

INFORMATION AND COMMUNICATION TECHNOLOGY LAB

LAB MANUAL



DEPARTMENT OF COMPUTER SCIENCE

The islamia university, BWP, PAKISTAN



Lab 01: Introduction to Microsoft Word

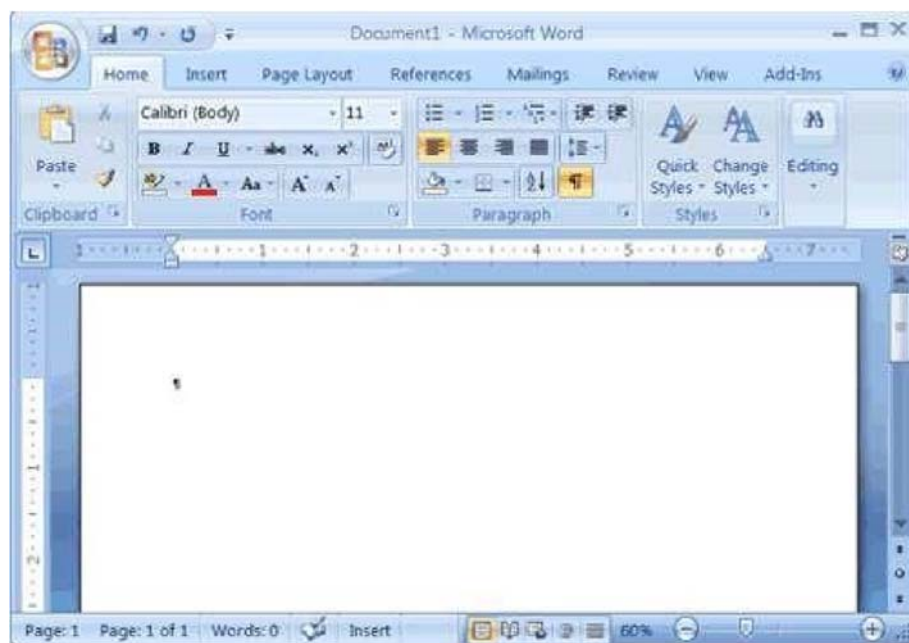
Objective(s):

To Learn the Basics of Microsoft Word

GETTING FAMILIAR WITH MICROSOFT WORD 2007

Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. This tutorial teaches Microsoft Word 2007 basics. Although this tutorial was created for the computer novice, because Microsoft Word 2007 is so different from previous versions of Microsoft Word, even experienced users may find it useful.

This lesson will introduce you to the Word window. You use this window to interact with Word. To begin this lesson, open Microsoft Word 2007. The Microsoft Word window appears and your screen looks similar to the one shown here.



Note: Your screen will probably not look exactly like the screen shown. In Word 2007, how a window displays depends on the size of your window, the size of your monitor, and the resolution to which your monitor is set. Resolution determines how much information your computer monitor can display. If you use a low resolution, less information fits on your screen, but the size of your text and images are larger. If you use a high resolution, more information fits on your screen, but the size of the text

and images are smaller. Also, Word 2007, Windows Vista, and Windows XP have settings that allow you to change the color and style of your windows.

THE MICROSOFT OFFICE BUTTON

In the upper-left corner of the Word 2007 window is the Microsoft Office button. When you click the button, a menu appears. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks.



THE QUICK ACCESS TOOLBAR

Next to the Microsoft Office button is the Quick Access toolbar. The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.



THE TITLE BAR

Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently working. Word names the first new document you open Document1. As you open additional new documents, Word names them sequentially. When you save your document, you assign the document a new name.



THE RIBBON

You use commands to tell Microsoft Word what to do. In Microsoft Word 2007, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a dialog box launcher in the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.



THE RULER

The ruler is found below the Ribbon.



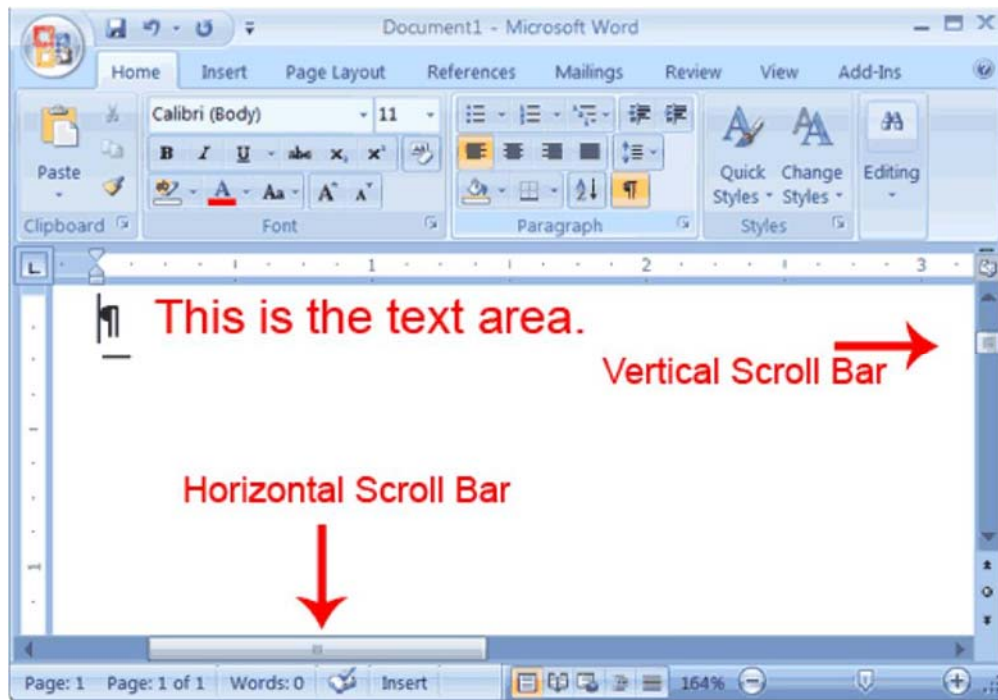
You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:



1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

THE TEXT AREA

Just below the ruler is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.

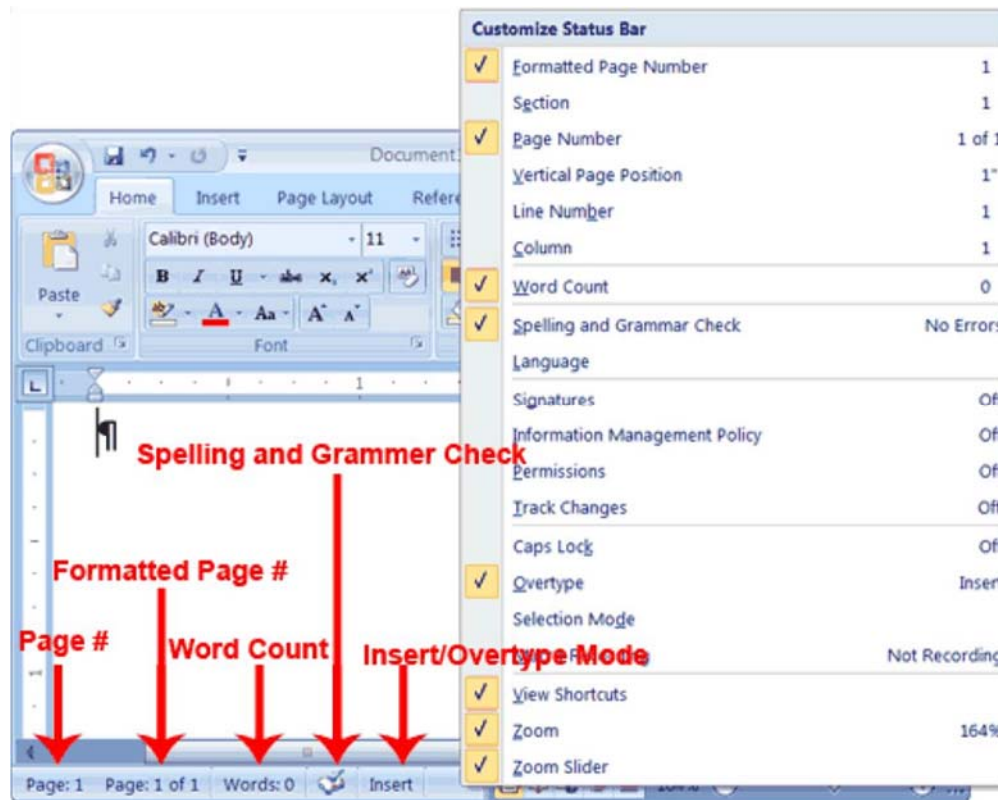


THE VERTICAL AND HORIZONTAL AND VERTICAL SCROLL BARS

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located just above the status bar. To move up and down your document, click and drag the vertical scroll bar up and down. To move back and forth across your document, click and drag the horizontal scroll bar back and forth. You won't see a horizontal scroll bar if the width of your document fits on your screen.

THE STATUS BAR

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means it is selected.



UNDERSTANDING DOCUMENT VIEWS

In Word 2007, you can display your document in one of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout.

Draft View

Draft view is the most frequently used view. You use Draft view to quickly edit your document.

Web Layout

Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.

Print Layout

The Print Layout view shows the document as it will look when it is printed.

Reading Layout

Reading Layout view formats your screen to make reading your document more comfortable.

Outline View

Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.

You should use Draft view for these lessons. Before moving ahead, make sure you are in Draft view:



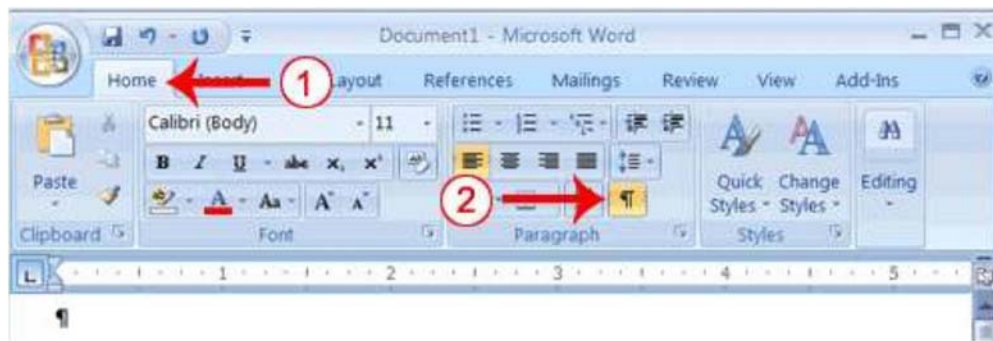
1. Click the View tab.
2. Click Draft in the Document Views group. When the Draft option is selected it appears in a contrasting color.

UNDERSTANDING NONPRINTING CHARACTERS

Certain characters, called nonprinting characters, do not print and will not appear in your printed document but do affect your document layout. You can elect to see these characters on the screen as you type or you can elect to have them remain invisible. For these lessons, opt to see them onscreen. This table describes most of them:

Character	Denotes
→	A tab
.	A space
¶	The end of a paragraph
Hidden	Hidden text

To view nonprinting characters:



1. Choose the Home tab.
2. Click the Show/Hide button ¶ in the Paragraph group . The Show/Hide button appears in a contrasting color, when it is selected.

CREATE SAMPLE DATA AND SELECT TEXT

If you type =rand() in your Word document and then press Enter, Word creates three paragraphs.

PLACE THE CURSOR

During the lessons, you will often be asked to place the cursor at a specific location (the insertion point) on the screen. You place the cursor by moving the cursor to the specified location and pressing the left mouse button or by using the arrow keys to move to the specified location.

Cursor

1. Move around you document by using you mouse and clicking in a variety of location.
2. Click in a location and type. Note what happens.

