


# CL1000-INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGIES

## LAB # 2: INTRODUCTION TO MS WORD

### I. Beginning in Microsoft Word

**Opening Microsoft Word:** To open *Microsoft Word*, click on the **Start Icon** and slide the mouse up so the cursor is on *All Programs >Microsoft Office (click)>Microsoft Word*. The program will open showing a new document page.

**Title bar:** This is located at the very top of the screen. On the **Title bar**, *Microsoft Word* displays the name of the document you are currently using. At the top of your screen, you should see "Document1 - Microsoft Word 2010" or a similar name.

When you first open *Microsoft Word 2010*, you will notice a new look to the menu bar. If you are familiar with *Microsoft Office 2007*, you will notice a lot of similarities and some changes! The **File** tab replaces the **Microsoft Office Button**  and the **File** menu used in earlier releases of *Microsoft Office*. The **Quick Access Toolbar** is located in the upper left corner and below that is the **Ribbon**. These features contain many of the functions that were in the menus and toolbars of previous versions of Word. The functions of these features will be more fully explored below.

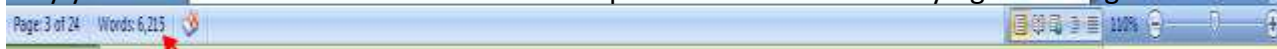


**Quick Access Toolbar:** On the far left is the **Quick Access Toolbar**. The **Quick Access Toolbar** is a customizable toolbar that contains commands that you will probably use frequently. You can place the **Quick Access Toolbar** above or below the ribbon. To change the location of the **Quick Access Toolbar**, click on the arrow at the end of the toolbar and click on *Show Below the Ribbon*. You can also change the icons within the toolbar by clicking on various commands within the dropdown.

**The Ribbon** is located underneath the **Quick Access Toolbar** in the top portion of the document. It has eight tabs: **File**, **Home**, **Insert**, **Page Layout**, **References**, **Mailings**, **Review**, and **View** that contain many features of Word. Each tab leads to a new ribbon which is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document. Commonly used features are displayed on the **Ribbon**. To view additional features within each group, click on the arrow (**Dialog Box Launcher**) at the bottom right of each group.

**Status bar:** This bar appears at the very bottom of the screen and provides such information as the current page, current section, total number of pages, inches from the top of the page, current line number, and

current column number. There is also a **Zoom Slider** at the right end of the **Status bar** which can be easily manipulated to change the size of the document as you view it. It does not affect the actual size, only the way you look at it on the screen. All of these options can be accessed by right-clicking on the **Status bar**.



Current page/

Number of  
Words

Zoom Slider

**Defaults:** The standard font for *Word 2010* is Calibri, 11 pt. This is a change from prior versions of Word. It is possible to change the default font. To do this:

1. On the **Home** tab, click the **Font Dialog Box Launcher**, and then click the **Font** tab.



2. Select the options that you want to apply to the default font, such as font style and font size. Click **Default**, and then click **Yes**. This will change the default font on all “normal” documents.

In *Microsoft Word 2010*, the default spacing is 1.15 line spacing and 10 points after each paragraph. The default spacing in prior documents is 1.0 between lines and no blank line between paragraphs. It is possible to change the default for the document or parts of it. If you’d like to change this, just ask and we can show you.

**Typing and inserting Text:** To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. Text will automatically wrap to the next line; if you want to start a new paragraph, hit the **Enter** button.

**Undo and Redo:** You can quickly undo most commands you execute by using **Undo**. If you then change your mind, you can use **Redo**. This can be done quickly and easily in two ways.

## II. Formatting Text

**Creating a New Document:** To create a new document, click the **File** tab and then click **New**. Clicking on **New** opens up a huge assortment of templates available both on the computer and from Microsoft online. To start from a blank document, click **Blank**.

