



# SOFTWARE TIPS FOR OFFICE WORK

यूनिकोड



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# What you can expect ...

- Here are some tips which can ease your work in Office and also at home.
- In my opinion there is really no need to always upgrade to the latest versions of Office applications, because the features are more or less same. Across 2007 to 2013 versions of MS Office, many features have been added but for usual office work, 2007 version is good enough and does every possible thing in a neat way. Thus 2007 version has been explained and it applies to the later versions also.
- Use of PDF is increasing and is now a standard in documents, some handy tips on PDF usage have been shown.
- Cloud storage, mobile applications, internet based applications, come in handy.
- PowerPoint presentation consumes most of the office time and thus some very neat tips like **creating PPT from Word outline**, have been shown. For a document containing 10 pages, it would have meant at least fifty copy and paste actions, and also writing the title slide, bulleting the lists etc. etc. This tip can drastically reduce number of actions and as well as a phenomenal amount of irritation.
- To comply with law of the land, writing in Hindi is imperative, thus some very useful Hindi applications have been discussed.

***Every page/tip has a corresponding hyperlink for honing the skill.***

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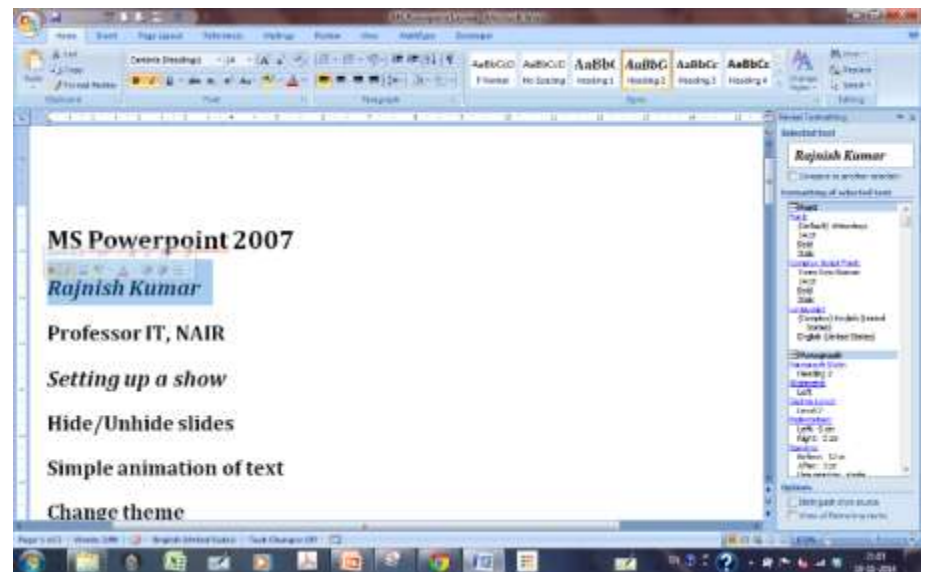
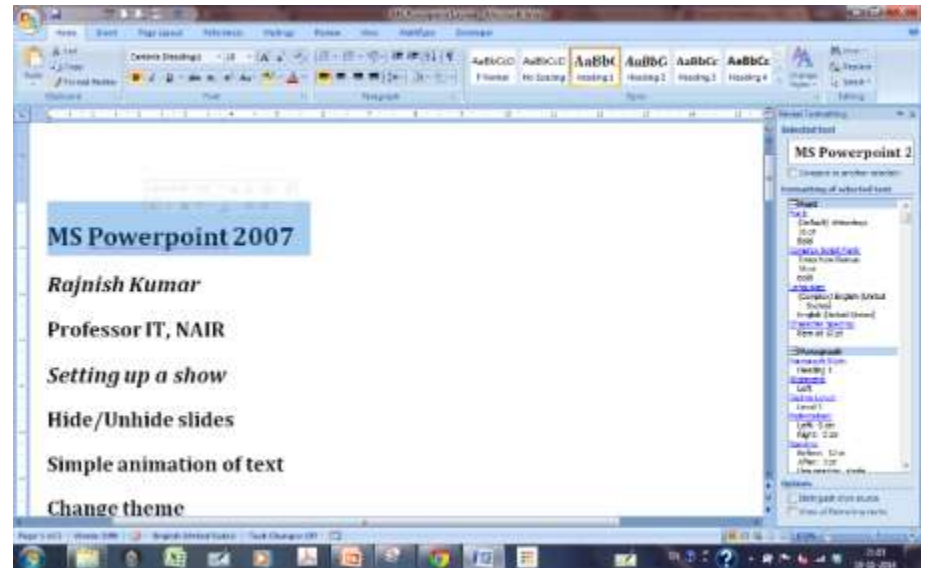
**Cloudprint – Print from mobile directly**  
[Remote printing](#)

# Convert Word file to PPT

OPEN New Word File.

For each slide, the line to be the slide title use the Heading 1 style, and the remaining lines of text for each slide the Heading 2 style.

(PowerPoint 2007 can only convert text formatted with a heading style, but you can use any of Word's built-in heading styles.)



# Convert Word file to PPT ....2

To convert this text into PowerPoint slides, follow these steps:

Open PowerPoint 2007.

On the Home Ribbon, in the Slides group, click the arrow below New Slide.

Click Slides From Outline, then navigate to the Word document containing your slides.

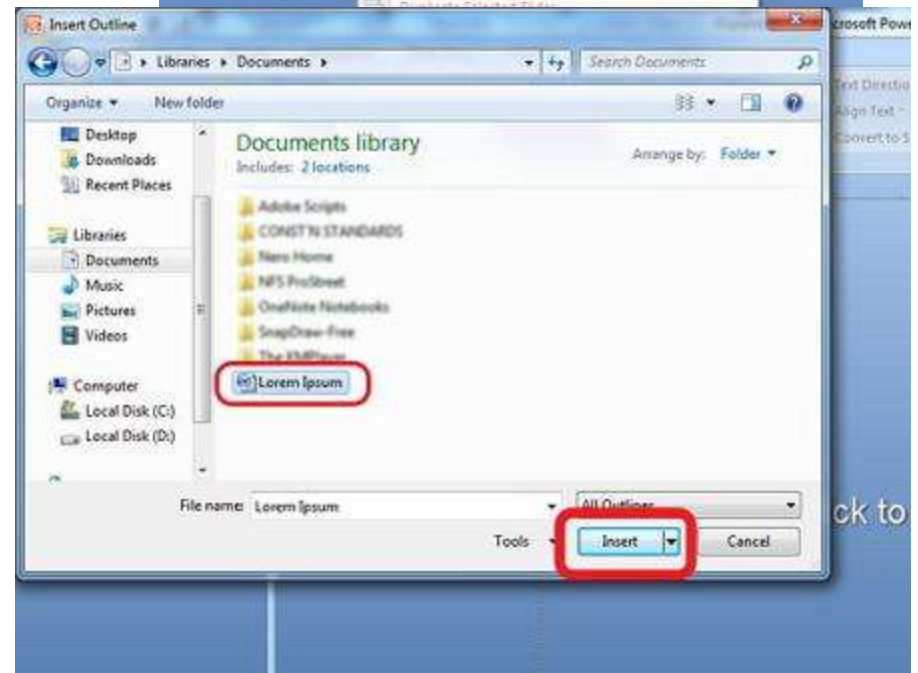
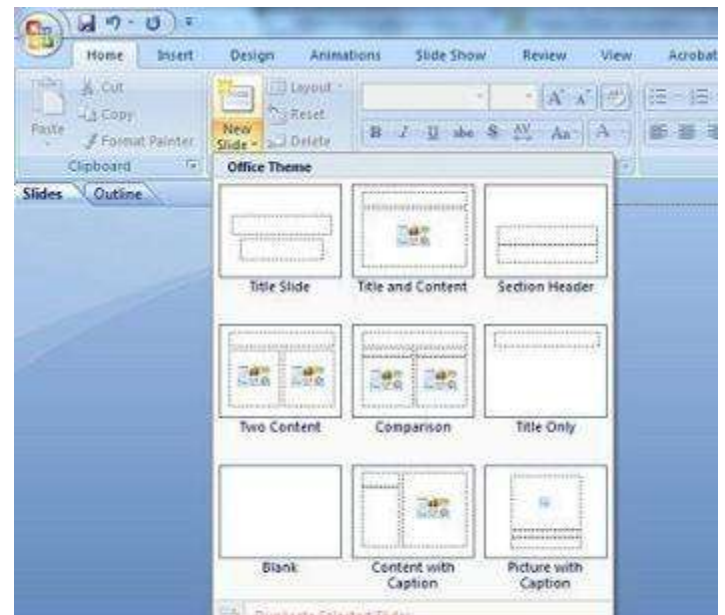
Click Insert.

Click the Design tab.

Click the theme of your choice.

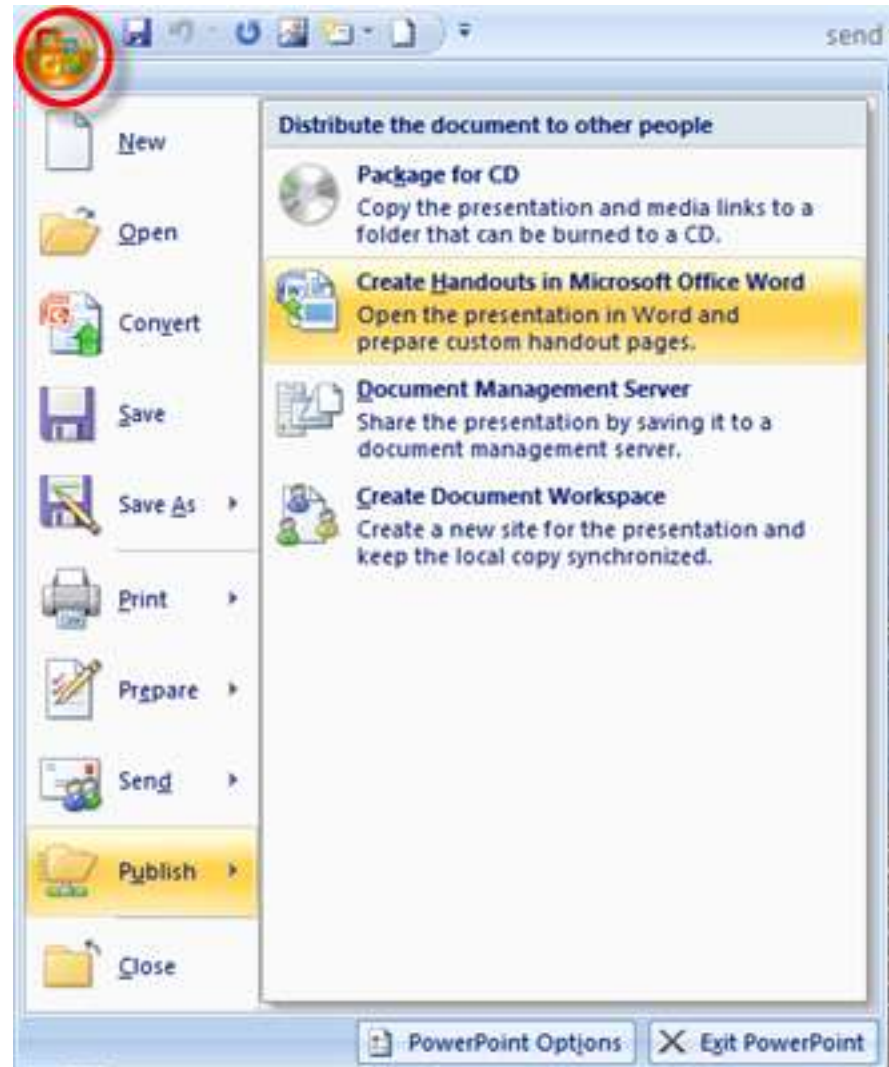
Add a title to your title slide and save the file.

<http://www.techrepublic.com/blog/microsoft-office/convert-your-word-documents-into-powerpoint-2007-presentations/>



# Convert PPT file to Word

- Go to Publish
- Create handouts in Word



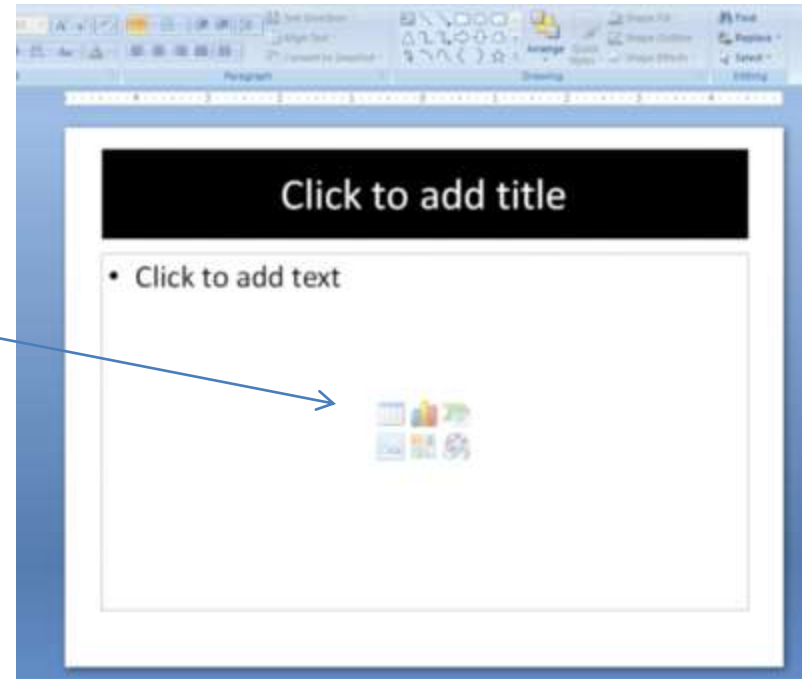


# Inserting chart table etc.

## Insert Tab

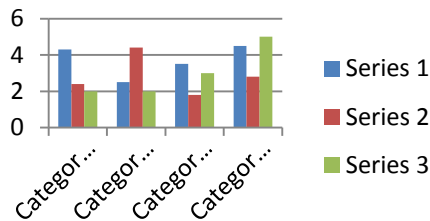


If you open a new slide, all options are also available on the blank portion.

