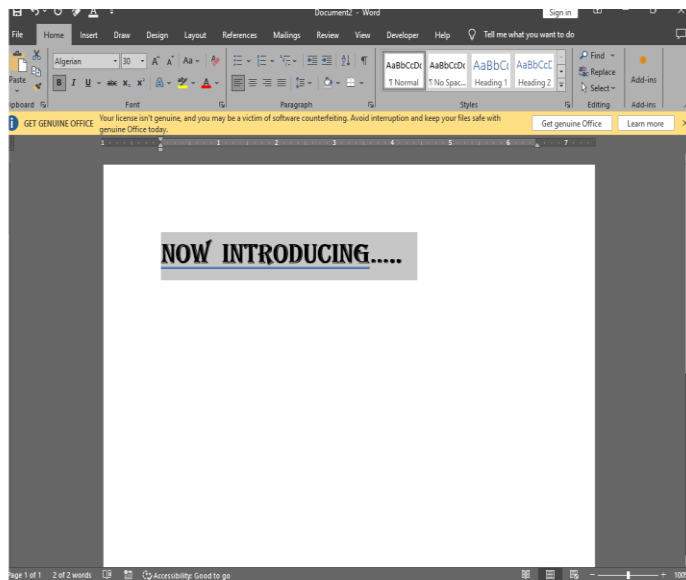


LAB NO:02

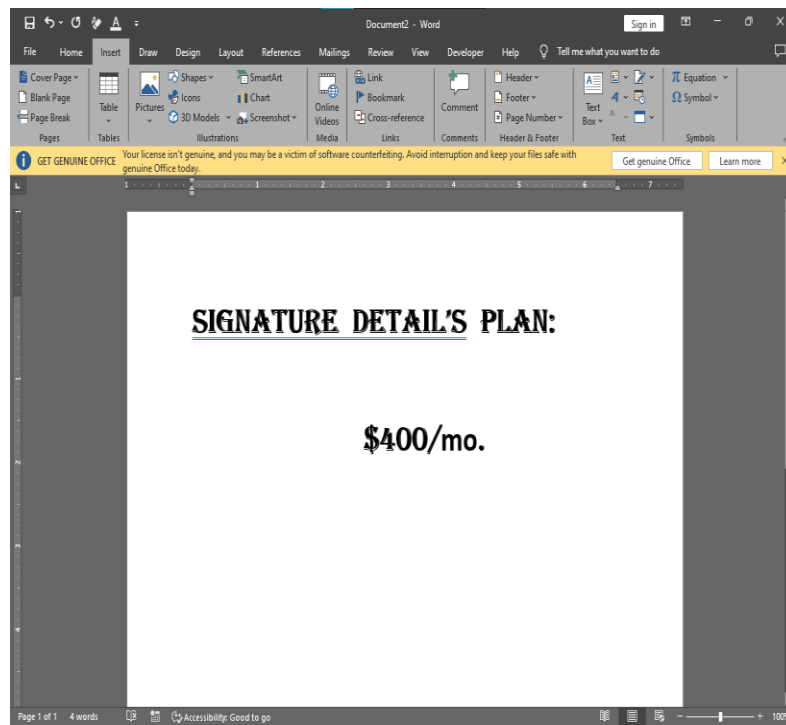
Object: Text basics, formatting texts.

TASKS:

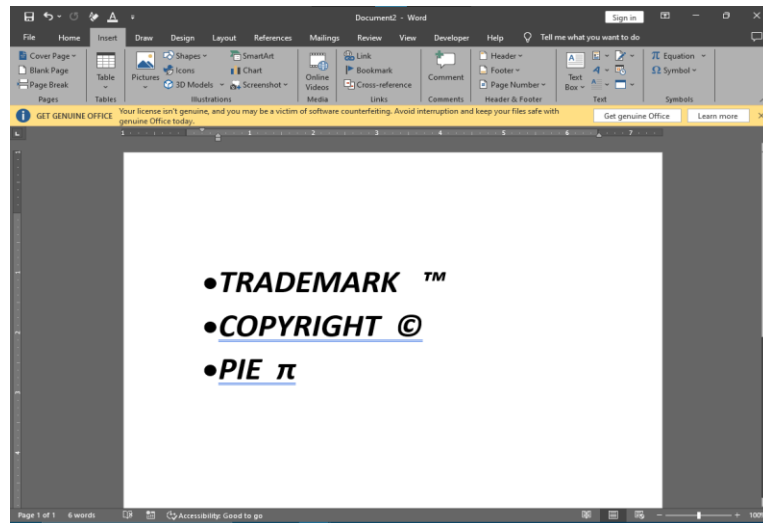
1. Place the insertion point at the top of the document and type **Now Introducing...**



2. Use your arrow keys to move the insertion point to the **Signature Detail Plan's** price and change it to **\$99.99/mo.**



- At the end of the line you just moved, insert **trademark symbol** , **copyright** and **pie's symbol**. If you cannot find the trademark symbol, insert a different symbol of your choice.



- Take a random text or paragraph from internet and align it in center first, align it left . align it right and then justify it. Copy paste the snapshots accordingly.

CENTER ALIGN

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.

LEFT ALIGN

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

RIGHT ALIGN

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your.

JUSTIFY ALIGN

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column.

- Add different symbol and take snapshot of it.

