# IUCTI EDUCATIONAL FOUNDATION

# Computer Training Institute

## Information

**Definition of a Computer:** Computer is an electronic, Advance machine, process able machine and multimedia device. device which is capable of receiving data and produce a result in the form of information. This is achieved by performing a sequence of operations in accordance with a set of procedural instructions called program. Data: Data is a collection of raw facts. Information: Information is the processed data in an orderly form. Unlike a calculator, computers can store a program and retrieve information from its memory…

### Characteristics of Computers: Computers have the following characteristics:

a) **Speed**: The speed of operation of the computers are very high. Processing speed increases day by day with new inventions of Technology. In general, no human being can compete to solve the complex computations, faster than computer.

b) **Accuracy**: Since Computer is a machine, it gives the results with high accurately.

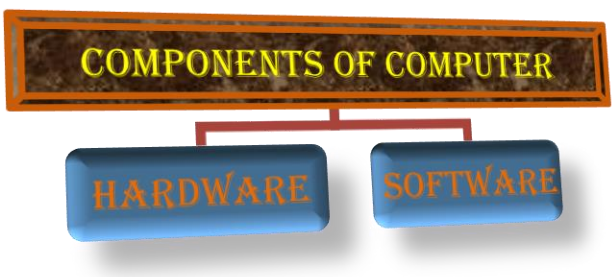
c) **Storage**: Computer can store a large amount of data, Pictures, Movies with appropriate format. The data can be retrieved whenever required using proper programs.

d) **Diligence**: Computer can work for hours without any break and creating error.

e) Versatility: We can use computers to perform completely different type of work at the same time.

f) **No IQ**: Computer does not work without instructions. Whatever the way we programme the same way it will function. It doesn't have its own intelligence. However, the present day computers are programmed to have artificial intelligence.

g) **No feeling**: Computer does not have emotions, knowledge, experience, feeling. It is just a machine.



## Hardware.

Machine part of the Computer and its accessories are called Hardware.

- ✓ That we can touch and see. (tangible)
- ✓ it can be repaired or replaced in case of problem.
- ✓ Developed using electronic and other materials.
- ✓ Example: -Keyboard, Ram, Mouse, CPU, Monitor etc.

## Software.

That part of computer we can touch but we can see. Computer software refers to the set of programs that make the computer work. Hardware and software are complimentary to each other. Both have to work together to produce meaningful results. Computer software is classified into two broad categories; **SYSTEM SOFTWARE** and **APPLICATION SOFTWARE.**

**System software** (pre-installed).

**Application software** (user install for their own purposes).

## Input / Output Devices (unit):

**a. Input Unit**: This unit is used for entering data and programs into the computer system by the user.

**b. Output Unit**: The output unit is used for storing the result as output produced by the computer after processing.

**. Input Devices**

1) **Keyboard:** The keyboard is very much like a standard typewriter keyboard with a few additional keys. The basic QWERTY layout of characters is maintained to make it easy to use the system. There are also Functional Keys, used to perform certain special functions.

### TYPES OF KEYBOARD

| Simple keyboard | Multimedia keyboard |
|---|---|
| A simple keyboard is like a basic keyboard with standard keys for typing like<br>Function keys<br>Alphabetic keys<br>Numeric keys<br>Navigation & editing keys<br>Directional keys | A multimedia keyboard is like a fancier keyboard with extra keys for controlling music, videos and other multimedia functions on the computer.<br>Function keys/ Directional keys<br>Alphabetic keys<br>Numeric keys<br>Navigation & editing keys |

2) **Mouse**: A device that controls the movement of the cursor or pointer on a display screen. A mouse is a small object you can roll along a hard and flat surface. Its name is derived from its shape, which looks a bit like a mouse. As you move the mouse, the pointer on the display screen moves in the same direction.

