

INTRODUCTION TO COMPUTER

A **computer** is an electronic device that accepts data as input, processes it according to instructions, stores it, and produces information as output. Computers are used in schools, offices, hospitals, banks, businesses, and homes to perform various tasks quickly and accurately.

MAIN FUNCTIONS OF A COMPUTER

1. **Input** – Receives data (using keyboard, mouse, scanner, etc.).
2. **Processing** – Processes the data using the CPU.
3. **Storage** – Stores data and information.
4. **Output** – Displays the results (using monitor, printer, speakers, etc.).

CHARACTERISTICS OF A COMPUTER

- High speed
- Accuracy
- Large storage capacity
- Reliability
- Automation
- Versatility

COMMON USES OF COMPUTERS

- Education
- Banking
- Business

- Healthcare
- Communication
- Entertainment
- Online shopping

BASIC PARTS OF A COMPUTER

- **Monitor** – Displays information.
- **CPU (Central Processing Unit)** – The brain of the computer.
- **Keyboard** – Used to enter text and numbers.
- **Mouse** – Used to point, click, and select.
- **Printer** – Prints documents on paper.

DEFINITION:

A computer is an electronic device that accepts data, processes it, stores it, and produces meaningful information as output.

If you meant something else by "**computer into**" (for example, "computer intro in Tamil" or "computer introduction for students"), let me know

LEARN • UPGRADE • ACHIEVE

INTRODUCTION TO MS WORD

Microsoft Word is a word processing software developed by **Microsoft**. It is part of the **Microsoft Office** package. MS Word is used to create, edit, format, save, and print documents such as letters, reports, resumes, and assignments.

Features of MS Word

- Create and edit documents
- Format text (font, size, color, style)
- Insert pictures, tables, shapes, and charts
- Check spelling and grammar
- Save and print documents
- Add headers, footers, and page numbers
- Create professional reports and letters

Common Uses

- Typing letters
- Preparing resumes
- Creating reports
- Writing assignments
- Making notices and certificates
- Printing official documents

Basic Parts of the MS Word Window

1. Title Bar
2. Quick Access Toolbar
3. File Tab
4. Ribbon
5. Document Area
6. Ruler
7. Scroll Bar

8. Status Bar
9. Zoom Slider

Advantages of MS Word

- Easy to use
- Saves time
- Professional document formatting
- Spell and grammar checking
- Supports images, tables, and charts
- Easy printing and sharing

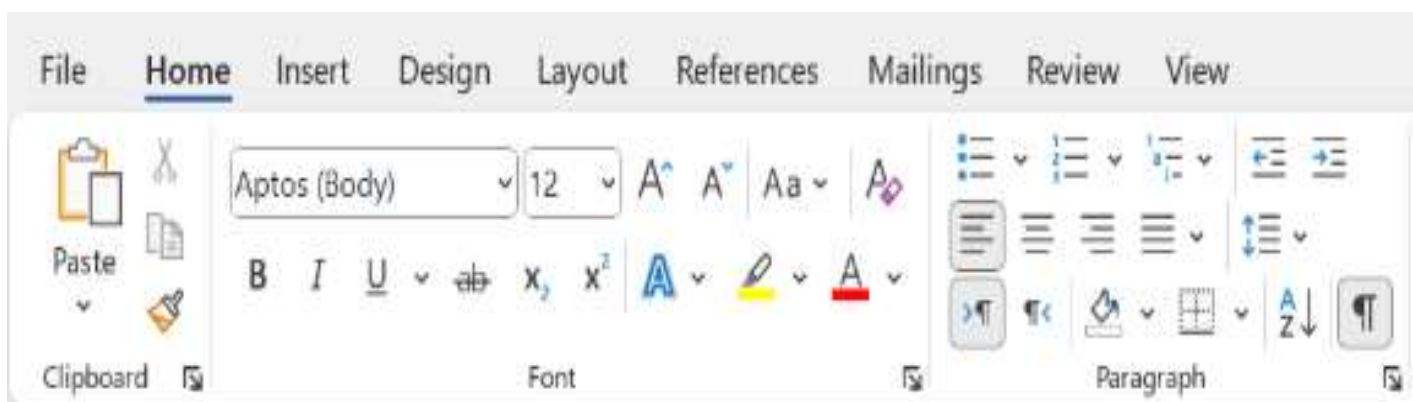
Definition

MS Word is a word processing application used to create, edit, format, save, and print text documents efficiently.

