 1 years of work experience in designing the website as per current market trend.
- Experience in designing static pages.
- Team player with good listening skills and innovative ideas to make attractive designs.

Skills Set:

- **Designing Software:** Adobe Photoshop 7, CS5, CS6
- **Web Designing:** Adobe Dream Weaver, HTML, XHTML, CSS, FTP
- **Animation Software:** Adobe Flash
- **Operating System:** XP, Windows 2003, Windows 7

Employers:

- ➢ Working with Calipus Software Pvt. Ltd. as Web Designer Since Jan-2013 - Till Date
- ➢ Worked with Icreon Communication Pvt Ltd. as SEO Executive from July-08 – Jan-2011

Academic Qualifications:

Year	Institute	Examination	Percentage
2010	**JIWAJI UNIVERSITY**. GWALIOR	B.A.	65%
2007	**N.I.O.S.** DELHI	10+2	55%
2005	**N.I.O.S.** DELHI	10th	48%

Projects:

Have worked on following projects during my tenure:-

- www.calipus.com
- www.greenlandjourney.com
- www.projectionscreenhub.in
- www.weddings9.com
- www.bluehousephoto.com

Interests and Activities:

- Create new themes and design of Websites with Designing Tools.

Personal Details

Hobbies	: Making New Designs & Surfing Internet	
Language Know	: English & Hindi	
Date of Birth	: 13th Nov 1980	
Nationality.	: Indian	
Marital Status	: Married	

Date:
Place:

Suraj Malik

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2. Illustrations

The option of Illustration are very much useful options in word in this we can import external picture, clip art, shapes, smart art and insert charts in word documents.

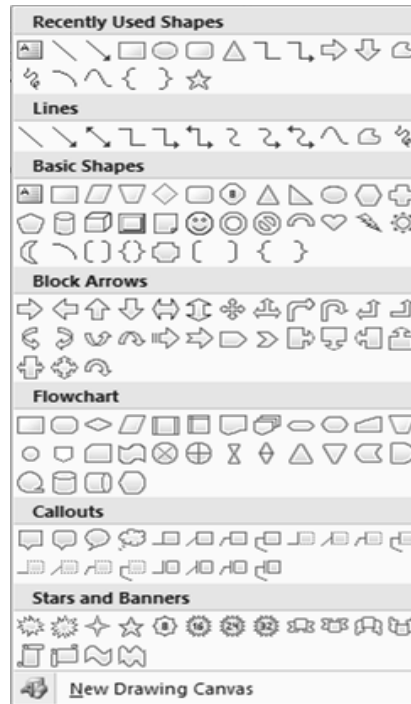**Picture:** Insert Picture from file like as:

Clip Art: Insert clip art into the document, including drawing, movies, sounds, or stock photography to illustrate a specific concept like as:
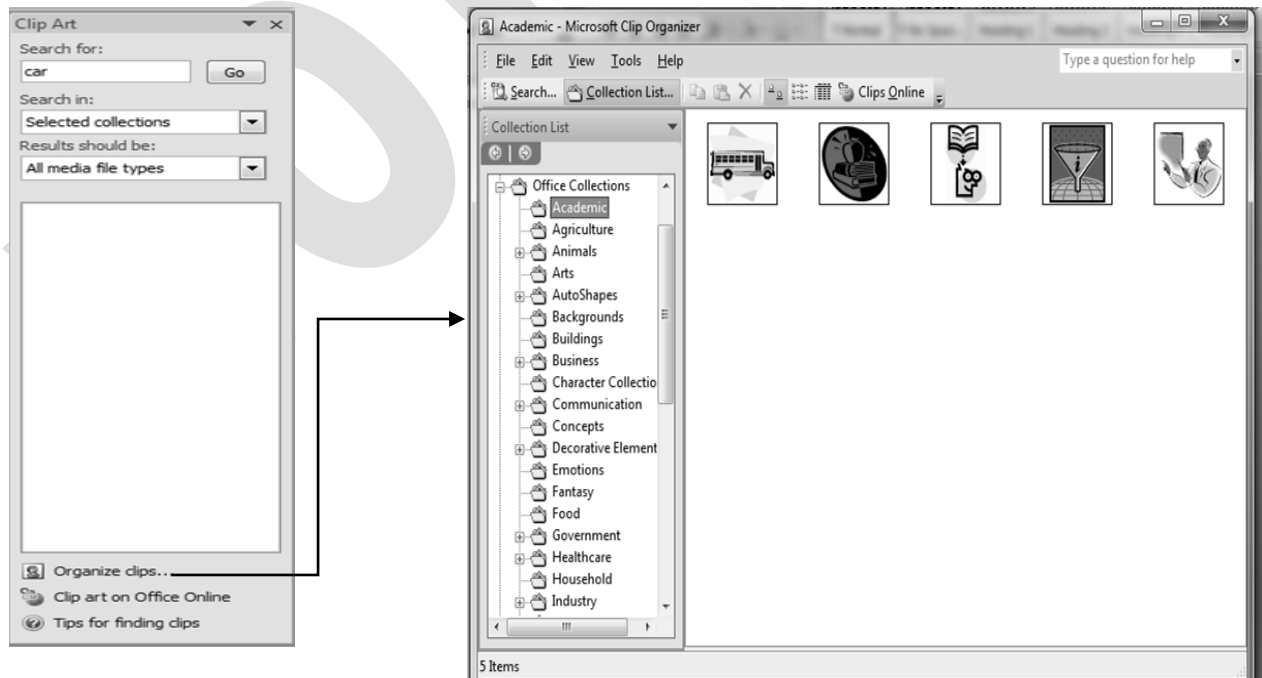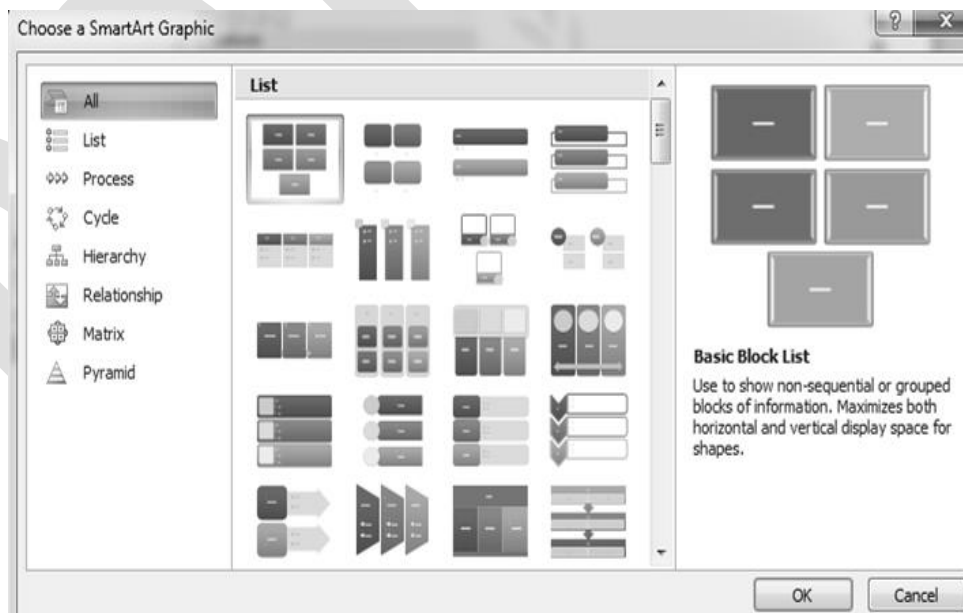

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Shapes: Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart, symbols and callouts like as:

Smart Art: Insert a smart art graphics to visually communicate information. Smart Art graphics range from graphical list and process diagram to more complex graphics such as venn diagrams and organization charts like as:

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Practice Exercise:- 5 (For Tables)

Table 1

Sl. No	Name	Address	City	Phone	Mobile	E-mail
1.	Anil Kumar	D-34,Dilshad Colony	Delhi	22477388	9810458720	anil@gmai.com
2.	Rahul	S-34, Raj Nagar	Kolkatta	54218796	1254789631	rahul@yahoo.com
3.	Mohan	G-45, Indira Colony	Mumbai	25413698	8542178962	Mohan@hotmail.com
4.	Rohan	H-345, Naini Park	Chennai	25416378	9854785965	Rohan@rediff.com
5.	Sunita	K-345, Indra Colony	Lucknow	25416378	5487485965	sunita@gmail.com
6.	Babita	F-34, Rani Bagh	Rampur	78542136	9685471236	babita@gmail.com
7.	Anita	H.no.345, Ram Nagar	Jaipur	25418936	9852632514	anita@yahoo.com

Table 2

Sl. no	Details of Products	Quantity	Rate	Tax Details			Total Amount		
				VAT	Service Tax	CST	Tax Amount	Amount	Paissa
1	CD	10	15/-	4%					
2	DVD	12	25/-	4%					
3	Pen Drive	15	250/-	4%					
4	HDD	5	2550/-	4%					
5	DDR Ram	12	1520/-	4%					
6	Keyboard	5	275/-	4%					
7.	Mouse	25	175/-	4%					

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Practice Exercise:- 6 (For Word Arts)

DOT-NET

Computer Education

DCA

DFA

ADWD

E-ACT.

