



More About MS Word 2013

Learning Outcomes

After this lesson, students will be able to:

- » Define Word 2013 as a word processor.
- » Recall how to open Word, create a new document, save and open files.
- » Edit text – Insert, delete and modify text.
- » Use the Backspace and Insert keys to make changes in text.
- » Cut, copy and paste the selected text.
- » Find and replace text.

WARM UP

Circle the errors in the given document.

Ans.

Each year India celebrates its (Independence) Day on 15th (Agust). It was on this day in 1947 that (Idia) had gained independence from Uited (Kindom). The day has a remarkable place in Indian (histry) as the Indian Constituent Assembly was granted Legislative sovereignty by the (Priliament) of United Kingdom.

India celebrates its (Indepenence) Day with a lot of zeal and passion. People throughout the nation, come out on streets, to take part in the celebrations, forgetting their demographic differences of caste, (reliion) or culture. (Peple) love to carry their national flag with pride on this day and sing the national anthem or any other (paiotic) song.

CHAPTER NOTES

- » MS Word is a text editor application by Microsoft and is a part of the Microsoft Office suite.
- » We can create amazing documents with the help of MS Word and make them appear even more wonderful.
- » The process of making changes in the text is called Editing.
- » Inserting text means adding missing text anywhere in typed text.
- » Moving text means changing the position of selected text from one place to another. This feature is also called Cut and Paste.
- » When we use the cut command, text is removed or erased from the original location and is sent to the Clipboard. On using the Paste command, the cut text is pasted there.
- » The Copy command will just copy the selected text from its original place and create a duplicate copy of text at the new location without deleting the text from its original location.
- » While editing a document, you come across a situation when you want to search a particular word in your document and replace it with another word. To do so, you can use the Find and Replace feature.

DEMONSTRATION

Show how to do the following:

- » Open Word
- » Type text
- » Edit text – Insert, delete and modify text
- » Use the Backspace and Insert keys
- » Use the Cut, Copy and Paste feature
- » Use the Find and Replace feature

LAB ACTIVITIES

Type the following text as it is. Do all the corrections using the editing tools of MS Word.

Each year India celebrates its Independence Day on 15th August. It was on this day in 1947 that India had gained independence from United Kingdom. The day has a remarkable place in Indian history as the Indian Constituent Assembly was granted Legislative sovereignty by the Parliament of United Kingdom.

India celebrates its Independence Day with infinite zeal and passion. People throughout the nation; come out on streets, to take part in the celebrations, forgetting their demographic differences of caste, religion or culture. People love to carry their national flag with pride on this day and sing national anthem or any other patriotic song.

ASSESSMENT

The teacher can give an oral quiz to test the students on the following about MS Word 2013:

1. Opening Word, and creating and saving files.
2. Editing text.
3. Using the cut and copy as well as the find and replace text features of MS Word 2013.

SUGGESTED CLASS ACTIVITIES

Find the following terms in the given crossword.

EDITING OVERTYPE DELETE CUT
PASTE COPY FIND REPLACE

A	X	Y	P	H	E	D	C	X	W	T
W	V	O	V	E	R	T	Y	P	E	K
C	E	B	H	G	E	Y	J	M	K	I
L	D	A	S	D	P	H	P	M	P	I
U	I	H	D	E	L	E	T	E	A	E
S	T	Z	Q	P	A	N	S	U	S	G
F	I	R	Z	A	C	O	K	J	T	H
B	N	N	H	G	E	K	M	B	E	C
C	G	O	I	U	J	K	Y	H	N	O
U	M	F	I	N	D	F	M	N	J	P
T	B	G	I	R	D	S	X	Z	Q	Y