



DELHI POLICE 2025

CONSTABLE HCM AWO/TPO

यकीन बैच

COMPUTER

MS WORD

Part -14



LIVE
STREAMING

07-02-2025 04:00 PM



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ताकतवर बच्चों को तोहफे नहीं मिलते
उन्हें मिलती है जिम्मेदारियाँ

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Draw

$\Rightarrow$ Alt + JI

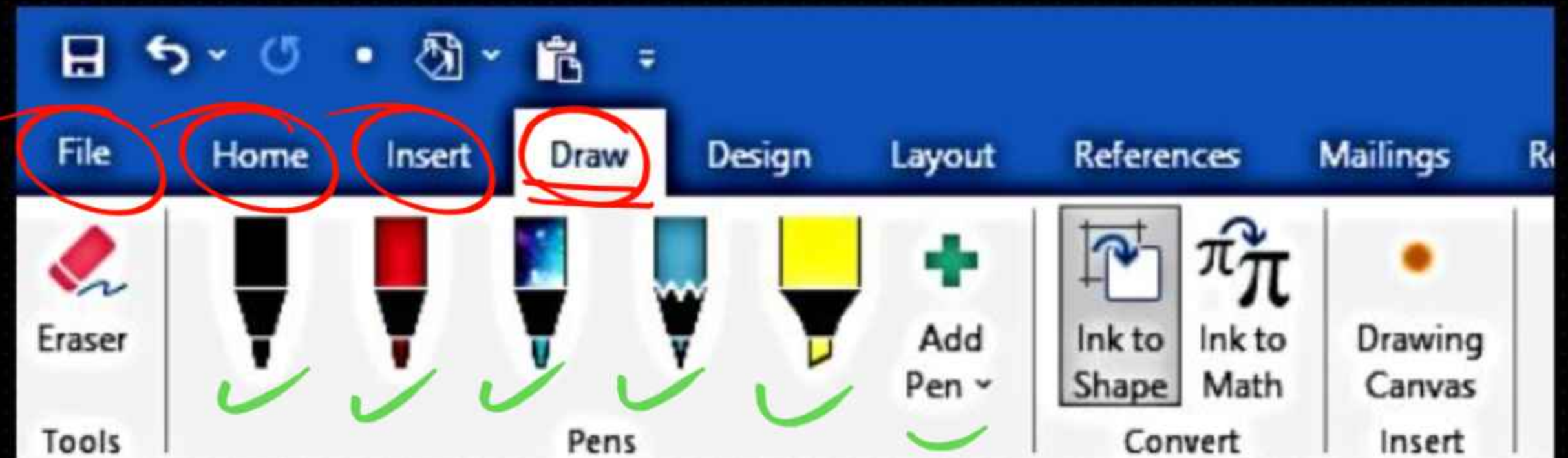
Tools, pens, stencils, convert options are located in the Draw menu in MS Word. एमएस वर्ड में टूल्स, पेंस, स्टेंसिल्स, कन्वर्ट ऑप्शन Draw menu में स्थित होते हैं

