

Class 6

Instructions: -

Write this in your Notebook.

Word Processing

Headers and footers

Headers and footers can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on each page of the document. Let us see a demonstration

The Design tab will appear on the Ribbon, and the header or footer will appear in the document. Here you can place Date & Time, Page number, Picture Clip Art and other desired information. When you have finished editing, click Close Header and Footer in the Design tab, or hit the Esc key. After you close the header or footer, it will still be visible, but it will be locked. To edit it again, just double-click anywhere on the header or footer margin and it will become unlocked for editing

Mail Merge :-

Mail merge is a very important tool which allows you to create form letters, mailing labels, and envelopes by linking a main document to a set of data or data source. The main document is linked to the data source by common fields of data, called merge fields. For example, in a form letter, your main document would be the letter informing the parents to be called for a parent teacher meeting. The data source is where the fields of information on each parent receiving the letter are located. The data source would contain names, addresses, phone number etc. If you were printing envelopes or address labels, the main document would be the envelopes or the sheet with labels on it; the data source would be the addresses that are to be placed on these envelopes or labels of sheets. When you are performing a Mail Merge, you will need a Word document (you can start with an existing one or create a new one) and a recipient list, which is typically an Excel workbook.

Hyperlink

I am a hyperlink!



I am not a hyperlink.



A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks are found in nearly all Web pages, allowing users to click their way from page to page. Hypertext is text with hyperlinks. There are two ways that you can insert a hyperlink in Word 2010. Using the first method, you type out the text for the link then select it and click the Insert tab, then click the Hyperlink command in the Links group. In the Insert Hyperlink window that opens, you can type in the website URL into the address box if the link is to a website. (as shown below) after pressing OK button you will see the text appears blue and underlined. Your hyperlink is ready. Click on the link see the result.-----◇ However, you could also link to the following: • An existing file on your computer • A location in the current document • A new document • An email address Each of the above options can be used by clicking on its corresponding button on the left of the Insert Hyperlink window

Excel

Some important functions of excel by categories

- **Text Functions**
 - **LOWER** : Converts all characters in a supplied text string to lower case
 - **UPPER** : Converts all characters in a supplied text string to upper case
 - **CONCATENATE** : Joins together two or more text strings
 - **LEFT** : Returns a specified number of characters from the start of a supplied text string
 - **RIGHT** : Returns a specified number of characters from the end of a supplied text string
- **Date & Time**
 - **TIME** : Returns a time, from a user-supplied hour, minute and second
 - **NOW** : Returns the current date & time
 - **TODAY** : Returns today's date
- **Statistical**
 - **SUM** : Returns the sum of a supplied list of numbers
 - **MAX** : Returns the largest value from a list of supplied numbers
 - **MIN** : Returns the smallest value from a list of supplied numbers
 - **COUNTIF** : Returns the number of cells (of a supplied range), that satisfy a given criteria
- **Logical**
 - **AND** : Tests a number of user-defined conditions and returns TRUE if ALL of the conditions evaluate to TRUE, or FALSE otherwise
 - **OR** : Tests a number of user-defined conditions and returns TRUE if ANY of the conditions evaluate to TRUE, or FALSE otherwise
 - **NOT** : Returns a logical value that is the opposite of a user supplied logical value or expression i.e. returns FALSE if the supplied argument is TRUE and returns TRUE if the supplied argument is FALSE)
- **Mathematical**
 - **SQRT** : Returns the positive square root of a given number
 - **POWER**: Returns the power of a number raised to second number.

HTML

What is HTML?

HTML is a computer language invented to allow website creation. The websites can then be viewed by anyone else connected to the Internet. It is relatively easy to learn, with the basics being accessible to most people in one sitting and quite powerful in what it allows you to create. HTML is used to build the websites or web based applications.

HTML stands for Hyper Text Markup Language.

- **HyperText** is the method by which you move around on the web by clicking on special text called hyperlinks which bring you to the next page.
- **Markup** is what HTML tags do to the text inside them. They mark it as a certain type of text for example *italicized* text.

How does it work?

HTML consists of a series of short codes typed into a text-file called as tags. The text is then saved as html file, and viewed through a browser like Internet Explorer. This browser reads the file and translates the text into a visible form, hopefully rendering the page as the author had intended.

Some of the most popular HTML editors, such as FrontPage or Dreamweaver will let you create pages more or less as you write documents in Word or whatever text editor you are using.

Essential HTML Tags

There are four sets of HTML tags that form the basic structure needed for every HTML file:

- `<html></html>`
- `<head></head>`
- `<title></title>`
- `<body></body>`

<html> </html>

This basically defines the document as web page. It also identifies the beginning and end of the HTML document. All other tags must fall between the html tags.

<head> </head>

The header contains information about the document that will not appear on the actual page, such as the title of the document, the author etc.

<title> </title>

The title tag defines the title that will appear in the title bar of your web browser. The title must appear between the head tags.

<body> </body>

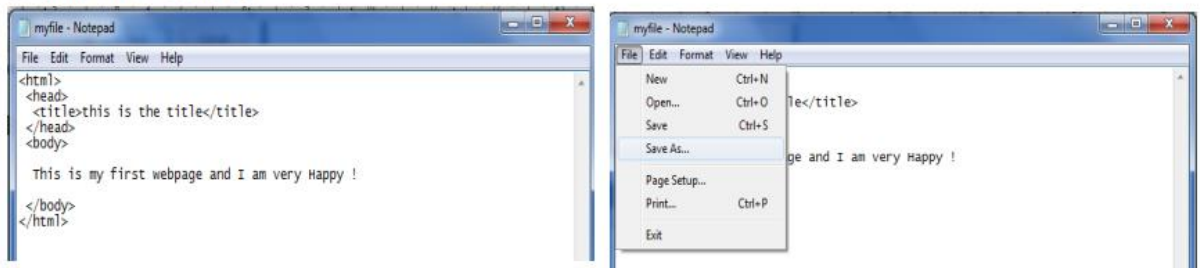
The body tags contain all the information and other visible content on the page. All your images, links and plain text must go between the <body> and </body> tags.

You may also be interested in the basic tags for adding content and headings.

Example:

Below is a basic html document. Notice that everything falls between the html tags, the title appears within the head of the document, and that the body comes after the head.

1. Open Notepad.
2. Type the HTML program as given below.
3. Click file->Save as



4. Select Desktop, type the file name as myfile.html and select All files in Save as type box and Click on save.



Empty tag and Container tag

A container tag has two ends (an opening and a closing) whereas an empty tag doesn't.

The paragraph tag is an example of a container tag:

```
<p>Our paragraph text here.</p>
```

The image tag is a good example of an empty tag.

```

```

See how the initial paragraph tag (<p>) has a corresponding end tag? The text in between is "contained" by the tag.

The majority of tags are "container" tags. They have an opening and a closing tag.

However, a few tags are "self-contained" or "empty" tags in that they have an opening tag but not a closing one.

They common ones are:

-
 = break
- = image
- <meta> = metadata within an HTML document.

-----XXX-----