



Aror University of Art, Architecture, Design & Heritage Sukkur

Lab 02: File and Home Tab in MS Word

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Subject: Application of Information & Communication Technologies

Instructor: Abdul Ghafoor

File Tab:

- Open Microsoft Word 2013 on your computer.
- Look for the "File" tab in the top left corner of the program window. Click on it to access the File menu.
- Explore the following options within the File tab:
 - a. **New:** Click on "New" to create a new, blank document or choose from a variety of templates.
 - b. **Open:** Use "Open" to browse your computer and open an existing Word document.
 - c. **Save:** After typing some text, click "Save" to save your document. You'll be prompted to name your file and choose a location on your computer.
 - d. **Save As:** If you want to save a copy of your document with a different name or in a different location, use "Save As."
 - e. **Print:** Click on "Print" to open the Print dialog box, where you can select a printer, adjust settings, and print your document.
 - f. **Share:** The "Share" option allows you to share your document with others via email or by saving it to OneDrive (Microsoft's cloud storage).
 - g. **Close:** Click "Close" to exit the current document without closing the entire Word program.

Home Table

1. Clipboard:

- Copy, Paste, Cut, and Format Painter
- Open Microsoft Word 2013.
- Create a new document.
- Type a short paragraph of text.
- Practice the following Clipboard functions:

a. Copy:

- Select a portion of the text.
- Click on the "Copy" button in the Clipboard group on the Home tab.
- Paste the copied text elsewhere in your document.

b. Paste:

- Use the "Paste" button in the Clipboard group or press Ctrl + V to paste the copied text.

c. Cut:

- Select another portion of text.
- Click on the "Cut" button in the Clipboard group or press Ctrl + X to cut the text.
- Paste the cut text.

d. Format Painter:

- Format a word or phrase with specific font styles.
- Use the Format Painter button (paintbrush icon) to apply the same formatting to other text.

2. Font:

Font Styles, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Effects, Typography, Text Highlight Color, Font Color, Change Case, Clear All Formatting

- Create a new document.
- Type a sentence.
- Practice font formatting:

a. Font Styles:

- Select text and choose different font styles from the Font group on the Home tab.

b. Bold, Italic, Underline, Strikethrough:

- Apply these formatting options from the Font group.

c. Subscript and Superscript:

- Use these options for mathematical or scientific notation.

d. Text Effects and Typography:

- Experiment with special effects and typography settings.

e. Text Highlight Color:

- Highlight text using the "Text Highlight Color" button.

f. Font Color:

- Change the font color using the "Font Color" button.

g. Change Case:

- Convert text to uppercase or lowercase using the "Change Case" button.

h. Clear All Formatting

- Remove all formatting from selected text.

3. Paragraph:

Text Alignment, Line and Paragraph Spacing, Bullets, Numbering, Indent, Left to Right Text Direction, Right to Left Text Direction, Sorting, Show/Hide, Shading, Borders

- Open a new document.
- Create a list with several items.
- Practice paragraph formatting:

a. Text Alignment:

- Change text alignment to left, right, center, or justify using the alignment options in the Paragraph group on the Home tab.

b. Line and Paragraph Spacing:

- Adjust line spacing (e.g., single, 1.5 lines, double) and paragraph spacing.

c. Bullets and Numbering:

- Apply bullet points or numbering to your list using the options in the Paragraph group.

d. Indent:

- Indent paragraphs or bullet points using the Increase and Decrease Indent buttons.

e. Text Direction:

- Change the text direction to left-to-right or right-to-left for languages like Arabic or Hebrew.

f. Sorting:

- Alphabetically or numerically sort a list of items.

g. Show/Hide:

- Display or hide non-printing characters like spaces and paragraph marks using the Show/Hide button.

h. Shading:

- Apply background shading to text or paragraphs using the Shading option.

i. Borders:

- Add borders around text or paragraphs by selecting the text and choosing the Border option.

4. Styles:

- Normal Style, No Space, and Different Headings
- Create a document with different headings (e.g., Title, Subtitle, Section Headings).
- Practice applying styles:

a. Normal Style:

- Use the "Normal" style for regular text.
- Select the text and choose the "Normal" style from the Styles group on the Home tab.

b. No Space Style:

- Apply the "No Space" style to eliminate extra spacing after paragraphs.
- Select the text and choose the "No Spacing" style.

c. Different Headings:

- Format the headings with different heading styles (e.g., Heading 1, Heading 2) from the Styles group. This helps maintain consistency and structure in longer documents.

5. Editing:

Find, Select, and Replace

- Open a document with several paragraphs of text.
- Practice editing functions:

a. Find:

- Use the "Find" function (Ctrl + F) to search for specific words or phrases in your document.
- Enter the search term and click "Find Next" to locate instances of the term in the document.

b. Select:

- Select text by clicking and dragging with the mouse or use keyboard shortcuts like Ctrl + A (Select All).

c. Replace:

- Use the "Replace" function (Ctrl + H) to find and replace words or phrases with others.

- Enter the search term, replacement term, and click "Replace" to change individual instances or "Replace All" to change all instances.

1. Clipboard Exercise: "Text Formatting and Copy-Paste"

Objective: Practice formatting text and using Clipboard functions effectively.

Instructions:

1. Open a new document in Microsoft Word 2013.
2. Type the following short paragraph of text:

In a world of endless possibilities, creativity knows no bounds. It's the spark that ignites innovation, the muse behind great works of art, and the force that drives progress.

3. Format the text within the paragraph with various styles:
 - Make the word "creativity" bold and italic.
 - Underline the phrase "endless possibilities."
 - Change the font color of "drives progress" to blue.
 - Apply a yellow highlight to the word "spark."
 - Change the font size of "muse" to 14pt.
4. Use the "Copy" function to copy the word "innovation" (with its formatting) from the paragraph.
5. Paste this copied word multiple times throughout the document.
6. Now, make changes to the original paragraph, such as changing the font style of the entire paragraph to "Arial."
7. Use the "Cut" function to cut the phrase "great works of art" from the paragraph.
8. Paste the cut text back into the paragraph after the word "ignites."
9. Experiment with the "Format Painter" to apply the formatting of the word "spark" to the phrase "muse behind great works of art."
10. Save your document with an appropriate name.

2. Use Skills you have learned during this lab and please create the following Basic CV.

Your Name

E-mail; - youremail@gmail.com

Cell # +920000000000

Address: National Centre of Excellence In Analytical Chemistry University
Of Sindh, Jamshoro.

Objective

To utilize my knowledge, training and related experience to secure a responsible and challenging position within the area of Chemistry in the capacity where I may contribute to the growth of both a prospective employer and myself.

Education

M.PHIL (Continue..)	2018-2020	UoS Jamshoro	-----
BS Honors (Chemistry)	2017	S.A.L.U Khairpur	1 st Division
H. S. C (Pre-Medical)	2013	BISE Sukkur	“A-1” Grade
S. S. C (Science)	2011	BISE Sukkur	“A-1” Grade

Courses

- Solar System Assembling (Sukkur IBA University, Sukkur-Pakistan) 2015
- Computer skill course DIT (Crown Computer Academy Dharki) 2013

Current and Future Research & Teaching Interests

Organometallic Chemistry, Electrocatalysis, Renewable Energy Materials, Material Chemistry.