

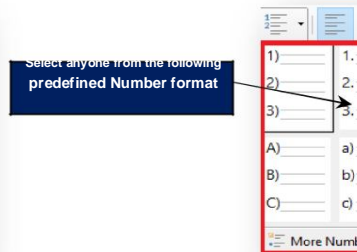
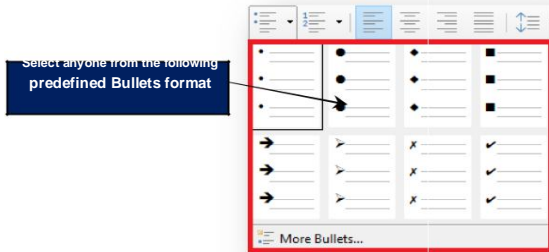
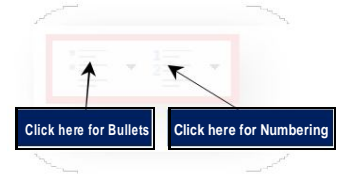
Bullets and Numbering

Bullets and Numbering is a features provided by MS Word to create a list in the document. It is most useful in creating ordered lists (Number list) or unordered list (Bullet list) in the document.

Select the lines, to apply Bullet or Numbered

Click the Bullets or Numbering option on the Formatting toolbar

Select an option from the predefined bullets or numbered



Unordered list (Bullets)

- NIELIT HQ
- NIELIT Gorakhpur
- NIELIT Lucknow
- NIELIT Patna

Ordered list (Numbered)

1. NIELIT HQ
2. NIELIT Gora
3. NIELIT Lucknow
4. NIELIT Patna

Change Case

Change Case

Change case is an option to change the already typed text in lowercase or small letters, uppercase or capital letters, or a mix of the two cases, without retyping it again.

Select the text to change

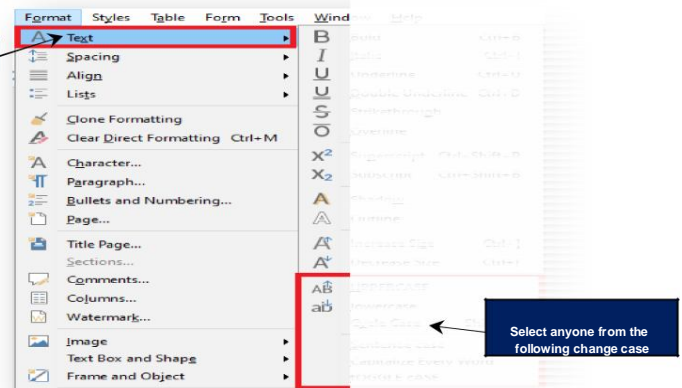
Click on Format menu



Click the Text option

It displays Text Case menu

Select the desired case



UPPERCASE	It capitalizes all the all letters of the text.
lowercase	It changes the text from uppercase to lowercase.
Sentence case	It capitalizes the first letter of each sentence.
Capitalize Every Word	It capitalizes the first letter of each word.
toggle case	It allows to shift between two case views, e.g. to shift between Capitalize Each Word and capitalize each word.

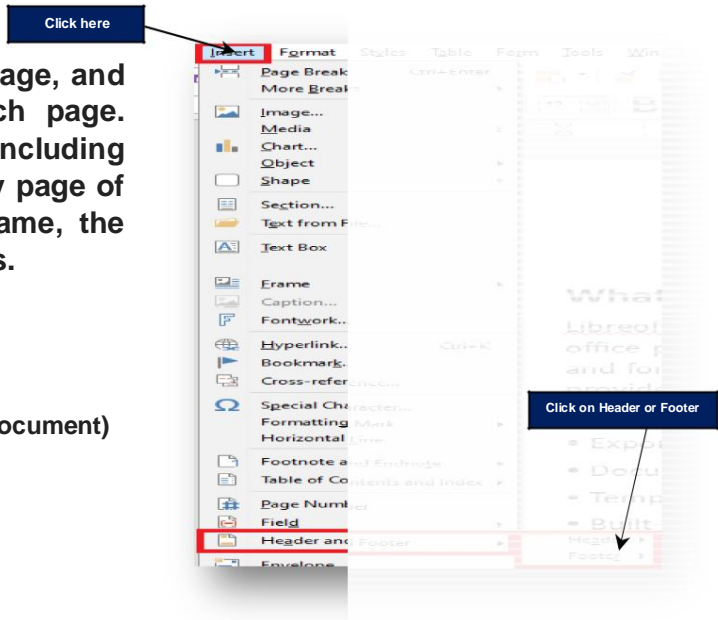
3.5.4 Header & Footer

A header is the top margin of each page, and footer is the bottom margin of each page. Headers and footers are useful for including material that which appeared on every page of a document such as organization name, the title of the document, or page numbers.

Click the INSERT menu

Click the Header or Footer button

(The header or footer is added to the document)



3.6 Table Manipulation

A table is a grid of rows and columns that intersect to form cells. The lines that mark the cell boundaries are called gridlines. It's often easier to read or present information in table format than in paragraph format.

Insert & Draw Table

To create a table, first specify how many columns and rows are appeared in table. The number of columns and rows determine the number of cell in a table.

Click the Table menu

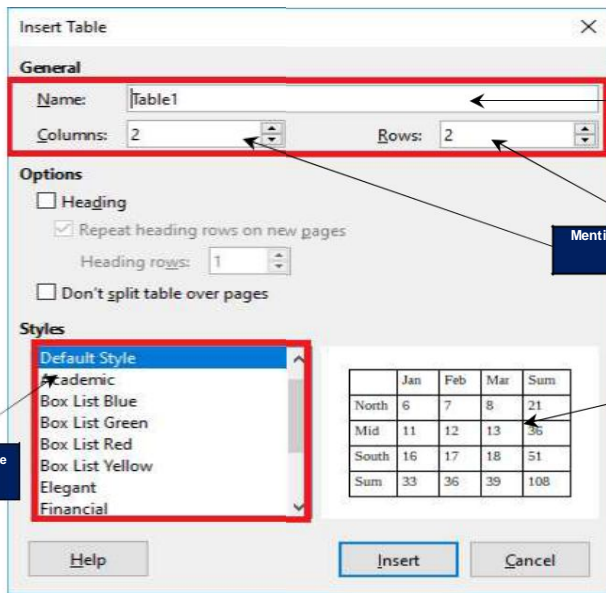
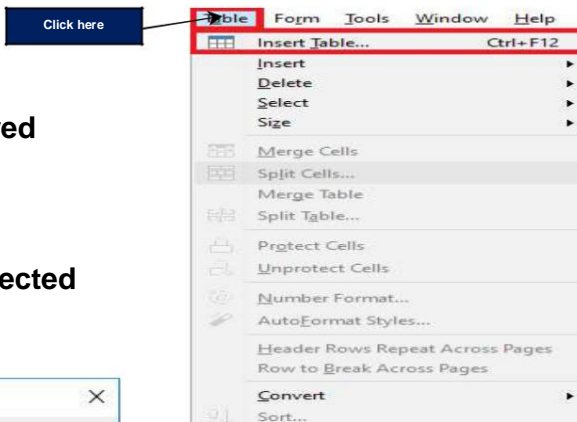
Click the Insert Table Option

Mention the table name and desired number of Columns & Rows.

Select any style from the list

Click OK (to insert the table)

(The table is inserted with the selected number of rows and columns)



Select any style from the list

Enter the name of the table

Mention the number of columns and Rows

Preview of the table

