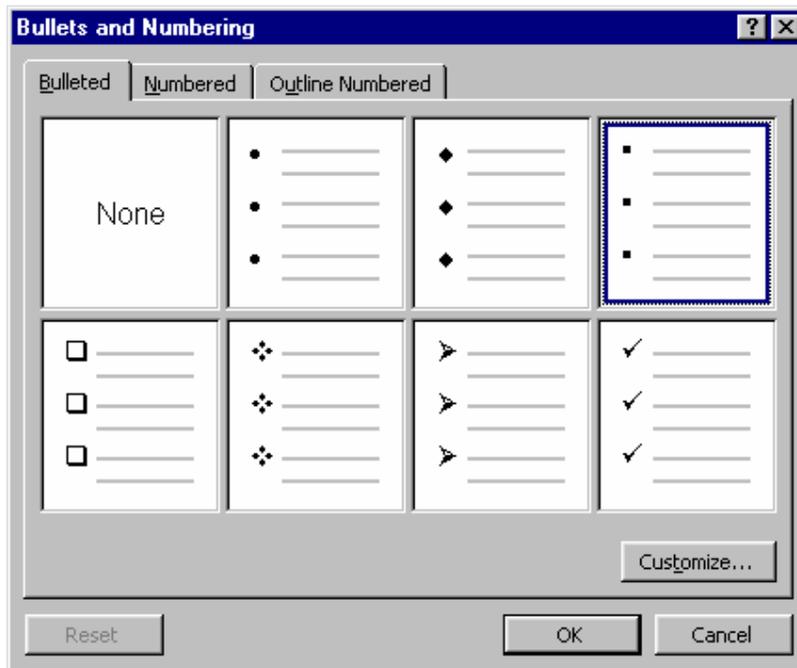


Classification of Computers

- a. Super Computers
- b. Main Frames
- c. Mini Computers
- d. Micro Computers
 - What is a Computer?
 - Components of a computer
 - Input Devices
 - Output Devices
 - CPU



Heading Numbering

When you use different heading styles from the style box, i.e., Heading 1, Heading 2, etc., you can apply heading numbers using the Outline Numbered tab of the Bullets and Numbering dialog. Here, multilevel outlines and indentations are automatically applied. Just pick the style you want to use and click OK.

Tip: Styles are created, changed, and applied from the Style box on the Formatting toolbar. Just click on the text element and then choose the desired style.

8. Press <Alt0+F4> and click **No** to exit Word without saving your changes to the Sample2.doc file.

6.6 Creating Headers and Footers

A header is a text that appears at the top of each page (or the pages you select, such as all Even pages) in your document. Footer appears at the bottom of your pages. You don't have to add headers and footers to each page – Word 2000 enables you to type them just once and it automatically add them to each page.

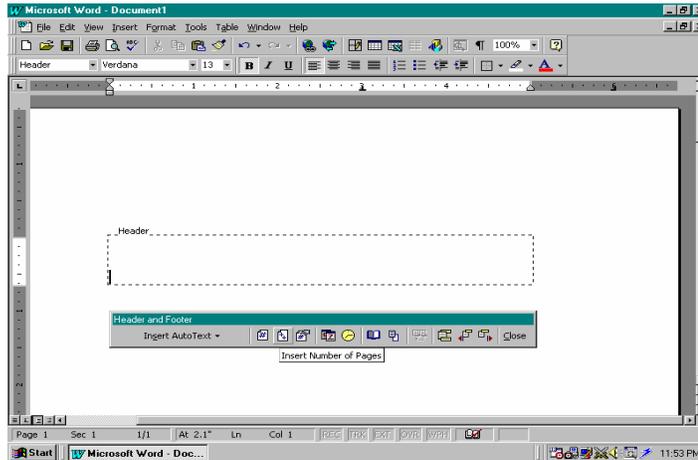
A Header contains text that appears at the top of your document pages.
Footer contains text that appears at the bottom of your document pages.

To add a header or footer, follow these steps:

- Select View, Header and Footer to display the Header and Footer toolbar, as well as outline boxes where you can type the header and footer text.
- Type your header text. If you want to type footer text, click the toolbars switch between Header and Footer button to display the footer text box and type your footer text, click the appropriate toolbar buttons.
- Click the Close button to anchor the header or footer in your document.

Word 2000 normally dims header and footer text so that you can easily distinguish between the header, footer, and the rest of your document text

when editing your document within the Page Layout view. If you want to specify that the header (or footer) appears only on certain pages, select the File, Page Setup option and adjust the Headers and Footers values. You must be in the Page Layout view to see headers, footers, footnotes, and endnotes in their proper places in the page.