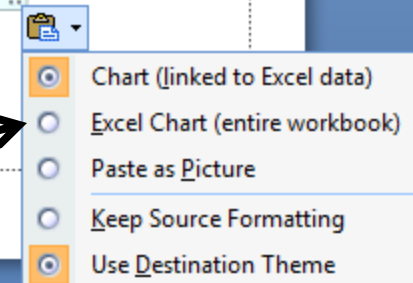
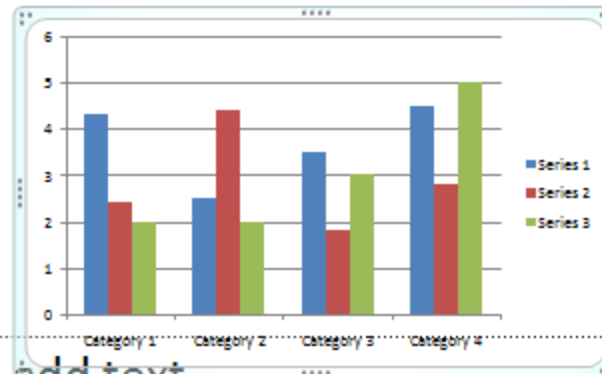


# Embedding a chart from other files

Often, in PPT the data file is missing when the PPT is sent by mail or through pendrive. This is because the excel sheet is not embedded in PPT, please see the options carefully on the clipboard icon on bottom right of chart after insertion, click on it



• Click to add text

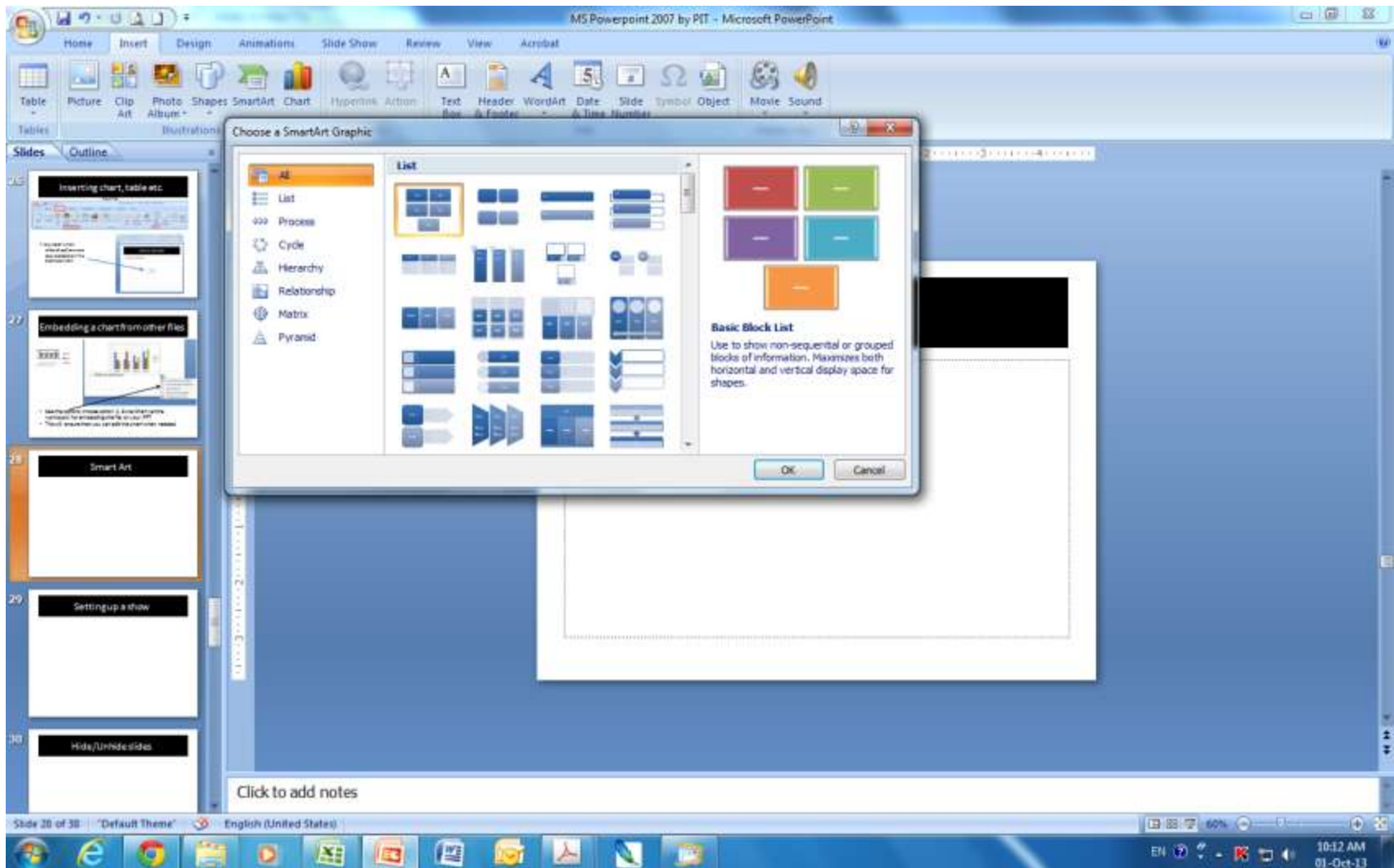


- See the options choose option 2, Excel Chart (entire workbook) for embedding the file on your PPT.
- This will ensure that you can edit the chart when needed.



# Smart Art

Smart Art is a real smart tool for creating hierarchy charts, process, cycle, matrix etc.

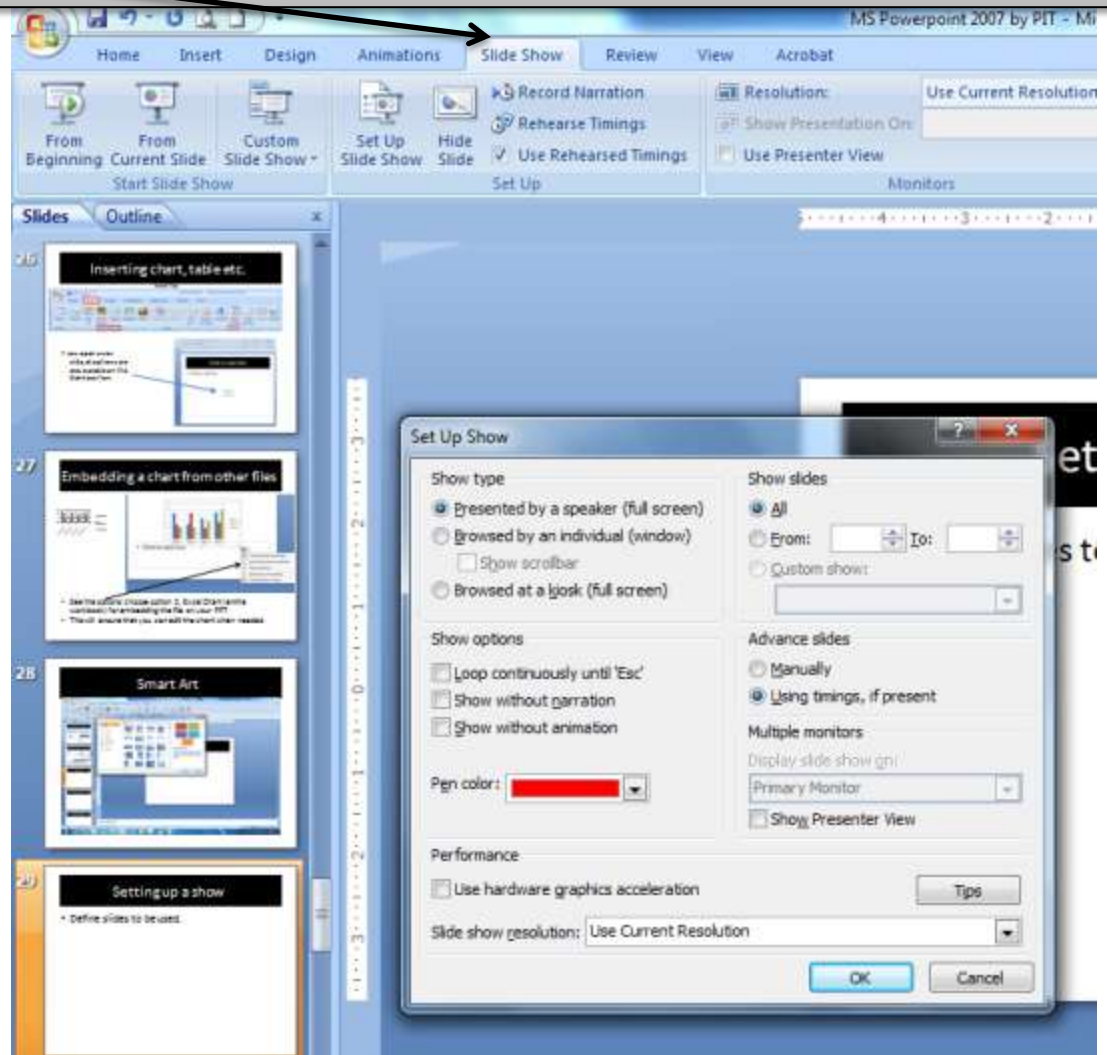


# Setting up a show

For the final show, you may not be allowed time to go through slides, you can easily limit the show by the following option.

For all animation in slide to be hidden just select “show without animation” from SET UP SHOW option in Slide Show tab.

- Define slides to be used.
- No animation
- Advance slides manually etc.



# Setting up a show....2 - Slide Sorter

For the final show, you may need specific slides to be hidden, an easy way is to use SLIDE SORTER

Right click a slide  
Click on hide option  
To unhide click again

Slide Sorter | Default Theme | English (United States)

Click here for sorting sliding, moving them, hiding etc., [check this link](#)

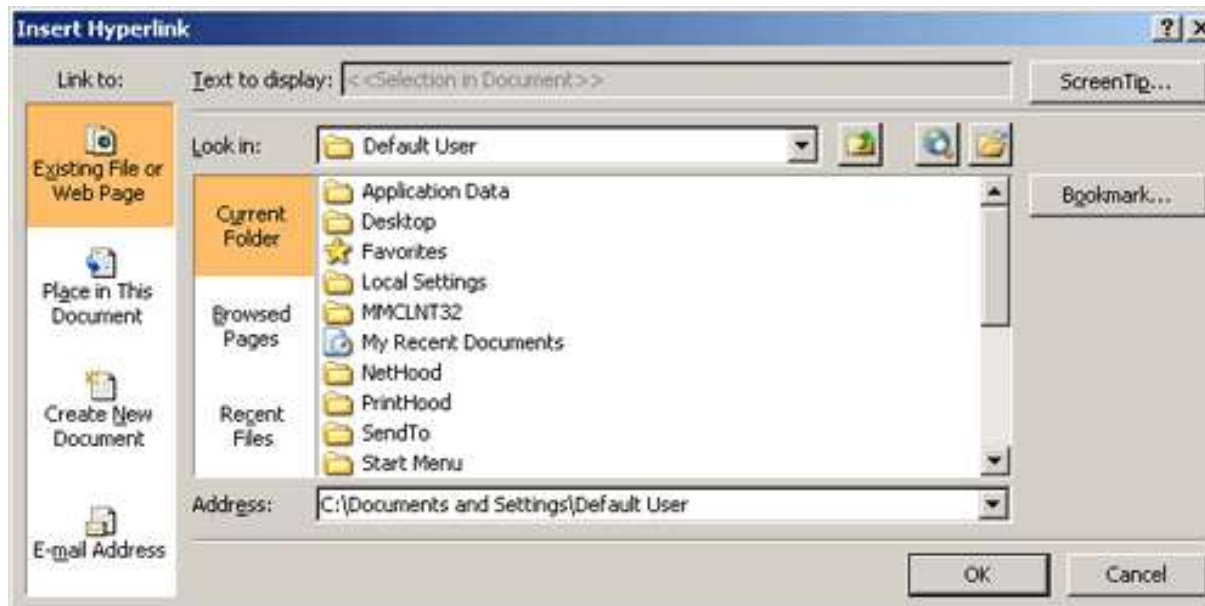
# Hyperlinks

Ease your presentation by incorporating hyperlinks

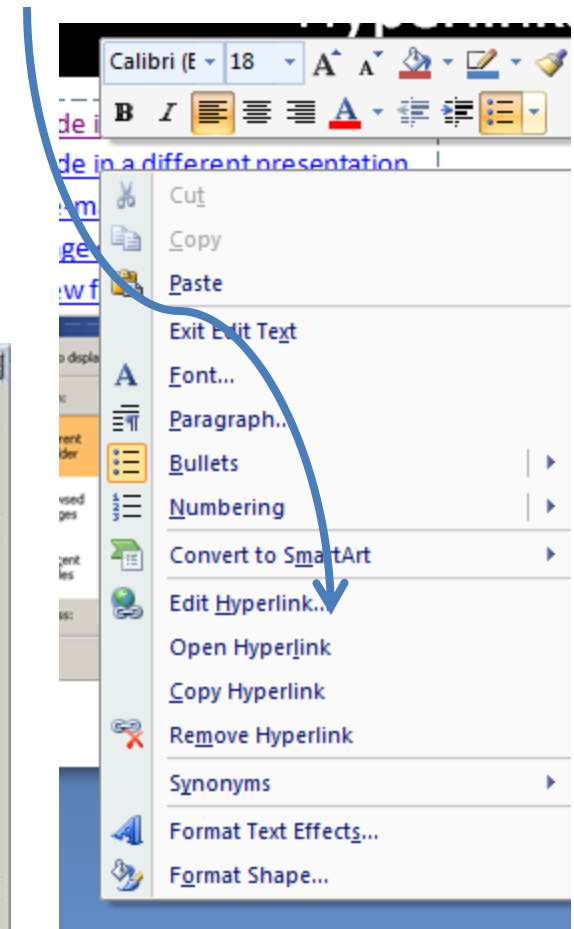
- [To a slide in the same presentation](#)
- [To a slide in a different presentation](#)
- [To an e-mail address](#)
- [To a page or file on the Web](#)
- [To a new file](#)

From online Microsoft help

***Tip: Do not use Commas in Title for hyperlink within the PPT***



Right click on selected text



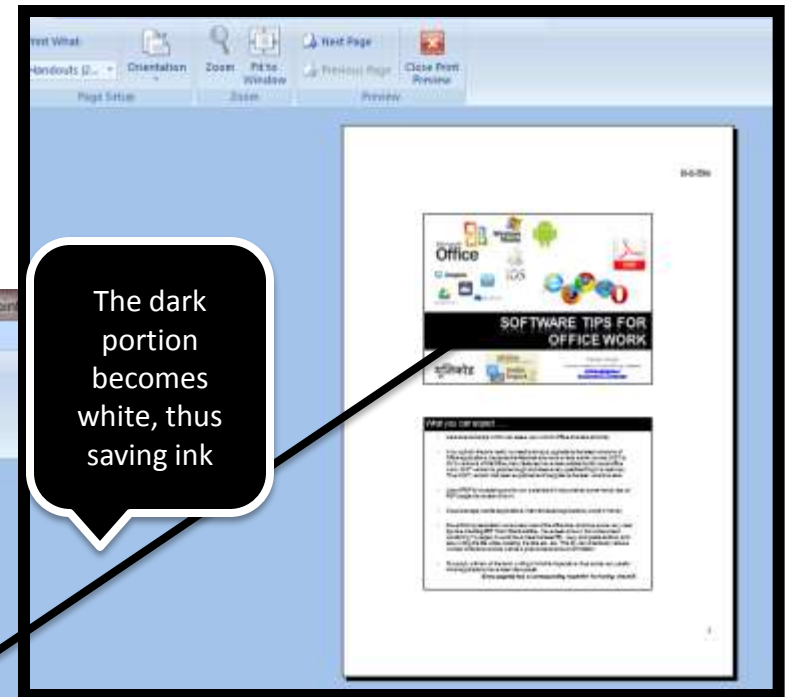
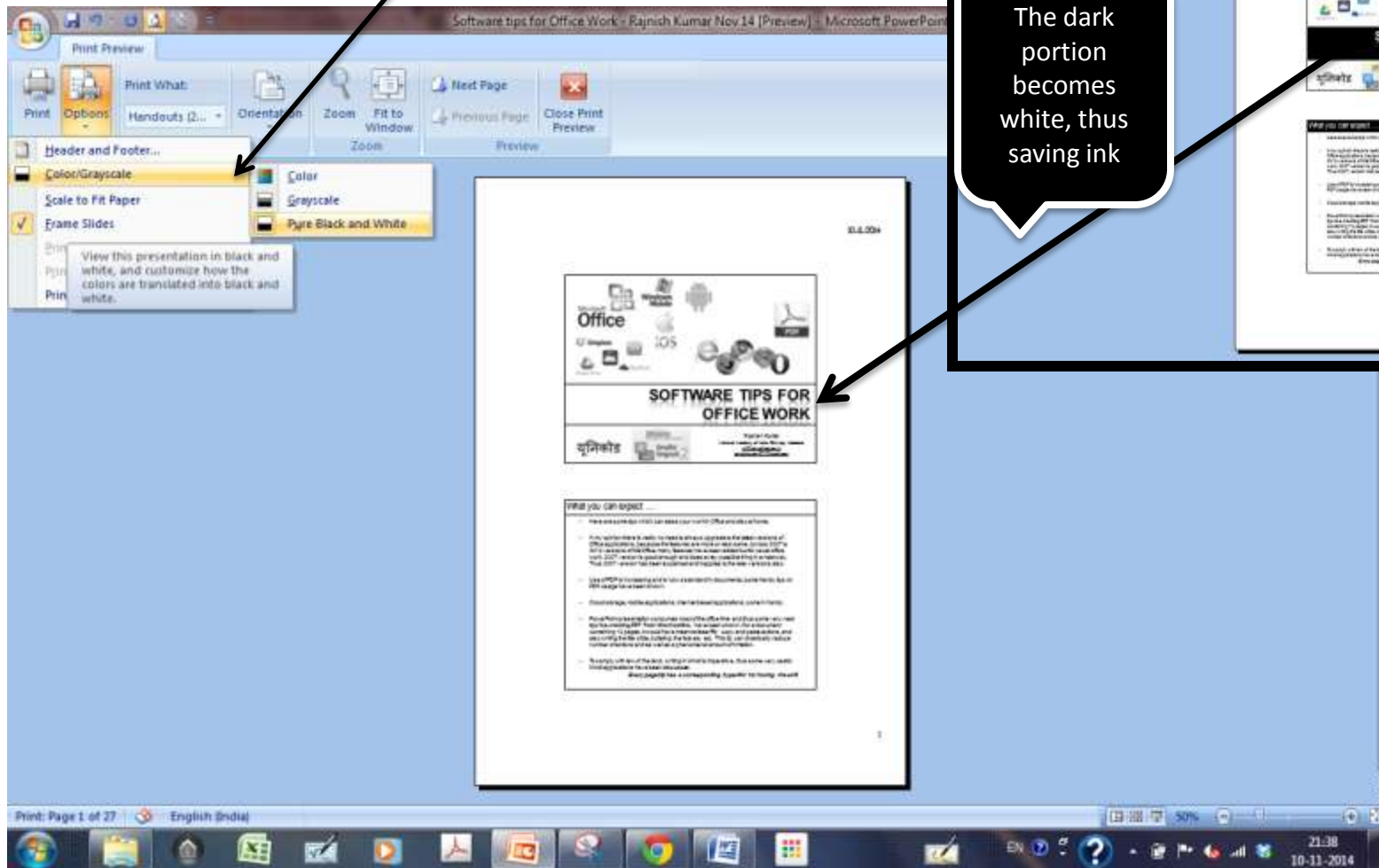


