

Word Processing

- MS-CIT Center Inauguration
- Bio Data
- Project Report
- Friend's Wedding
- Making a Portfolio

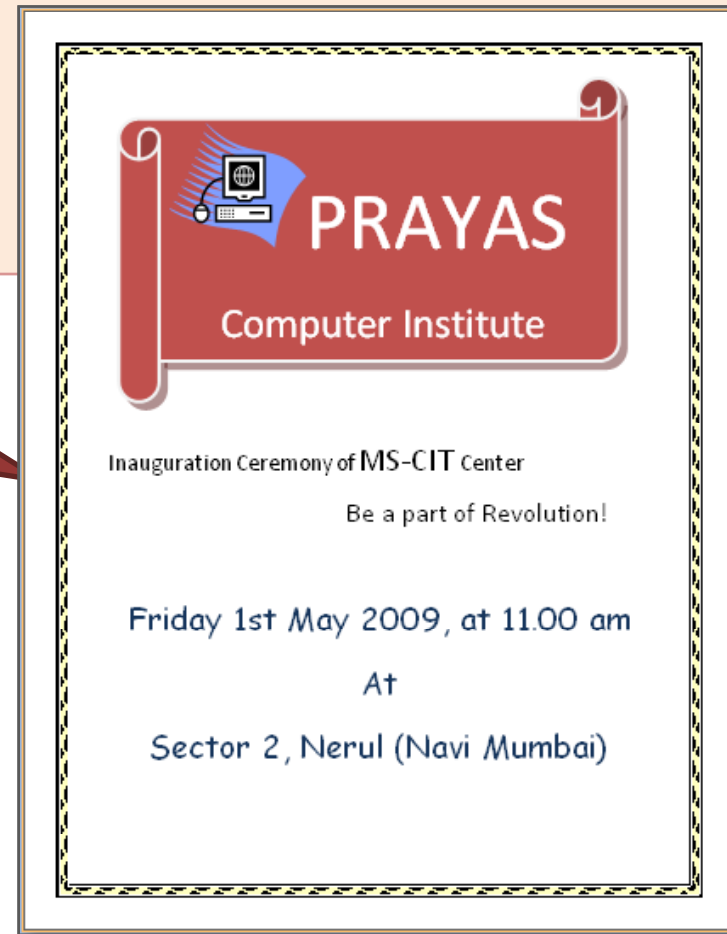
MS-CIT Center Inauguration

Objective: To decorate a Notice Board

Tips:

- Insert page border
- Insert shapes--- banners
- Insert clip art
- Type text
- Change the fonts size , alignment
- Change the colour and font
- Give print

Decorate the notice board



Inauguration Ceremony

Word Processing

Activity 1a

Objective: To prepare an invitation card

Tips:

- Change the page orientation
- Insert page border
- Change the page colour
- Insert WordArt
- Insert clip art
- Change the colour of clip art
- Type text
- Change the fonts size , text alignment
- Change the colour and font
- Give print

Prepare an
invitation card



Inauguration Ceremony

Word Processing

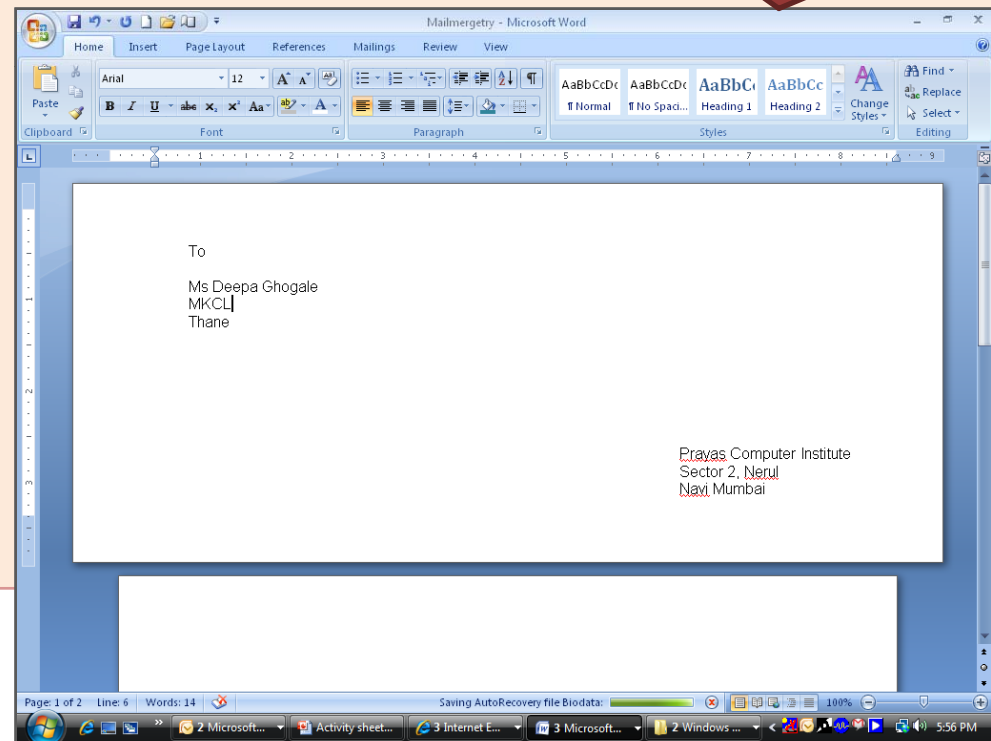
Activity 2

Objective: To prepare an envelop using mail merge for invitation

Tips:

- Click on 'Mailings' menu
- Click on 'Envelops'
- Click on 'Options'
- Apply font for 'Delivery address' and "Return Address"
- In 'Printing Option' click on 'Face Up'
- Click on 'ok'
- Click on 'Add a document'
- Click on 'Start a mail merge'
- Click on 'Step by step mail merge wizard'
- In 'Select document type' click on 'Letters'
- Click on 'Starting document'
- Click on 'Select recipient'
- Click on 'Type a new list'
- Click on 'Create'
- Insert merge field
- Click on 'Preview Results'