This introduction is suitable for beginners, school students, and basic computer training courses.

MS WORD – HOME TAB

The **Home** tab is the most commonly used tab in **Microsoft Word**. It contains tools for editing and formatting text.



1. Clipboard Group

- **Paste** – Paste copied or cut text.
- **Cut** – Remove selected text and place it on the clipboard.
- **Copy** – Copy selected text.
- **Format Painter** – Copy the formatting from one text to another.

2. Font Group

- **Font** – Change the font style.
- **Font Size** – Change the size of the text.
- **Bold (B)** – Make text darker.
- **Italic (I)** – Slant the text.
- **Underline (U)** – Draw a line under the text.
- **Text Color** – Change the text color.
- **Highlight** – Highlight text with color.
- **Strikethrough** – Draw a line through the text.
- **Change Case** – Change text to uppercase, lowercase, etc.
- **Clear Formatting** – Remove all formatting.

3. Paragraph Group

- **Bullets** – Create a bulleted list.
- **Numbering** – Create a numbered list.
- **Multilevel List** – Create outline lists.
- **Align Left** – Align text to the left.
- **Center** – Center the text.

- **Align Right** – Align text to the right.
- **Justify** – Align text evenly on both sides.
- **Line Spacing** – Change the space between lines.
- **Borders** – Add borders around text or paragraphs.
- **Shading** – Add background color.

4. Styles Group

- Apply ready-made styles such as **Heading 1, Heading 2, Title, and Normal** to make documents look professional.

5. Editing Group

- **Find** – Search for text.
- **Replace** – Replace one word with another.
- **Select** – Select text or objects.

MS WORD – INSERT TAB

The **Insert** tab in **Microsoft Word** is used to add different items to a document, such as pages, tables, pictures, shapes, and symbols.

Insert Tab Tools



1. Pages Group

- **Cover Page** – Adds a ready-made cover page.
- **Blank Page** – Inserts a new blank page.
- **Page Break** – Starts a new page.

2. Tables Group

- **Table** – Inserts a table with rows and columns.

3. Illustrations Group

- **Pictures** – Inserts pictures from your computer.
- **Online Pictures** – Inserts pictures from the internet (if available).
- **Shapes** – Inserts shapes like circles, arrows, and rectangles.
- **Icons** – Inserts ready-made icons.
- **SmartArt** – Creates diagrams and flowcharts.
- **Chart** – Inserts graphs and charts.

4. Links Group

- **Link (Hyperlink)** – Adds a link to a website, file, or email.

5. Header & Footer Group

- **Header** – Adds text at the top of every page.
- **Footer** – Adds text at the bottom of every page.
- **Page Number** – Inserts page numbers.

6. Text Group

- **Text Box** – Inserts a text box.
- **WordArt** – Creates decorative text.
- **Drop Cap** – Makes the first letter of a paragraph large.
- **Date & Time** – Inserts the current date and time.
- **Object** – Inserts files or other objects.

7. Symbols Group

- **Equation** – Inserts mathematical equations.
- **Symbol** – Inserts special symbols such as ©, ®, ₹, and √.

