



DELHI POLICE 2025

CONSTABLE HCM AWO/TPO

यकीन बैच

COMPUTER

MS WORD

Part -17



LIVE
STREAMING

13-02-2025 04:00 PM



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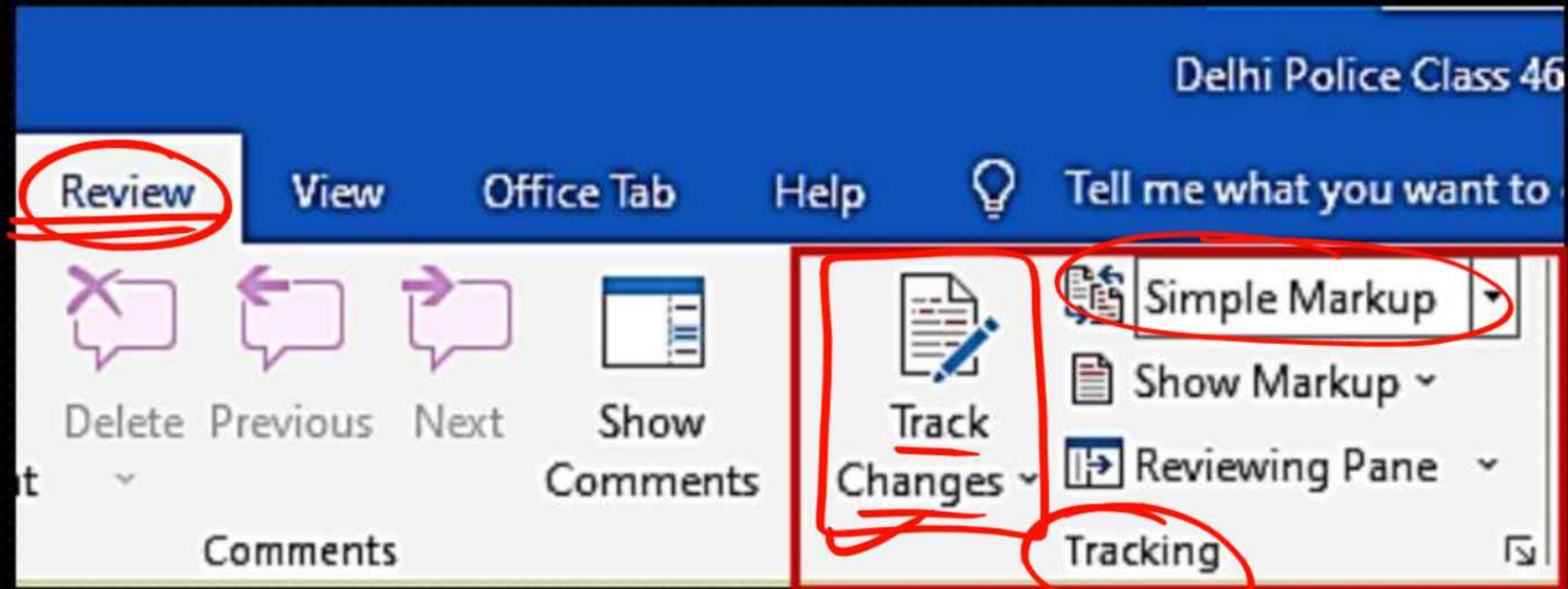
आये हो निभाने को
जब, किरदार ज़मीं पर,
कुछ ऐसा कर चलो कि
ज़माना मिसाल दे



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Tracking Group Command



Review → Tracking

Change
Accept / Reject



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Track Changes- Track Changes is a feature that lets you view and track changes made to a document. This is very useful for collaboration, especially when multiple people are working on the **same document**. Track Changes एक ऐसा फ़ीचर है जो आपको दस्तावेज़ में किए गए बदलावों को देखने और ट्रैक करने की सुविधा देता है। यह सहयोग (collaboration) के लिए बहुत उपयोगी होता है, खासकर जब कई लोग एक ही दस्तावेज़ पर काम कर रहे होते हैं।

