

# **INFORMATION AND COMMUNICATION TECHNOLOGY LAB**



## **LAB MANUAL**

**DEPARTMENT OF COMPUTER SCIENCE**

THE ISLAMIA UNIVERSITY, BWP, PAKISTAN

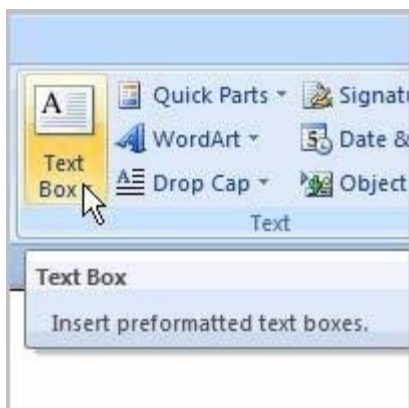


## Lab : Exploring Advance Features of Microsoft Word

Objective(s):

To explore different features of Microsoft word.

### Working with Textboxes



You may want to **insert a text box** into your document to draw attention to specific text or so that you have the ability to **easily move text** around within a document.

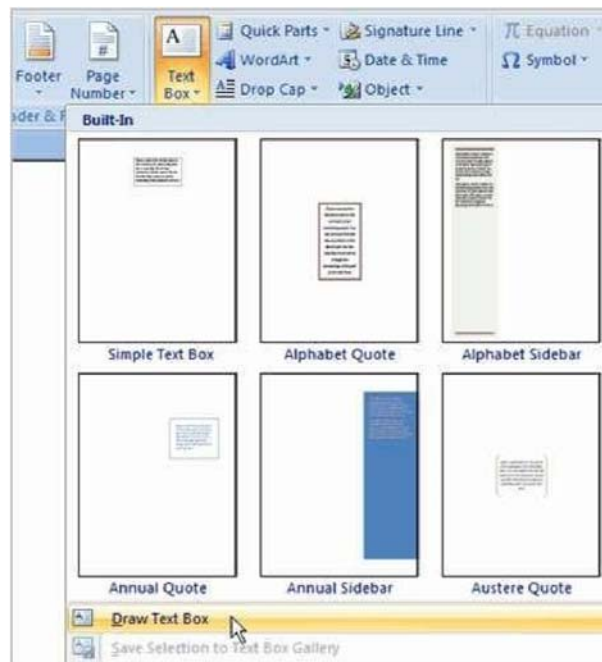
In this lesson, you will learn how to insert a text box and how to format it in various ways, including resizing and moving it, and changing the text box shape, color, and outline.

### *To insert a text box:*

- Select the **Insert** tab on the Ribbon.
- Click the **Text Box** command in the **Text** group.
- Select a **Built-in text box** or **Draw Text Box** from the menu.
- If you select **Built-in text box**, left-click the text box you wish to use, and it will appear in the document.

**OR**

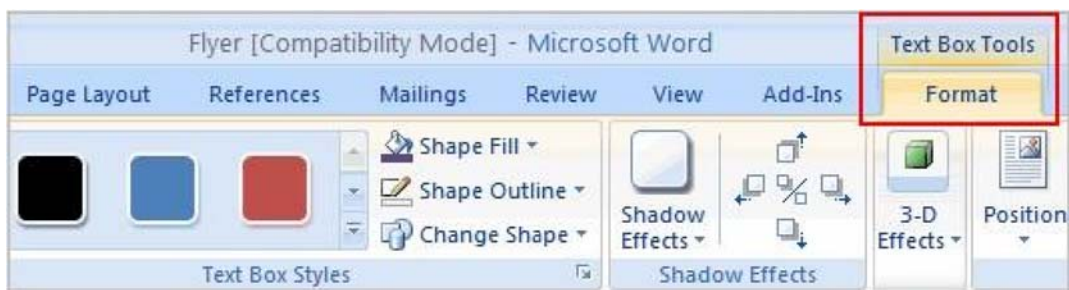
- If you select **Draw Text Box**, a crosshair cursor will appear. Left-click your mouse and while holding it down, drag your mouse until the text box is the desired size.