Simple Summary

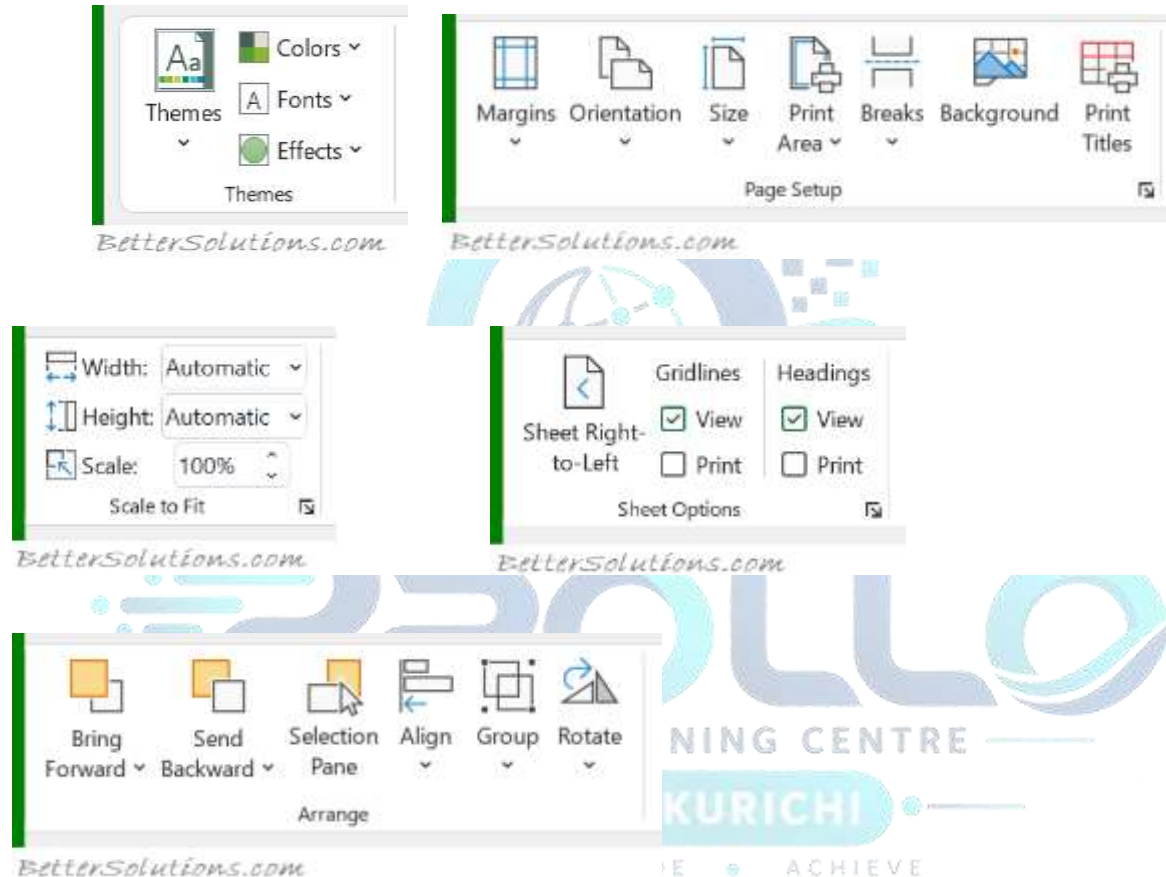
The **Insert** tab is used to:

- Add pages
- Create tables
- Insert pictures and shapes
- Add SmartArt and charts
- Insert hyperlinks
- Add headers, footers, and page numbers
- Insert text boxes and WordArt
- Add symbols and equations

MS OFFICE WORD – PAGE LAYOUT (LAYOUT TAB)

Page Layout (Layout Tab)

The **Page Layout** (or **Layout**) tab is used to change the appearance of a document page.



1. Margins

- Sets the space around the page.
- Example: Normal, Narrow, Wide.

2. Orientation

- Changes the page direction.

- **Portrait** – Vertical page.
- **Landscape** – Horizontal page.

3. Size

- Changes the paper size.
- Examples: A4, Letter, Legal.

4. Columns

- Splits text into two or more columns.
- Used for newspapers and magazines.

5. Breaks

- Starts a new page or section.
- Example: Page Break, Section Break.

6. Line Numbers

- Adds line numbers to each line.
- Useful for reports and legal documents.

7. Hyphenation

- Automatically adds hyphens to long words.
- Makes text look neat.

8. Indent

- Moves a paragraph away from the left or right margin.

9. Spacing

- Changes the space before and after paragraphs.

10. Position

- Places pictures or objects in different positions on the page.

11. Wrap Text

- Controls how text appears around a picture.

12. Bring Forward

- Moves an object in front of another object.

13. Send Backward

- Moves an object behind another object.

14. Selection Pane

- Shows all objects in the document for easy selection.

15. Align

- Aligns multiple pictures or shapes neatly.

16. Group

- Combines two or more objects into one.

17. Rotate

- Rotates or flips pictures and shapes.
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Summary

- **Margins** – Set page borders.
- **Orientation** – Portrait or Landscape.
- **Size** – Change paper size.
- **Columns** – Divide text into columns.
- **Breaks** – Start a new page/section.
- **Indent & Spacing** – Adjust paragraph position and space.
- **Arrange Tools** – Move, align, group, and rotate pictures.

These are simple notes suitable for beginners and students learning **MS Office Word Page Layout**.

MS OFFICE WORD – MAILINGS TAB

Mailings Tab

The **Mailings** tab is used to create **letters, envelopes, labels, and mail merge documents**.



1. Envelopes

- Creates and prints envelopes.
- Adds the sender and receiver addresses.