DTP

ADCA

HARDWARE

GRAPHIC DESIGNING

COMPUTER PROGRAMMING

SOFT WAR

COURSE
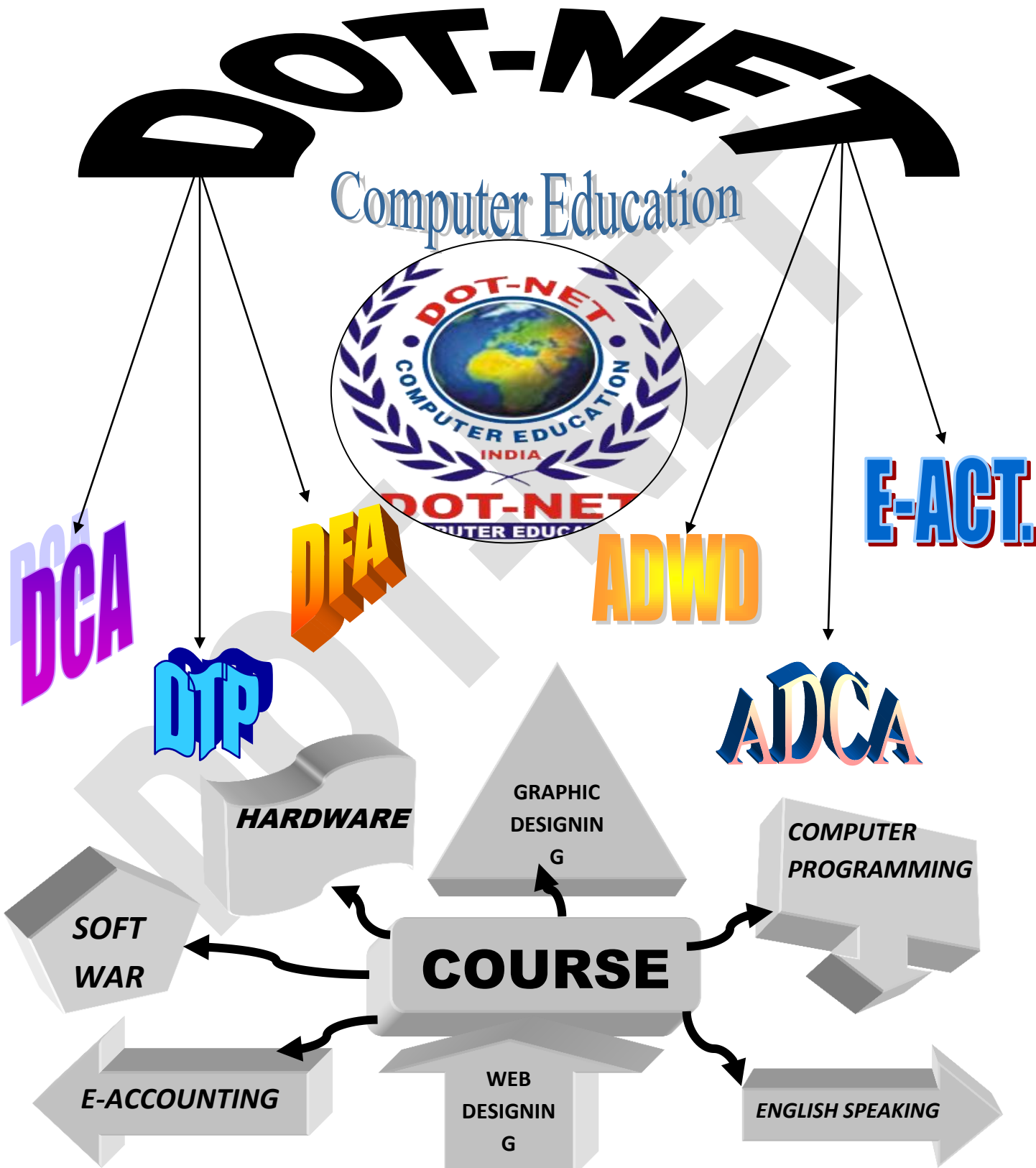
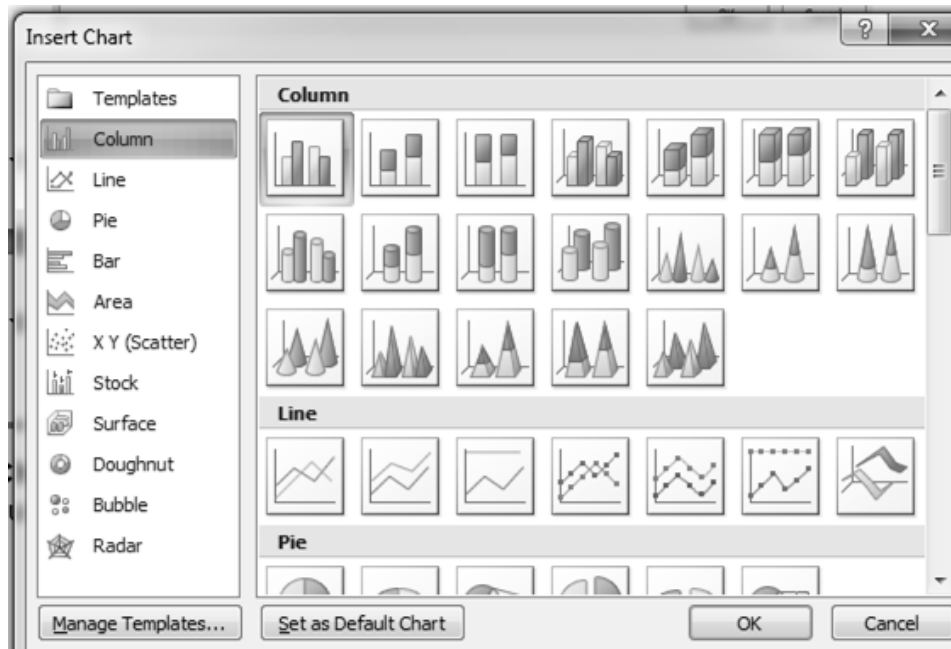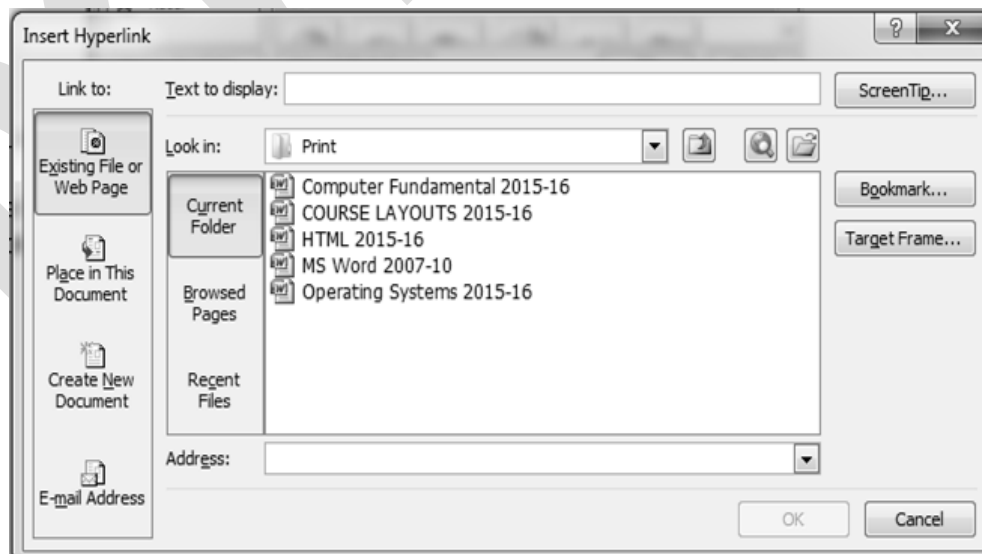E-ACCOUNTING

WEB DESIGNING

ENGLISH SPEAKING

Chart: Insert a chart to illustrate and compare data by Bar, Pie, Line area and surface are some of the available types like as:


3. Links

The link options are very much useful for like the external files with hyperlink, Bookmarks and Cross-references.