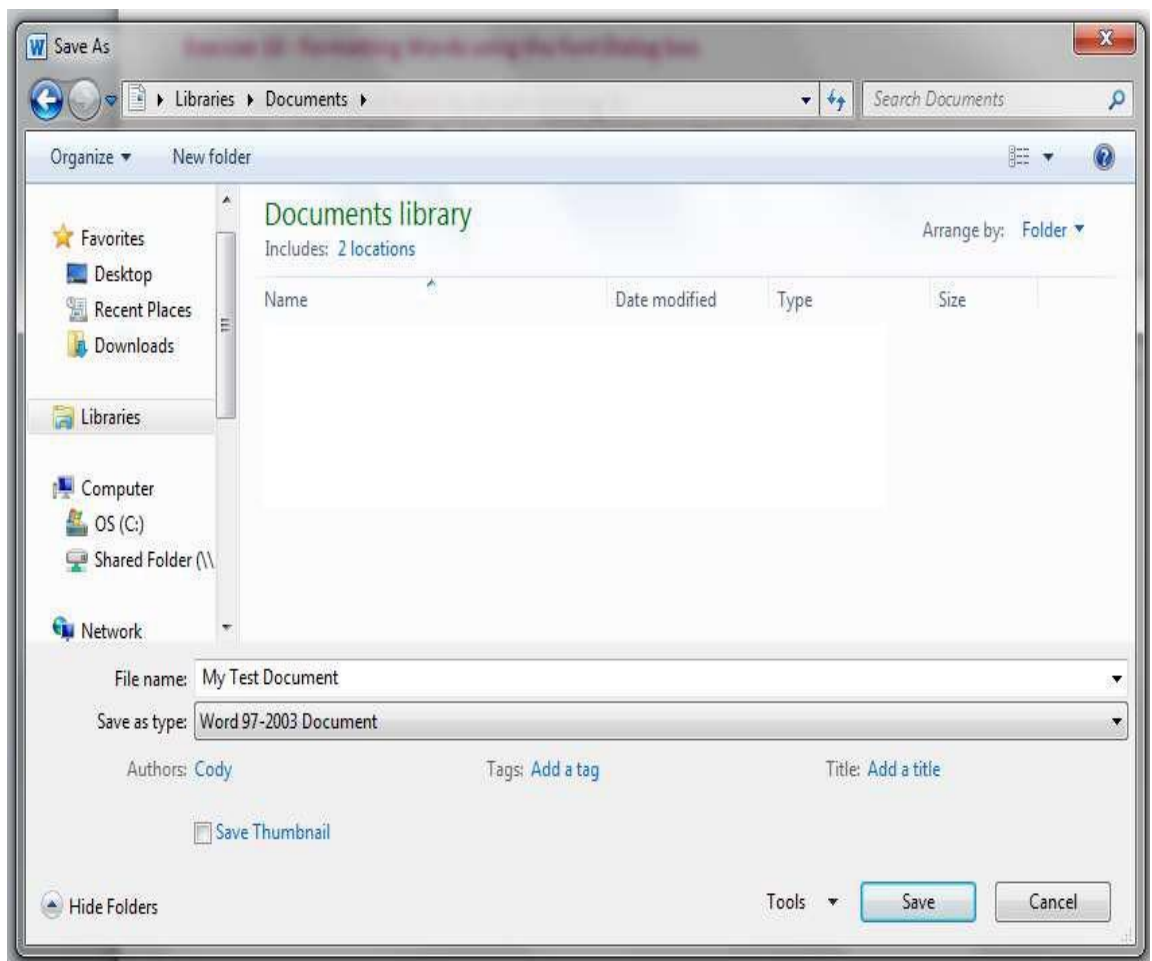
**Opening a Saved Document:** Today we are going to work on a document we will call **Test Document**. So that you do not have to type the whole thing, I have saved the text on your desktop or the documents library.

**Selecting Text:** In order to change anything about text once you have typed it in, the text must be highlighted. Select the text by dragging the mouse over it while holding down the left mouse button or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains other shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	Double-click within the word.
Line	Click in the left margin next to the line you want to select.
Whole paragraph	Triple-click within the paragraph or double-click in the margin next to the paragraph.
Several words or lines	Drag the mouse over the words, or hold down <b>SHIFT</b> while using the arrow keys.
Entire document	Press <b>CTRL+A</b> .