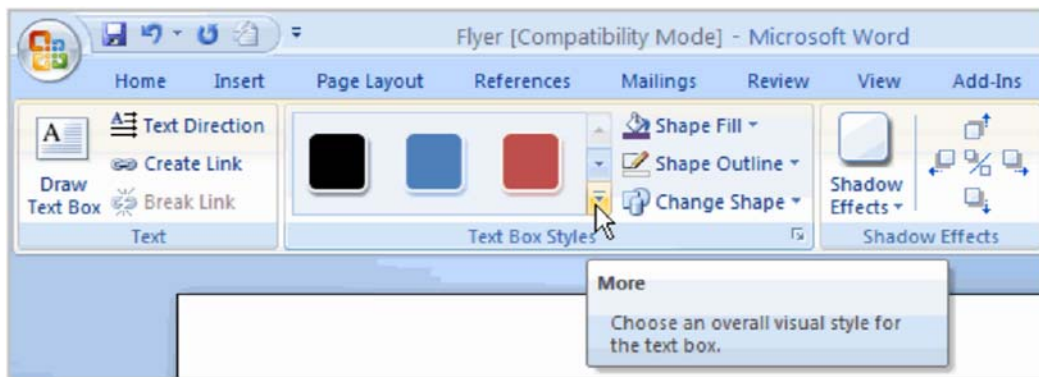
- Release the mouse button.

*To change text box style:*

- Select the text box. A new **Format** tab appears with Text Box Tools.



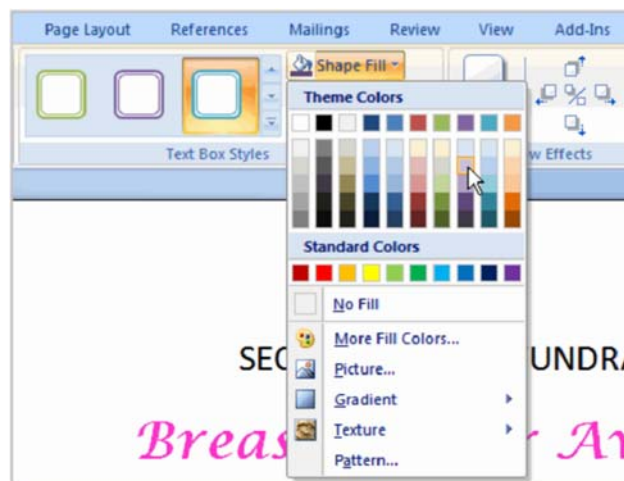
- Select the Format tab.
- Click the **More drop-down arrow** in the Text Box Style group to display more style options.



- Move your cursor over the styles, and Live Preview will preview the style in your document.
- Left-click a style to select it.

#### *To change shape fill:*

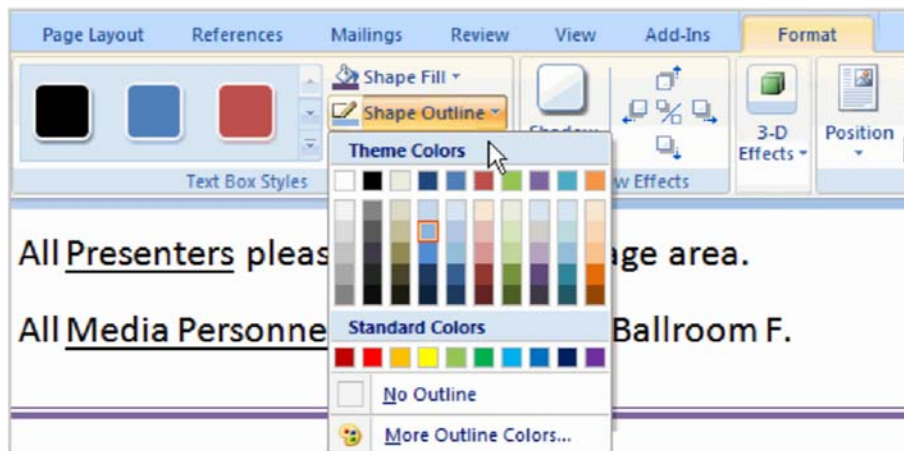
- Select the text box. A new **Format** tab appears with Text Box Tools.