## TYPES OF MOUSE

| Ball mouse | Laser Mouse |
|---|---|
| ❖ A mechanical mouse (also known as a ball mouse) is a device used to control the cursor (pointer) on a computer screen. It has a small ball on its bottom that rolls when you move the mouse. This rolling moves the cursor on your screen.<br>❖ It has right click/left click/scroll. | ❖ A laser mouse is a type of optical mouse that uses laser light to detect mouse movement. Like all optical mice, it has no moving parts inside.<br>❖ It needs ruff surface for reflect.<br>❖ It has right click/left click/scroll. |

# OUTPUT DEVICES

## MONITOR

A **computer monitor** is an output device that displays information in pictorial or textual form.

like **Pictures, Text, Videos, Images, Tables, Pdf's, Applications** etc.

The word **"monitor"** is derived from the **Latin "monere,"** meaning "to **warn**," reflecting its role in displaying information to the user.

## Printer

Printers are used to produce paper (commonly known as hard copy) output. They use chemical, heat or electrical signals to etch the symbols on paper. Inkjet, Deskjet, Laser, Thermal printers fall under this category of printers.

# Central Processing Unit (CPU)

**Also known as brain of the computer.**

The task of performing arithmetic and logical operations is done by CPU.
The major parts of CPU are: Arithmetic Logic Unit (ALU), Memory Unit (MU) and Control Unit (CU).

**Arithmetic Logic Unit (ALU):** All calculations and comparisons, based on the instructions provided, are carried out within the ALU. It performs arithmetic functions like addition, subtraction, multiplication, division and also logical operations like greater than, less than and equal to.

**Control Unit:** Controlling of all operations like input, processing and output are performed by control unit. It takes care of step by step processing of all operations inside the computer.

**Memory Unit:** Computer's memory can be classified into two types; primary memory and secondary memory.

**Primary Memory** can be further classified as RAM and ROM. Random Access Memory (RAM) is the place in a computer where the programs and data are kept temporarily so that they can be accessed by the computer's processor. It is said to be 'volatile' since its contents are accessible only as long as the computer is on. Read Only Memory (ROM) is a special type of memory which can only be read and contents of which are not lost even when the computer is switched off. It typically contains manufacturer's instructions. ROM also stores an initial program called the 'bootstrap loader' whose function is to start the operation of computer system once the power is turned on.

**Secondary Memory** Secondary/auxiliary memory is storage other than the RAM. These include devices that are peripheral and are connected and controlled by the computer to enable permanent storage of programs and data. Some of the secondary storage devices are hard disks, CDs, DVDs, Pen drive, Zip drive etc.

# How to start(on) a Computer?

- To turn on the computer, press the power button of CPU.
- It starts processing that processing is called BOOTING.
- After the Booting is over the. (attractive screen) Desktop of the Windows is displayed.
- Desktop screen consists of three things; icons, wallpaper and taskbar.

## icon

An **icon** is a small symbol or image that represents a program, file, or function.

## wallpaper

Wallpaper, also known as desktop background, is a digital image used as a decorative background on a computer's desktop interface.

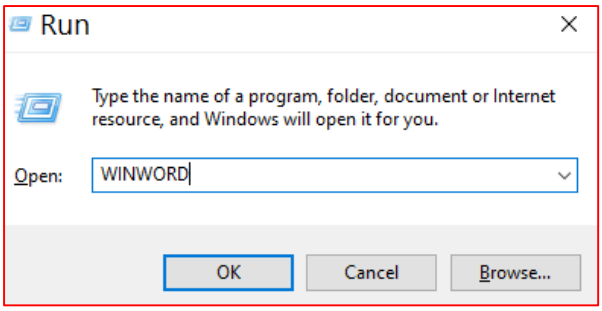
## Taskbar

The taskbar is the bar at the bottom of the screen. The taskbar has one button for each window on the desktop. When multiple programs are running, the button for each program is created in the toolbar. Users can navigate between these programs by simply clicking the program's button.