Prepare an envelop



Objective: To print the envelopes

Tips:

- Click on 'Print'
- Insert a envelop with face up in the printer



Print an envelop

To
Ms Deepa Ghogale
MKCL
Thane

Prayas Computer Institute
Sector 2, Nerul
Navi Mumbai

Objective: To prepare a leaflet for MS-CIT course

Activity 3

Tips:

- Change the page colour
- Insert Clip art
- Change the colour of clip art
- Insert WordArt
- Insert text box
- Type text
- Change the font size , text alignment
- Change the colour and font
- Insert shapes
- Change the colour of shapes
- Insert banner



The leaflet features a dark blue background with a close-up image of a computer keyboard. The text is white and red. At the top, it says 'Make the right choice, Hit the right key!' in white. Below that, 'MS-CIT!' is written in large, bold, red letters. Underneath, 'With Windows Vista & MS Office 2007' is written in white. The bottom section has an orange header 'What is MS-CIT?' followed by text describing the course. A yellow banner at the bottom right contains the MS-CIT logo and the website address www.mkcl.org.

**Make the right choice,
Hit the right key!**

MS-CIT!

With Windows Vista & MS Office 2007

What is MS-CIT?

The Maharashtra State Certificate in Information Technology (MS-CIT) is an introductory course in Information technology.

The 132 hours course includes theory as well as hands-on practice in lab. The course comes along with excellent study material and empowered by Learning Management System with rich voiceover, interactive sessions, question bank and self examination tool.

This course comprises:

- Reading and understanding a highly illustrated book for theory concepts
- E-learning based self-learning sessions through MKCL's e-learning framework ERA
- Hands-on practice sessions

After completing this course, you are expected to emerge as a confident and versatile user of Information Technology.

MS-CIT
Maharashtra State-Certificate in
Information Technology

www.mkcl.org

Prepare a leaflet

Objective: To prepare a calendar for MS-CIT course

Activity 3a

Tips:

- Insert a table
- Add rows and columns
- Select a table design
- Insert picture
- Insert Word art
- Insert text box
- Type text
- Change the font size , text alignment
- Change the colour and font
- Apply borders to table

Prepare MS-CIT calendar



MAY 2009					
Sun	31	3	10	17	24
Mon		4 Practical :Word Processing: Using Mail Merge	11 Practical: Spreadsheet Managing a Workbook	18 Practical: Database Management Systems Overview , Creating a Database	25 Practical Personal Information Manager: Using the Address Book
Tue		5 Practical :Word Processing: Using Standard Templates , Word Processing in Other Languages	12 Practical: Presentation Graphics: Overview of Presentation Graphics , Introduction to Presentation Graphics	19 Practical: Database Management Systems Creating a Database	26 Practical Personal Information Manager: Using Outlook for E-Mailing
Wed		6 Practical: Spreadsheet Overview of Excel Creating and Editing	13 Practical: Presentation Graphics: Modifying and Refining a Presentation	20 Practical: Database Management Systems Modifying a Table , Sorting Records	27 Theory: All About Computers Introduction to Computers
Thu		7 Practical: Spreadsheet Creating and Editing	14 Practical: Presentation Graphics Modifying and Refining a Presentation	21 Practical: Database Management Systems Queries and Reports , Protecting the Database	28 Theory: All About Computers Introduction to Computers
Fri	1 Practical: Word Processing: Using Additional Word Features	8 Practical: Spreadsheet Using Charts	15 Practical: Presentation Graphics Using Advanced Presentation Features	22 Practical: Personal Information Manager Getting started with Outlook	29 Theory: All About Computers Introduction to Computers
Sat	2 Practical: Word Processing: Changing the Display of the Document	9 Interim Performance Test (IPT) 1 : Windows Vista	16 Interim Performance Test (IPT) Test 2 : Microsoft Word 2007	23 Interim Performance Test (IPT) Test 3 : Microsoft Excel 2007	30 Interim Performance Test (IPT) Test 4 : Microsoft PowerPoint 2007

Bio- Data

Objective: To create Bio-data in the table

Tips:

- Insert a table
- Add rows and columns
- Change the row colour
- Type the text
- Change the font size and font colour
- Apply bullets

Create a Bio-data in table

Education	
Operating Systems/ Languages/ Software and Tools	
	<ul style="list-style-type: none">• Windows XP / Vista,• Visual Basic 6.0/5.0,• MS-SQL Server(7.0),• Oracle 9.0,• Ms-Office 2007,• ASP, C, C++ , .NET, JavaScript
Experience Summary	
	Over two years experience in the Information Technology Field
Languages Known	
	English, Hindi, Marathi
Date of Birth	
	21st November 1978
Address	
	204, sai-sagar Appt, Plot 10, Sector 12, Navi Mumbai- 400 703
Contact Number	
	022-27883456, 9833445566
e-mail ID	
	rahulk@rediffmail.com
Signature	

Objective: To insert excel table in Bio-data for 'Education'

Activity 1a

Tips:

- Click on 'Insert' menu
- Click on drop box of 'Table'
- Click on 'Excel Spreadsheet'
- Type the text
- Change the text alignment
- Apply borders

Insert excel table

Education				
Examination	Name of University	Year	Marks	Grade
Bachelor of Engineering	Govt. College of Engineering, (Amravati, MS)	Jun-99	73%	First Class
H.S.C	Amravati Board	Jun-95	76%	Distinction
S.S.C	Amravati Board	Jun-93	86%	Distinction

Operating Systems/ Languages/Software and Tools	
	<ul style="list-style-type: none"> • Windows XP / Vista, • Visual Basic 6.0/5.0, • MS-SQL Server(7.0), • Oracle 9.0, • Ms-Office 2007, • ASP, C, C++ , .NET, Java Script

Experience Summary	
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Date of Birth	
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	204, sai-sagar Appt, Plot 10, Sector 12, Navi Mumbai-400 703

