

XII - CHAPTER - 3

Creating Professional Documents

1. Table : It is an arrangement of data in the form of rows and columns.

1.1 Inserting tables

Step 1: Menu bar -> Insert -> Table

or Click the Table icon on the Standard toolbar

or Use the short-cut key **Ctrl+F12**.

Step 2: Then enter the table name, number of rows and columns in the dialog box that appears. Then Click OK Button.

1.1.1. Applying borders to tables

Step 1: Table Table Properties .Now the Table Format dialog box will opened

Step 2 : Select desired border style -Border,LineStyle,width,Color Click OK

1.2 Managing Tables

1.2.1 Changing column width or row height :

Click and drag the row and column sides with the mouse.

1.2.2 Inserting new rows /columns :

New Row - Table-> Insert -> Rows

New Column - Table -> Insert -> Columns

1.2.3. Deleting Row & column : Table -> Delete -> Rows/Columns

1.2.4. Merging Row & Column : Combining the selected cells into a single cell.

Table -> Merge cells or (Right click on the cell, Cell -> Merge)

1.2.5. Splitting Row & Column :

Table -> Split Cells or (right click in the cell, Cell -> Split)

Select Vertical or Horizontal in the Split Cell dialog box

2. Inserting Graphics in 3 ways

2.1 Adding an Image:

Step 1 : Insert -> Image -> From file. Or Using File Icon in the Picture Toolbar

Step 2 : Select an image from the file. Step 3: Click on Open button

2.2. Using Drawing tools

Line Tool : Drawing straight lines

Rectangle and Ellipse : Drawing rectangles & ellipse

Freeform Tool (freehand tool): Used for drawing freehand figure or shape

Text Tool : Insert a text box in the document

Fontwork Gallery Tool : create graphical text art objects

Extrusion on/ off : This tool switches the 3D effects on and off for the selected objects

2.3. Inserting charts:

Step 1 :Select the table for which chart is to be created

Step 2 : Insert -> Object -> Chart -> Chart Wizard.

Step 3 : In the Chart Wizard dialog box, Select chart type, Data range, Data series and Chart elements. Click Finish Button.

3. Inserting page borders

Step 1 : Choose the Menu option - Format -> Page

Step 2 : In the Borders tab of this dialog box, select one of the border styles given under the Line Arrangement area.

Step 3 : Select a line style, width and color for the selected border style in the Line area.

Step 4 : Click the OK button

***4.Inserting watermarks

The text that appears in the background of the document is called a watermark.

The watermark can be inserted only while exporting the document to the PDF.

Step 1 : Open the file to be exported as a PDF file

Step 2: Choose the menu option File -> Export as PDF

Step 3: Type the required watermark

Step 4 : Export dialog box appears.

Step 5 : Give a suitable Filename and save it.

***5.Converting text to table

Step 1 : Select the text matter.

Step 2: Select the menu option **Table -> Convert Text to Table**

Step 3: Choose the column separator.

Step 4 : Click the OK button.

***6.Splitting text into columns

Step 1 : Select the matter in the document area.

Step 2 : Choose the menu option Format -> Columns

Step 3: Select the number of columns, width of columns, spacing ,separator lines

Step 4: Click the OK button.

7.Spelling and Grammar

Method - 1

1. Activate AutoSpellcheck button in the Standard toolbar,before typing the content.

2. Mistakes show in wavy underline. 3. Click the right button of the mouse on the wrong word and choose the suggested word from the menu

Method - 2

1. Select the menu option Tools -> Spelling and Grammar

2. Correct the spelling mistake using the Spelling dialogue box

** Auto Correct : it will be replaced by the correct word immediately.

***8. Defining table of contents (TOC)

TOC indicates the main contents of the document or book. The main headings ,the sub headings and the page numbers usually appear in the TOC.

Step 1: Creating TOC entries

1. Open the document.
2. Choose the menu option Insert -> Indexes and Tables -> Index entry
3. Select Table of content in Index box.
4. Enter the heading and subheading in the entry box.
5. After each entry, give its level and click insert.

Step 2: Creating TOC page

1. Click on the fresh page of the document.
2. Choose menu option Insert -> Indexes and Tables -> Indexes and Tables
3. Click the Index/ Table tab
4. Select Table of Contents in the Type box
5. Click OK button

9. Defining index entries

The last page of books etc. contains specific words used in the book in alphabetical order with page numbers. Such pages are called Index.

Step 1: Creating index entries.

1. Open the document.
2. Choose the menu option Insert -> Indexes and Tables -> Index entry
3. Set Index as Alphabetical Index.
4. Insert the required words one by one in to the Entry box
5. Click the Insert button.

Step 2: Creating an Index page

1. Click on the fresh page of the document.
2. Choose menu option Insert -> Indexes and Tables -> Indexes and Tables
3. Click the Index/ Table tab
4. Select Alphabetical Index in the Type box
5. Click OK button

10. Concept of templates : Predefined document format.

Step 1 : File -> New -> Templates

Step 2: The Template Manager dialog box will appear.

Step 3 : Click on the desired template.

*******11. Mail merge :** Mail merge is used to create letters, mailing labels, and envelopes by linking one main document to a set of data or data sources.

Steps of Mail Merge process

Step 1 : Select starting document

Step 2: Select document type

Step 3: Insert address book

Step 4 : Create salutation

Step 5: Adjust layout

Step 6 : Edit documents

Step 7: Personalise documents

Step 8: Save, print or send