

Lab 3: Microsoft Word Tutorial

Instruction:

All the reference files could be downloaded from <http://metalab.uniten.edu.my/~rozita/cmpf124/lab>. Once downloaded, rename it to suit your own preference. You need to do all the exercises, and mark will be awarded upon completion. You also need to complete the task given and hand it in to your lab instructor. All exercises and task need to be done within the lab hours. No take homework is allowed.

The printed copy is in black and white. However, if you look at the online file you can see a colorful manual.

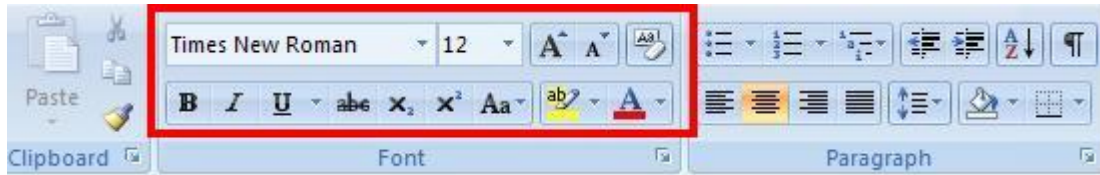
Microsoft Word Essential

- To create a new document in Word: Press the Office button in the top left corner of the application -> Press New
- To set the page orientation, margin and paper size: File -> Page Setup.
- To save a document: Press the Save icon on the ribbon or Press the Office button ->Select Save->Provide a file name->Press Save
- To automatically select all text: Press Select from the Home tab's editing group.
- To copy, cut or paste selected text or image: Press the Paste button from the Home tab's clipboard group.
- To format the text (style, type, size, color etc): Press the Text object from the Home tab's font group.
- To change the paragraph setting (single spacing, double spacing, centered text, justified text): Press the paragraph object from the Home tab's paragraph group.

Lesson 1: Basic Word

Objective: In this lesson, you would learn how to deal with:

- a) Paragraphing
 - b) Numbering
 - c) Manipulating font
 - d) Header and Footer
 - e) Footnote
1. Open the **Word Practice 1.doc** file. (from my website)
 2. Highlight the title: *Tips of Writing*. Change the font to Arial, size 18. To do this, select Format -> Font. OR, you could change the font size and type from the task bar.

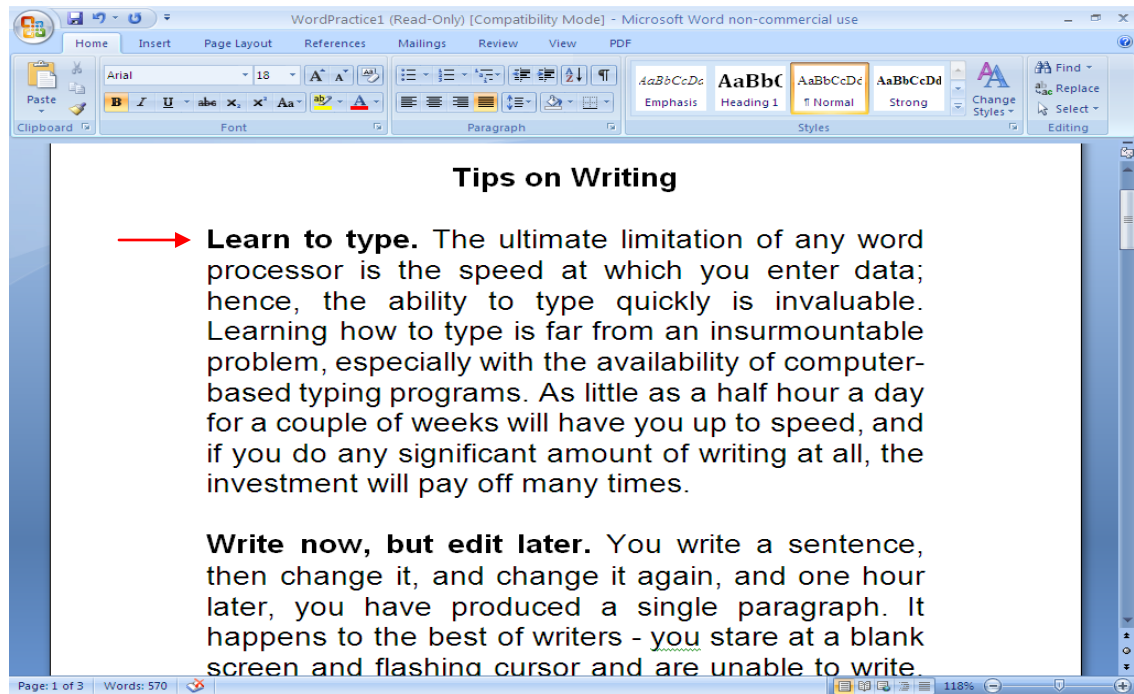


3. Centralize your title. To do this, click the Center button on the tab's paragraph group.

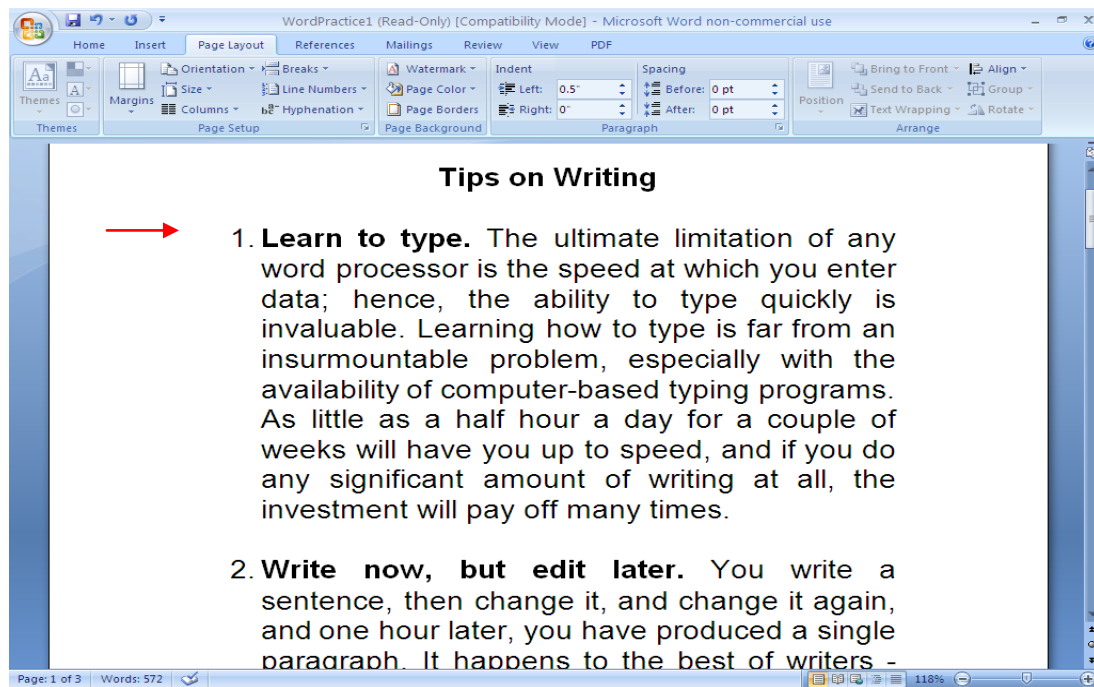
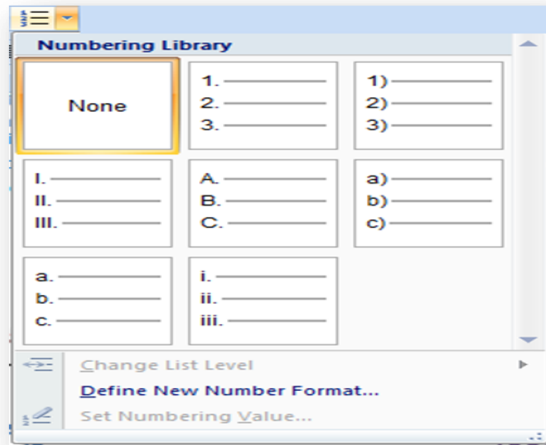
Quick button:



