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INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP DATE:-02.07.2020 (THURSDAY)

WORD PROCESSING

REVISION CLASS DATED ON 29.04.2020

SESSION 11: INSERT SHAPES, SYMBOLS AND SPECIAL CHARACTERS

Insert object that have different shapes such as lines, basic geometric shapes, arrows, equations shapes, flowchart shapes, stars, banners, and callouts, using the shape option.

In this chapter in MS-WORD some shapes in a word document

1. To work with shapes, open a new document in word processor.

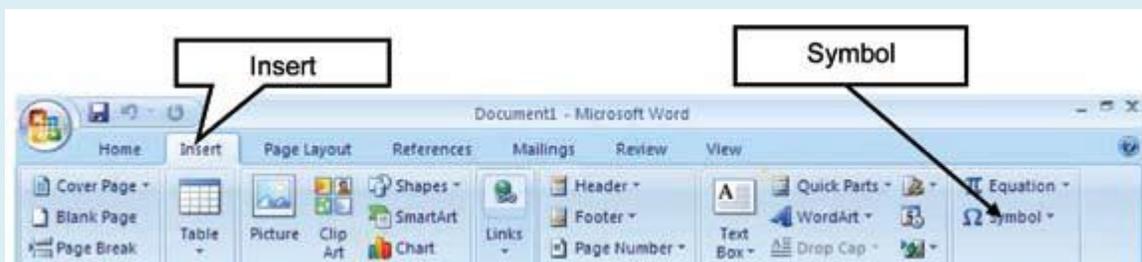
- Click on the insert tab on the ribbon



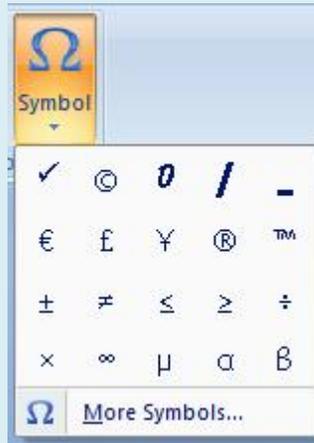
- Click on the option shapes in the illustration group
- Once you click the shapes option a dropdown list with pre-defined shape such as box, circle , etc.
- You can select the shape from the list of shapes available and draw the shape by dragging the mouse with the left button clicked. For ex.- if would like to insert a square, select the box shaped item from the list, click and drag the shape to draw a square.
- Use the categories tab to change categories and select the symbol you want to insert.
- Click Insert. Symbol will be inserted.

2. To work with symbol or special characters, open a new document in word processor.

- Click on the insert tab on the Ribbon



- Click on the option Symbol in the symbol group.
- A Dropdown list appears



- Select a symbol from the list and double-click on insert the symbol into the any document
- If you would like to view more symbols and special characters for inserting into a document, Click on the More symbols...option in the symbols Dropdown list.

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