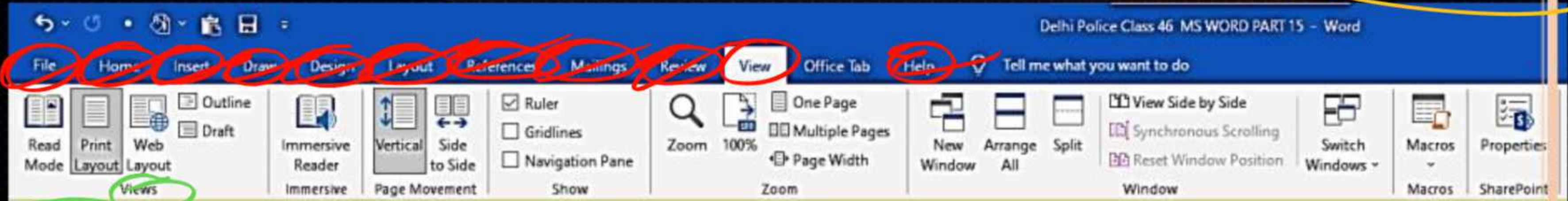


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View Menu/Ribbon

Alt + W



Views

Immersive

Page Movement

Show

Zoom

Window

Macros

SharePoint



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Views Group Command

Read Mode

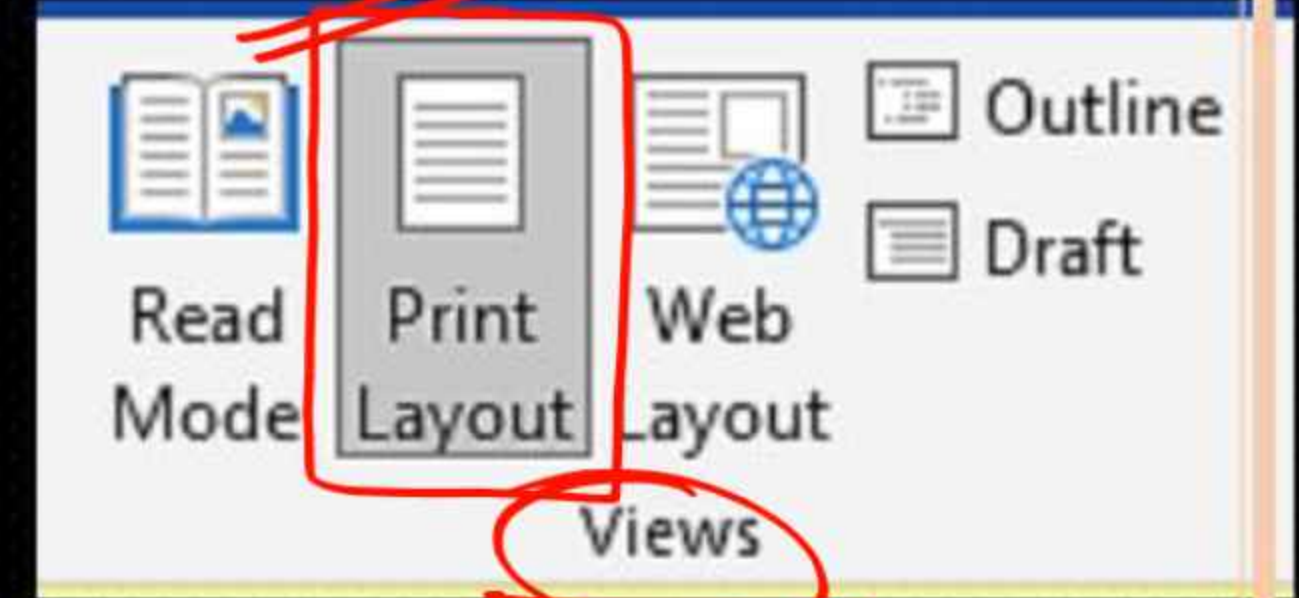
Print Layout View

Web Layout View

Outline View

Draft

In MS Word By Default Print Layout view



Imp



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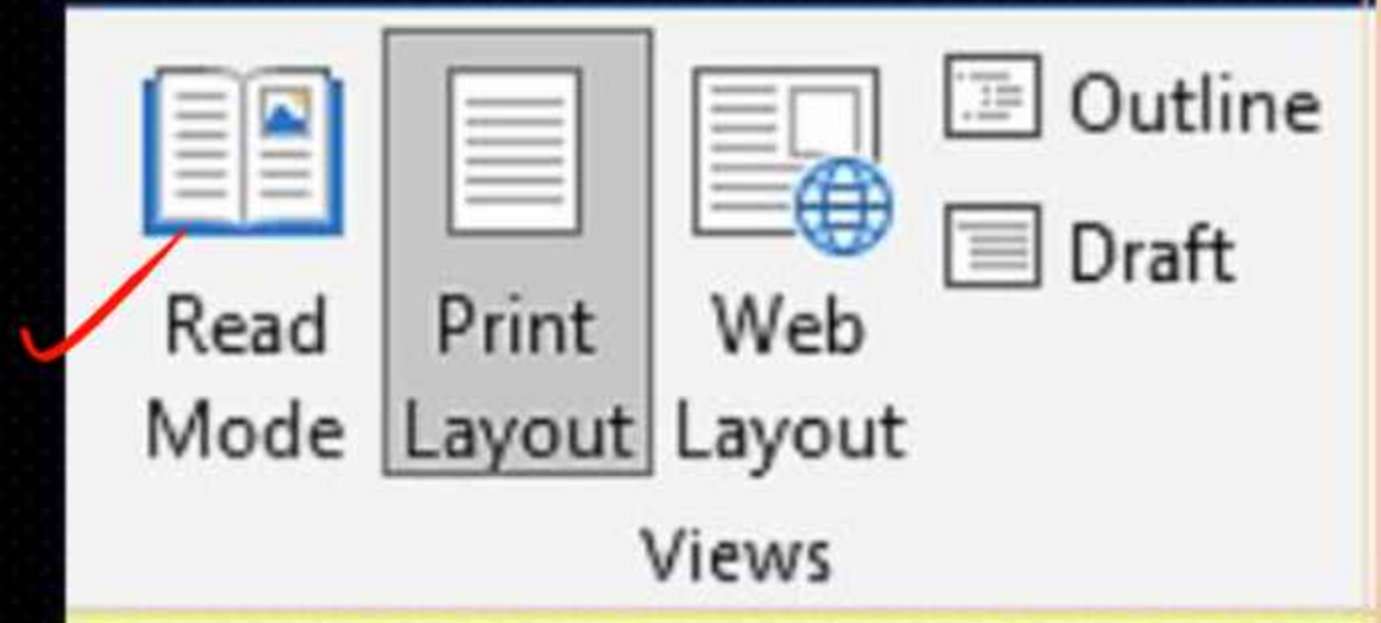
Read Mode

Read mode is used to read a document only, no editing is done in it.

किसी डॉक्यूमेंट को सिर्फ पढ़ने के लिए रीड मोड का प्रयोग किया जाता है इसमें कुछ एडिटिंग नहीं की जाती।

Shortcut key Read Mode View –

Alt + W + F





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File Home Insert Layout References Mailings Review View

21 Delhi Police MS WORD PART 17 - Word

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View Menu/Ribbon

File Home Insert Layout References Mailings Review View

Read Mode Print Layout Web Layout Views

Views Group Command

Read Mode

Print Layout View

Web Layout View

Outline View

Draft

Views Zoom

Immersive Window

Page Movement Macros

Show SharePoint

Screen 6-7 of 42

Type here to search

25°C Haze 3:44 PM 2/12/2025



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Print Layout View

It is used to see how the document will appear on the printed page after it is printed and the documents to be printed are prepared in this view.

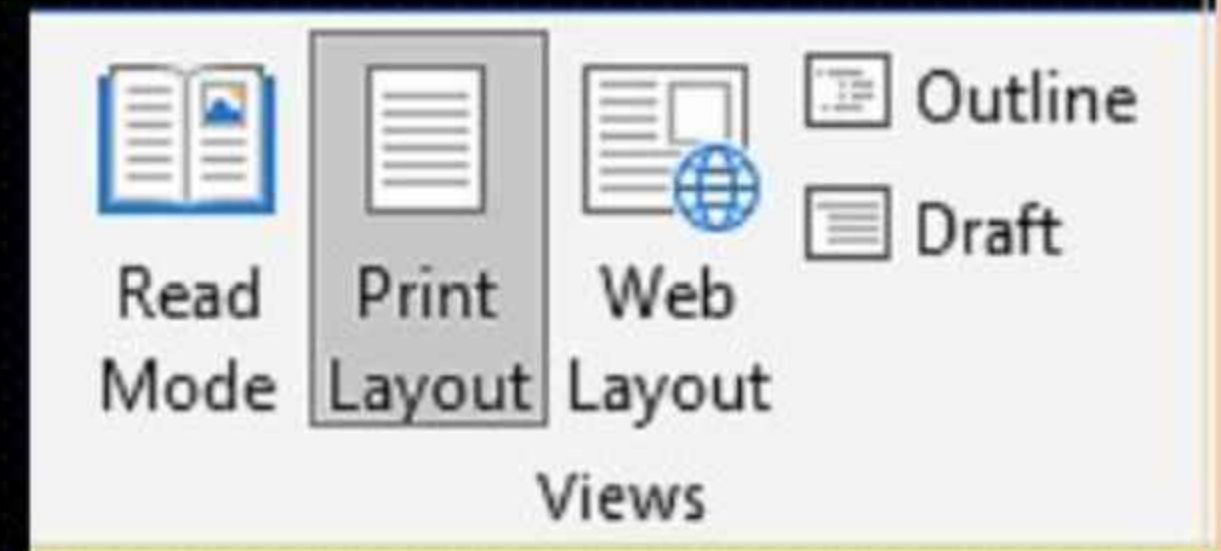
इसका प्रयोग डॉक्यूमेंट प्रिंट होने के बाद प्रिंटेड पेज पर कैसा दिखेगा देखने के लिए किया जाता है व् प्रिंट होने वाले डॉक्यूमेंट इसी व्यू में तैयार किये जाते हैं।

By Default View in MS Word – **Print Layout**

Shortcut key Print Layout View –

Imp. ←

Alt + Ctrl + P





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21 Delhi Police MS WORD PRAT 17 - Word

File Home Insert Draw Design Layout References Mailings Review View Help Tell me what you want to do

Read Mode Print Web Outline View Immersive Reader Vertical Side to Side Page Movement Show Zoom 100% One Page Multiple Pages Page Width New Window Arrange All Split Window Switch Windows Macros Properties SharePoint

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Page 10 of 22 1138 words English (United States) Accessibility: Investigate

Type here to search 25°C Haze 3:44 PM 2/12/2025



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Web Layout View

This option is used to view the document as it would look as a web page. डॉक्यूमेंट को वेबपेज के रूप में देखने के लिए किया जाता है।

Shortcut key Web layout View –

Alt + W + L



Read
Mode



Print
Layout



Web
Layout



Outline



Draft

Views



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Outline View

Allows you to view the available paragraphs in a document as a list, document content as bulleted points, and manage the structure and headings of a document. डॉक्यूमेंट में उपलब्ध पैराग्राफ एक सूची के रूप में देखने के लिए, डॉक्यूमेंट के कंटेंट को बुलेटेड पॉइंट के रूप में व किसी डॉक्यूमेंट की संरचना और हेडिंग्स को प्रबंधित करने में मदद करता है।

Shortcut key Outline View –

Alt + Ctrl + O



Read
Mode



Print
Layout



Web
Layout



Outline



Draft

Views



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Outline View को बंद करने के लिए Close Outline View का प्रयोग

Document1 [Compatibility Mode] - Word

File Outline Home Insert Draw Design Layout References Mailings Review View Office Tab Help Tell me what you want to do

Outline Tools

Show Levels: All Levels

Show Text Formatting

Show First Line Only

Show Document Subdocuments Master Document

Close Outline View

UPDATE AVAILABLE Updates for Office are ready to be installed, but first we need to close some apps. Update now

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- o Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.
- o To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.
- o Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.
- o Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.
- o Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.
- o Dfgasdfasdfasdfas
- o Dfasdfasdf
- o asdfasdfasDfaSdf

Page 1 of 1 242 words English (United States) Accessibility: Good to go



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152. एम.एस.वर्ड में कौन सा दृश्य (व्यू) उपयोगकर्ताओं को डॉक्यूमेंट की वृक्ष (ट्री) जैसी संरचना दिखाता है?

(a) पूर्ण स्क्रीन दृश्य (फुल स्क्रीन व्यू) ~~X~~

(b) बाह्यरेखा दृश्य (आउटलाइन व्यू)

(c) मुद्रण लेआउट दृश्य (प्रिंट ले आउट व्यू)

(d) वेब लेआउट दृश्य (वेब लेआउट व्यू) ~~X~~

UPPCL TG-II 19-03-2021 (Shift-II)

Ans. (b) : एम.एस.वर्ड में आउटलाइन व्यू में संपूर्ण डॉक्यूमेंट आउटलाइन की तरह दिखता है तथा डॉक्यूमेंट में उपलब्ध पैराग्राफ लिस्ट की तरह, ट्री जैसी संरचना दिखाई देती है।



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Draft

It is used to view the document as a draft for quick editing. Only text is visible in this so that quick editing can be done in the document.