- Click the **Shape Fill** command to display a drop-down list.
- Select a color from the list, choose No Fill, or choose one of the other options.

#### *To change the shape outline:*

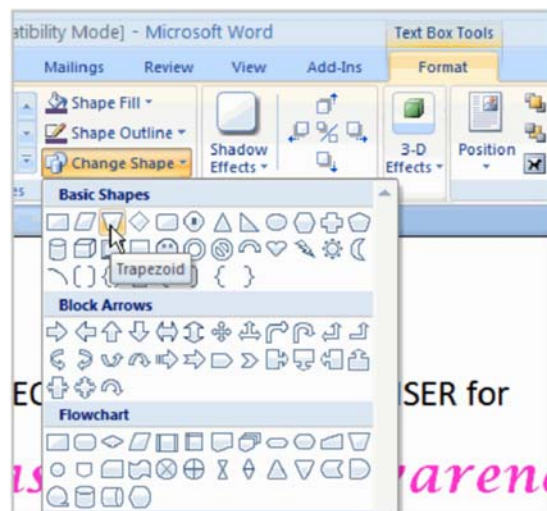
- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Shape Outline** command to display a drop-down list.



- Select a color from the list, choose No Outline, or choose one of the other options.

#### *To change the text box shape:*

- Select the text box. A new **Format** tab appears with Text Box Tools. ☐ Click the **Change Shape** command to display a drop-down list.



- Select a shape from the list.

#### *To move a text box:*

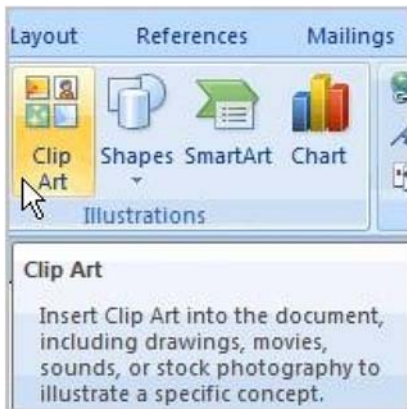
- Left-click the text box. Your cursor becomes a **cross with arrows** on each end.
- While holding the mouse button, **drag** the text box to the desired location on the page.
- Release the mouse button.

#### *To resize a text box:*

- Select the text box.
- Left-click one of the **blue sizing handles**.

- While holding down the mouse button, **drag the sizing handle** until the text box is the desired size.

### Inserting Clip Art



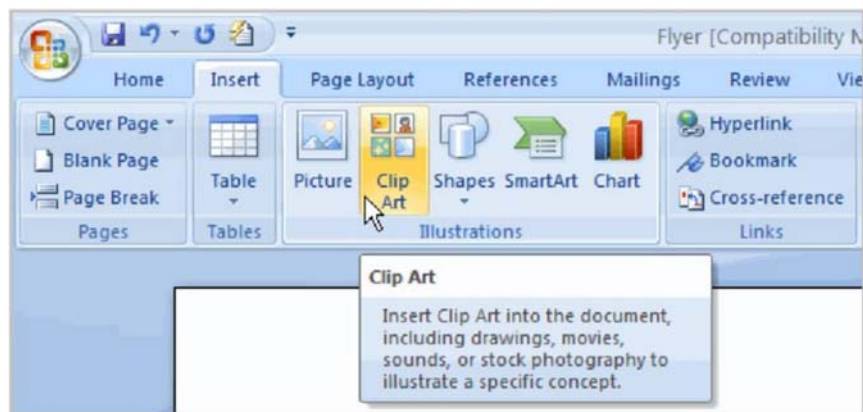
You may want to insert various types of **illustrations** into your documents to make them more visually appealing.

Illustrations include Clip Art, Pictures, SmartArt, and Charts.