START A NEW PARAGRAPH

When you type in Microsoft Word, you do not need to press a key to move to a new line. To start a new paragraph, press the Enter key.

TYPE, BACKSPACE, AND DELETE

In Microsoft Word, you create documents by typing them. For example, if you want to create a report, you open Microsoft Word and then begin typing. You do not have to do anything when your text reaches the end of a line and you want to move to a new line— Microsoft Word automatically moves your text to a new line. If you want to start a new paragraph, press Enter. Microsoft word creates a blank line to indicate the start of a new paragraph. To capitalize, hold down the Shift key while typing

the letter you want to capitalize. If you make a mistake, you can delete what you typed and then type your correction.

You can use the Backspace key to delete. Each time you press the Backspace key, Microsoft Word deletes the character that precedes the insertion point. The insertion point is the point at which your mouse pointer is located. You can also delete text by using the Delete key. First, you select the text you want to delete; then you press the Delete key.

INSERT AND OVERTYPE

While creating your document, you may find you need to insert text—place new text between existing text. Suppose, you type the sentence, "Joe has a large boat." After typing it, you decide you want to change the sentence to "Joe has a large *blue* boat." With Microsoft Word, inserting a word, phrase, or even several paragraphs is easy.

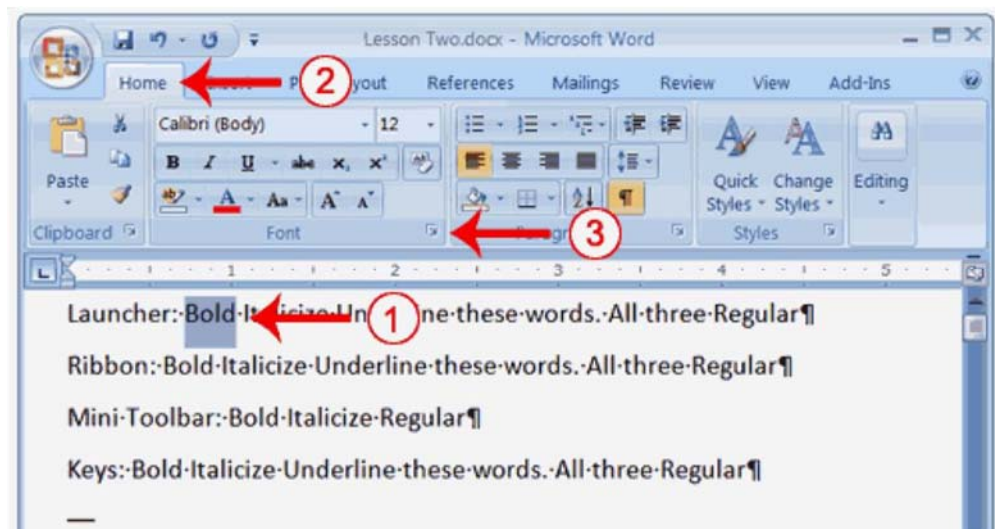
Alternatively, you may want to overwrite text—replace old text with new text. For example, suppose you type the sentence, "Joe has a large *blue* boat." After typing it, you decide you want to change the sentence to "Joe has a large *gray* boat." With Microsoft Word, overtyping the word *blue* with the word *gray* is also easy. Before you attempt to insert or overwrite, you should check the mode you are in—Insert or Overtype. You right-click the Status bar and then use the Customize Status Bar menu to place the Insert/Overtype button on the Status bar. You can then use the Insert/Overtype button to switch between Insert and Overtype mode. When you are in Insert mode, you can insert text. When you are in Overtype mode, you can overwrite text. By default, Microsoft Word is in the Insert mode.

BOLD, ITALICIZE, AND UNDERLINE

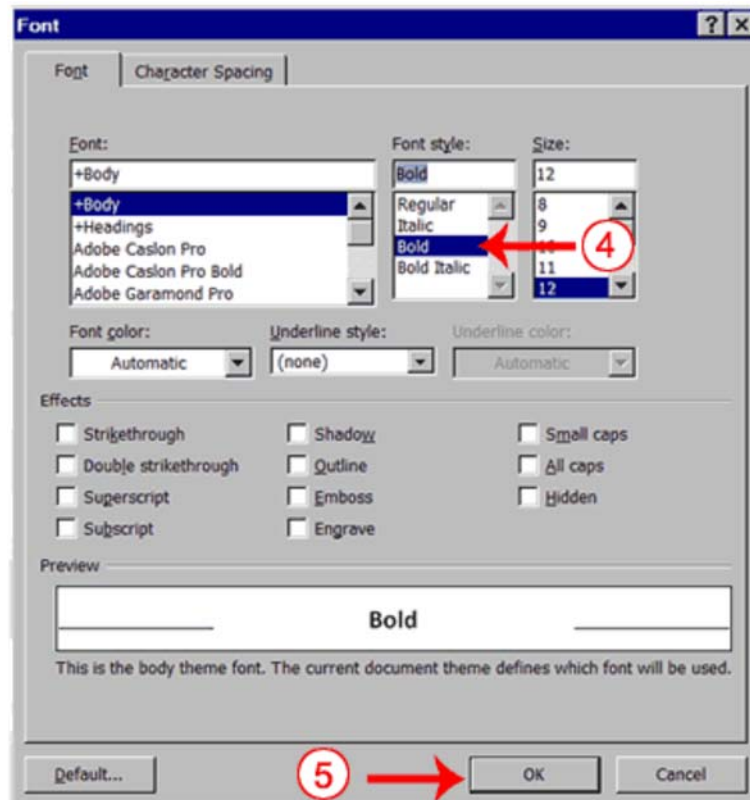
When creating a document, you may need to emphasize particular words or phrases by bolding, underlining, or italicizing. Also, certain grammatical constructs require that you bold, underline, or italicize. You can bold, underline, and italicize when using Word. You also can combine these features—in other words, you can bold, underline, and italicize a single piece of text.

When you need to perform a task in Microsoft Word, you can usually choose from several methods. The exercises that follow show you how to bold, underline, or italicize using four different methods: using the launcher, the Ribbon, the Mini-toolbar/context menu, and the keyboard.

BOLD WITH THE DIALOG BOX LAUNCHER

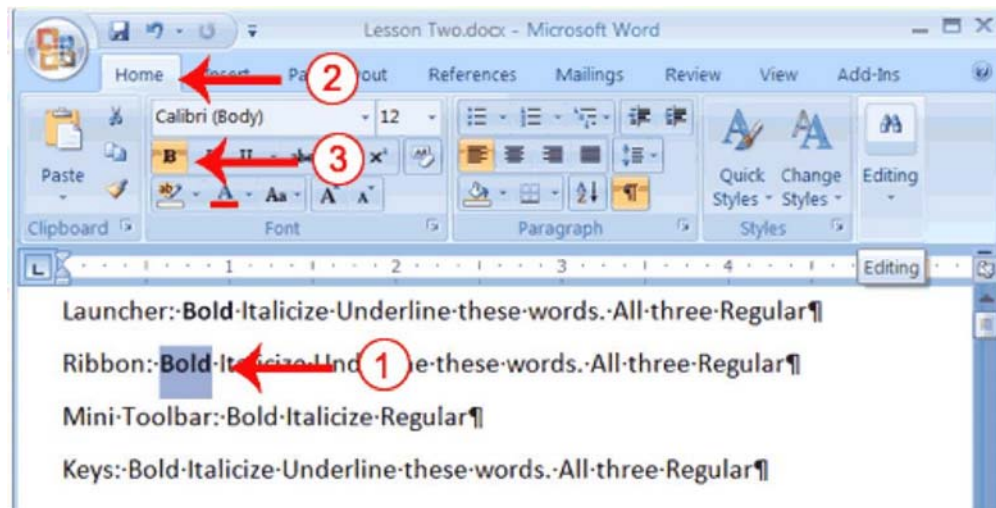


1. On the line that begins with Launcher, select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.



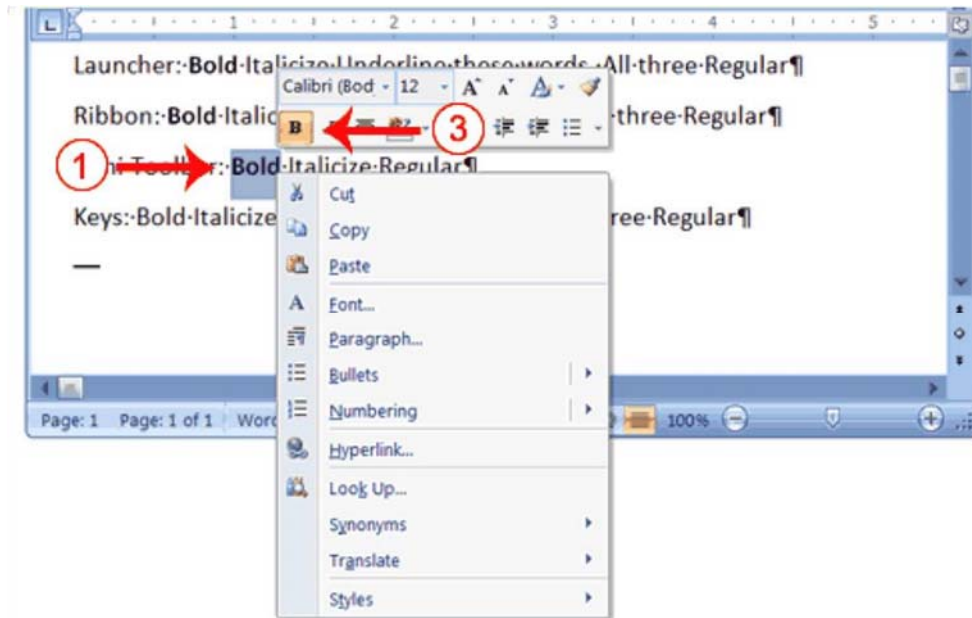
4. Click Bold in the Font Style box. **Note:** You can see the effect of your action in the Preview window. To remove the bold, click Regular.
5. Click OK to close the dialog box.
6. Click anywhere in the text area to remove the highlighting. You have bolded the word bold.

ALTERNATE METHOD—BOLD WITH THE RIBBON



1. On the line that begins with "Ribbon," select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the Shift key; then press the right arrow key until the entire word is highlighted.
 2. Choose the Home tab.
 3. Click the Bold button **B** in the Font group. You have bolded the word bold.
- Note:** To remove the bold, you can select the text and then click the Bold button **B** again.
4. Click anywhere in the text area to remove the highlighting.

ALTERNATE METHOD - BOLD WITH THE MINI TOOLBAR

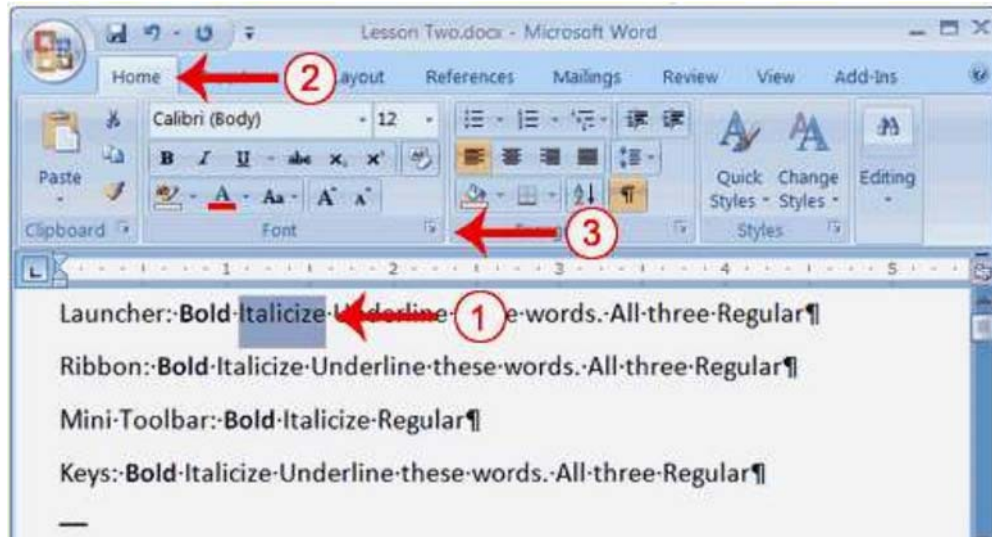


1. On the line that begins with "Mini Toolbar," select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Right-click. The Mini toolbar appears.
3. Click the Bold button **B**. You have bolded the word bold.