Hyperlink *(Ctrl+K)*: Create a link to a web page, a picture, an e-mail address or a program like as:
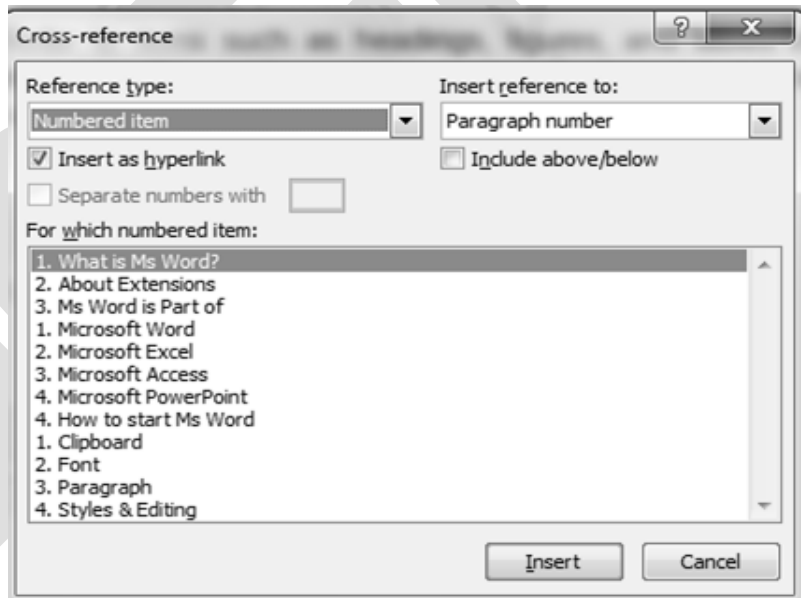

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Bookmark: Create a bookmark to assign a name to a specific point in a document. You can make hyperlinks that jump directly to a bookmark location.
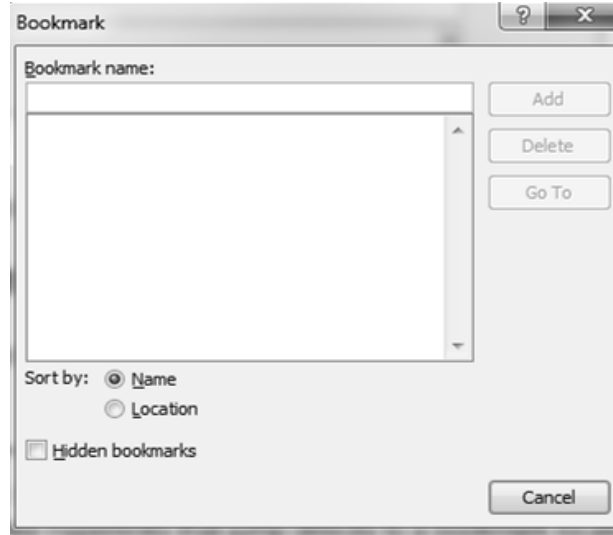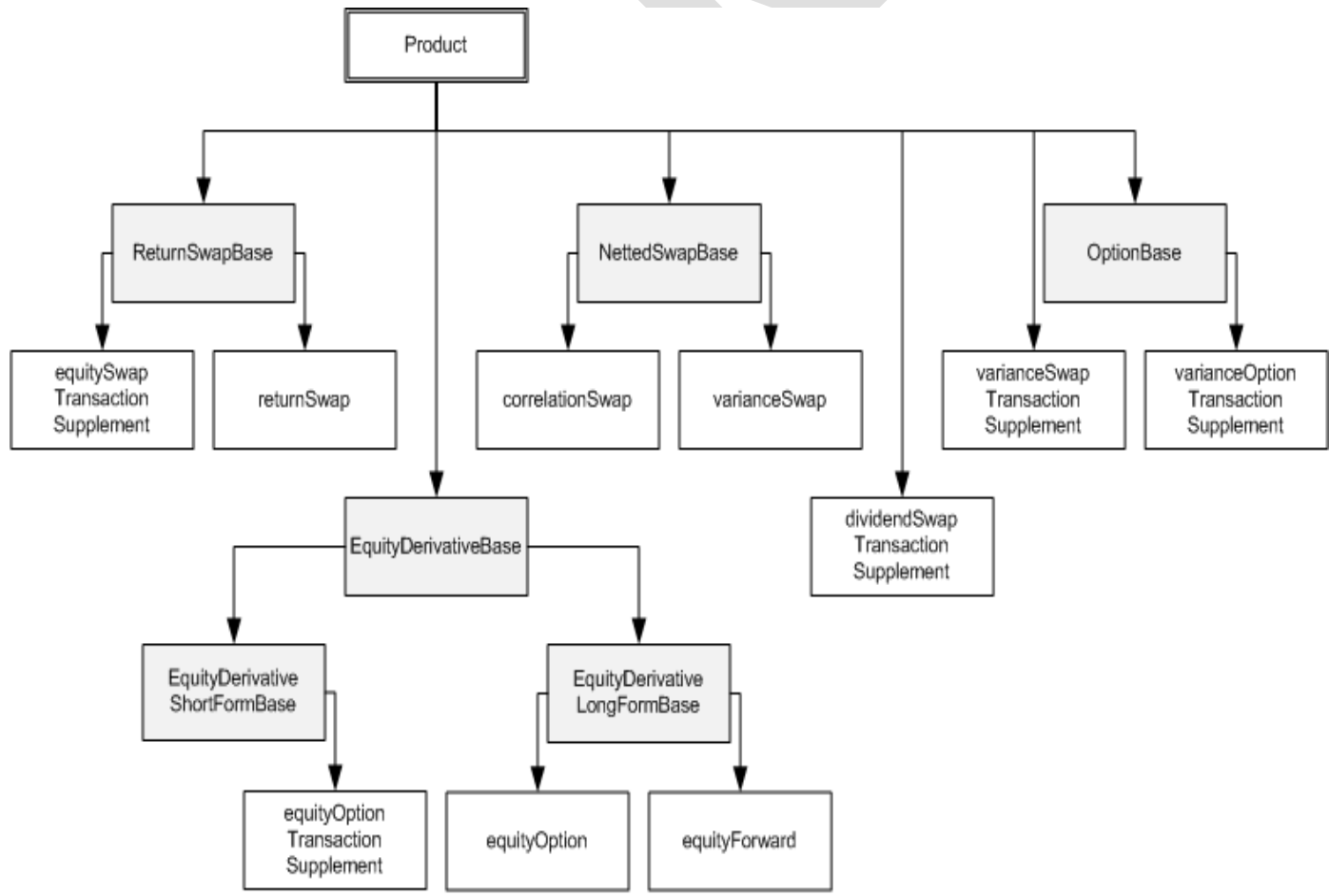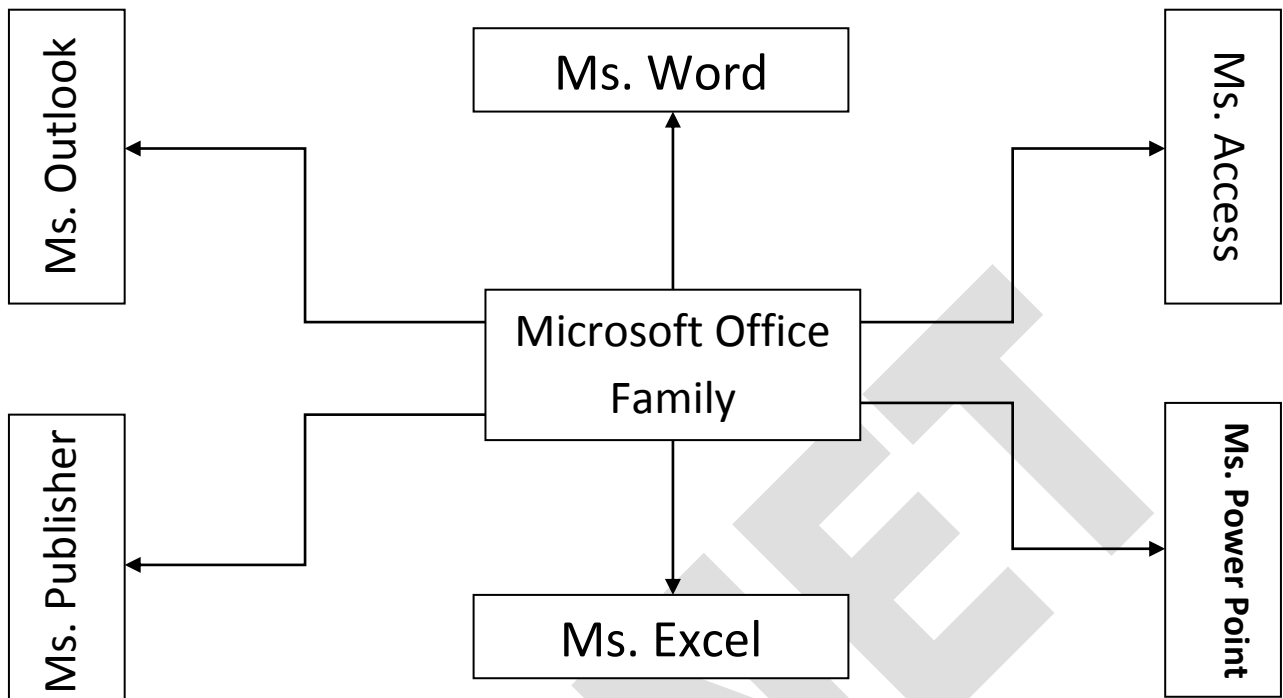