इसका प्रयोग डॉक्यूमेंट को जल्दी एडिट करने के लिए ड्राफ्ट के रूप में देखने के लिए किया जाता है। इसमें सिर्फ टेक्स्ट दिखाई देता है जिससे डॉक्यूमेंट में क्विक एडिटिंग की जा सके।

Shortcut key Draft View –

Alt + Ctrl + N



Read
Mode



Print
Layout



Web
Layout



Outline



Draft

Views



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Document1 [Compatibility Mode] - Word

File Home Insert Draw Design Layout References Mailings Review View Office Tab Help Tell me what you want to do

Read Mode Print Web Outline Immersive Reader Ruler Gridlines Navigation Pane Zoom 100% One Page Multiple Pages Page Width View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros Properties

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Delhi Police Class 17 MS WORD PART 16 Document1 [Compatibility Mode]

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

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Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Dfgasdfasdfsdfas



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There are two ways to change the view of MS Word.

एमएस वर्ड के व्यू को चेंज करने के दो तरीके हैं।

1. By selecting any view from the view tab

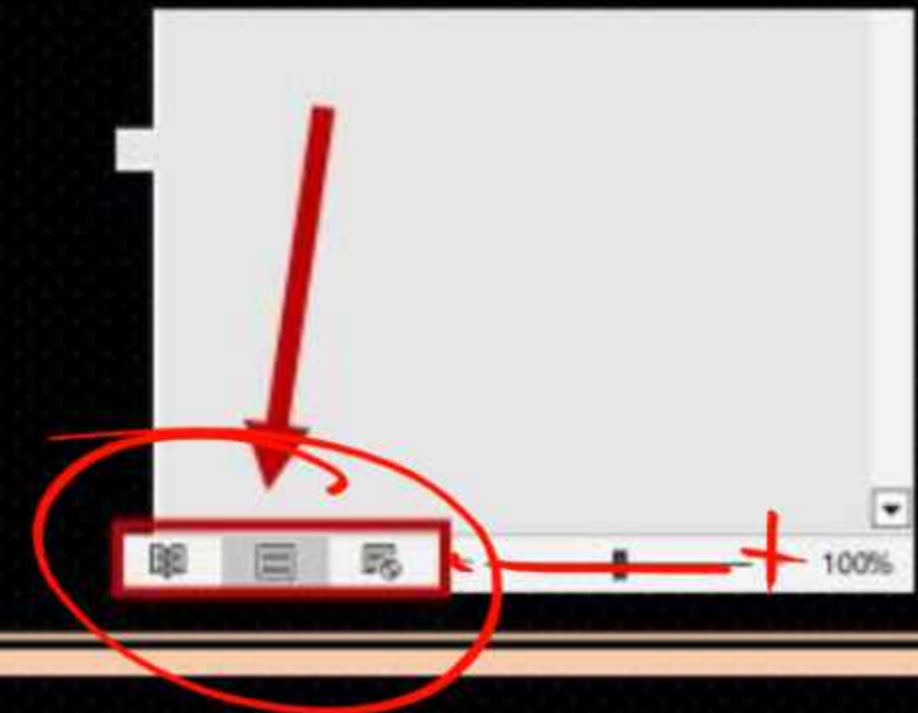
व्यू टैब से कोई भी व्यू सिलेक्ट करके



2. By using the View button next to the zoom slider on the right

side of the status bar. स्टेट्स बार के दाईं ओर ज़ूम स्लाइडर के बगल में स्थित

व्यू बटन का प्रयोग करके





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Immersive Reader

In this, space is created between all your words, so that it is easy to read, from here you can change the width of the column, you can also change the color of the page, and you can speak the written data from the computer. इसमें आपके सभी वर्ड के बीच में स्पेस बन जाता है जिससे की पढ़ने में आसानी होती है यहाँ से आप कॉलम की विड्थ को चेंज कर सकते हैं इसमें पेज का कलर भी चेंज कर सकते हैं व लिखे हुए डेटा को कंप्यूटर से बुलवा सकते हो।

View Tab → Immersive





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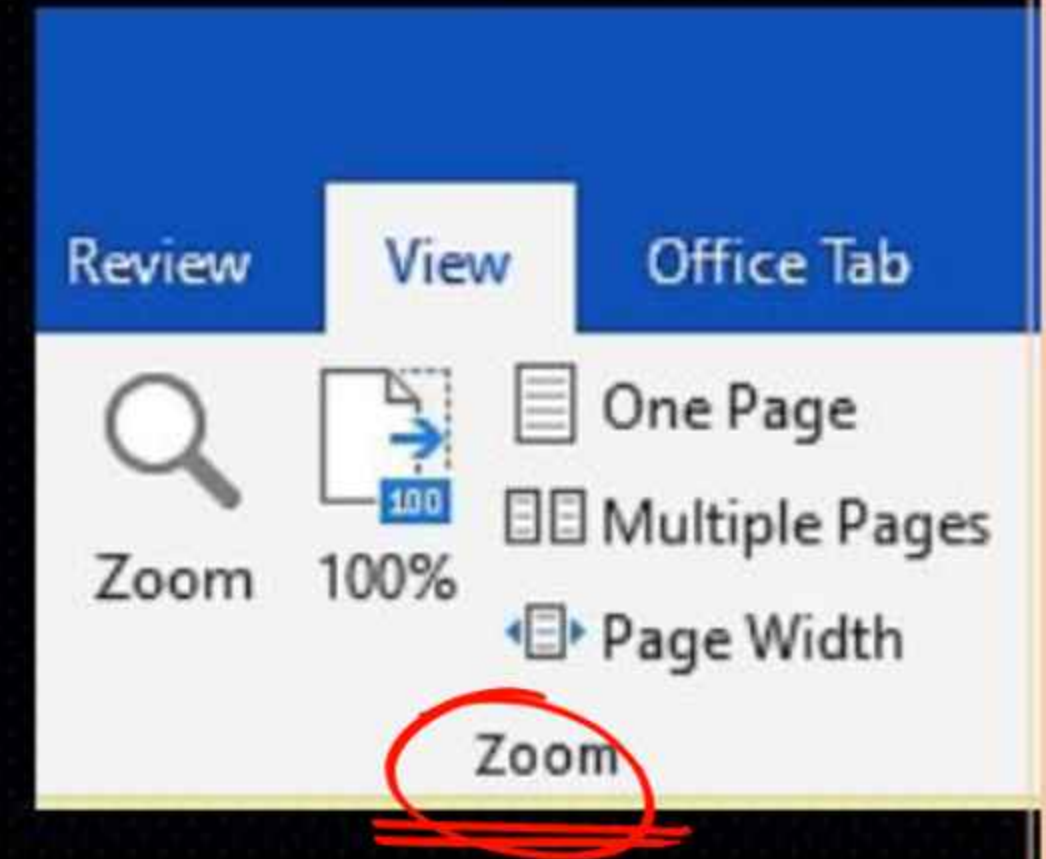
Zoom Group Command

Mopt Imp.

Minimum Zoom – 10%

Maximum Zoom – 500%

By Default Zoom – 100%





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There are two ways to zoom a page in MS Word.