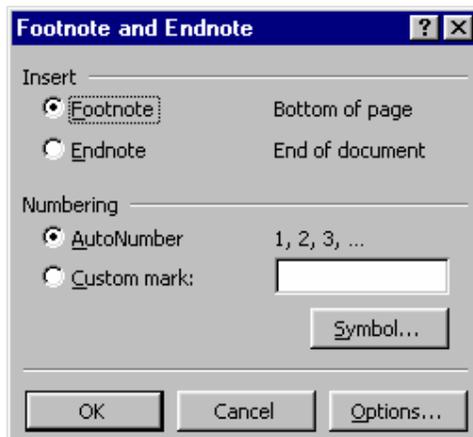
Adding Footnotes and Endnotes

A footnote differs from footer in that a footnote appears only at the bottom of the page on which you include it. Word 2000 inserts a footnote reference in the text where you choose to insert the footnote; If you later add text to the page so that the footnote reference moves to the next document page, Word 2000 automatically moves the footnote as well. Therefore, the footnote always appears on the page as its reference.

Footnotes contain text that appears at the bottom of the page on which its corresponding footnote reference appears.

To insert a footnote, follow these steps:

1. Select insert, footnote. Word 2000 displays the Footnote and Endnote dialog box **shown in fig.**



Endnotes are footnotes that appear at the end of your document rather than at the bottom of each page. Click the option you want to add, Footnote or Endnote.

Note:

1. Endnotes are footnotes that appear at the end of your document, each with its own endnote reference number that appears in the document.
2. If you want Word to number the footnote (or endnote) sequentially starting with 1, click OK. If you want to use a different symbol for the number, click Custom mark and enter the reference you want to use.
3. Type the footnote (or end note) and click your mouse on the body of the document to resume editing.

Remember that you must display the Page Layout view to see headers, footers, footnotes, and endnotes in their proper places on the page. If you display your document in Normal view, Word 2000 displays the supplemental notes in a separate window.

6.7 Inserting Page Breaks, Page Numbers, Bookmarks, Symbols and Dates

The Insert Menu

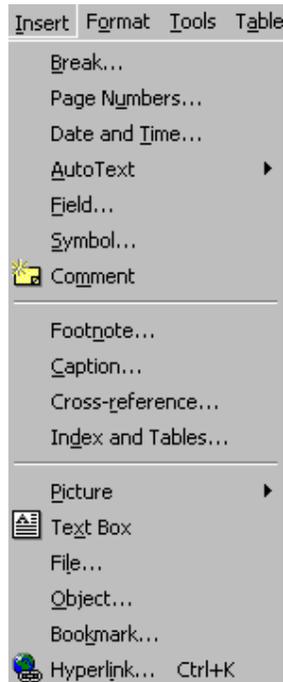
The Insert menu, shown here, includes a number of selections. Once you know its uses, a substantial amount of power is placed at your fingertips.

This section deals with a few of the Insert menu's capabilities. Following sections address the remainder of the menu items. Below is a list of what each of the menu selections does. Then a hands-on activity guides you through the use of several of these.

Break—Inserts a page break, column break, or section breaks at the current cursor position.

Page Numbers—Inserts a page number and controls the format, position, and value.

Date and Time—Inserts the current date and/or time. Pick the format from a list.



AutoText—Inserts frequently used words, names, or titles or displays the AutoCorrect dialog. AutoCorrect automatically corrects common typographical errors, automatically numbers lists, replaces certain strings with equivalent symbols, such as (r) with ®, and much more.

Field—Inserts selected information (from a pick list) at the current document location. Used to merge an equation, table of contents, index, selected data in another file, etc., into the current document.

Symbol—Inserts a selected symbol from a displayed list of fonts and a corresponding symbol table.

Comment—Inserts a comment and activates the comment pane, in which a comment can be recorded about a selected passage. Double-clicking a comment symbol displays the corresponding comment. Word automatically assigns sequential comment numbers as each is added.

Footnote—Inserts a footnote reference at the current cursor position.

Caption—Inserts a figure or table captions above or below a selected object.

Cross-reference—Cross references headings, bookmarks, footnotes, endnotes, equations, figures, and tables to corresponding items such as page numbers, paragraph numbers, heading numbers, captions, footnote and endnote numbers, etc.

Index and Tables—Used to create and edit an index, table of contents, table of figures, or table of authorities (bibliography-style references).

Picture—Inserts a picture (graphic file) into the displayed document.

Text Box—Inserts a text box (framed text) within a document. Ideal for side bars in newsletters and brochures.

File—Inserts a named file at the current cursor position; displays a pick list of filenames.

Object—Inserts a picture, equation, drawing, chart, worksheet, or another object from other applications.

Bookmark— Inserts a reference point in a document. Once inserted, use Edit / Go To in order to jump to a selected bookmark.

Hyperlink— Applies a hyperlink to a selected passage of text within the current document. Hyperlinks provide direct access to web sites on the Internet.

