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.

Contents

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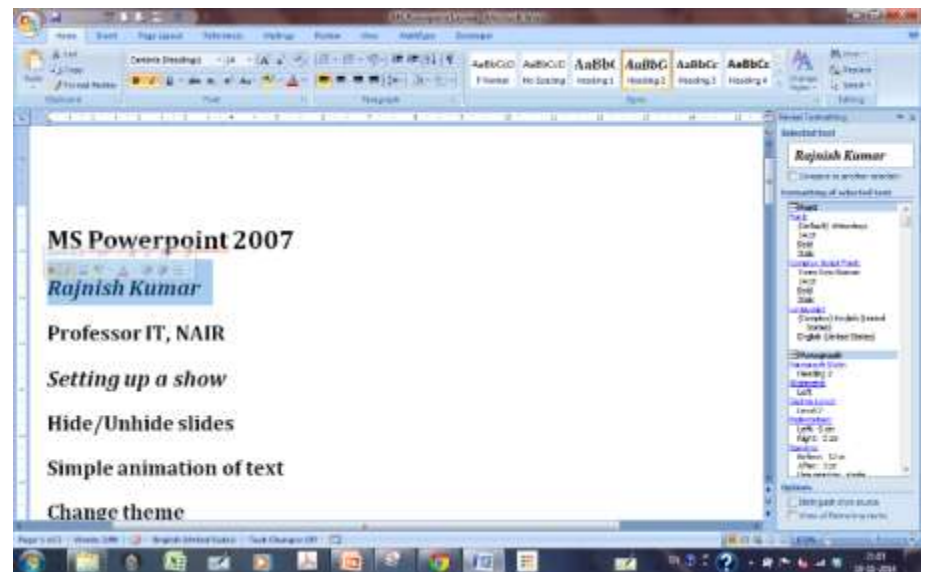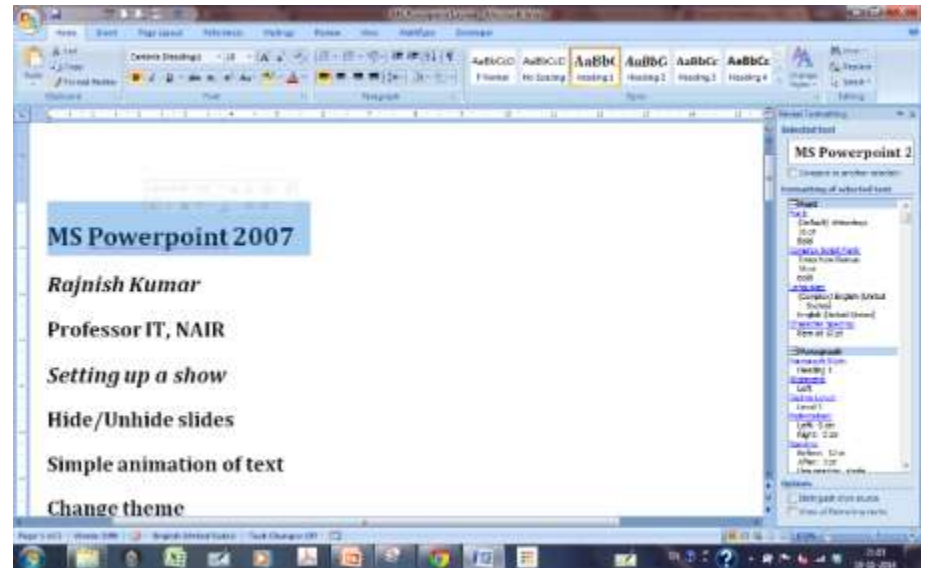
To convert this text into PowerPoint slides, follow these steps:

Open PowerPoint 2007.

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

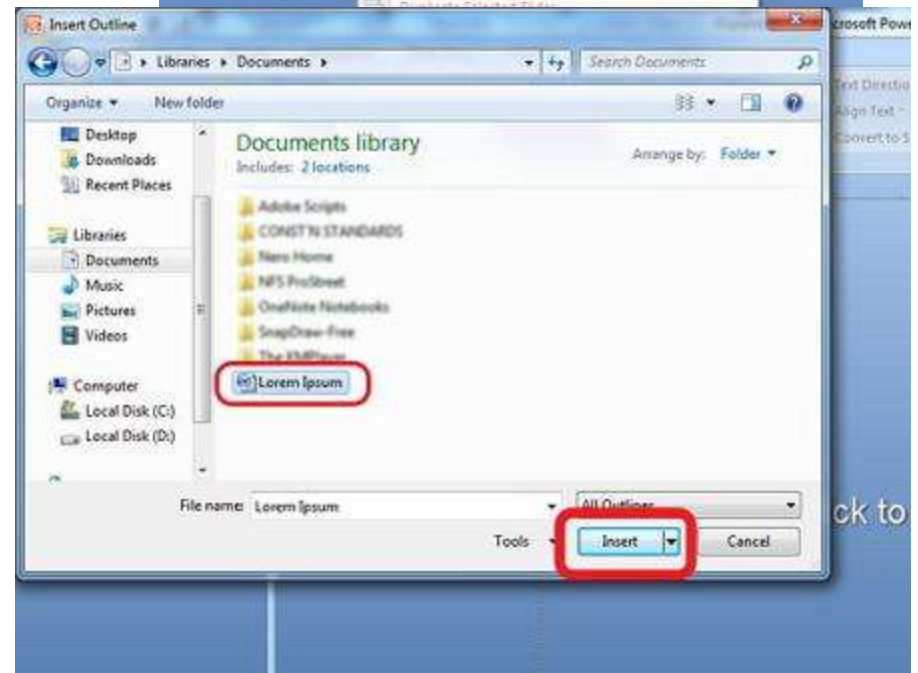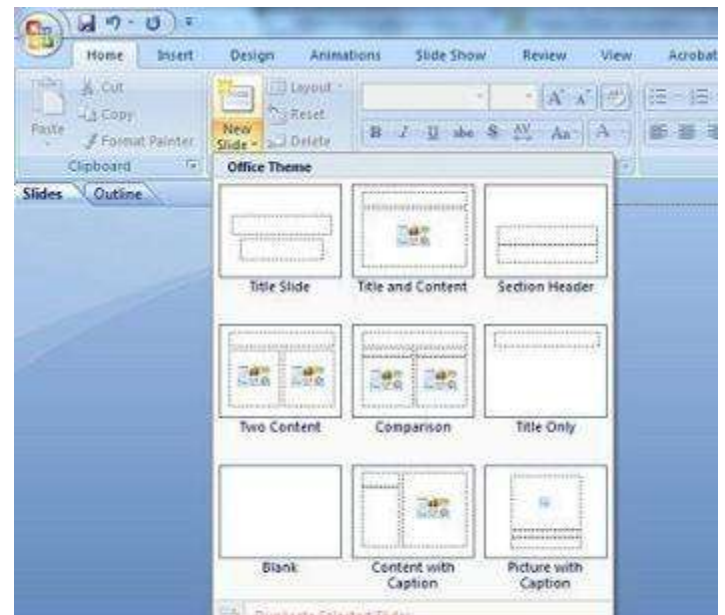Click Slides From Outline, then navigate to the Word document containing your slides.

Click Insert.
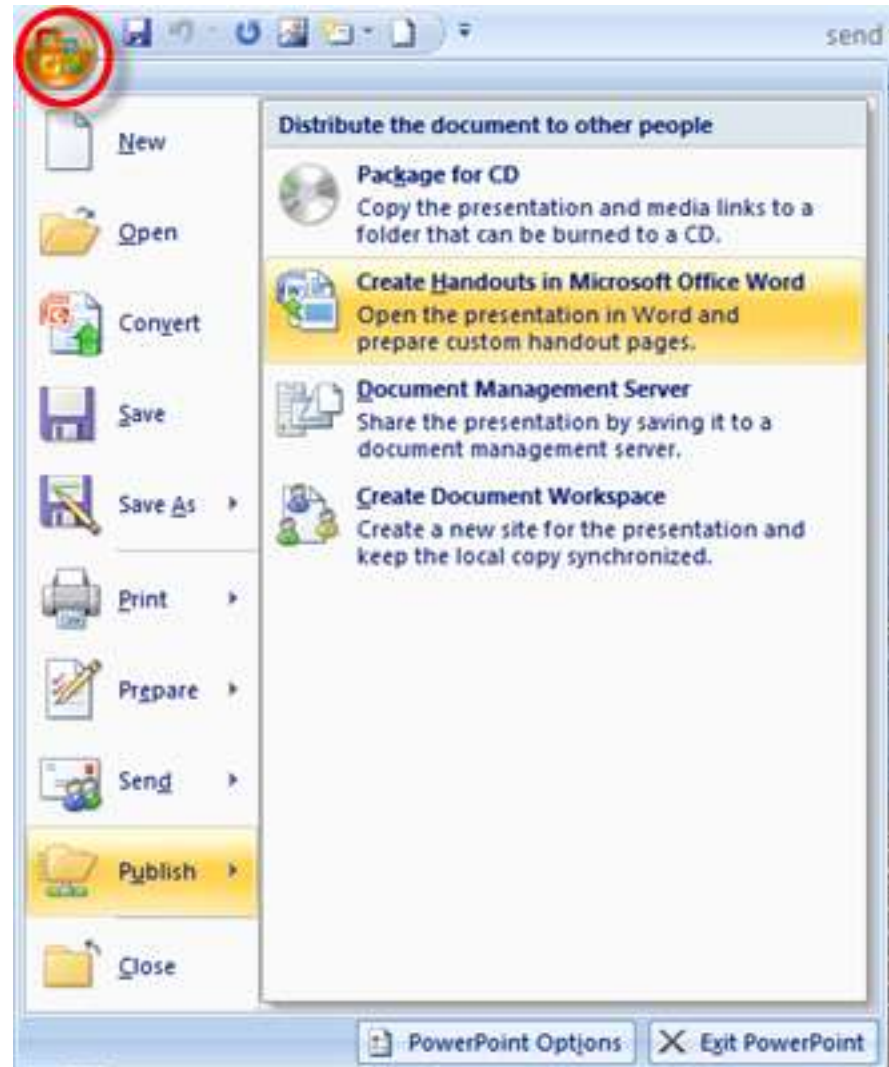
Click the Design tab.

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/

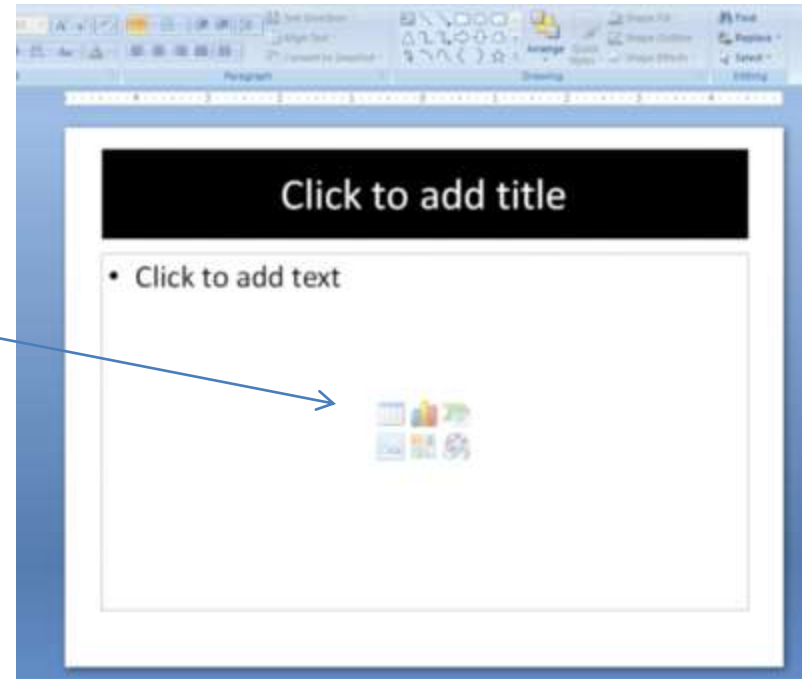# Convert PPT file to Word

- Go to Publish
- Create handouts in Word
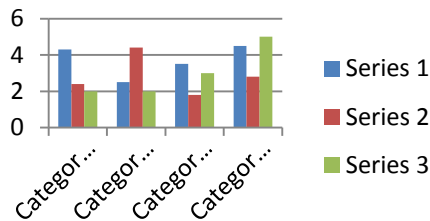
Inserting chart table etc.

