Experiment # 03

**Introduction to Microsoft Word**

**Objective**

1. Dealing with Microsoft Office
2. Dealing with Microsoft Word
3. Using Microsoft’s Word different tools
4. Performing the Lab Tasks

**Theory**

# Microsoft Office

Microsoft Office is a software suite that bundles Microsoft Excel, PowerPoint, Word, and more.

Microsoft Word is a word processing application. Its function is writing and editing text. In this course, Microsoft Word will be used to write nine lab reports.

Microsoft Excel is a spreadsheet program. Its function is collecting, processing, and analyzing data. Microsoft Excel has many features that streamline data analysis. It can be used to generate tables and graphs. It is useful for showing the relationships between data sets and identifying trends. Graphs will be required for many lab reports and presentations.

Microsoft PowerPoint is a presentation application. Its function is to create slides for presentations. In this course, eight lab presentations, three milestones for the semester long design project, and a final sales presentation for the semester long design project will be created and presented using PowerPoint.

# Microsoft Word

## What is Microsoft Word (MS Word)?

MS Word is the most popular word processing software used today. A word processor is essentially a computerized version of the standard typewriter. However, the computer adds features typewriters never dreamed of having like spell check, the ability to save and store documents, copy and paste functions, and the ability to add images and shapes to documents, and many more. When attached to an email, electronic documents, created by MS Word can be delivered in seconds. Another benefit is that it helps the user to type faster and more accurate.

## What is MS Word Used For?

This software is used to create, edit, and format written documents in the workplace, at school, and at home. Examples include personal and formal business letters, resumes, coversheets, and homework. Intermediate and advanced level knowledge of this software could lead to job opportunities since MS Word is used a lot in the workplace.

## Learning Microsoft Word.

To completely have command on Microsoft Word one need to learn all the tools sets in Microsoft Word in which some of them will be taught in this experiments.

Each of the following tool will be taught and used in this lab one by one. But before using the tool one must know how to open, edit, save and print a document.

To create a document we just have to go to start menu and select MS Word icon to open MS Word. A window with blank workspace will open where you can enter/edit your contents. One document has been created next step is to save the document. To save a document we go to File button at the top left corner of the window where we can see *save* and *save as* options. The difference between these two options is that *save as* option will create a new copy of the document if already created and you will be asked a new location where you want to save the document. *Save* option just overwrites the already saved work with same file name on same location.

After the document is successfully saved, we can print it by going to *file* button and selecting *print* option. Formatting the document before printing it will be taught in next lab. By simply clicking print button, document will be printed with default page setup.

1. Font
   1. Changing Font Style
   2. Changing Font Size
   3. Changing Font Color
   4. Making your fonts **Bold**,*Italic* or underlined
   5. Changing Case of your Fonts
   6. Highlighting text
   7. Bringing special effect in text
2. Paragraph
   1. Alignment
      1. Align Left
      2. Align Right
      3. Justified
   2. Bullet Points
   3. Numbering
   4. Sub numbering
   5. Indent Text
      1. Increase Indent
      2. Decrease Indent
   6. Line Spacing
   7. Bordering
   8. Shading
3. Styles
   1. Giving Title to Document
   2. Giving Subtitle to Document
   3. Giving Proper Headings to Paragraphs
4. Insert -> Pages
   1. Cover Page
   2. Blank Page
   3. Page Break
5. Illustration
   1. Adding Pictures
   2. Adding Shapes
6. Tables
   1. Adding Tables
7. Table of contents
   1. Adding Table of Contents

# More Tools in Microsoft Word

We will learn about some other advance tools of MS Word. We will go through them one by one.

1. Home
   1. Clipboard
      1. Paste Options
      2. Format Painter
   2. Editing
      1. Find
      2. Replace
      3. Select
2. Insert
   1. Comments
   2. Symbols
   3. Text
   4. Illustration
      1. Charts
3. Design
   1. Document Formatting
   2. Page Background
      1. Watermark
      2. Page Color
      3. Page Borders
4. Layout
   1. Page Setup
      1. Margins
      2. Orientation
      3. Size
      4. Columns
   2. Paragraph
      1. Indent
      2. Spacing
5. References
   1. Footnotes

**Lab Tasks**

1. User Home tab all features and create one page document with sample text
2. You have to prepare your CV by adding all the necessary details. Use the template of sample CV.

*Note: You can use any sample picture if passport picture is not available.*

**Conclusion**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**