# How to Print slides – efficiently with least amount of ink

Go to Home Tab

Print Preview

On Options tab, click Color Grayscale



# Managing the live presentation – note taking and navigation

Right click anywhere on the live presentation

Creating professional documents with TABLE of Contents

MathType

AaBbCcL AaBbCcL Chapter

1 Caption Emphasis 1 Heading 1

Chapter 1- Enter Your Chapter Title Here

Makes use of feature in Word called “styles.” A characteristics. For example, the heading used for each chapter heading.

Using styles, particularly in a long document, ha Table of Contents is created automatically

**First-level Subhead (Heading 2 style)**

All first-level subheads in the template use Hea level within Heading 2, use Heading 3 as s

**Second-level Subhead (Heading 3 style)**

All second-level subheads in the template use l level within Heading 3, use Heading 4 as s

**Third-level Subhead (Heading 4 style)**

If you need a third-level subhead in your docum

- 1 Software tips for Office work
- 2 What you can expect ...
- 3 Contents
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2

Change Styles

Next

Previous

Last Viewed

Go to Slide

Custom Show

Screen

Pointer Options

Help

Pause

End Sh

Go to slide will easily take you the required location and come back using last viewed

Pointer option gives you a pen to note and it can be saved to the PPT



# Save as PDF in WORD itself

For this you'll have to download the add-on from

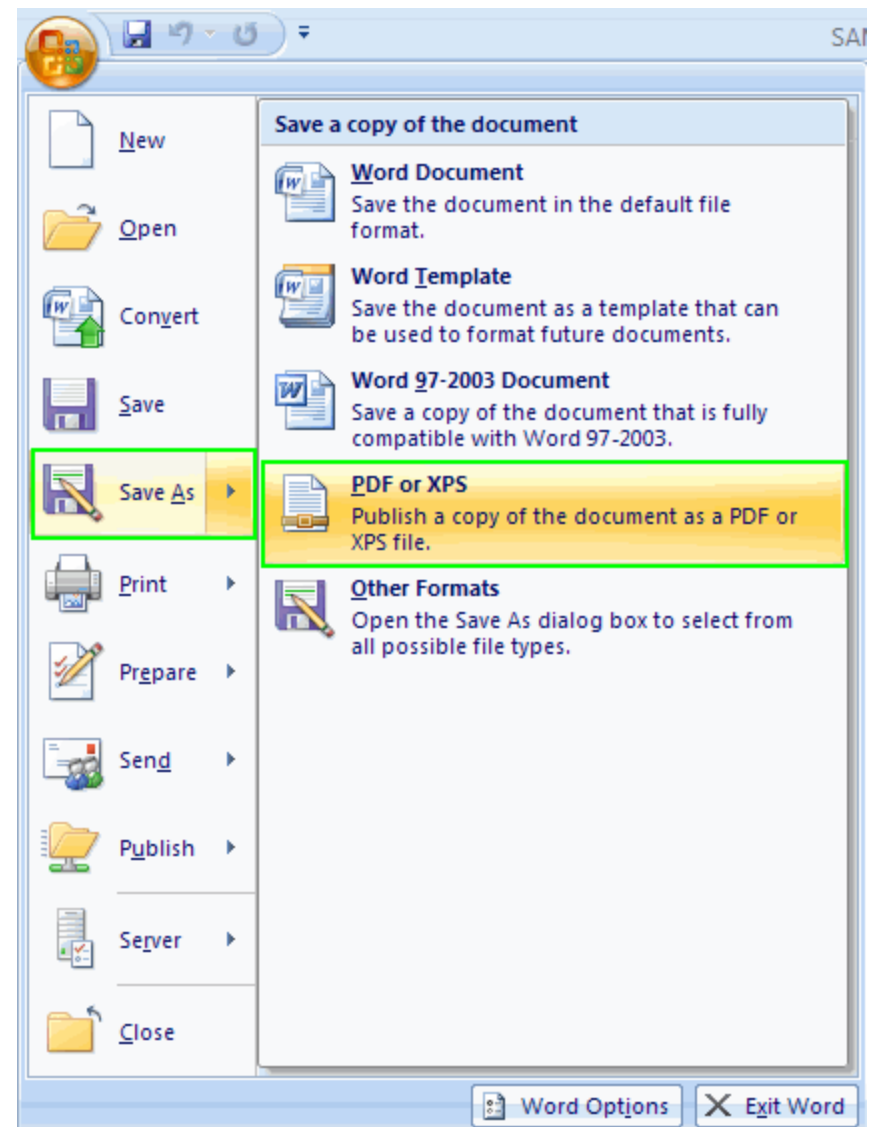
<http://www.microsoft.com/en-in/download/details.aspx?id=7>

## To install this download:

Download the file by clicking the **Download** button (above) and saving the file to your hard disk.

Double-click the **SaveAsPDFandXPS.exe** program file on your hard disk to start the Setup program.

Follow the instructions on the screen to complete the installation.



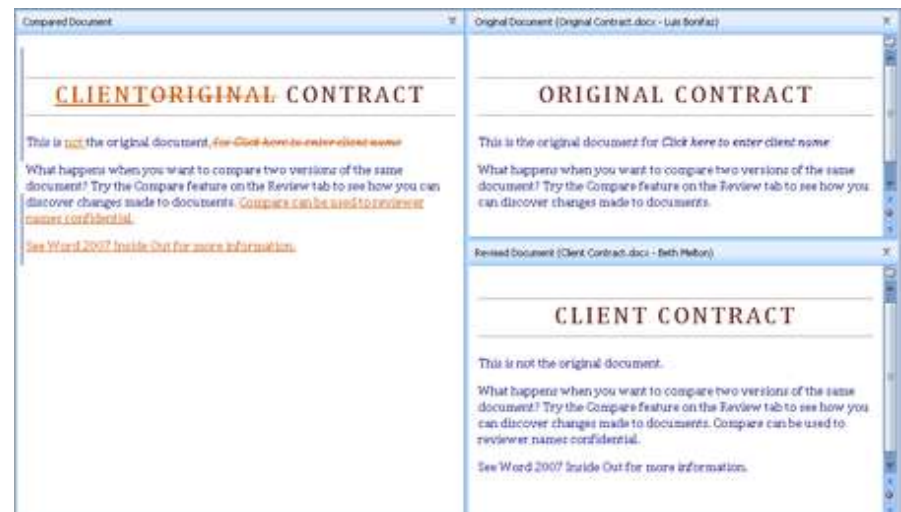
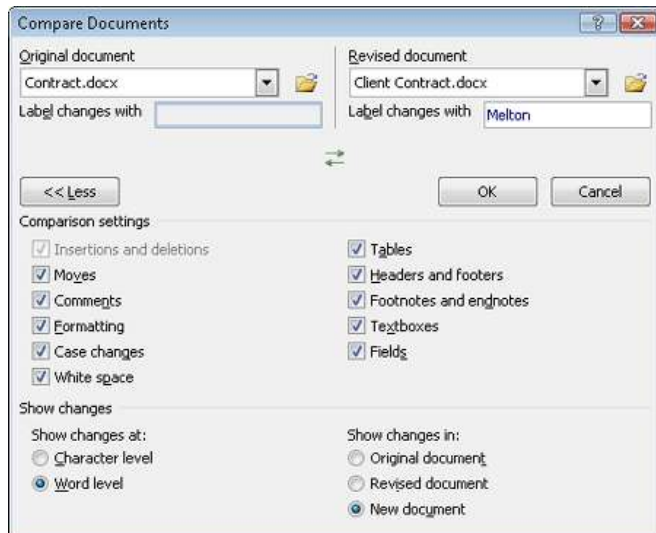
# Compare and combine documents



You can compare two documents and have a three pane view of the documents.

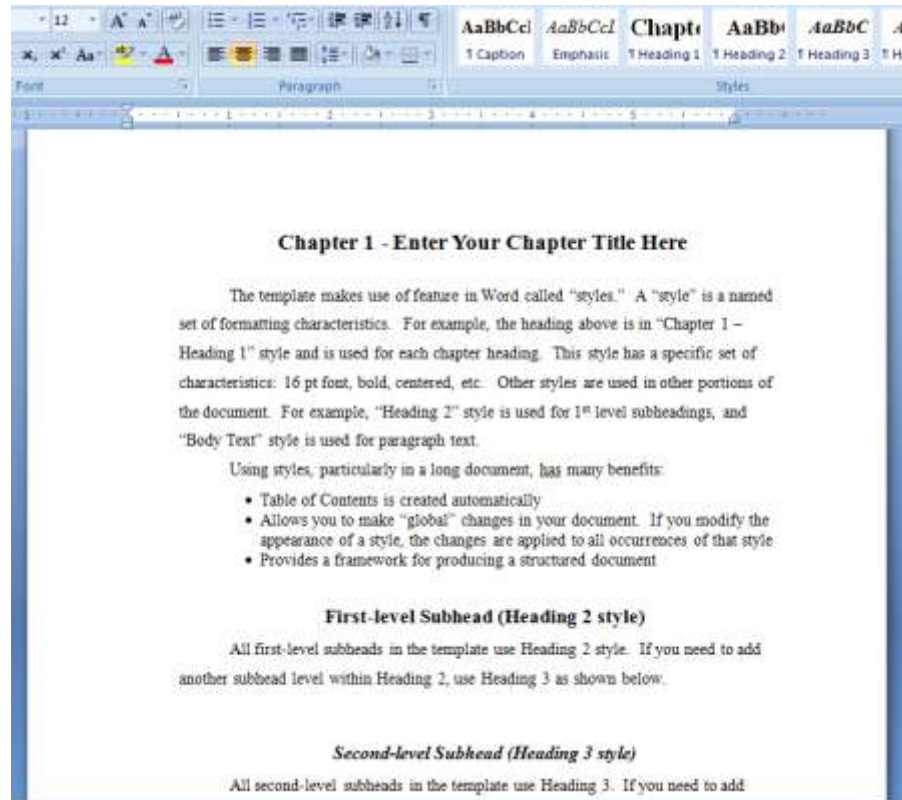
It comes very handy when two or more people have worked on same document.

On REVIEW TAB, click **Compare**



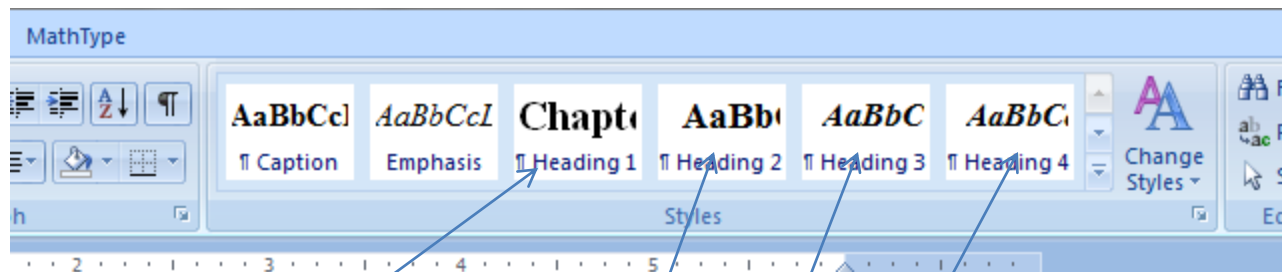
# Creating professional documents with TABLE of Contents Figures etc.

For any professional document it is very important to have a table of contents, figures, tables etc. Word has a very convenient method for creating this automatically. This link is useful, <http://support.microsoft.com/kb/285059>



The screenshot shows the Microsoft Word interface with a document template. The title bar indicates the document is named "Table of Contents". The ribbon shows the "Page Layout" tab selected. The document content is a Table of Contents listing various sections and their page numbers.

Acknowledgements	iv
Preface	v
Chapter 1 - Enter Your Chapter Title Here	1
First-level Subhead (Heading 2 style)	1
Second-level Subhead (Heading 3 style)	1
Third-level Subhead (Heading 4 style)	1
Chapter 2 - Enter Your Chapter Title Here	2
Subhead (Heading 2 style)	2
Chapter 3 - Enter Your Chapter Title Here	3
References Or Bibliography	4



## **Chapter 1- Enter Your Chapter Title Here**

Makes use of feature in Word called “styles.” A “style” is a named set of formatting characteristics. For example, the heading above is in “Chapter 1 – Heading 1” style and is used for each chapter heading.

Using styles, particularly in a long document, has many benefits:

Table of Contents is created automatically

### **First-level Subhead (Heading 2 style)**

All first-level subheads in the template use Heading 2 style. If you need to add another subhead level within Heading 2, use Heading 3 as shown below.

### **Second-level Subhead (Heading 3 style)**

All second-level subheads in the template use Heading 3. If you need to add another subhead level within Heading 3, use Heading 4 as shown below.