Insert Tab

If you open a new slide, all options are also available on the blank portion.
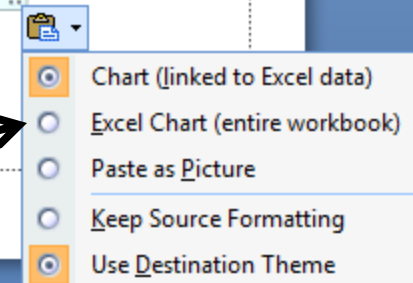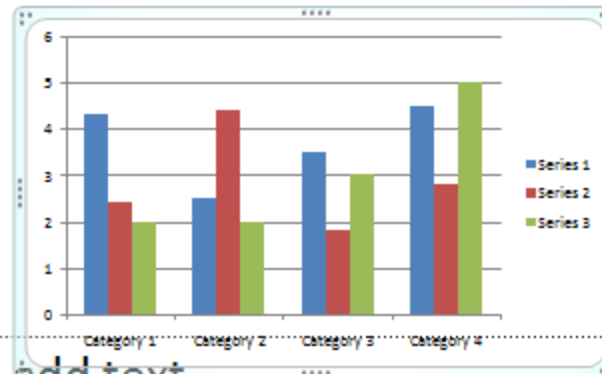
Embedding a chart from other files

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

- Chart (linked to Excel data)
- Excel Chart (entire workbook)
- Paste as Picture
- Keep Source Formatting
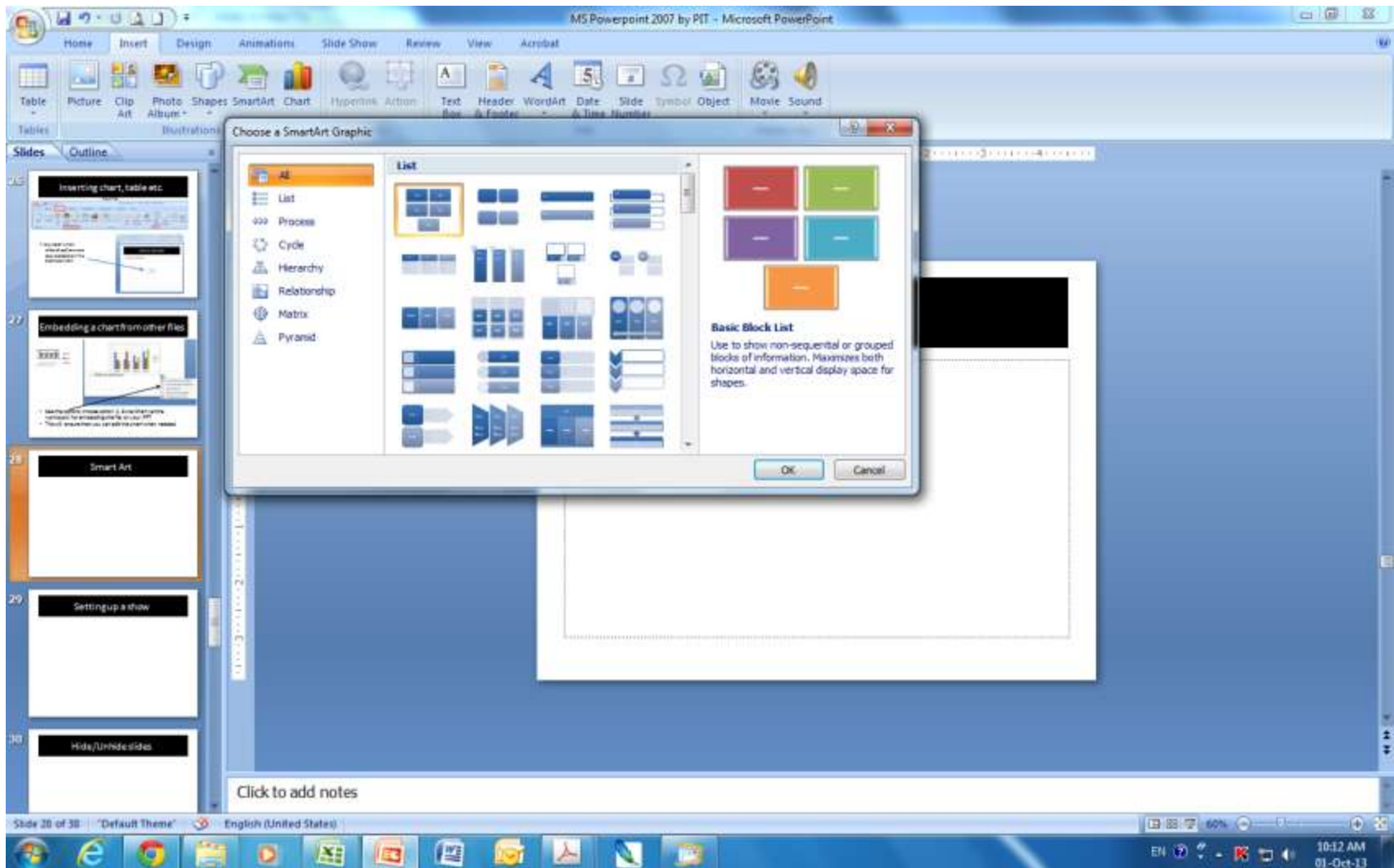- Use Destination Theme

- 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.
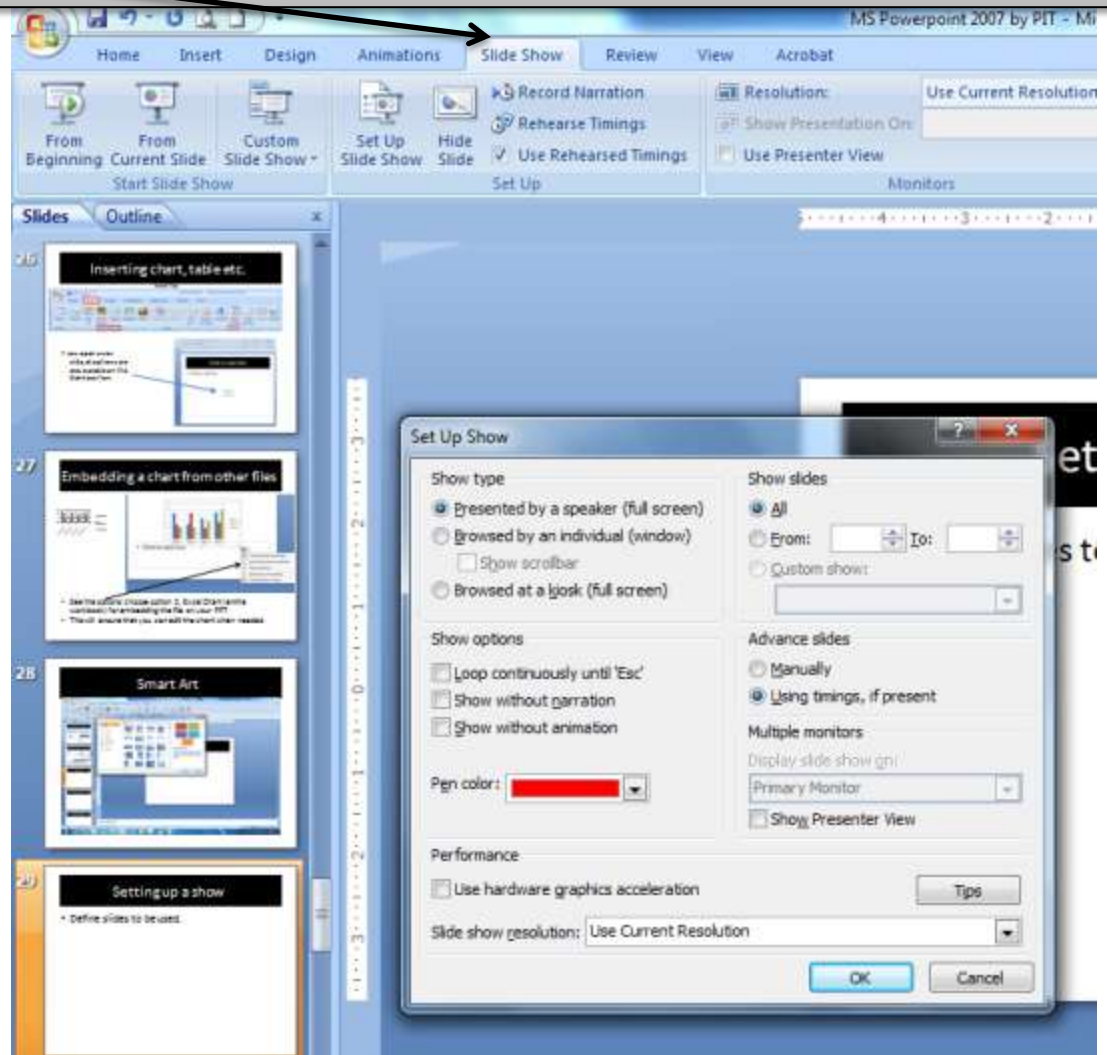
Setting up a show

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

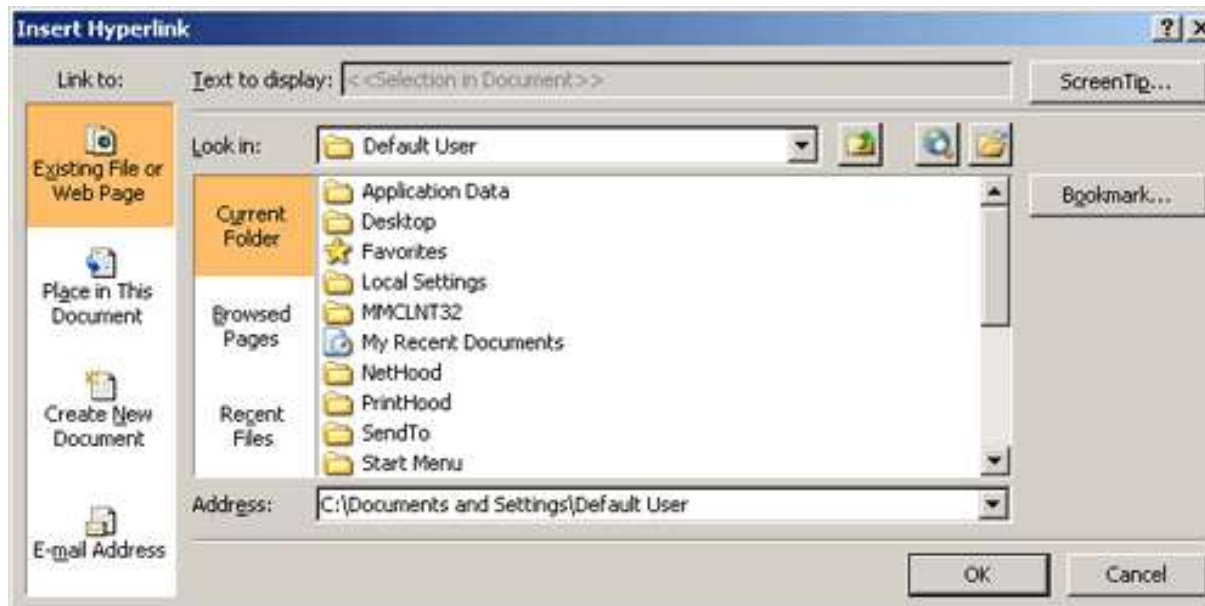Click here for sorting sliding, moving them, hiding etc., check this link

Hyperlinks

Ease your presentation by incorporating hyperlinks

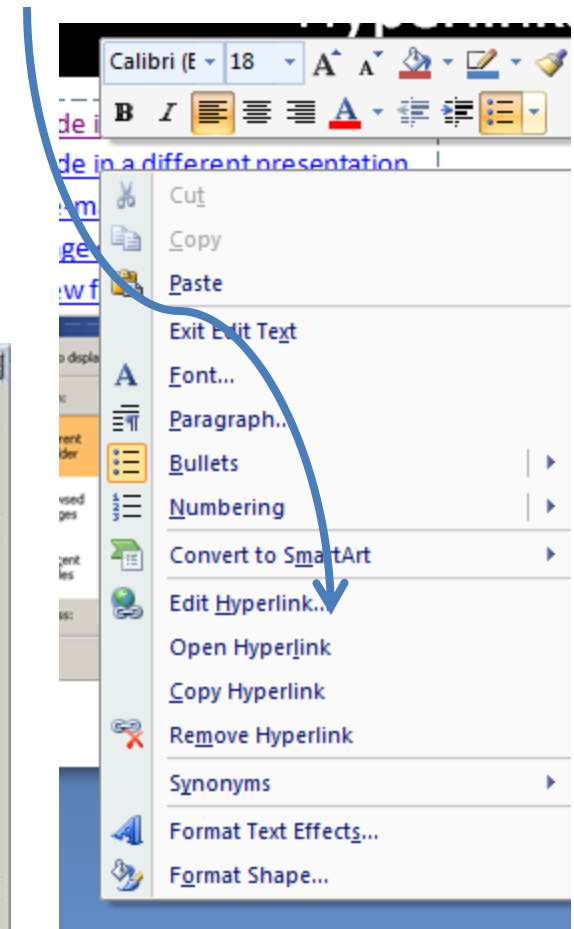- To a slide in the same presentation
- To a slide in a different presentation
- To an e-mail address
- To a page or file on the Web
- To a new file