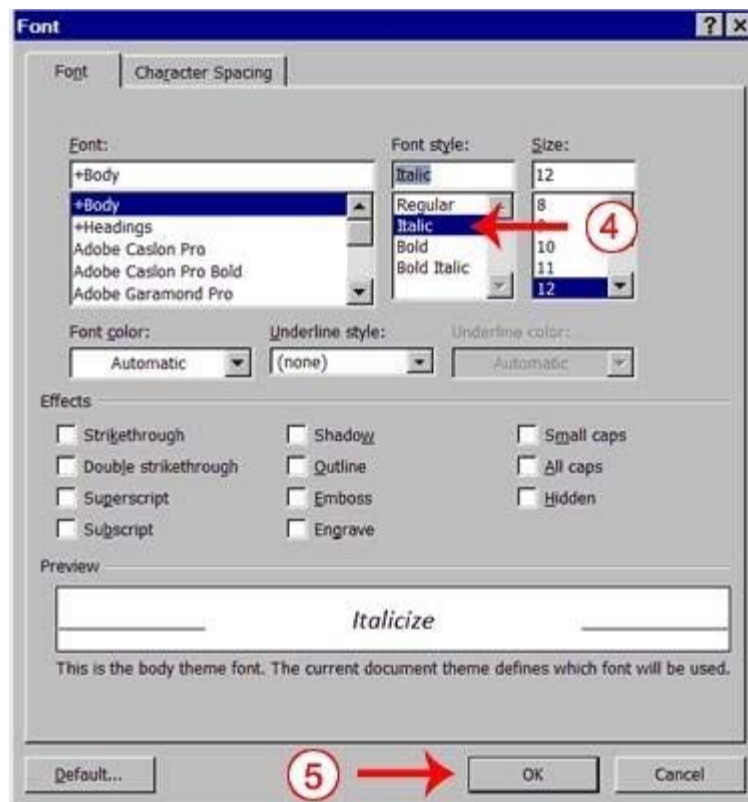
ALTERNATE METHOD—BOLD WITH KEYS

1. On the line that begins with "Keys," select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the Shift key; then press the right arrow key until the entire word is highlighted.
 2. Press Ctrl+b (hold down the Ctrl key while pressing b).
- Note:** To remove the Bold, press Ctrl+b again. You can also remove formatting by pressing Ctrl+spacebar.
3. Click anywhere in the text area to remove the highlighting.

ITALICIZE WITH THE DIALOG BOX LAUNCHER

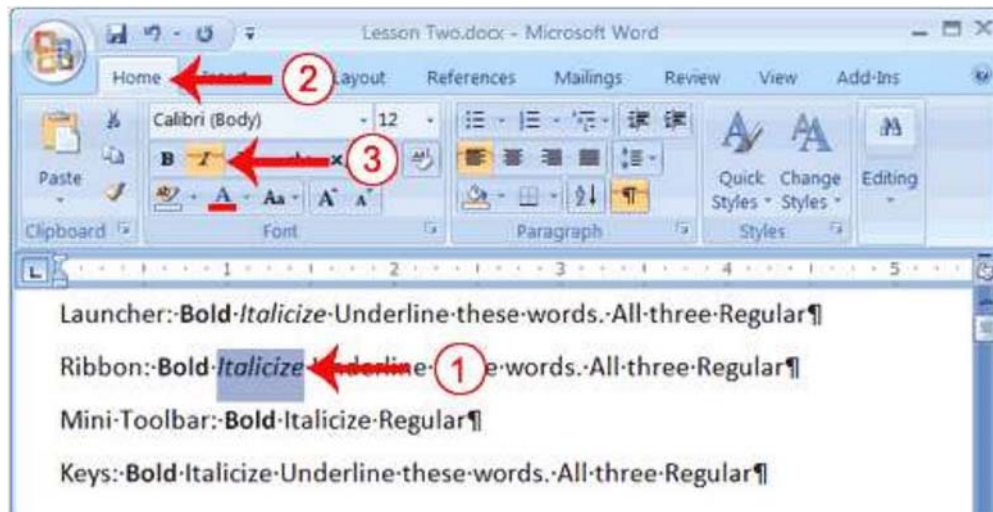



1. On the line that begins with Launcher, select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.




4. Click Italic in the Font Style box. **Note:** You can see the effect of your selection in the Preview window. To remove the italics, click Regular in the Font Style box.
5. Click OK to close the Font dialog box.
6. Click anywhere in the text area to remove the highlighting. You have italicized the word Italicize.

ALTERNATE METHOD—ITALICIZE WITH THE RIBBON

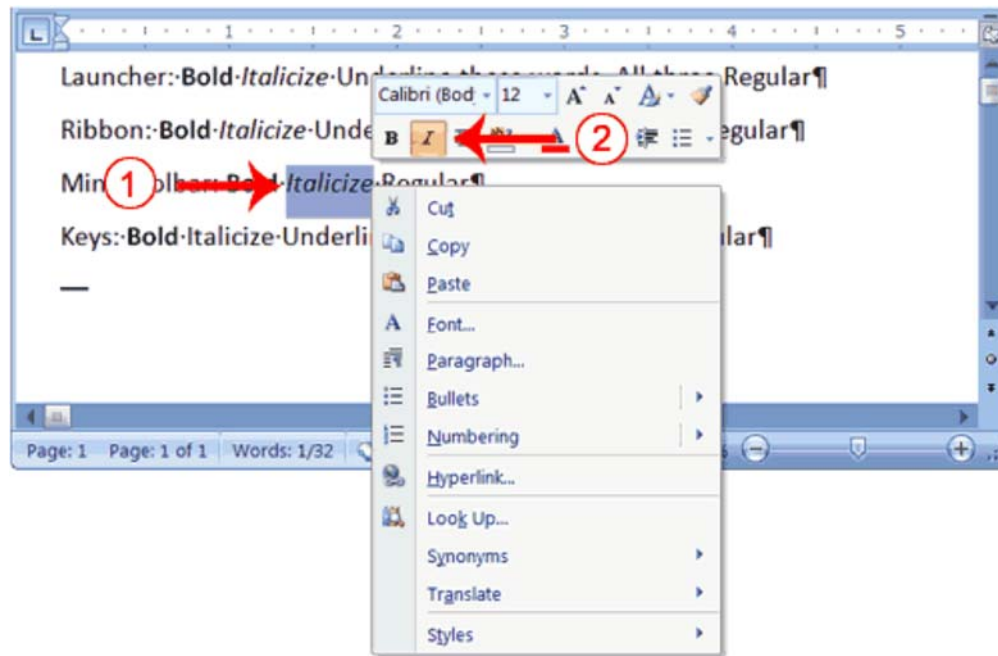



1. On the line that begins with "Ribbon," select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Choose the Home tab.
3. Click the Italic button  on the Ribbon. You have italicized the word Italicize.

Note: To remove the italics, select the text and click the Italicize button  again.

4. Click anywhere in the text area to remove the highlighting.

ALTERNATE METHOD—ITALICIZE WITH THE MINI TOOLBAR



1. On the line that begins with "Mini Toolbar," select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Right-click. The Mini toolbar appears.
3. Click the Italic button . You have italicized the word Italicize.

ALTERNATE METHOD—ITALICIZE WITH KEYS

1. On the line that begins with "Keys," select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Press Ctrl+i (hold down the Ctrl key while pressing i).

Note: To remove italics, press Ctrl+i again. You can also remove formatting by pressing Ctrl+spacebar.

3. Click anywhere in the text area to remove the highlighting. You have italicized the word Italicize.

UNDERLINE WITH THE DIALOG BOX LAUNCHER

You can underline when using Word. Word provides you with many types of underlines from which to choose. The following are some of the underlines that are available if you use the dialog box launcher:

This is an underline.

This is a words only underline.

This is a double underline.

This is a thick underline.

This is a dotted underline.

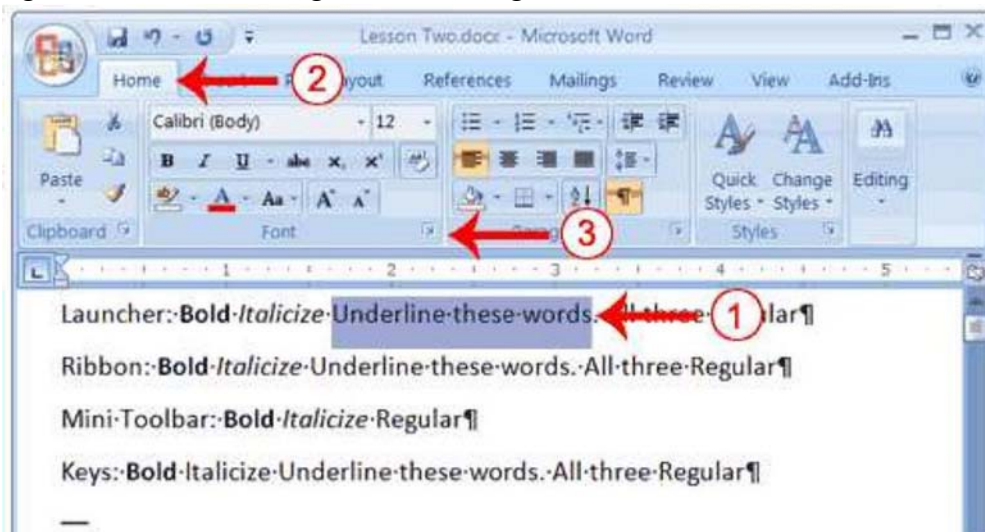
This is a dashed underline.

This is a dot dash underline.

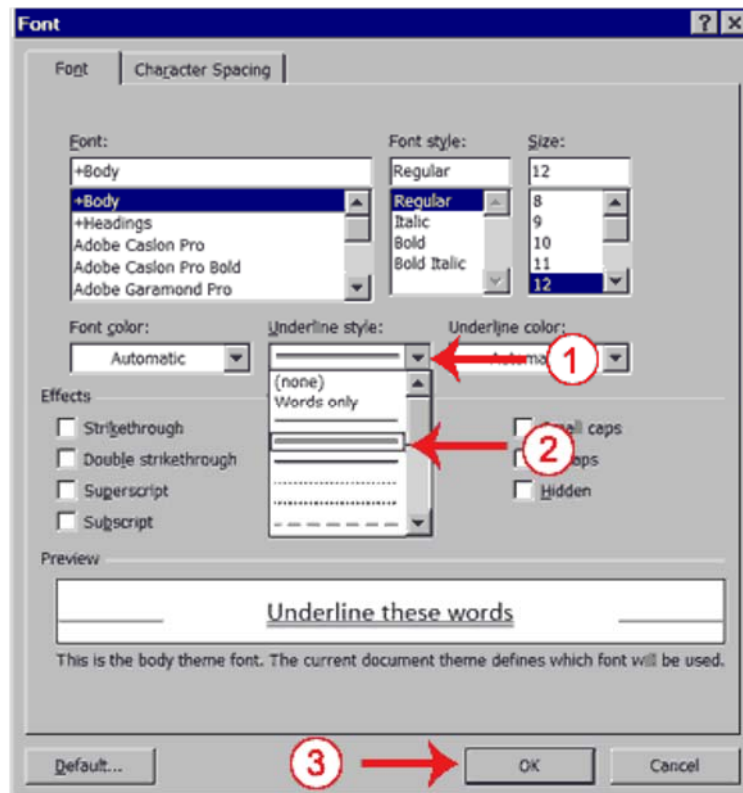
This is a dot dot dash underline.

