

Computers Fundamental Lab
Lab No. 1
MS Word (Part I)

University of Technology
Department of Biomedical Engineering
1st Year

Papered By:
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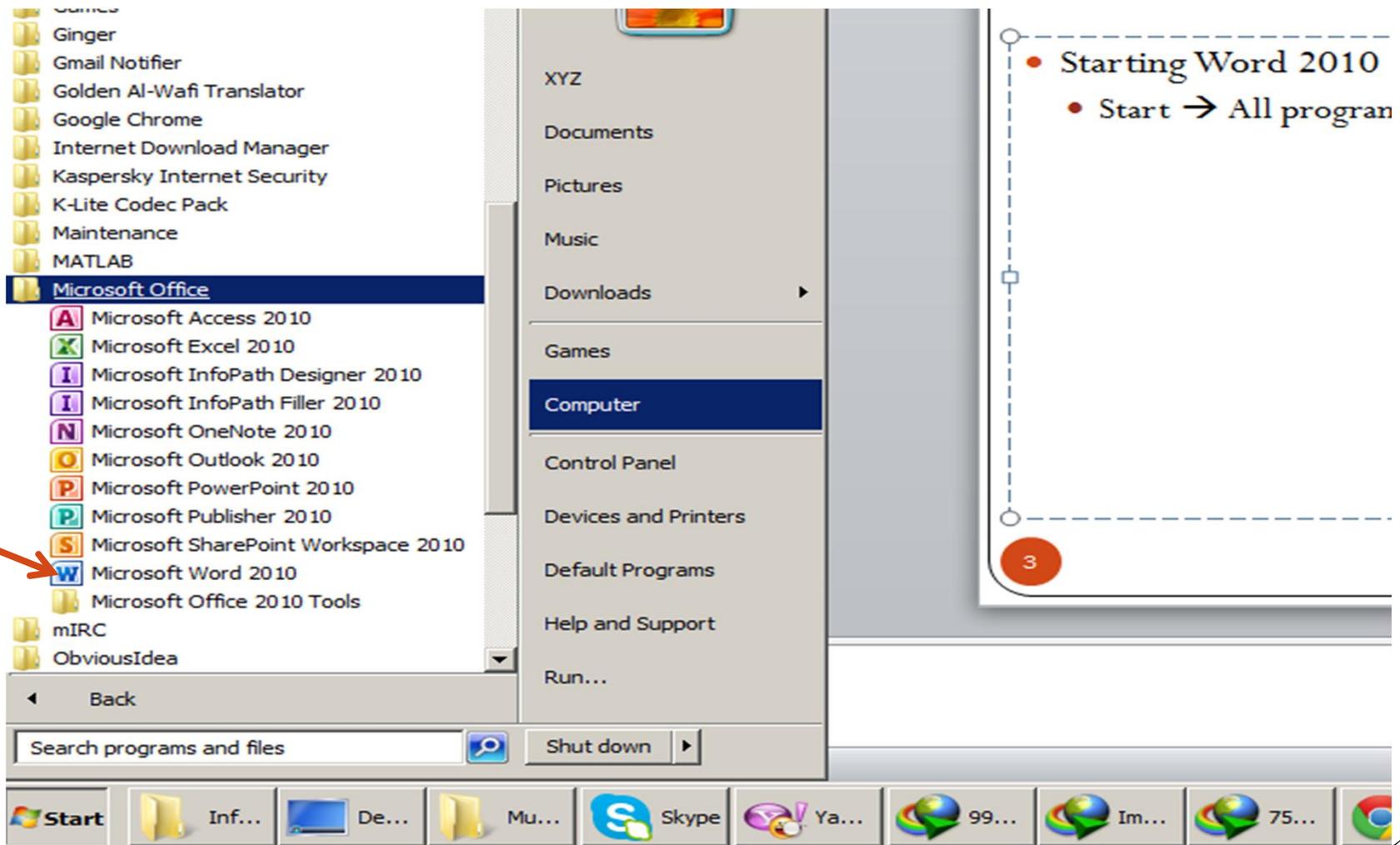
Lab Outlines

- Installing Word
- Starting Word
- Understanding the Word Program Screen
- Giving Commands in Word
- Using Command Shortcuts
- Creating a New Document
- Opening a Document
- Previewing and Printing a Document
- Saving a Document
- Closing a Document
- Using Help