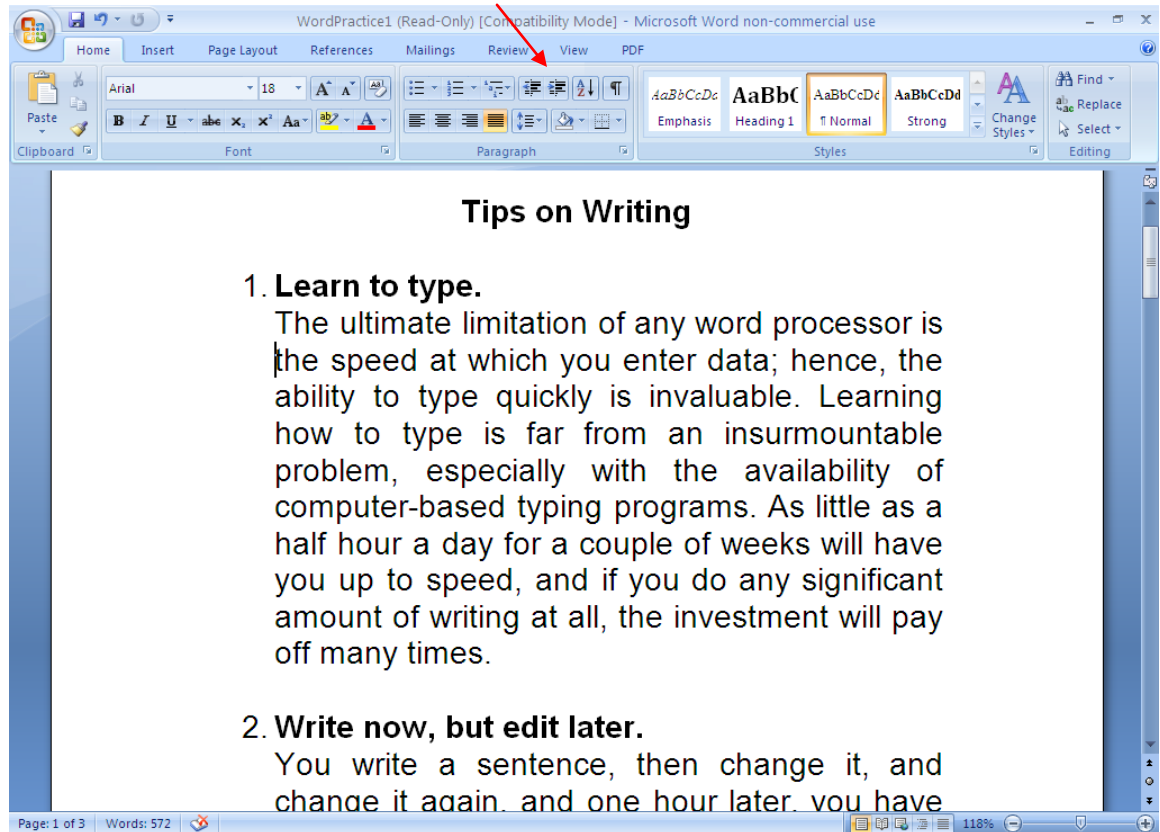
4. Justified the body text. (Highlight the body text, click the Justify button).
5. Bold the first sentence in each paragraph.



- Assign number to each paragraph. To do this, Press the Bullets object from the Home tab's paragraph group. Press [Enter] after each bulleted entry; Word will automatically drop to the next bullet. OR, right click -> Numbering.

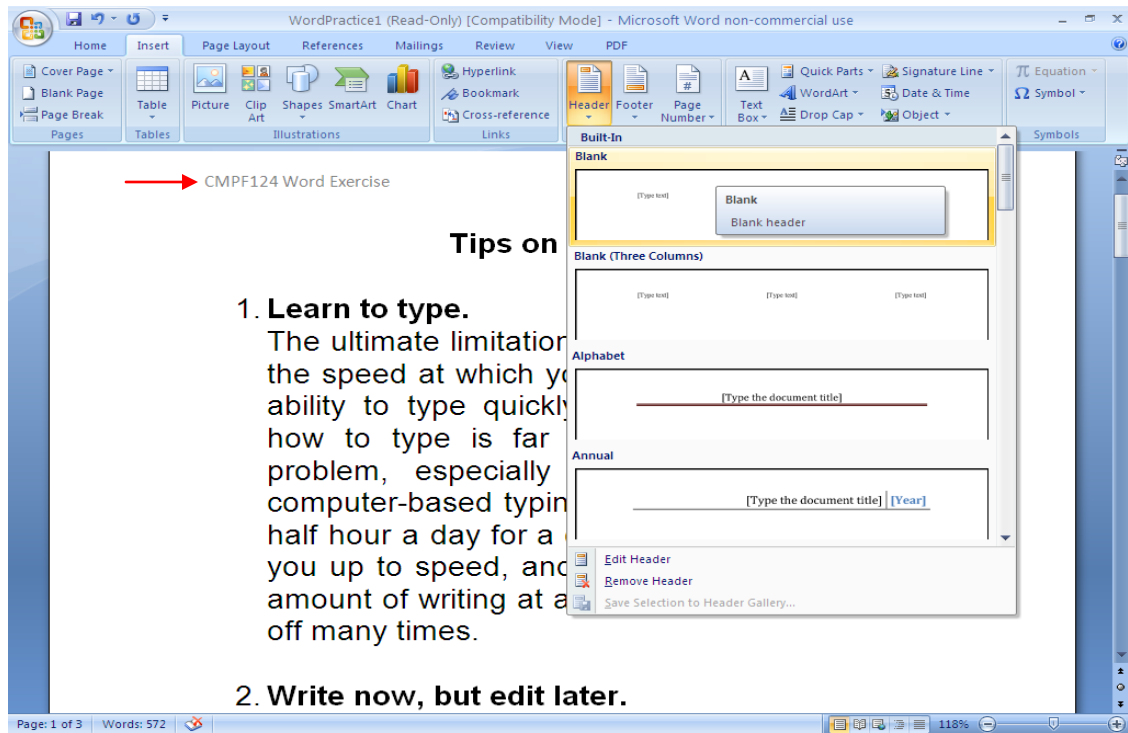


7. Now, for each paragraph, place your cursor at the beginning of the second sentence. Press **Enter**. Increase the paragraph indentation until it is aligned vertically with the first sentence. To do this, click the **Numbering** button to deselect it. Then, click the **Increase Indentation** button to indent your text.