This is a wave underline.

The following illustrates underlining with the dialog box launcher:



1. On the line that begins with "Launcher," select the words "Underline these words."
2. Choose the Home tab.
3. Click the dialog box launcher in the Font group. The Font dialog box appears.



4. In the Underline Style box, click the down arrow to open the pull-down menu.
 5. Click the type of underline you wish to use.
- Note:** To remove an underline, you select None from the pull-down menu.
6. Click OK to close the dialog box. The underline you selected appears under the words.
 7. Click anywhere in the text area to remove the highlighting.

ALTERNATE METHOD—UNDERLINE WITH THE RIBBON



1. On the line that begins with "Ribbon," select the words "Underline these words."
2. Choose the Home tab.

3. Click the Underline button in the Font group. Alternatively, you can press the down arrow next to the underline button and click to choose the type of underline you want.

Note: To remove the underlining, click the Underline button again.

4. Click anywhere in the text area to remove the highlighting.

ALTERNATE METHOD—UNDERLINE WITH KEYS

1. On the line that begins with "Keys," select the words "Underline these words."
2. Press Ctrl+u (hold down the Ctrl key while pressing u).

Note: To remove the underlining, press Ctrl+u again.

3. Click anywhere in the text area to remove the highlighting.

ALL THREE WITH THE DIALOG BOX LAUNCHER

1. On the line that begins with "Launcher," select the words "All three."
 2. Choose the Home tab.
 3. Click the dialog box launcher in the Font group. The Font dialog box appears.
 4. In the Font Style box, click Bold Italic.
- Note:** You can see the effect of your selection in the preview window. To turn off the Bold Italic, click Regular.
5. In the Underline box, click to open the pull-down menu. Click the type of underline you want to use.
- Note:** To remove an underline, select None from the pull-down menu.
6. Click OK to close the dialog box.
 7. Click anywhere in the text area to remove the highlighting.

ALTERNATE METHOD—ALL THREE WITH THE RIBBON

1. On the line that begins with "Ribbon," select the words "All three."
2. Choose the Home tab.
3. Click the Bold button in the Font group.
4. Click the Italic button in the Font group.
5. Click the Underline button in the Font group.
6. Click anywhere in the text area to remove the highlighting.

ALTERNATE METHOD—ALL THREE WITH KEYS

1. On the line that begins with "Keys," select the words "All three."
2. Press Ctrl+b (bold).
3. Press Ctrl+i (italicize).
4. Press Ctrl+u (underline).

Note: You can remove formatting by highlighting the text and pressing Ctrl+spacebar.

5. Click anywhere in the text area to remove the highlighting.

SAVE A FILE AND CLOSE WORD

You must save your documents if you wish to recall them later. You can use the Save option on the Microsoft Office menu, to save a document. You can also save a document by typing Ctrl+s. The first time you save a document, the Save As dialog box appears. Use the Save As dialog box to locate the

folder in which you want to save your document and to give your document a name. After you have saved your document at least once, you can save any changes you make to your document simply by clicking the Save after you click the Microsoft Office button.

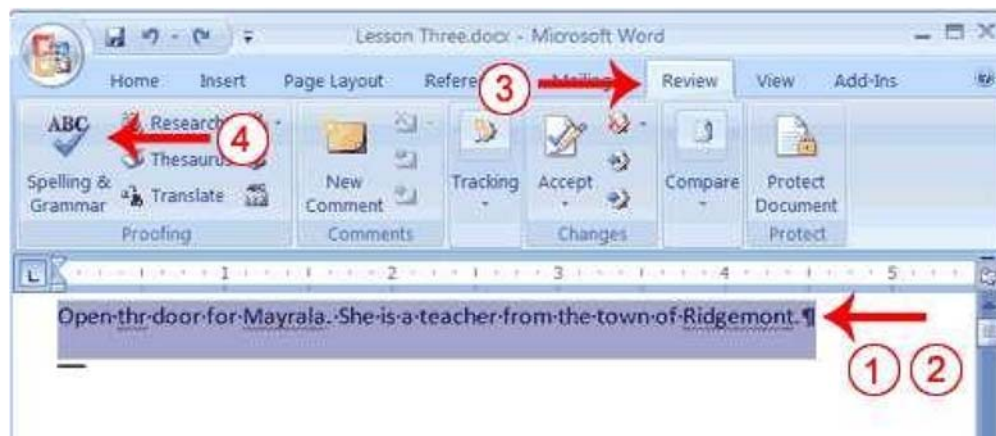
CREATE AUTOTEXT

Cut and Copy both store information on the Clipboard. Information you store on the Clipboard is eventually lost. If you want to store information permanently for reuse, use AutoText. AutoText permanently stores information for future use.

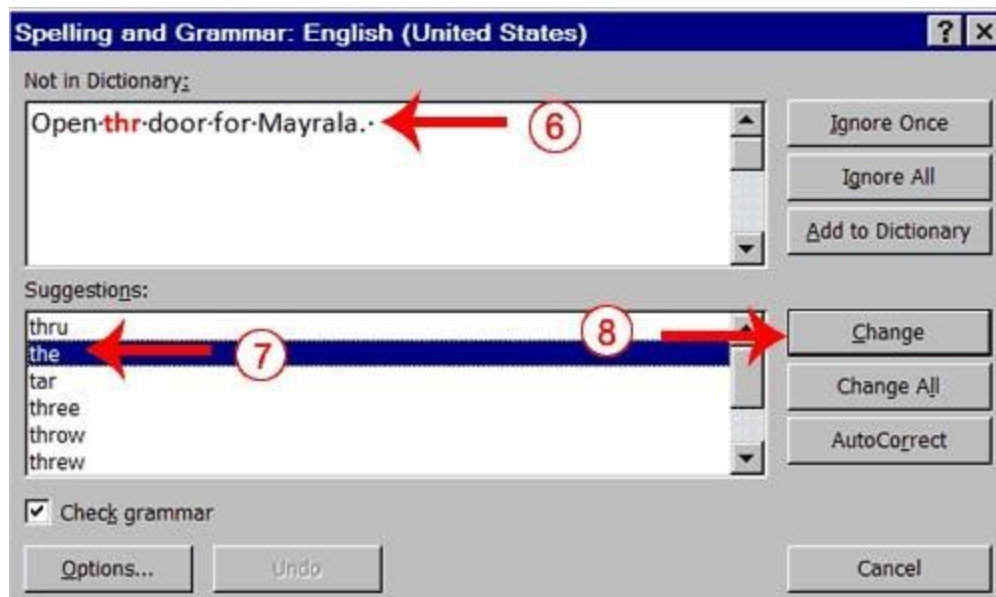
USE SPELL CHECK

Word checks your spelling and grammar as you type. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error. In Word 2007, you can use the Review tab's Spelling & Grammar button to initiate a spell and grammar check of your document.

USE SPELL CHECK



1. Type the following exactly as shown. Include all errors.
2. Select: "Open thr door for Mayrala. She is a teacher from the town of Ridgemont."
3. Choose the Review tab.
4. Click the Spelling & Grammar button. The Spelling and Grammar dialog box appears.



6. "The" is misspelled, so it is highlighted on the screen and noted in the Not in Dictionary box. Word suggests correct spellings. These suggestions are found in the Suggestions box.
 7. Click "the" in the Suggestions box.
 8. Click **Change**.
- Note:** If the word is misspelled in several places, click **Change All** to correct all misspellings.
9. The name "Mayrala" is not in the dictionary, but it is correct. Click **Ignore Once** to leave "Mayrala" in the document with its current spelling. **Note:** If a word appears in several places in the document, click **Ignore All** so you are not prompted to correct the spelling for each occurrence.
 10. "Ridgemont" is not found in the dictionary. If you frequently use a word not found in the dictionary, you might want to add that word to the dictionary by clicking the **Add to Dictionary** button. Word will then recognize the word the next time it appears. Click **Add to Dictionary**.
 11. The following should appear on your screen: "Word finished checking the selection. Do you want to continue checking the remainder of the document?"
 12. Click **No**. If you wanted Word to spell-check the entire document, you would have clicked **Yes**.

Note: You can also press F7 to initiate a spelling and grammar check. If you don't have anything selected, Word checks the entire document.

FIND AND REPLACE

If you need to find a particular word or phrase in your document, you can use the Find command. This command is especially useful when you are working with large files. If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, select that area and then execute the Find command.

After you find the word or phrase you are searching for, you can replace it with new text by executing the Replace command.

OPEN A BLANK DOCUMENT

To begin a new Word project, you start by opening a new document. To begin this lesson, open a blank document in Microsoft Word.

ADD SAMPLE TEXT

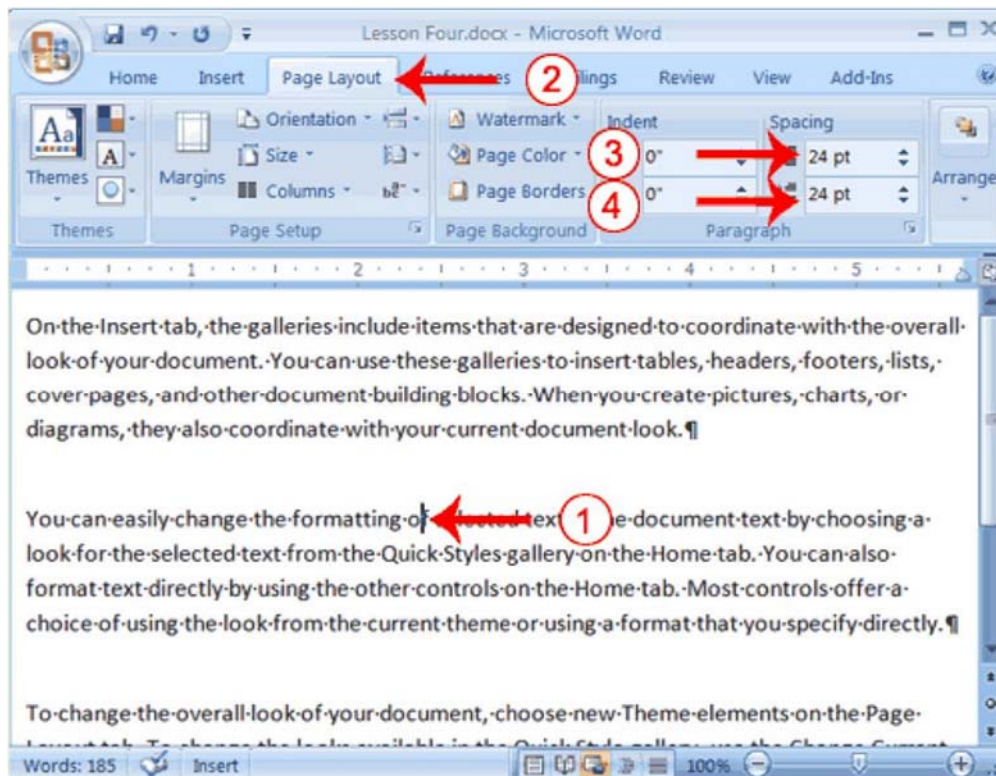
This lesson uses sample text provided by Microsoft for training and demonstration purposes. You can type the text; however, there is a quicker way. You can use the rand function.