Eraser

Ink to Shape

Ink to Math

Drawing Canvas





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Design

$\Rightarrow$ Alt + G



Design Tab MS WORD के 2013 के Version से जुड़ा।

1. Document Formatting Group Command –

Themes, colours, fonts, effects, paragraph spacing

थीम्स, कलर, फॉण्ट, इफेक्ट्स, पैराग्राफ स्पेसिंग

2. Page Background Group Command – **Watermark, Page Colour, Page Borders**

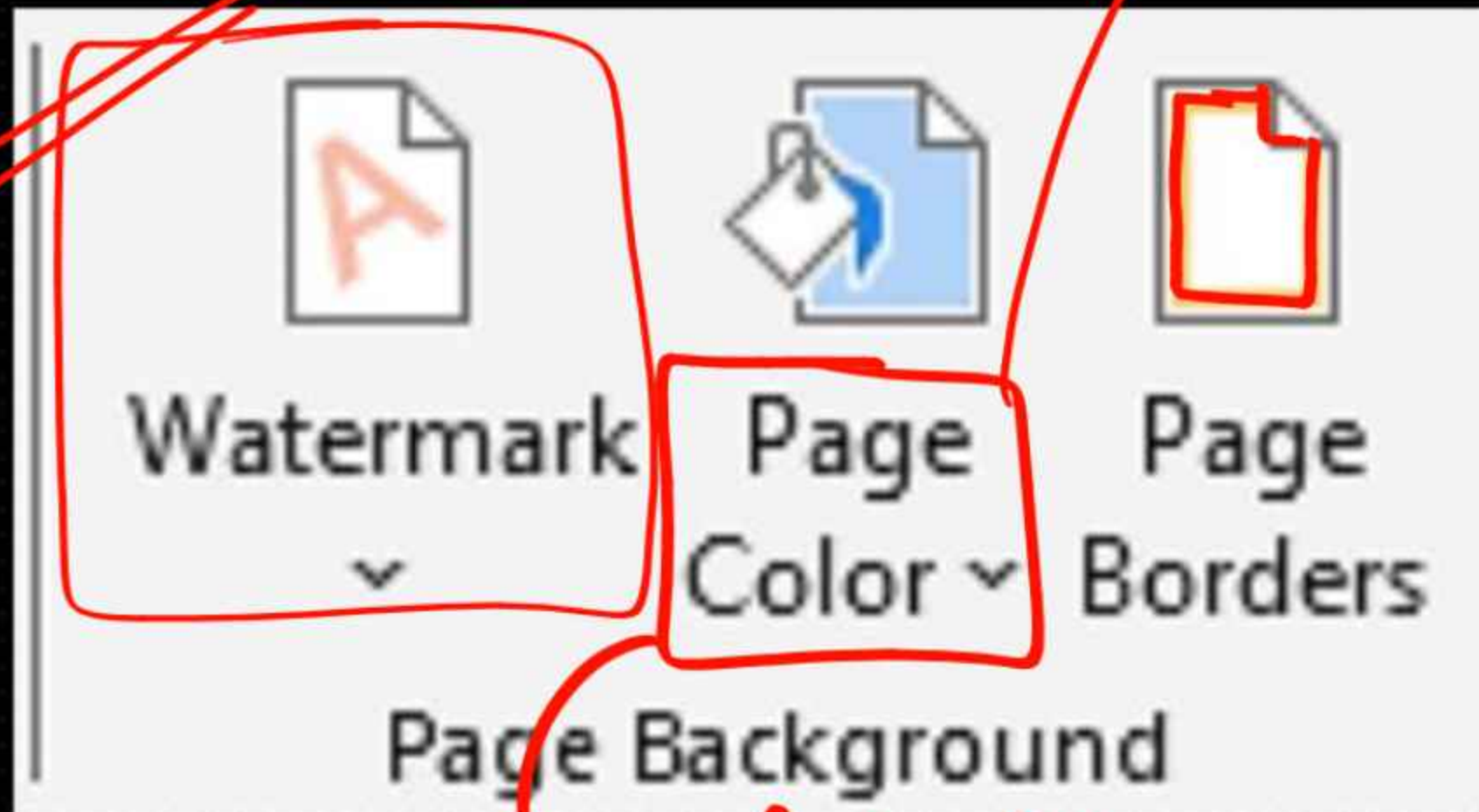


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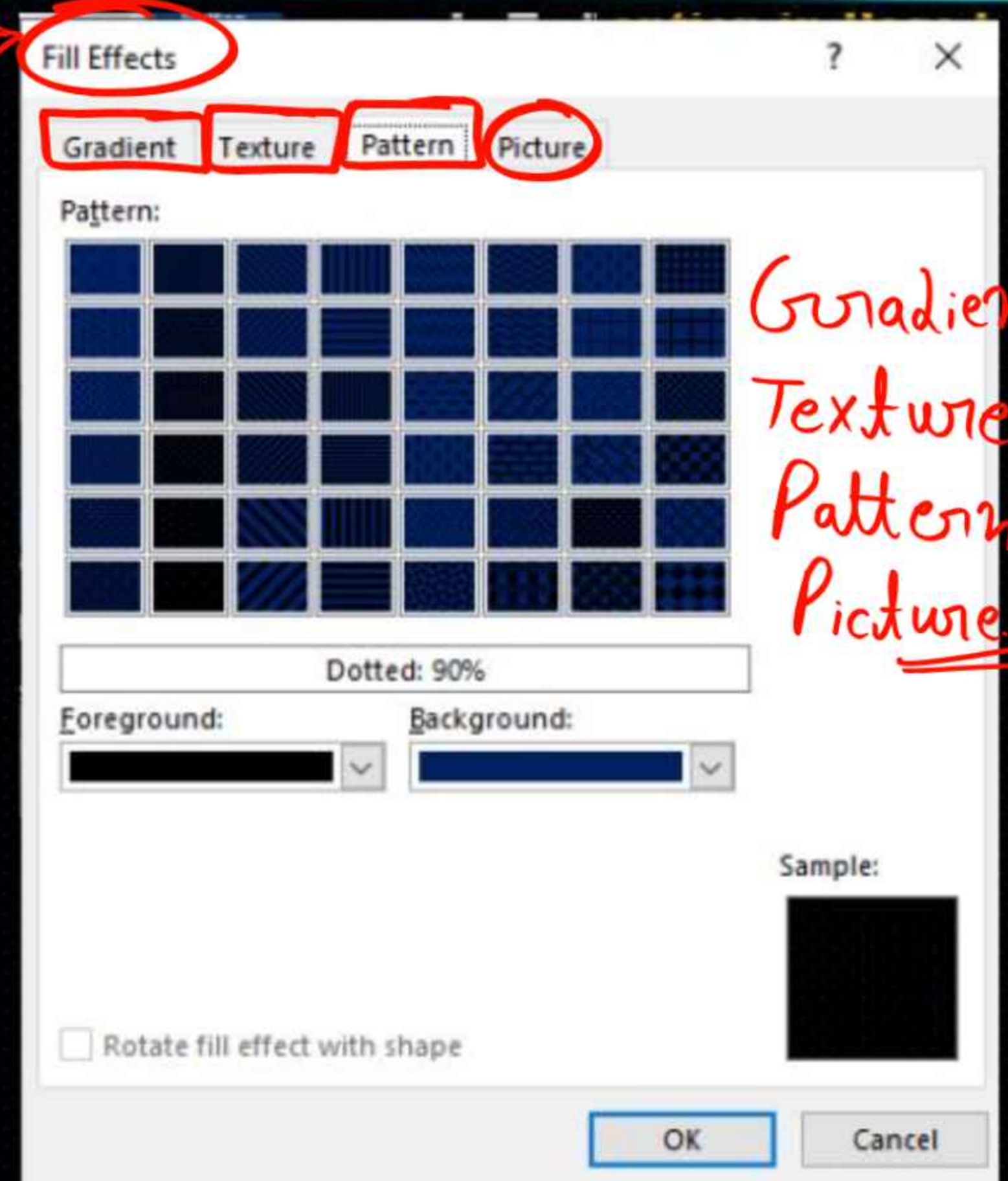
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Page Color

Page Borders



fill effects



Gradient
Texture
Pattern
Picture

None
Box
Shadow
3-D
Custom

Borders and Shading

BordersPage BorderShading

Setting:



None



Box



Shadow



3-D



Custom

Style:

Color:

Automatic

Width:

1/2 pt

Art:

(none)

Preview

Click on diagram below or use buttons to apply borders











Apply to:

Whole document

Options...

OK

Cancel



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Water Mark

Defin

In MS Word - 2013, 2016, 2019, 2021, 365, 2024

Design Menu -> Page Background -> Watermark

Water Mark – पेज पर कंटेंट के पीछे फीकी/हल्की, टेक्स्ट या पिक्चर लगाने के लिए

To place faint text or pictures behind the content on the page
इसका प्रयोग एक प्रकार के कॉपीराइट को दर्शाने के लिए किया जाता है

It is used to denote a type of copyright



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Paragraph Spacing ~
Effects ~
Set as Default

Watermark
Page Color ~
Page Borders

Confidential

CONFIDENTIAL	CONFIDENTIAL	DO NOT COPY
CONFIDENTIAL 1	CONFIDENTIAL 2	DO NOT COPY 1
DO NOT COPY		
DO NOT COPY 2		

Disclaimers

DRAFT	DRAFT	SAMPLE
DRAFT 1	DRAFT 2	SAMPLE 1
SAMPLE		
SAMPLE 2		

More Watermarks from Office.com
Custom Watermark...
Remove Watermark
Save Selection to Watermark Gallery...



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यह स्क्रीन के पीछे बहुत हलके प्रिंट में लिखा हुआ टेक्स्ट या इमेज या लोगो होता है।

It is the text or image or logo written in very small print on the back of the screen.

Custom Watermark - वाटरमार्क टाइप को बदलने के लिए To change the watermark type

Remove Watermark - वाटरमार्क को हटाने के लिए To remove watermark

Save Selection to Watermark Gallery - स्वयं के द्वारा सिलेक्ट किये हुए इमेज या आकृति को वाटर मार्क बनाने के लिए To make a watermark of the image or shape selected by yourself



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There are two types of water mark

Picture Watermark – Scale, Washout

TEXT Water Mark –

Language, Text, Font, Size, Color, Layout (Diagonal, Horizontal)

Printed Watermark

☐ No watermark

☐ Picture watermark

Select Picture...