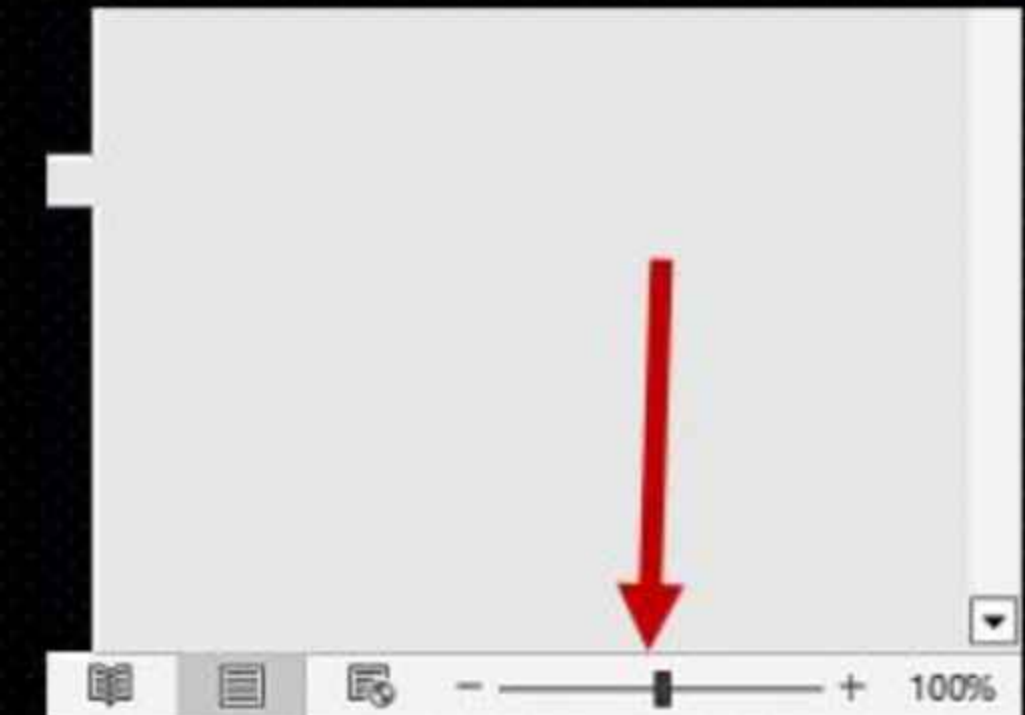
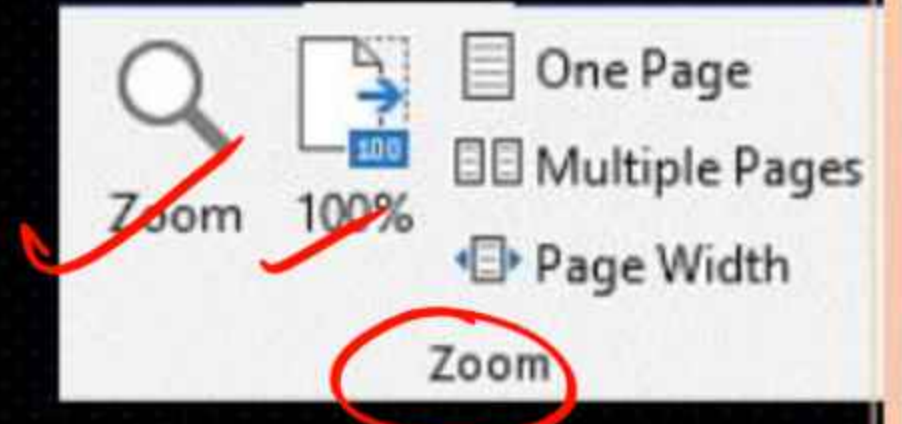
एमएस वर्ड के पेज को ज़ूम करने के दो तरीके हैं।

1. By clicking on Zoom Group from the View tab

व्यू टैब से ज़ूम ग्रुप पर क्लिक करके

2. By using the zoom slider on the right side of the status bar

स्टेट्स बार के दाईं ओर ज़ूम स्लाइडर का प्रयोग करके





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Page Movement Group Command

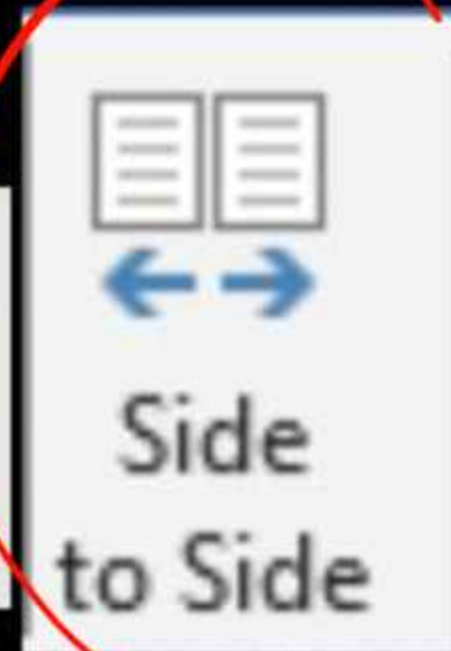
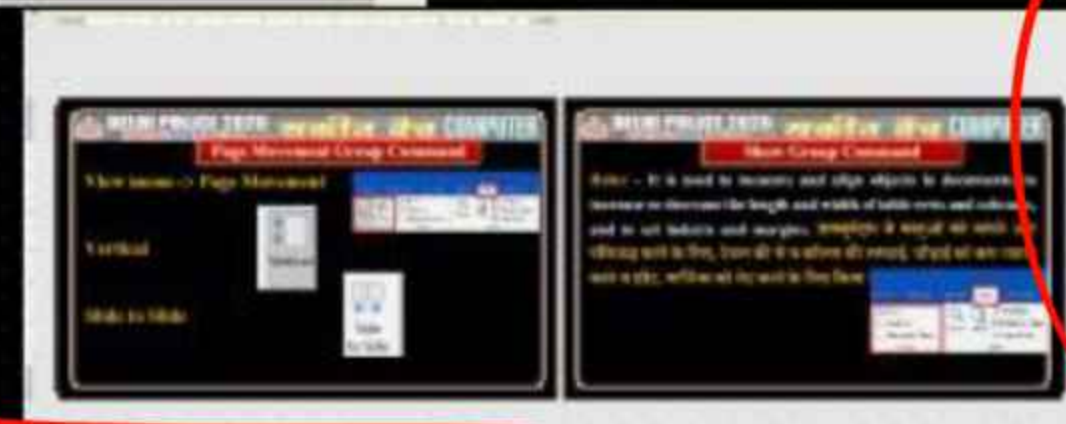
View menu -> Page Movement



Vertical



Slide to Slide



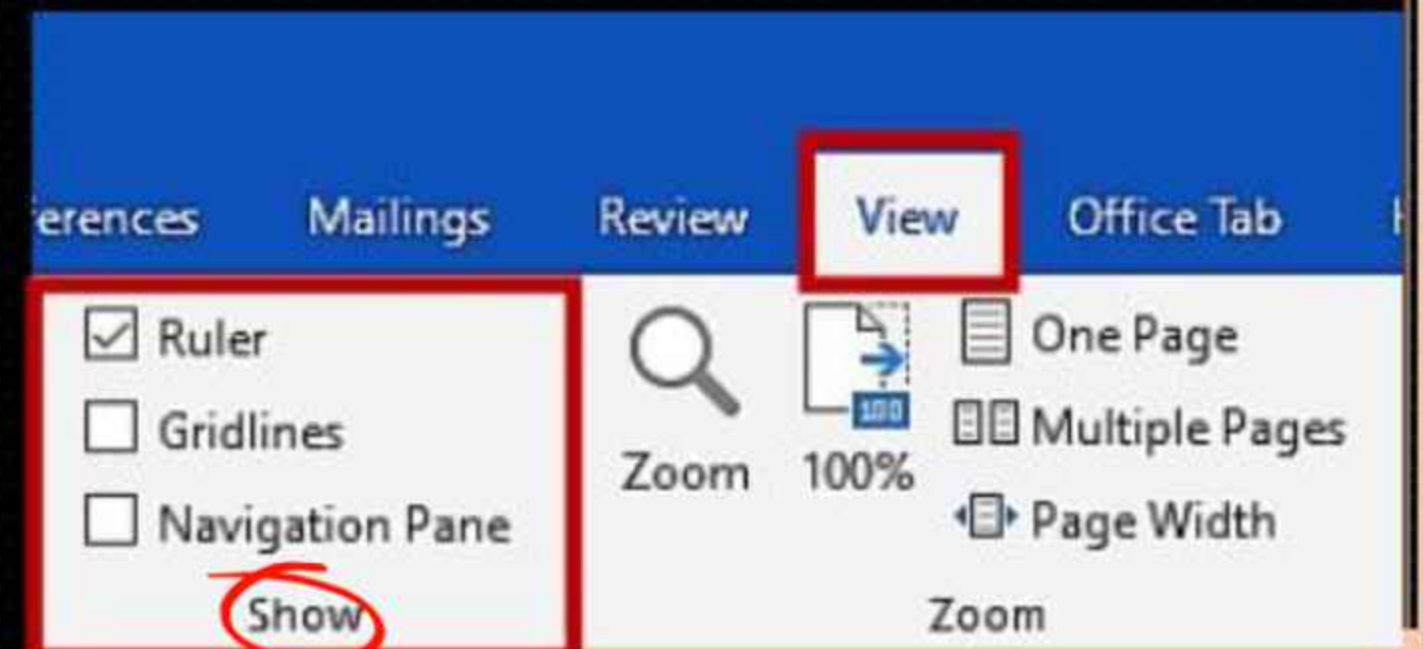


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Show Group Command

Ruler – It is used to measure and align objects in documents, to increase or decrease the length and width of table rows and columns, and to set indents and margins. डाक्यूमेंट्स में वस्तुओं को मापने और पंक्तिबद्ध करने के लिए, टेबल की रो व कॉलम की लम्बाई, चौड़ाई को कम ज्यादा करने व इंडेंट, मार्जिन्स को सेट करने के लिए किया जाता है।