### Saving and Closing a Document:

In order to find your file later, you must save it. If you are saving a file that has not been saved before, the **Save As** dialog box appears automatically when you click **Save**. Click options in the **Save As** dialog box to save a file to a file name, format, and location that you specify. After you save a document, when you click **Save**, the file will automatically save without a dialogue box coming up. If you want to save the file with a different name or to a different location, you must choose **Save As** and specify the new information when the dialogue box appears.

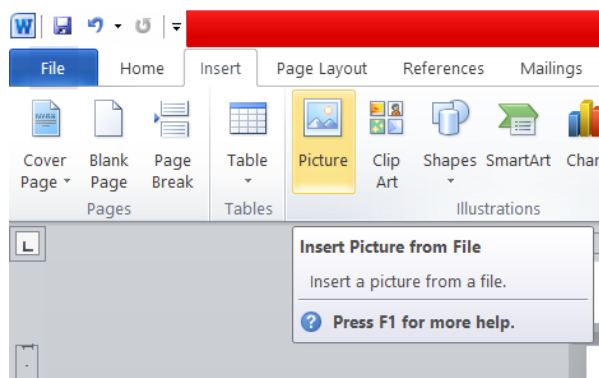


### III- The Insert Tab: Enhancing your document

The Insert Tab comes second as an option to enhance the document you are working on. Note depending on what you are doing, there is another tab that shows up referenced as Contextual Tools (tools that show up in the context of what you are doing). Take note of the Styles area for each scenario.

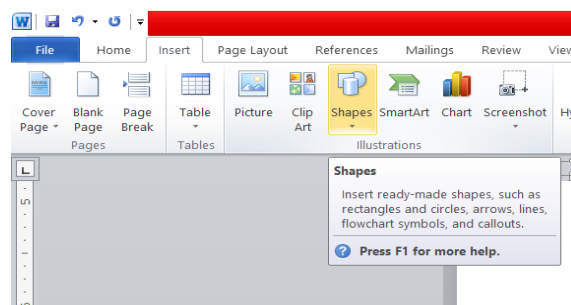
#### Inserting Pictures from your computer and Online

1. Click on Insert > Pictures > Browse for the Picture > Modify the picture by using the Format Tab / Styles on the Ribbon
2. Click Insert > Online Pictures > Search for the Picture > Select the Picture > Click on Insert > Modify it using the Format Tab.



#### Inserting Shapes

1. Click on Insert > Shapes > Select Shape
2. Draw object on the screen by holding down the mouse > Modify object by using the Format Tab

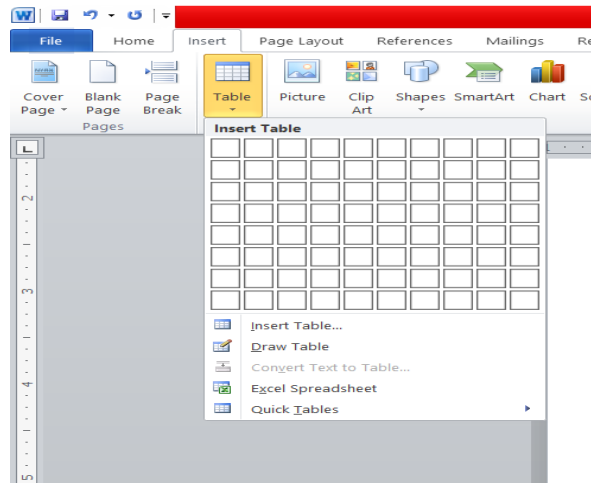


#### Inserting Smartart

1. Click on Insert / SmartArt / Select a design / OK
2. Type the items on the left as typing bullet points / Format it using the Format and Design Tabs on the Ribbon.