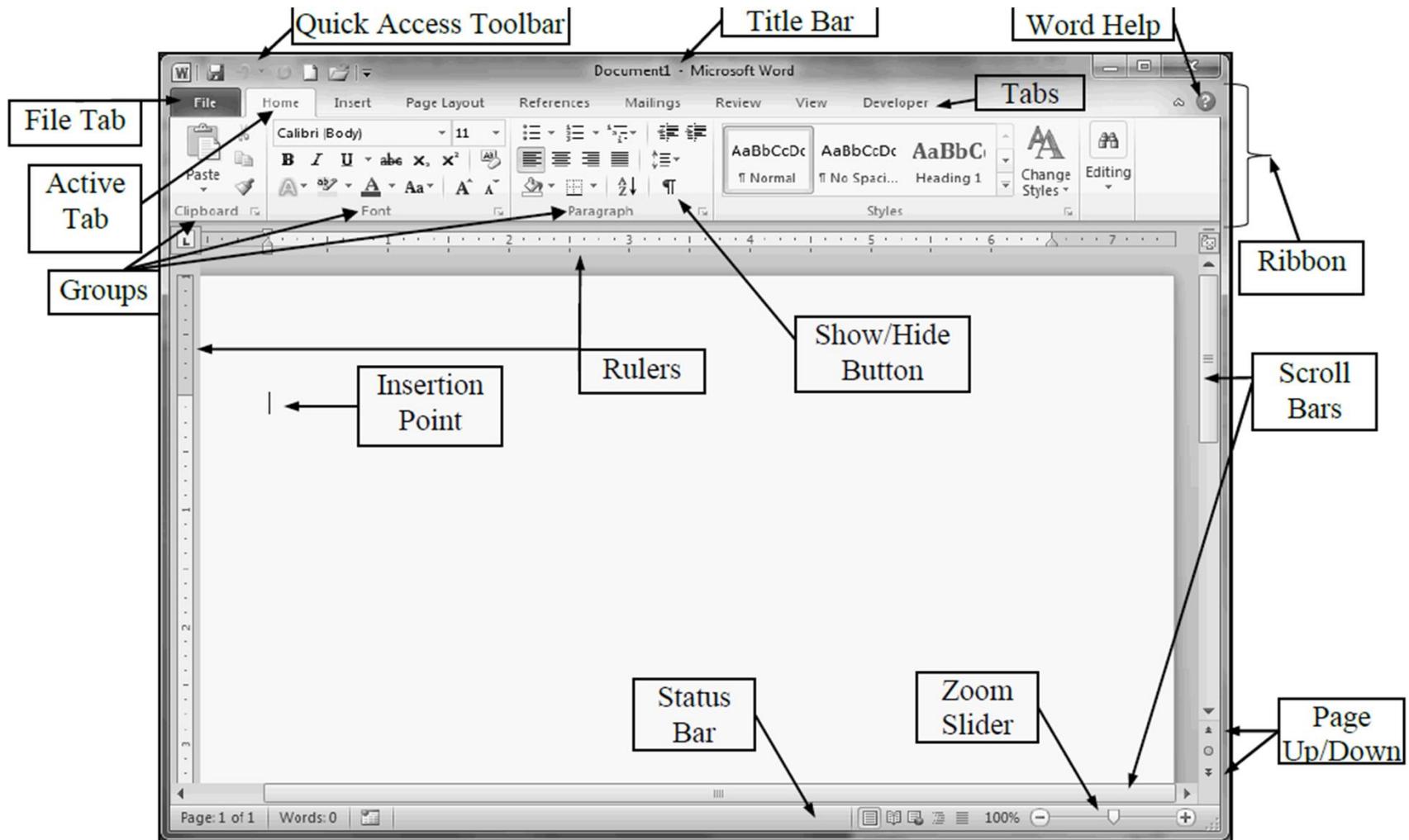
Starting MS Word

- Starting Word

- Start → All programs → Microsoft Office → Microsoft Word



Understanding the Word Program Screen



The following questions are provided for more detailed planning and document design.