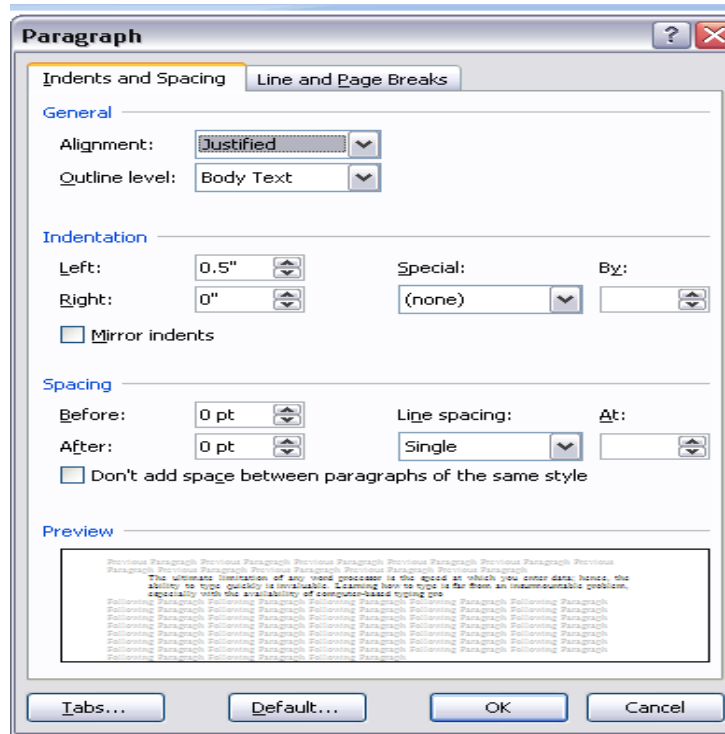
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- Now you need to insert a Header text. To do this, from the menu bar, **Insert -> Header**. Now, you can choose the header design (e.g.: blank, annual etc), then type “CMPF124 Word Exercise” at the header section. Inserting Footer also required the same steps.

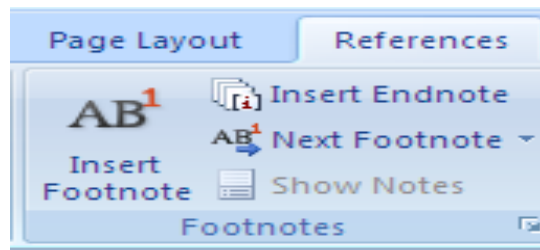


- Now, you need to set the paragraph for 1.5 spacing. To do this, select the body text, and click the dialog launcher button in the tab's paragraph group.



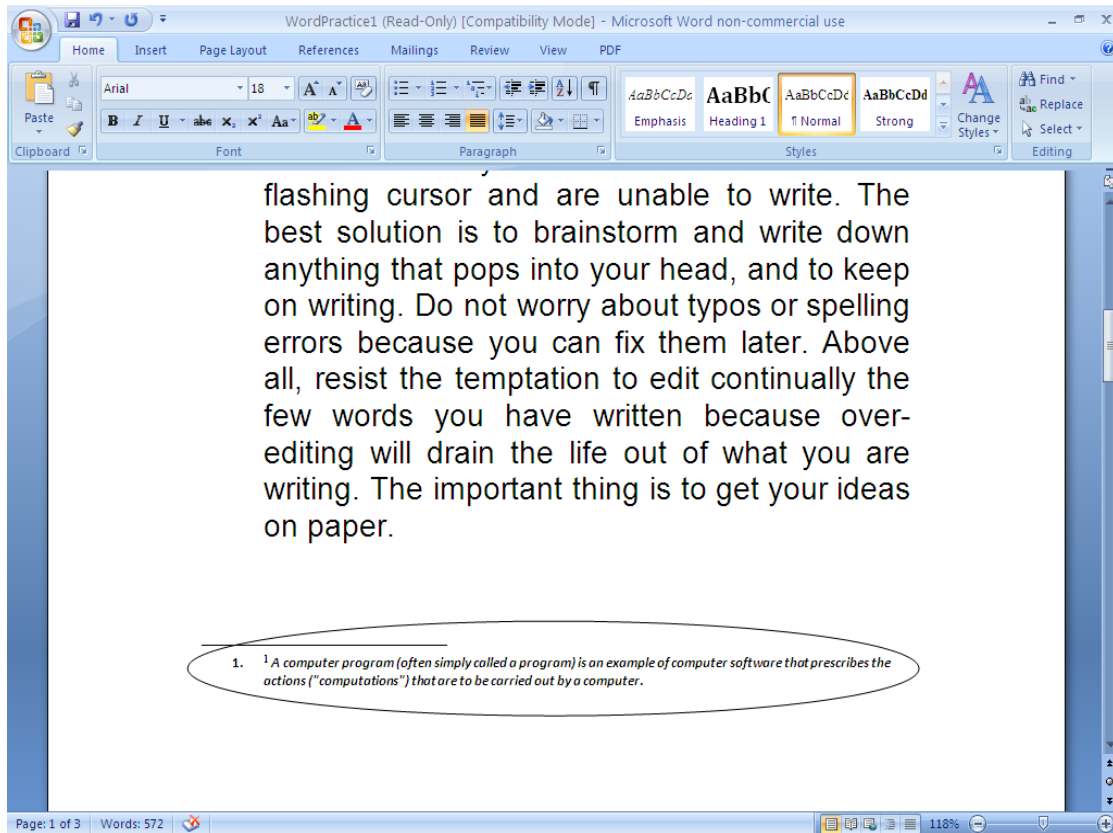


10. Now, you want to add a footnote. You want to explain the meaning of the word *program*. Look at item no 1, second sentences. To do this, click on the References tab's in the ribbon -> Insert Footnote.



11. Type the following sentence: *A computer program (often simply called a program) is an example of computer software that prescribes the actions ("computations") that are to be carried out by a computer.*
12. Highlight the sentence and change the font size to 8.

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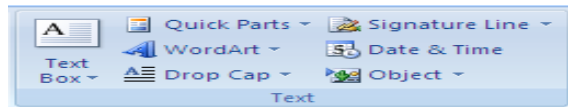
13. You could view the final product from the Word Practice 1 – final.