Bookmarks

You can insert one or more invisible bookmarks into your documents using the Insert / Bookmark menu. A bookmark can be a letter, number, or passage of your choice. The Bookmark dialog box lets you add or delete bookmarks as needed. Once a bookmark is established, use Edit / Go To (or press <Ctrl+G>) to select and “jump” directly to the designated bookmark. You create and use a bookmark in the following hands-on activity.

Hands-on Activity

1. Start Word and open any Sample Document.
2. Move to the blank line following the centered title “Sample” and insert the current date as follows:
 - a. Click Insert / Date and Time to display a pick list.
 - b. Pick a date format you like, such as Month, Day, Year (or Day, Month, Year if you’re outside the U.S.), and click OK.
 - c. Notice how the system date is inserted at the current cursor position.
3. Use **Insert / Page Numbers** to place page numbers at the bottom right of each page; your Page Numbers dialog box should look like the following one before clicking **OK**.
4. Press <Ctrl+End> to move to the bottom of page 2; then press <PgDn> until the page number (page 2) comes into view to verify that page numbers have been inserted.

Note:

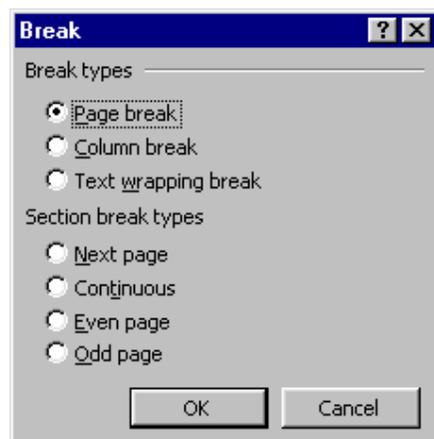
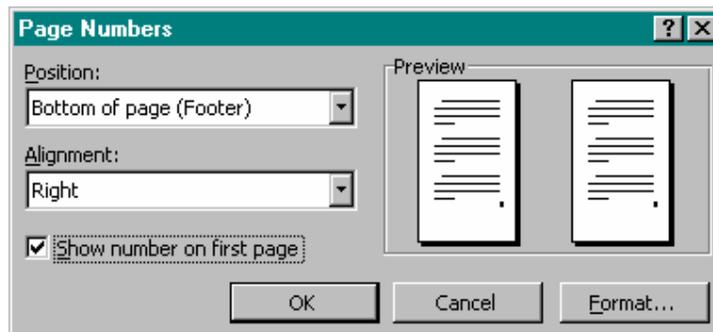
The Format button within the Page Numbers dialog box displays a Page Number Format dialog box. Use this box to change the page number style, i.e., 1, 2, 3; A, B, C; i, ii, iii; etc., and to start the page number sequence at a value greater than 1.

5. Move to the beginning of the word " " near the bottom of the first page. Press **<Ctrl+Enter>** and notice that you have inserted a manual page break. (You can also use **Insert / Break** to display the Break dialog box as an alternate method.)

SAMPLE2.DOC

INTRODUCTION TO COMPUTERS

A Computer is a group of electronic devices used to process data. In the 1950s, computers were massive, special purpose machines that only huge institutions such as governments and universities could afford.



6. Select the text of the NOTE near the beginning of the document.
7. Use the **Insert / Bookmark** menu selection and enter **note** in the Bookmark name text box. Click **Add**; this establishes a bookmark named "note."
8. Press **<Ctrl+End>** to move to the bottom of the document. Now jump back to the bookmark named "note" by pressing **<Ctrl+G>** (for Go To), pick **Bookmark** from the list, check that "note" is displayed, and click **Go To**.

9. Click **Close** to exit the Find and Replace dialog.

10. Press **<Ctrl+End>** to jump to the bottom of the document. Press **<Enter>** twice. Now insert the pound sterling symbol as follows:
 - a. Use Insert / Symbol, select “(normal text)” in the Font text box, and choose the £ symbol (on my screen it is the fourth row, fourteenth column). Click Insert and press **<Esc>** to close the dialog box.

 - b. Notice how the £ symbol is inserted at the cursor position.

11. Press **<Alt+F4>** and click **No** to exit Word without saving the changes to your document.

6.8. Short Summary

- ♣ The Page Setup dialog includes the Margins, Paper Size, Paper Source, and Layout tabs from which you may adjust the appropriate page features.

- ♣ The clipboard is a designated portion of memory where cut or copied text or graphics are stored.

- ♣ Fonts are changed by picking the font box and then pressing the Down Arrow to view a list of font names.

- ♣ Word comes with a number of built-in styles that are applied to both document headings and normal text.

- ♣ Word automatically assigns the proper numeric sequence to a series of selected passages.

- ♣ A Header contains text that appears at the top of your document pages. Footer contains text that appears at the bottom of your document pages.