Cross-reference: Refer to items such as headings, figures, and tables by inserting a cross references. Cross references are automatically updated if the content is moved to another location like as:
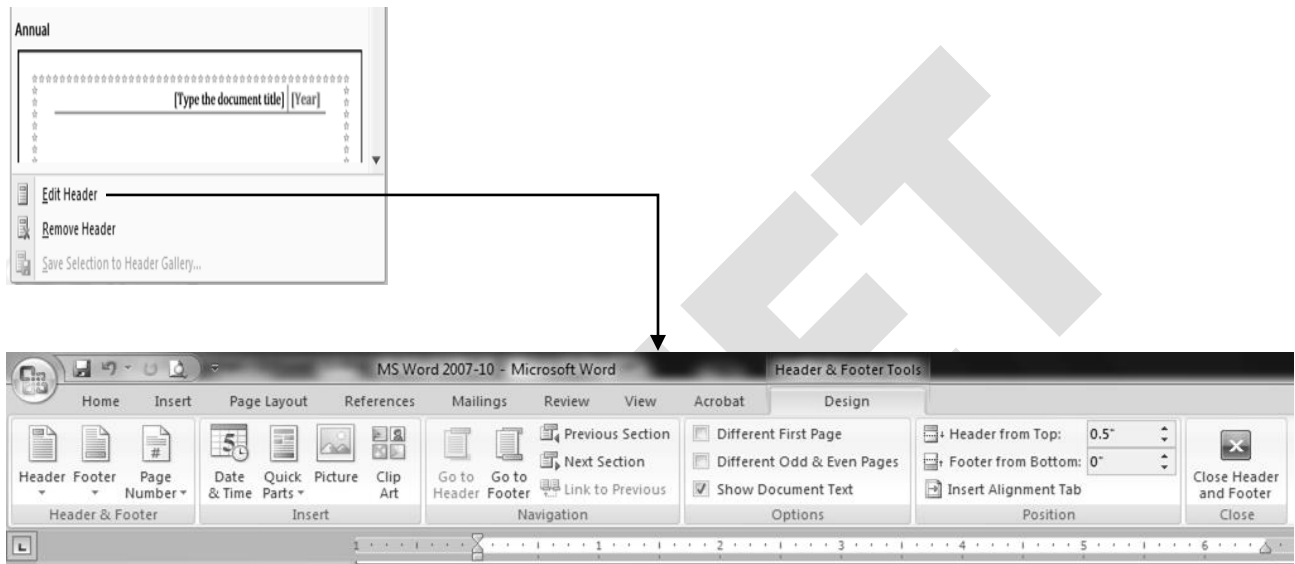

✍ *Use all the options with* **Practical Assignment**

Practice Exercise:- 7 (For Text Box)

```
┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│ Ms. Outlook  │◄────│ Ms. Word     │────►│ Ms. Access   │
└──────────────┘     └──────────────┘     └──────────────┘
                            │
                  ┌──────────────────┐
                  │ Microsoft Office │
                  │ Family           │
                  └──────────────────┘
┌──────────────┐         │          ┌──────────────────┐
│ Ms. Publisher│◄────    │     ────►│ Ms. Power Point  │
└──────────────┘     ┌──────────────┐└──────────────────┘
                     │ Ms. Excel    │
                     └──────────────┘
```

Ms. Outlook

Ms. Word

Ms. Access

Microsoft Office Family

Ms. Publisher

Ms. Excel

Ms. Power Point

Product

ReturnSwapBase

NettedSwapBase

OptionBase

equitySwap Transaction Supplement

returnSwap

correlationSwap

varianceSwap

varianceSwap Transaction Supplement

varianceOption Transaction Supplement

dividendSwap Transaction Supplement

EquityDerivativeBase

EquityDerivative ShortFormBase

EquityDerivative LongFormBase

equityOption Transaction Supplement

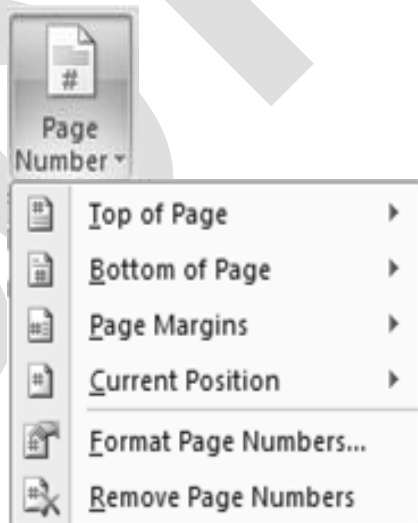equityOption

equityForward

4. Header & Footer

The header and footer options are useful in page formatting like inset page number and author names and other titles. Edit the header & footer of the document. The content in the header appear at the top of each printed page like as:

**Page Number:** Insert the page numbers into the document like as:

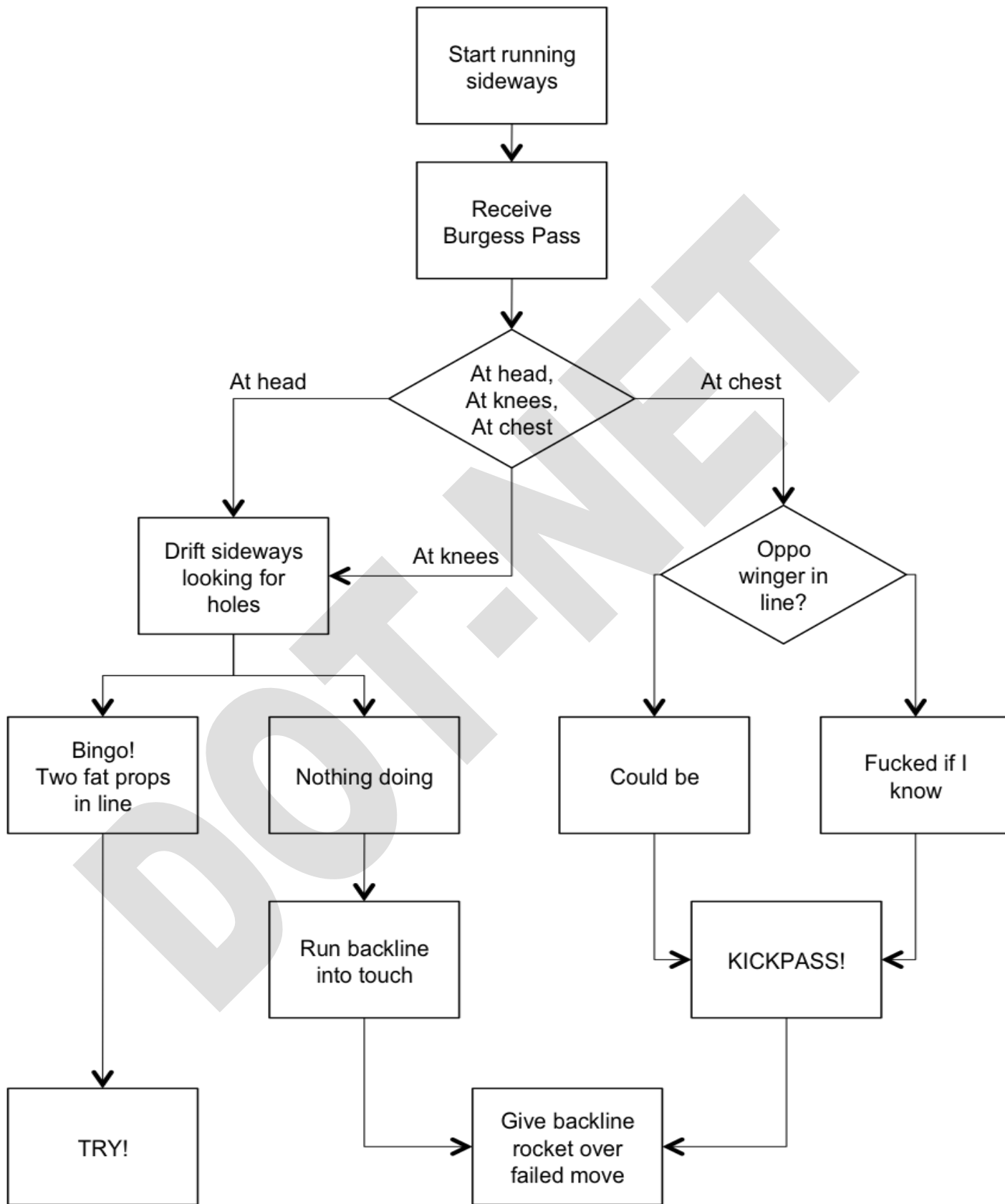☞*Use all the options with* **Practical Assignment**

4. Text & Symbols

The text clipboards have useful options to work in ms word such as Text box, Word Art and Drop Cap etc.

|		
Text Box	:	Insert preformatted text box.
Quick Part	:	Insert reusable pieces of content.
Word Art	:	Insert decorative text in your document.
Drop Cap	:	Create a large capital letter at the beginning of a paragraph.
Equation	:	Insert common mathematical equation or build up your own equations using a library of math symbols.
Symbol	:	Insert symbol that are not in your keyboard, such as copyright symbols , trademark symbols, paragraph marks, and Unicode characters.