Creating a Document	
PLANNING	
Document type	What type of document do you want to create?
Document purpose	What is the purpose of your document?
Target audience	Who is your target audience?
File format to be used	Will you create or edit the document in Word 2010, 2007 or 97-2003 compatibility mode? Explain your selection.
Storage Location	Where will you store the saved documents? File storage options include but are not limited to: <ul style="list-style-type: none"> • Hard Drive • Shared Drive • Flash Drive
Content	What categories will be covered? How will you present the information? Will you use a table, a chart, text boxes, How will you format the document aesthetically to attract your audience?
Text, images, and multimedia	Will your document contain text only? What type of images will you include? Where will you obtain your images? Will you have a common logo? Will you wrap text around the images?

DESIGNING

Document template	What features will you use to design the document template?
Formatting elements	What formatting elements will you include? Will you use a table of contents, an index, footnotes, or page numbers, etc.?

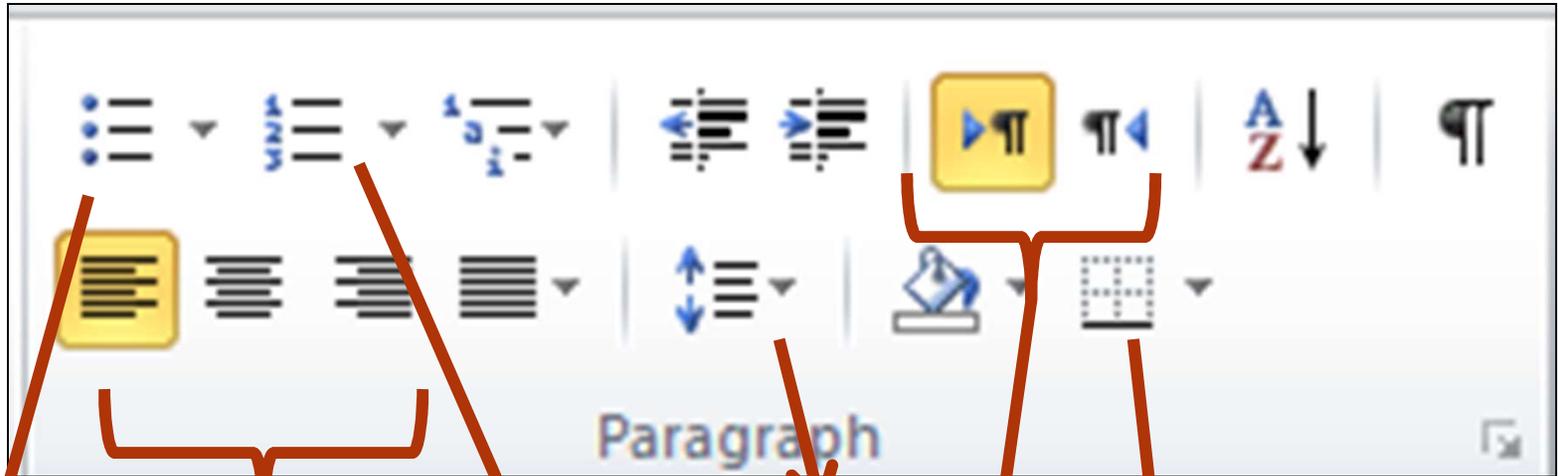
DEVELOPING

Typography	What font will you use? Will you use multiple fonts?
Images	How will you use images to enhance your document? Will you use a background image?
Page Layout	What type of layout will you use? How many topics per page? How will text be presented: bulleted or paragraph style? Will you use columns or tables?
Color	What color combinations will you use for your document? To what elements will you apply the color(s) – fonts, background, tables, and other elements?

REVIEWING AND EDITING

Review	Will you use a group to review the document? Will you need to track changes made by the group?
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Home Tab