Lesson 2: Newsletter

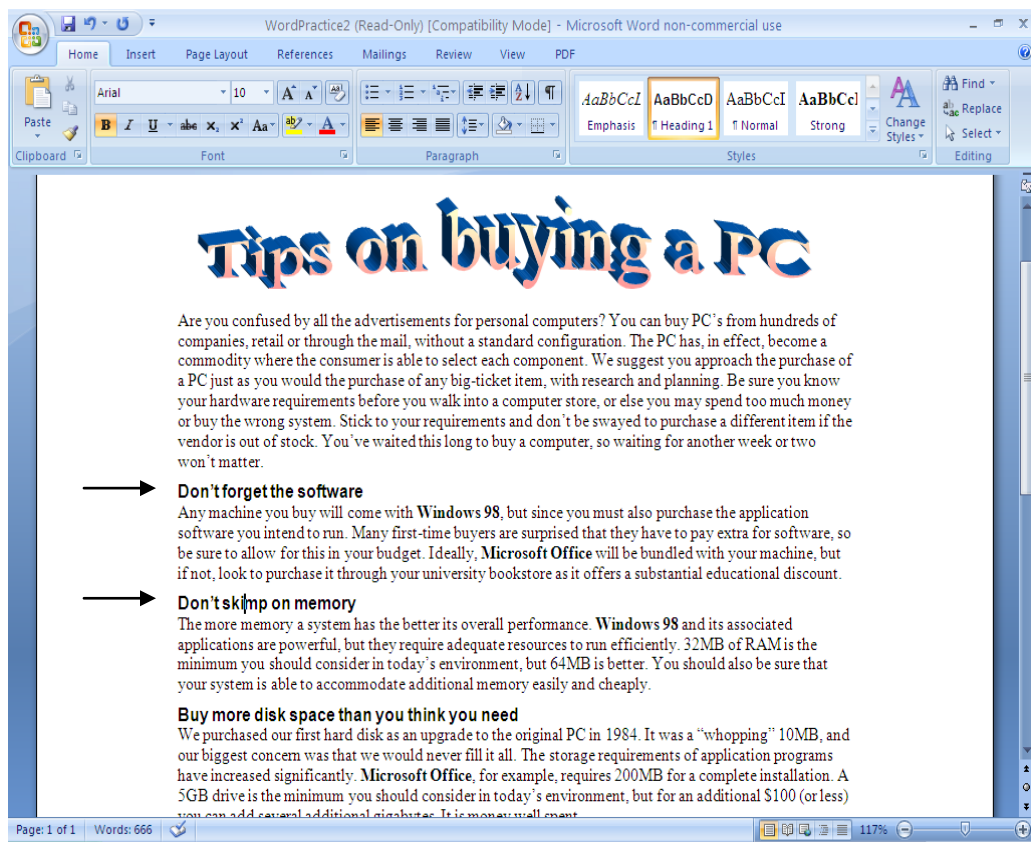
Objectives: In this lesson, you will learn how to work with:

- a) Word Art
- b) Column
- c) Image

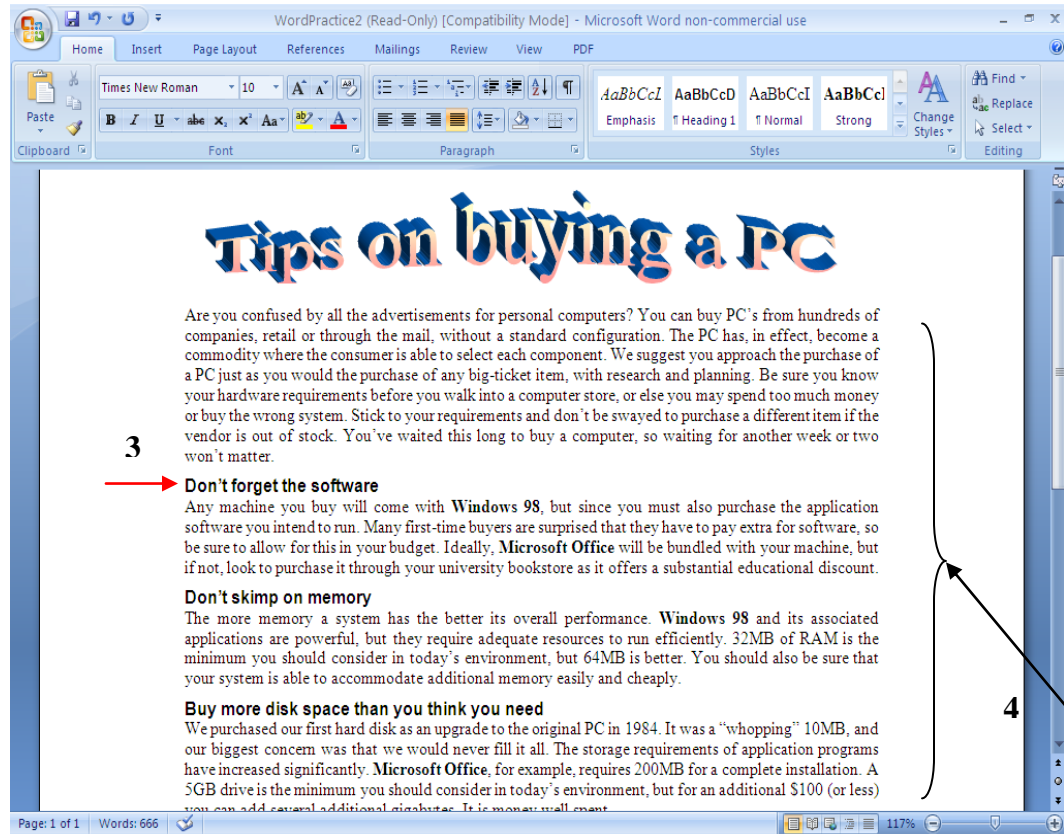
1. Open the **Word Practice 2.doc** file.
2. At the top of the page:
 - Insert a Word Art text, and type the title as: *Tips on buying a PC* (To get to Word Art, from the menu bar, click on the Insert tab's in the ribbon.



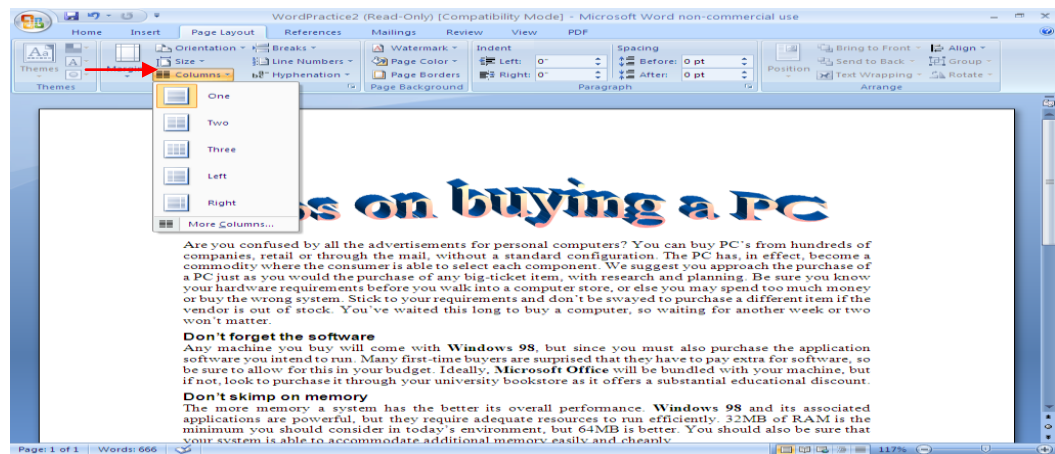
- Choose the appropriate font for your title.
- Centralize your title.