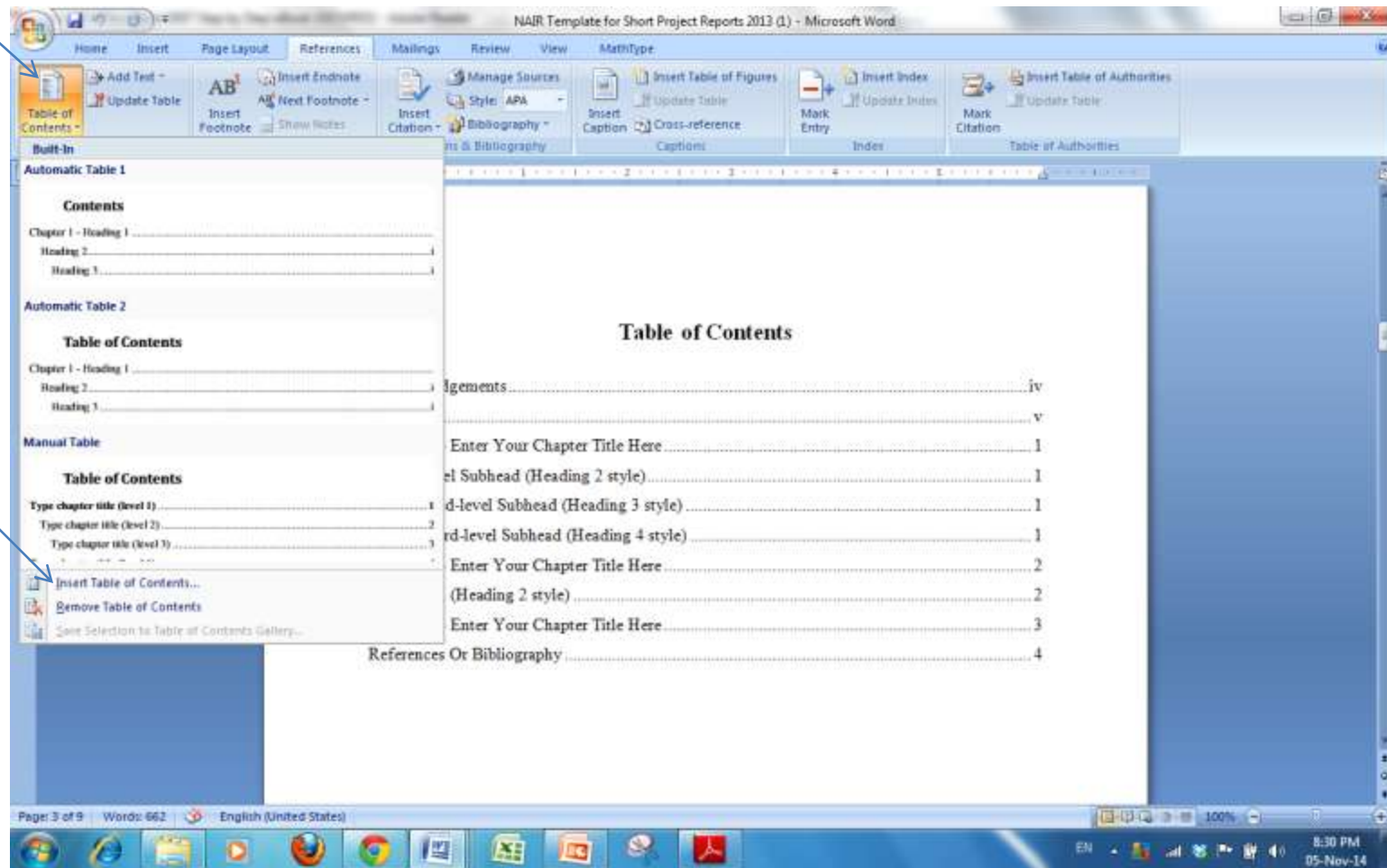
### **Third-level Subhead (Heading 4 style)**

If you need a third-level subhead in your document, use Heading 4.

## Creating professional documents with TABLE of Contents Figures etc.....3

Click here in REFERENCES TAB for creating a table of contents automatically from STYLES

You can modify the numbering style etc. by using the insert option here



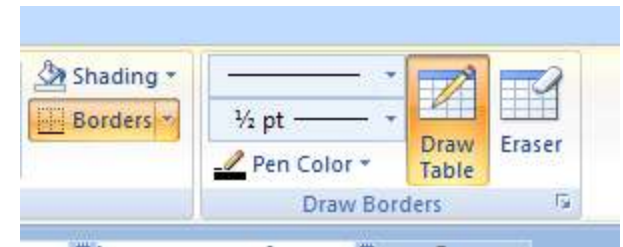
Read here for more tips on table of figures, tables and equations.

<http://office.microsoft.com/en-in/word-help/create-a-table-of-figures-HA102237177.aspx>

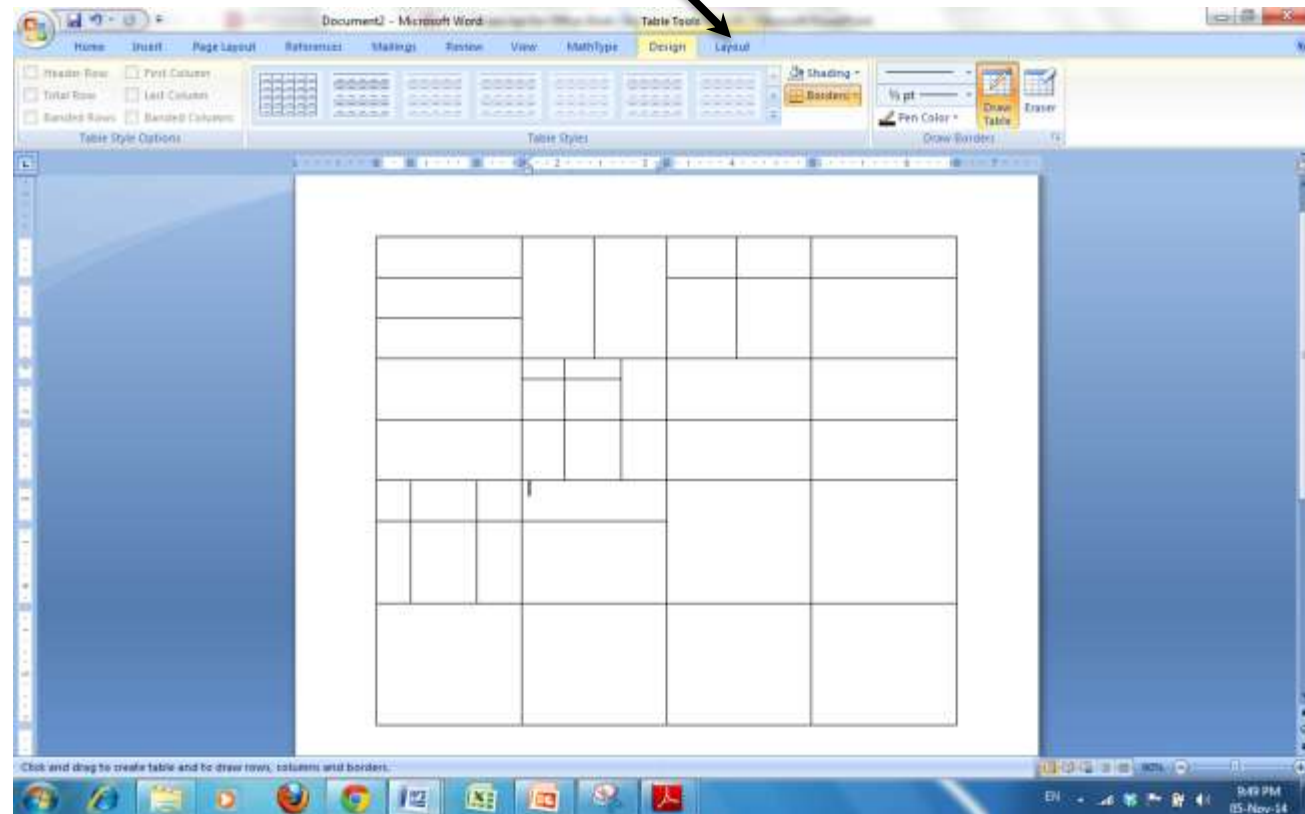


# Making COMPLEX TABLES

Using the Draw and Eraser commands a complex table as shown below can be easily made.  
Just move the pencil from start point to end point and a line is created dividing the cell.

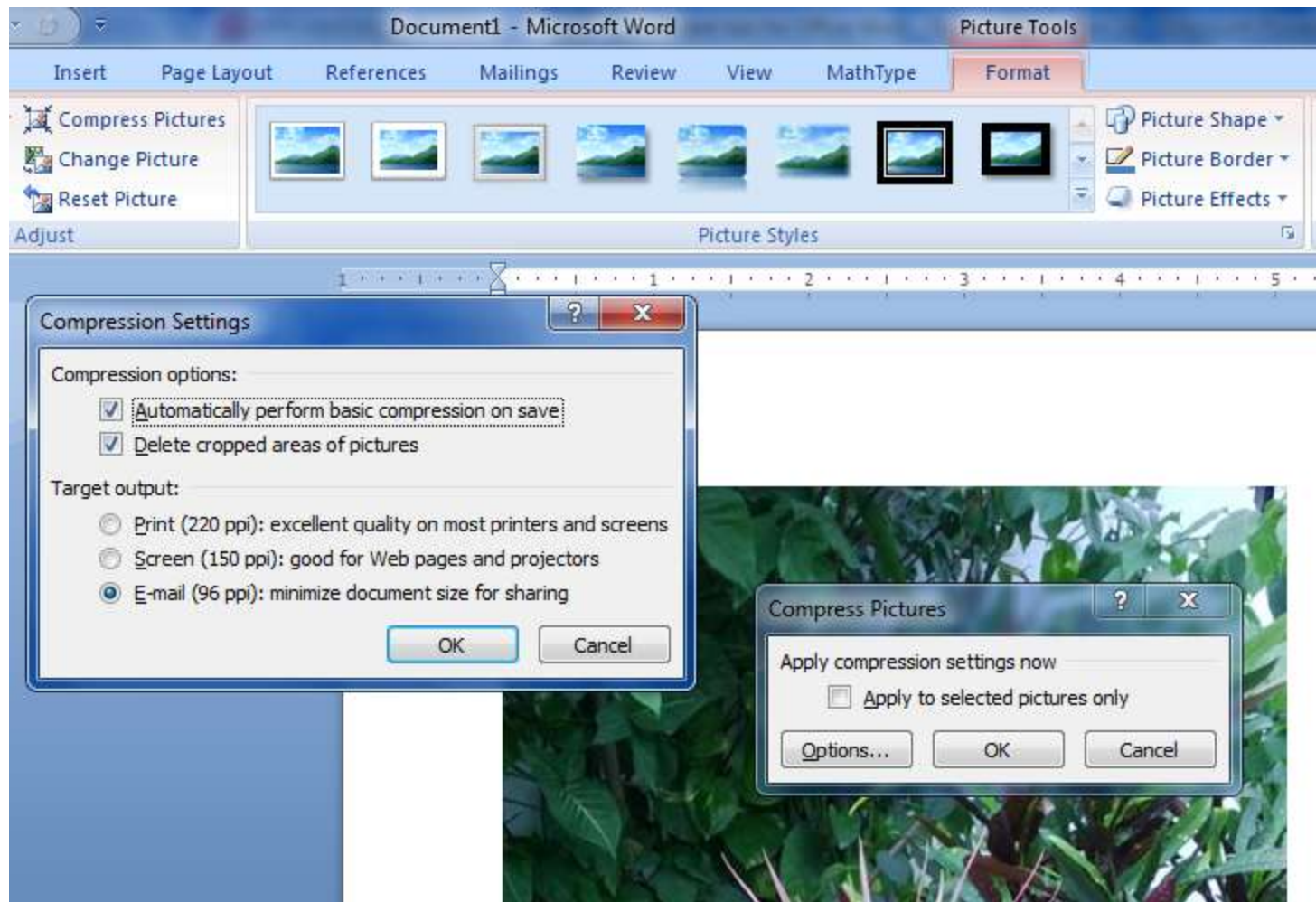


The columns or rows can be aligned with equal spacing also, using layout tab in Table tools

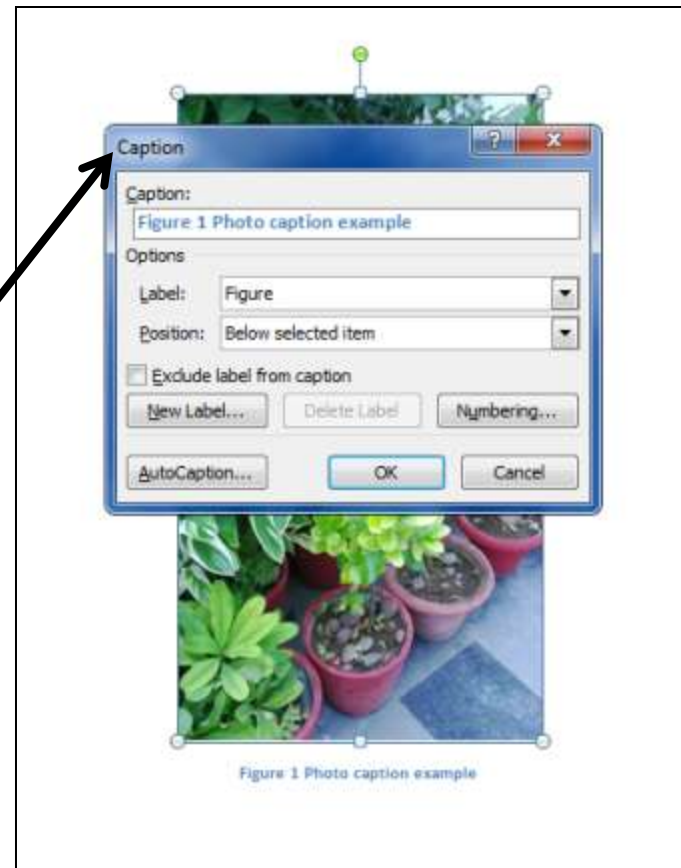
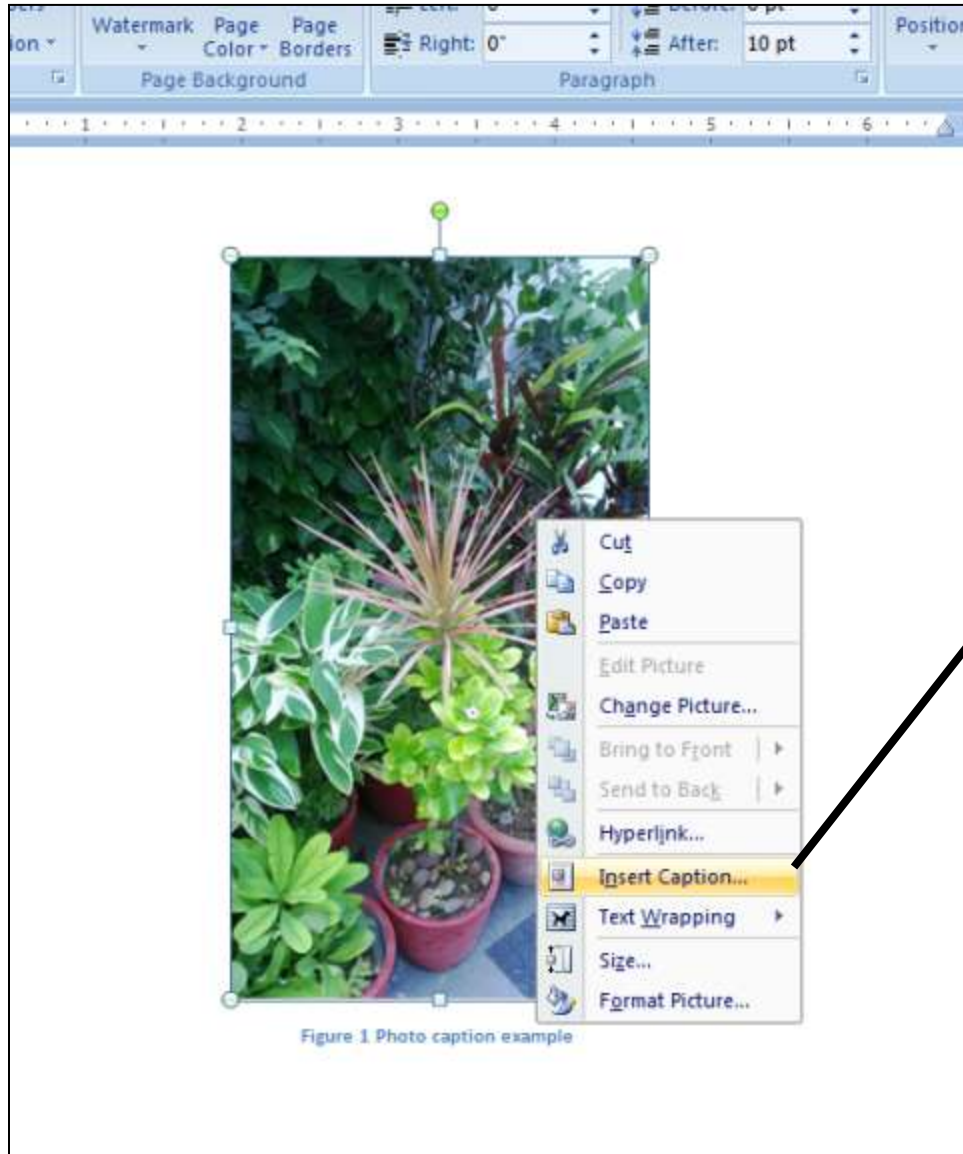