Functions are used to obtain information. You tell the function what you want and the function returns that information to you. By default, in Word, when you type the rand function, Word returns three paragraphs. When working with functions, you use arguments to be specific about what you want the function to return. There are two arguments you can use with the rand function. The first one tells Word how many paragraphs you want, and the second one tells Word how many sentences you want in a paragraph. You place arguments between the parentheses and you separate them with a comma. For example, if you type =rand() and then press Enter, word returns three paragraphs. To tell Word you want two paragraphs with three sentences in each paragraph, you type =rand(2,3).

ADD SPACE BEFORE OR AFTER PARAGRAPHS

When creating a document, space is often used to clearly identify where each paragraph begins and ends. By default, Word may place slightly more space between paragraphs than it does between lines in a paragraph. You can increase or decrease the amount of space that appears before and after paragraphs by entering amounts in the Before and After fields in the Paragraph section of the Page Layout tab. Use the up arrows next to the Before and After fields to increase the amount of space before or after each paragraph; use the down arrows to decrease the amount of space before or after each paragraph. The following illustrates:

ADD SPACE BEFORE OR AFTER PARAGRAPHS



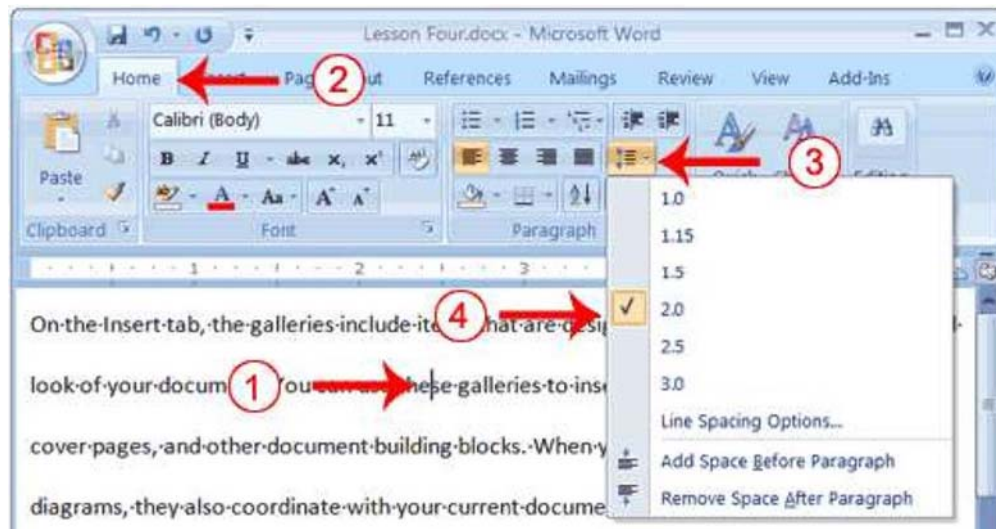
1. Place your cursor anywhere in the second paragraph of the sample text you created .
2. Choose the Page Layout tab. The default spacing appears in the Spacing Before field.
3. Click the up arrow next to the Spacing Before field to increase the space before the paragraph.
4. Click the up arrow next to the Spacing After field to increase the amount of space after the paragraph.


Note: You can click the down arrows next to the Spacing Before and the Spacing After fields to decrease the amount of space before or after a paragraph. You can also type the amount of space you want to use directly into the fields. Space is measured in points. There are 72 points to an inch.

CHANGE LINE SPACING

Line spacing sets the amount of space between lines within a paragraph. The spacing for each line is set to accommodate the largest font on that line. If the lines include smaller fonts, there will appear to be extra space between lines where the smaller fonts are located. At 1.5, the line spacing is set to one-and-a-half times the single-space amount. At 2.0, the line spacing is set to two times the singlespace amount (double space).

CHANGE LINE SPACING



1. Place your cursor anywhere in the first paragraph of the sample text you created in Exercise 2.
2. Choose the Home tab.
3. Click the Line Spacing button  in the Paragraph group. A menu of options appears.
4. Click 2.0 to double-space the first paragraph.

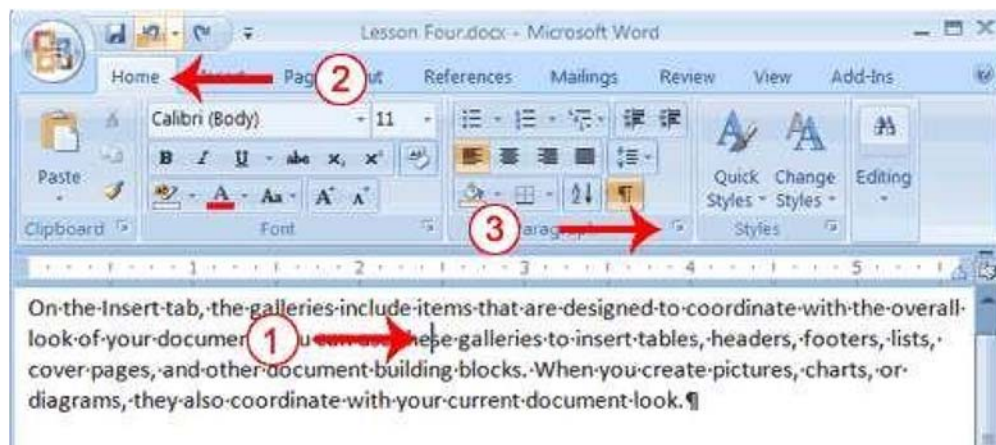
CREATE A FIRST-LINE INDENT

Some people and organizations delineate the start of a new paragraph by indenting the first line. If you want to indent the first line of your paragraphs, you can use the Paragraph dialog box to set the amount by which you want to indent. In the Special Field of the Paragraph dialog box, you tell Word you want to indent the first line by choosing First Line from the menu options. In the By field, you tell Word the amount, in inches by which you want to indent.

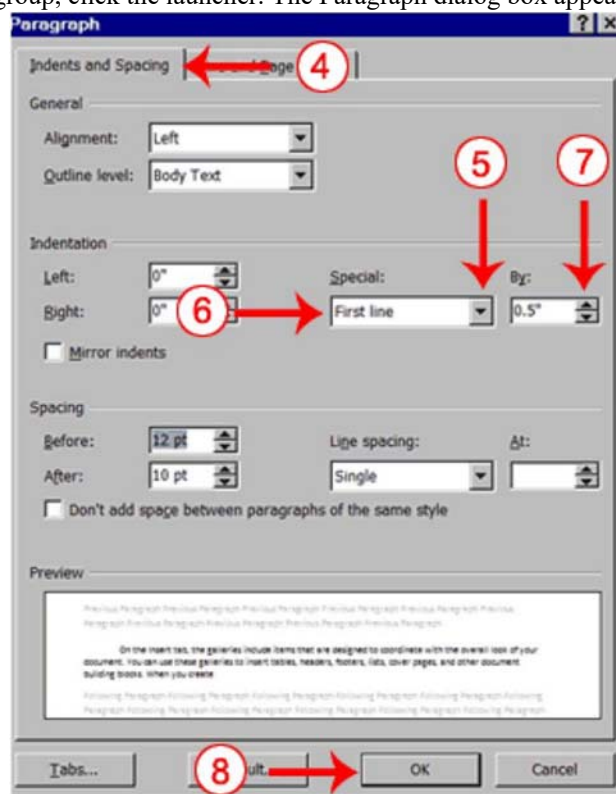
EXAMPLE: First-line Indent

On the Insert tab, the galleries include iteMicrosoft that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

CREATE A FIRST-LINE INDENT



1. Place your cursor anywhere within the first paragraph of the sample text you created in Exercise 2.
2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box appears.



4. Choose the Indents and Spacing tab.
5. Click to open the drop-down menu on the Special field.
6. Click First Line.
7. Enter 0.5" in the By field.
8. Click OK. The first line of your paragraph is now indented half an inch.

Special Note: To remove the first line indent:

1. Place the cursor anywhere in the paragraph.
2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box opens.

4. Choose the Indents and Spacing tab.
5. Click the down arrow next to the Special field and then click None.
6. Click OK.

INDENT PARAGRAPHS

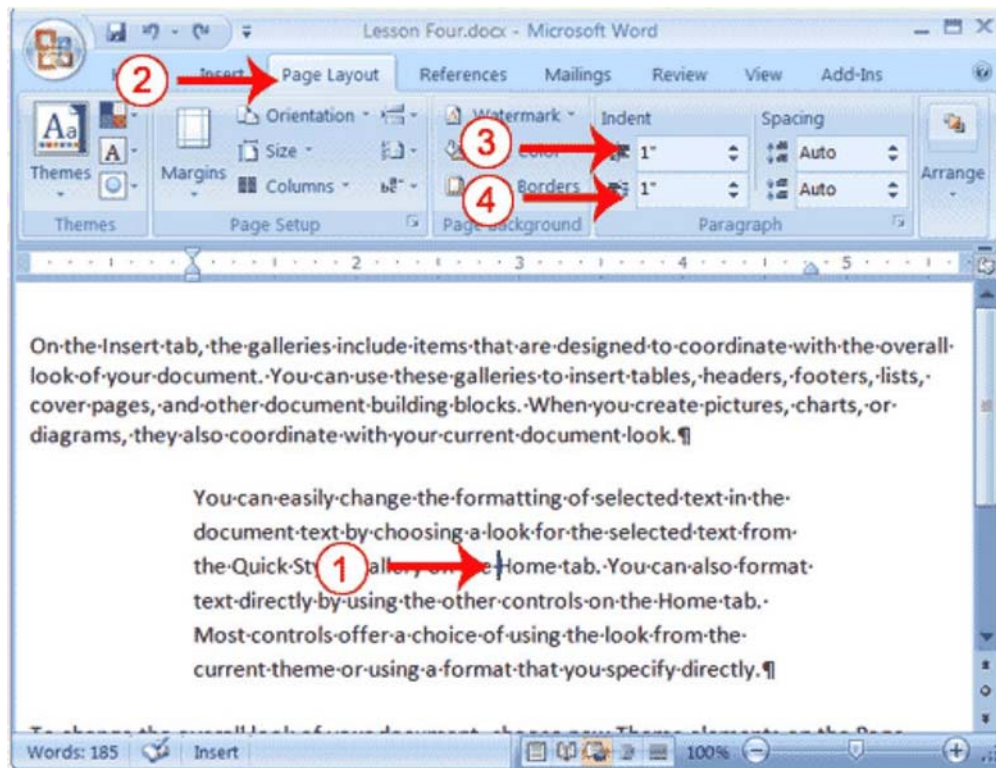
Indentation allows you to indent your paragraph from the left and/or right margin. You may find this necessary when you are quoting a large block of text. The following exercise shows you how to indent a paragraph 1 inch from each side.

EXAMPLE: Indentation

On the Insert tab, the galleries include the Microsoft galleries that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

INDENT PARAGRAPHS



1. Place your cursor anywhere in the second paragraph of the sample text you created in Exercise 2.
2. Choose the Page Layout tab.
3. Type 1" in the Indent Left field or use the up or down arrows to set the field value to 1".
4. Type 1" in the Indent Right field or use the up or down arrows to set the field value to 1". Your paragraph is now indented one inch from both the left and right margins, as in the example.

ALIGN PARAGRAPHS

Microsoft Word gives you a choice of several types of alignments. Left-aligned text is flush with the left margin of your document and is the default setting. Right-aligned text is flush with the right margin of your document, centered text is centered between the left and right margins, and Justified text is flush with both the left and right margins.