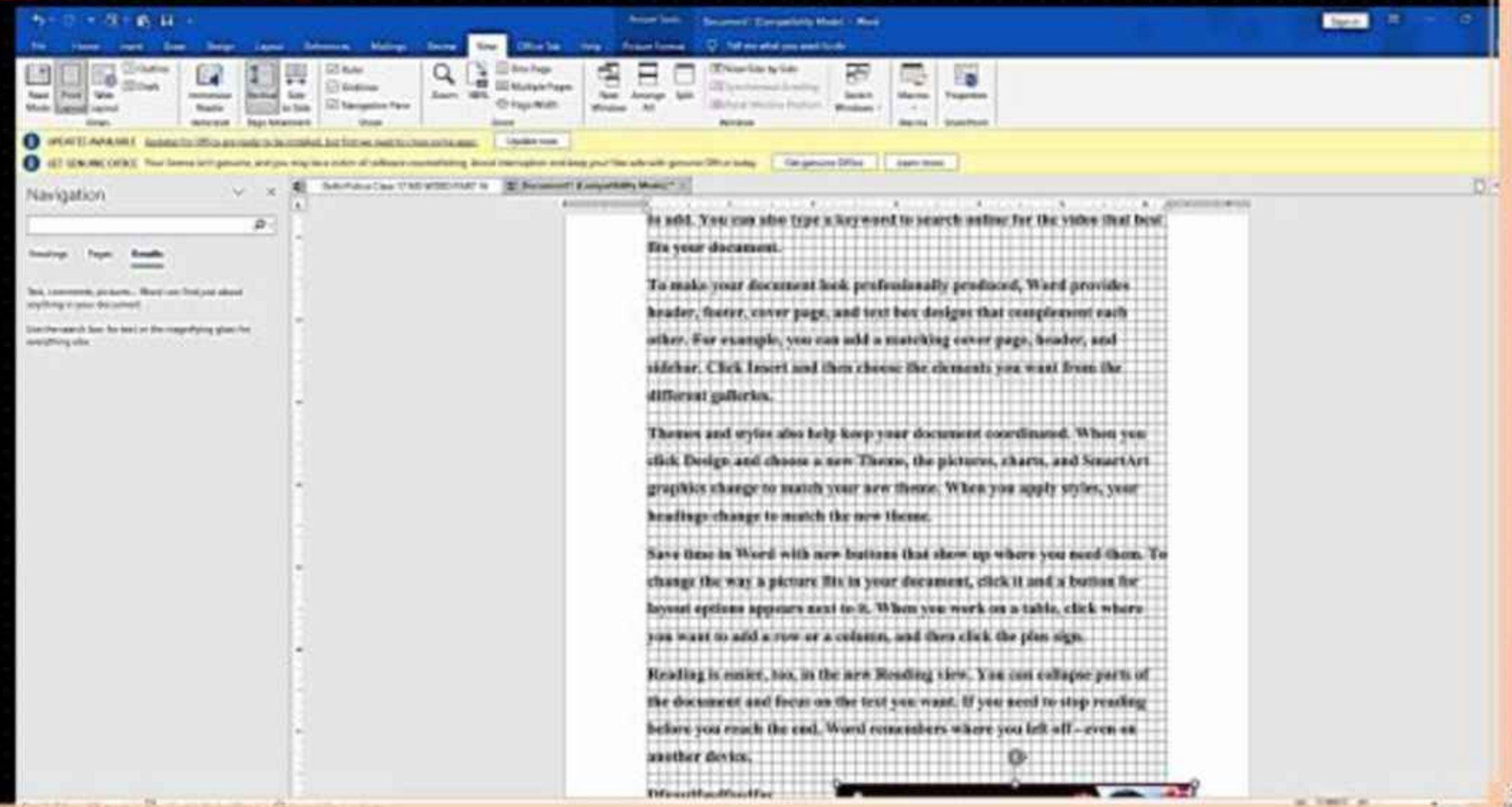
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Gridlines – To place gridlines on a document डॉक्यूमेंट पर ग्रिडलाइन देने के लिए

Navigation Pane – Its use helps to easily search, navigate between headings and pages in large documents. इसका प्रयोग बड़े दस्तावेजों में आसानी से खोज (Search), हेडिंग्स (Headings) और पेजों (Pages) के बीच नेविगेट करने में मदद करता है।

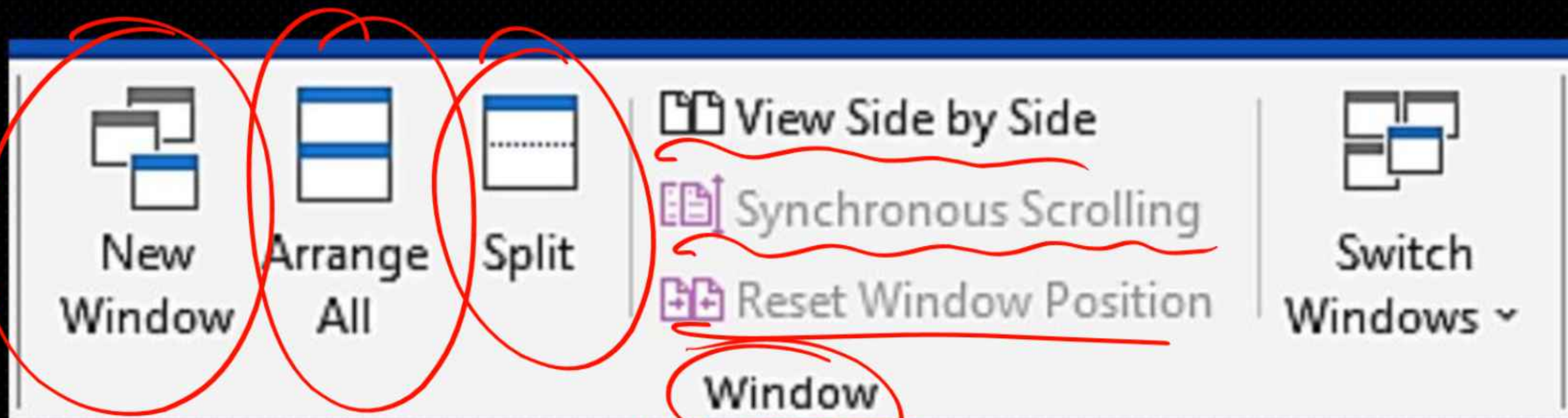
Ctrl + F





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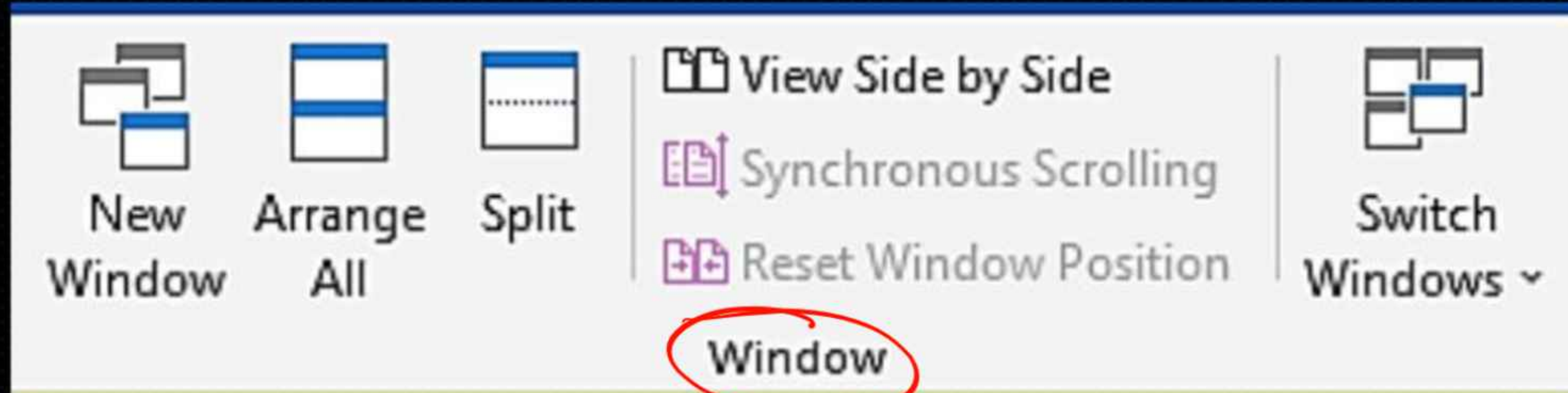


