

Unit 3: Digital Documentation (Basic) — Notes

■ 1. Introduction to Digital Documentation

English:

Digital documentation means creating, editing, formatting, and saving documents using computer software like **MS Word**, **Google Docs**, etc.

Hindi:

डिजिटल डॉक्यूमेंटेशन का मतलब कंप्यूटर सॉफ्टवेयर जैसे **MS Word**, **Google Docs** की मदद से दस्तावेज़ बनाना, संपादित करना, फॉर्मेट करना और सहेजना है।

■ 2. Word Processing Software

Examples:

- MS Word
- Google Docs
- LibreOffice Writer
- WPS Office Writer

Hindi:

- एमएस वर्ड
- गूगल डॉक्स
- लाइब्रेऑफिस राइटर
- डब्ल्यूपीएस ऑफिस राइटर

■ 3. Parts of MS Word Window

- **Title Bar** – Shows document name
- **Menu Bar** – File, Home, Insert, Layout etc.
- **Ribbon** – Contains tools & commands
- **Status Bar** – Page number, word count
- **Workspace** – Area where you type
- **Scroll Bar** – Move up/down the page

■ 4. Creating a Document

Steps:

1. Open MS Word
2. Click **Blank Document**
3. Start typing
4. Save the file using **Ctrl + S**

Hindi:

1. एमएस वर्ड खोलें
2. ब्लैंक डॉक्यूमेंट चुनें
3. टाइप करना शुरू करें
4. **Ctrl + S** से सेव करें

■ 5. Editing a Document

Common Editing Tools:

- Cut (Ctrl + X)
- Copy (Ctrl + C)
- Paste (Ctrl + V)
- Undo (Ctrl + Z)
- Redo (Ctrl + Y)
- Find (Ctrl + F)
- Replace (Ctrl + H)

■ 6. Formatting a Document

Text Formatting:

- Bold (Ctrl + B)
- Italic (Ctrl + I)
- Underline (Ctrl + U)
- Font style
- Font size
- Text color

Paragraph Formatting:

- Alignment (Left, Right, Center, Justify)
- Line spacing
- Bullets & Numbering
- Indentation

Hindi:

- बोल्ट, इटैलिक, अंडरलाइन
- फ्रॉन्ट स्टाइल और साइज
- पैराग्राफ अलाइनमेंट
- लाइन स्पेसिंग
- बुलेट और नंबरिंग

7. Page Formatting

- Page size
- Page margins
- Page orientation (Portrait/Landscape)
- Header & Footer
- Page numbers

8. Working with Tables

Insert Table:

Insert → Table → Select rows & columns

Table Operations:

- Add row
- Add column
- Merge cells
- Split cells
- Border & shading

9. Insert Options

- Pictures
- Shapes

- Text box
- WordArt
- Symbols
- Hyperlink

■ 10. Saving & Printing Documents

Saving:

- Save (Ctrl + S)
- Save As (New name/location)

Printing steps:

- Ctrl + P
- Select printer
- Choose pages
- Print

■ 11. Glossary (Key Terms)

Term	English Meaning	Hindi Meaning
Word Processor	Software to create documents	दस्तावेज़ बनाने का सॉफ्टवेयर
Formatting	Changing appearance of text	टेक्स्ट का रूप बदलना
Alignment	Position of text	टेक्स्ट की स्थिति
Table	Rows & columns structure	पंक्तियों और स्तंभों की संरचना

■ 12. Short Questions

Q1. What is digital documentation?

Creating and editing documents using computer software.

Q2. Name any two word processing software.

MS Word, Google Docs.

Q3. What is formatting?

Changing the appearance of text or paragraph.

Q4. What is alignment?

Position of text on the page.

■ 13. Long Questions

Q1. Explain the features of MS Word.

MS Word provides tools for creating, editing, formatting, inserting tables, images, saving, and printing documents.

Q2. Describe the steps to create and save a document.

Open MS Word → Blank Document → Type → Save using Ctrl + S.

■ 14. MCQs

1. **MS Word is a:**

- a) Spreadsheet software
- b) Word processor
- c) Database software

Answer: b) Word processor

2. **Ctrl + C is used to:**

- a) Copy
- b) Cut
- c) Paste

Answer: a) Copy

3. **Alignment option is found in:**

- a) Insert tab
- b) Home tab
- c) View tab

Answer: b) Home tab

4. **Ctrl + P is used for:**

- a) Print
- b) Paste
- c) Page setup

Answer: a) Print