Scale: Auto ☒ Washout

☒ Text watermark

Language: English (United States)

Text: ASAP

Font: Kokila

Size: Auto

Color: ☒ Semitransparent

Layout: ☒ Diagonal ☐ Horizontal

Apply OK Cancel

Printed Watermark

☐ No watermark

☐ Picture watermark

Select Picture...

Scale: Auto ☒ Washout

☒ Text watermark

Language: English (United States)

Text: ASAP

Font: ASAP
CONFIDENTIAL
COPY
DO NOT COPY
DRAFT
ORIGINAL

Size:

Color:

Layout: ☒ Diagonal ☐ Horizontal

Apply OK Cancel

Printed Watermark



☒ No watermark

☐ Picture watermark

Select Picture...

Scale:

Auto



Washout

☐ Text watermark

Language:

English (United States)



Text:

ASAP



Font:

Calibri



Size:

Auto



Color:

Automatic



Semitransparent

Layout:



Diagonal



Horizontal

Apply

OK

Cancel



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ASAP

CONFIDENTIAL

COPY

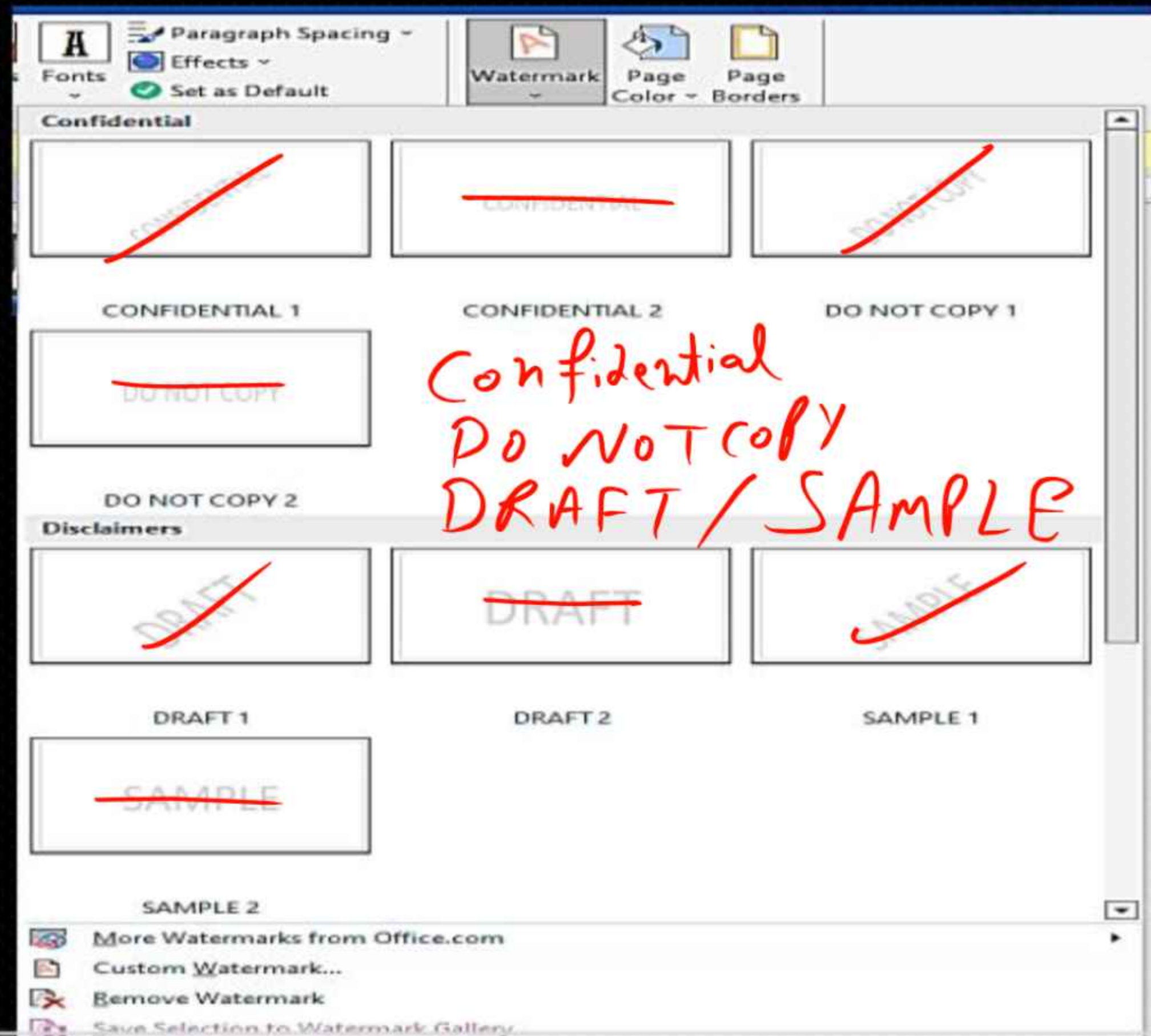
DO NOT COPY

DRAFT

PERSONAL

SAMPLE TOP SECRET

URGENT





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☒ Text watermark

Language: English (United States) ▼

Text: ASAP ▼

Font: ASAP
CONFIDENTIAL

Size: COPY
DO NOT COPY

Color: DRAFT

Layout: ORIGINAL ▼

☒ Diagonal ☐ Horizontal

Apply

OK

Cancel

☒ Text watermark

Language: English (United States) ▼

Text: ASAP ▼

Font: DRAFT
ORIGINAL

Size: PERSONAL
SAMPLE

Color: TOP SECRET

Layout: URGENT ▼

☒ Diagonal ☐ Horizontal

Apply

OK

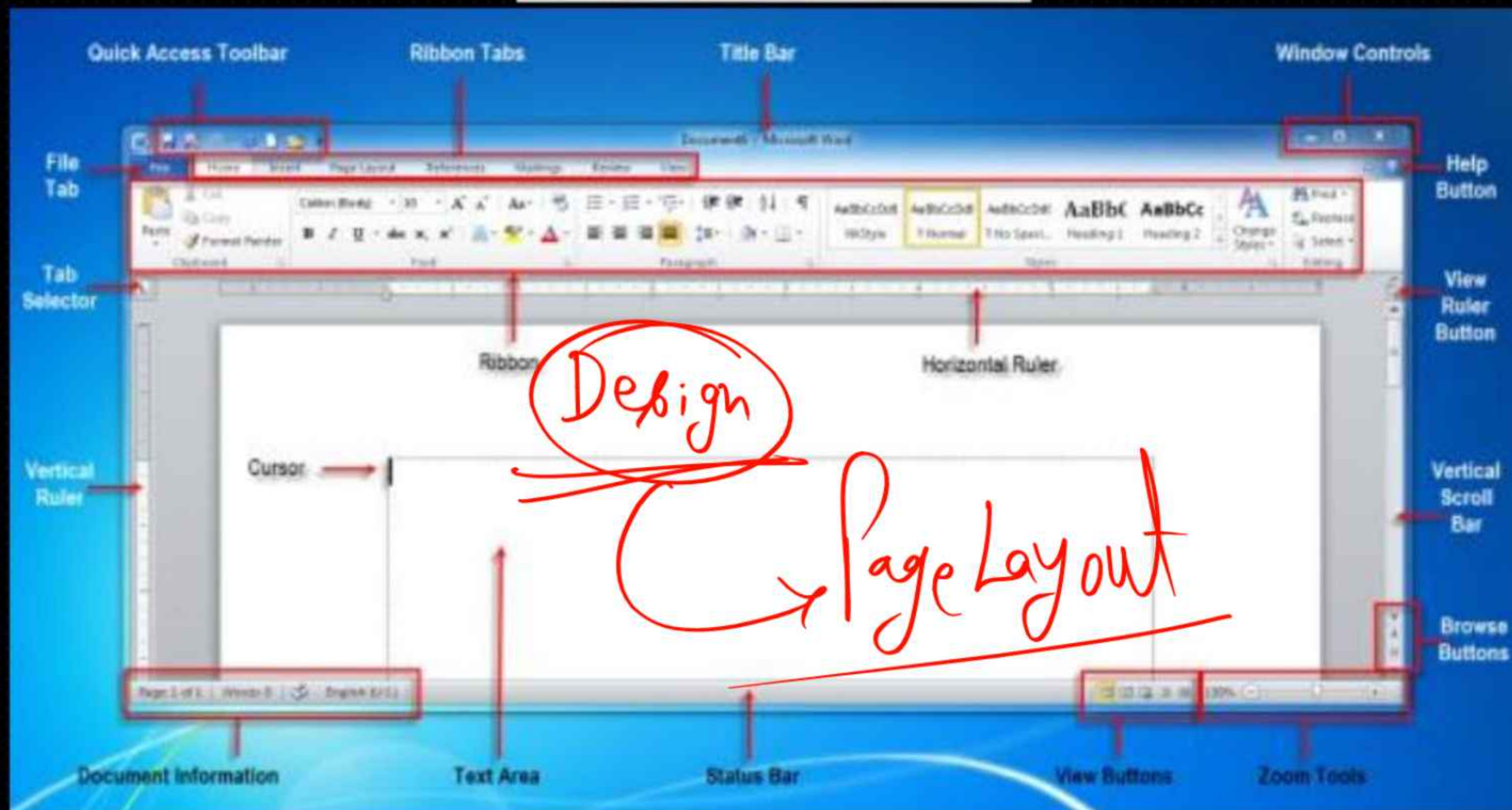
Cancel



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MS WORD 2010





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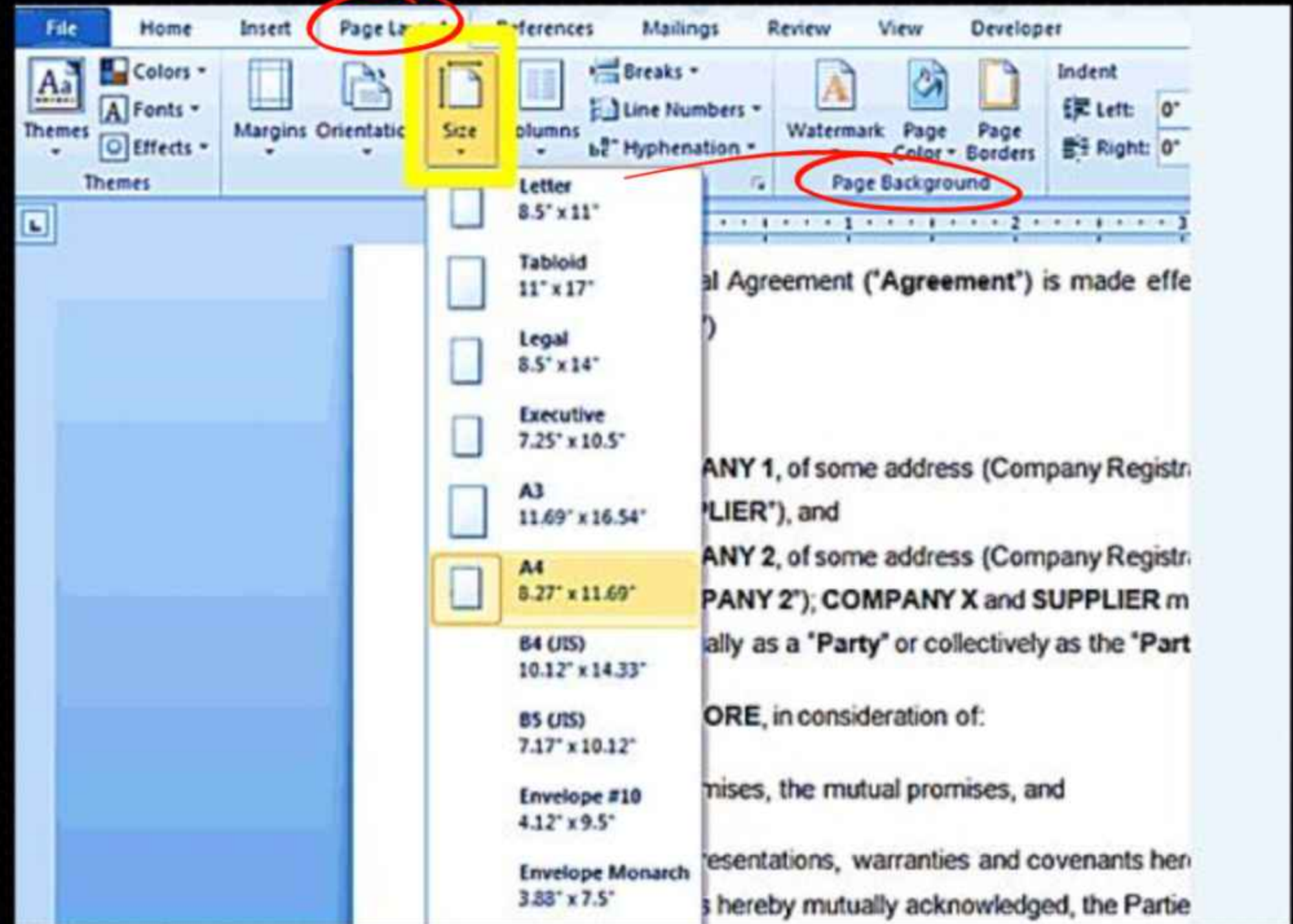
in MS Word 2010