From online Microsoft help

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

Right click on selected text

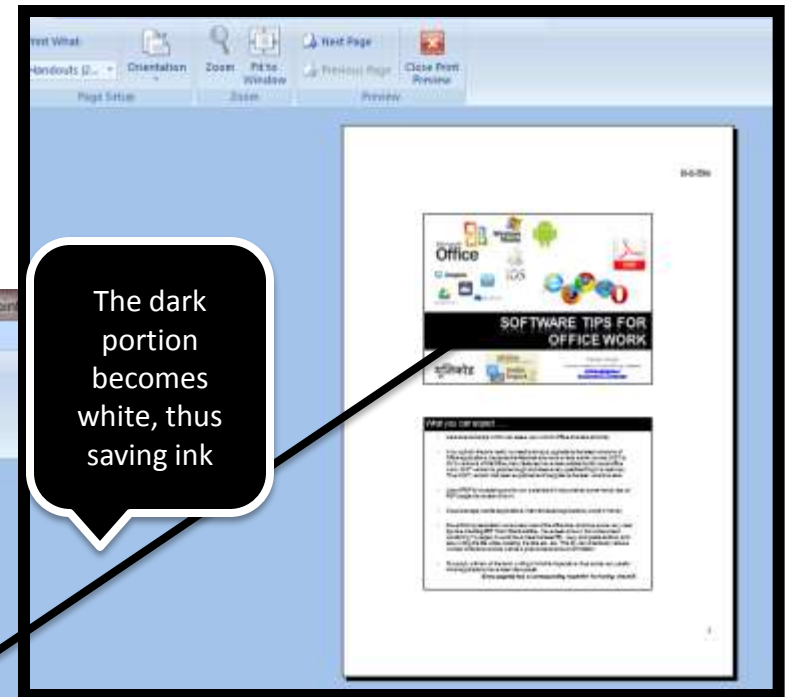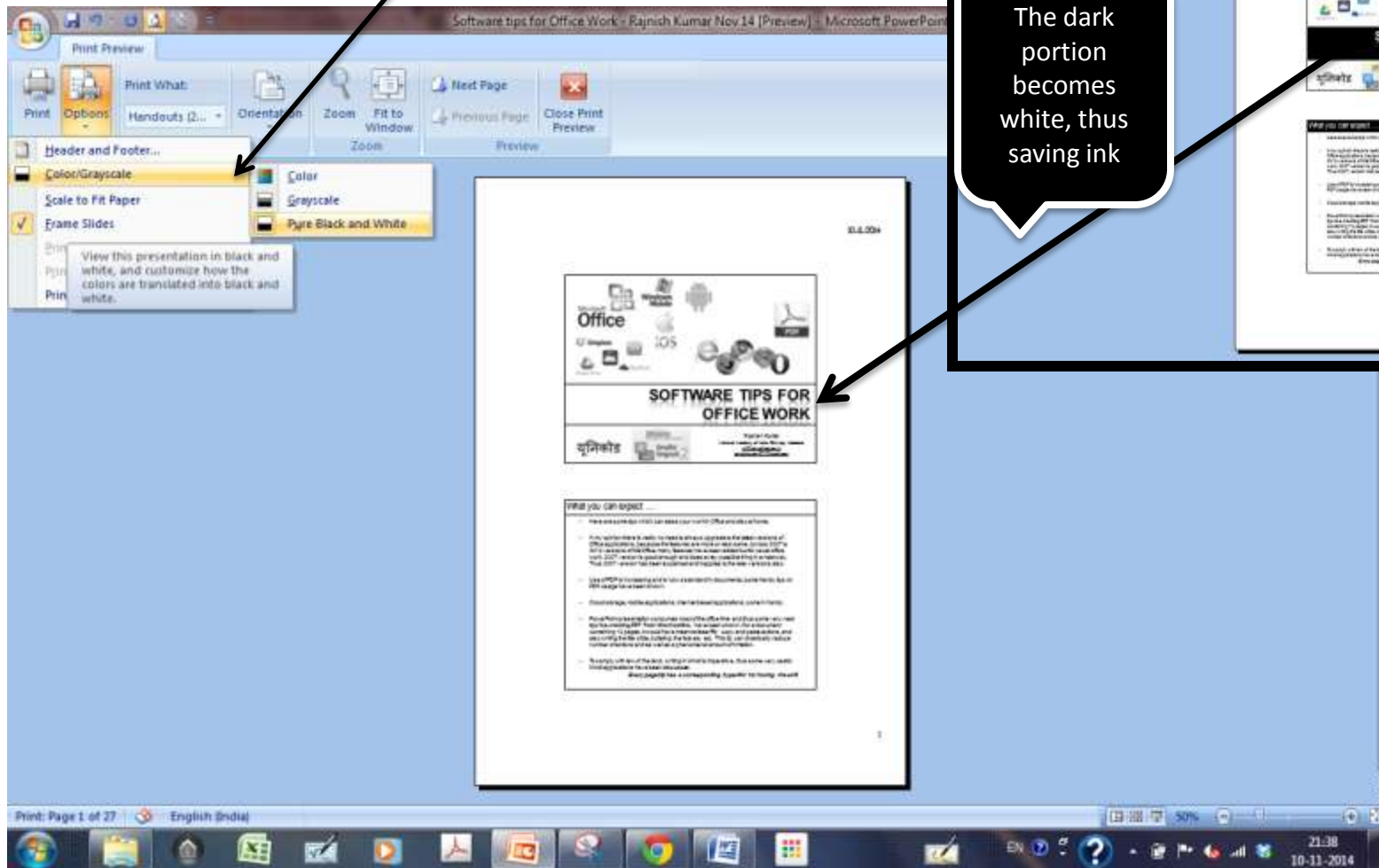# How to Print slides – efficiently with least amount of ink

Go to Home Tab
Print Preview
On Options tab, click Color Grayscale

The dark portion becomes white, thus saving ink

Right click anywhere on the live presentation

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.
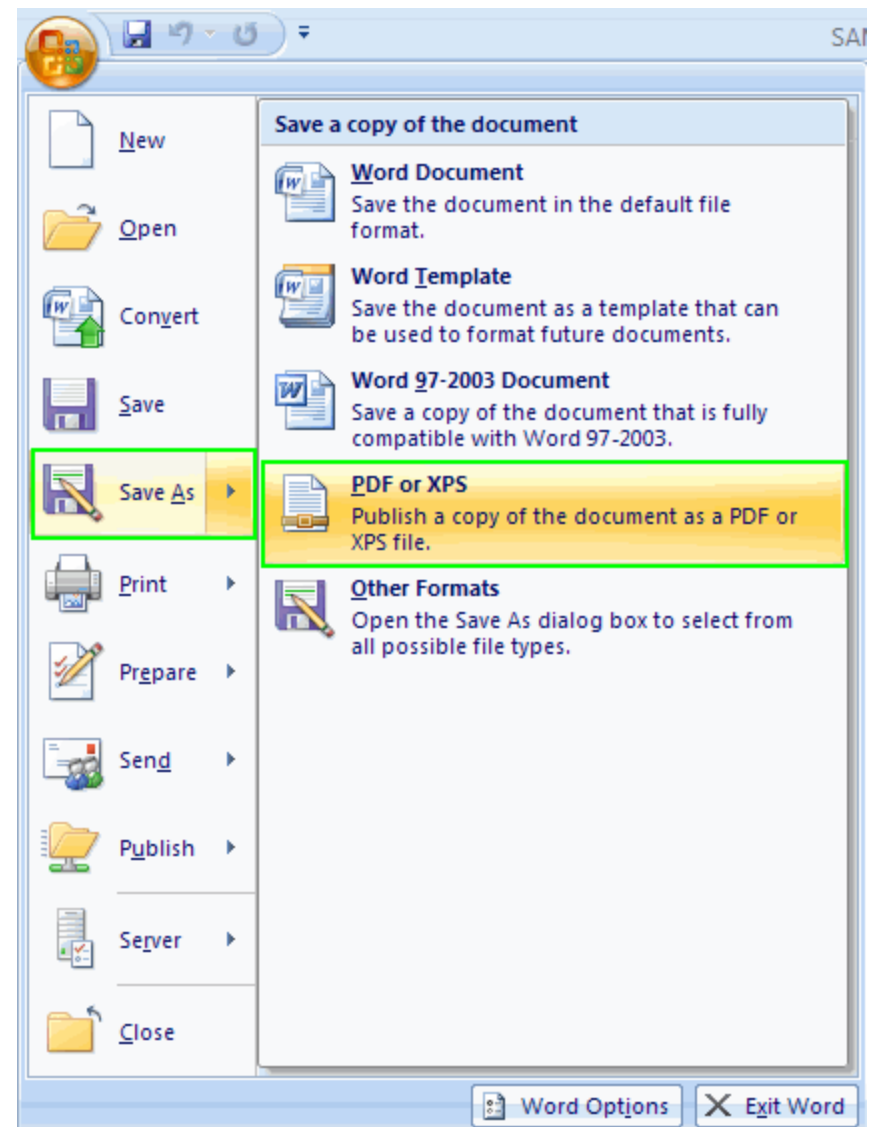
Compare and combine documents

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**
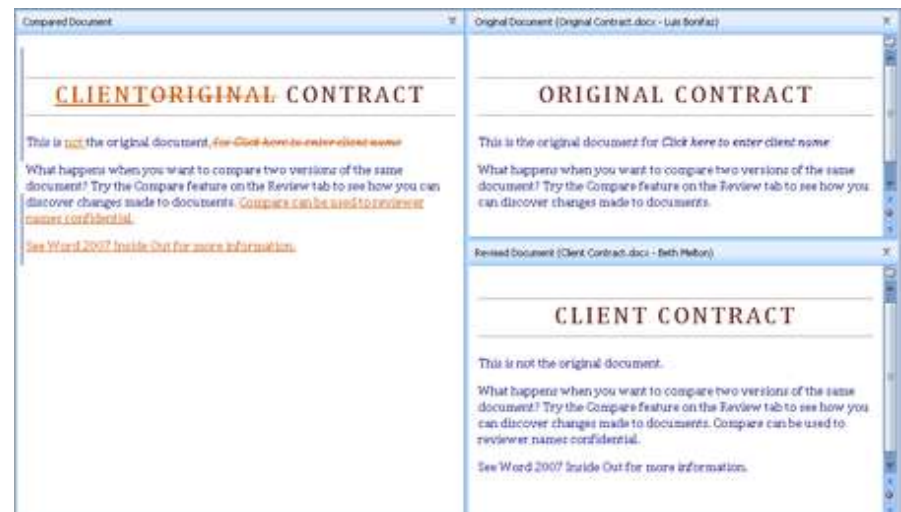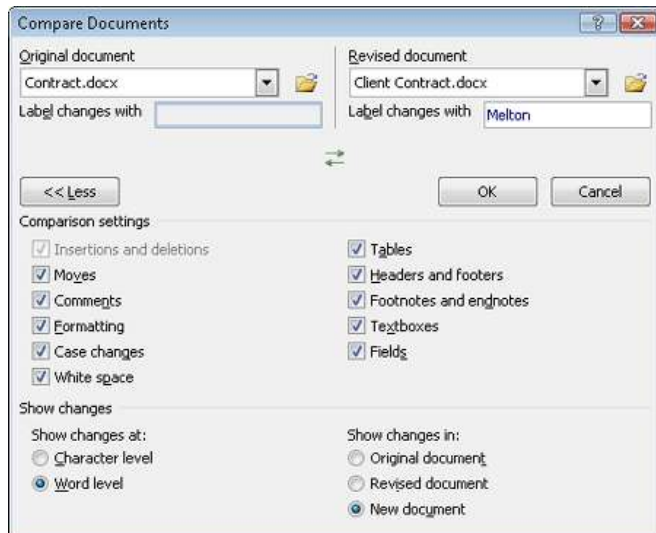
Creating professional documents with TABLE of Contents Figures etc.