In this lesson, you will learn how to search for and locate Clip Art and insert it into your documents.

### To locate Clip Art:

- Select the **Insert** tab.
- Click the **Clip Art** command in the **Illustrations** group.



- The Clip Art options appear in the **task pane** on the right.
- Enter keywords in the **Search for:** field that are related to the image you wish to insert.
- Click the drop-down arrow next to the **Search in:** field.
- Select **Everywhere** to ensure that Word searches your computer and its online resources for an image that meets your criteria.
- Click the drop-down arrow in the **Results should be:** field. ☐ Deselect any types of images you do not wish to see.



- Click **Go**.

#### *To insert Clip Art:*

- Review the results from a Clip Art search.
- Place your **insertion point** in the document where you wish to insert the Clip Art. □ Leftclick an image in the task pane. It will appear in the document.

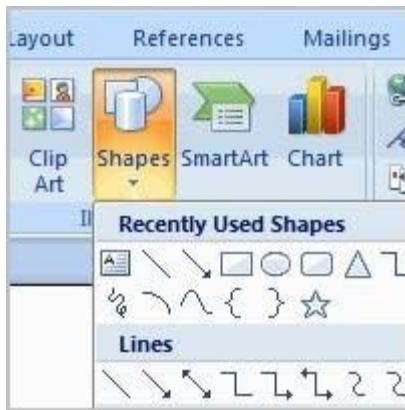
OR

- Left-click the **arrow next to an image** in the task pane.
- Select Insert, Copy, or any of the other options on the list.





### Working with Shapes



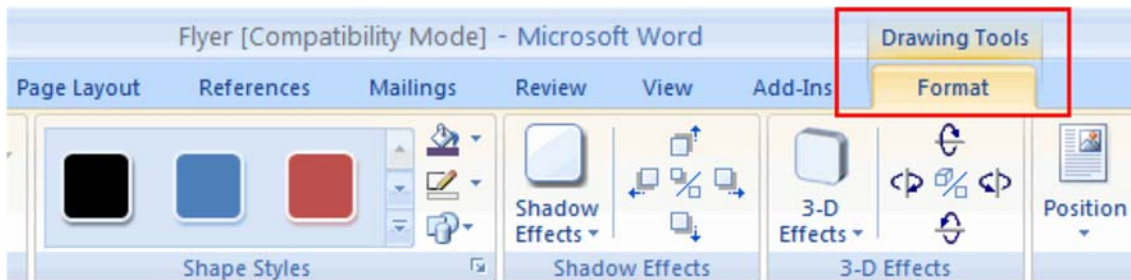
You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flow chart symbols. Want to offset your name and address from the rest of your resume? Use a line. Need to show the progress of a document through your office? Use a flow chart. While you may not need shapes in every document you create, they can add **visual appeal and clarity** to many documents.

In this lesson, you will learn how to insert a shape and change its fill color, outline color, shape style, and shadow effects.

Additionally, you will learn to apply 3D effects to shapes that have this option.

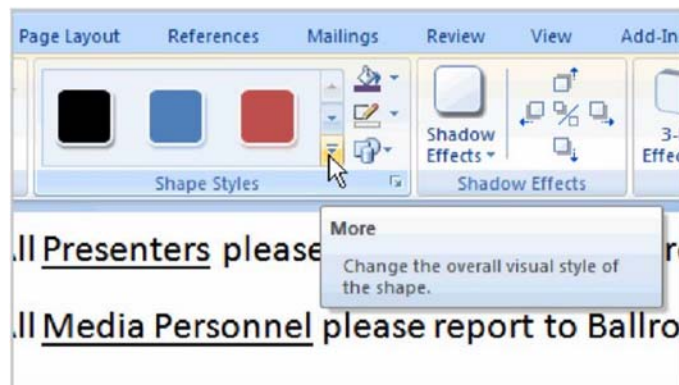
#### *To insert a shape:*

- Select the **Insert** tab.
- Click the **Shape** command.
- Left-click a shape from the menu. Your cursor is now a cross shape.
- Left-click your mouse and while holding it down, drag your mouse until the shape is the desired size.
- Release the mouse button. *To change shape style:*
- Select the shape. A new **Format** tab appears with Drawing Tools.