Alignment

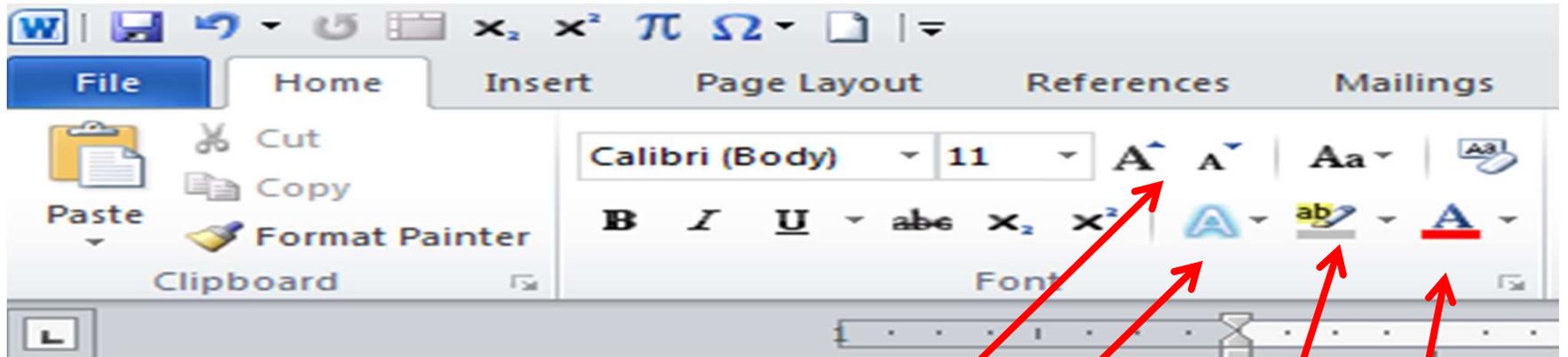
Spacing

Numbering

Boarder

Text Direction

Bullets



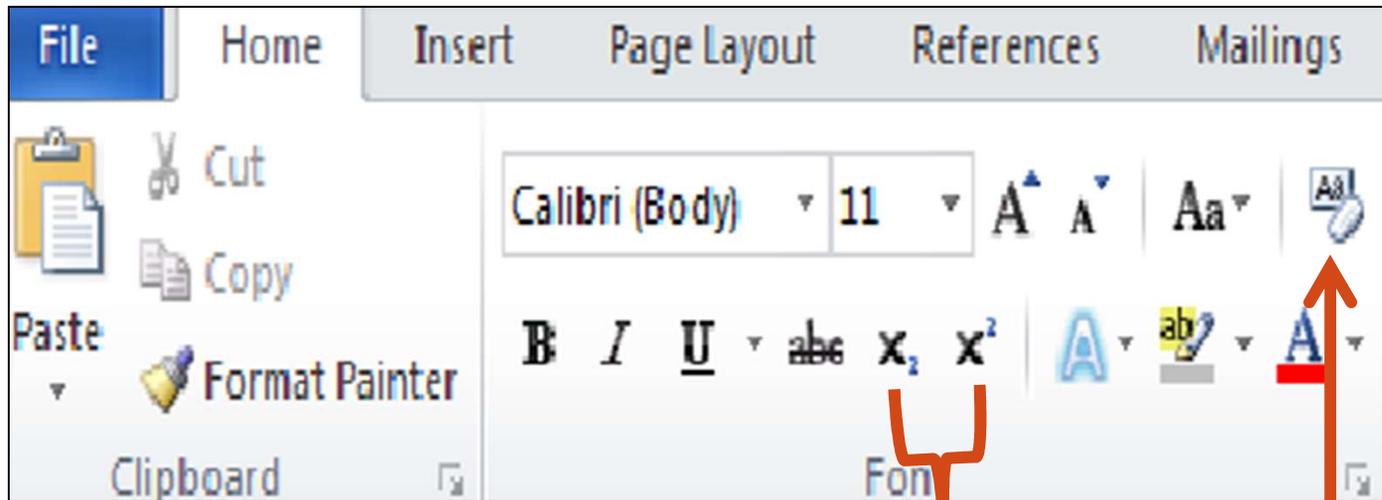
Text Size

Glow

Text Filling

Font Color

- Change the font size
- Change the Filling
- Change the font color
- Using Text Effect apply the following to your Text
 - Shadowing
 - Make it Glow



Power

Clear
Formatting

Assignment 1

Sketch the layout of your document.

1. On a standard letter size paper, sketch how you want your finished document to appear.
 - Below is one example of how a phone directory might look.