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

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.
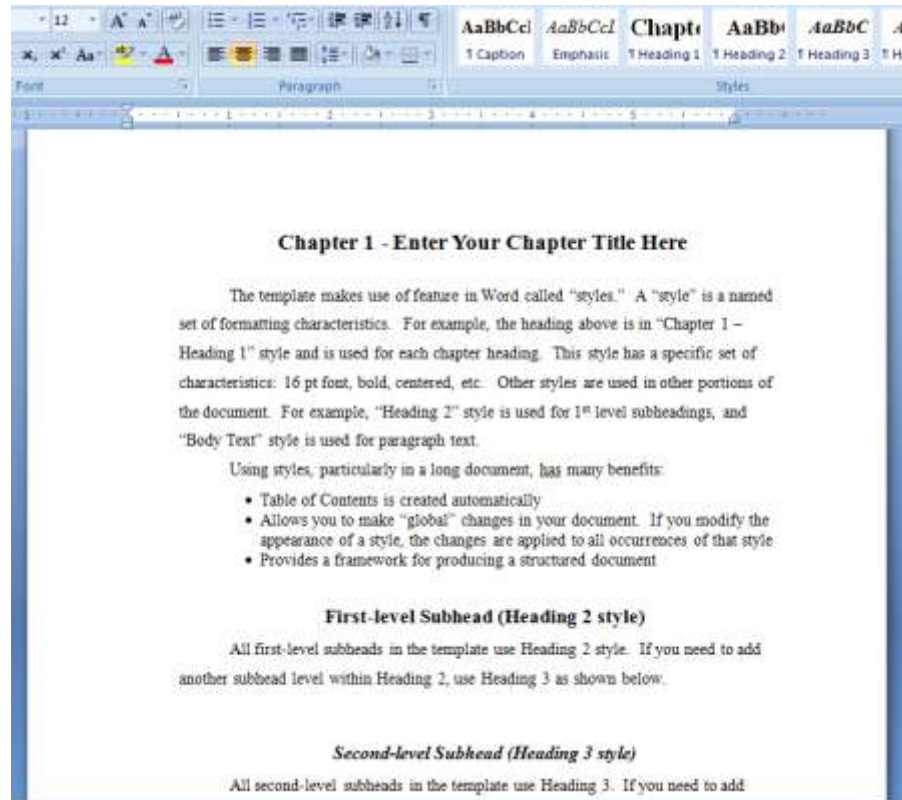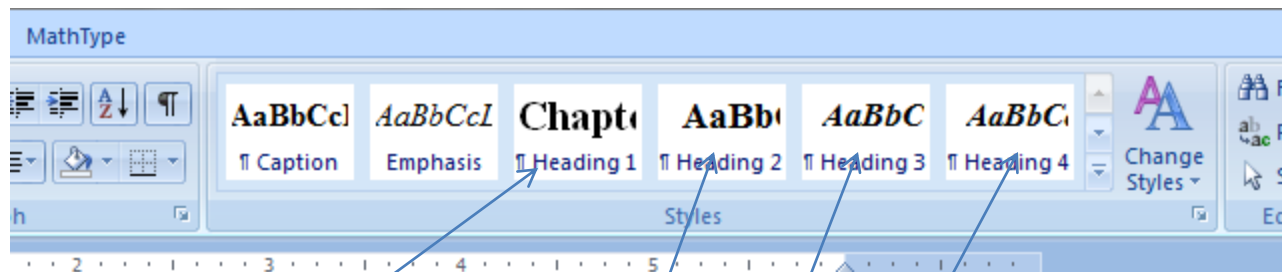
Second-level Subhead (Heading 3 style)

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.

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
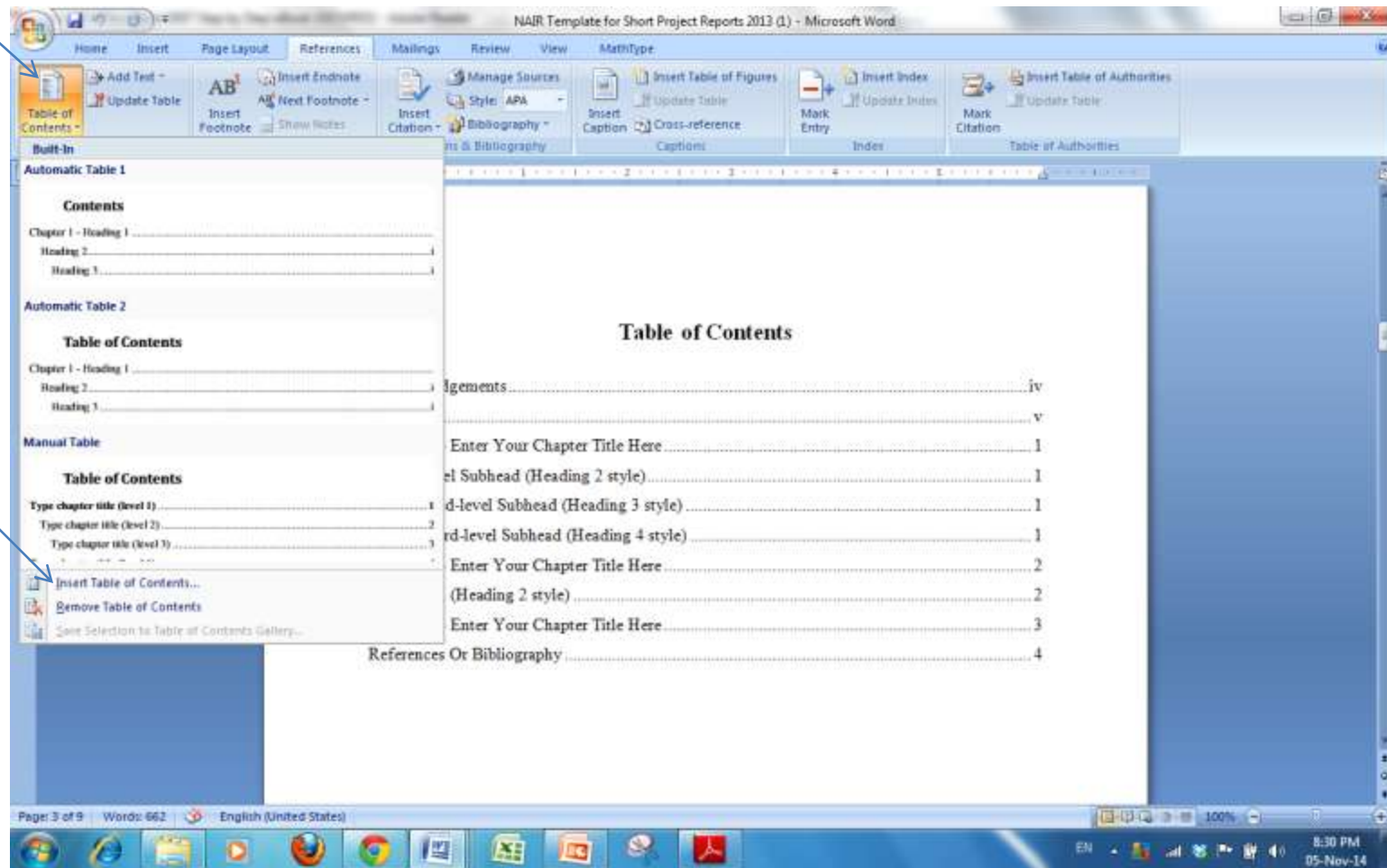
Read here for more tips on table of figures, tables and equations.
http://office.microsoft.com/en-in/word-help/create-a-table-of-figures-HA102237177.aspx