- Click the **More drop-down arrow** in the Shapes Style group to display more style options.





- Move your cursor over the styles, and Live Preview will preview the style in your document.
- Left-click a style to select it.

#### *To change the shape fill color:*

- Select the shape. A new **Format** tab appears with Drawing Tools.
- Click the **Shape Fill** command to display a drop-down list.



- Select a color from the list, choose No Fill, or choose one of the other options.

#### *To change the shape outline:*

- Select the shape. A new **Format** tab appears with Drawing Tools.
- Click the **Shape Outline** command to display a drop-down list.
- Select a color from the list, choose No Outline, or choose one of the other options.

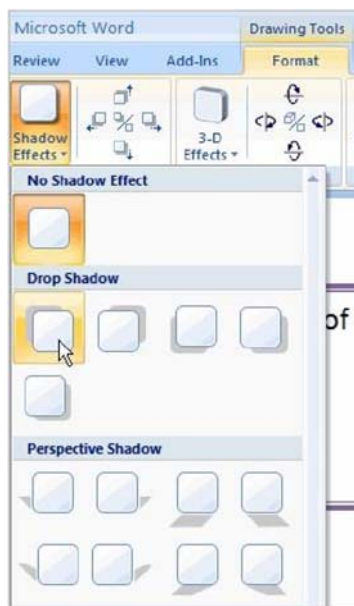
#### *To change to a different shape:*

- Select the shape. A new **Format** tab appears with Drawing Tools.
- Click the **Change Shape** command to display a drop-down list.



*To change shadow effects:*

- Select the **Format** tab.
- Left-click the **Shadow Effects** command.
- Move your mouse over the menu options. Live Preview displays how it will appear in your document.



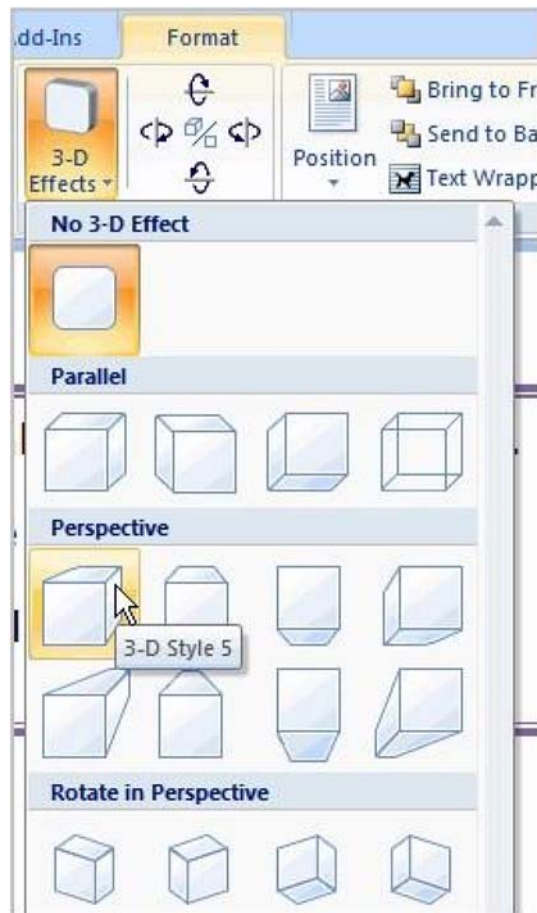
- Click an option to select the shadow effect.

Select **Shadow Color** from the menu, and choose a color from the palette to change the color of the shadow on your shape.

### *To change 3D effects:*

You cannot add a 3D effect to **all shapes**.

- Select the **Format** tab.
- Left-click the **3-D Effects** command.
- Move your mouse over the menu options. Live Preview displays how it will appear in your document.



- Click an option to select the 3D effect.