DOCUMENT NAME

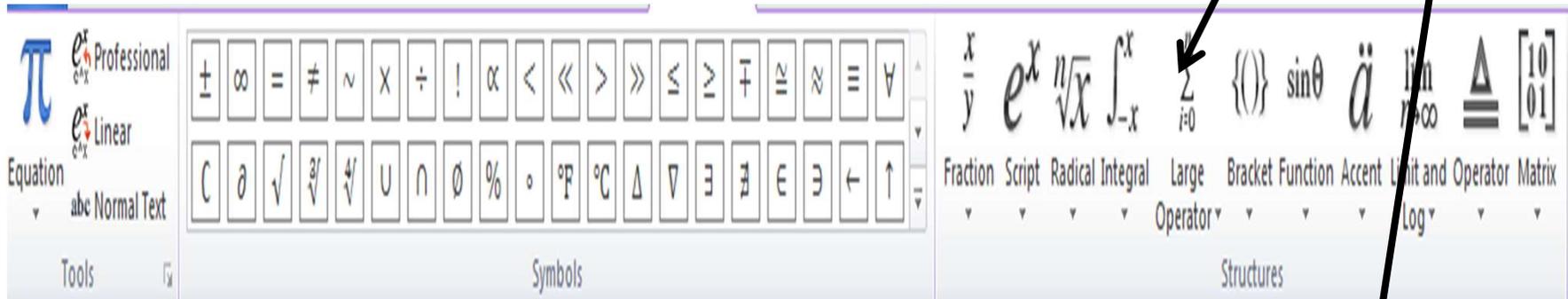
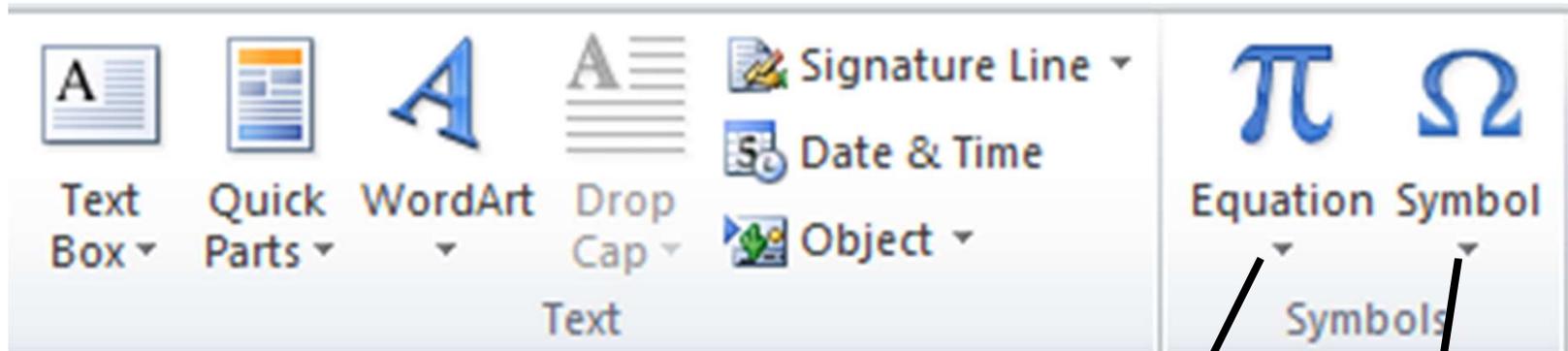
ALPHA ORDER