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.
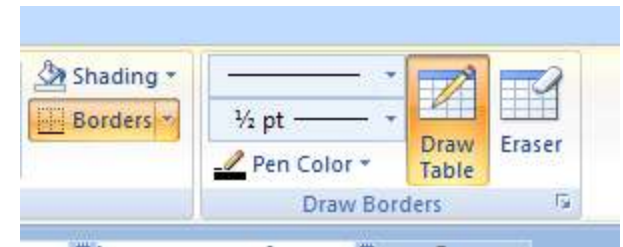
The columns or rows can be aligned with equal spacing also, using layout tab in Table tools
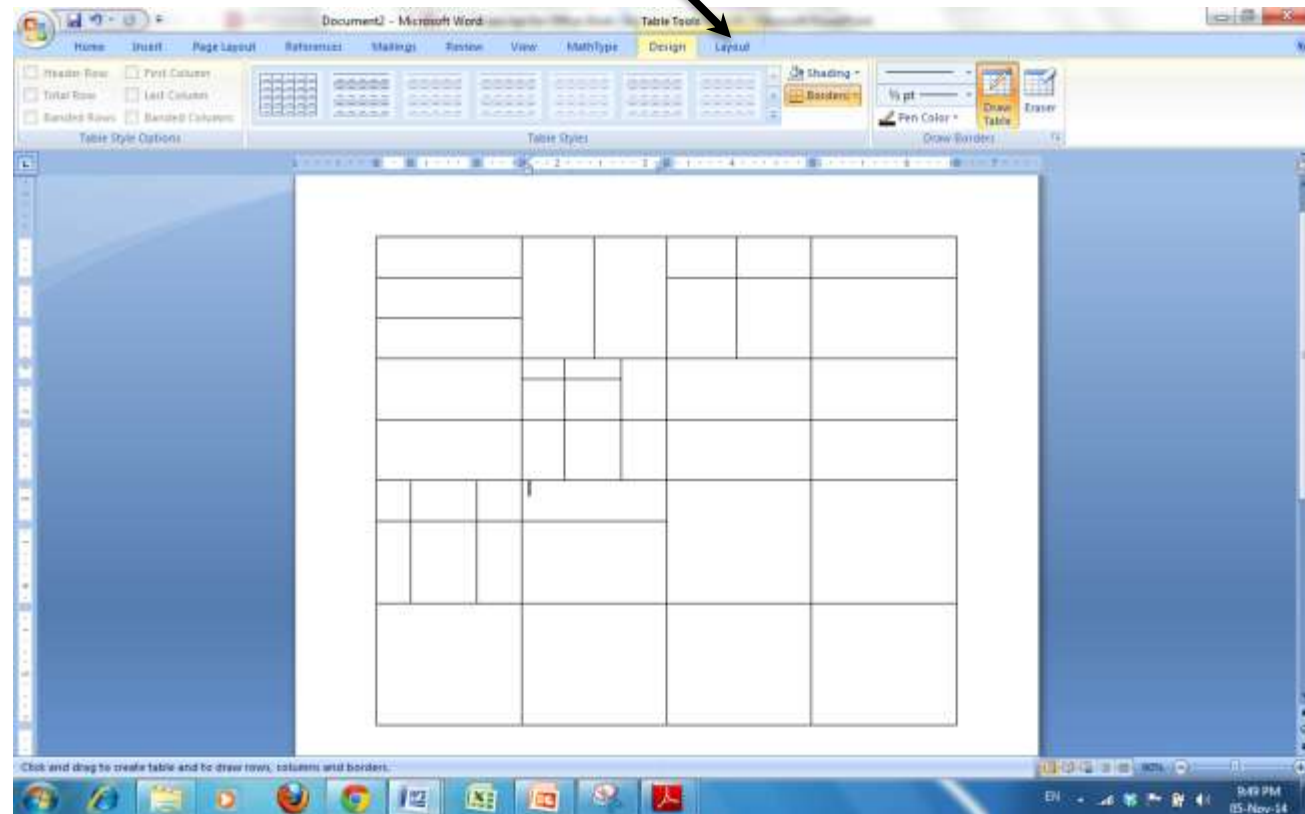
Optimize picture size for documents
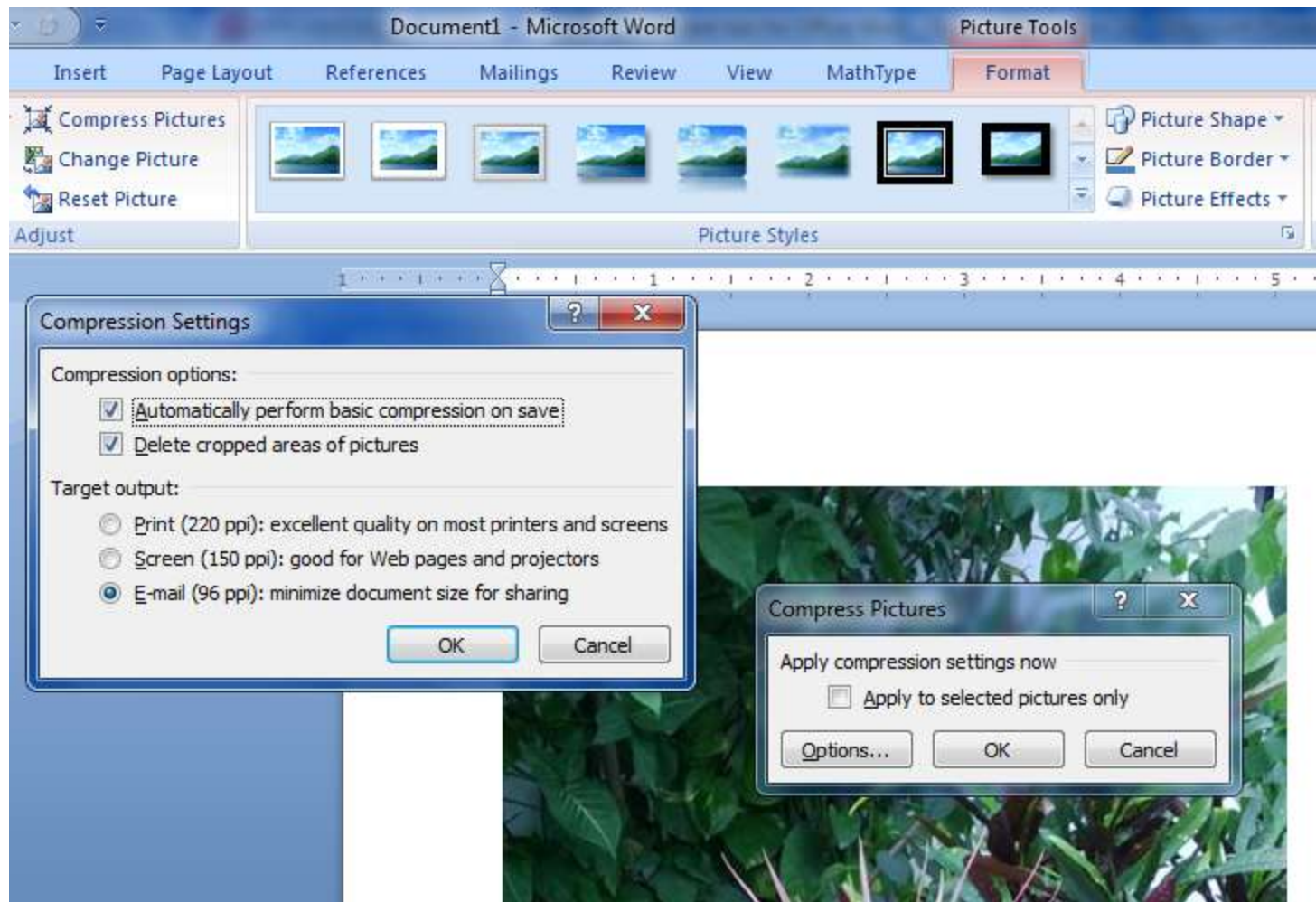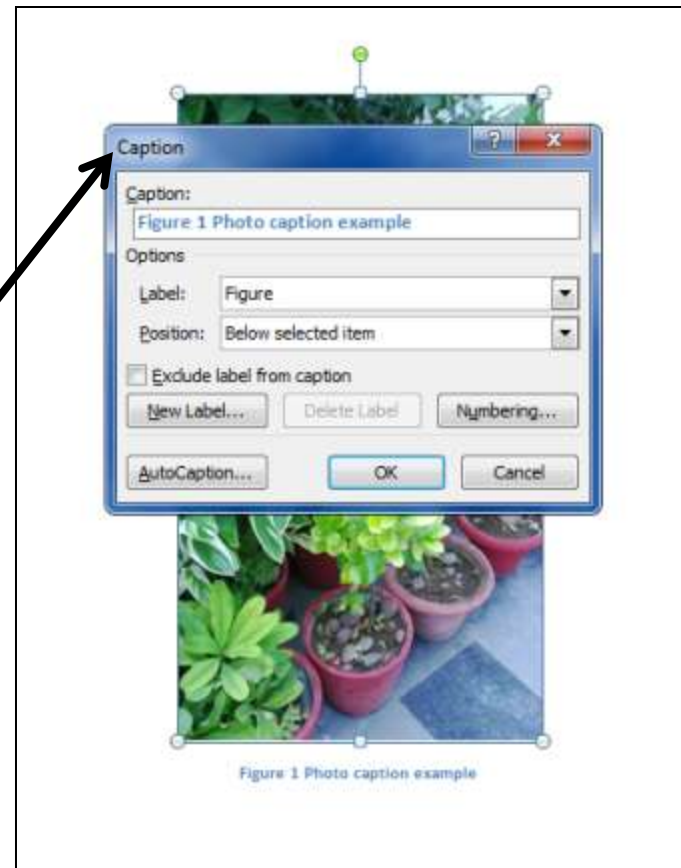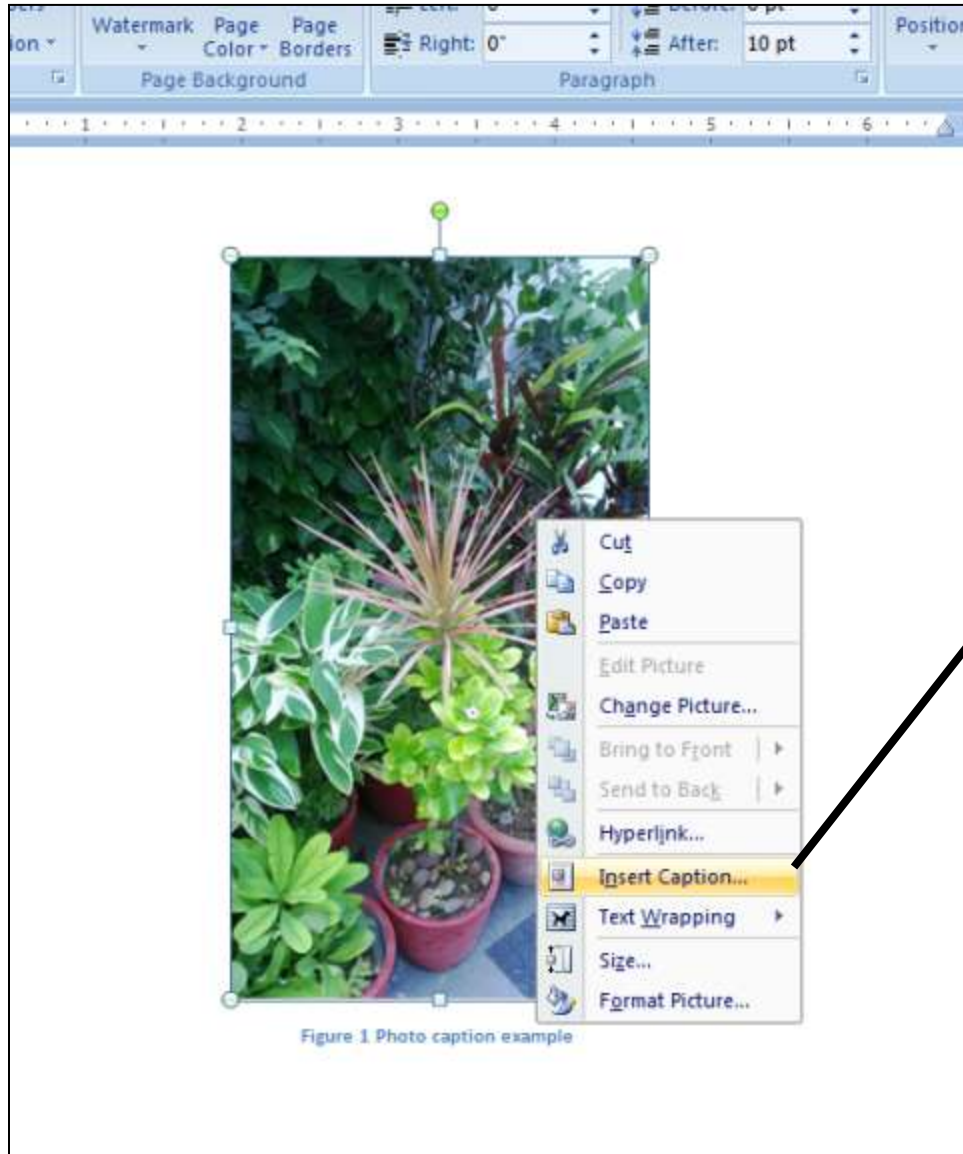
Pivot table - Use and Advantage

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

Final steps

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.

- Adobe Reader
- With the advanced search, you can search all PDF files in a directory and it's 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.
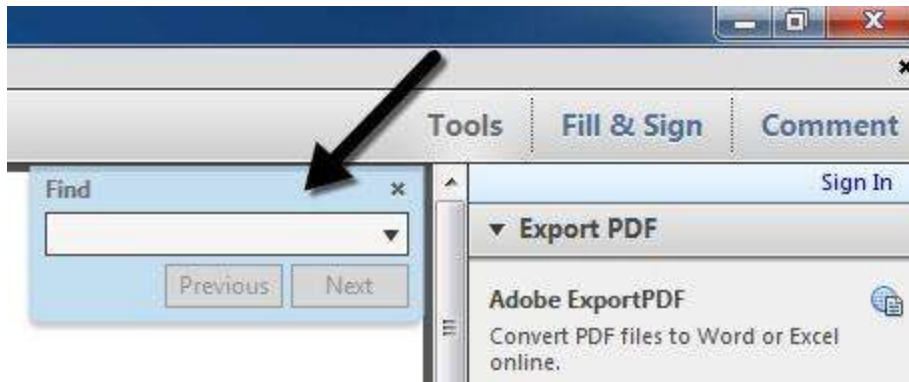
The options here can be used for specific document or folders
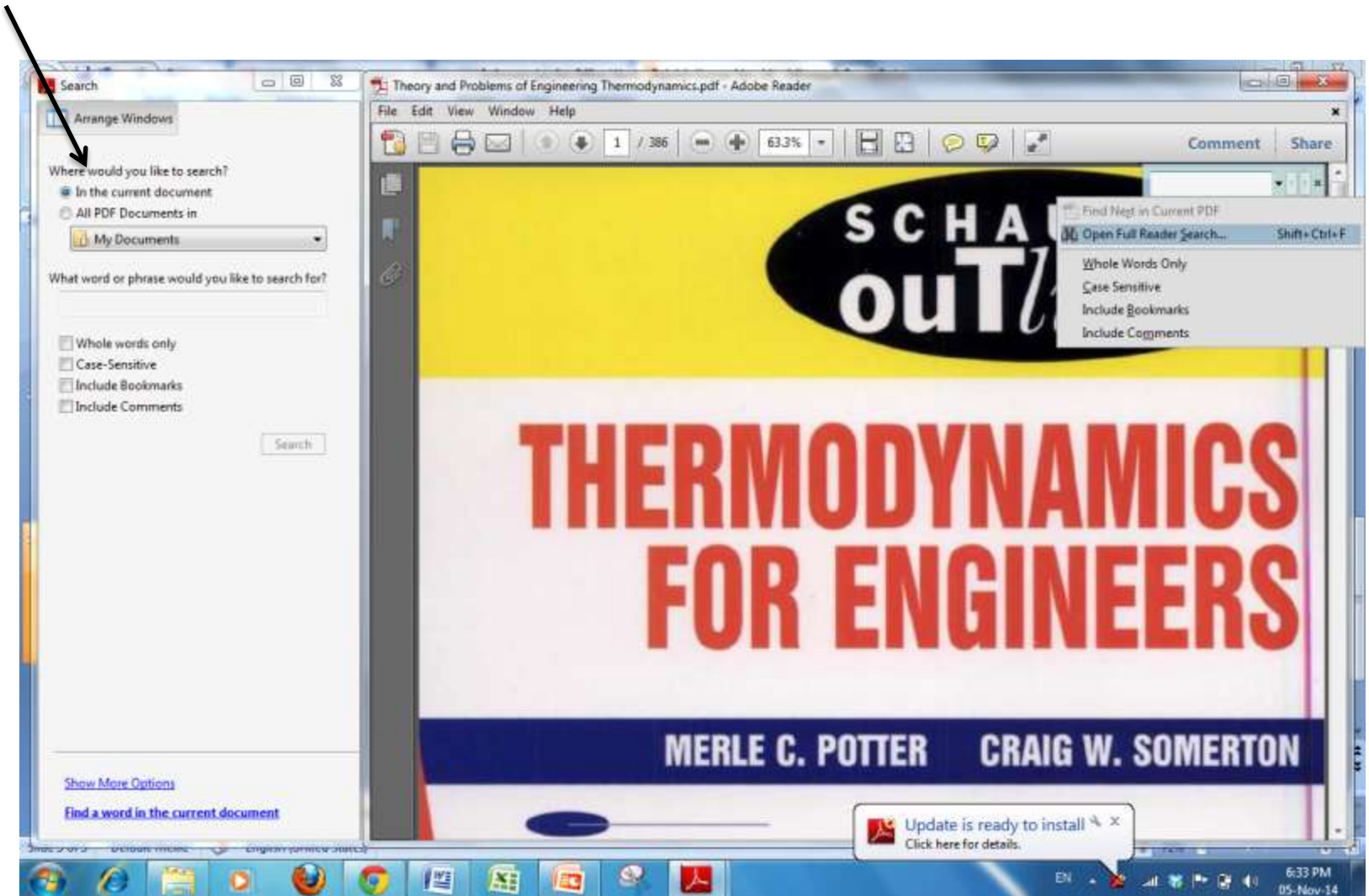
ifilter by Adobe for Windows search and indexing of pdf files

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.