Contact Number	
	022-27883456, 9833445566

e-mail ID	
	rahulk@rediffmail.com

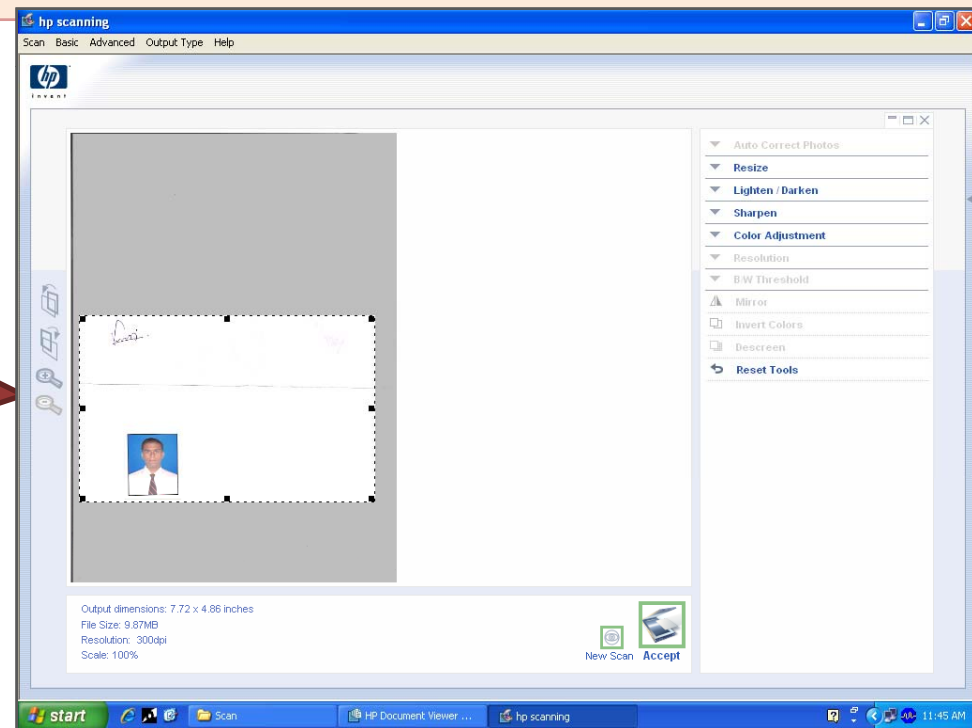
Signature	

Objective: To scan a photo and signature to insert in Bio-data

Tips:

- Double click on scanner document reviewer
- Click on 'Scan' icon
- Select 'Colour'
- Click on 'Scan'
- Click on 'Accept'

Scan a photo and signature


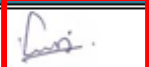


Objective: To insert the photo and signature in the Bio-data

Activity 2a

Tips:

- Insert picture from 'Scan' folder
- Crop two objects (Photo and Signature)
- Copy photo
- Paste in new paint file
- Save the paint file 'Photo'
- Copy Signature from word document
- Paste in new paint file
- Save the paint file 'Signature'
- Insert 'Photo'
- Insert 'Signature'
- Insert Word art

		Mr Rahul Prakash Kulkarni			
Education					
	Examination	Name of University	Year	Marks	Grade
	Bachelor of Engineering	Govt. College of Engineering, (Amravati, MS)	Jun-99	73%	First Class
	H.S.C	Amravati Board	Jun-95	76%	Distinction
	S.S.C	Amravati Board	Jun-93	86%	Distinction
Operating Systems/ Languages/ Software and Tools					
	<ul style="list-style-type: none"> • Windows XP / Vista, • Visual Basic 6.0/5.0, • MS-SQL Server(7.0), • Oracle 9.0, • Ms-Office 2007, • ASP, C, C++ , .NET, Java Script 				
Experience Summary					
	Over two years experience in the Information Technology Field.				
Languages Known					
	English, Hindi, Marathi				
Date of Birth					
	21st November 1978				
Address					
	204, sahsagar Appt, Plot 10, Sector 12, Navimumbai-400703				
Contact Number					
	022- 2788 345 6, 98 334455 66				
e-mail ID					
	rahulk@rediffmail.com				
Signature					
					

Insert photo and signature

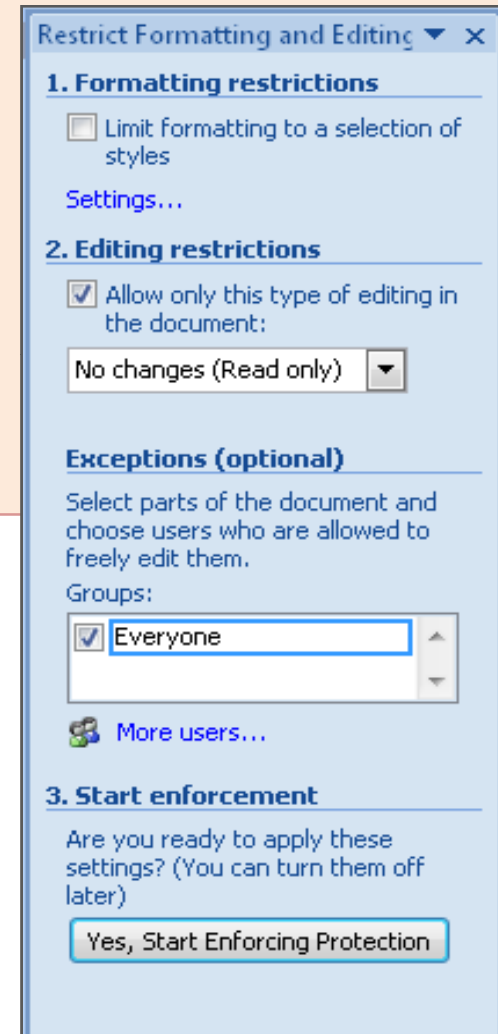
Activity 3

Objective: To protect a document of Bio-data

Tips:

