

**Senior Secondary-(327)**  
**Syllabus of Word Processing**  
**(MS-Word)**

**1. Basic Concepts**

- 1.1 Introduction
- 1.2 Objectives
- 1.3 What is a Computer
- 1.4 Characteristics of computer
- 1.5 History of Computer
- 1.6 Computer Generations
- 1.7 Types of Computers
- 1.8 What is you have learnt
- 1.9 Terminal Questions
- 1.10 Feedback to Intext question

**2. Computer Organization**

- 1.1 Introduction
- 1.2 Objectives
- 1.3 Basic Computer Operation
- 1.4 Functional Units
- 1.5 Memory Systems of a Computer.
- 1.6 Secondary Storage
- 1.7 Input Output Device
- 1.8 What you have learnt
- 1.9 Terminal Questions
- 1.10 Feedback to Intext question

**3. An introduction to Windows 95**

- 3.1 Introductions
- 3.2 Objectives
- 3.3 Improved Features of Windows-95
- 3.4 Start Button and Task Bar
- 3.5 My Computer
- 3.6 Windows Explore3
- 3.7 Network Neighborhood
- 3.8 Recycle Bin

- 3.9 Find
- 3.10 Work with program
- 3.11 MS-DOS Window
- 3.12 Shut Down the Computer
- 3.13 Change Windows Setting
- 3.14 What you have learnt
- 3.15 Terminal Question
- 3.16 Feedback Questions
- 4. Introduction to Ms-Word**
- 4.1 Introduction
- 4.2 Objectives
- 4.3 What is Word-Processing
- 4.4 Important Features of Ms-Word
- 4.5 Getting Started with Ms-Word
- 4.6 Main menu option
- 4.7 What you have learnt
- 4.8 Terminal Questions
- 4.9 Feedback to Intext questions
- 5. Creating and Editing a documents**
- 5.1 Introduction
- 5.2 Objectives
- 5.3 Creating a Documents
- 5.4 Entering Text In the documents
- 5.5 Moving Around the documents
- 5.6 Editing Operations
- 5.7 Inserting, Replacing and Deleting Character
- 5.8 Using the toolbar
- 5.9 Undo-Repeat
- 5.10 Find and Replace Text
- 5.11 Save and Exit
- 5.12 Opening an Existing Documents
- 5.13 Quitting Word
- 5.14 What you have learnt
- 5.15 Terminal Questions

5.16 Feedback to Intext questions

## **6. Formatting a Document**

6.1 Introduction

6.2 Objectives

6.3 Default and Customized Format

6.4 Character Formatting

6.5 Line Spacing

6.6 Alignment

6.7 Boarding and Shading

6.8 Page Breaks

6.9 Columns

6.10 Changing Case

6.11 Adding and Removing Numbers

6.12 What you have learnt

6.13 Terminal Questions

6.14 Feedback to Intext questions

## **7. Advanced Formatting**

7.1 Introduction

7.2 Objectives

7.3 Tab Setting

7.4 Indenting

7.5 Margins

7.6 Header and Footer

7.7 Spell Checking the Documents

7.8 Creating and Managing Tables

7.9 Preview and Printing a documents

7.10 Printing to file

7.11 What you have learnt

7.12 Terminal questions

7.13 Feedback to Intext questions

## **8. Mail Merge**

8.1 Introduction

8.2 Objectives

8.3 What is Mail Merge

- 8.4 Concepts of Mail Merge and its Components
- 8.5 Mail Merge option of word
- 8.6 Merged Printing
- 8.7 Conditional Merging
- 8.8 What you have learnt
- 8.9 Terminal Questions
- 8.10 Feedback to Intext questions