Adobe Acrobat has a feature of combing 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
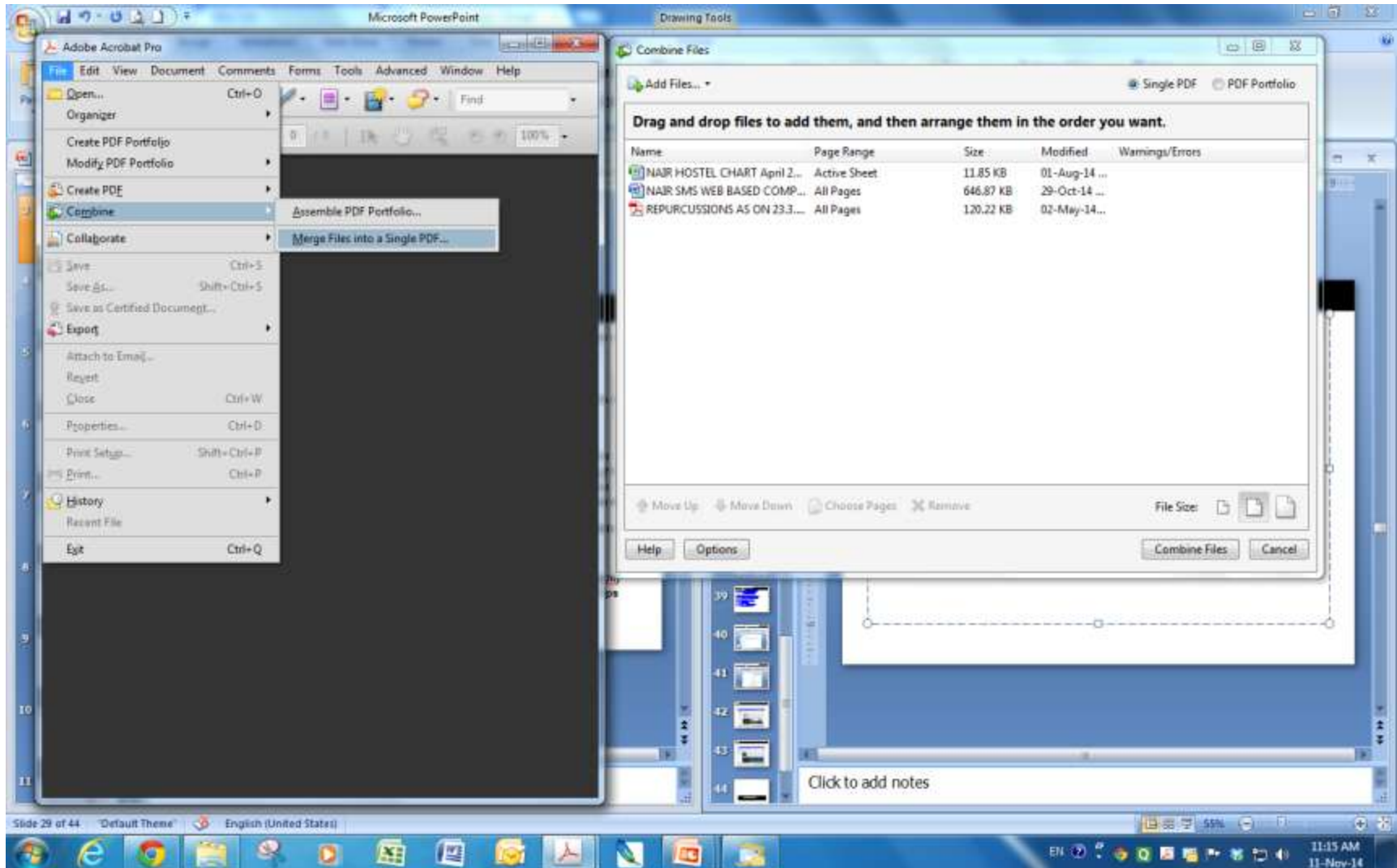
SNIPPING Tool

Windows 7 has added a new useful feature called SNIPPING TOOL.

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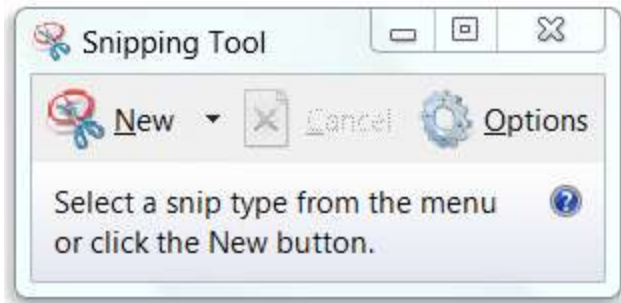
You can use Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image.

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.
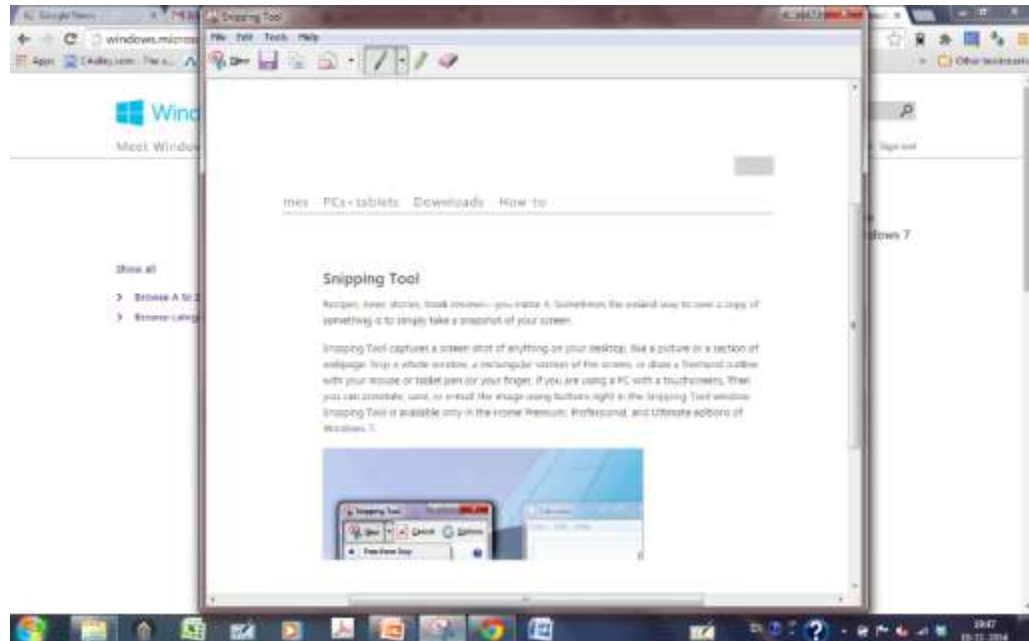
Use Cloud Storage, the best in market are

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/

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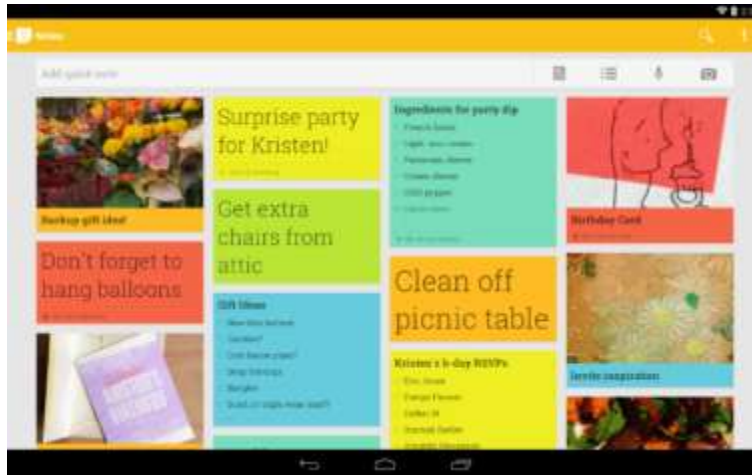
Sometimes you need to download multiple files from a website, it can be tedious to right click each time, there is an extension for browsers which can make multiple downloads possible, like DOWNLOAD MASTER

https://chrome.google.com/webstore/detail/download-master/mcceagdollnkjlogmdckgjakjapmkdjf (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/annopcfmbiofommjmcmcfmhklhgbhkce?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
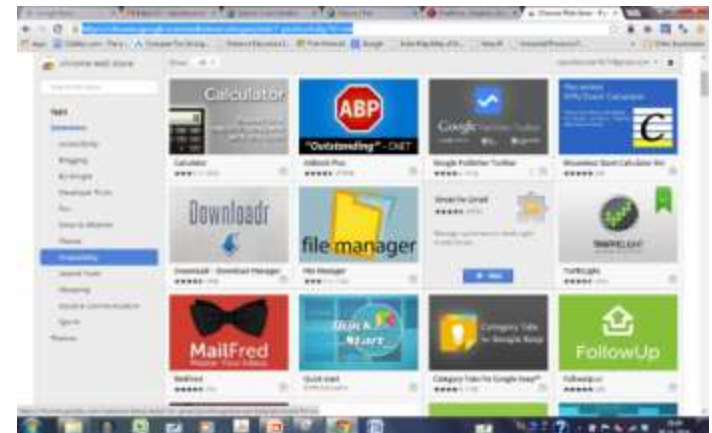
Content Authenticity on Websites

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 to 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
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/

कम्प्युटर पर हिन्दी प्रयोग की सुविधा

सरकारी websites

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/

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

ई-महाशब्दकोश

e-Mahashabdkosh

सी डैक
CDAC

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 « click here for more information

Domain	:	Legal
Hindi Description	:	राष्ट्रपति द्वारा अनुमोदन या अनुमति प्राप्त होना।
English Description	:	Approbation by the President.
English Usage	:	Approval from the President led to the release of the foreign prisoners.
Hindi Usage	:	राष्ट्रपति द्वारा अनुमोदन से विदेशी कैदियों को रिहा कर दिया गया।

Edit/Add Information

ट्रू टाइप फॉन्ट डॉट्रू टाइप फॉन्ट ड्राइवर सहित
ट्रू 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

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 फोंट्स http://ildc.in/htm/otfonts.htm
http://ildc.in/Hindi/hdownloadhindi.html