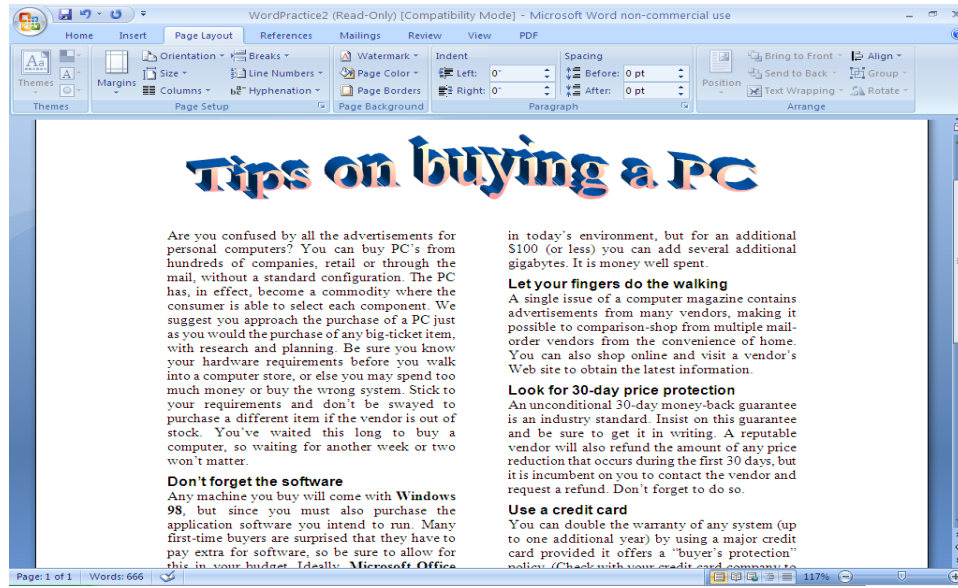
3. Next, **BOLD** all the subtitles.
4. Justify the body text (you need to select the body text first. Then, go to paragraph tab's group. Click justified button).



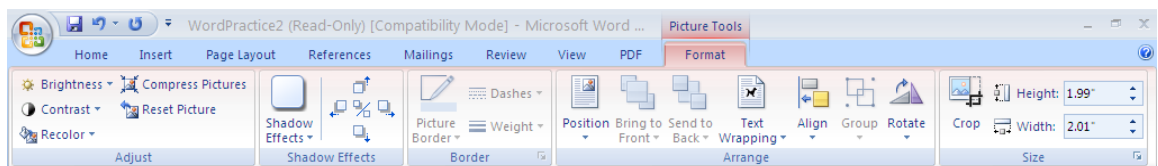
- To create text column, select ALL the body text ONLY (meaning leave the title alone !!!), then from the menu bar, select **Page Layout -> Columns**. Under the **Preset** section, choose **Two**.



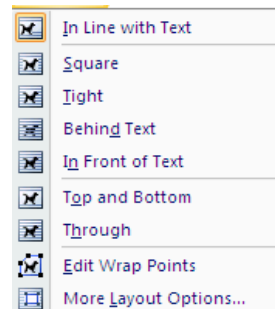
Now your document should look like this.



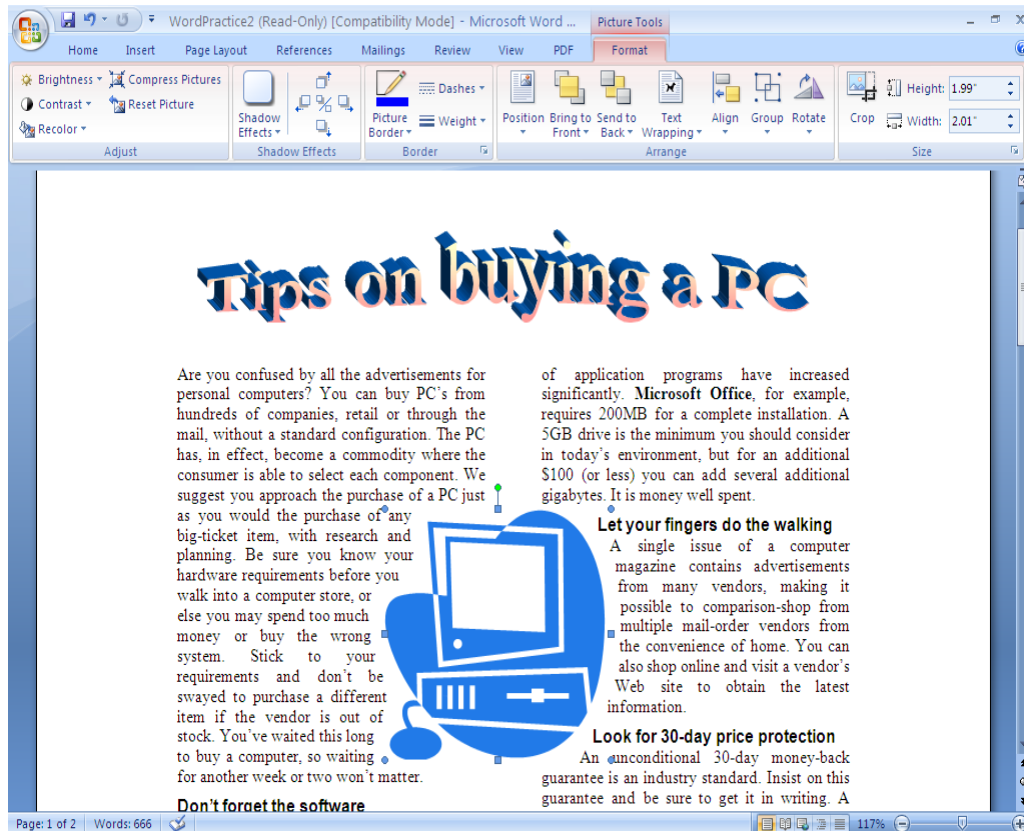
6. Place your cursor at the middle of the page. Now, you want to insert a picture. From the menu bar, **Insert -> Picture -> Clip Art**.
7. Select any picture that you are interested in. Insert the picture into your word document by clicking it.
8. Now, you need to edit the picture (in terms of its position and size). In order to do that, you need to change the Picture layout setting first. Click on the Format tab to format picture.