**How to open run dialog box?**

**Press window + R**

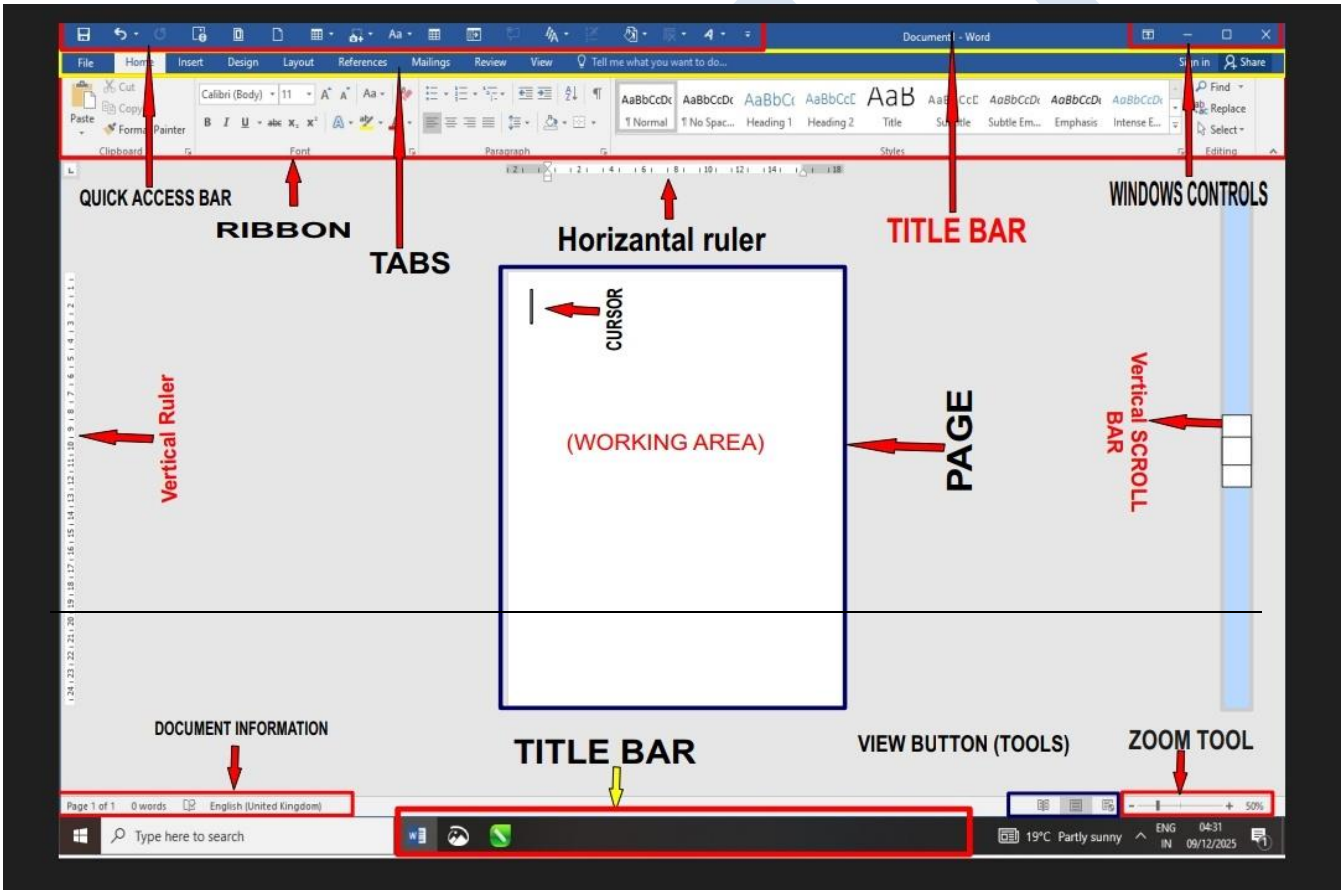
**Default position of run dialog box is left bottom corner.**




**How to open Ms-word in run box?**

**Type WinWord (command in run box).**

**windows of msword.**




Microsoft Word is a word processing program developed by Microsoft, first released in 1983. it allows the user to create or edit the documents. It includes facilities for spell and grammar checking, as well as text formatting. You can also include photos, tables, and charts in your documents.