मोबाइल

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

मोबाइल

https://play.google.com/store/apps/details?id=com.shabdkosh.android&hl=en
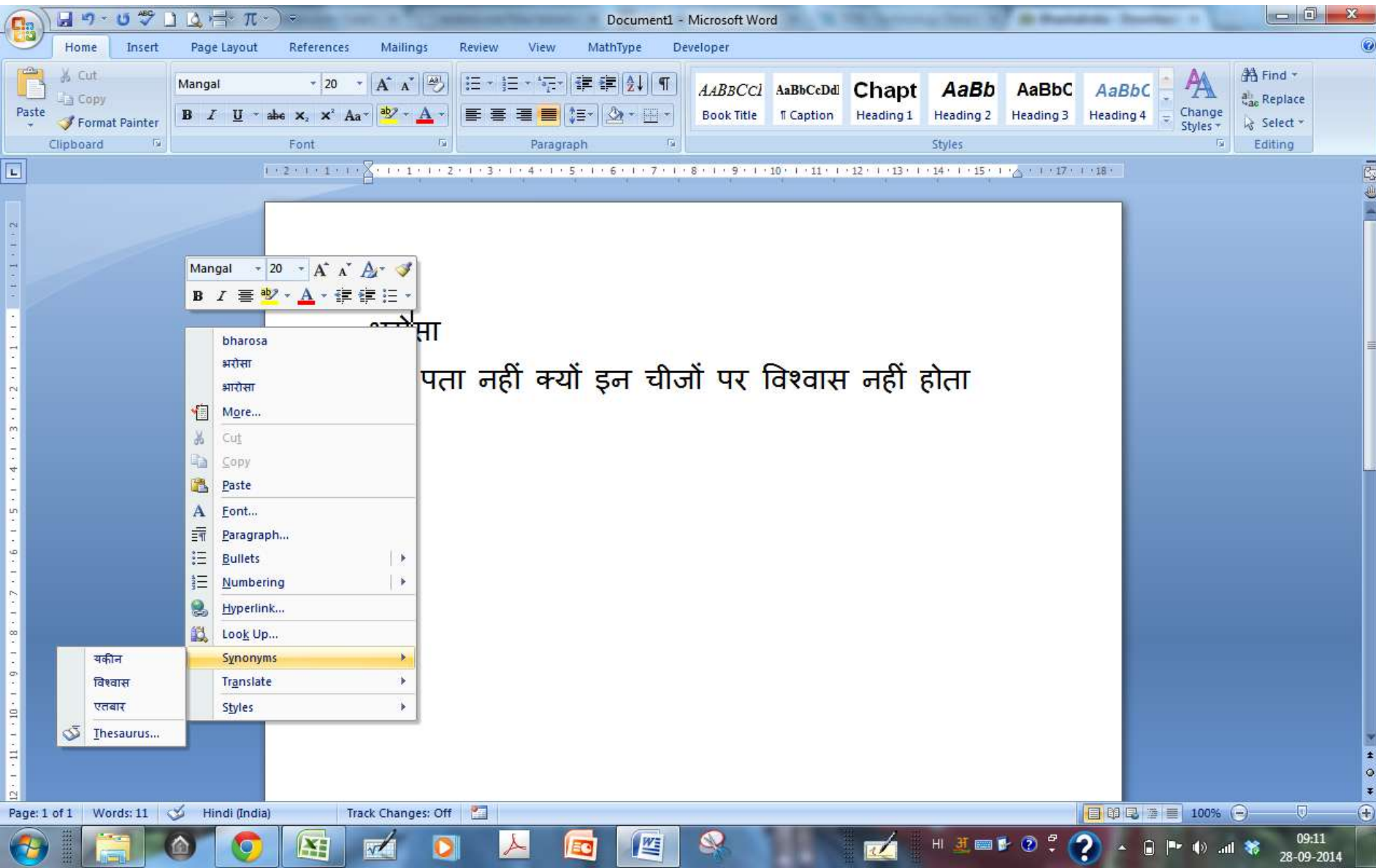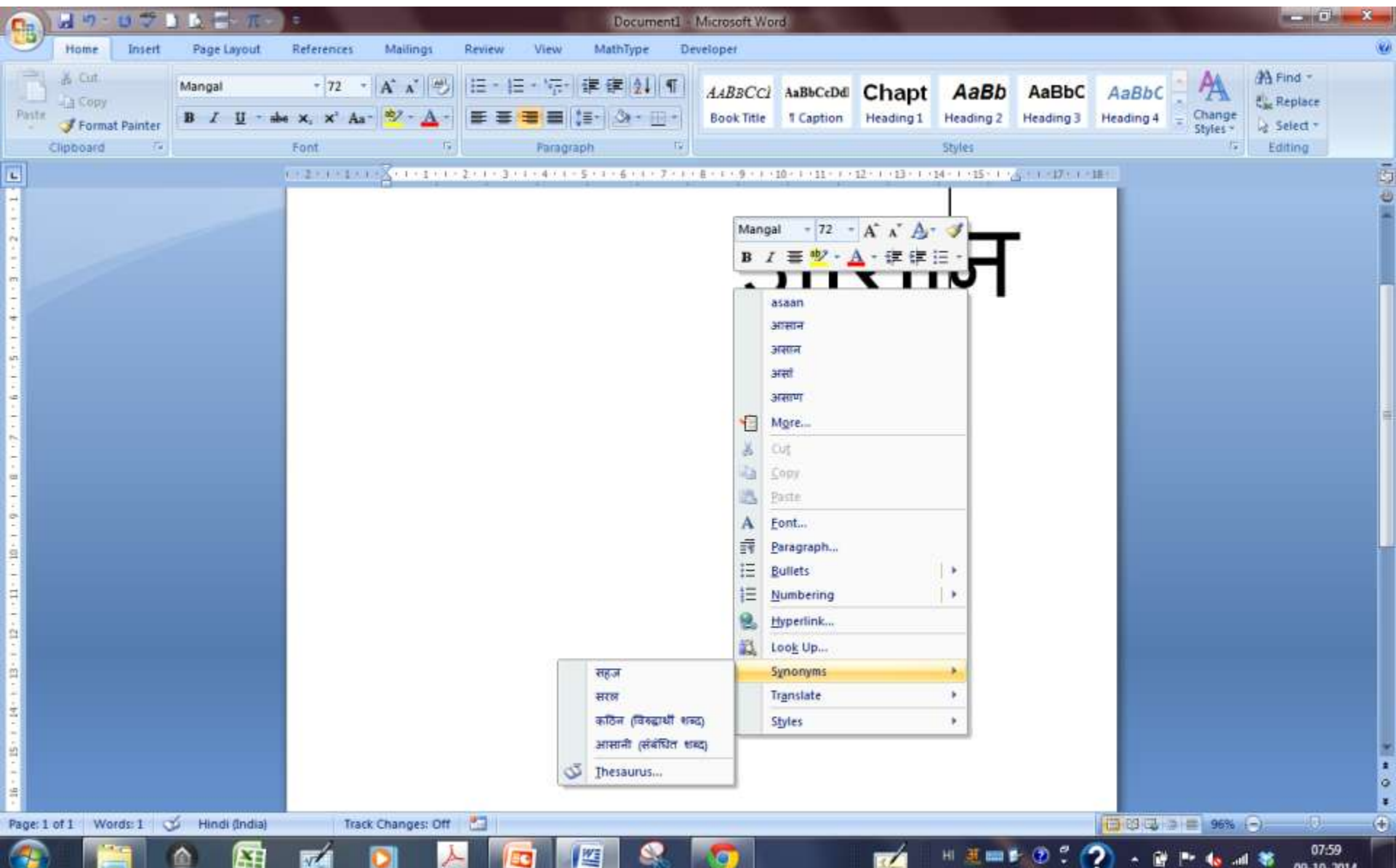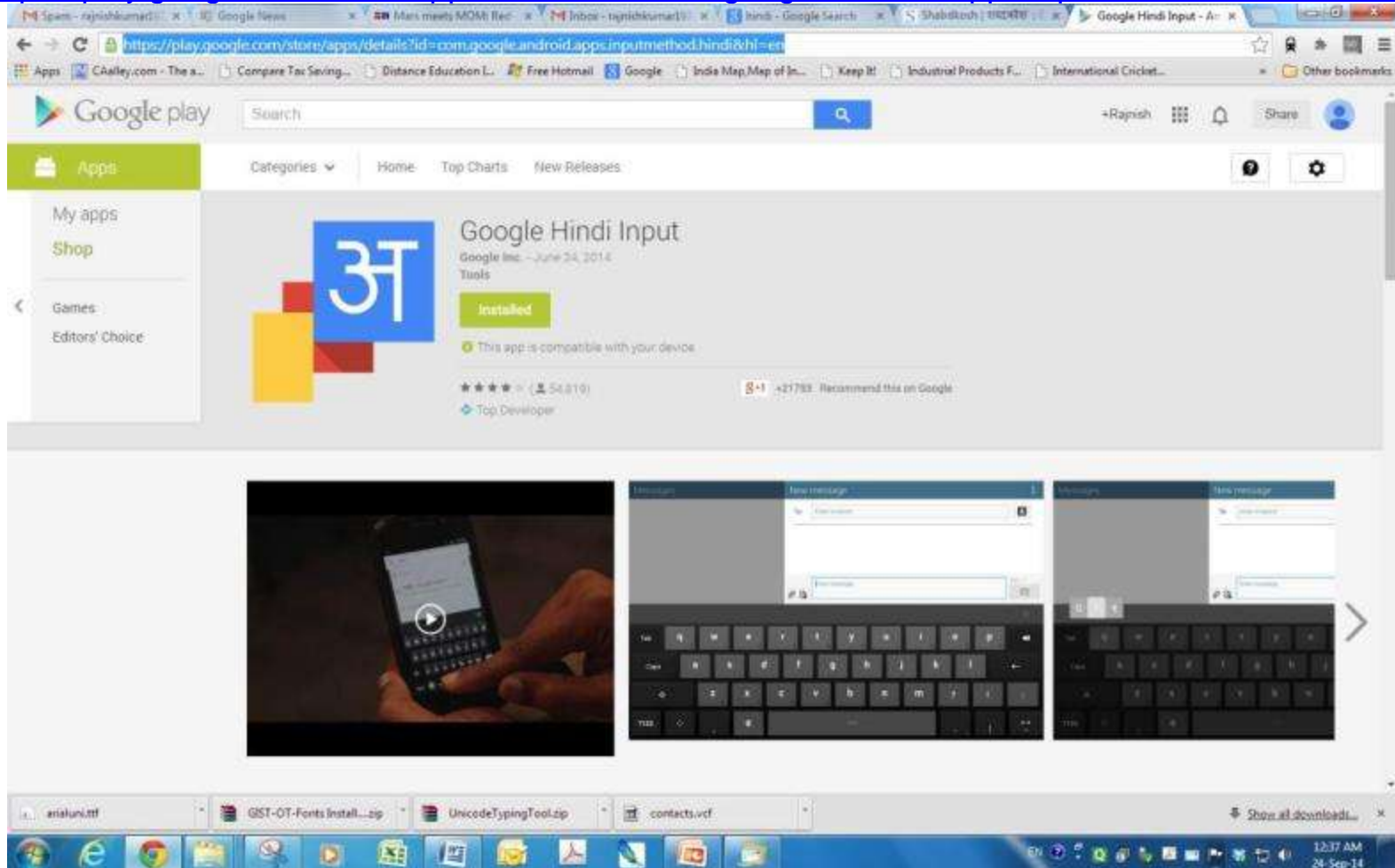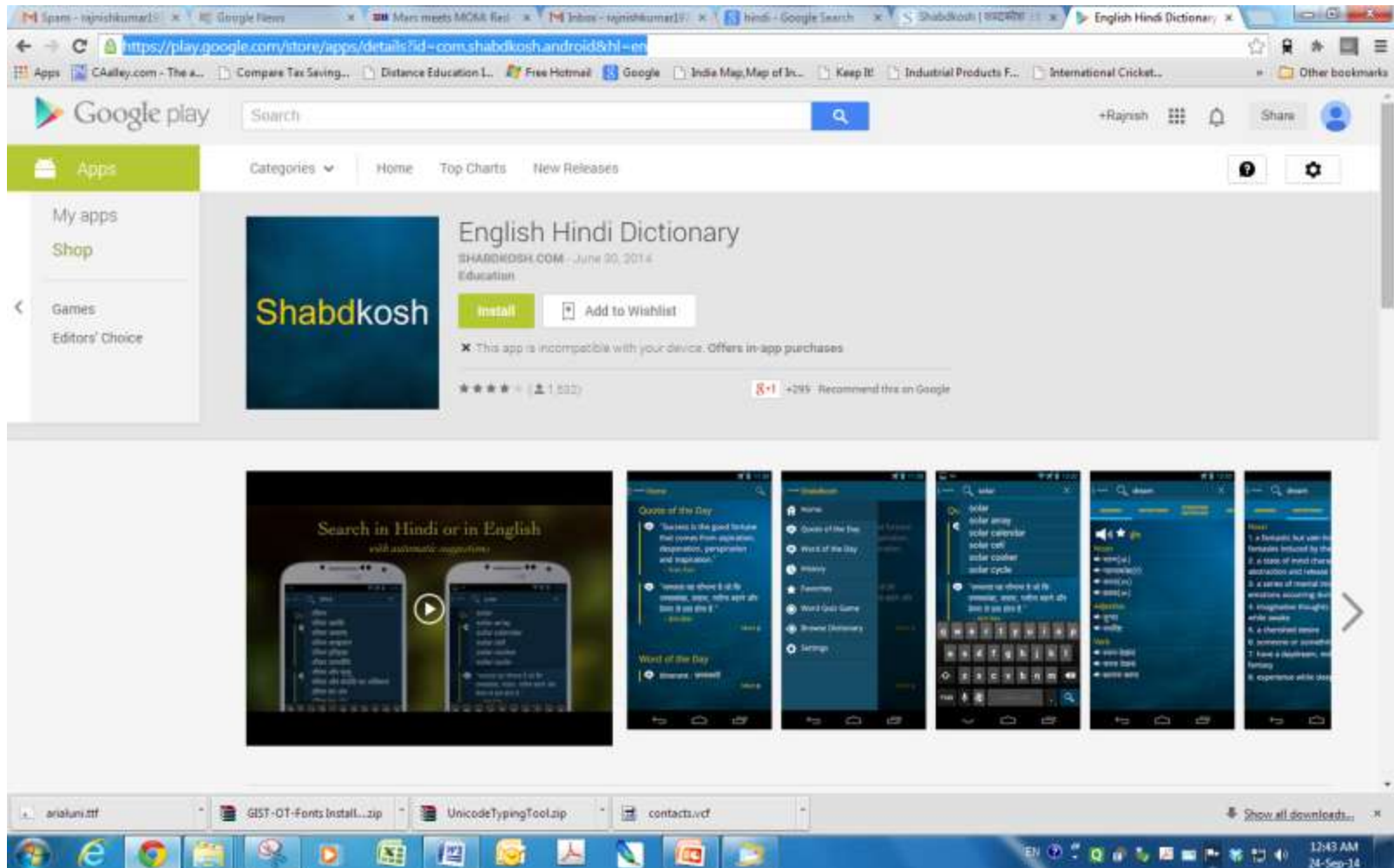
Equivalents of OFFICE Package