EXAMPLE: Left-Aligned

Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXAMPLE: Right-aligned

Sample Paragraph

On the Insert tab, the galleries include the Microsoft galleries that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXAMPLE: Centered

Sample Paragraph

On the Insert tab, the galleries include the Microsoft galleries that are designed to coordinate with the overall look of your document. You can use these

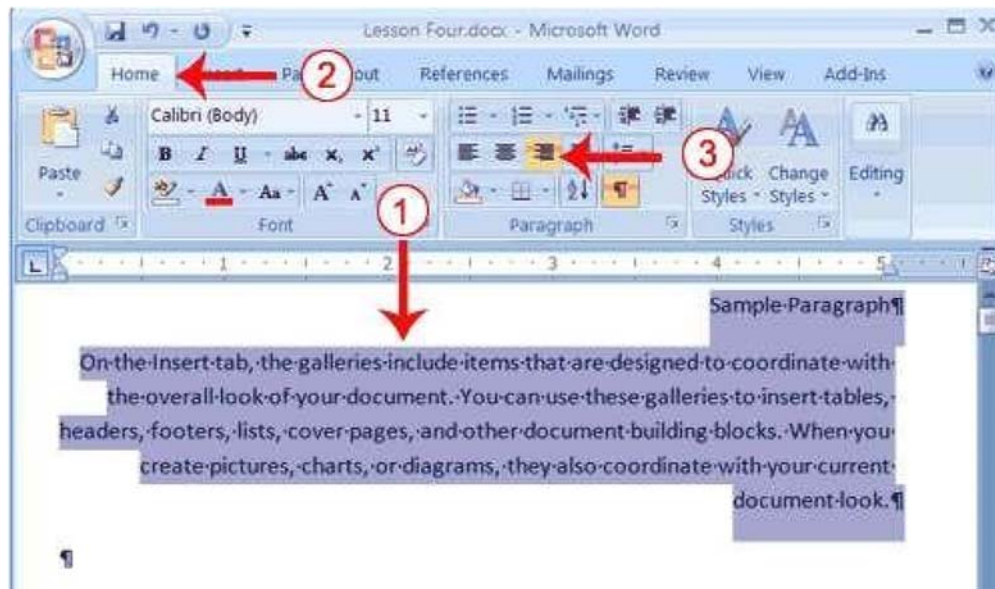
galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.


EXAMPLE: Justified

Sample Paragraph


On the Insert tab, the galleries include the Microsoft galleries that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. The following exercises demonstrate how to justify text.

RIGHT-ALIGN





1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-right button  in the Paragraph group. Word right-aligns your paragraphs.

LEFT-ALIGN

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-left button  in the Paragraph group. Word left-aligns your paragraph.

CENTER

1. Selected the paragraphs you created.
2. Choose the Home tab.
3. Click the Center button  in the Paragraph group. Word centers your paragraph. JUSTIFY

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Justify button  in the Paragraph group. Word justifies your paragraph.

ALTERNATE METHOD—RIGHT-JUSTIFY WITH KEYS

1. Select the paragraphs you created.
2. Press Ctrl+r. The paragraph is now right-aligned.

ALTERNATE METHOD—LEFT-JUSTIFY WITH KEYS

1. Select the paragraphs you created.
2. Press Ctrl+l. The paragraph is now left-aligned.

ALTERNATE METHOD—CENTER WITH KEYS

1. Select the paragraphs you created.
2. Press Ctrl+e. The paragraph is now centered.

ALTERNATE METHOD—JUSTIFY WITH KEYS

1. Select the paragraphs you created.
2. Press Ctrl+j. The paragraph is now justified.

CREATE A HANGING INDENT

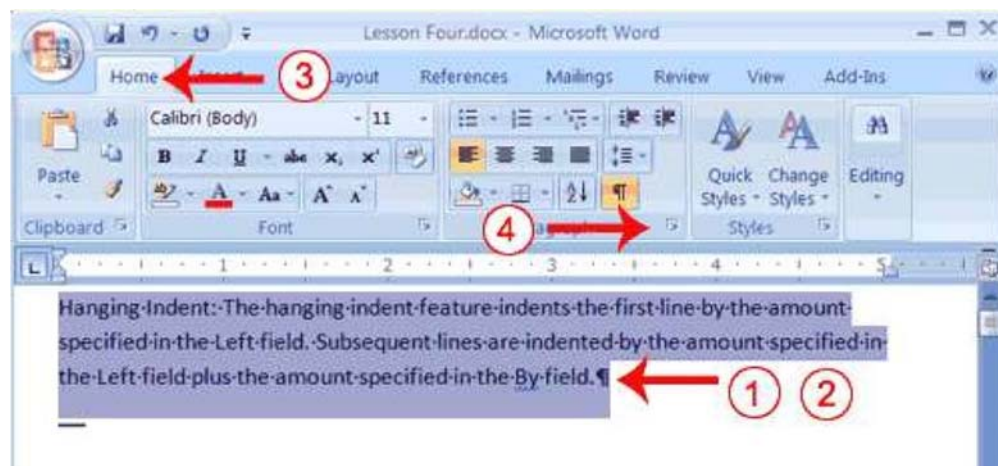
The hanging indent feature indents each line except the first line by the amount specified in the By field, as shown in the example.

EXAMPLE:Hanging Indent

Hanging Indent:

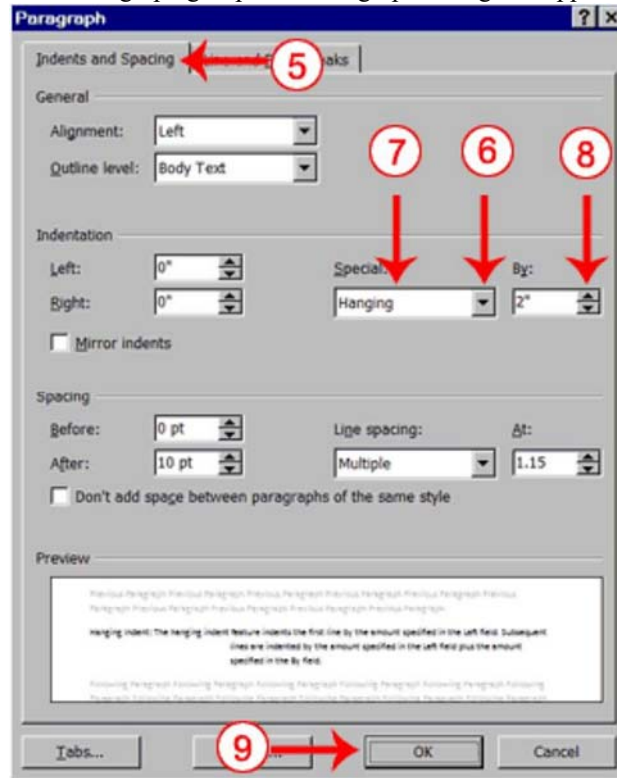
The hanging indent feature indents the first line of the paragraph from the margin by the amount specified in the Left field. The amount in the Left field plus the amount specified in the By field indent all subsequent lines.

CREATE A HANGING INDENT



1. Type the following:
Hanging Indent: The hanging indent feature indents the first line by the amount specified in the Left field. Subsequent lines are indented by the amount specified in the Left field plus the amount specified in the By field.
2. Select the paragraph you just typed.

3. Choose the Home tab.
4. Click the launcher in the Paragraph group. The Paragraph dialog box appears.



5. Choose the Indents and Spacing tab.
6. In the Special field, click to open the pull-down menu.
7. Click Hanging.
8. In the By box, type 2".
9. Click OK.
10. Place the cursor after the colon following "Hanging Indent."
11. Press the Tab key. Notice that the indentation changes.

CHOOSE A STYLE SET

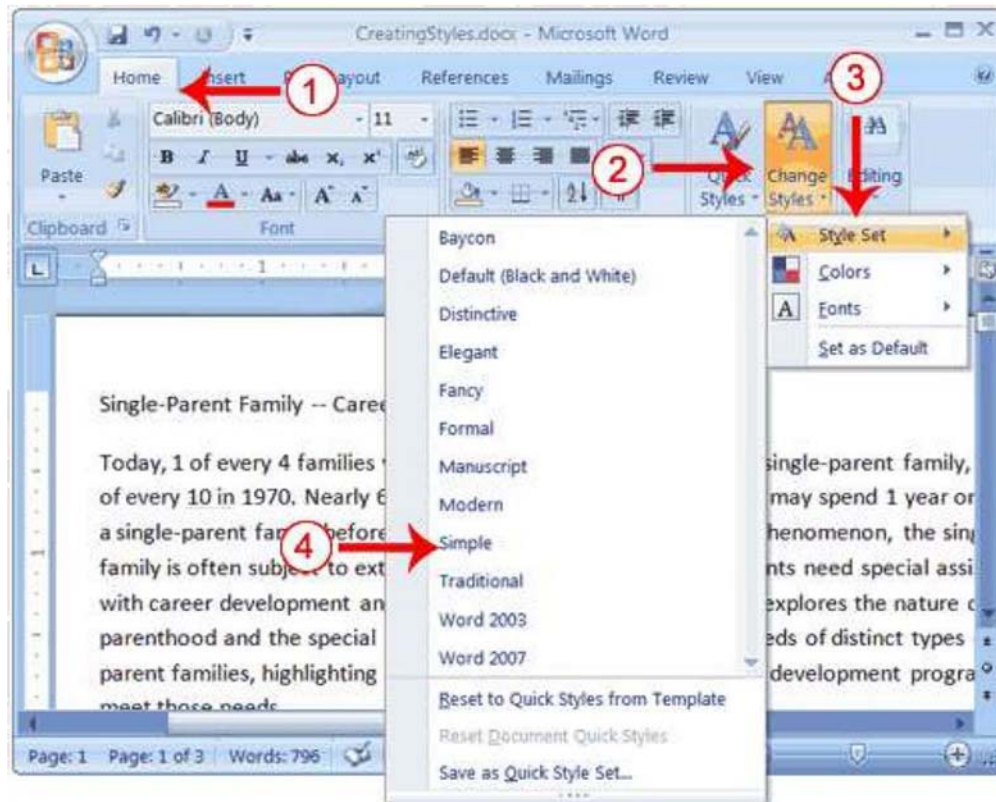
When working with Word, you can use styles to quickly format your documents. A style is a set of formats consisting of such things as fonts, font colors, font sizes, and paragraph formats. Word 2007 supplies you with predesigned style sets that contain styles for titles, subtitles, quotes, headings, lists and more. The sections that follow all show you how to work with styles. The exercises are based on a file you must download. Click Save Target As from the menu that appears, and save the linked file to a directory on your computer.

The file will download as a zip file. A zip file is a file that is compressed. Compressed files are smaller and easier to download. To open the file:

1. Open the folder you downloaded the file to.
2. Right-click on the file name.
3. Click Extract All on the menu that appears. The Extract Compressed (Zipped) Folders dialog box appears.
4. Enter the folder you want to put the file in or except to suggested location.