## HOME

## 1. Clipboard

In this clipboard very simple options are available like as:

**Cut (Ctrl+X)** _____: REMOVE THE SELECTION AND PUT IT ON THE CLIP BOARD SO YOU CAN PASTE IT SOMEWHWRE ELSE.

**Copy (Ctrl+C)** _____: PUT A COPY OF A SELECTION AND PUT IT ON THE CLIP BOARD SO YOU CAN PASTE IT SOMEWHWRE ELSE.

**Paste (Ctrl+V)** _____: Paste Cut / Copy Matter. (ADD A CONTENT ON THE CLIPBOARD TO YPUR DOCUMENT)

- KEEP SOURCE FORMATING (K)
- MERGE FORMATING (M)
- KEEP TEXT ONLY (T)

**Format Painter (Ctrl+Shift+C)**_____: Copy formatting from one place and apply it to another place. (Use **Format Painter** to quickly apply the same formatting, such as color, font style and size, or border style, to multiple pieces of text or graphics. With format painter, you can copy all of the formatting from one object and apply it to another one—think of it as copying and pasting for formatting)

## 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.
**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.

1. SENTENCE CASE,
2. LOWER CASE,
3. UPPER CASE,
4. CAPATLIZE EACH WORD,
5. TOGGLE CASE

**Text Highlight Colour** _____: Make text look like it was marked with a marker pen.

**Font Colour** _____: Change the colour of your text.

## 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 your text to the left margin.

**Centre (Ctrl+E)** _____: Centre your content on your page.

**Align Text Right (Ctrl+R)** _____: Align text with the right margin.

**Justify (Ctrl+J)** _____: Align text to both the left and right margins. (distribute your text evenly between the margins)

**Line Spacing** _____: Change the spacing between lines of text.

**Shading** _____: Colour the background behind the selected text of paragraph, table cell.

**Borders** _____: Border the selected matter.

## 4.Styles & Editing

Styles: The styles options are used 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, colours 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.

1. SELECT ALL **(Ctrl+A).**
2. SELECT OBJECT.
3. SELECT ALL TEXT WITH SIMILAR FORMATING.
4. SELECTION PANE.
5.

# Insert Toolbars

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

## 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. (YOUR DOCUMENT WILL MAKE A GREAT IST IMPRESSION WITH A STYLE COVER PAGE)

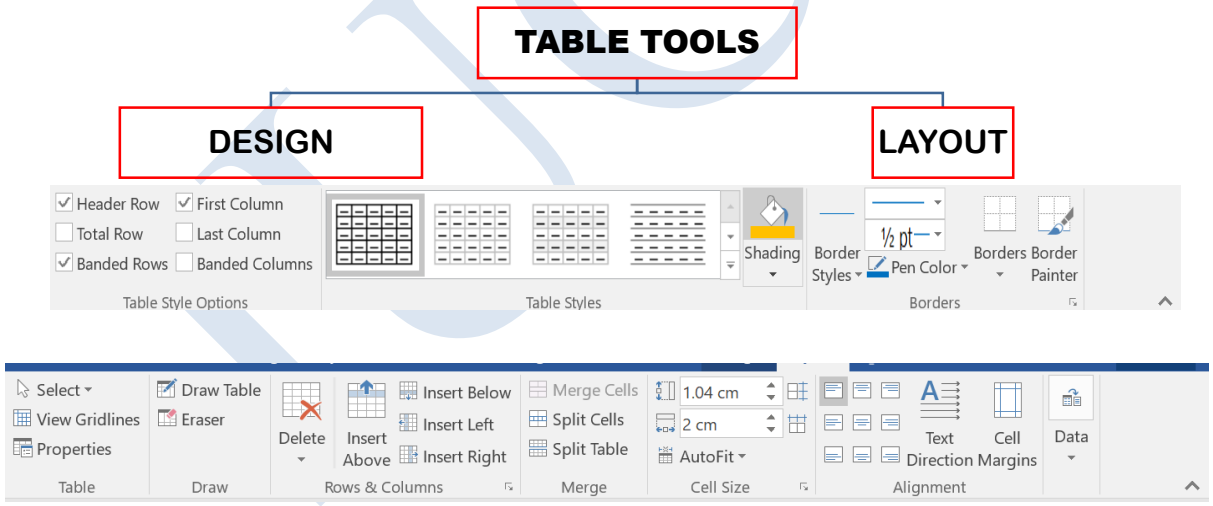
**Blank Page**_____ : Insert a new blank at the cursor position.