Watermark

Page Color

Page Borders

option in Page Layout Menu



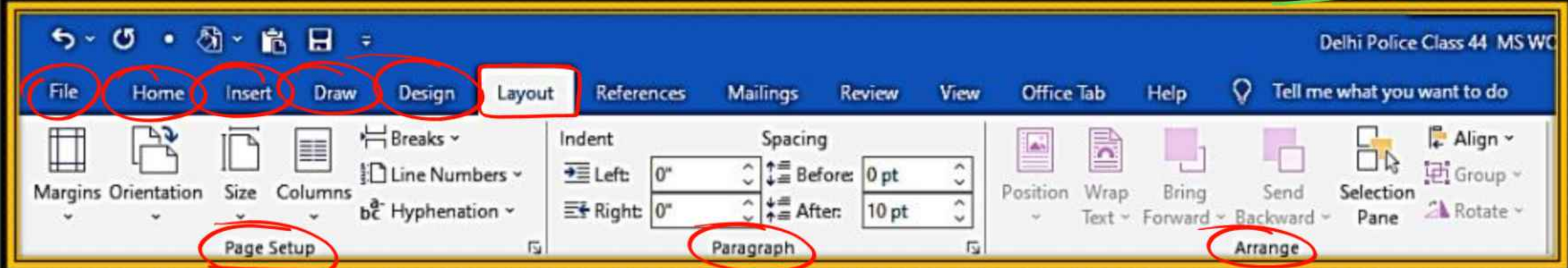


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Layout Menu/ Tab

⇒ Alt + P



Page Setup

Paragraph

Arrange



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Page Setup Group Command

Layout Menu -> Page Setup

Margins

Column

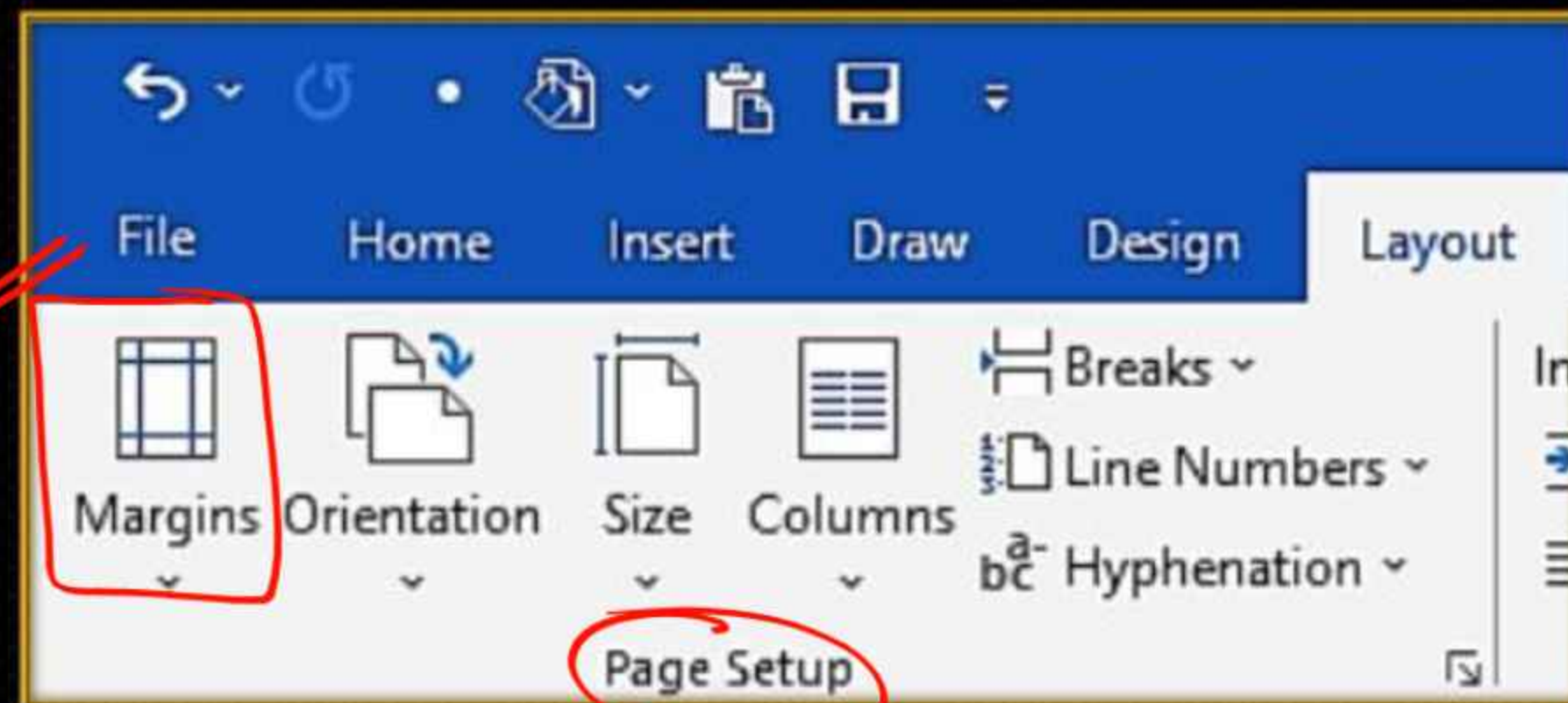
Orientation

Breaks

Size

Line Numbers

Hyphenation