	Word Processor	Spreadsheet	Presentation	Database
MS Office	Word	Excel	Powerpoint	Access
Google	Docs	Sheet	Slides	Fusion Tables
iWorks	Page	Numbers	Keynotes	-
Open Office	Writer	Calc	Impress	Base
Libre	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**
- **Some apps for Android can be found here on Play Store**
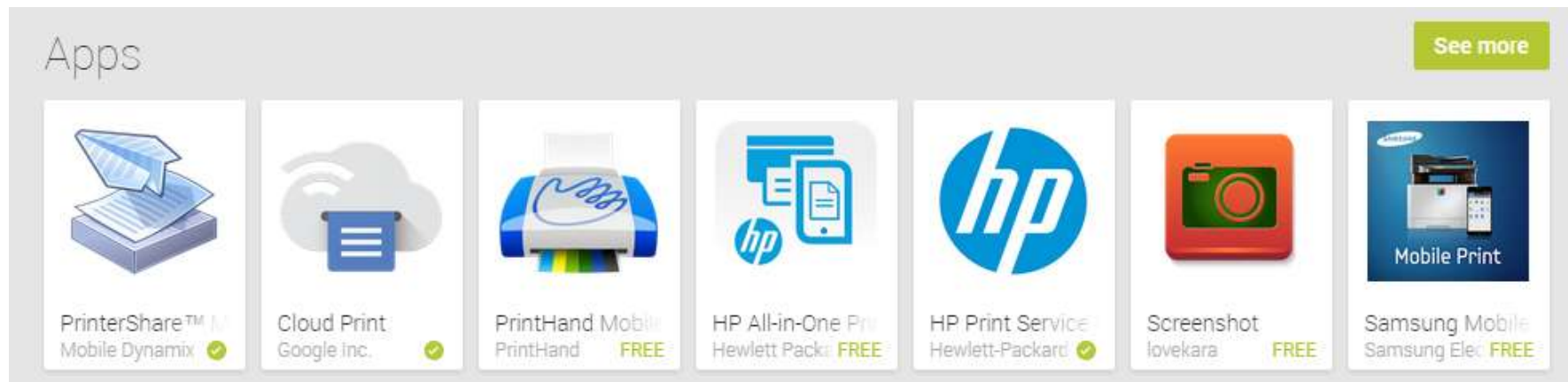
Cloud Print – Using the simplest one from GOOGLE
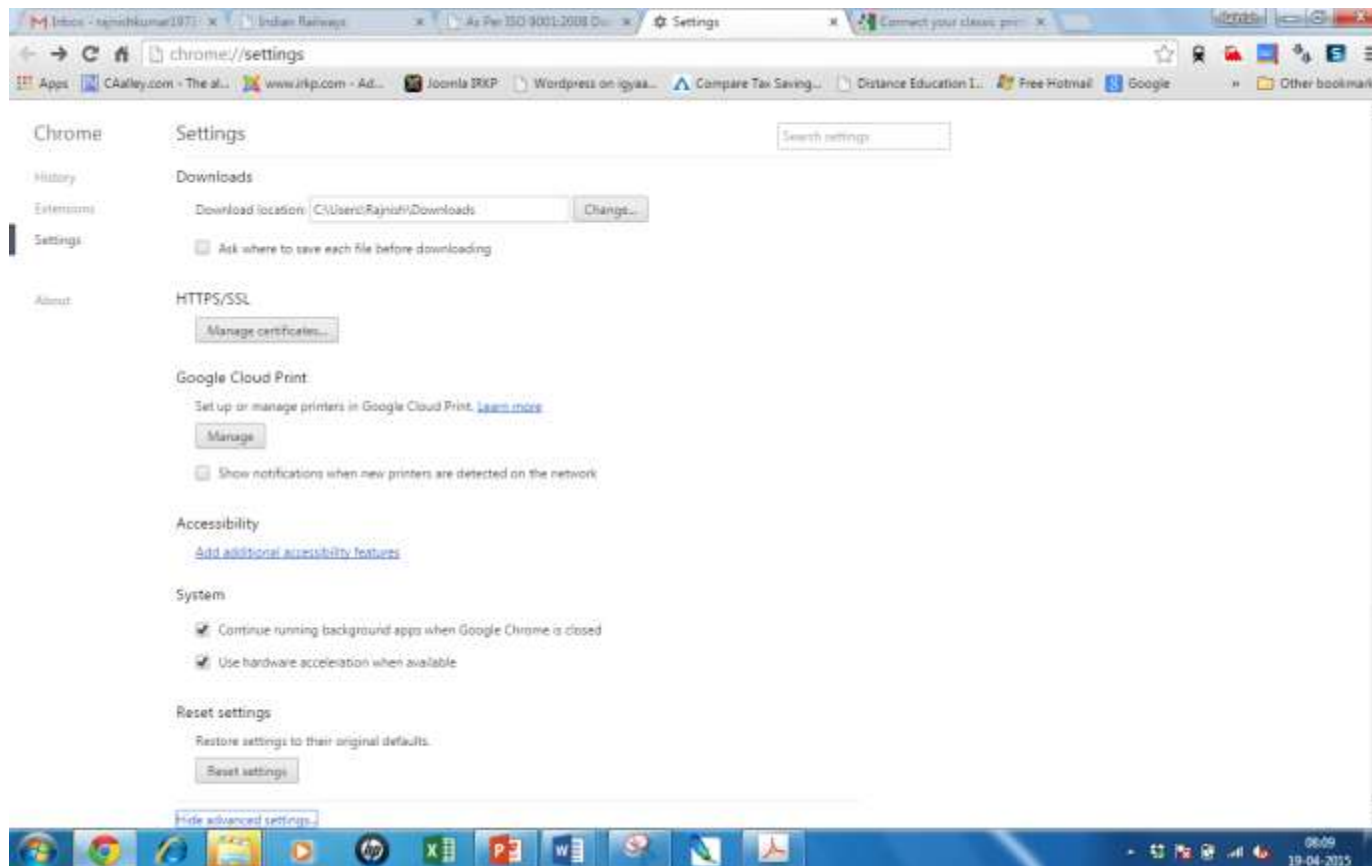
The printers can be cloud ready or classic printer.

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.
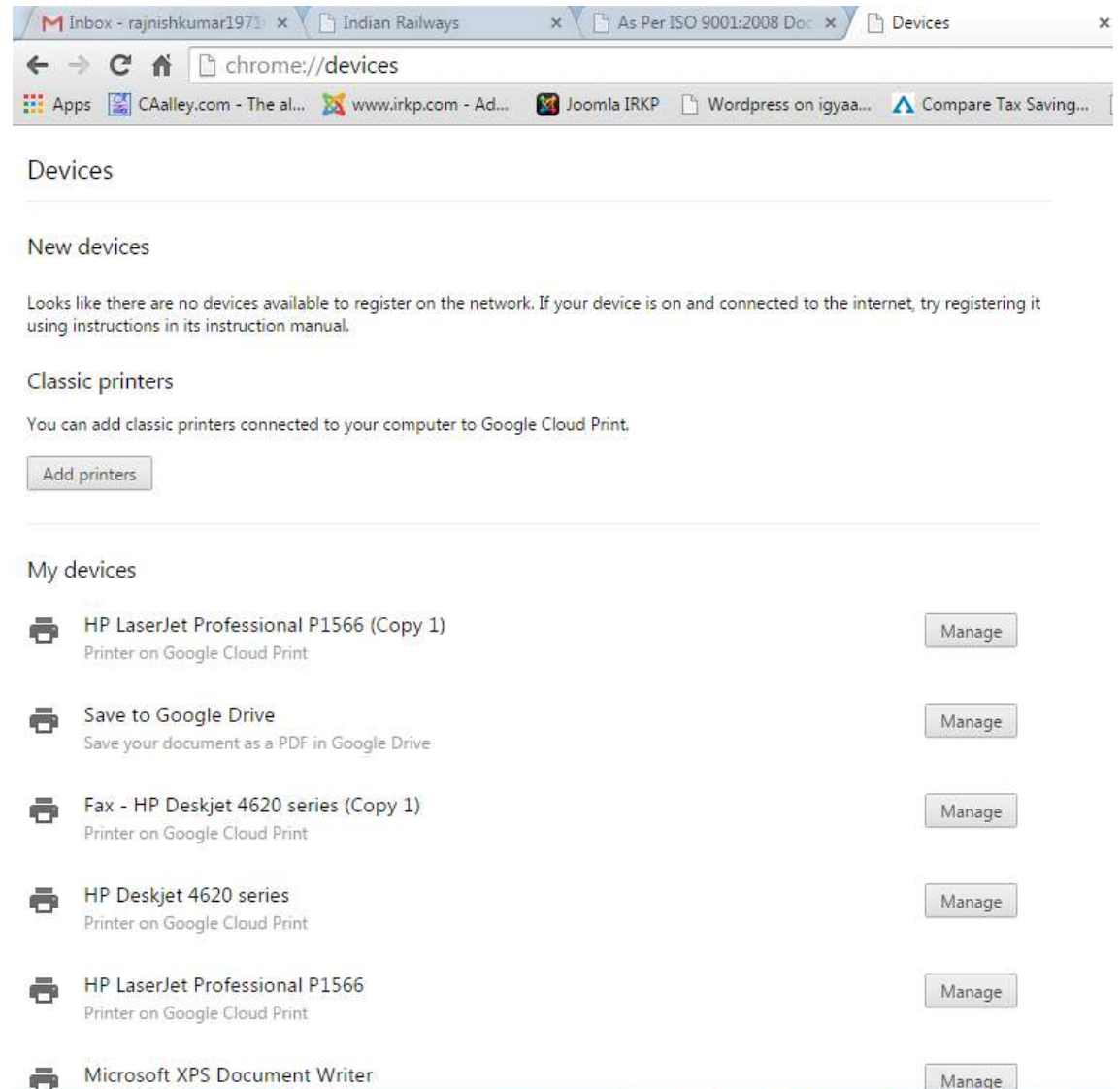
The printer is now associated with your Google Account and connected to Google Cloud Print. You can print to this printer using Google Cloud Print whenever you're signed in with the same Google Account.
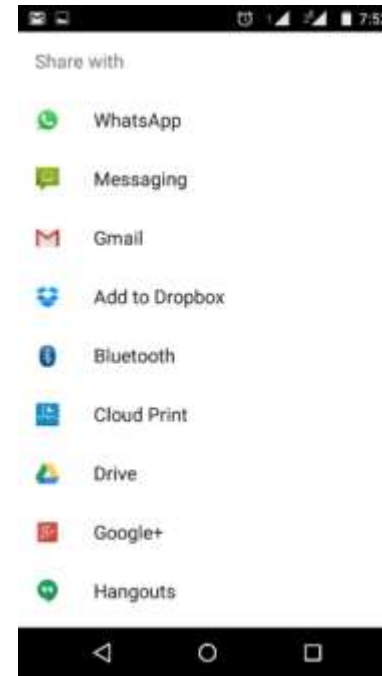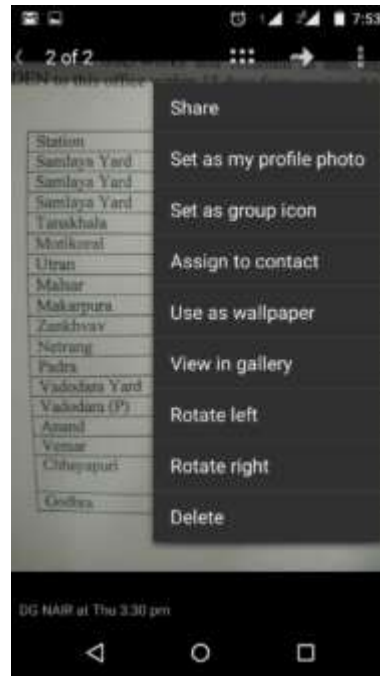
https://www.google.com/cloudprint#printers

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

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