**Page Break** (Ctrl+Enter) _____: Insert the next page as the current position.

**Tables**:

A TABLE IS AGREAT WAY TO ORGANISE INFORMATION WITHIN YOUR DOCUMENT.
METHODS OF TABLE

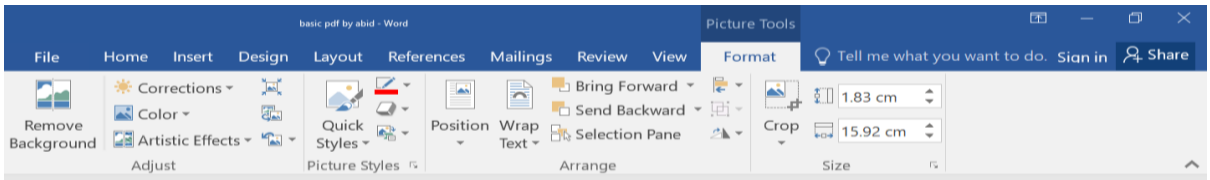
a. SELECTION OF COLUMS AND ROWS
b. INSERT TABLE
    i. BEHAVIOURS OF A TABLE
        1. FIXED COLUMN WIDTH
        2. AUTO-FIT-TO-CONTENT.
        3. AUTO-FIT-TO-WINDOW.
c. DRAW TABLE
d. CONVERT TEXT TO TABLE.
e. EXCEL SPRED SHEET.




## 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 the computer or other computer that you are connected to.



**SHAPES:** Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart, symbols and callouts.

a. Change shape: - change the selected shape with another shape.
**b. Fill shape:** change the colour of selected shape.
c. **Shape out line:** change the outline colour of selected shape.
d. **Shape effect:** Such as shadow, reflect, glow.
e. **Text colour:** change the colour of text.
f. **Text outline**: change the outline colour of selected text.
g. **Text effect:** Such as shadow, reflect, glow (on text).
h. **Align text:** like top, middle, bottom.
i. **Text direction**: change the direction of your text like vertical, horizontal, diagonal.
j. **Bring forward**: bring the selected object forward one level so that it's hidden behind more objects.
k. **Bring backward**: bring the selected object backward one level so that it's hidden behind more objects.

**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: List, Hierarchy, Relationship, Cycle, Process etc.
**Screen short**: quickly add snapshot of any. window that's open on your desktop to your document.
**win+shift+S windows + print screen**

## 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:
**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 reference. Cross references are automatically updated if the content is moved to another location.

## 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:

a. Same Same. Same. Same.
b. Different Same Same Same.
c. Odd Even Odd Even
d. Different Even Odd Even
e. Sec1 Sec1 Sec1 Sec1- Sec2 Sec2 Sec2 Sec2-Sec3-Sec3-Sec3

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

- Top of page.
- Bottom of page
- Page margin
- Current position.
- Format page number
- Remove page number.