9. Under Text Wrapping, select **Tight** wrapping style.



10. Now, enlarge the picture. Your final product should look like this:

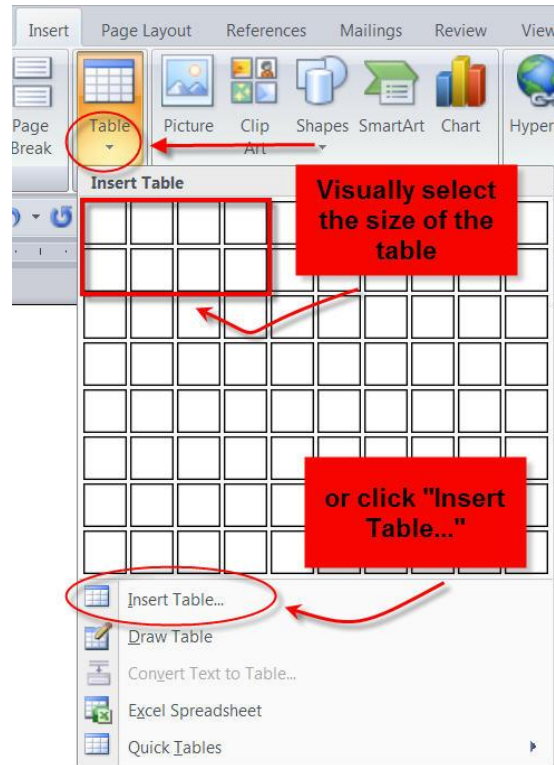


11. You could view the final product from the file Word Practice 2 – Final.

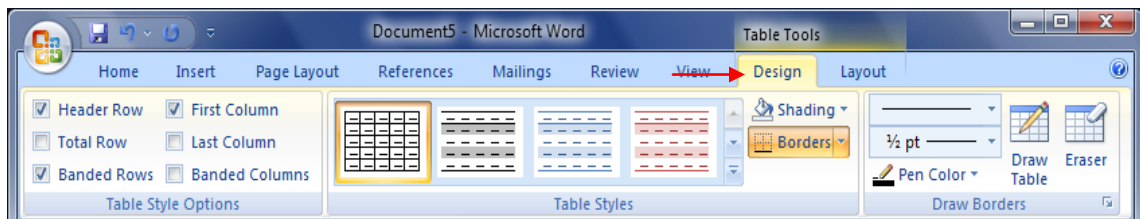
Lesson 3: Working with table.

Objectives: In this lesson you will learn how to work with:

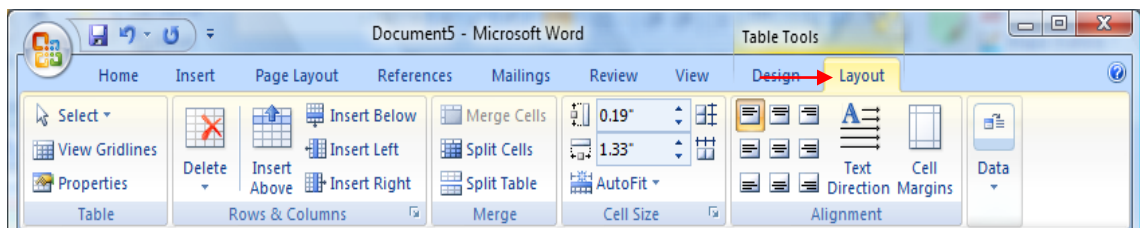
- a) Table
 - b) Cell manipulation
1. Open a new word document file.
 2. To add a table, go to the insert tab of the ribbon, and select “insert table” (Drag the mouse to select the size of table you want).



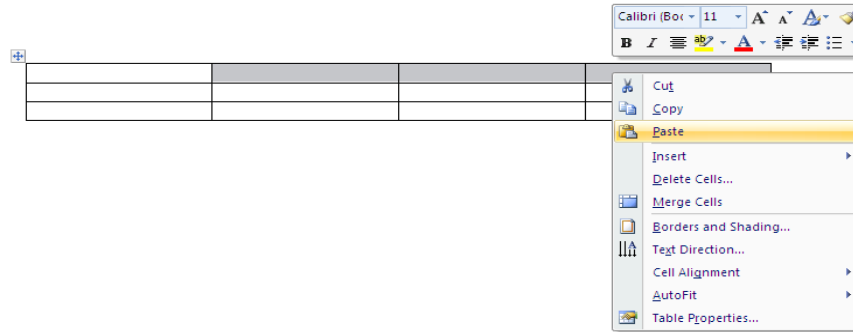
3. To edit a table's style, select it and a new tab will appear on the ribbon



4. You can also modify the structure of a table by using the "layout" tab.



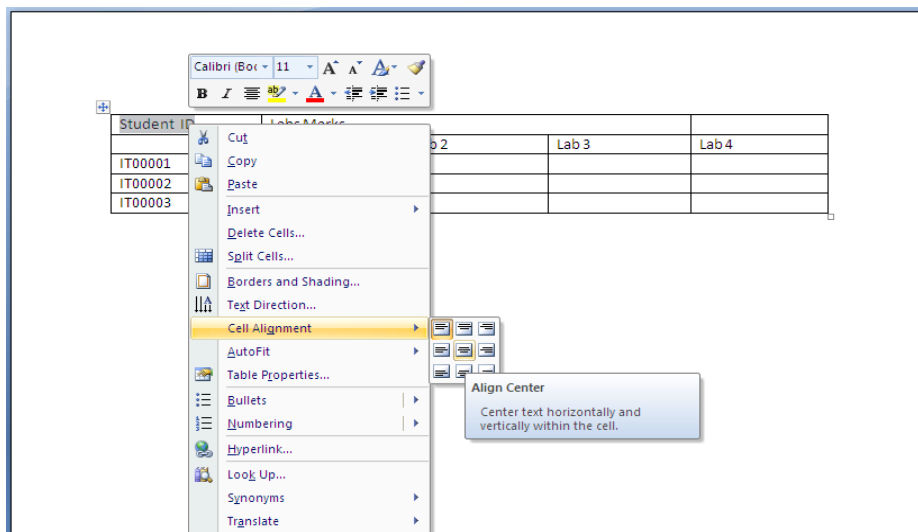
5. Next, you want to combine two or more cells to become one single cell. To merge cells, select the desired cells, and then right click. From the pull down menu, choose **Merge Cells**.



6. Fill in the table as the following. You are also required to merge the first two row (as indicated by the figure below):

Student ID	Lab Marks			
	Lab 1	Lab 2	Lab 3	Lab 4
IT00001				
IT00002				
IT00003				

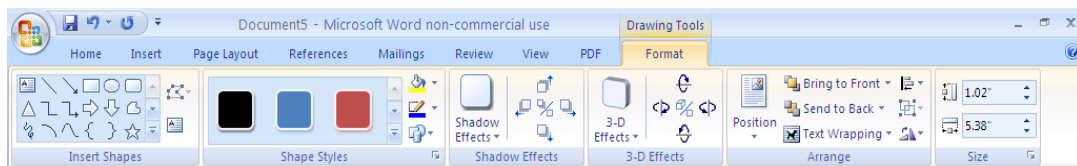
7. Next, **Bold** the title “Lab Marks” and all the subtitle “Lab 1”, “Lab 2”, “Lab 3” and “Lab 4”. Centralize all those titles. Centralize the Student ID column as well.
8. To centralize a cell (horizontally and vertically), highlight and right click the cell, from the pull down menu, choose **Cell Alignment -> desired setting**.