# Optimize picture size for documents



# Insert captions for pictures



# Pivot table - Use and Advantage

This unstructured data of two students needs to be presented so that it can be comprehended

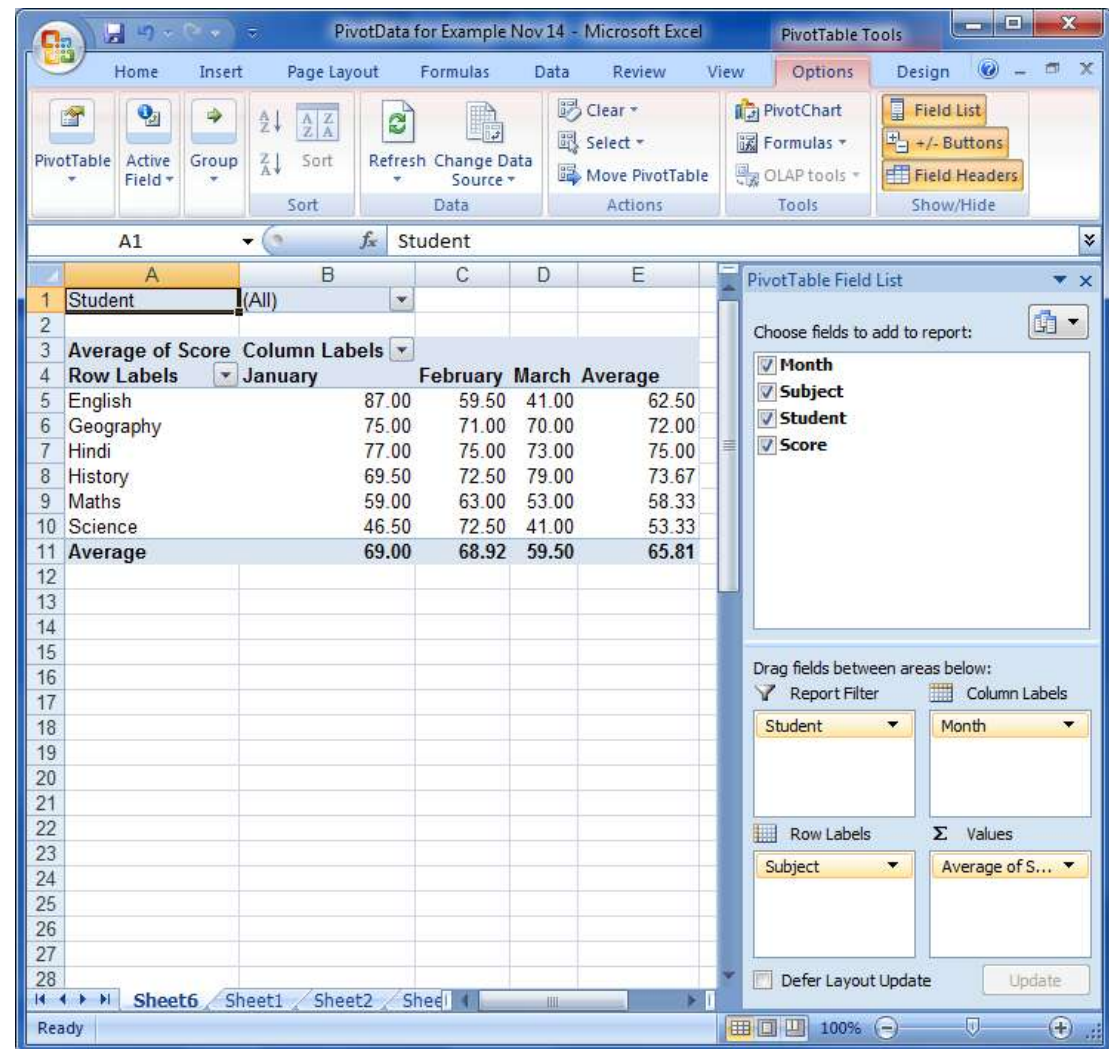
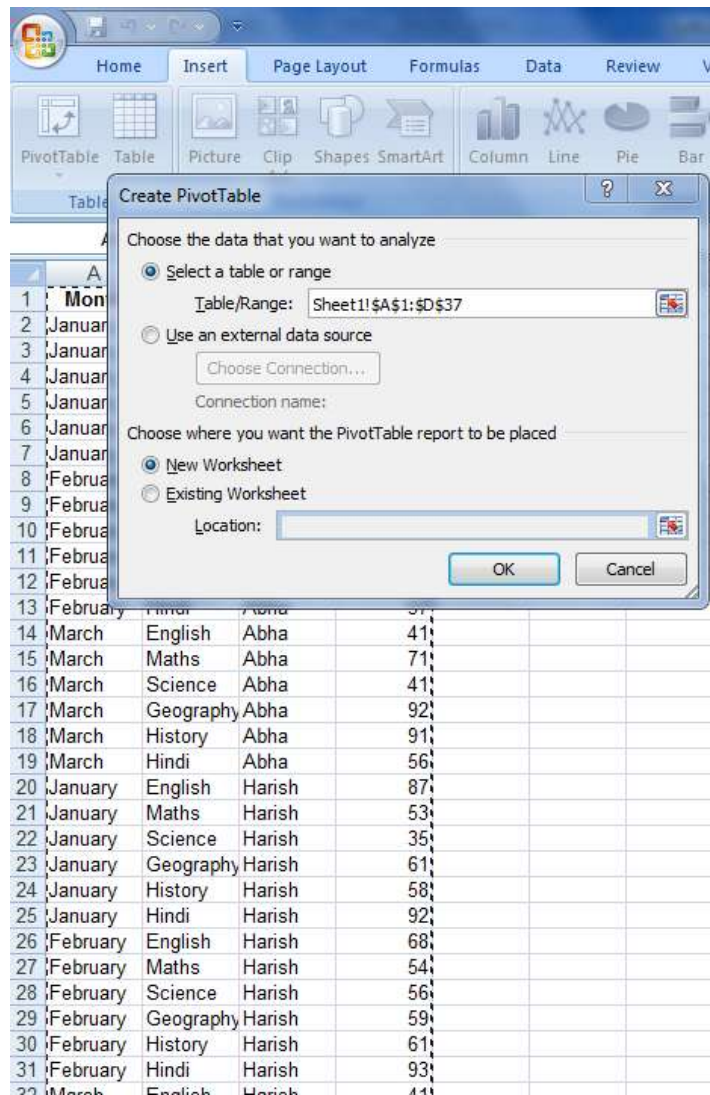
This is how it should look, for this PIVOT TABLE function is used

The screenshot shows a Microsoft Excel window with a PivotTable summarizing student scores. The PivotTable is structured with 'Student' as the Row Labels and 'Month' as the Column Labels. The data is organized into two sections, one for 'Harish' and one for 'Abha'. Each section includes a table with columns for 'January', 'February', 'March', and 'Average'. The PivotTable is located in the range H4:V1000. The data is as follows:

Student	January	February	March	Average
Harish	87	68	41	65.33
Harish	61	59	48	56.00
Harish	92	93	90	91.67
Harish	58	61	67	62.00
Harish	53	54	35	47.33
Harish	35	56	41	44.00
Harish	64.33	65.17	53.67	61.06
Abha	87	51	41	59.67
Abha	89	83	92	88.00
Abha	62	57	56	58.33
Abha	81	84	91	85.33
Abha	65	72	71	69.33
Abha	58	89	41	62.67
Abha	73.67	72.67	65.33	70.56



# Final steps



Read more: <http://office.microsoft.com/en-in/excel-help/pivottable-i-get-started-with-pivottable-reports-in-excel-2007-RZ010205886.aspx>

# Data sorting - filter and subtotals

In sorted data using filters there is a very nice way of getting subtotal group wise, for example in this sheet of student data, we can have subtotals student wise.

Month	Subject	Student	Score	Grade
February	English	Abha	51	C
January	English	Abha	87	A
March	English	Abha	41	C
February	Geography	Abha	83	A
January	Geography	Abha	89	A
March	Geography	Abha	92	A
February	Hindi	Abha	57	C
January	Hindi	Abha	62	B
March	Hindi	Abha	56	C
February	History	Abha	84	A
January	History	Abha	81	A
March	History	Abha	91	A
February	Maths	Abha	72	B
January	Maths	Abha	65	B
March	Maths	Abha	71	B
February	Science	Abha	89	A
January	Science	Abha	58	C
March	Science	Abha	41	C
February	English	Harish	68	B
January	English	Harish	87	A
March	English	Harish	41	C
February	Geography	Harish	59	C
January	Geography	Harish	61	B
March	Geography	Harish	48	C
February	Hindi	Harish	93	A
January	Hindi	Harish	92	A
March	Hindi	Harish	90	A
February	History	Harish	61	B
January	History	Harish	58	C
March	History	Harish	67	B
February	Maths	Harish	54	C

The screenshot shows the Microsoft Excel interface with a PivotTable and the Subtotal dialog box open. The PivotTable is set to show data by Month, with subtotals for each subject. The Subtotal dialog box is configured to add subtotals for the Score column, using the Average function, and to replace current subtotals.

**PivotTable Data:**

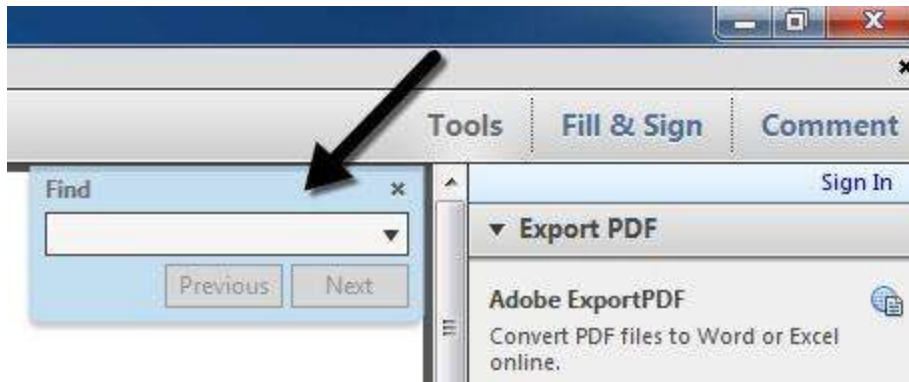
Month	Subject	Student	Score	Grade
February	English	Abha	51	C
January	English	Abha	87	A
March	English	Abha	41	C
English Average			59.66667	
February	Geography	Abha	83	A
January	Geography	Abha	89	A
March	Geography	Abha	92	A
Geography Average			88	
February	Hindi	Abha	57	C
January	Hindi	Abha	62	B
March	Hindi	Abha	56	C
Hindi Average			58.33333	
February	History	Abha	84	A
January	History	Abha	81	A
March	History	Abha	91	A
History Average			85.33333	
February	Maths	Abha	72	B
January	Maths	Abha	65	B
March	Maths	Abha	71	B
Maths Average			69.33333	
February	Science	Abha	89	A
January	Science	Abha	58	C
March	Science	Abha	41	C
Science Average			62.66667	
February	English	Harish	68	B
January	English	Harish	87	A
March	English	Harish	41	C

**Subtotal Dialog Box Configuration:**

- At each change in: Subject
- Use function: Average
- Add subtotal to: ☒ Score
- ☒ Replace current subtotals
- ☐ Page break between groups
- ☒ Summary below data

# Search text within multiple pdf files

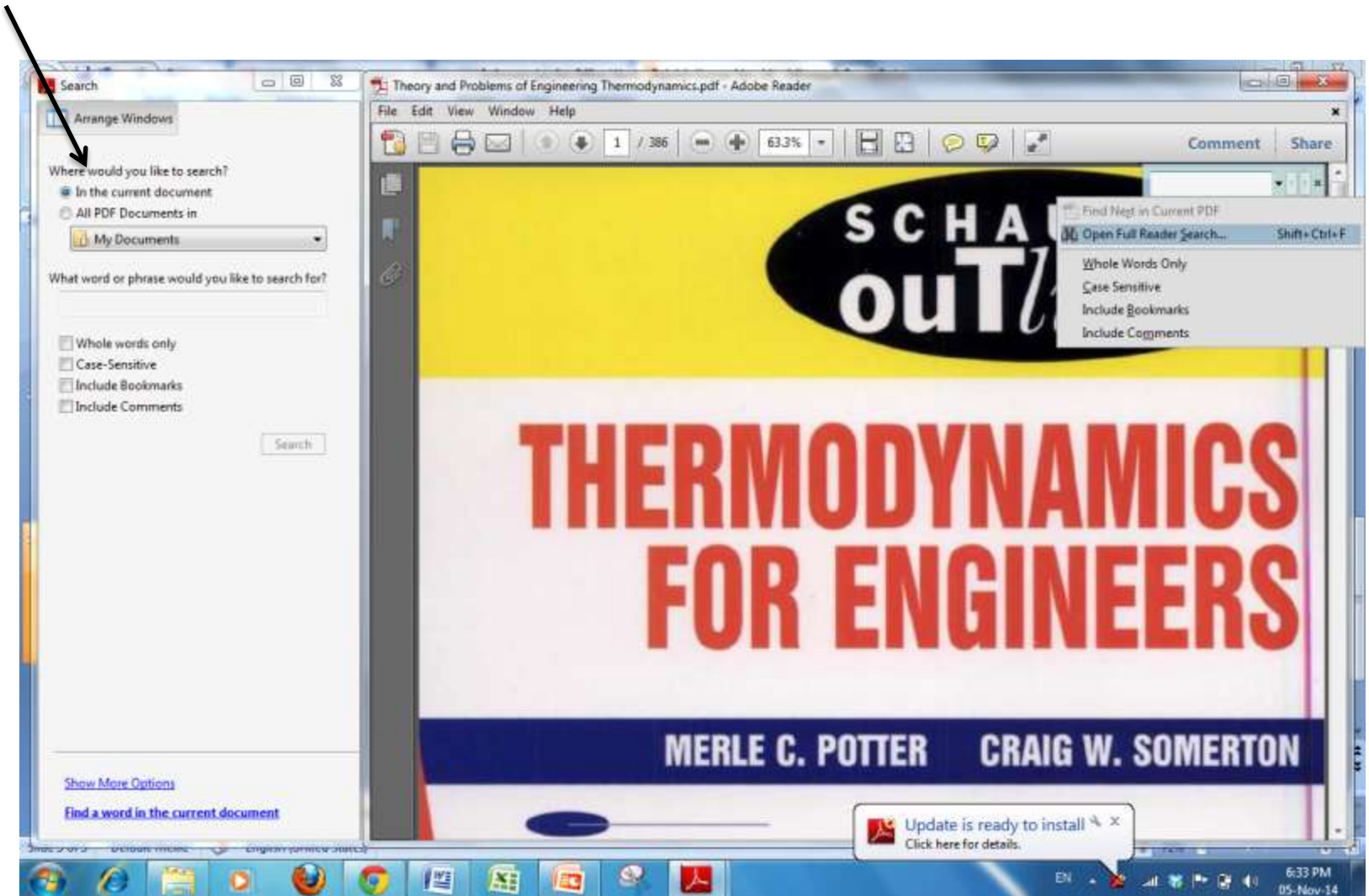
- Adobe Reader
- With the advanced search, you can search all PDF files in a directory and its sub-directories in a single go. By default, if you open Adobe Reader and press **CTRL + F**, you'll get the normal search box. It is located at the top right.
- To use the advanced PDF search option, you can choose **Advanced Search** from the **Edit** drop down menu or press **SHIFT + CTRL + F**.
- Go ahead and enter the phrase you are searching for in the search box. Next choose the **All PDF Documents In** option under **Where would you like to search** heading.