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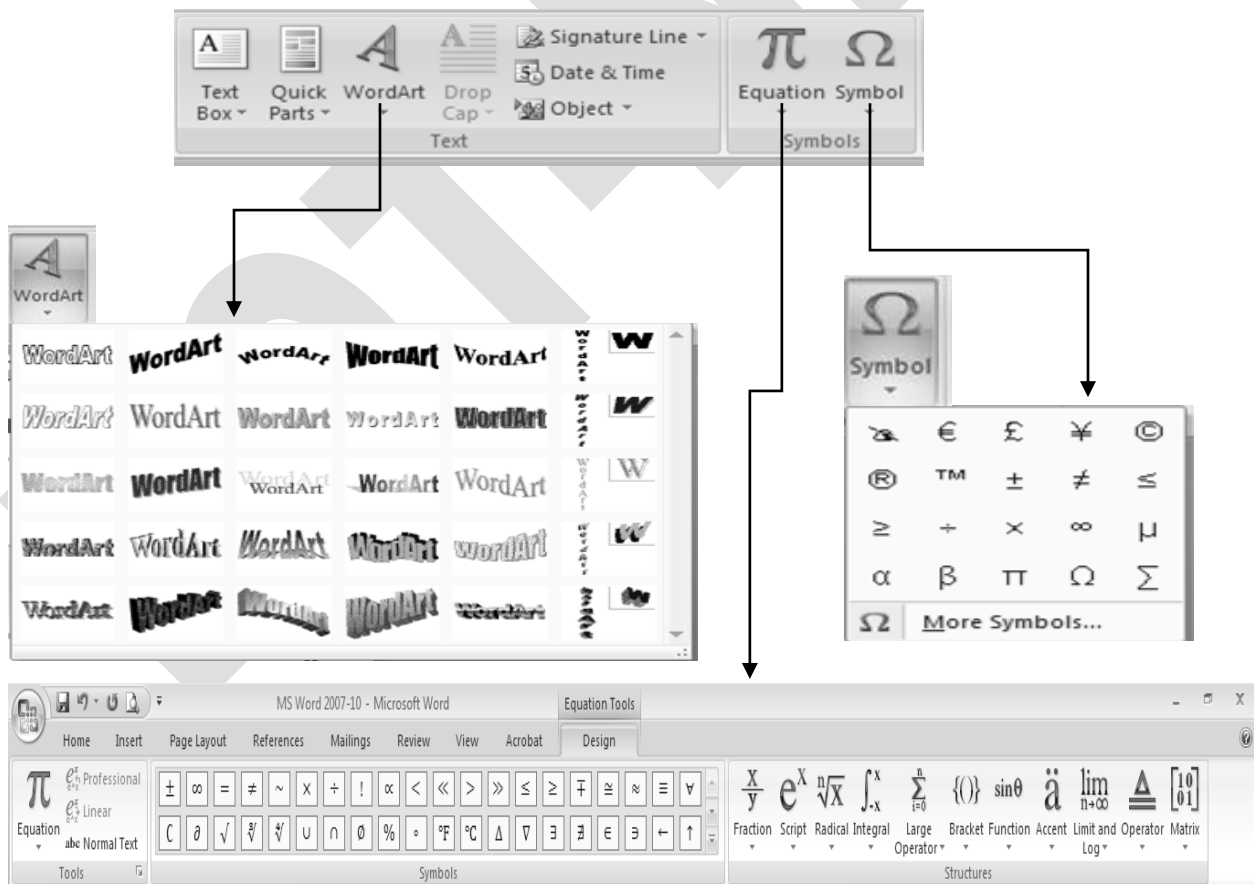
Practice Exercise:- 8 (For Text Box)

```
                    ┌──────────────────┐
                    │  Start running   │
                    │    sideways      │
                    └──────────────────┘
                              │
                              ▼
                    ┌──────────────────┐
                    │    Receive       │
                    │  Burgess Pass    │
                    └──────────────────┘
                              │
                              ▼
                         ◇ At head,
             At head    ◇ At knees,    At chest
                        ◇ At chest ◇
```

Box	Content
Start	Start running sideways
	Receive Burgess Pass
Decision	At head, At knees, At chest

- **At head** → Drift sideways looking for holes
- **At knees** → Drift sideways looking for holes
- **At chest** → Oppo winger in line?

Drift sideways looking for holes
- → Bingo! Two fat props in line → **TRY!**
- → Nothing doing → Run backline into touch → Give backline rocket over failed move

Oppo winger in line?
- → Could be → KICKPASS!
- → Fucked if I know → KICKPASS!

KICKPASS! → Give backline rocket over failed move
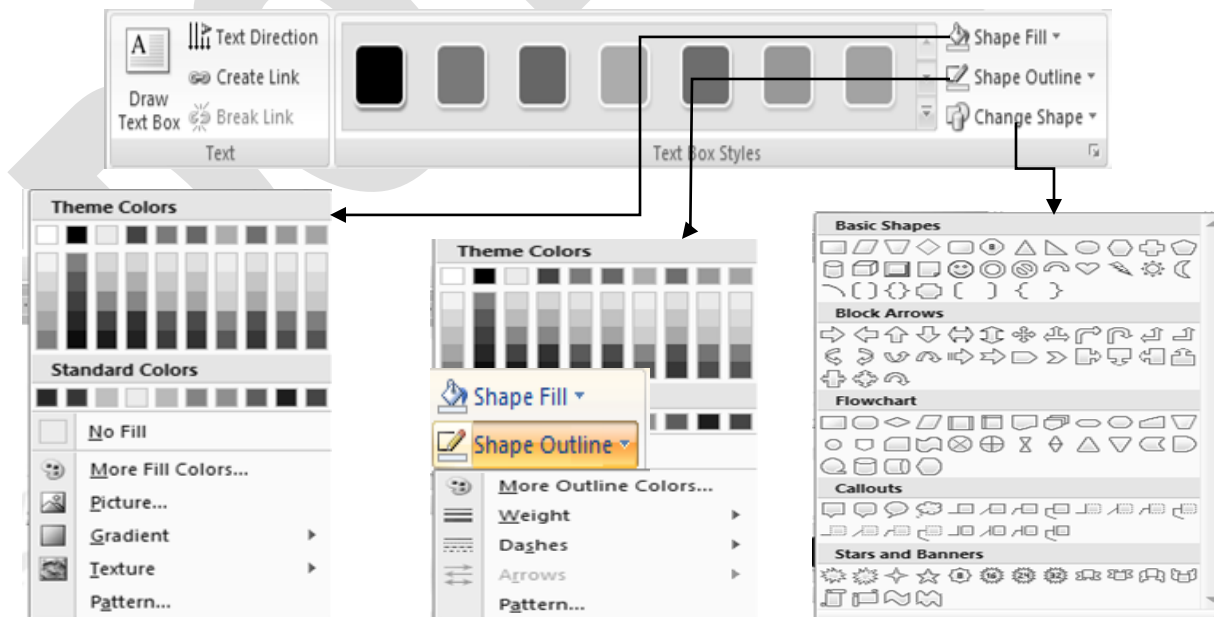
Format Toolbars

The Format Toolbar is the diagram editing toolbars in Ms Word this toolbar always display when we edit any diagram on the top of the Ms Word Screen in last of the toolbar after end of diagram editing this bar aromatically hide like as:

Text   **Text Box Style**   **Shadow Effects & 3-D Effects**   **Arrange & Size**
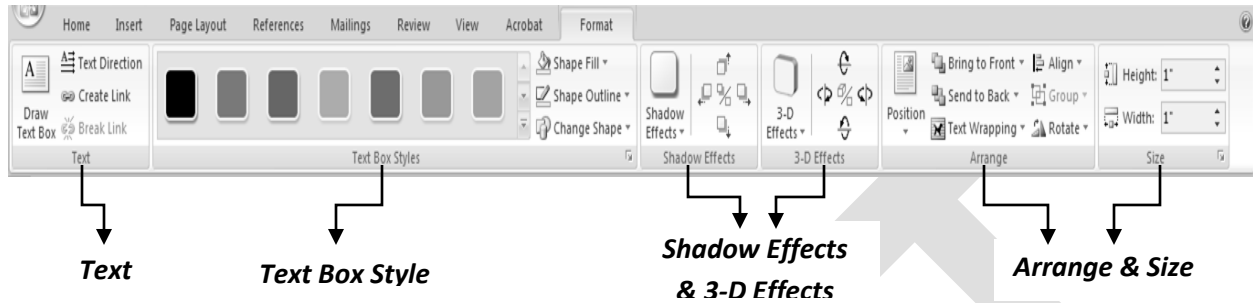
1. Text Box & Styles

The format toolbars are very much useful bar in ms word there are many type of effects in this toolbar like as:

Draw Text Box : Insert a text box into the documents.

Text Direction : Change the text direction within the selected cells.

Shape Fill : Fill the selected shape with a solid color, gradient, picture.

Shape Outline : Specify the color, width and line style for the outline of selected shape.

Change Shape : Changing the shape of the drawing.

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2. Shadow Effect & 3-D

These options are much valuable in format toolbar we can make or diagram with shadow effect and 3-D effect also like as:
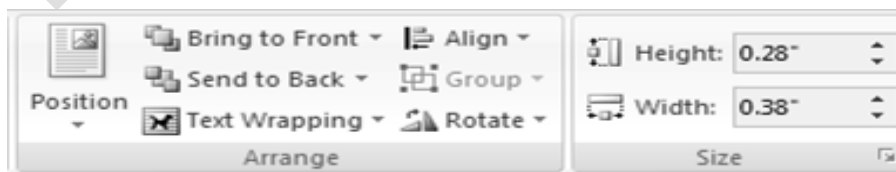
Shadow Effects : Add a shadow to the shape.