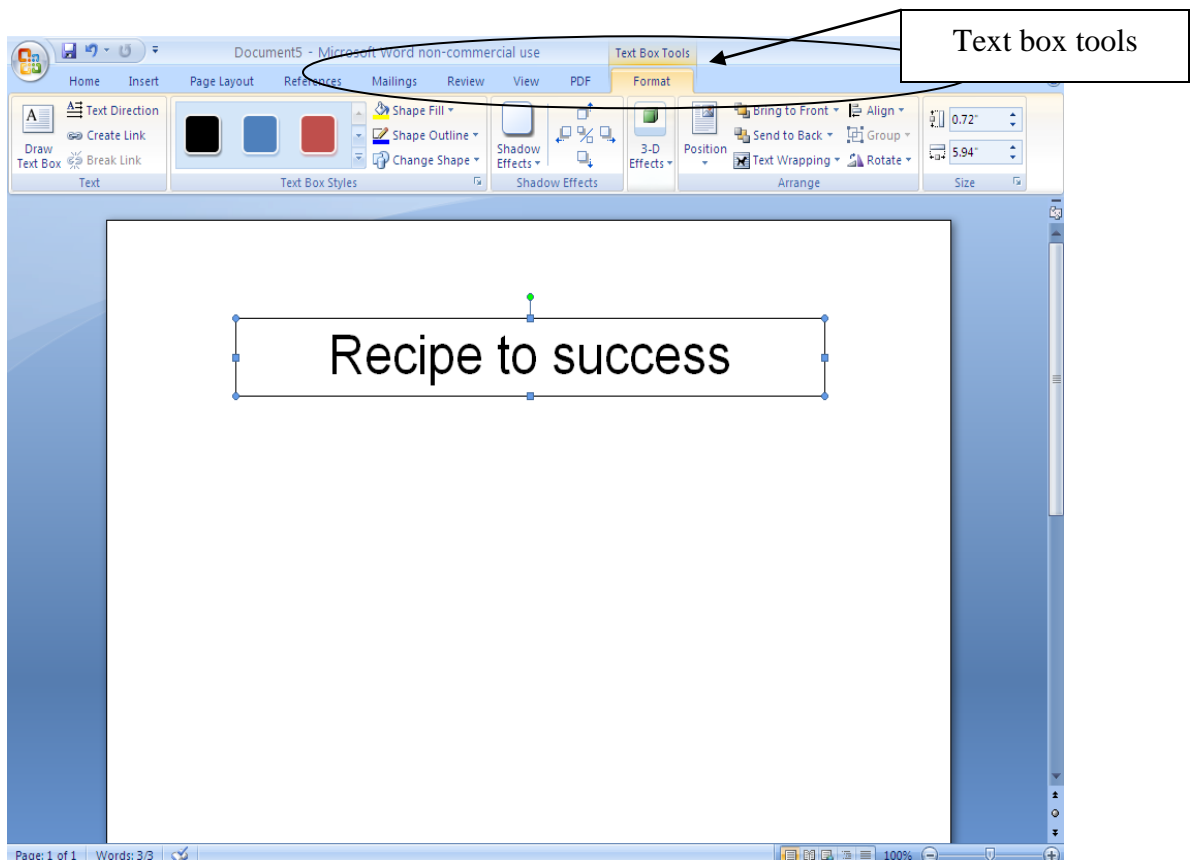
Lesson 4: Working with shape.

Objectives: In this lesson, you will learn how to work with:

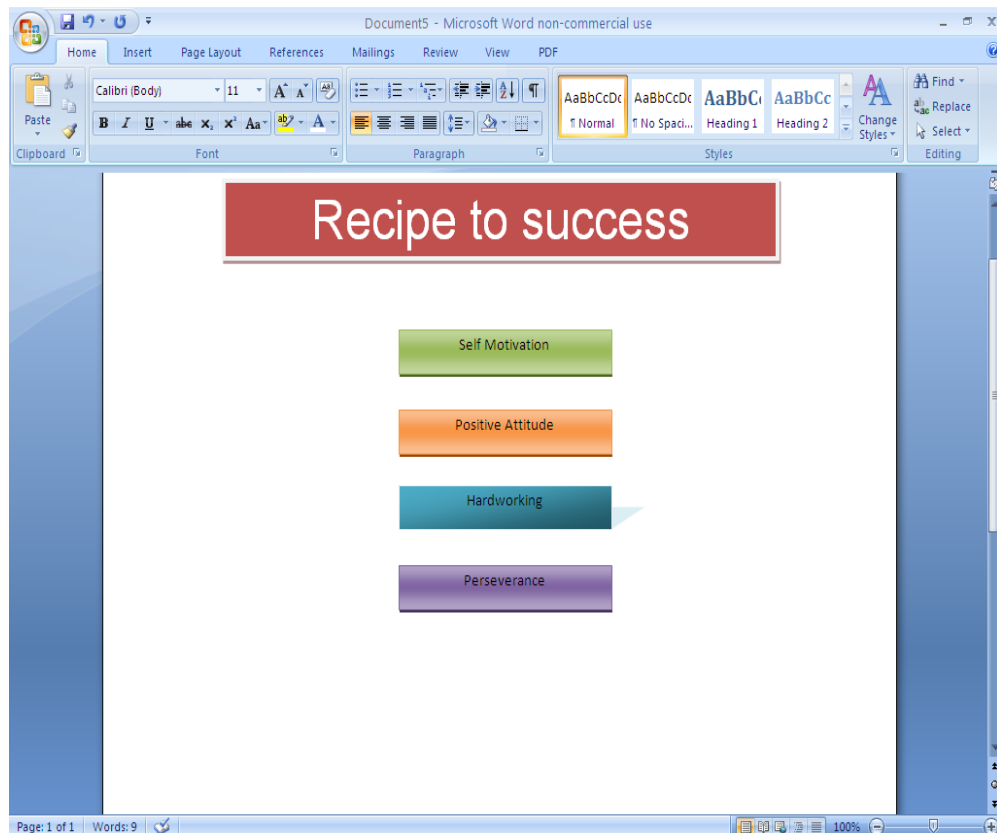
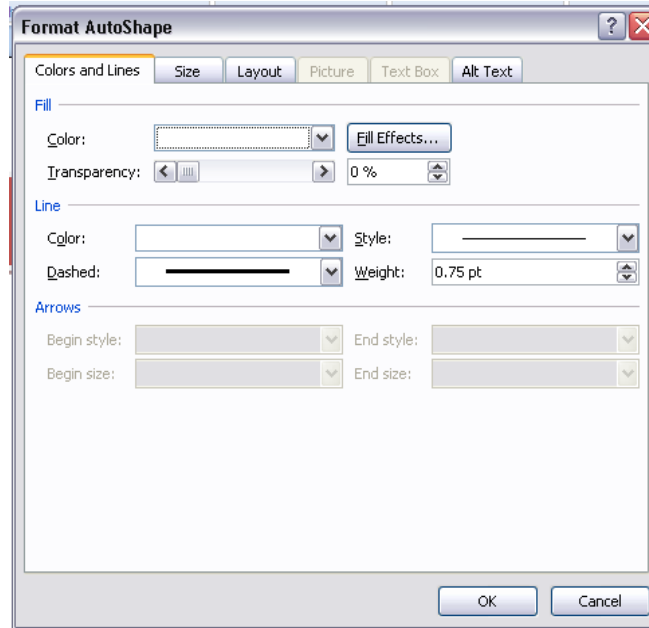
- a) Basic shape
 - b) Shape grouping
1. Open a new word document.
 2. Click the **Insert** tab.
 3. Click the Shapes button. Choose shape. Drawing tools will be appeared when you finish drawing your shape. In the drawing tools. You can format your shape and design it nicely.