## 5. Text & Symbols

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

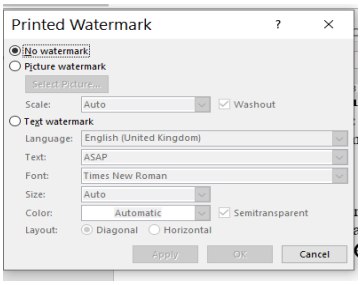
**Text Box**: Insert preformatted text box.
**Quick Part:** Insert reusable pieces of content.
**Word Art:** Insert decorative text in your document.
**Drop Cap:** Create a large capital letter at the beginning of a paragraph.
**Signature LINE:** insert signature line that specifies the individual who must sign.
**Date and Time:** Insert a date in your document. LIKE Monday, 12 January 2026.
**Equation:** Insert common mathematical equation or build up your own equations using a library of math symbols.

$$(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$$

**Symbol:** Insert symbol that are not in your keyboard, such as copyright symbols, trademark symbols, paragraph marks, and Unicode characters.
☎ ✸ ⚐ 🌐 🕘.

## DESIGN

**THEMES:** Pick a new theme and give new style. just the right personality.
Each theme uses a unique set of **COLOURS-FONTS-PARAGARPH SPACING-EFFECT**. To create a consistent look and feel.
**WATERMARK**: Add a "ghost" text such as confidential or urgent behind the content on the page. The faint water mark is a great way to show that the document requires special treatment without distracting from the content.




- No water mark.
- Picture watermark.
- Text water mark.

**Page colour**: add a splash colour in your document by changing the colour of the page.
**Page border:** Add or change the border around the page.
A border draws focus and add a stylish touch to your document.
You can create a border using a variety of line styles, width and colours or choose an art border with a fun theme.

## Layout

**Margin:** set the margin size for the entire document or current section. Like: -
last custom setting, Normal, Narrow, Moderate, Wide, Mirrored, custom margin.
**Orientation: Give** your page portrait or landscape layout.
**Size:** chose a paper size for your document. like: -Letter, Tabloid, Legal, Statement, Executive, A3, A4, A5, B4(jis), B5(jis).
**Columns**: split your text two or more columns. like: -One, Two, Three, Right, Left, more columns.

**Show line numbers**: reference specify lines in your document quickly and easily using line no's in the margin. like: -None, Continue, Restart Each Page, Restart Each Section, supress from current paragraph, line numbering option.

**Hyphenation:** when a word runs out of room, word normally moves it down to the next line, when you turn on hyphenation, word hyphenates it instead.

just like you see in books or magazines hyphenation helps create more uniform spacing and saves space in your document. (None, Automatic, Manual).

# Reference

## 1.TABLE OF CONTANTS.

A table of contents provides an overview into your document so your readers can go right to a section of interest. You can start by putting headings (Heading 1, Heading 2, etc.) at each section you want in table. Word can then create standard tables of contents with the heading text and page position, which you can use as is, or customize extensively. You can also create a table of contents manually, entering the titles and page numbers yourself From **Table of Contents**, you can create automatic tables, manual tables, customize, or remove tables of contents. If available, you can get online tables of contents.

**Automatic Table 1** and **Automatic Table 2**

**Manual Table**.

The **Custom Table of Contents**.

**Remove Table of Contents**.

**Add text:** include the current heading in the table of heading.

**Update table**: Refresh the table of contents so all entries refer to the correct page numbers.

## 2. Footnotes

**Insert footnote(Alt+Ctrl+F):** Add a note at the bottom of page providing more information about something in your document.

**Insert endnote (Alt+Ctrl+D):** Add a note at end of the content/writing providing more information about something in your document. Like comment or citation.

- Next footnote
- Previous footnote
- Next endnote
- Previous endnote

**Show notes:** jump to footnote or end note in your document.

## 3. Citation &Bibliography

1. **Insert citation**: credit a source of information by citing the book, article or other material it comes from
   you can choose from a list of saved sources or add a new one. Word will format citation according to your selected style.
2. **Manage source**: organize the sources cited in your document.