- Click on 'review' menu
- Click on 'Protect Document'
- In 'Editing Restrictions' click on 'No changes (Read only)'
- Click on 'Everyone'
- Click on 'Yes, Start Enforcing Protection'
- Click on 'Password'
- Type a Password
- Retype a password
- Click on 'Ok'

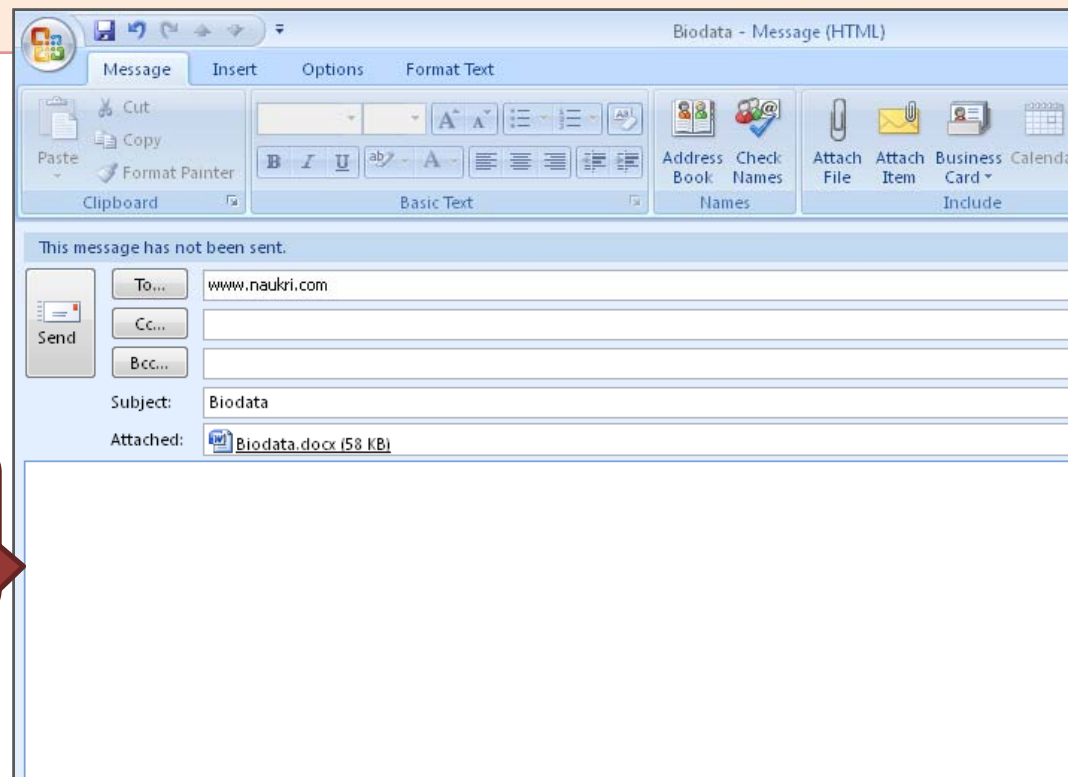
Protect your document



Objective: To mail a Bio-data to Naukri.com

Tips:

- Click on 'Office Button'
- Click on 'Send'
- Click on 'E-mail'
- Type an email address
- Click on 'Send'



Project Report

Objective: To create a table of content for your project report

Activity 1

Tips:

- Apply heading styles
- Click on 'References' menu
- Click on 'Table of Contents'
- Click on 'Insert Table of Contents'
- Click on 'Ok'

Create Table of Content

Investment Management	
CHAPTER I.....	2
Introduction.....	2
Definition:.....	2
Importance:.....	2
CHAPTER II.....	3
Introduction to Insurance industry:.....	3
CHAPTER III.....	4
Life Insurance Corporation:	4
Definition:.....	4
Objectives of LIC:.....	4
CHAPTER IV.....	5
HDFC Standard life:.....	5
Incorporation Of HDFC Standard Life Insurance Co. Ltd:.....	5
Our Mission:.....	7
Our Values:.....	7
Investment Plans/ Schemes:.....	8
CHAPTER V.....	15
Investment Decision:.....	15
CHAPTER VI.....	17
Conclusion:.....	17

Objective: To update table of content as you added a paragraph in your report

Activity 1a

Tips:

- Click on 'References' menu
- Click on 'Update table'
- Click on 'Update entire table'
- Click on 'Ok'

Update Table of Content

Investment Management	
CHAPTER I	2
Introduction.....	2
Definition:.....	2
Importance:.....	2
CHAPTER II	3
Introduction to Insurance industry:.....	3
Definition:.....	3
CHAPTER III	4
Life Insurance Corporation:	4
Definition:.....	4
Objectives of LIC:.....	4
CHAPTER IV	5
IIDFC Standard life:.....	5
Incorporation Of HDFC Standard Life Insurance Co. Ltd:.....	5
Our Mission:.....	7
Our Values:.....	7
Investment Plans/ Schemes:.....	8
CHAPTER V	15
Investment Decision:.....	15
CHAPTER VI	17
Conclusion:.....	17

Objective: To design a cover page for your project report

Tips:

- Apply page colour
- Insert auto shapes
- Apply fill effects to auto shapes
- Insert picture
- Insert word art