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Windows Group Command

Buttons like New Window, Arrange All, Split, View slide by slide, Synchronous Scrolling, Reset Window Position & Switch Window are available in Window button. विंडो बटन में New Window, Arrange All, Split, View slide by slide, Synchronous Scrolling, Reset Window Position & Switch Window जैसे बटन उपलब्ध होते हैं।





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Most Imp

Macros Group Command

It is used as a recording tool which records the work and steps done by us and later shows it step by step. इसका प्रयोग एक रिकॉर्डिंग टूल के रूप में किया जाता है जो हमारे द्वारा किये गये कार्य व स्टेप्स को रिकार्ड करता है व बाद में इसे स्टेप बाय स्टेप शो करदेता है।

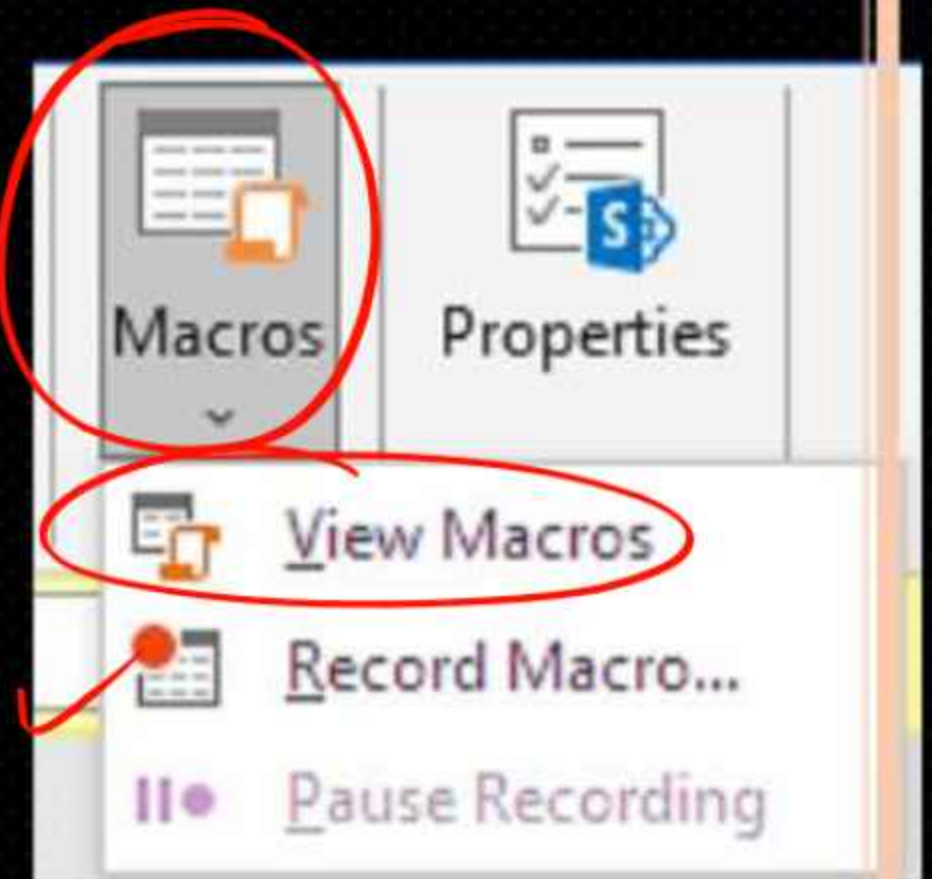
Shortcut Key - Alt + F8

View → Macro → Macros

By Default

→ Macro1 ✓

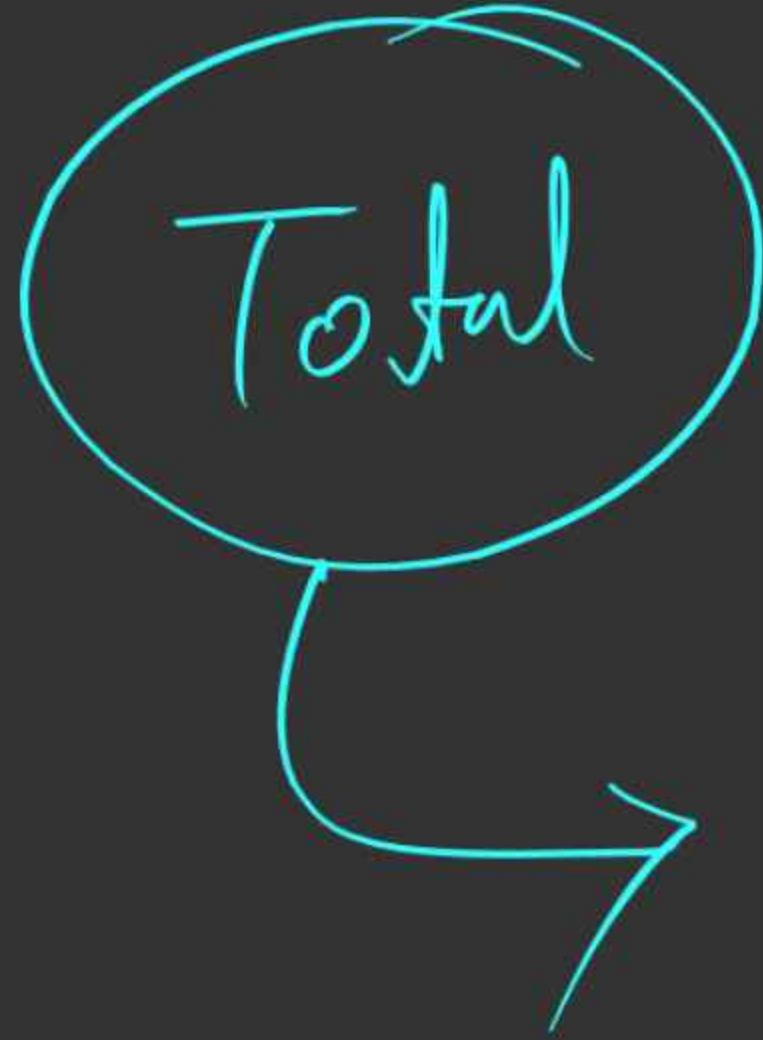
→ Visual Basic



Jai Maa Lakshmi

Income

Exp.





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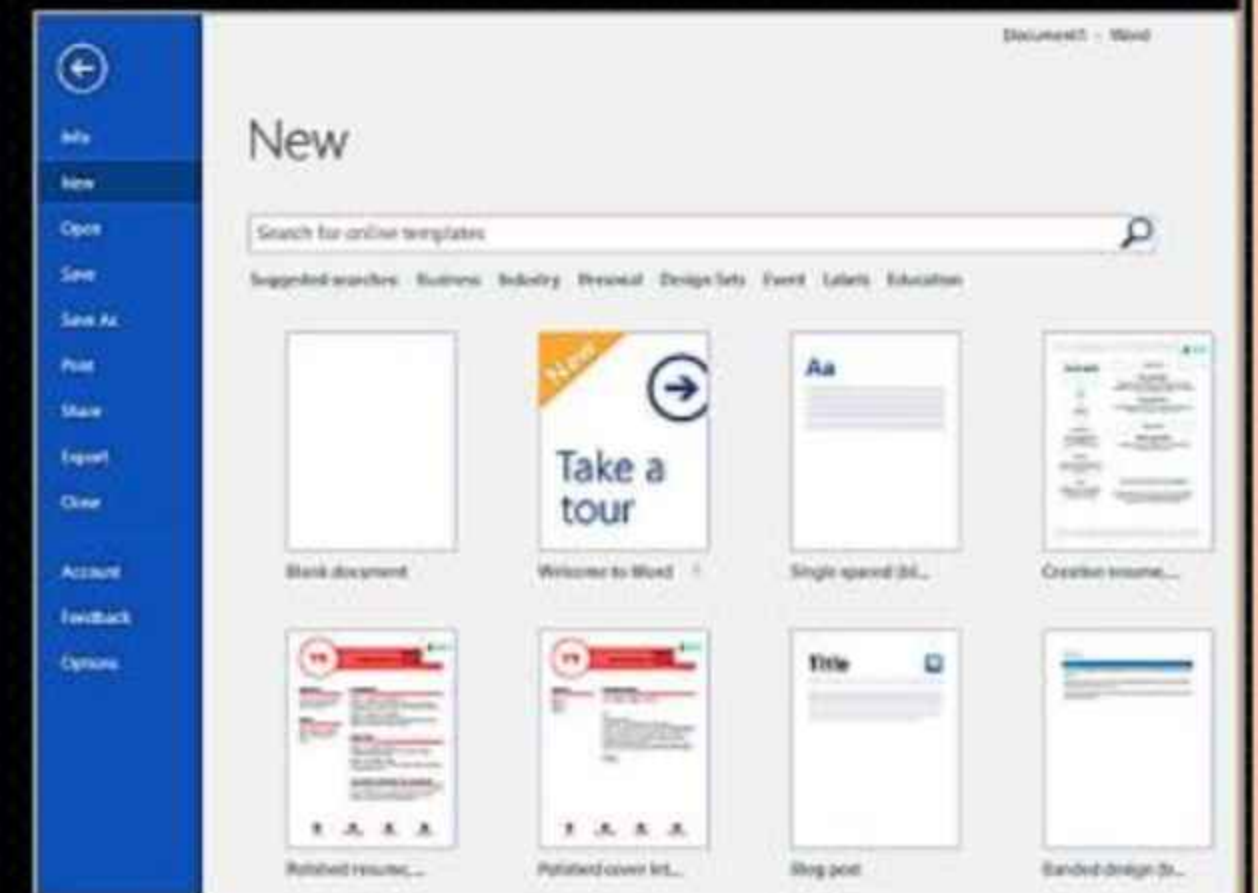
यकीन बैच COMPUTER