3-D Effects : Add a 3-D effect to shape.
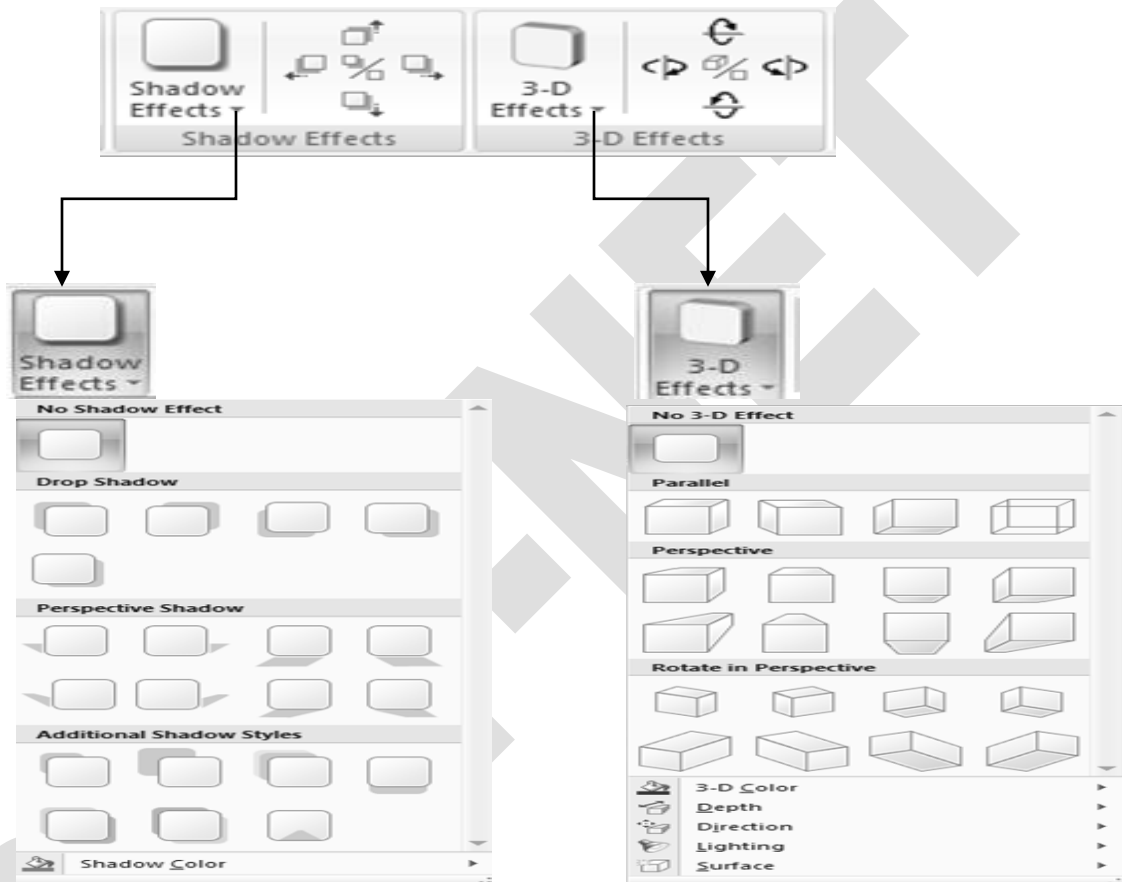
3. Arrange & Size Management

The arrange & Size management options are much useful in this toolbar we can arrange our diagram by these options like as:

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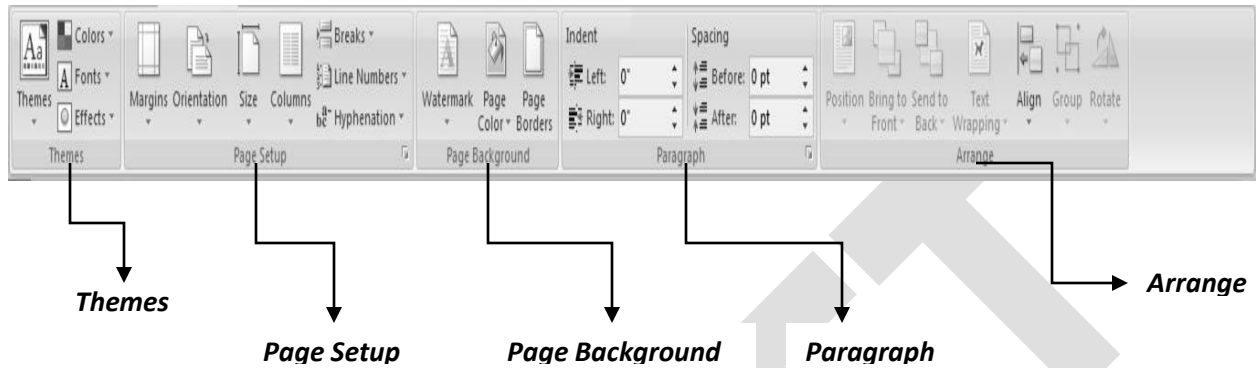<u>**Practice Exercise:- 9 (For Clipart & Insert Pictures)**</u>

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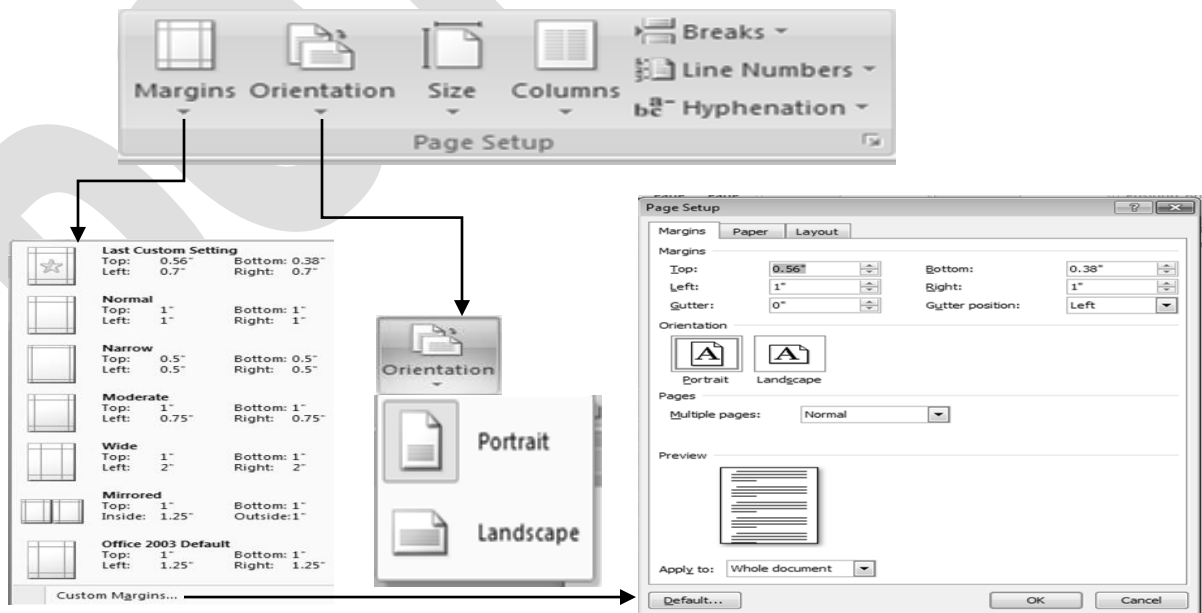[An ISO Certified Institute]

Page Layout Toolbars

The Page Layout Toolbar is the third toolbar of MS Word this toolbar are meanly for page alignment, always display on the top of the MS Word Screen like as:

Themes

Page Setup   **Page Background**   **Paragraph**   **Arrange**

1. Page Setup

The page setup clipboards are useful for page alignment like margins, orientation, size and columns with breaks and many more.

|	
Margins	: Select the margin sizes for the entire document or the current section.
Orientation	: Switch the pages between portrait and landscape layouts.
Size	: Choose a paper size for a current section.
Columns	: Split text two or more columns.

✎ Use all the options with **Practical Assignment**

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2. Page Backgrounds

This is very useful clipboard in this toolbar we can change page background, watermark, page color and page borders also.