Investment Management

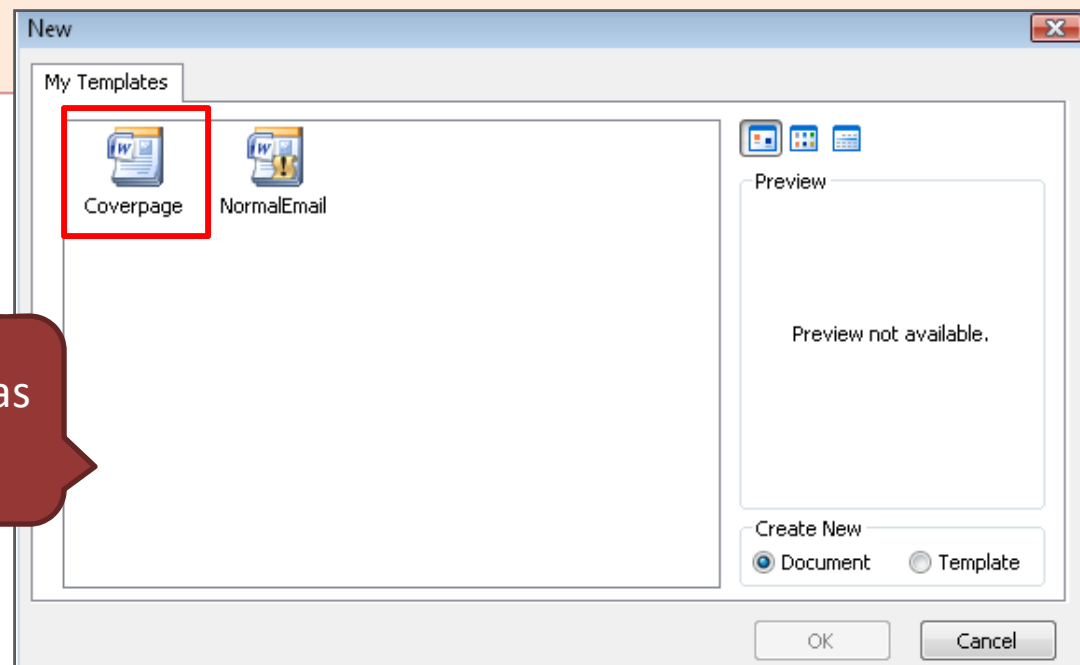
Design cover page



Objective: To save your cover page as a template

Tips:

- Click on 'Insert' menu
- Click on 'Object'
- Click on 'Create from file'
- Open your cover page
- Double click in the page
- Click on 'Office button'
- Save copy as 'Word Template'



Save cover page as a template

Objective: To insert bookmarks to make the navigation easy in the project report **Activity 3**

Tips:

- Select a paragraph/ heading from first page
- Click on 'Insert- Bookmark' menu
- Type 'Top' and click on 'Add'
- Select a paragraph/ heading from last page
- Click on 'Insert- Bookmark' menu
- Type 'Bottom' and click on 'Add'
- On last page type 'Go to First Page'
- Click on 'Insert' menu
- Click on 'Hyperlink'
- Click on bookmark'
- Select 'Top'
- On first page type 'Go to Last Page'
- Click on 'Hyperlink'
- Click on bookmark'
- Select 'Bottom'

CHAPTER II

Introduction to Insurance industry:

In insurance very old type & 1st type his of marine insurance as a technique for providing protection against the dangerous of sea. They had its origin in the "Bottomry wants" which where issued by the merchants of 4th century B.C. A Bottomry want an advance of money on the ship during the period of voyage. The loan was repayable with the agreed rate of interest on the arrival of the ship safely at the destination. If the ship was lost during the voyage the loan need not to be repaid. The merchant should try to minimize the loss from the loan Amount.

The world's premier marine insurance co. had its origin in a small coffee house of an Edward Lloyd. In Tower Street, London in 1618 as the coffee house was a meeting place for those interested in shipping business. Frequently they are discussing over the pirates & the losses. This discussion induces Lloyd to put his concept of group fund. Monthly some Amt. of are deposited & if any ship is lost in voyage or any reason of occurring loss in transportation of commodities by way of sea route then some Amt. is paid to reduce the burden of losses, from here the concept of insurance get developed.

It is a common belief that one of the most difficult products to sell is, "life insurance" & one who sells life insurance can sell anything under the sun. There is no gainsaying the fact that selling life insurance is a difficult proposition primarily because what is sought to be marketed is an assurance, a belief & a faith.

Couple with single child	Kornal Jeevan plan	Children plan	Children plan	Flexibility in options
Couple with older child	Education annuity plan/marriage endowment plan			
Pre-retirement stage	Asha deep -II	Term assurance plan	Asha deep-II	
Retirement stage	Varishta pension bima yojana	Unit linked pension plan	Unit linked pension plan	appreciation

[Go to Last Page](#)

Insert bookmarks

[Go to first Page](#)

Project Work

Word Processing

Objective: To insert a movie for introducing the project

Activity 3a

Tips:

- Make a movie using 'Windows movie maker'
- Click on 'Insert' menu
- Click on 'Object'
- Click on 'Browse'
- Select a movie
- Click on 'Open'
- Double click on movie icon

The image shows a composite of two screenshots. The top screenshot is a Microsoft Word window titled 'Investment Management [Compatibility Mode] - Microsoft Word'. The 'Insert' tab is active, and the 'Object' button in the 'Text' group is highlighted with a red box. The document content includes the title 'Investment Management', 'CHAPTER I', and the heading 'Introduction'. Below the heading, there is a paragraph of text about investment. A red callout bubble with the text 'Insert a movie' points to the 'Object' button. The bottom screenshot is a RealPlayer window titled 'RealPlayer'. It shows a video player with the title 'Investment Guide' and a video thumbnail featuring a calculator and a line graph. The video is at the 0:01 mark of a 0:05 duration.