Template – A template is a pre-designed file that can be used as a starting point for creating a new document. In this we can also do **text editing, formatting**. टेम्पलेट एक पहले से डिजाइन की गई फाइल है जिसका प्रयोग नया डॉक्यूमेंट बनाने के लिए स्टार्टिंग पॉइंट के रूप में किया जा सकता है। इसमें हम टेक्स्ट एडिटिंग, फॉर्मेटिंग भी कर सकते हैं।

Report

Resume

Business Letters, News Letters etc.





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यकीन बैच COMPUTER

Most Imp.

Extension Name

.doc – Microsoft word document before word 2007 से पहले यानि की 2003 तक

.docx – Microsoft word document from word 2007- Till now

2007, 2010, 2013, 2016, 2019, 2021, 365, 2024

Imp

.dot – Microsoft Word Template before Word 2007

.dotx – Microsoft Word Template from Word 2007 – Till now

.docm – Microsoft Word Macro-enabled document



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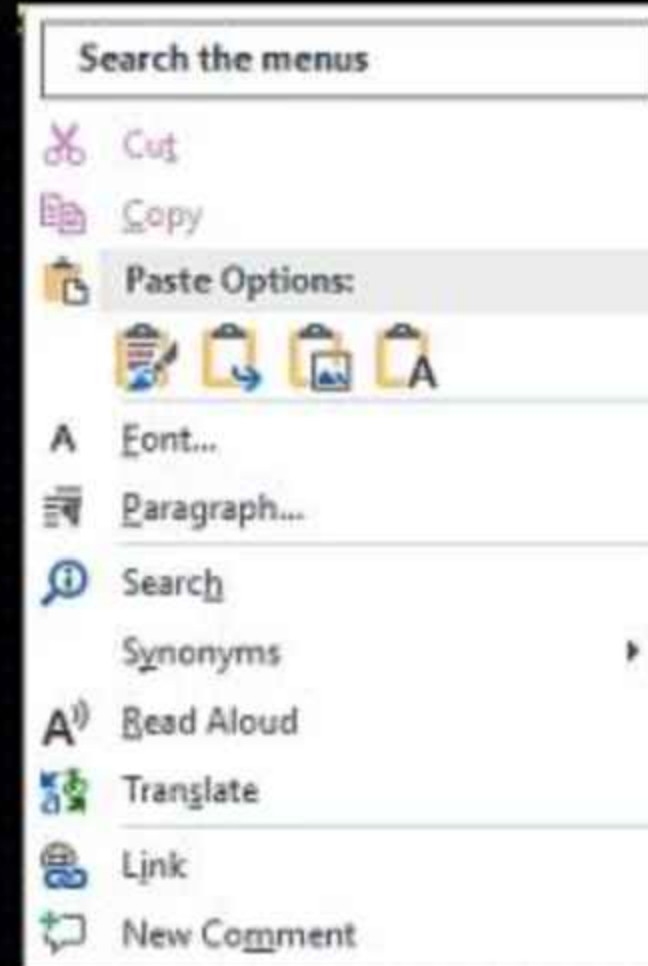
Mini toolbar- As soon as we select any text, the mini toolbar is shown to give formatting to the text as soon as possible or in less time. जैसे ही हम किसी टेक्स्ट को सिलेक्ट करते हैं तो टेक्स्ट को जल्द से जल्द या कम समय में फॉर्मेटिंग देने के लिए मिनीटूलबार