# Search text within multiple pdf files.... 2

The options here can be used for specific document or folders



# ifilter by Adobe for Windows search and indexing of pdf files

<http://www.adobe.com/support/downloads/detail.jsp?ftpID=5542>

Adobe® PDF IFilter is designed for technically savvy users or administrators who wish to index Adobe PDF documents with Microsoft indexing clients. This allows the user to easily search for text within Adobe PDF documents.

## **INSTALLATION INSTRUCTIONS**

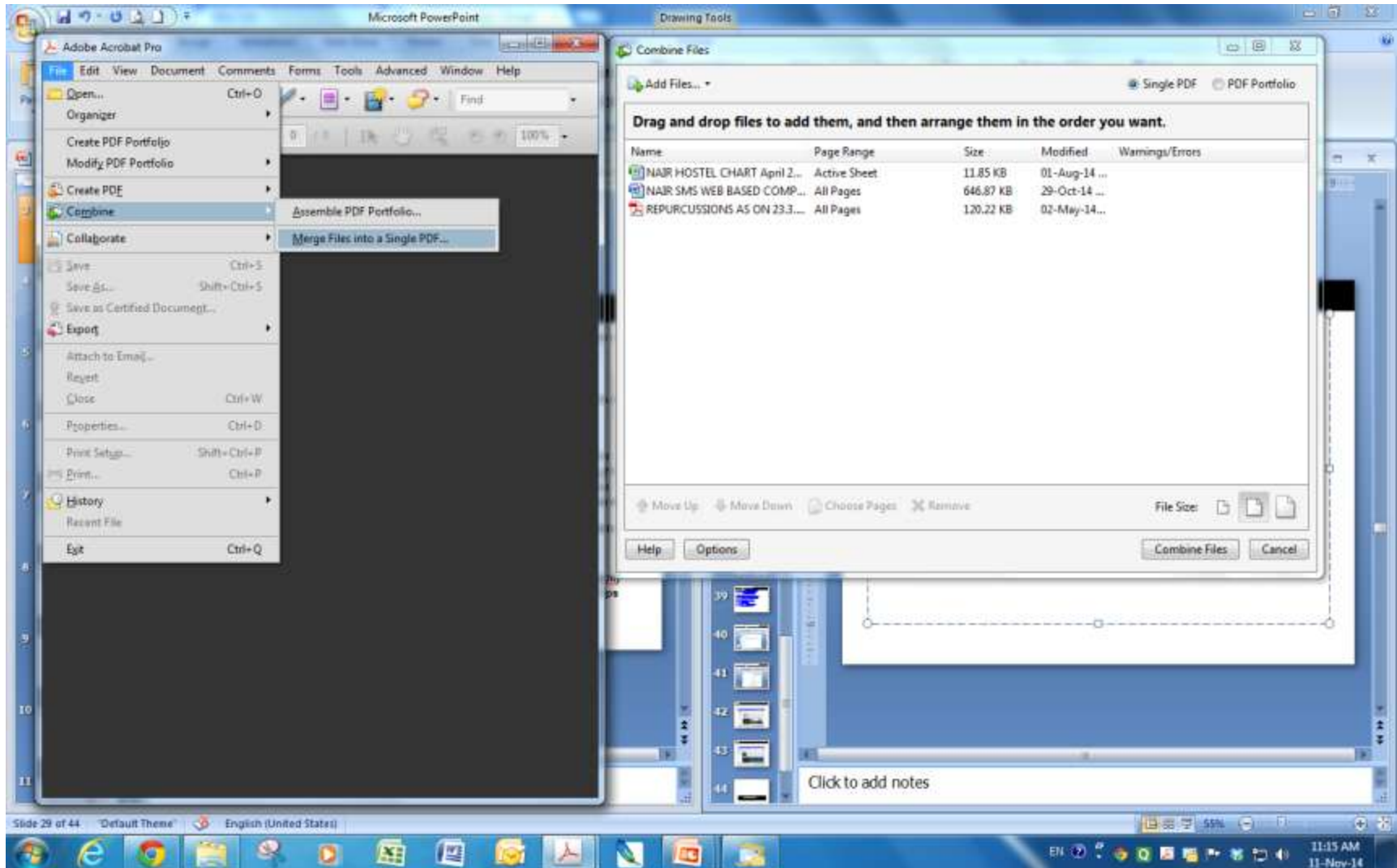
After downloading a ".msi" file in Windows, double-click on the ".msi" file to access the file's contents.

Need help with downloading? See the [Downloading Help documents](#).

1. Download the installer contents to your local drive.
2. Double click [PDFFilter64Setup].msi to launch the installer.
3. Follow the instructions in the installer wizard to complete the installation.

# PDF – Creating one file from multiple files

Adobe Acrobat has a feature of combining multiple files into one file, particularly useful when annexure are to be emailed as one file. Screenshot can be seen



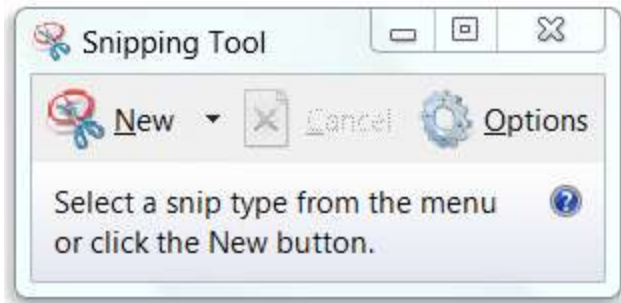
Read more

<https://www.wpi.edu/Academics/ATC/Collaboratory/HowTo/Acrobat9/multiple.html>

<https://www.wpi.edu/Academics/ATC/Collaboratory/HowTo/Acrobat9/number.html>

# SNIPPING Tool

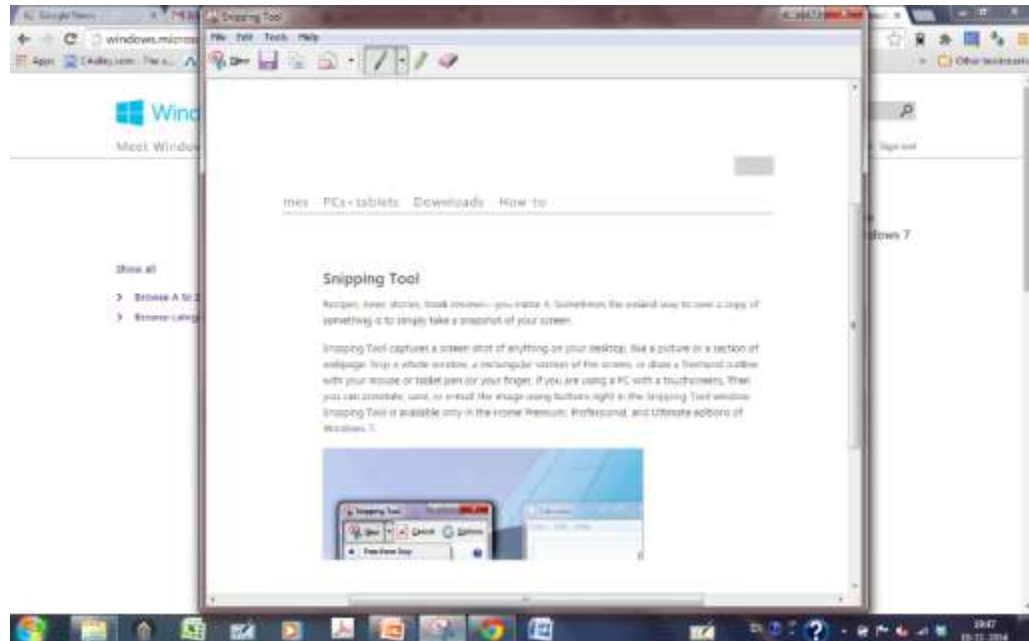
Windows 7 has added a new useful feature called SNIPPING TOOL.  
Go to Accessories from Start Button



You can use Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image.

You can capture any of the following types of snips:

- Free-form Snip.** Draw a free-form shape around an object.
- Rectangular Snip.** Drag the cursor around an object to form a rectangle.
- Window Snip.** Select a window, such as a browser window or dialog box, that you want to capture.
- Full-screen Snip.** Capture the entire screen.



# Managing Documents on Laptop Mobile PC etc.



Use Cloud Storage, the best in market are

OneDrive

Dropbox

Google Drive

Box

You can manage documents on mobile with the app available for handset.

For iOS users, [iCloud](#) is a good option.

Across all your devices, the application synchronizes all the documents in real time.

The photos taken by mobile are also automatically uploaded to the cloud server, thus you need not worry on saving it everytime.

Read more at :

<http://www.cnet.com/news/onedrive-dropbox-google-drive-and-box-which-cloud-storage-service-is-right-for-you/>

# Managing Documents on Laptop Mobile PC etc. ...2

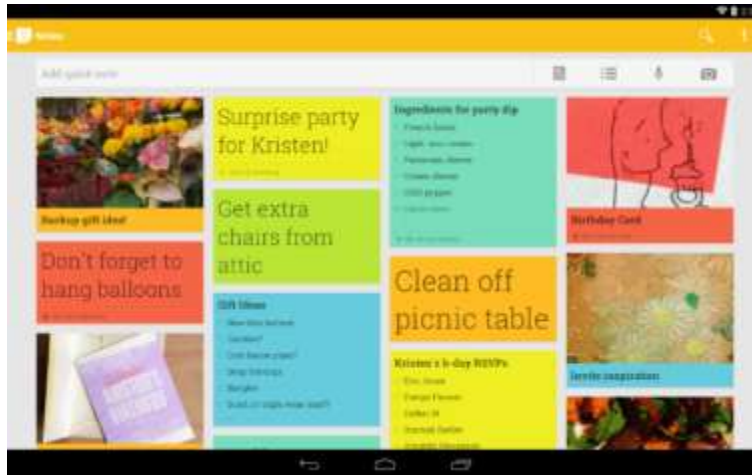
**Google Keep** is an excellent app for making notes and keeping it synchronized across devices.

You can even create a reminder for the note.

Take a photo and use it as a reminder for work to be done.

Record a note, and place a reminder

<https://chrome.google.com/webstore/detail/google-keep-notes-and-lis/hmijkmjkepdijhoojdojkdfohbdgmmhki/details?hl=en>





# Browsing utilities – multiple downloads screen capture (Snagit)

Sometimes you need to download multiple files from a website, it can be tedious to right click each time, there is an extension for browsers which can make multiple downloads possible, like DOWNLOAD MASTER

<https://chrome.google.com/webstore/detail/download-master/mcceagdollnkjlogmdckgjajapmkdjf> (For Chrome)

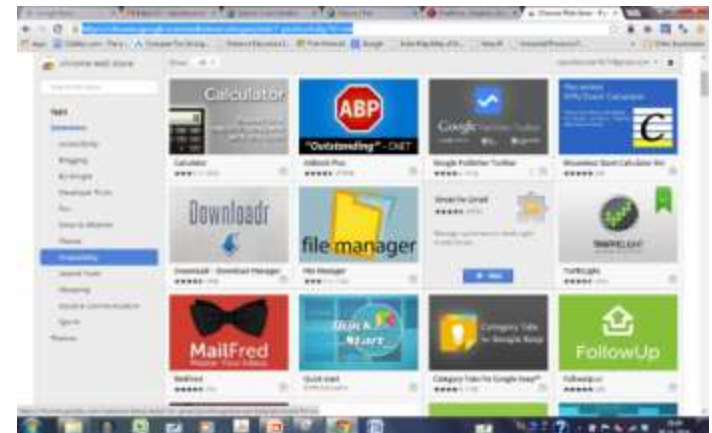
Screen Capture on browser can be facilitated by SNAGIT, which gives free extension for chrome

<https://chrome.google.com/webstore/detail/techsmith-snagit-extensio/annopcfmbiofommjmcmmcfmhklhgkhkce?hl=en>

*“With TechSmith Snagit for Google Chrome™ you can take screenshots or screen recordings of anything on your screen including your browser, desktop, and applications you have running. TechSmith Snagit for Google Chrome™ will share your screen, so you can share your ideas and insights with anyone you'd like.”*

Several extensions on browser are available at

<https://chrome.google.com/webstore/category/ext/7-productivity?hl=en>



# Content Authenticity on Websites

You cannot rely on every piece of information that is available on the internet, certain tips have been given by experts on verifying the authenticity of the information.

1. Check the URL of the website. If it appears to be a personal page, then you must attempt to get the author's background.
2. The URL should appear to be from a trusted source, for example if it is followed from a link from an authentic website, it may be trusted.
3. Check whether site contains facts which are connected or have a proper reference. Be careful about opinions.
4. Is contact information available and easily accessible?
5. How current is the content on the site? Ideally a good website will mention date of last update.

**IMPORTANT- Wikipedia** is not a completely authentic source of information but it can lead you to the right place. Its own disclaimer states, information on Wikipedia is contributed by anyone who wants to post material, and the expertise of the posters is not taken into consideration but moderated.

Read more

<http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page346375>

[http://library.columbia.edu/locations/undergraduate/evaluating\\_web.html](http://library.columbia.edu/locations/undergraduate/evaluating_web.html)

<https://www.wpi.edu/Academics/ATC/Collaboratory/Tips/General/webeval.html>

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>

<https://owl.english.purdue.edu/owl/resource/553/01/>

कम्प्यूटर पर  
हिन्दी प्रयोग  
की सुविधा

**Check these links for updates and utilities on Rajbhasha.**


Govt of India's Rajbhasha site - <http://rajbhasha.gov.in/>


Official Site of Govt of India for domain based translation - [http://mantra-rajbhasha.rb-  
aai.in/mantrarajbhasha/](http://mantra-rajbhasha.rb-<br/>aai.in/mantrarajbhasha/)

[Technology Development for Indian Languages \(TDIL\)](#)

Official Dictionary – [e-Mahashabdkosh](#) – This is very useful for day to day working, a screenshot follows.