Friend's Wedding

Wedding Invitation

Word Processing

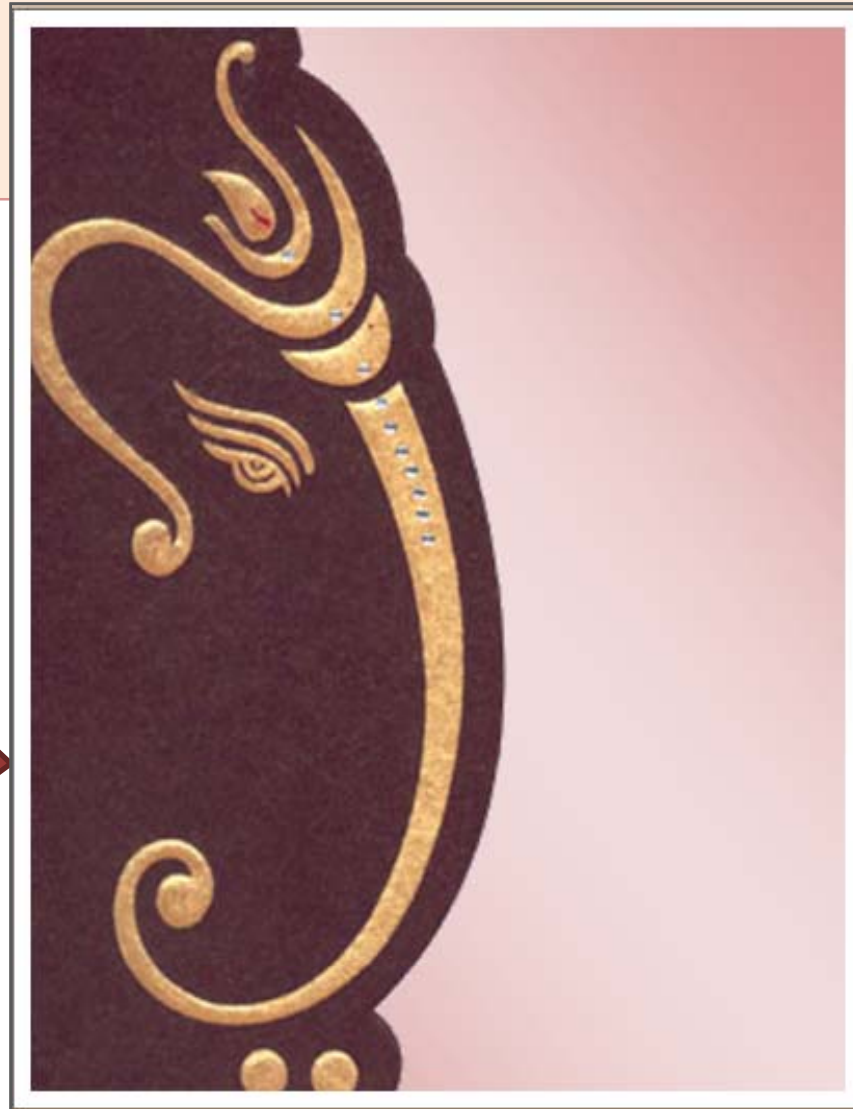
Activity 1

Objective: To create a cover page of Wedding invitation

Tips:

- Insert auto shape
- Insert picture
- Recolor the picture

Save cover page as
a template



Wedding Invitation

Word Processing

Objective: To create a 'wording' and 'venue' page of Wedding invitation

Activity 1a

Tips:

- Insert a table
- Insert picture
- Recolor the picture
- Insert WordArt
- Insert text
- Align the text
- Change the font and font size
- Apply 'No border' to the table

Create a venue
page

Create a index
page



Wedding Invitation

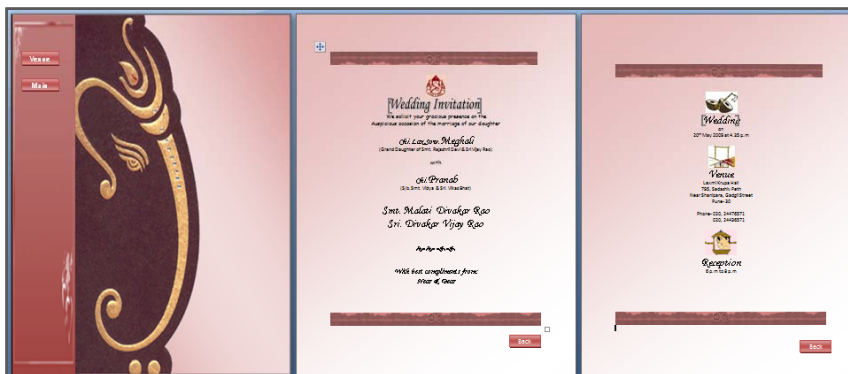
Objective: To insert a bookmark for venue and main page of wedding invitation

Activity 2

Tips:

- Insert picture / background
- Insert auto shape
- Insert text box
- Insert bookmarks to each page
- Insert hyperlink to text box

Insert a bookmark



Wedding Invitation

Word Processing

Activity 2a

Objective: To make a webpage of wedding invitation

Tips:

- Click on 'File' menu
- Click on 'Save as'
- Click on 'Web page'
- Click on 'Save'