After you have chosen a **3D effect**, you can change other elements of your shape, including the **color, depth, direction, lighting, and surface** of the 3D effect on your shape. This can dramatically change the way the shape looks. You can access these options by clicking the 3-D Effects command. **Working with Pictures**

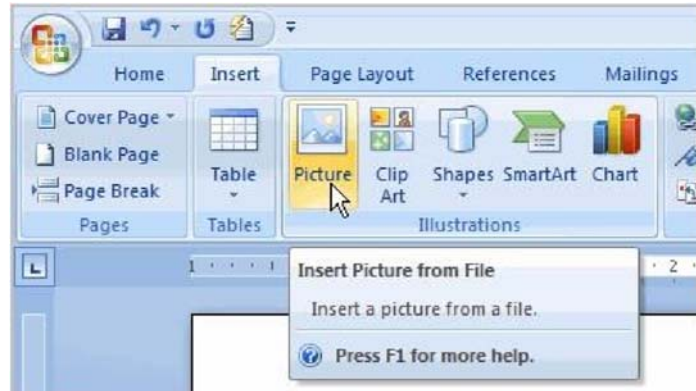
Pictures can be added to Word documents and then formatted in various ways. The **picture tools** in Word 2007 make it easy to incorporate images into your documents and **modify those images** in innovative ways.

In this lesson, you will learn how to insert a picture from your computer, change the picture style and shape, add a border, and crop and compress pictures.

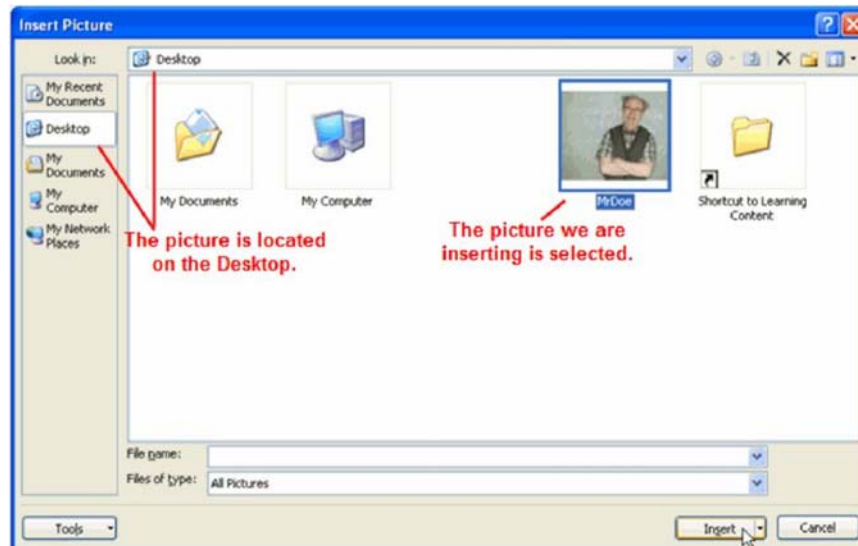


*To insert a picture:*

- Place your **insertion point** where you want the image to appear.
- Select the **Insert** tab.
- Click the **Picture** command in the **Illustrations** group. The Insert Picture dialog box appears.



- Select the image file on your computer.



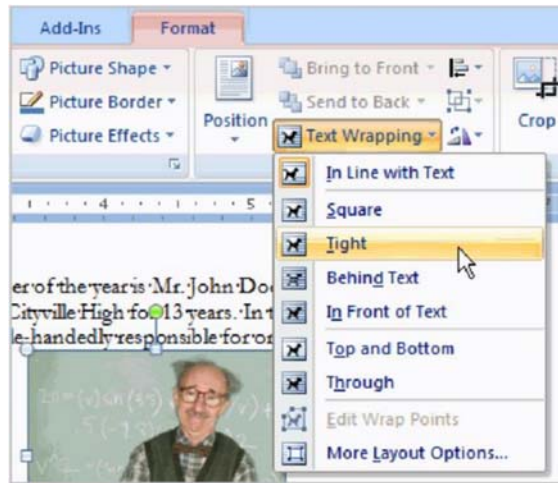
- Click **Insert**, and it will appear in your document.