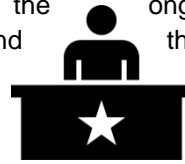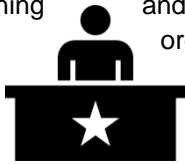|		
Watermark	: Insert ghosted text behind the content on the page.
Page Color	: Choose a color for the background on the page.
Page Boarder	: Add or change the boarder around the page.
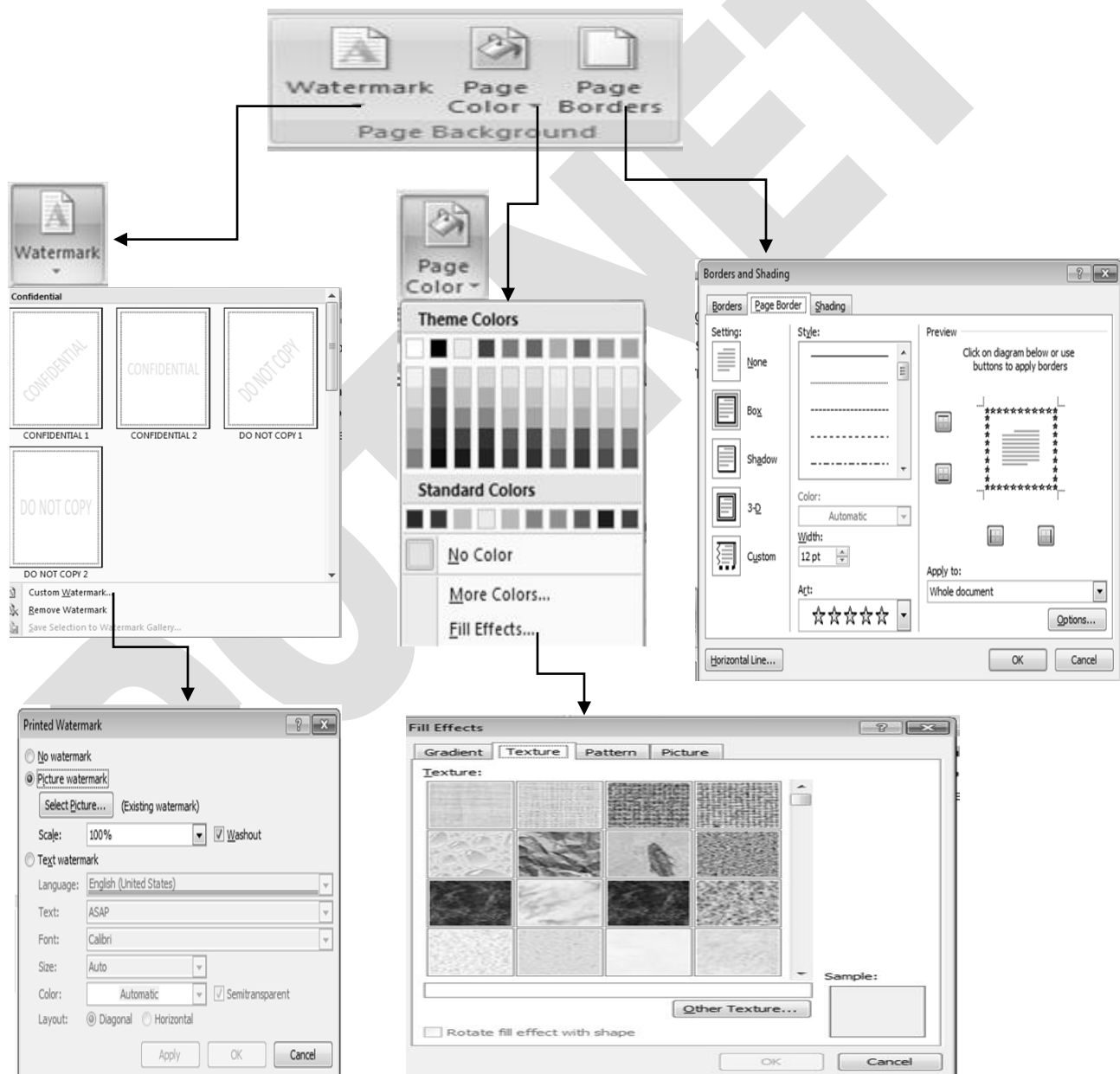
☞ *Use all the options with* **Practical Assignment**

Practice Exercise:- 10 (For Page Layouts)

Dear Sir/Madam

Employee Training and Development is essential to the ongoing success of every organization. Although technology and the internet have enabled global collaboration and competition, people are the organization's competitive advantage. Employee training and development enables employees to develop skills and competencies necessary to **enhance bottom-line results for their organization.**

We work with your leadership team to identify training needs, and to design, develop, implement, and for marketing, sales, and technical teams in Fortune 500 companies both domestically and internationally. Our experience and insight can shorten your development cycle and free you to focus on other areas.

Employee Training and Development is a key ingredient in performance improvement. However, the first step in designing an employee training and development program is to identify the training needs. The training needs are based on what is needed to achieve the organization's strategic objectives. Key steps for performance improvement include

1. **Assess and define** performance improvement issues and gaps

2. **Gain management commitment** for performance improvement

3. **Develop a business plan** to manage performance improvement

4. **Establish best practices** for work processes and performance standards

5. **Provide employee training and development** to develop required skills

6. **Establish new practices** that support improved performance

7. **Measure and monitor results** and provide coaching where needed

What are your organizations effective management, specialized PeopleSoft, and organization's critical skills? Essential skills for many include effective time management, communication, collaboration, project customer service, teamwork, and technology skills to use SAP, Siebel, other
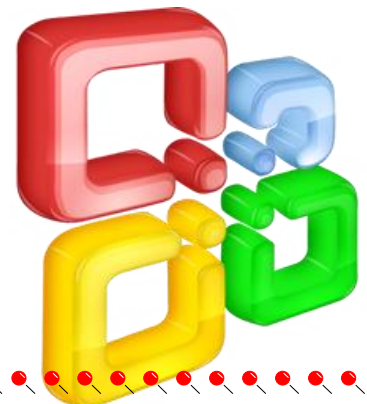
Thanking You

Your Truly

Amit Mohan

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<u>Mailings Toolbars</u>

You use mail merge when you want to create a set of documents, such as a form letter that is sent too many customers or a sheet of address labels. Each letter or label has the same kind of information, yet the content is unique. For example, in letters to your customers, each letter can be personalized to address each customer by name. The unique information in each letter or label comes from entries in a data source.

Create   **Start Mail Merge**   **Write & Insert Fields**   **Preview Results**
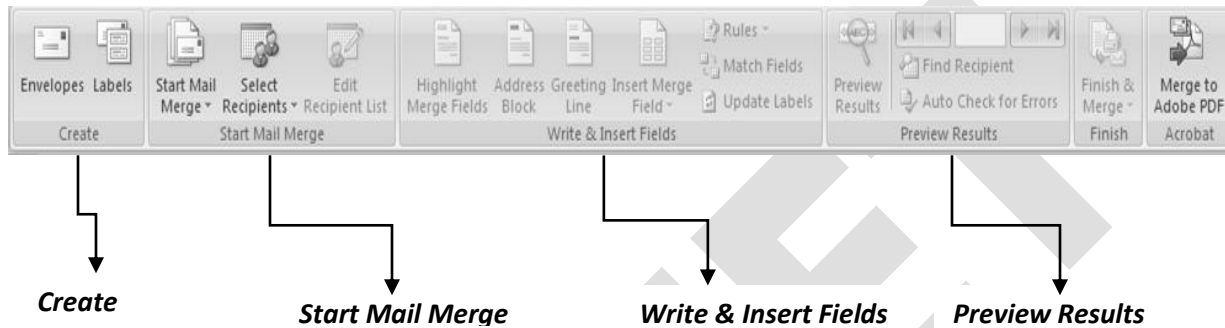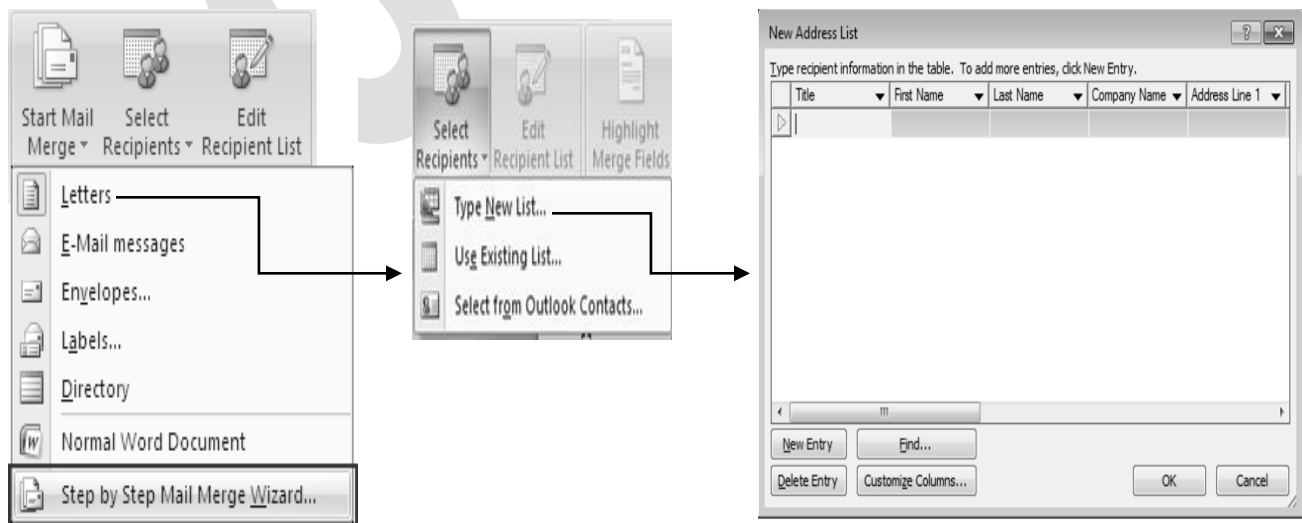
1. Create Letter

For Mail merge we should type letter and complete the formatting of letter then go to mail merge. (See the assignment of mail merge letter).