Save as web
page

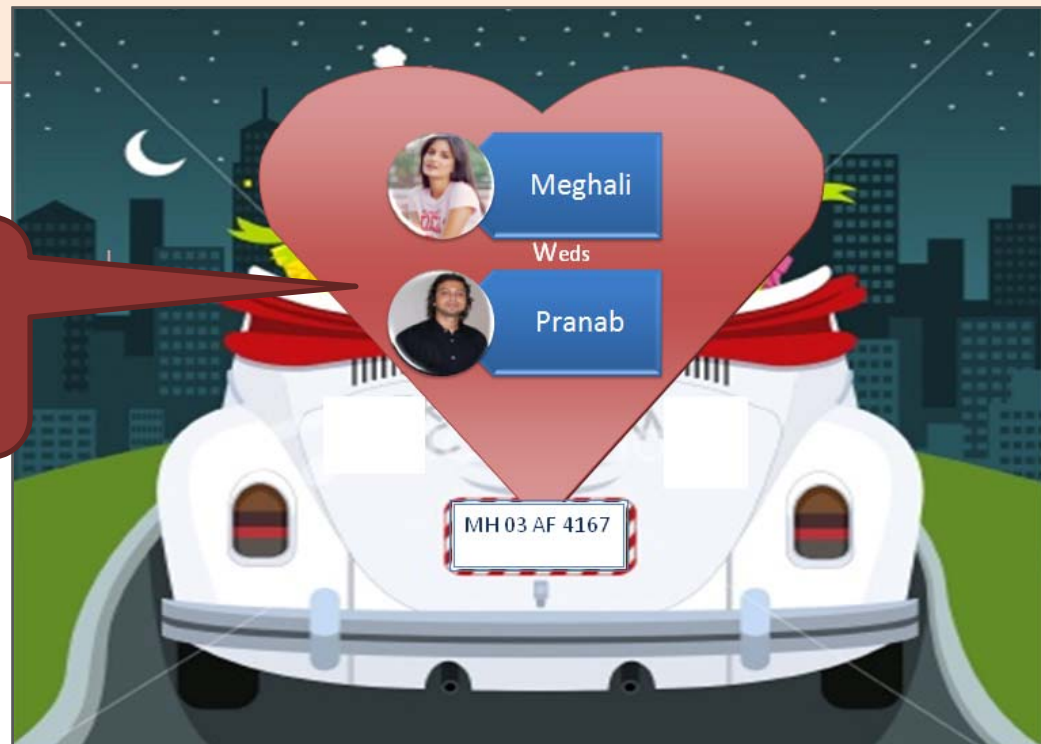


Objective: To prepare a car banner

Tips:

-
- Insert auto shape
- Insert smart art
- Type a text
- Insert picture in the smart art

Prepare a car banner



Objective: To decorate a wedding stage

Tips:

- Insert a picture
- Recolour the picture
- Insert picture as a background
- Insert auto shape
- Format auto shape
- Insert WordArt
- Apply shadow
- Insert page background

Prepare a stage banner



Making a Portfolio

Welcome to My Portfolio

Word Processing

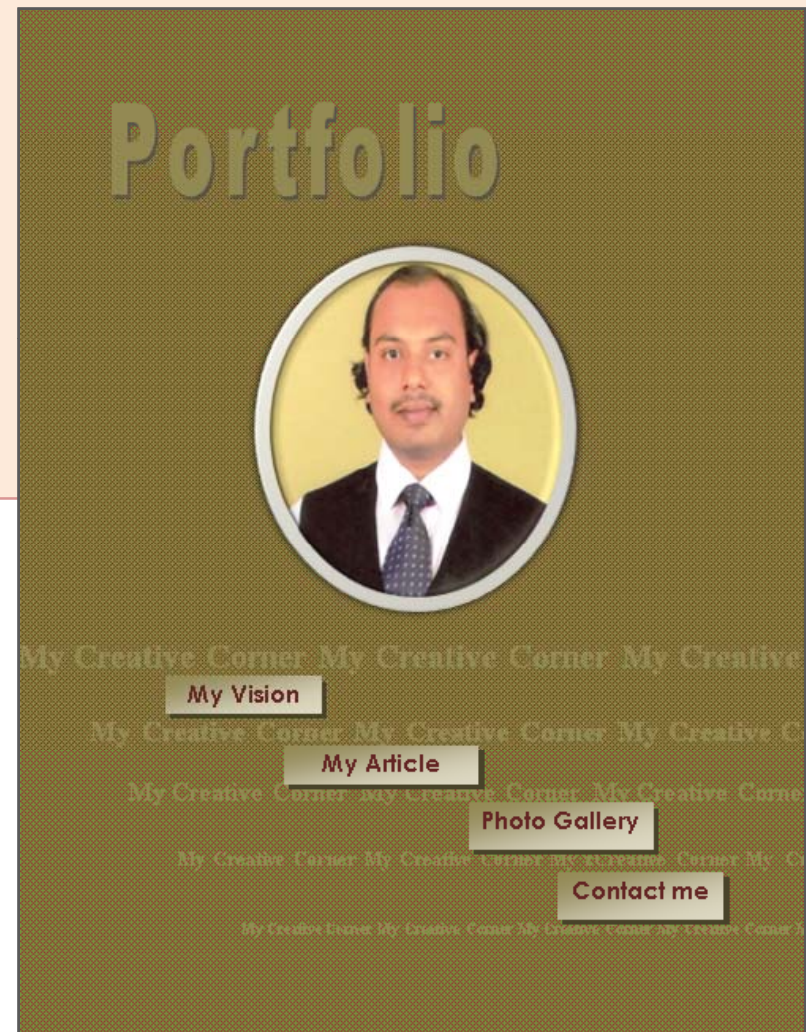
Activity 1

Objective: To create a home page of portfolio

Tips:

- Apply a page background
- Insert a word art
- Insert a picture
- Apply a picture style
- Inert text box
- Type text
- Change font , font size and colour
- Change the alignment of the text
- Apply shadow effects to the text box

Create a home page



Objective: To insert columns to the text in the linking page of portfolio

Activity 1a

Tips:

- Apply a page colour
- Insert a text box
- Apply fill effect
- Type a text
- Change font , font size and colour
- Insert column to the text
- Insert drop cap



Insert columns

Objective: To insert bookmark to photo gallery page of portfolio

Tips:


- Apply a page colour
- Insert a text box
- Apply fill effect
- Type a text
- Change font , font size and colour
- Insert a table
- Apply style to the table
- Type text in the table
- Align the text
- Open a new word document
- Insert photos with heading of event
- Insert bookmark to heading
- Insert hyperlink to bookmark

Portfolio Photo Gallery

Sr. No.	Event
1	New Year party
2	Diwali
3	Birthday
4	Picnic to Dandeli
5	Picnic to Mount Abu

Insert bookmark

PICNIC TO MOUNT ABU



Objective: To insert label to create a visiting card for contact page of portfolio

Activity 2a

Tips:

- Click on 'Mailing' menu
- Click on 'Labels'
- Click on 'Options'
- Click on 'New label'
- Click on 'Ok'
- Click on 'Ok'
- Click on new document
- Insert a text box
- Change the background of text box
- Type a text
- Apply page colour
- Apply style to label
- Apply borders to label
- Type text in the label
- Change the font, font size and colour
- Change the alignment of text in the label
- Insert symbol in the text
- Insert auto shape