भारत सरकार  
गृह मंत्रालय  
राजभाषा विभाग

  
सत्यमेव जयते

  
सी डैक  
C-DAC  
महाराष्ट्र

ई-महाशब्दकोश

e-Mahashabdkosh

Home | Search Words | About Us | Foreword | Contact Us

Hindi

Search Words

☒ Domain

☒ English Usage

☒ Hindi Usage

☒ Hindi Description

☒ English Description

☒ All Categories

approval of the President

Search

English  
Show Hindi Inscript Keyboard

Word : approval of the President

Sr. No.	Grammatical Category	Meaning
1.	Noun	राष्ट्रपति का अनुमोदन « <a href="#">click here for more information</a>
<div><div>Domain</div><div>: Legal</div></div> <div><div>Hindi Description</div><div>: राष्ट्रपति द्वारा अनुमोदन या अनुमति प्राप्त होना।</div></div> <div><div>English Description</div><div>: Approbation by the President.</div></div> <div><div>English Usage</div><div>: Approval from the President led to the release of the foreign prisoners.</div></div> <div><div>Hindi Usage</div><div>: राष्ट्रपति द्वारा अनुमोदन से विदेशी कैदियों को रिहा कर दिया गया।</div></div>		

[Edit/Add Information](#)

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Disclaimer:  
All Information displayed in this website is intended for general public use. For accuracy and correctness of the displayed content it has been referred to



EN



टू टाइप फॉन्ट डाटू टाइप फॉन्ट ड्राइवर सहित

टू टाइप फॉन्ट के लिए बहुफॉन्ट की-बोर्ड इंजन

यूनिकोड समर्थित ओपन टाइप फॉन्ट

यूनिकोड समर्थित की-बोर्ड ड्राइवर्स

सार्वत्रिक हिन्दी फॉन्ट कोड एवं भंडारण कोड परिवर्तक

लिब्रे ऑफिस का हिन्दी भाषा संस्करण

फायर- फॉक्स ब्राउजर

मल्टी प्रोटोकॉल मैसेंजर

थंडरबर्ड - हिन्दी में ई-मेल क्लायंट

हिन्दी ओ सी आर

हिन्दी एवं अंग्रेजी के लिए आसान टंकण प्रशिक्षक

एकीकृत शब्द-संसाधक

अंग्रेजी-हिन्दी शब्दकोश

वर्तनी संशोधक

ट्रांसलिटरेशन उपकरण

लेख से वाणी सिस्टम

# हिन्दी प्रयोग में सुविधा - Rajbhasha Utilities

Google translate - <http://translate.google.com/#en/hi/>  
<http://translation.babylon.com/hindi/to-english/>

Transliterate – [Quillpad](#), [Google Transliterate](#)

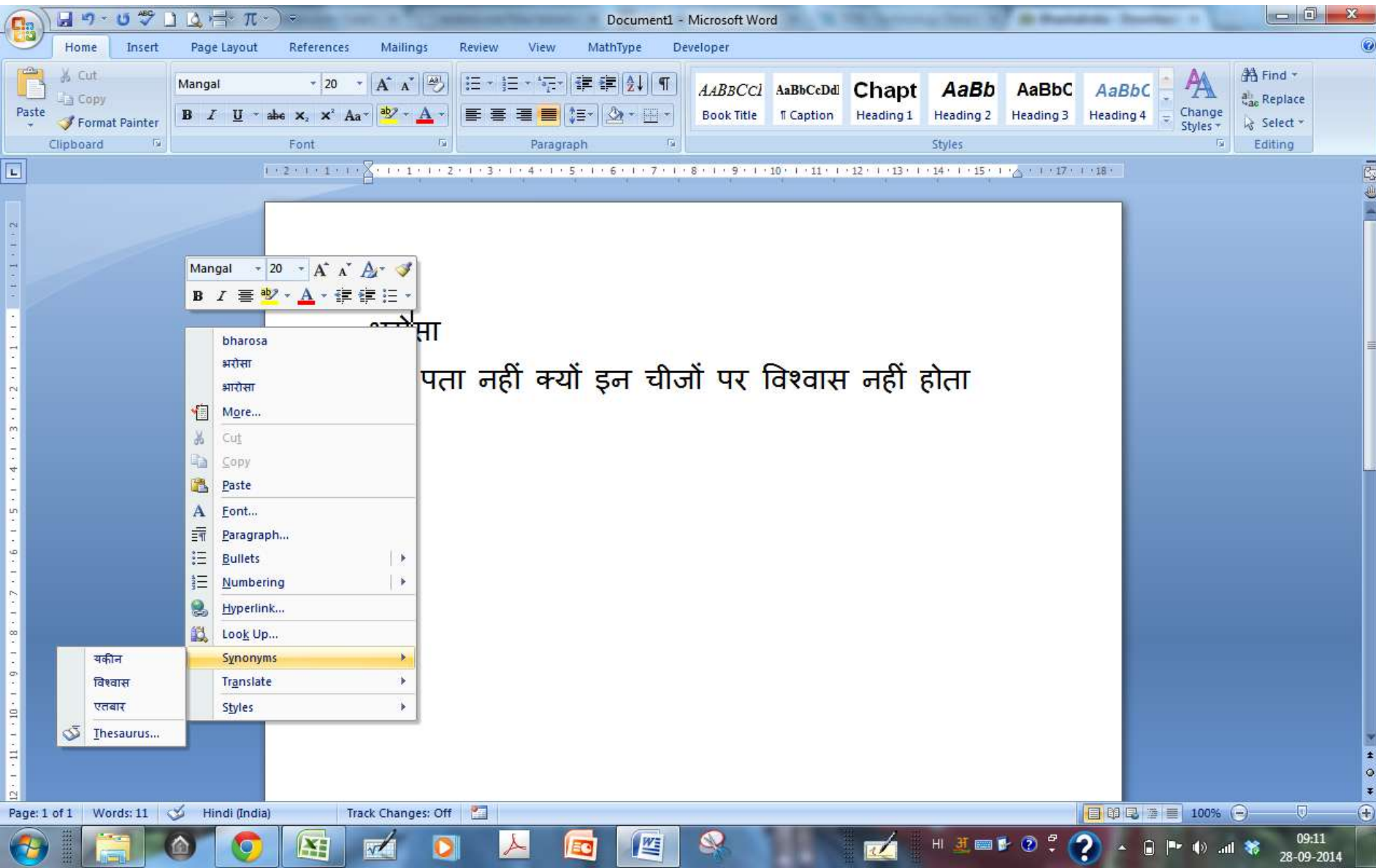
Microsoft Indic IME – Plug in for MS Office applications  
<http://www.bhashaindia.com/ilit/HindiPreInstall.aspx>  
<http://bhashaindia.com/downloads/pages/home.aspx>

Google Indic IME  
<http://www.google.com/inputtools/windows/>

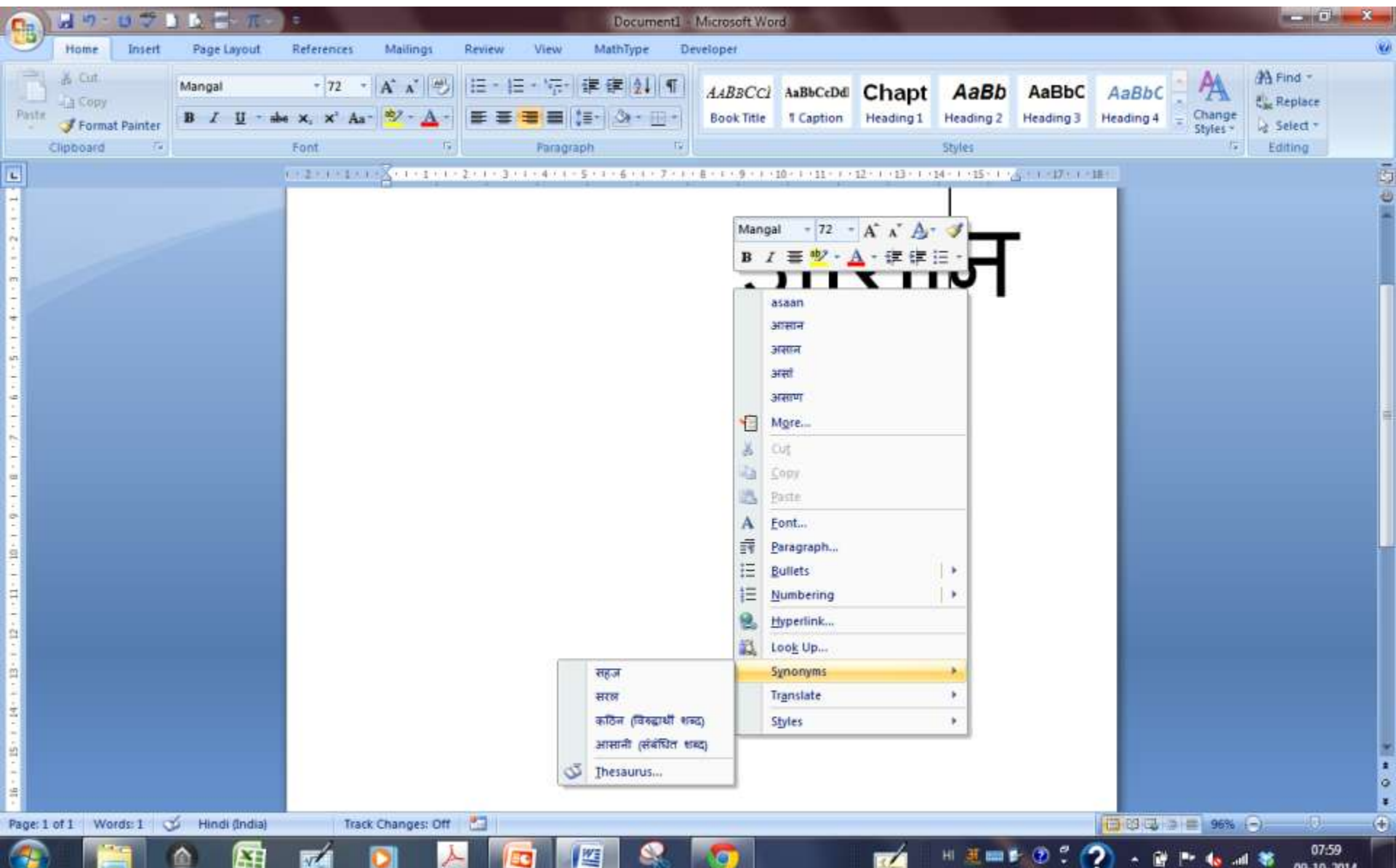
<http://www.shabdkosh.com/>

UNICODE यूनिकोड फॉन्ट्स <http://ildc.in/htm/otfonts.htm>  
<http://ildc.in/Hindi/hdownloadhindi.html>

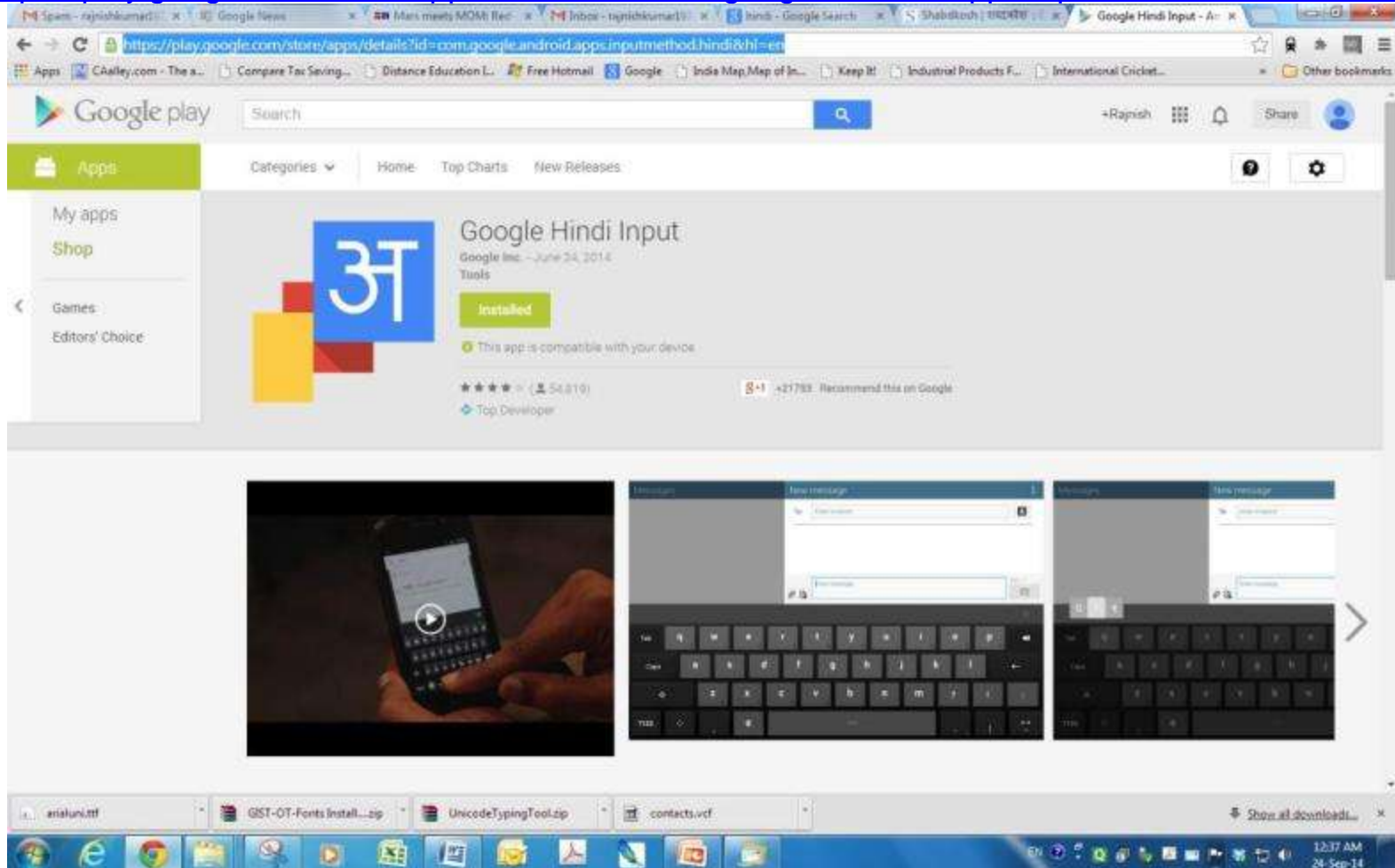
# Microsoft Indic IME में सुविधाएं synonym and antonym



# Microsoft Indic IME में सुविधाएं synonym and antonym

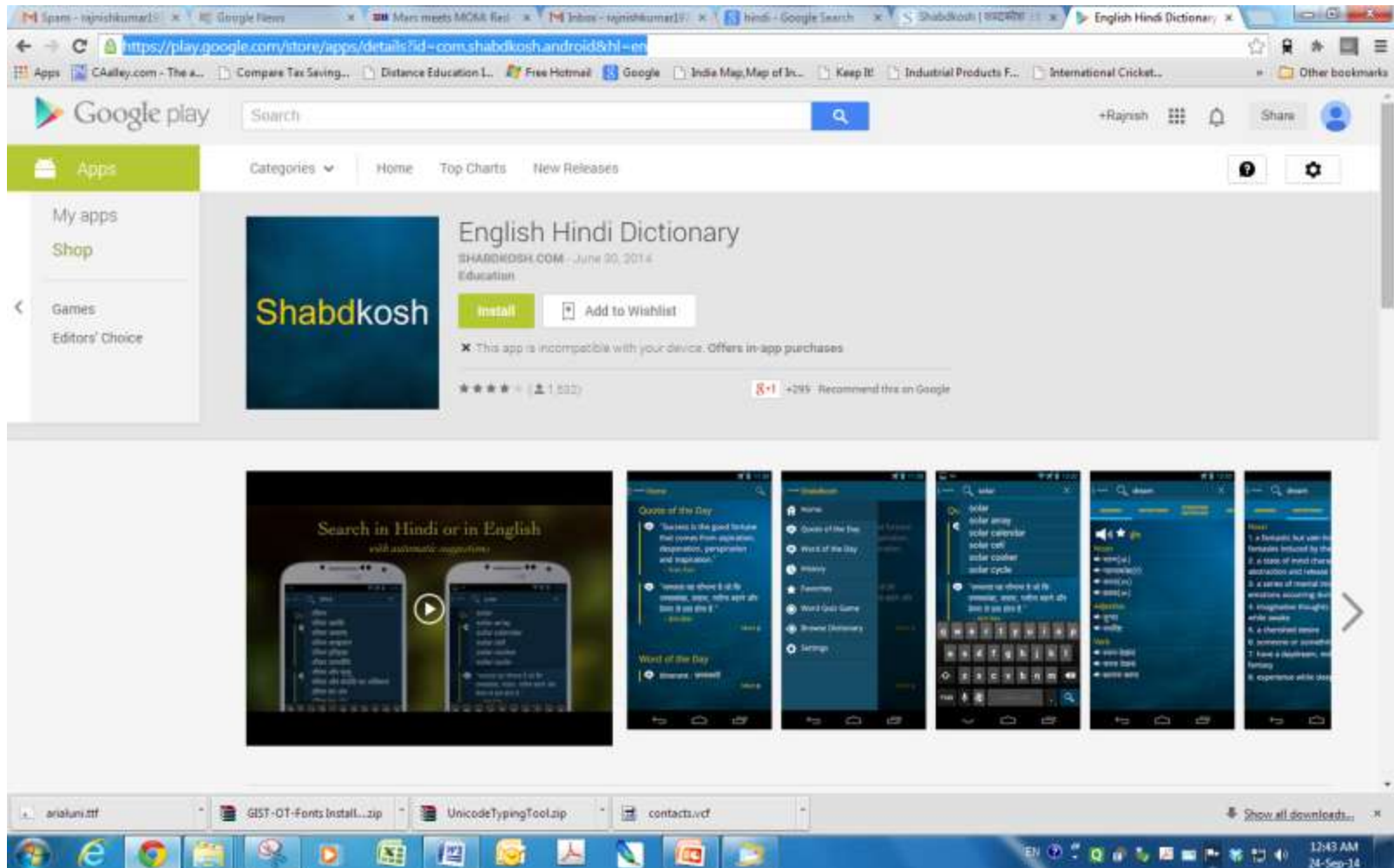


<https://play.google.com/store/apps/details?id=com.google.android.apps.inputmethod.hindi&hl=en>