5. Click Extract. Windows Explorer extracts the file.
6. You can use Microsoft Word to open the file.

CHOOSE A STYLE SET

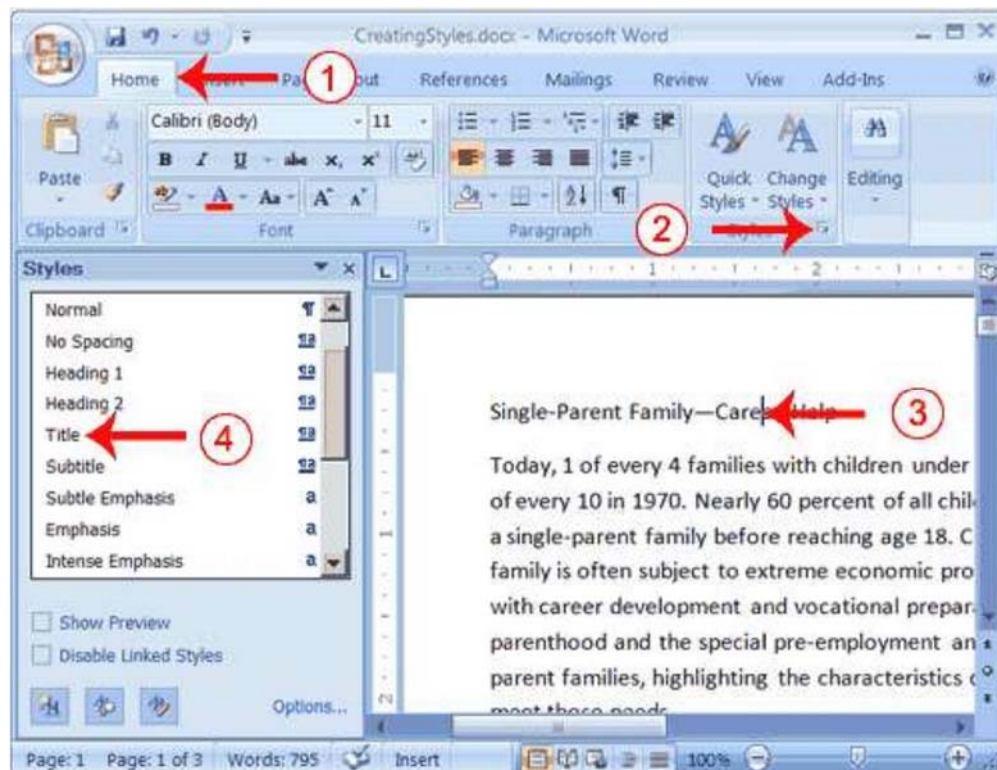



1. Choose the Home tab.
2. Click Change Styles in the Styles group. A menu appears.
3. Click Style Set. A menu appears. You can choose from any of the styles listed on the menu.
4. Click Simple. Word 2007 reformats all of the paragraphs into the Simple style by applying the Normal format to each paragraph.

APPLY A STYLE

You can see all the styles available to you in the style set by clicking the launcher in the Styles group and opening the Styles pane. You can leave the Styles pane open and available for use by docking it. To dock the Styles pane, click the top of the pane and drag it to the left or right edge of the Word window. You do not need to select an entire paragraph to apply a style. If the cursor is anywhere in the paragraph, when you click on the style, Word formats the entire paragraph.

APPLY THE TITLE STYLE



1. Choose the Home tab.
2. Click the launcher in the Styles Group. The Styles pane appears. You can drag it to the side of the Word window to dock it. To close the Styles pane, click the Close button  in the upper right corner of the pane .
3. Click anywhere in the paragraph "Single-Parent Family—Career Help."
4. Click Title in the Styles pane. Word 2007 applies the Title style to the paragraph.

Headings and subheadings mark major topics within your document. With Word 2007, you can easily format the headings and subheadings in your document.

APPLY HEADINGS

1. Click anywhere in the paragraph "The Nature of Single Parenthood."
2. In the Style box, click Heading 1. Word reformats the paragraph.
3. Repeat steps 1 and 2 in the following paragraphs:
 - Types of Single Parents
 - Career Development Needs of Single Parents
 - Career Development Programs

APPLY SUBHEADINGS

1. Click anywhere in the paragraph "Displaced Homemakers"
2. In the Style box, click Heading 2. Word reformats the paragraph.
3. Repeat steps 1 and 2 for the following paragraphs:

- Displaced Homemakers
- Adolescent Mothers
- Single Fathers
- High School Dropout Prevention
- Established Education Sites

ALTERNATE METHOD -- APPLY STYLES WITH THE RIBBON

You can also choose styles by selecting the option you want from the Styles group on the Ribbon. First you must place your cursor in the paragraph to which you want to apply the style. Then you click the More button in the Styles group to see all of the styles in the currently selected set. As you roll your cursor over each of the styles listed, Word 2007 provides you with a live preview of how the style will appear when applied.

1. Select the paragraphs "Emotional Support" through "Parenthood Education" (they are probably on page two).
2. Click the More button in the Styles group.
3. Locate and click the List Paragraph style. Word applies the List Paragraph style to the paragraphs you selected.

CHANGE STYLE SETS

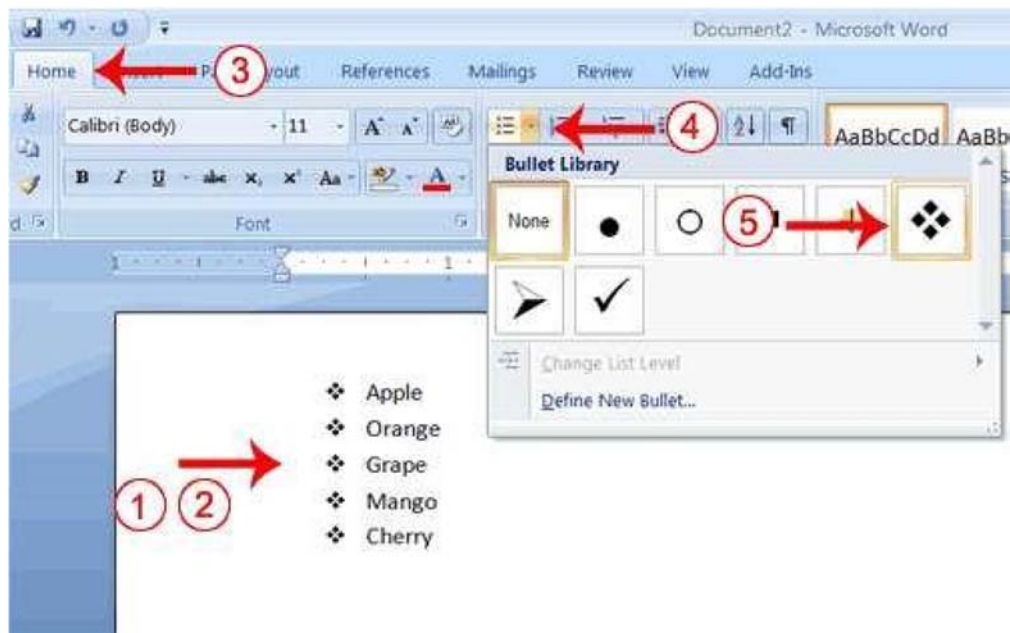
Once you have applied styles, changing to another style set is easy. You simply open the Style Set gallery. As you move your cursor down the menu, Word 2007 provides you with a live preview of the effect of applying the style set. To choose a style set, you click it.

ADDING BULLETS AND NUMBERS, UNDOING AND REDOING, SETTING PAGE LAYOUTS AND PRINTING DOCUMENTS

If you have lists of data, you may want to bullet or number them. When using Microsoft Word, bulleting and numbering are easy. The first part of this lesson teaches you to bullet and number. After you have completed your document, you may want to share it with others. One way to share your document is to print and distribute it. However, before you print you may want to add page numbers and tell Word such things as the page orientation, the paper size, and the margin setting you want to use. In this lesson you will learn how to layout and how to print your documents.

ADD BULLETS AND NUMBERS

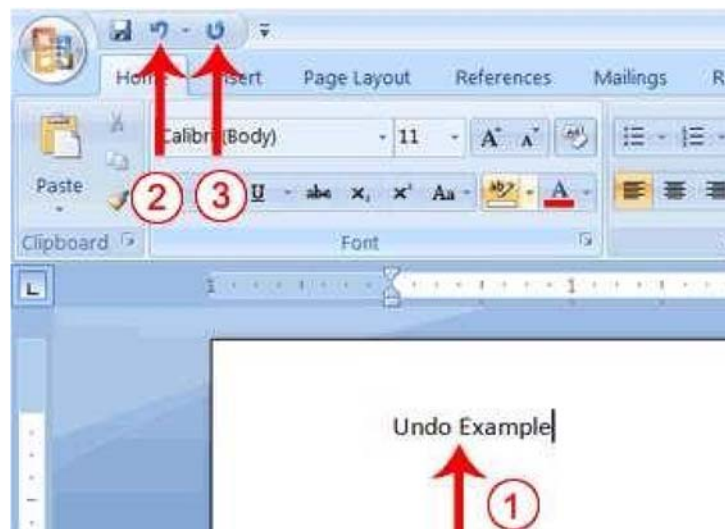
In Microsoft Word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You can select the one you wish to use.



UNDO AND REDO

You can quickly reverse most commands you execute by using Undo. If you then change your mind again, and want to reapply a command, you can use Redo.

UNDO AND REDO



1. Type **Undo example**.
2. Click the Undo button on the Quick Access menu. The typing disappears.
3. Click the Redo button on the Quick Access menu. The typing reappears.
4. Select "Undo example."
5. Press Ctrl+b to bold. Word bolds the text.
6. Press Ctrl+i. Word italicizes the text.

7. Press Ctrl+u Word underlines the text.
8. Click the down arrow next to the Undo icon. You will see the actions you performed listed. To undo the underline, click Underline; to undo the underline and italic, click Underline Italic; to undo the underline, italic, and bold click Bold etc.
9. To redo, click the Redo icon several times.

ALTERNATE METHOD -- UNDO & REDO BY USING KEYS

1. Type **Undo example**.
2. Press Ctrl+z. The typing disappears.
3. Press Ctrl+y. The typing reappears.
4. Select "Undo example."
5. Press Ctrl+u to underline.
6. Press Ctrl+z. The underline is removed.
7. Press Ctrl+y. The underline reappears.

SET THE ORIENTATION

Before you print your document, you may want to change the orientation of your pages. There are two orientations you can use: portrait and landscape. Paper, such as paper sized 8 1/2 by 11, is longer on one edge than it is on the other. If you print in Portrait, the shortest edge of the paper becomes the top of the page. Portrait is the default option. If you print Landscape, the longest edge of the paper becomes the top of the page.

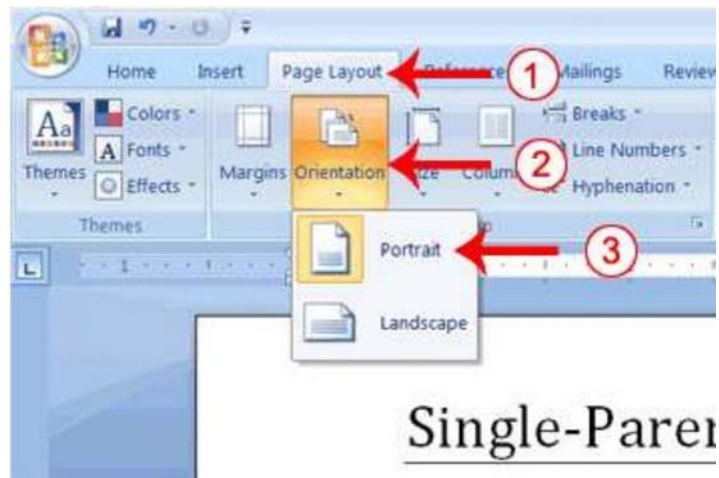
Portrait

Landscape

The exercises that follow use a file named SamplePrint.docx. [Right click here to download the file.](#) Click Save Target As from the menu that appears, and save the linked file to a directory on your computer. The file will download as a zip file. A zip file is a file that is compressed. Compressed files are smaller and easier to download. To open the file:

1. Open the folder you downloaded the file to.
2. Right-click on the file name.
3. Click Extract All on the menu that appears. The Extract Compressed (Zipped) Folders dialog box appears.
4. Enter the folder you want to put the file in or except to suggested location.
5. Click Extract. Windows Explorer extracts the file.
6. You can use Microsoft Word to open the file.

SET THE ORIENTATION



1. Choose the Page Layout tab.
2. Click Orientation in the Page Setup group. A menu appears.
3. Click Portrait. Word sets your page orientation to Portrait.

SET THE PAGE SIZE

Paper comes in a variety of sizes. Most business correspondence uses 8 1/2 by 11 paper which is the default page size in Word. If you are not using 8 1/2 by 11 paper, you can use the Size option in the Page Setup group of the Page Layout tab to change the Size setting.