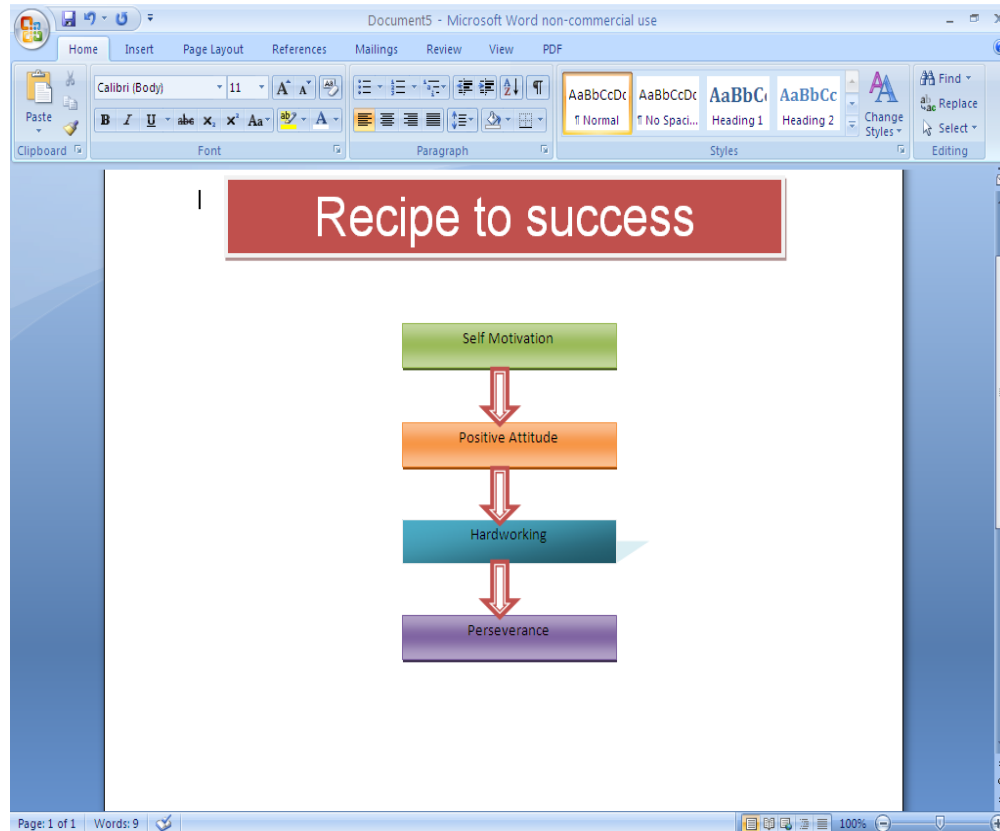
4. Right click and choose 'Add text'. Type "The recipe to success" in the text box.



- Now, create another four boxes like the following (containing the word: Self Motivations, Positive Attitude, Hardworking, Perseverance). To make the outline of the box disappear, right click the text box, select **Format Auto Shape**. Under the **Colors and Lines** tab, choose **No Line** option.

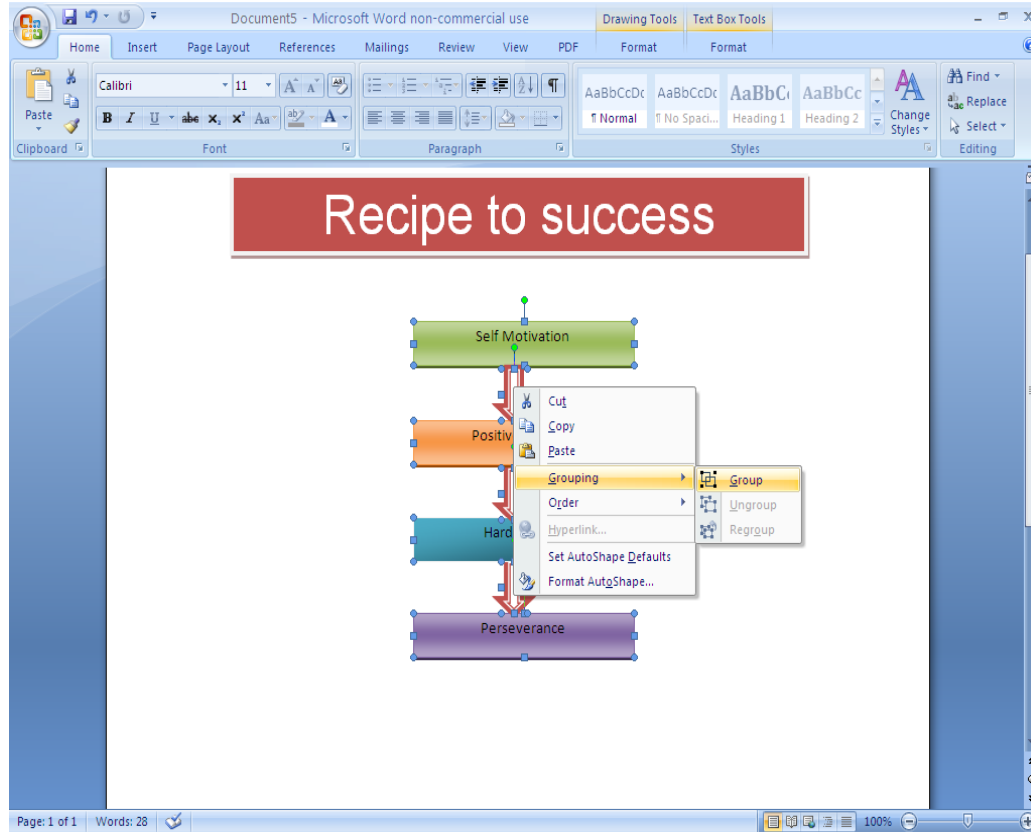


6. Now, from the drawing toolbar, click on the **AutoShapes bottom -> Block Arrows** and choose your desired arrow style.
7. Place the arrow between the first and the second box.
8. Repeat the steps until you have the following diagram (tips: you could just copy and paste the arrow):



9. One of the concern issues is that if you want to position the diagram, you need to move each of the objects one by one, which could lead to time consuming. What you can do is to group all the objects in the diagram. In order to do this, hold the SHIFT key and click on each of the object.
10. Once you are done, point your cursor to the selection until a cross symbol appear. Right click. From the pull down menu, choose **Grouping -> Group**. (You could ungroup or regroup using the similar steps).

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11. Now if you move one object, the rest of the objects will follow.

This week Task:

1. You are required to create your own timetable in UNITEN. Save it as "YourName_YourStudentId", for example Rozita_1700012.
2. The requirement:
 - a) Set your document orientation layout as Landscape. Your timetable should fit into ONE page ONLY.
 - b) Header File with written text "Your Name: Semester 1 2009 2010". Example:
Rozita Ismail: Semester 1 2009 2010.
 - c) Footer with written text "CMPF124 Lab Assessment: Microsoft Word"
 - d) All two hours subjects should be shown in a single cell only (hint: use merge cell).
 - e) A numbered list (outside the table) listing all the subjects you are taking i.e. Subject ID and Subject Name. For example:
 1. CMPF124 Basic Computing Skills for Knowledge Workers
 2. ACCF024 Information Technology & Accounting Application
 3. MATF164 Fundamental of Calculus
3. Email your document to me with the **subject** "CMPF125/124 Lab Assignment 1-'your name'"
4. Your email should reach me by 4.30pm today, later than that means ZERO mark for you.
5. I would like to remind again, if you are caught cheating (you copy your friends – and you just take you own sweet time!) you will get ZERO, furthermore you are just wasting your time and you learn nothing!
6. Do not bother to submit this assignment if you are absent today, next time please turn up so that you will get marks.