



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI

INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP

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REPEAT CHAPTER 22.04.2020(IMPORTANT TOPIC OF WORD PROCESSING)

## WORD PROCESSING

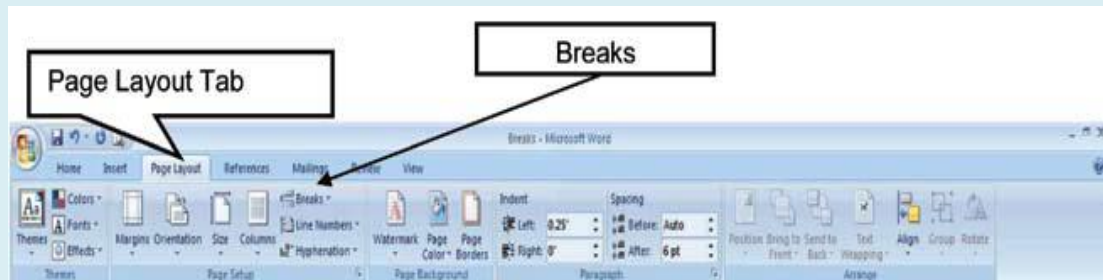
### SESSION -6 : WORKING WITH PAGE AND SECTION BREAKS

- Page and section breaks can be used to separate a document into sections. If you want to start a new page in a document, you can use a page break. To separate a section in a document, you can use the section break.

For example, you can lay out part of a single-column page as two columns. You can separate the chapters as separate sections in your document so that the page numbering for each chapter begins at 1. You can also create a different header or footer for a section of your document.

To work with breaks, open a new document in the word processor and type some contents. If you need another fresh page, choose the break option in the Page Layout tab.

- Click on the Page Layout tab on the Ribbon.
- Click on the option Breaks in the Page setup group



- A dropdown list with options for different types of breaks
- A page break can be inserted in a document to force end of page and the beginning of a new one.
- To create a new page, you can keep pressing enter and the cursor moves from line to line till a new page starts. But if you add content to the previous page, the content of the new page will automatically Shift.



- Section breaks add flexibility to formatting your document
- A section break controls the formatting of the documents content that proceeds.

A Section break controls the formatting of the document content that precedes it, until it reaches another section break. To see a section/page break, click the show/Hide button on the Home tab in the paragraph section. The section /page breakers are displayed in your document.

- Click on the section/page beak.
- Press Delete on your keyboard and the section/page break is removed.

### SESSION -7 : APPLYING CHARACTER FORMATS:

Character formats are creating a textbook with scientific content, Character formatting can be applied to a single character or word.

In this time, I talk about character formatting

- Open a new document in word processor and type the following paragraph

Water is a chemical substance with the chemical formula H<sub>2</sub>O. A water molecule contains one oxygen and two hydrogen atoms connected by covalent bonds. Water is a liquid at ambient conditions, but it often co-exists on Earth with its solid state, ice, and gaseous state (water vapor or steam). Water also exists in a liquid crystal state near hydrophilic surfaces. The density of water is 1,000 kg/m<sup>3</sup>.

- In order to apply formatting to the contents in the document you must select the concerned word or group of words.
- Font Face: After selecting the text u need to click Font name in the Font group to select the particular font style from the fonts listed
- Font size : After selecting the text you need to click Font size in the Font group to select the particular font size from the values given.

**WATER IS A CHEMICAL SUBSTANCE WITH THE CHEMICAL FORMULA H<sub>2</sub>O. A WATER MOLECULE CONTAINS ONE OXYGEN AND TWO HYDROGEN ATOMS CONNECTED BY COVALENT BONDS. WATER IS A LIQUID AT AMBIENT CONDITIONS, BUT IT OFTEN CO-EXISTS ON EARTH WITH ITS *SOLID STATE, ICE, AND GASEOUS STATE (WATER VAPOR OR STEAM).* WATER ALSO EXISTS IN A LIQUID CRYSTAL STATE NEAR HYDROPHILIC SURFACES. THE DENSITY OF WATER IS 1,000 KG/M<sup>3</sup>.**

- **Grow Font:** After selecting the text you need to click the icon in the Font group to make the font size larger than the current font size by the specified point.
- **Shrink Font:** After selecting the text you need to click the icon in the Font group to make the font size smaller than the current font size by the specified point.
- **Strikethrough:** After selecting the text you need to click the icon in the Font group to make a strike through the middle of the selected text.
- **Subscript:** After selecting the text you need to click the icon in the Font group to make the selected text lower than the normal text position.

- **Superscript:** After selecting the text you need to click the icon in the Font group to make the selected text higher than the normal text position
- **Clear Formatting:** Clear Formatting is used to clear the character formatting (such as Bold, Italics ,Underline, font face & size, superscript & subscript etc.) of the selected text. To remove the character formatting, select the text and click on icon in the Font group.
- **Text Highlight ColorS:** Use this option to change the background color. To do so, select the text and click on icon in the Font group. You can choose the background color by clicking on the down arrow on the icon.
- **Font Color:** Use this option to change the color of the text. To do so, select the text and click on icon in the Font group. You can choose the text color by clicking on the down arrow on the icon.
- **Change Case:** Word processor helps us to change the text case to capital letters or small letters. You can also capitalize each word in the sentence and capitalize the starting word of the sentence using Change Case under Font Group. To do so, after selecting the text you need to click the icon in the Font group
- **Sentence Case:** On selecting this option from the dropdown list, the first character in the first word of the selected sentence will be converted to Capital Letter (Uppercase).
- **Lowercase:** On selecting this option from the dropdown list, the selected text will be converted to Small Letters (lowercase).
- **UPPERCASE:** On selecting this option from the dropdown list, the selected text will be converted to Capital Letters (UPPERCASE).
- **Capitalize Each Word:** On selecting this option from the dropdown list, the first character in all the words of the selected sentence will be converted to Capital Letter (Uppercase).

**RAUSHAN DEEP**

**PGT (IT)  
20.05.20XX**