Welcome to My Portfolio

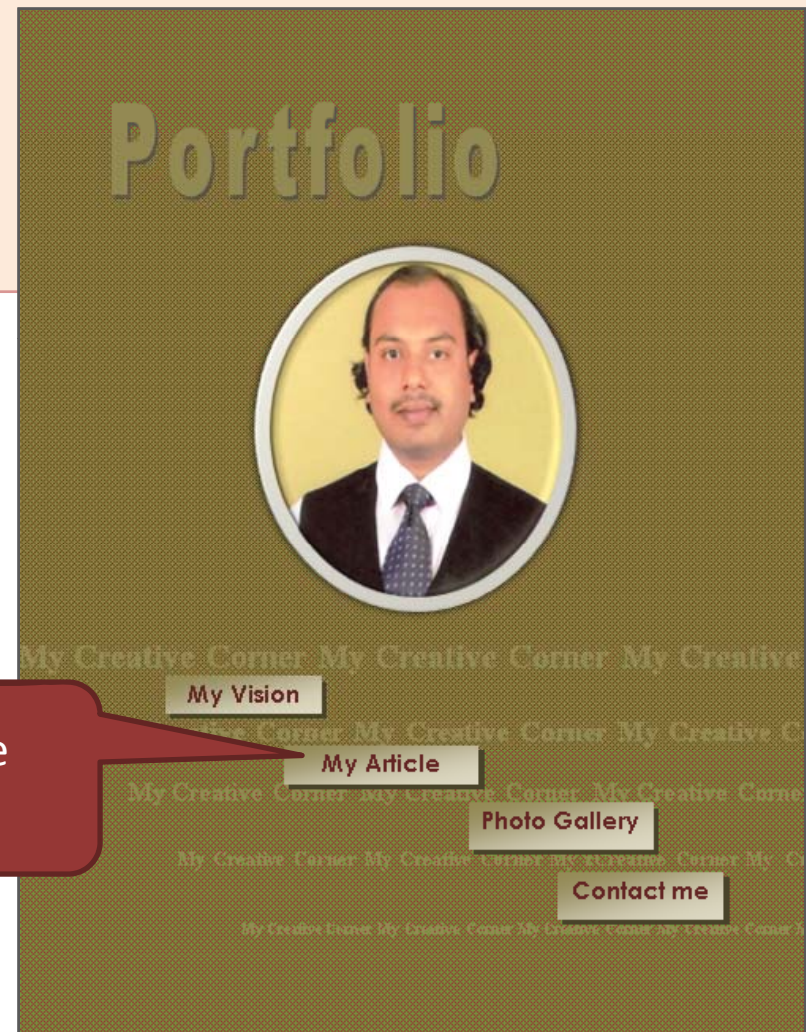
Word Processing

Activity 3

Objective: To link the pages to the tabs on Homepage of portfolio

Tips:

- Select the text box/tab of Home page
- Click on 'Insert' menu
- Click on 'Hyperlink'
- Select a page
- Click on 'Ok'



Link the
pages

Welcome to My Portfolio

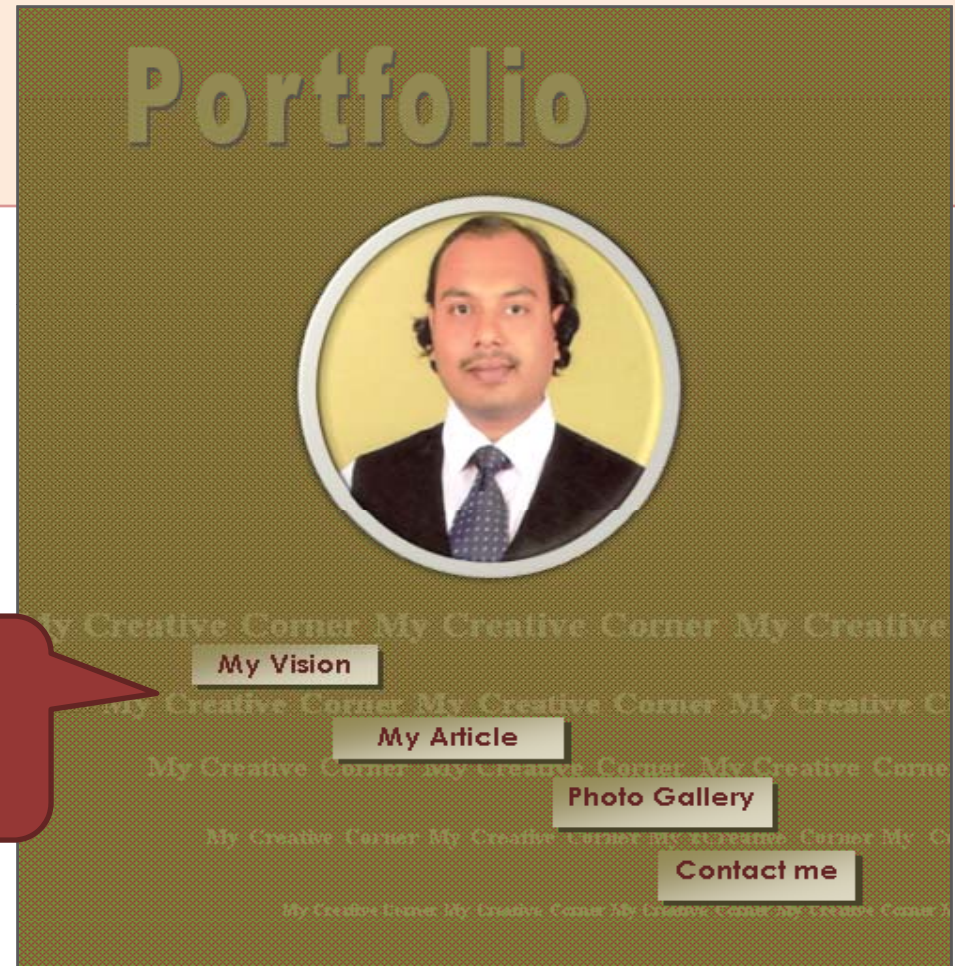
Word Processing

Objective: To make the home page of portfolio as a webpage

Activity 3a

Tips:

- Click on 'File' menu
- Click on 'Save as'
- Click on 'Web page'
- Click on 'Save'



Save as web page