   You can edit and remove sources Such search for new sources and preview how your citation will appear in your document.

3. **Style:** choose the style for your document.
4. **Bibliography:** list all your sources in bibliography or work cited selection.

**4. Captions**

1. **Insert caption**: label your picture or object. Once you've added a caption, you can reference your object, anywhere in your document by inserting a cross reference.
2. **Insert table of figures**: Table of figures dialog. Add a list of captioned object and their page no for quick reference.
3. **Update table of figures:** Update table of figures to include all the entries in the document.
4. **Cross reference (same as previous).**

**5. Index…**

1. **Mark entry: (Alt+shift+x)**-Add the selected text to the index.
2. **Insert index:** Add an index listing key word and the page numbers they appear on
3. **Update index:** Update the index so that all enters refer to the correct page number.

**6. Table of Authorities**

1. **mark citation: (Alt+shift+i)** ➞ Add the selected text to the table of authorities.
2. **Insert table authorities.** Add a list of cases, statutes and other authorities cited in your document.
3. **Update table authorities:** Update the table of authorities to include all citation in the document.

# Mailings

## 1 CREATE AND PRINT A SINGLE ENVELOPE IN WORD

If you want to include your return address on the envelope, you can set this up before you start working on the envelope.
When you have set up your envelope the way you want, you can print it, as well as save it so that you can reuse it.

# 2 CREATE AND PRINT LABELS

## 2.1 CREATE AND PRINT A PAGE OF IDENTICAL LABELS

1. Go to **Mailings** > **Labels**.
2. Select **Options** and choose a label vendor and product to use. Select **OK**.
3. If you don't see your product number, select **New Label** and configure a custom label.
4. Type an address or other information in the **Address** box (text only).
5. To use an address from your contacts list select **Insert Address**  .
6. To change the formatting, select the text, right-click, and make changes with **Font** or **Paragraph**.
7. Select **OK**.
8. Select **Full page of the same label**.
9. Select **Print**, or **New Document** to edit, save and print later.

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.

**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 (step no 1)**

1. **select document type: -**
   a. **what type of document are you working on?**
      i. **Letters** **ii. E-mail message** **iii. Envelops** **iv. Labels** **v.Directory.**

      **letter➡**
2. **Select Starting document: -**
   a. **how do you want to set up your letters?**
      i. Use the current document.
      ii. Start from a template.
      iii. start from existing document.

      **Use the current document.**

3. **Select Recipients.**
    a. Use an existing list.
    b. Select from outlook Contacts.
    **c.** Type a new list**.**
    **Use an existing list. (use names and address from a file or a database).**
4. **write your letter.**
    If you have not already done so, write your letter.
    To add Recipients information to your letter, location add all items. Like
    - **Address**
    - **Greeting line….**
    - **electronic postages.**
    - **more items.**
5. **Preview your letter.**

    One of the merged letters is previewed here to preview another's letters. click one of the following: << Recipient >>

    ➞ Make changes (you can change also your receipt list)
6. COMPLATE THE MERGE
    a. mail merge is ready to produce to letters.
    b. to personalize your letters, click, edit individual letters This will open a new document with your Merged letters, to make changes to all the letters Switch back to the original document

    MERGE

    - PRINT.....
    - EDIT INDIVIDUAL LETTER

## Review

## Proofing

1. **Spelling & Grammar**(F7): -typos? Not on our watch let's check your Spelling & Grammar.
2. **Thesaurus**(shift+F7): - at a loss for words? let us suggest another way to say what you mean.
3. **word count: -** words character's lines we count them so you don't have to. FVI: to see the word count at a glance, check out the status bar.

## COMMENTS

1. **New comment:** - add a note about this part of the document.
2. **Delete:** - delete the selected comments.
3. **Previous:** - jump to the pervious comment.
4. **Next:** - jump to the next comment.
5. **Show comment**: - see all the comments alongside the document.