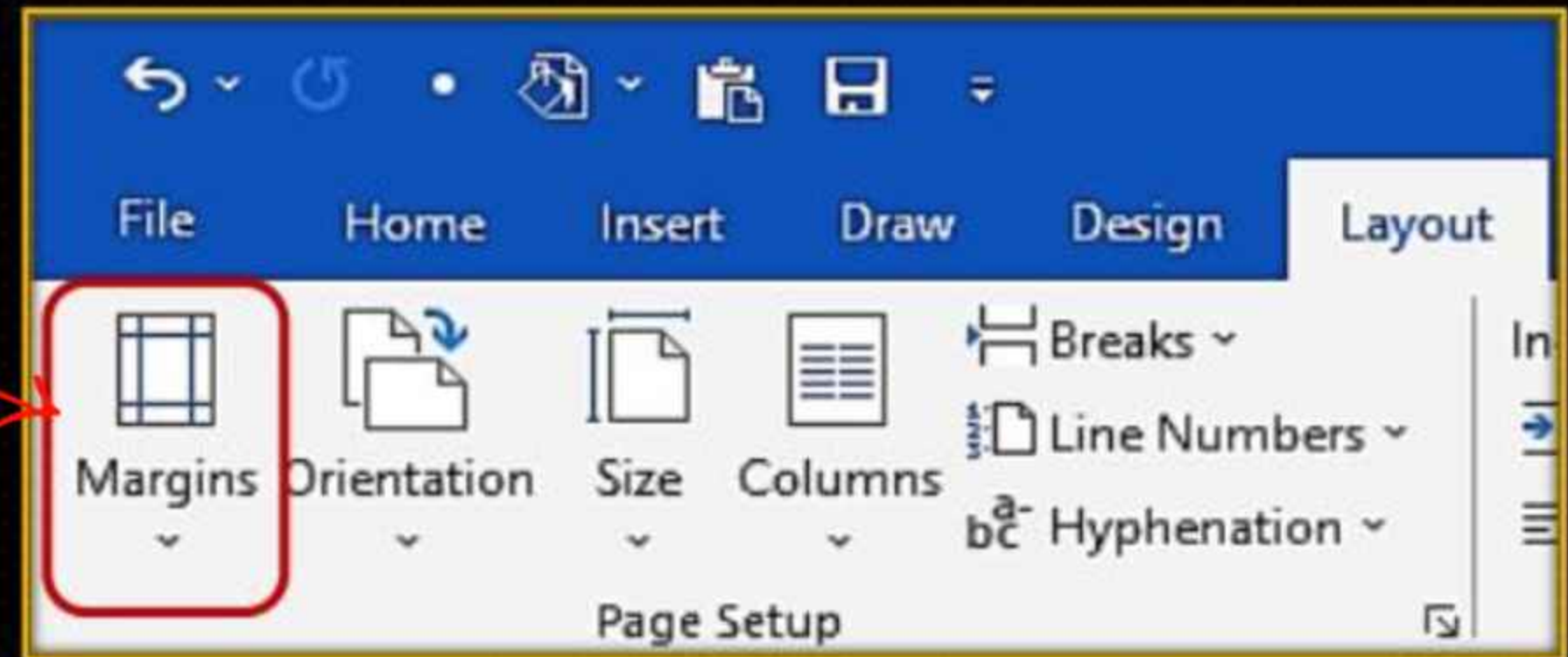
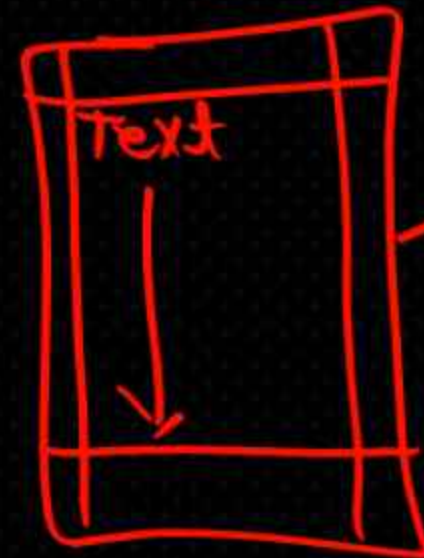
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Margins

Layout -> Page Setup -> Margins

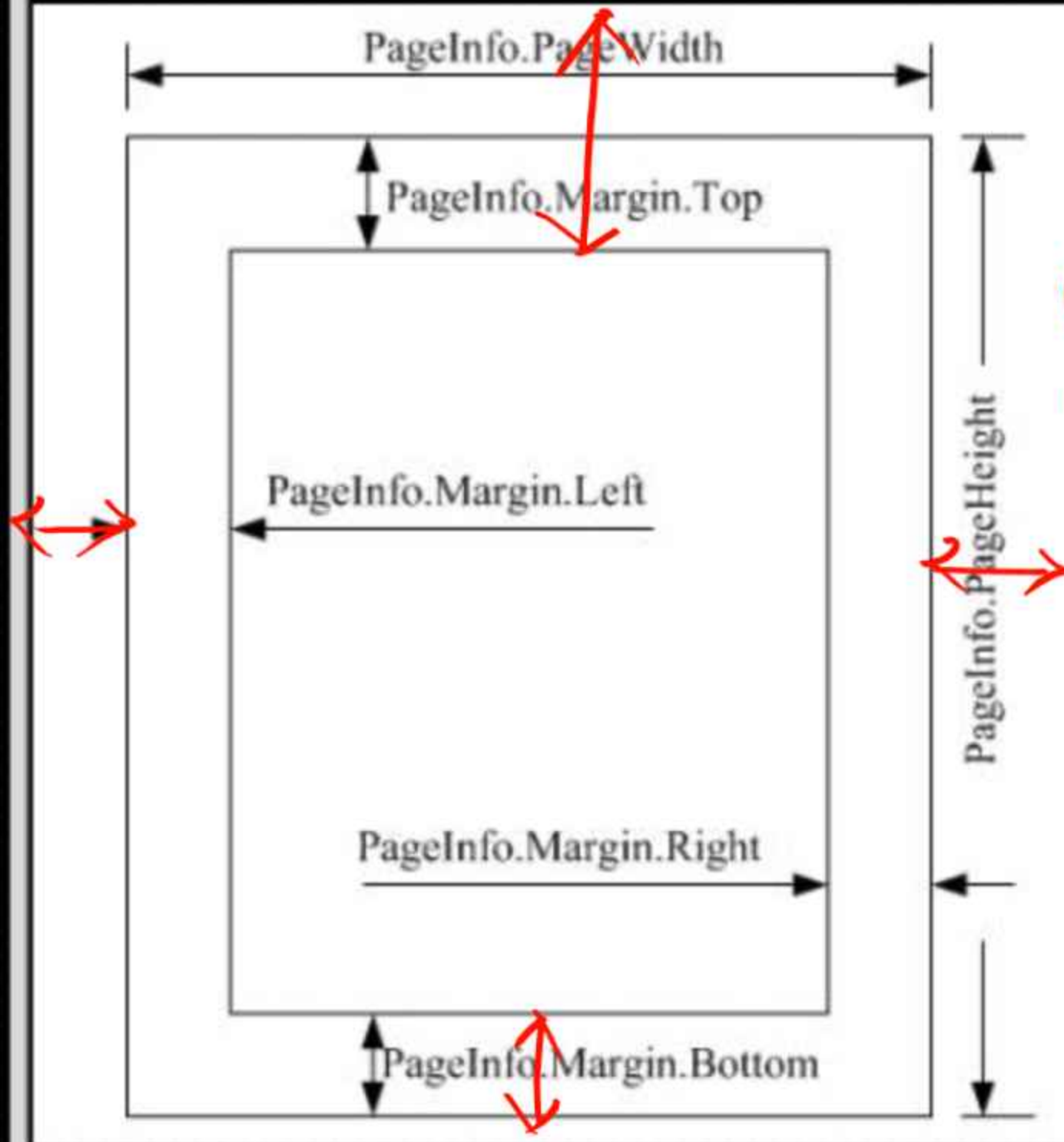
The distance between the edge of the text in the document and the top, bottom, or side edges of the page. दस्तावेज़ में पाठ के किनारे और पृष्ठ के ऊपर, नीचे या किनारे के बीच की दूरी।





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Top
Bottom
Left
Right
Gutter