SET THE PAGE SIZE

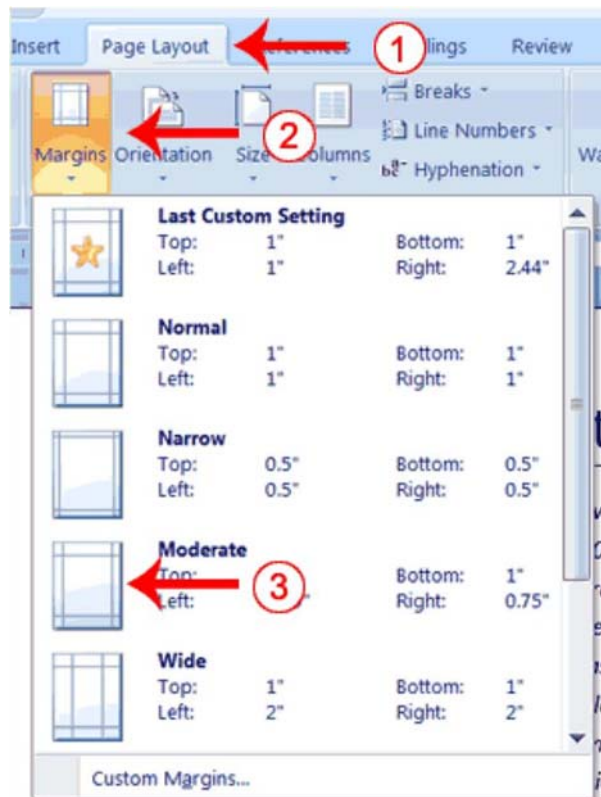


1. Choose the Page Layout tab.
2. Click Size in the Page Setup group. A menu appears.
3. Click Letter 8.5 x 11in. Word sets your page size.

SET THE MARGINS

Margins define the amount of white space that appears at the top, bottom, left, and right edges of your document. The Margin option in the Page Setup group of the Page Layout tab provides several standard margin sizes from which you can choose.

SET THE MARGINS

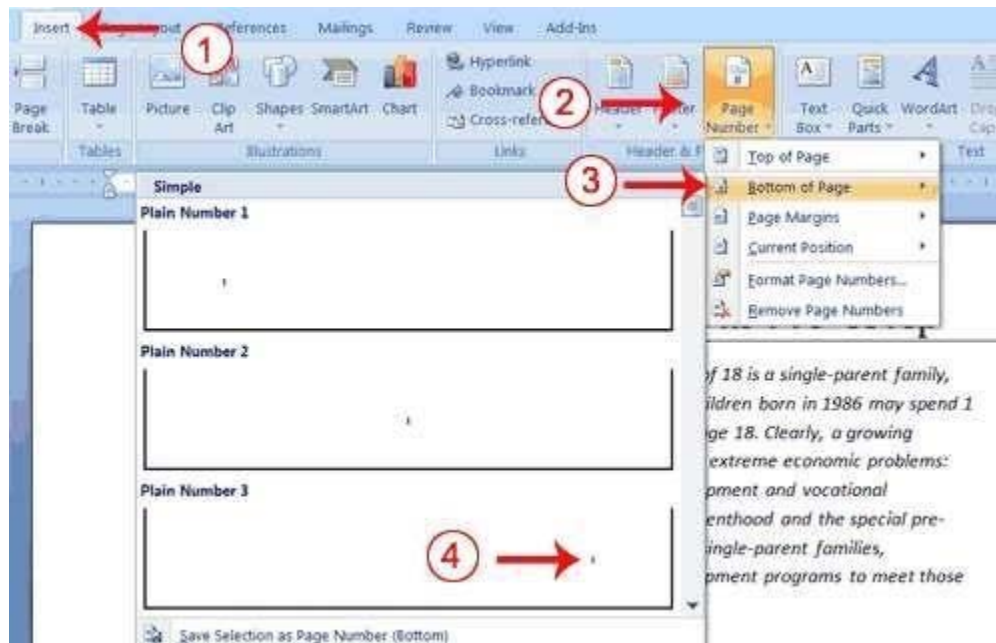


1. Choose the Page Layout tab.
2. Click Margins in the Page Setup group. A menu appears.
3. Click Moderate. Word sets your margins to the Moderate settings.

ADD PAGE NUMBERS

Page numbers help you keep your document organized and enable readers to find information quickly. You can add page numbers to the top, bottom, or margins of your pages, and you can choose where the numbers appear. For example, numbers can appear at the top of the page, on the left, right, or center of the page. Word also offers several number styles from which you can choose.

ADD PAGE NUMBERS



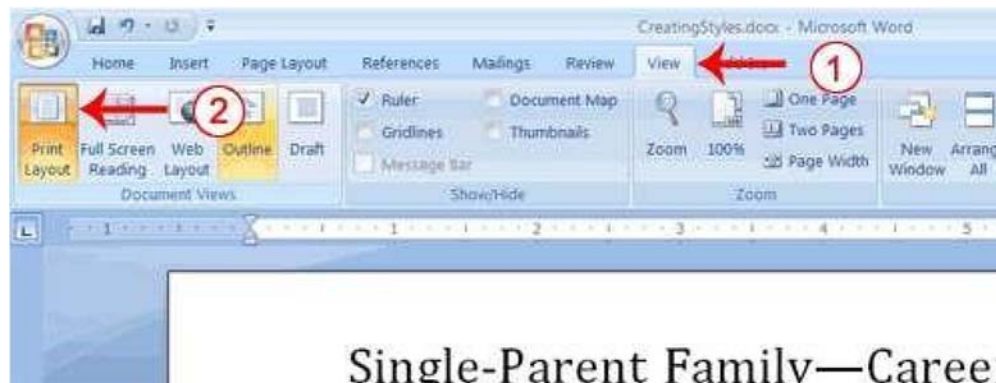
1. Choose the Insert tab.
2. Click the Page Number button in the Header & Footer group. A menu appears.
3. Click Bottom of Page.
4. Click the right-side option.

INSERT PAGE BREAKS

As you learned in Lesson 1, you can display your document in any of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout. In Print Layout view you see your document as it will appear when you print it. You can clearly see where each page ends and a new page begins.

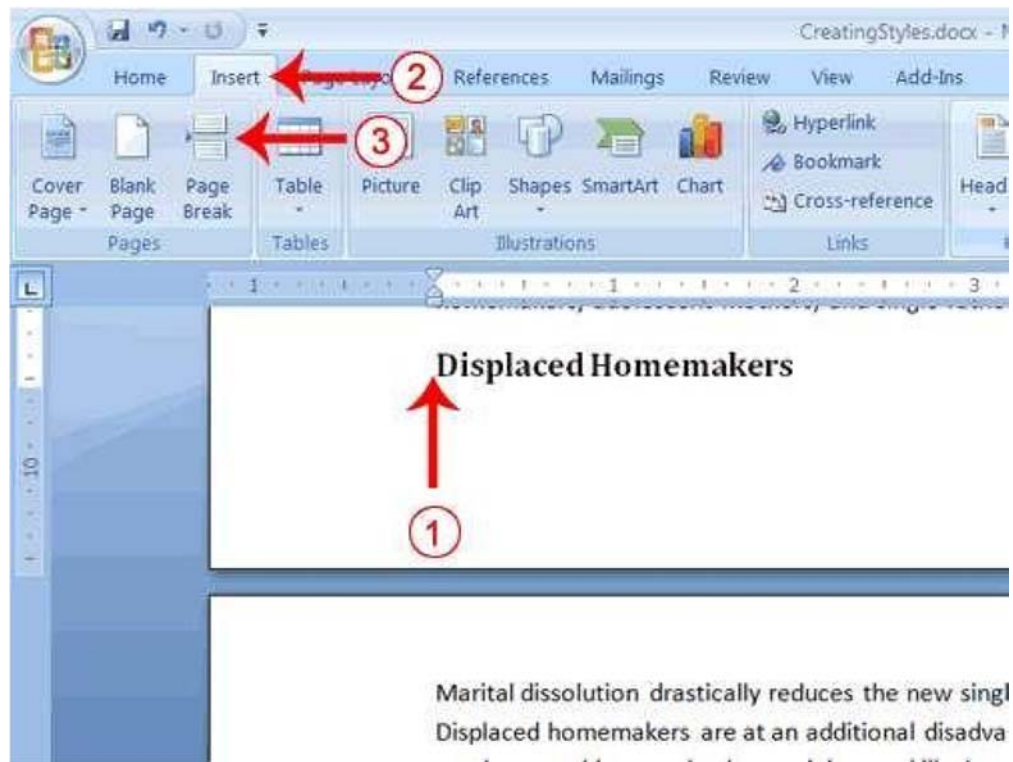
As you review your document, you may find that you want to change the point at which a new page begins. You do this by inserting a page break. For example, if a page heading appears on one page and the first paragraph under the heading appears on the next page, you may want to insert a page break before the heading to keep the heading and the first paragraph together.

CHANGE TO PRINT VIEW



1. Choose the View tab.
2. Click Print Layout in the Document Views group. Your document changes to the Print Layout view.

INSERT PAGE BREAKS



1. Place your cursor before the D in "Displaced Homemakers"
2. Choose the Insert tab.
3. Click Page Break. Word places a page break in your document.

To delete a page break, you select the page break and then press the Delete key.

PREVIEW AND PRINT DOCUMENTS

When you have your margins, tabs, and so on the way you want them, you are ready to print. In Word, You can preview your document before you print. In the Preview mode, you can review each page, view multiple pages at the same time, zoom in on a page, and access the Size, Orientation, and Margin options.

If you press the Zoom button while you are in Preview mode, the Zoom dialog box appears. In the Zoom dialog box you can set the sizes of the pages that display as well as the number of pages that display.

When you are ready to print, you use the Print dialog box. In the Print Range area, choose All to print every page of your document, choose Current Page to print the page you are currently on, or choose Pages to enter the specific pages you want to print. Type the pages you want to print in the Pages field. Separate individual pages with commas (1,3, 13); specify a range by using a dash (4-9).

Department of Computer Science, Islamia University Bwp

Lab Tasks

(Microsoft WORD)

Exercises

Exercise 1

Write a report of not more than ONE page, on Difference between Apple vs Microsoft.

- ❖ Create a new document or, where appropriate, open an existing document
- ❖ Enter text and numbers
- ❖ Use Font: Arial, Font Size: 12 for Text and 14 or 16 for Headings.
- ❖ Use editing techniques to manipulate text and numbers, including: highlight, delete, move, cut, copy, paste, drag and drop
- ❖ Place objects into the document from a variety of sources, including: text, image, screen shot, spreadsheet extract, database extract, clip art or chart
- ❖ Create a table with a specified number of rows and columns
- ❖ format a table and its contents
- ❖ place text or objects in a table
- ❖ Wrap text around a table, chart or image, including: above, below, square and tight • use software tools to use headers and footers appropriately within a range of software packages
- ❖ Create headers and footers
- ❖ Align consistently within a document the contents of the header and footer including: to left margin, right margin and center of the page
- ❖ Place automated objects in headers and footers, including: automated file information, automated page numbering, text, date, time
- ❖ explain why headers and footers are needed
- ❖ Do the spell check and word count? Type the word count at the bottom of the page.

Exercise 2

Use Equation option from Insert toolbar and write different mathematical equations exploring different options available. Use bullets for different equations.

- $\frac{1}{x+y}$

- $r = \sqrt{x^2 + y^2}$

- $\mu = \sum_{i=1}^n x_i p_i$

- $n \sqrt{\frac{x^n - y^n}{1 + u^{2n}}}$

- $\int \frac{dx}{1+x^2} = \arctan x + c$

- $x' = \frac{1}{n} \sum_{i=1}^n x_i$