2. Start Mail Merge

Start a mail merge to create a form letter which you intend to print and e-mail multiple times sending each copy to a different recipient like as:

✎*Use all the options with* **Practical Assignment**

3. Write & Insert Fields

You can add any column heading from your data file to the main document as a field. This gives you flexibility when you design form letters, labels, e-mail messages, and other merged documents. For example:
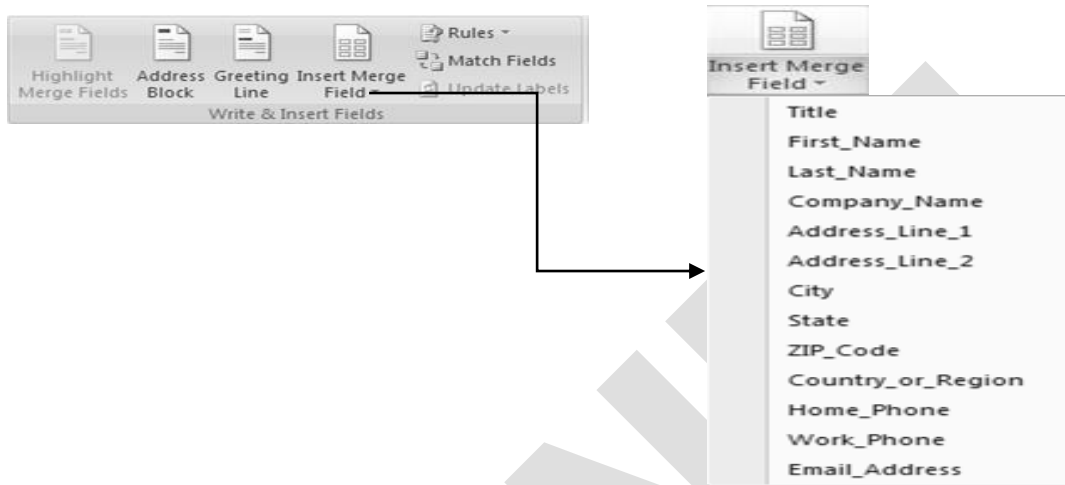
4. Preview Results & Finish

You can preview your merged documents and make changes before you actually complete the merge.

To preview, do any of the following in the **Preview Results** group of the **Mailings** tab:
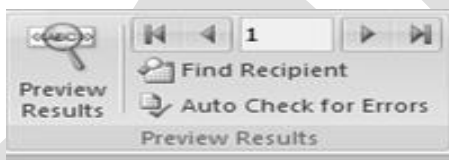
Click **Preview Results**.

Complete the merge

You can print the merged documents or modify them individually. You can print or change all or just a subset of the documents.

1. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**, and then click **Print Documents**.

2. Choose whether to print the whole set of documents, only the copy that's currently visible, or a subset of the set, which you specify by record number.

Practice Exercise:- 11 (For Mail Merging Letter)

To

Mr. Amit Kumar
M/s. Apex International Ltd.
New Delhi

Dated: 24th Sep 2015

Sub: "Out sourcing Business offer"

Dear Sir/Madam

Employee Training and Development is essential to the ongoing success of every organization. Although technology and the internet have enabled global collaboration and competition, people are the organization's competitive advantage. Employee training and development enables employees to develop skills and competencies necessary to **enhance bottom-line results for their organization.**

We work with your leadership team to identify training needs, and to design, develop, implement, and evaluate employee training and development programs to meet your company's strategic objectives. We have experience in developing end-to-end employee training and development programs for marketing, sales, and technical teams in Fortune 500 companies both domestically and internationally. Our experience and insight can shorten your development cycle and free you to focus on other areas.

Employee Training and Development is a key ingredient in performance improvement. However, the first step in designing an employee training and development program is to identify the training needs. The training needs are based on what is needed to achieve the organization's strategic objectives. Key steps for performance improvement include

1. **Assess and define** performance improvement issues and gaps

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4. **Establish best practices** for work processes and performance standards

5. **Provide employee training and development** to develop required skills

6. **Establish new practices** that support improved performance

7. **Measure and monitor results** and provide coaching where needed

What are your organization's critical skills? Essential skills for many organizations include effective time management, effective communication, collaboration, project management, customer service, teamwork, and specialized technology skills to use SAP, Siebel, PeopleSoft, and other enterprise applications. Lost productivity due to training gaps is expensive. A targeted training and development program focused on strategic skills can significantly enhance profits quickly.

Thanking You

Your Truly

Rahul Sharma

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List of Shortcut Keys for Microsoft Word

Action	Keybord shortcut
Application window-maximize	Alt-F10
Application window-previous	Alt-Shift-F6
Application window-restore	Alt-F5
Bold	Ctrl-B
Break-column	Ctrl-Shift-Enter
Break-page	Ctrl-Enter
Case-All Caps	Ctrl-Shift-A
Close	Ctrl-F4
Close	Ctrl-W
Copy	Ctrl + C
Copy formatting	Ctrl-Shift-C
Cut	Ctrl-X
Decrease font size	CTRL+SHIFT+<
Dialog box next tabbed section	Ctrl-Tab
Exit application	Alt-F4
Fields-display code	Shift-F9
Find	Find Ctrl + F
Font	Ctrl-D
Font	Ctrl-Shift-F
Font grow/shrink 1 pt	Ctrl-] or [
Create a new blank document	Ctrl + N
Go Back	Ctrl-Alt-Z
Go Back	Shift-F5
GoTo	Ctrl-G
GoTo Next/Previous Paragraph	Ctrl-Up/Down
GoTo Next/Previous Word	Ctrl-Left/Right
Header/Footer-link to previous	Alt-Shift-R
Heading Level 1	Ctrl-Alt-1
Help	F1
Hyperlink	Ctrl-K
CTRL+SHIFT+>	Increase font size
Indent-decrease	Ctrl-Shift-M
Indent-increase	Ctrl-M
Italics	Ctrl-I
Justify-Center	Ctrl-E
Justify-Full	Ctrl-J

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Justify-Left	Ctrl-L
Justify-Right	Ctrl-R
Line-spacing	Ctrl-1
Line-spacing 1.5	Ctrl-5
Line-spacing 2	Ctrl-2
List Bullet Style	Ctrl-Shift-L
Maximize window	Ctrl-F10
Menu Bar	F10
Next window	Ctrl-F6
Normal Style Ctrl-Shift-N	Ctrl-Shift-N
Open a document	Ctrl-O
Open	Ctrl + O Opens a saved document
Outlining-Show Heading 1	Alt-Shift-1
Page number field	Alt-Shift-P
Pane-Close	Alt-Shift-C
Paste	Ctrl-V
Print	Ctrl-P
Print Preview	Ctrl-Alt-I
Replace	Ctrl-H
Save As	F12
Save	Ctrl-S
Select All	Ctrl-A
Shortcut Menu	Shift-F10
Small Caps	Ctrl-Shift-K
Subscript	Ctrl =
Symbol Font	Ctrl-Shift-Q
Table-remove border lines	Ctrl-Alt-U
Table-to column	bottom Alt-PgDn
Table-to column top	Alt-PgUp
Table-to row beginning	Alt-Home
Table-to row end	Alt-End
Time Field	Alt-Shift-T
To bottom/top of screen	Ctrl-Alt-PgDn/PgUp
Underline	CTRL+U
Underline-double	Ctrl-Shift-D
Underline-word	Ctrl-Shift-W
Undo	Ctrl-Z
View-Normal	Ctrl-Alt-N
View-Outline	Ctrl-Alt-O
View-Page	Ctrl-Alt-P

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DOT-NET GUIDE LINE FOR STUDENTS

DOT-NET always tries to give better education for our student, not only in the field of computer but we also develop our students how to fight competition in the professional life. We also provide them jobs after complete the course.

TEACHING METHODOLOGY: - DOT-NET provides 7 Hrs. Class within 6 days in a week like as:

- ✓ **5 Day Practical** *(1 Hrs. a day)*
- ✓ **1 Day Theory** *(2 Hrs.)*
  - o *30 Min. Subjective of Computers*
  - o *30 Min. Quarry Sessions*
  - o *30 Min. Personality Development*
  - o *30 Min. Presentations*

STUDY MATERIAL: - DOT-NET provides study material as **NOTES** with every module as per **DOT-NET** Course Layouts. The every student has to buy this with start of new modules. This notes books will necessary to buy every student.

MONTHLY TEST: - DOT-NET management are very serious about our student's performance so we take monthly test like as:

- ✓ Practical Test   : 40 Marks
- ✓ Theory Test   : 40 Marks
- ✓ Oral Test   : 20 Marks
- ✓ After complete of course we will provide Mark sheet with your Certificate.
- ✓ Students will have to attend at least 5 monthly tests compulsory if the course is for 6th months or 11 monthly tests compulsory if the course is 1 year.

ANNUAL AWARDS FUNCTION: - DOT-NET provides our students *"Best Students of the Year Award"* in Annual Function of the Centre.

Annual Awards Prize

- ✓ Best Student of The Year Award
- ✓ Rs. 500/- Cash
- ✓ Certificate and **DOT-NET** Momentous

DOT-NET will place the photographs Annual winners in **DOT-NET** website (www.dotnetinstitute.co.in)

PLACEMENT: - DOT-NET provides the 100% job placement to our students but students have ability to fight the interview, if students are not able to face interview then we will make a batch for such students and give them 10 days job interview training, then place them to companies.

ANNUAL TOUR: - DOT-NET arranges annual tour outside of Delhi every year for our students.

FEE DEPOSIT: - DOT-NET collects the fee on time so every student has to pay monthly fee on your due date. After three days of due date the *Late Charge Rs.50.00* per day till next 7 days after 7 days we will stop his/her class.

PROFESSIONAL
COURSES WE PROVIDE

GRAPHICDESIGNING

E-ACCOUNTING

SOFTWAREDEVELOPMENT

DIGITALMARKETING

DESIGNING

CONNECT TO OUR
SOCIAL MEDIA & WEBSITES

www.dotnetinstitute.co.in
www.indianitexpert.com
www.dnce.in
www.digitaleyeofindia.com

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www.dotnetinstitute.co.in   *Call us: 011-40040815*