2. Labels

- Creates and prints address labels.
- Used for parcels and name stickers.

3. Start Mail Merge

- Starts the Mail Merge process.
- Creates letters, emails, envelopes, labels, or directories.

4. Select Recipients

- Chooses the list of recipients.
- Example: Excel file, Outlook contacts, or a new list.

5. Edit Recipient List

- Adds, removes, or edits recipient details.

6. Write & Insert Fields

- Inserts fields like **Name**, **Address**, and **Phone Number** into the document.

7. Rules



- Adds conditions for Mail Merge.
- Example: If...Then...Else.

8. Preview Results

- Shows how the merged document will look before printing.

9. Find Recipient

- Searches for a specific recipient in the list.

10. Finish & Merge

- Completes the Mail Merge.
- Prints documents or creates individual letters.

Summary

- **Envelopes** – Create and print envelopes.
- **Labels** – Create and print labels.
- **Start Mail Merge** – Begin Mail Merge.
- **Select Recipients** – Choose recipient list.
- **Edit Recipient List** – Edit recipient information.
- **Insert Fields** – Add Name, Address, etc.
- **Preview Results** – Check merged document.
- **Finish & Merge** – Print or save merged documents.

Mail Merge is used to send the **same letter to many people** by automatically inserting each person's name and address. It saves time and reduces typing.

MS OFFICE WORD – REFERENCES TAB

References Tab

The **References** tab is used to create **tables of contents, footnotes, citations, bibliographies, captions, and indexes** in a document.



1. Table of Contents

- Creates a table of contents automatically.
- Shows document headings with page numbers.

2. Add Text

- Adds headings to the table of contents.

3. Update Table

- Updates the table of contents after changes.

4. Footnote

- Adds a note at the bottom of the page.
- Used for explanations or references.

5. Endnote

- Adds a note at the end of the document.

6. Insert Citation

- Adds a citation for books, websites, or articles.

7. Manage Sources

- Stores and edits citation sources.

8. Bibliography

- Creates a list of all references used in the document.

9. Insert Caption

- Adds captions to pictures, tables, and charts.
- Example: **Figure 1: Computer**

10. Cross-reference

- Creates links to headings, figures, or tables.

11. Mark Entry

- Marks words to include in an index.

12. Insert Index

- Creates an alphabetical list of important words with page numbers.

13. Mark Citation

- Marks legal citations (used in legal documents).

14. Table of Authorities

- Creates a list of legal references.
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Summary

- **Table of Contents** – Creates a contents page.
- **Footnote** – Adds notes at the bottom of the page.
- **Endnote** – Adds notes at the end of the document.
- **Citation** – Adds reference sources.
- **Bibliography** – Lists all references.
- **Caption** – Adds titles to pictures and tables.
- **Cross-reference** – Links to other parts of the document.
- **Index** – Creates an alphabetical list of topics.

MS OFFICE WORD – REVIEW TAB

Review Tab

The **Review** tab is used to **check spelling, add comments, track changes, compare documents, and protect a document.**



1. Spelling & Grammar

- Checks spelling and grammar mistakes.
- Suggests correct words.

2. Thesaurus

- Finds synonyms (similar words).
- Helps improve writing.

3. Word Count

- Counts the number of words, pages, characters, and paragraphs.

4. Read Aloud

- Reads the document aloud.
- Helps check pronunciation and mistakes.

5. Translate

- Translates text into another language.

6. New Comment

- Adds comments to the document.
- Used for suggestions and feedback.

7. Delete Comment

- Removes comments from the document.