Left-click a **corner sizing handle**, and while holding down the mouse button resize the image. The image retains its proportions.

*To wrap text around an image:*

- Select the image.

- Select the **Picture Tools Format** tab.
- Click the **Text Wrapping** command in the Arrange group.

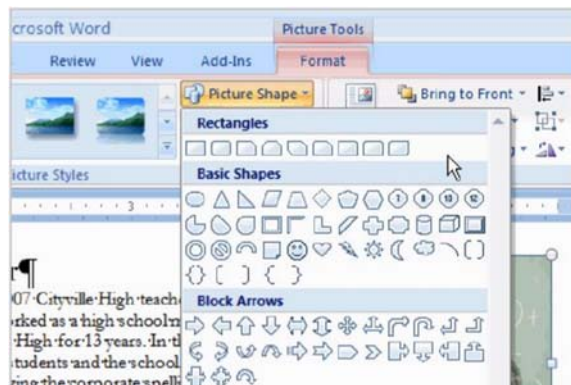


- Left-click a menu option to select it. In this example, we selected **Tight**.
- Move the image around to see how the text wraps for each setting.
- The **Position** button has predefined text wrapping settings. The Position button is to the left of the Text Wrapping button.
- Click the Position button, and a drop-down list of text wrapping options will appear. Hover over an option to see what it does.

If you can't get your text to wrap the way you wish, click the **Text Wrapping** command, and select **More Layout Options** from the menu. You can make more precise changes in the Advanced Layout dialog box that appears.

#### *To change the shape of a picture:*

- Select the picture.
- Select the **Format** tab.
- Click the **Picture Shape** icon. A menu appears.



- Left-click a shape to select it.

*To apply a picture style:*

- Select the picture.
- Select the **Format** tab.
- Click the **More** drop-down arrow to display all of the picture styles.
- Hover over a picture style to display a Live Preview of the style in the document.



- Left-click a style to select it.

*To add a border to a picture manually:*

- Select the picture.
- Select the **Format** tab.
- Left-click the **Picture Border** command, and select a color.

OR

- Select **Weight** from the menu and choose a line weight.





# Lab Tasks

## (Microsoft WORD)



## Exercises

### Exercise 1

Create an advertisement as shown below.

**Bahria University**  
Karachi Campus  
(A Project of Pakistan Navy)

HEC-Recognised  
& Federally Chartered  
University

Discovering Knowledge

# Admissions Open FALL 2017

### PROGRAMMES OFFERED

#### MANAGEMENT SCIENCES

- BBA (4 - Years)
- MBA (Weekend - 1.5 Years)
- MBA (Weekend - 2 Years)
- MSPM (Weekend - 1.5 Years)
- MBA (Weekend/Evening) 3.5 Years

#### COMPUTER SCIENCES

- BSCS (4 - Years)
- BSIT (4 - Years)
- MSCS (Evening - 2 Years)

### Financial Assistance & Scholarship Programmes

- Punjab Educational Endowment Fund
- National ICT R&D Fund
- HEC Need-based Scholarship
- Merit Scholarship
- Student Loan
- Scholarship for Top 3 Position Holders in Intermediate Board Examinations
- 50% Waiver in Tuition Fee of MS/M Phil Programmes for High Academic Achievers (At least 80% Marks or 3.5 CGPA from HEC Recognised University)
- Scholarship for Outstanding Performance in A-Level (Min. 3As)
- Qarz-e-Hasna Scheme for needy students

**How to apply ?** Please visit BU website  
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- Students awaiting results can also apply
- Each class will have min. 15 students & max. 50 students
- For admissions eligibility criteria visit:  
[bahria.edu.pk/admissions](http://bahria.edu.pk/admissions) and [bahria.edu.pk](http://bahria.edu.pk)

**2%** • Quota for candidates of lesser developed regions of Pakistan  
• Quota for disabled candidates

**Last date to apply:**  
**Thursday, 7<sup>th</sup> September, 2017**

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