1. COLLEGE NAME..... PHONE NUMBER

2. COLLEGE NAME PHONE NUMBER

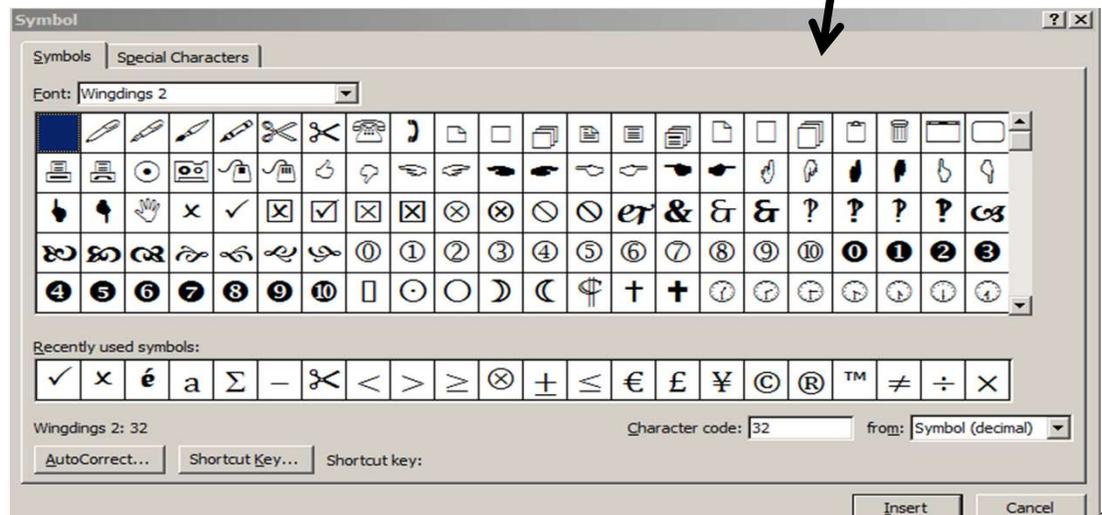
3. COLLEGE NAME PHONE NUMBER

Insert Tab



Search for following symbols

© ≤ ≥ ∏ ∑



Assignment 2

1. Search for following symbols © ≤ ≥ ∏ Σ

2. Write the following Equations:

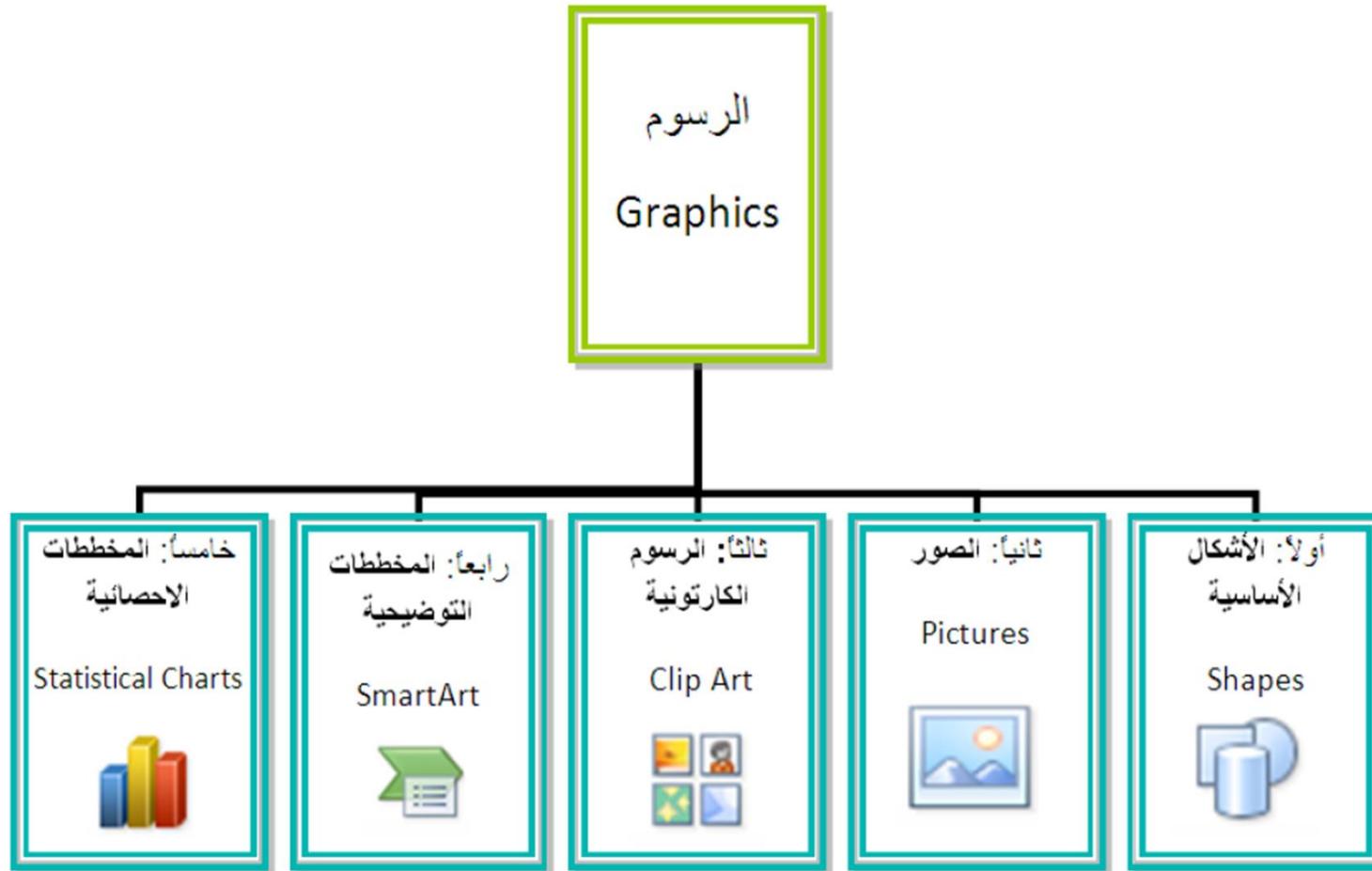
- $a^2 + b^2 = c^2$