# CHANGES

1. **Track changes: - (ctrl+shift+E)** keep track of changes made to this document. This is especially useful if the document is almost done, and you are working with others make revision or give feedback.
2. **Display for review**: - Choose how you'd like to see changes in this document.
   - Simple mark-up
   - all mark-up
   - no mark-up
   - original
3. **Show mark-up**: -choose what types of mark-up to show in your document
   E.g. you can hide comment are formatting changes
   - Comments
   - ink
   - Insert and deletion
   - Formatting
   - Balloons
   - Specific people
   - Highlight updates
   - Other authors
4. **Reviewing pane:** -show all the changes to your document in a list. Click the arrow to choose whether they show below or next to your document.
   - Reviewing pane vertical
   - Reviewing pane horizontal.

## Changes

1. **Reject and move to next**
   - keep this change and move on the next one.
   - click the arrow for additional options such as rejecting all the changes at one
     - accept and move to next
     - accept this change
     - accept all changes shown
     - accept all changes
     - accept all changes and stop tracking
2. **REJECT**: - reject and move to next
   - undo this change and move on the next one.
   - click the arrow for additional options such as rejecting all the changes at one.
     - reject and move to next
     - reject this change
     - reject all changes shown
     - reject all changes
     - reject all changes and stop tracking
3. **Previous:** - jump to the previous tracked change.
4. **Next:** - jump to the next tracked change.

## COMPARE

- **Compare**: - compare two documents to see the differences between them.

you can also combine revisions from different people into a single document.

- **PROTECT**
    1. ***Block authors***: -keep others from making changes to the selected text.
    2. ***Restrict editing***: - limit how to much others can edit and format the document.
       e.g.; you can prevent formatting changes force all changes to be tracked, or allow only commenting.

## VIEW TAB

1. Read mode: - The best way to read a document including some tools designed for reading instead of writing.
2. Print mode: -see how the document will look if printed.
3. web layout: -See how your document wood look as a web page. This layout is also a great if you have wide tables in your document.
4. outline: - see your document in outline from where content is shown as bulleted points. This view is useful for creating heading and moving whole paragraph whit in the documents.
5. Drift: -switch your view to see just the text in your document. This is useful for quick editing because headers/footers and certain objects won't show up, allowing you to focus on your text.

### Show

1. Ruler: -show ruler to your document. You can see & set tab stops, move table borders, and line up objects in the document. Also, you can measure stuff.
2. Gridlines: - show the gridlines of your document for perfect object placement. The gridlines make it easy for you to align objects with others object's or a particular sport on the page.
3. Navigation pane: - it's like a tour guide for your document. Click a heading, a page, or a search result and it'll you right there.

### Zoom

1. **Zoom** to the level that's right for you. For zoomier zooming, use the controls in the status bar.
2. **100%:** - zo0om your document to 100%.
3. **One page:** -zoom the document so you can see the entire page in the window.
4. **Multiple pages:** - zoom the document so you can see the multiple page in the window.
5. **Page width**: - zoom the document so that the width of the page matches the width of the window.

## window

1. **New window:-**open a second window for your document so you can work in different places at the same time.
2. **Arrange all**: -stack your open windows so you can see all of the at once.
3. **Split:** -see the section of your document at the same time. This makes it easier to look at once section while editing another.
4. **View side by side**: -instead of switching back and forth between document, view them side by side .it makes comparing them easier.
5. **Synchronous scrolling**: - scroll two document at same time. This is a great way to compare documents line by line scan for diffrennces.to use this feature, turn on view side by side.
6. **Reset window position**: -place the document you are comparing side by side so they share the screen equally.to use this feature Turn on view side by side.
7. **Switch window:** -quickly switch to another open window.
   Macros (alt+F8)
   macros are used to record actions and you can create your shortcut key.
   - view macros.
   - record macros.
   - pause recording.