<https://play.google.com/store/apps/details?id=com.shabd-kosh.android&hl=en>



# Equivalents of OFFICE Package

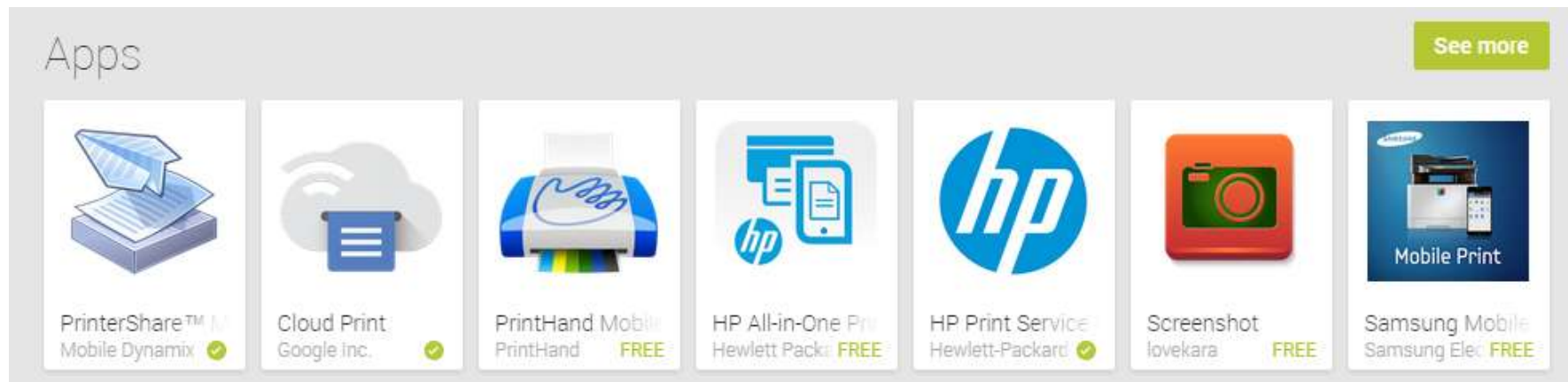
	Word Processor	Spreadsheet	Presentation	Database
<b>MS Office</b>	Word	Excel	Powerpoint	Access
<b>Google</b>	Docs	Sheet	Slides	Fusion Tables
<b>iWorks</b>	Page	Numbers	Keynotes	-
<b>Open Office</b>	Writer	Calc	Impress	Base
<b>Libre</b>	Writer	Calc	Impress	Base

# Cloud Print – Remote Printing

There are many documents, files, notes etc. received on mobile. If you are away from home or office, with no printer close by, one very useful feature called REMOTE Printing or Cloud printing can be of great help to you.

You can even directly print documents received on WhatsApp or any other messaging app.

- It is possible even if you don't have a wifi enabled printer.
- The popular method for Gmail or Android users is <https://www.google.com/cloudprint/learn/howitworks.html>
- For iOS users, AIRPRINT is a solution, <https://support.apple.com/en-in/HT201311>
- HP has a utility called **HP Mobile Printing** - [http://www8.hp.com/us/en/ads/mobility/overview.html?jumpid=va\\_r11400\\_eprint](http://www8.hp.com/us/en/ads/mobility/overview.html?jumpid=va_r11400_eprint)
- **Some apps for Android can be found here on Play Store**



# Cloud Print – Using the simplest one from GOOGLE

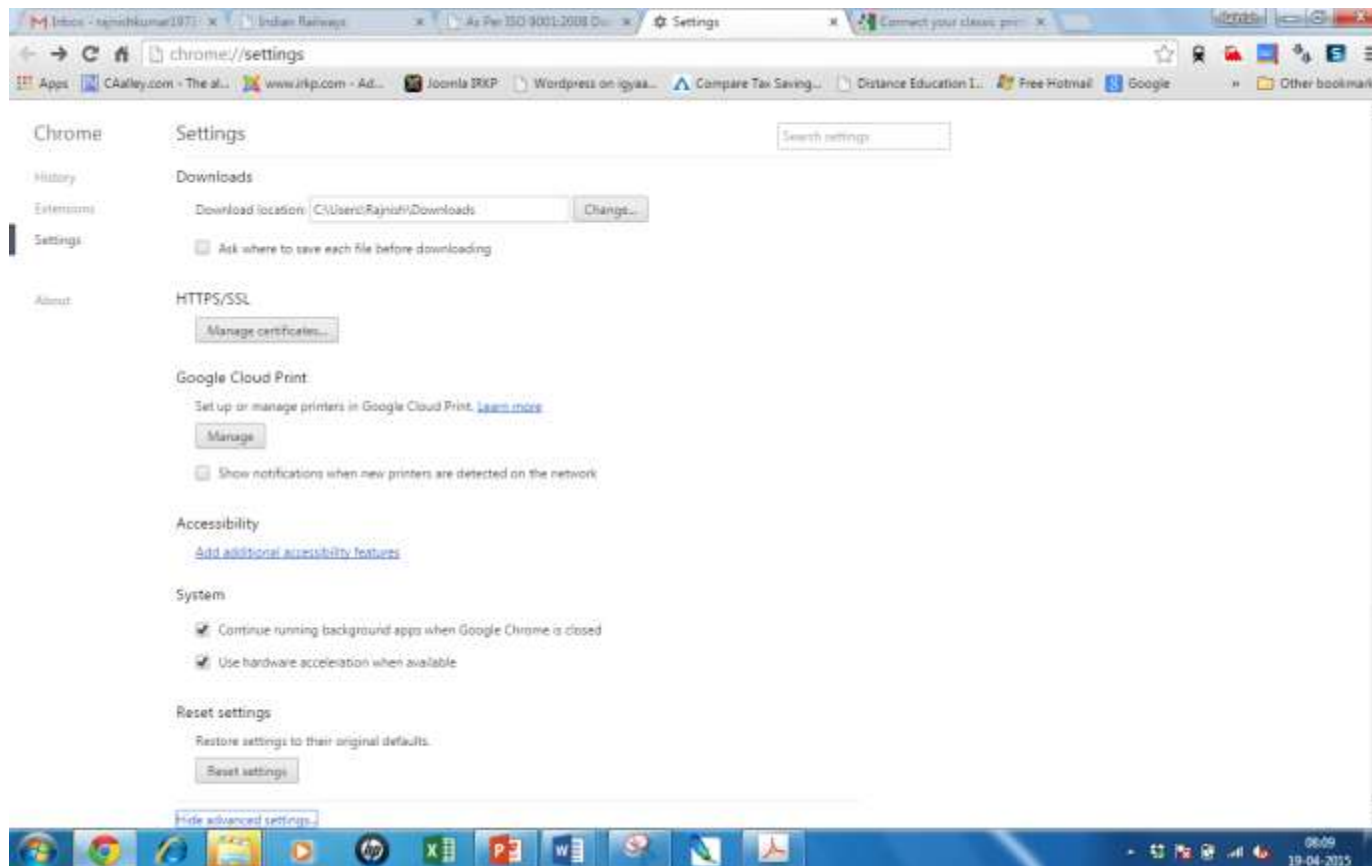
The printers can be cloud ready or classic printer.

There are instructions for both kinds here,

Cloud Ready - <http://www.google.co.in/cloudprint/learn/printers.html>

Classic Printer - <https://support.google.com/cloudprint/answer/1686197?hl=en&rd=1>

We will understand the Classic Printer setup



Click on  
settings in  
Chrome and  
now go next  
slide

# Wireless Printing- Google cloud print

How to connect - <https://support.google.com/cloudprint/answer/1686197?rd=1>

Once Google Chrome is installed, follow the steps below to enable the Google Cloud Print connector in Google Chrome.

Log in to your user account on the Windows, Mac, or Linux computer.

Open Google Chrome.

Click the Chrome menu on the browser toolbar.

Select **Settings**.

Click the **Show advanced settings** link.

Scroll down to the "Google Cloud Print" section. Click **Manage**.

The next screen will show a list of devices already registered with Google Cloud Print, and new devices available on the network.

In the "Classic printers" section, click **Add printers**.

You'll see a confirmation that Google Cloud Print has been enabled. Click **Manage your printers** to learn more.

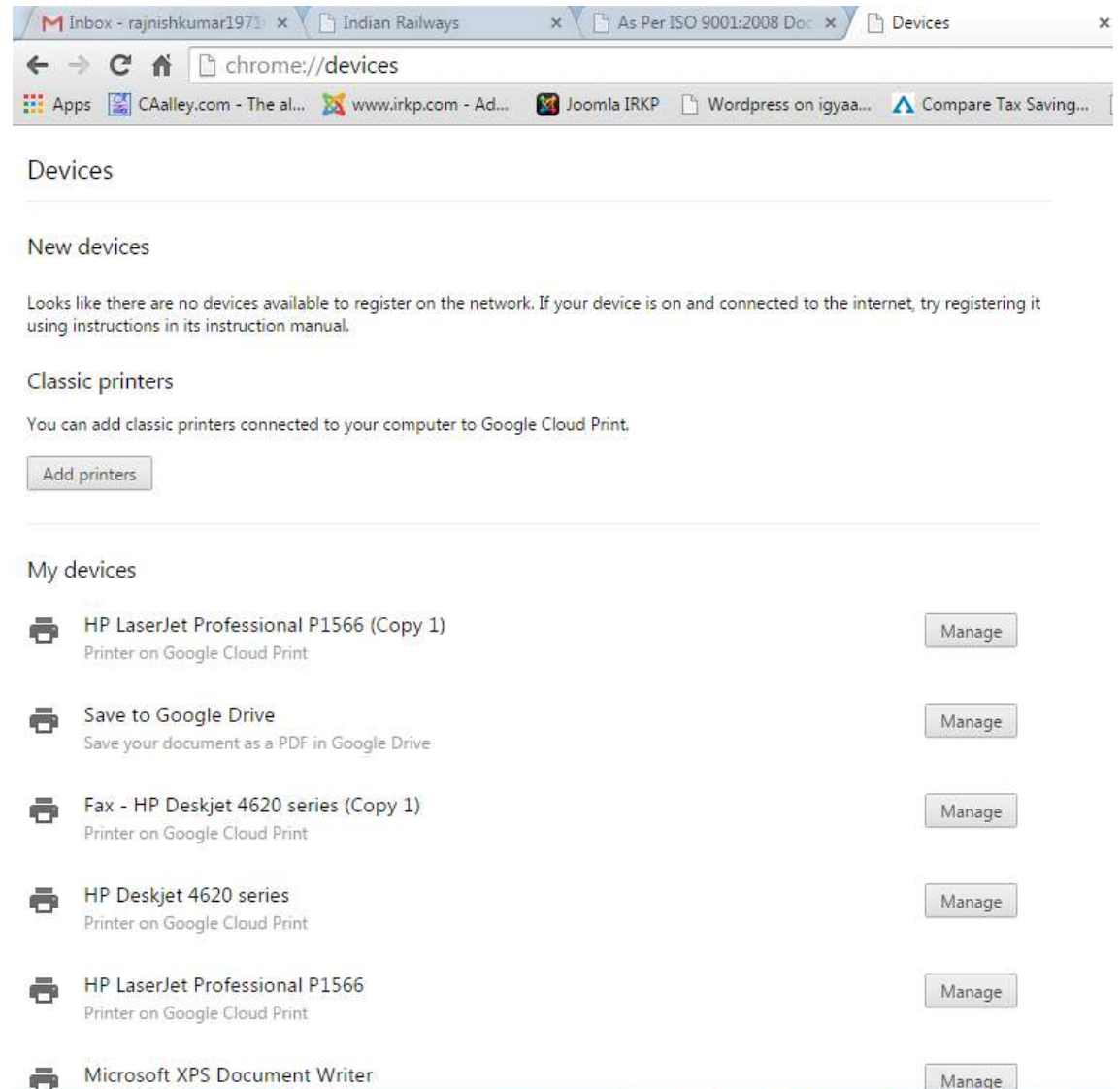
The printer is now associated with your Google Account and connected to Google Cloud Print. You can print to this printer using Google Cloud Print whenever you're signed in with the same Google Account.

<https://www.google.com/cloudprint#printers>

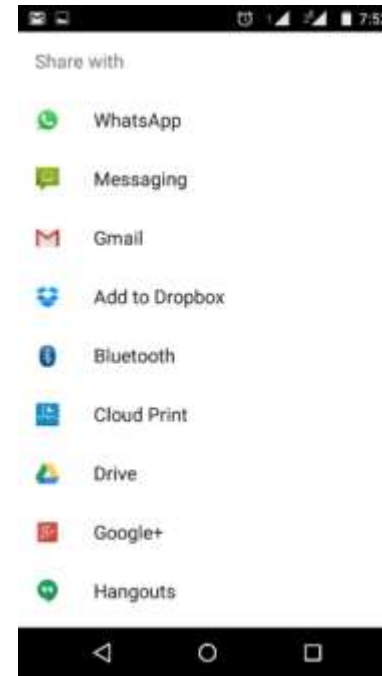
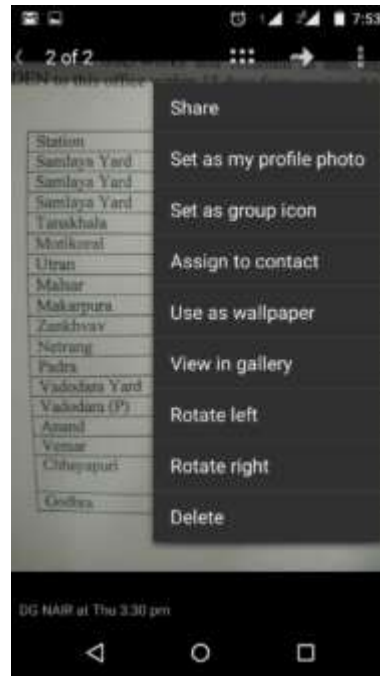


# Adding a printer

Here you can add a new device



# Wireless Printing- Example from WhatsApp



The [Cloud Print](#) is pre installed in latest versions of Android

**END OF DOCUMENT**

APRIL 2015