- $\sin \alpha \pm \sin \beta = 2 \sin \frac{1}{2} (\alpha \pm \beta) \cos \frac{1}{2} (\alpha \mp \beta)$

- $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

- $\int_0^\pi \sin x \, dx$

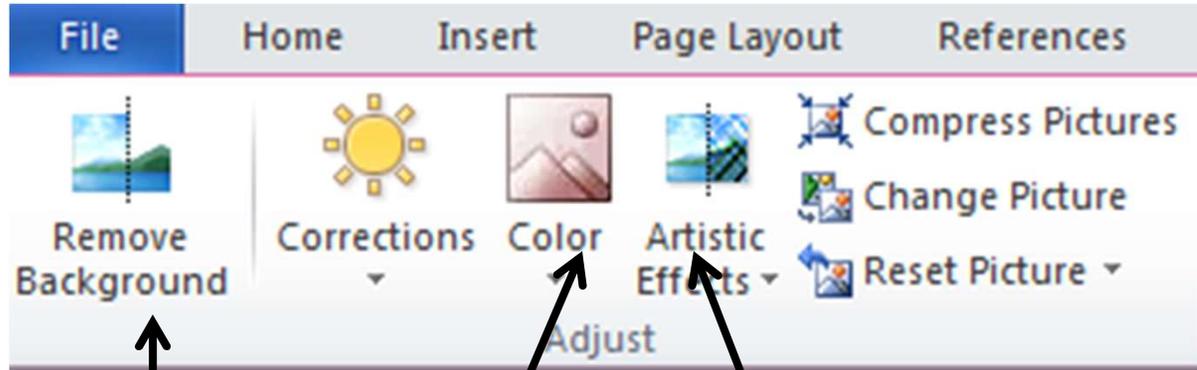
Graphics



Picture

- Print screen your home page.
- Past in Word Page
- Crop the picture.
- Use Picture tool.
- Insert Caption to picture.