Right Click On text

Shortcut Key

Shift + F10

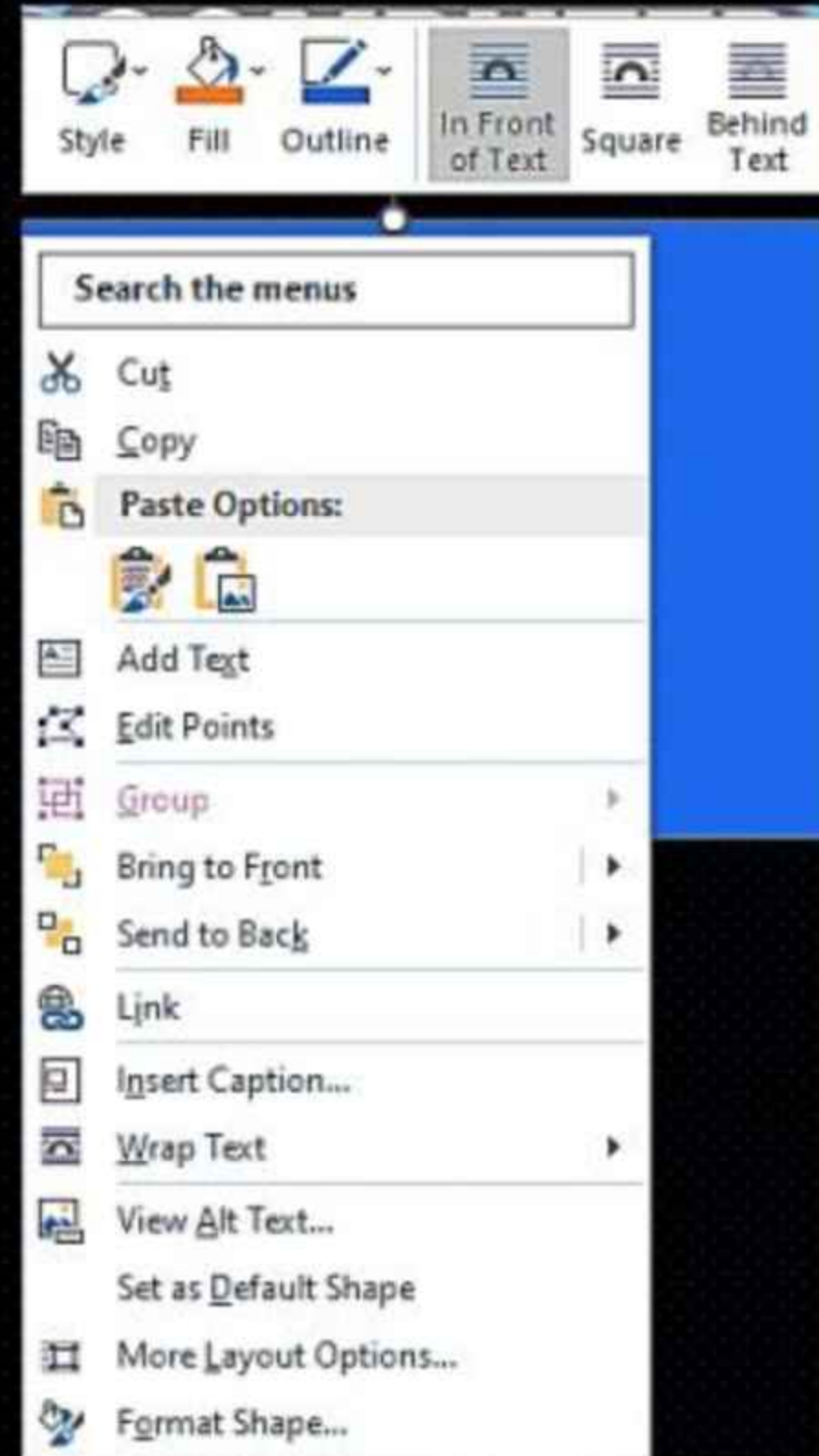




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यकीन बैच COMPUTER

Right Click on Shape





DELHI POLICE 2025

CONSTABLE HCM AWO/TPO

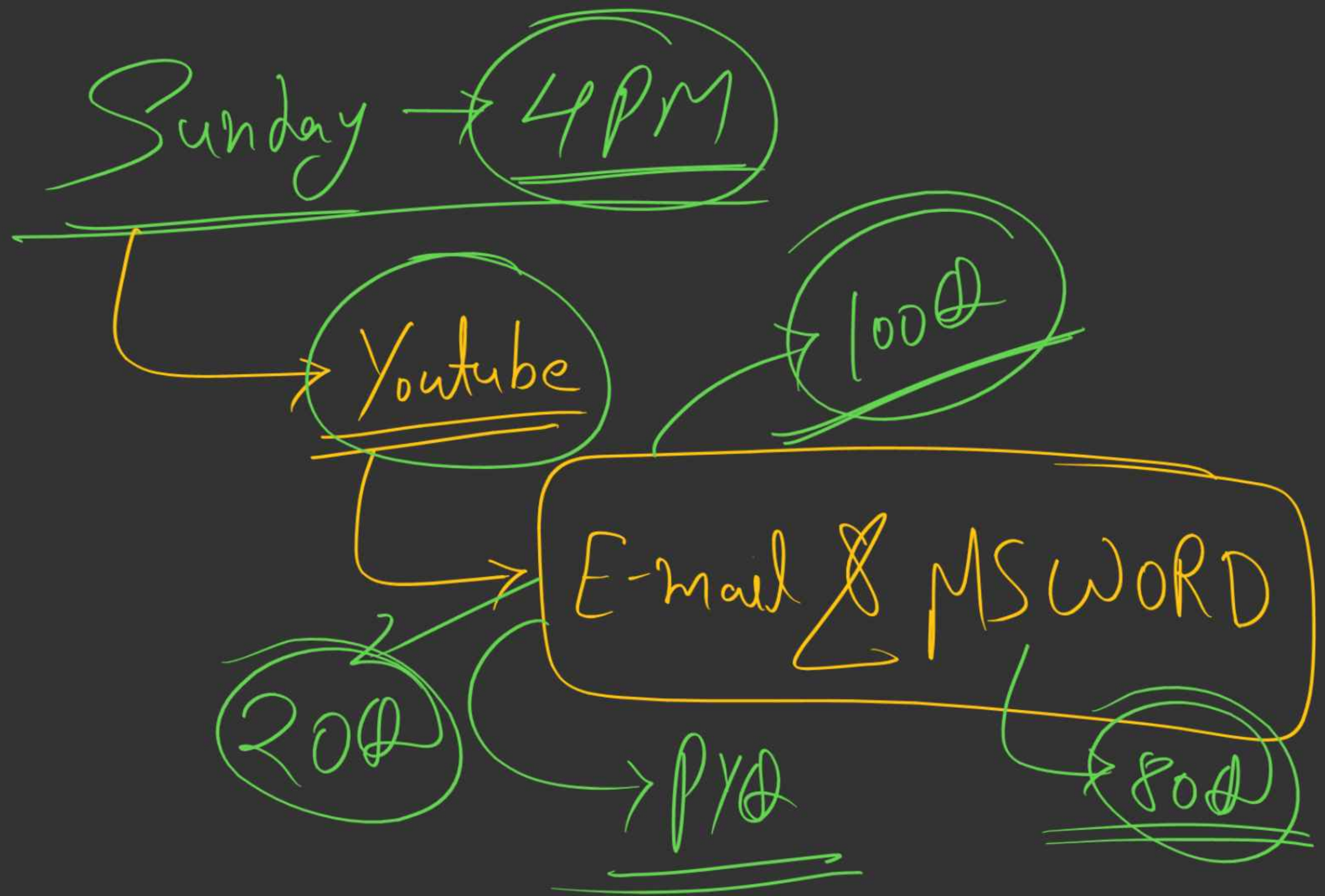
यकीन बैच COMPUTER

There are two types of formatting in MS Word.

एमएस वर्ड में दो प्रकार की फॉर्मेटिंग उपलब्ध होती हैं।

1. Paragraph Formatting

2. Word Formatting



MS Word All Groups Command in One Frame

Menu	Group	Command
Home	Clipboard	Cut, Copy, Paste, Format Painter
	Font	Font Style, Font Size, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Highlight, Font Color, Change Case, Increase Font, Decrease Font
	Paragraph	Bullets & numbering, Multilevel List, Alignment, Shading, Border, Sort, Line Spacing, Show/Hide, Increase Indent, Decrease Indent
	Styles	Heading 1, Heading 2
	Editing	Find, Replace, Goto, Select
Insert	Pages	Cover Page, Blank Page, Page Break
	Tables	Insert Table, Draw Table, Quick Tables, Excel Spreadsheet, Convert Text to Table
	Illustrations	Pictures, Shapes, Icons, 3D Models, Smart Art, Chart, Screenshot
	Media	Online Videos
	Links	Hyperlink, Bookmarks, Cross Reference
	Comments	Comments
	Header & Footer	Header, Footer, Page Numbers
	Text	Text Box, Drop Cap, Signature, Object, Date & Time, Word Art
	Symbol	Symbol, Equations

Design	Document Formatting	Themese, Colors, Fonts
	Page Background	Water mark, Page Color, Page Borders
Layout	Page Setup	Margins, Orientation, Size, Columns, Breaks, Line Numbers, Hyphenation
	Paragraph	Left/Right Indent, After Before Spacing
	Arrange	Position, Wrap text, Brink Forward Send Backward, Group, Arrange, Rotate
Review	Proofing	Spelling & Grammar Check, Thesaurus, Word Count
	Speech	Check Accessibility
	Language	Translate, Language
	Comments	
	Tracking	
View	Views	Read Mode, Print Layout, Web Layout, Outline, Draft,
	Immersive	Immersive Reader
	Page Movement	Vertical, Slide to slide
	Show	Ruler, Gridlines, Navigation Pane
	Zoom	
	Windows	New Windows, Split , Arrange All, Switch Windows
	Macros	macros
Refrences	Tables of content	
	Footnotes	
	Research	
Mailings	Create	
	Start Mail Merge	
	Preview Results	
	Finish	

MS Excel All Groups Command in One Frame		
Menu	Group	Command
Home	Clipboard	Cut, Copy, Paste, Format Painter
	Font	Font Style, Font Size, Regular, Bold,Italic, Underline, Strikethrough, Subscript, Superscript, Font Color, Increase Font, Decrease Font, Boder, Fill Color
	Paragraph	Alignment, Orientation, Increase & Decrease Ident, Merge & Center, Wrap Text
	Cells	Insert, Delete(Cell, Row, Column,Sheet)/ Format (Row Hieght, Column Width)
	Styles	Heading 1, Heading 2
	Editing	Autosum, Fill Clear, Sort & Filter, Find, Replace, Goto, Select
Insert	Tables	Pivot Table, Recommanded Pivot Tables, Table
	Illustrations	Pictures, Shapes, Icons, 3D Models, Smart Art, Screenshot
	Chart	Bar Chart, Line Chart, Pie Chart, Doughnut Chart, Hierarchy Chart, Static Chart, Scatter/Bubble Chart, Combo Chart, Waterfall, Funnel, Stock ,Surface, Radar Chart
	Sparklines	Line, Column, Win/Loss
	Filters	Slicer, Timeline
	Links	Hyperlink
	Text	Text Box, Heder & Footer, WordArt, Signature Line, Object
	Symbols	Equation Symbols

MS Excel All Groups Command in One Frame		
Menu	Group	Command
Layout	Theme	Themes, Colors, Fonts, Effects
	Page Setup	Margins, Orientation, Size, Print Area, Breaks, Background, Print titles
	Scale to fit	Width, Height, Scale
	Sheet Options	View/Print Gridlines, View/Print Headings
	Arrange	Bring Forward, Send Backward, Slection Pane, Align, Group Rotate
Formulas	Function Library	AutoSum, Financial, Logical, Text, Date & Time, Lookup & Reference, Math & Trig, Stastical, Engineering, Cube, Compatibility
Data		Get & Transform Data, Queries & Connections, Sort & Filter, Data Tools, Forecast, Outline
Review	Proofing	Spelling & Grammar Check, Thesaurus, Workbook Statistics
	Accessibility	Check Accessibility
	Insights	Smart Lookup
	Language	Translate
	Comments	New Comment, Delete, Previous, Next
	Protect	Protect Sheet, Workbook, Allow Edit Ranges, Unshare Workbook
View	Workbook Views	Normal, Page Break Preview, Page Layout, Custom Views
	Show	Ruler, Gridlines, Headings, Formula Bar
	Zoom	Zoom
	Window	New window, Arrange All, Freeze Panes, Split, Hide, Unhide,
	Macros	Macros