8. Track Changes

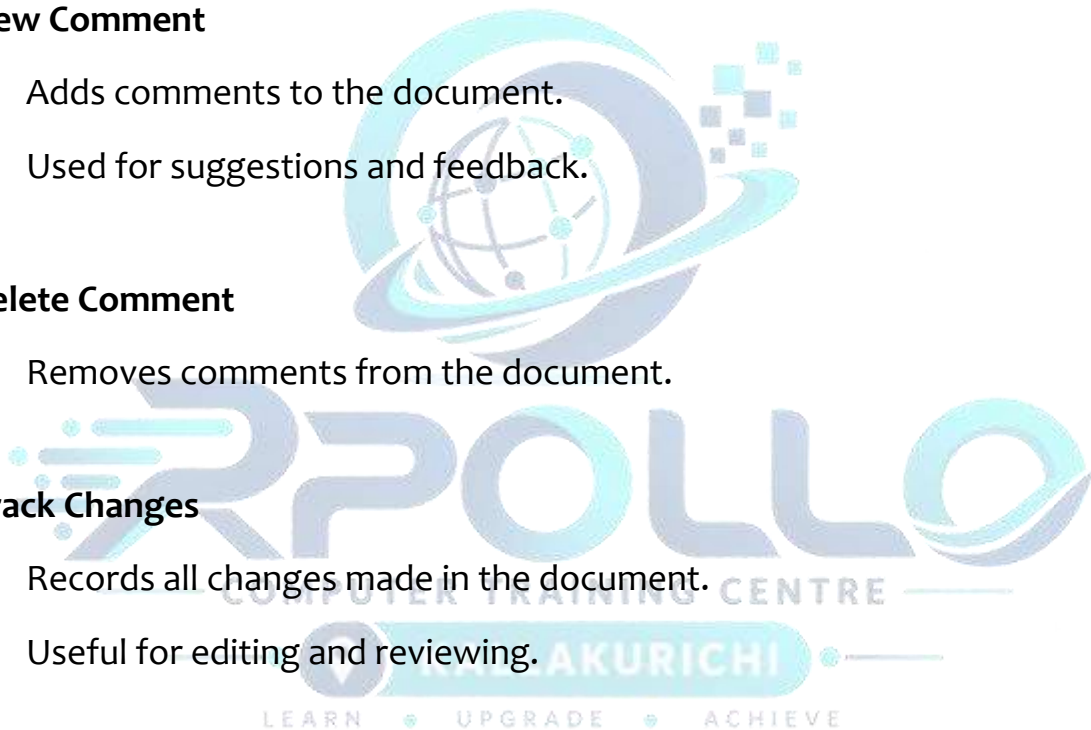
- Records all changes made in the document.
- Useful for editing and reviewing.

9. Accept

- Accepts the changes made.

10. Reject

- Rejects the changes made.



11. Compare

- Compares two versions of a document.
- Shows the differences.

12. Protect

- Restricts editing or formatting.
- Keeps the document safe from unwanted changes.

Summary

- **Spelling & Grammar** – Check spelling mistakes.
- **Thesaurus** – Find similar words.
- **Word Count** – Count words and pages.
- **Read Aloud** – Read the document aloud.
- **Translate** – Change text to another language.
- **Comments** – Add or delete comments.
- **Track Changes** – Record edits.
- **Accept/Reject** – Approve or remove changes.
- **Compare** – Compare two documents.
- **Protect** – Prevent unwanted editing.

These are **simple notes** for beginners learning the **Review** tab in **MS Office Word**.

MS OFFICE WORD – VIEW TAB

View Tab

The **View** tab is used to **change the way a document is displayed on the screen**. It also helps you zoom, manage windows, and view multiple documents.



1. Read Mode

- Displays the document in reading view.
- Easy for reading without editing.

2. Print Layout

- Shows the document as it will appear when printed.
- This is the default view.

3. Web Layout

- Shows the document like a web page.

4. Outline

- Displays the document in outline form.
- Useful for organizing headings.

5. Draft

- Shows a simple view for quick editing.

6. Ruler

- Shows or hides the ruler.
- Used to set margins and indents.

7. Gridlines

- Shows gridlines to help align objects.

8. Navigation Pane

- Opens a side panel to search and move between headings or pages.

9. Zoom

- Makes the document appear larger or smaller.

10. 100%

- Returns the document to normal size (100%).

11. One Page

- Displays one full page on the screen.

12. Multiple Pages

- Displays two or more pages at the same time.

13. New Window

- Opens another window of the same document.

14. Arrange All

- Arranges all open document windows on the screen.

15. Split

- Splits the document into two sections for easier viewing.

16. Switch Windows

- Switches between open Word documents.
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Summary

- **Read Mode** – Read the document easily.
- **Print Layout** – View the document as it will print.
- **Web Layout** – View as a web page.
- **Outline** – Organize headings.
- **Draft** – Quick editing view.
- **Ruler** – Show or hide the ruler.
- **Navigation Pane** – Find headings and pages.
- **Zoom** – Increase or decrease document size.
- **One Page / Multiple Pages** – Change page view.
- **New Window** – Open another window of the same document.

- **Split** – View two parts of the document at once.
- **Switch Windows** – Move between open documents.

These are **simple notes** for beginners learning the **View** tab in **MS Office Word**.