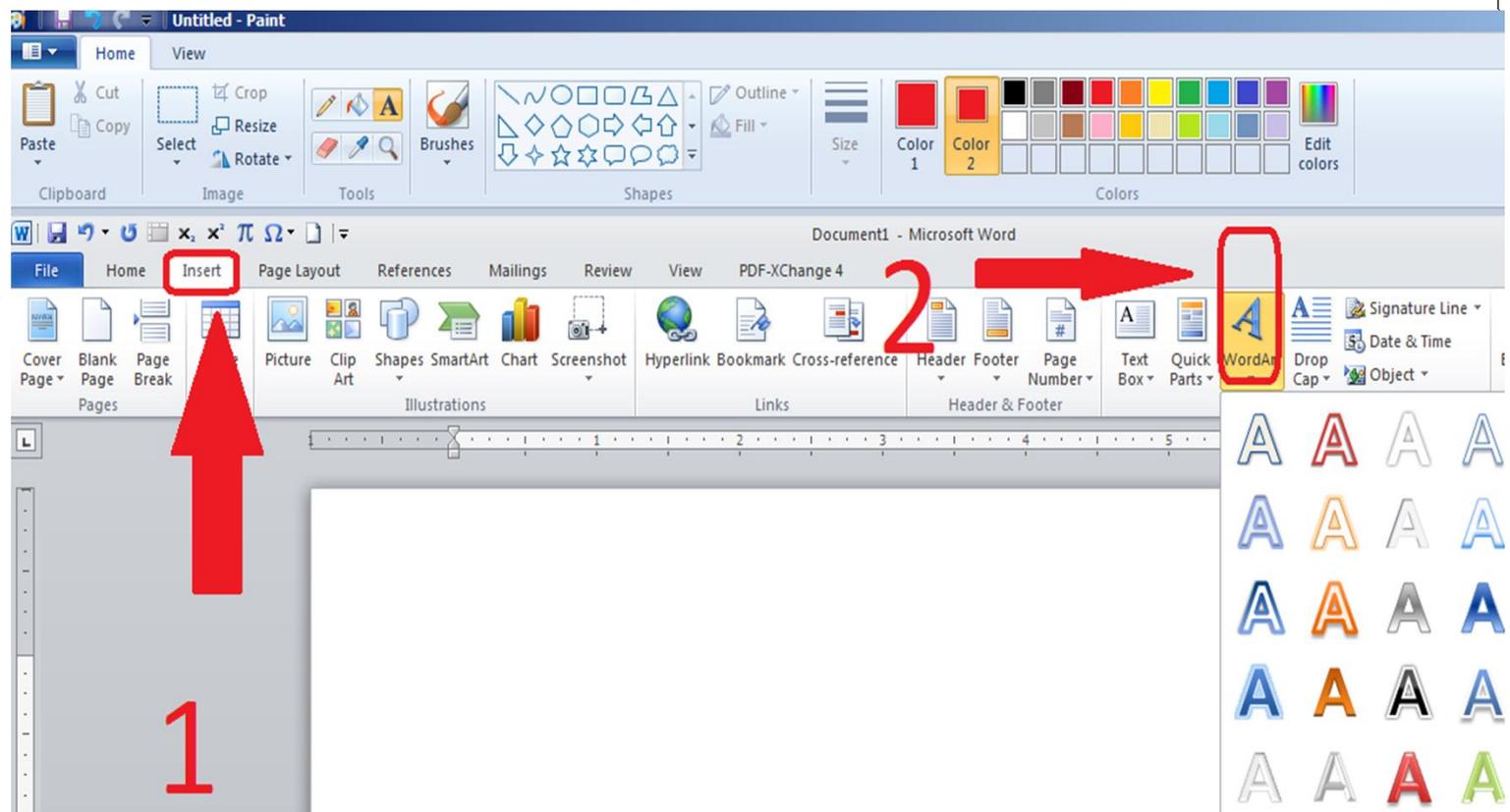
Remove
Background
Effect

Change color
effect

Insert Effect to
the picture

Word Art

- Open Word Art as below
- Write your name, Subject and your College using THREE different styles



Inset Tab

- Select Scroll Shape
- From Insert Text and put it in the middle of the scroll
- Select page Number

The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. A red arrow points from the text 'Select a Shape' to the 'Shapes' button. Another red arrow points from the text 'Page Number' to the 'Page Number' button in the 'Header & Footer' group. A third red arrow points from the text 'Text Box' to the 'Text Box' button in the 'Text' group. Below the ribbon, a blue scroll-shaped graphic is shown with a white text box containing the Arabic text 'بسم الله الرحمن الرحيم'.

Select a Shape

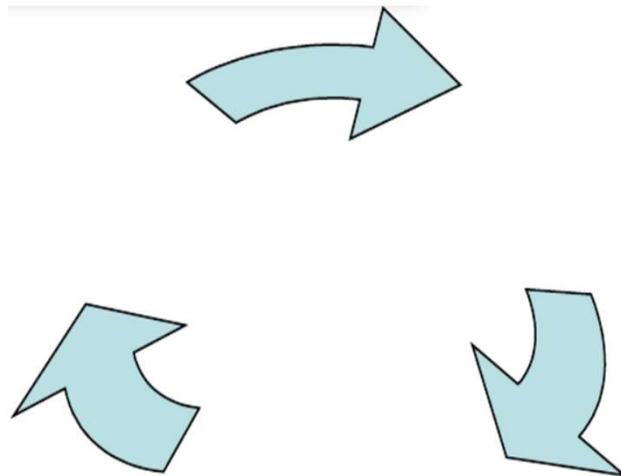
Page Number

Text Box

بسم الله الرحمن الرحيم

Exercise 3

1. Insert a clip art of computer in the file using clip art option.
2. Draw a star using shapes option .
3. Draw a figure like this using SmartArt option and add some text in the figure.



4. Insert date & time and symbol date option &symbol option.
5. Insert header & footer using the header and footer option.
6. Draw a text box and insert the following text in the textbox:
“Computers Lab”
7. Create a hyperlink & attach a file to the hyperlink.
8. Make the word “MS-WORD” as the watermark of the document.