



BASIC ICT SKILLS - II

Learning Objectives

After studying this chapter, students will be able to:

- Understand the need for word processors.
- Explain how document can be created and saved.
- Explain the need for header and footer.
- Understand the use of filter and sorting in Excel app.
- Learn to print and save a spreadsheet in various formats.
- Learn to create a new presentation using PowerPoint.
- Know how to add and delete a slide.
- Learn to add different kinds of slide layouts.
- Learn to save and print a presentation.

3.1 PREPARE DOCUMENTATION USING WORD PROCESSING APPLICATION

SESSION 1 INTRODUCTION TO WORD PROCESSING

Word Processors are very important. In order to draw up a document on the computer, a word processor is the most useful applications. With the importance of word processors explained, we will take up more concepts of word processing that will be directly useful.

The software that will be discussed here is Word 2010. It is a word processor by Microsoft, available also as part of the Microsoft Office 2010 suite.

SESSION 2 SOFTWARE PACKAGES FOR WORD PROCESSING

The software packages that are helpful to learn about word processing are:

- Microsoft Word 2013
- Apple Pages
- Google Docs (Internet based)
- OpenOffice Writer
- Corel Word Perfect

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Clifford Lane



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Ict Guide Std 10 Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Ict Guide Std 10**, a literary masterpiece that delves deep to the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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