Gutter Position By
Default - Left

Orientation

Portrait, Landscape

Pages - Normal

Page Setup

Margins Paper Layout

Margins

Top: 1.44" Bottom: 0.13"

Left: 0.5" Right: 0.5"

Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

Apply to: This section

Set As Default OK Cancel



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MS Word में margins 5 प्रकार का होता है-

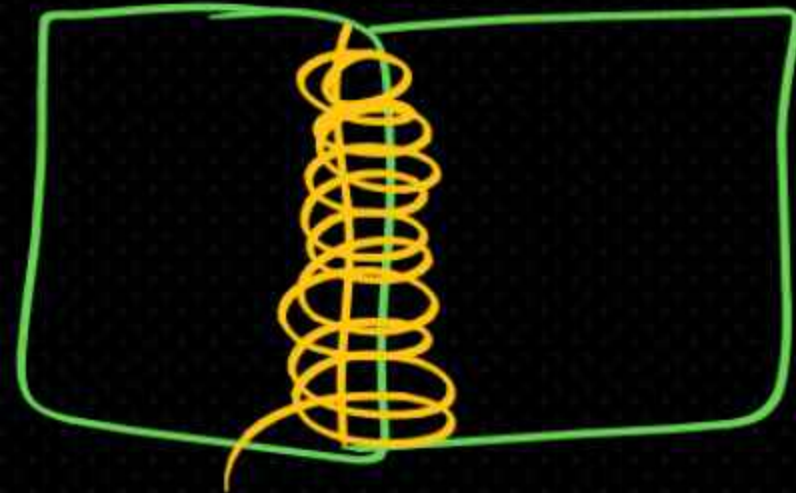
1. **Top Margin** – टेक्स्ट और पेपर के ऊपरी किनारे की दूरी **Distance between top edge of text and paper**
2. **Bottom Margin** – टेक्स्ट और पेपर के निचले किनारे की दूरी **Distance between text and bottom edge of paper**
3. **Left Margin** – टेक्स्ट और पेज के बाएँ किनारे की दूरी **Distance to left edge of text and page**
4. **Right Margin** – टेक्स्ट और पेज के दाएँ किनारे की दूरी **Distance to left edge of text and page**



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5. **Gutter Margin** – Spiral Binding or pasting of pages पृष्ठों को सर्पिलाकार बाँधना
या चिपकाना



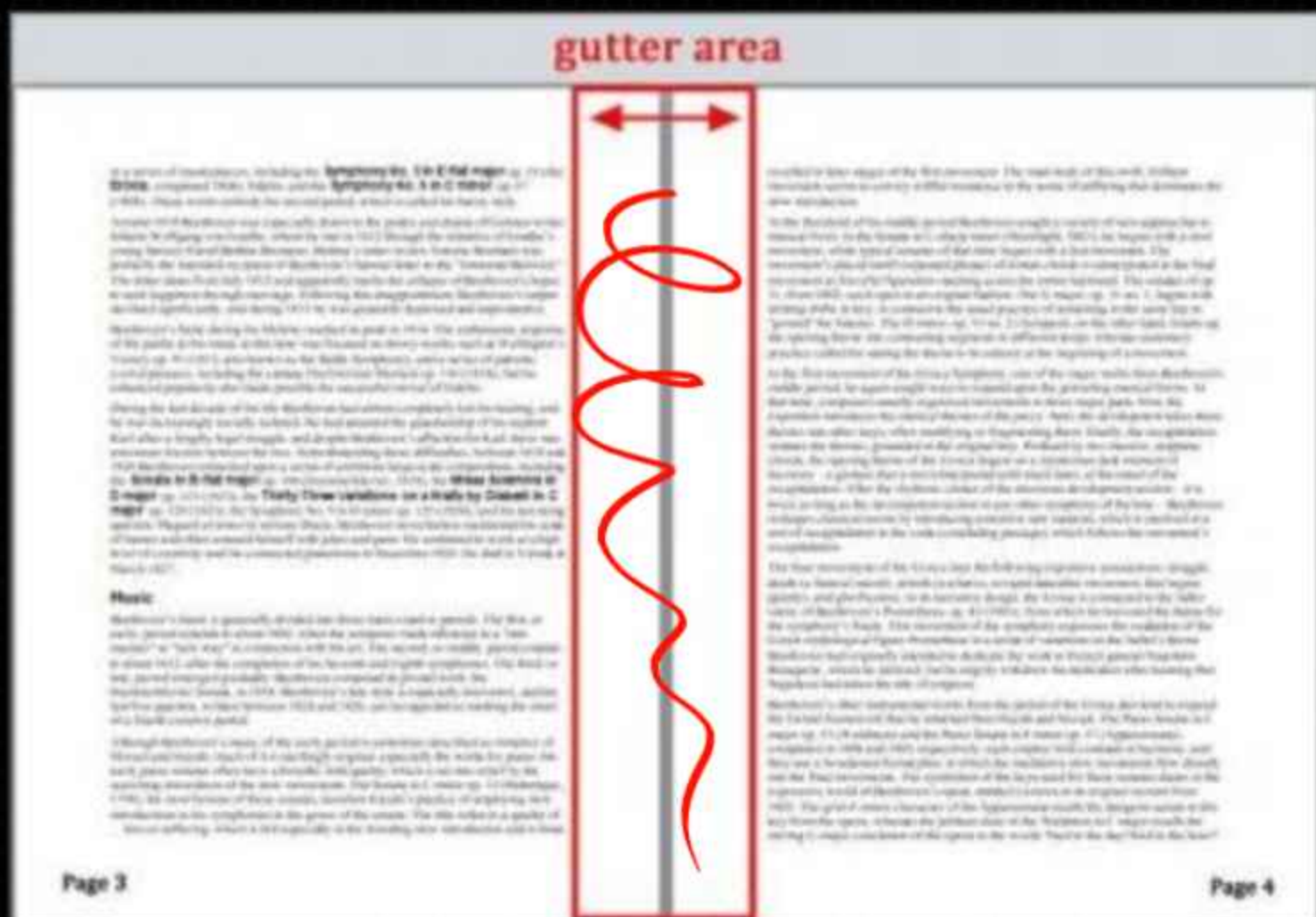


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Gutter Margins

The gutter margin determines whether the text is obscured by the binding. गटर मार्जिन यह तय करता है कि टेक्स्ट Binding द्वारा अस्पष्ट तो नहीं है।





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Predefined Margin

Ruler

Page Margins – Can also be customized as per your choice.

को अपने अनुसार Customize भी किया जा सकता है।

Normal Margin – By Default Margin

Imp

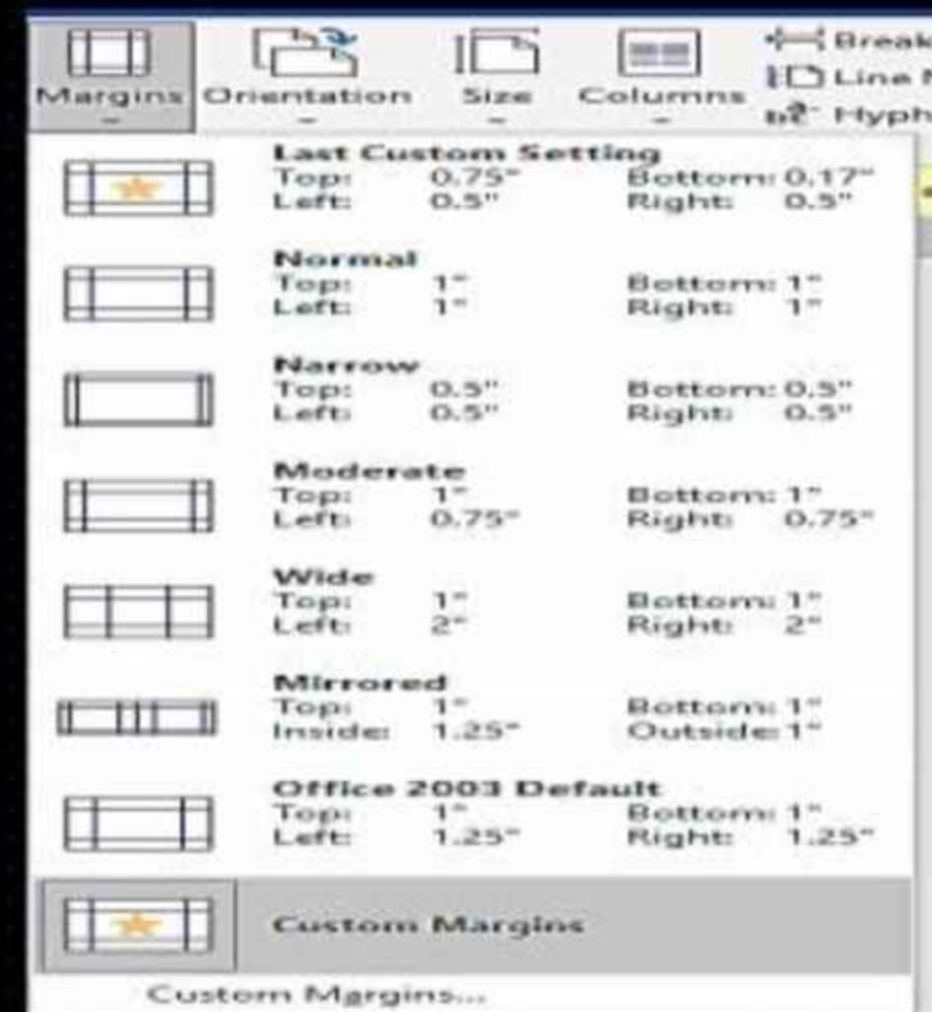
Narrow Margin –

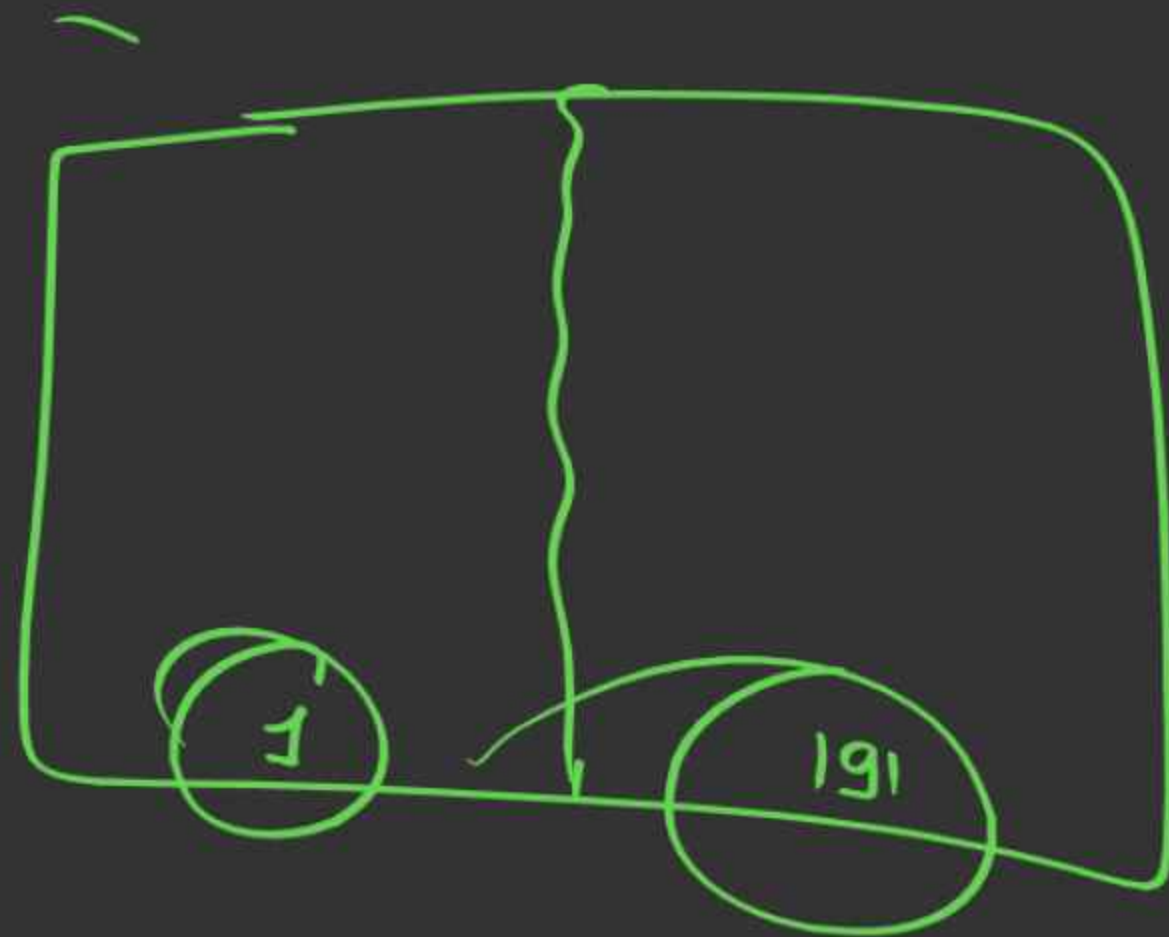
Moderate Margin

Wide Margin

Mirrored Margin

– किताबें, पत्रिकाएँ, डबल साइडेड पेज, फेसिंग पेज सेट करने के लिए







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Top → 1
Left → 1
Right → 1
Bottom → 1

Narrow Margin

Top 0.5
Left 0.5
Bottom 0.5
Right 0.5