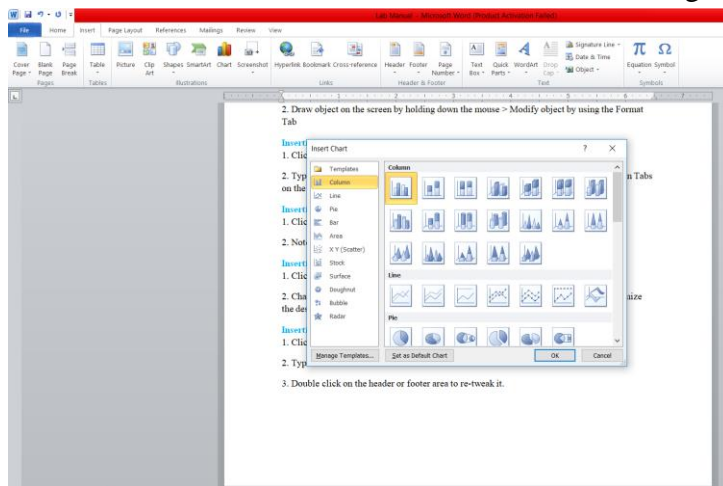
#### Inserting Tables

1. Click on Insert / Table / Select the Number of Columns and Rows
2. Note the Contextual Tools with 2 tabs on the Ribbon: Design and Layout



## Inserting Charts

1. Click on Insert / Chart / Pick a Desired chart design and click OK.



2. Change the data in the spreadsheet like window. Readjust the selection in blue to customize the desired data area. Close the data area when done.

## Inserting Headers and Footers

1. Click on Insert / Header or Footer / Choose one of the designs
2. Type the content of the header or footer / use Header & Footer tools on the Ribbon
3. Double click on the header or footer area to re-tweak it.

## IV- Document Formatting: Changing the Margins

The layout is basically tweaking the margins, orientation, size, columns, positioning and text wrapping.

1. Open an existing document and Click on Layout Tab and choose Margins
2. Select from one of the existing layouts e.g. Narrow or to further customize it, choose Custom Margins.
3. Tweak the settings as desired. Note the additional options at the bottom of the window and the tabs. Note also the Set as Default which tells the computer that you want the default for any new documents to have that setting.

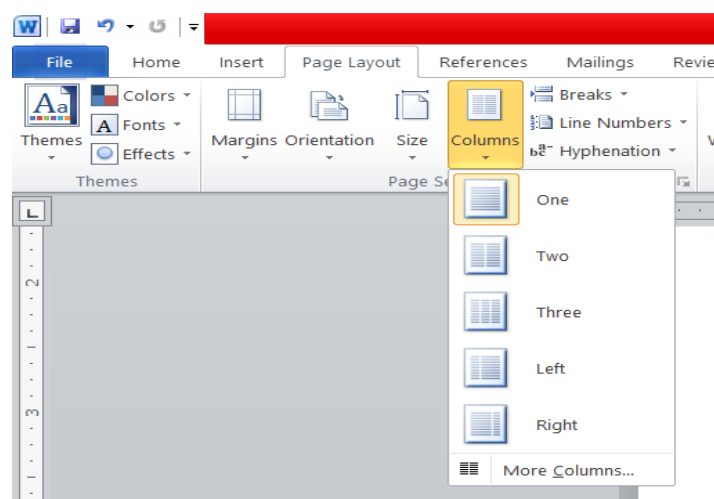
## Inserting Columns

1. Open an existing document and Click on Layout Tab and choose Columns and Select from one of the options.
2. Note that the whole document will be converted into two or more columns depending on what you selected. To apply columns to a particular area do the following:
3. Select the text that you want in columns, click on Columns and select how many you want to apply. To further customize columns use the advanced settings by clicking on Columns and selecting More Columns. Note the Apply to section.

*If you want to add more columns*

1. Click anywhere you want to start columns in the document
2. Click on **Page Layout / Columns / More Columns / Choose Number of Columns / Line in Between /**

Choose Apply to...: / **OK**.



**Lab Task:**

A sample newsletter has been given below. You are required to make a copy of it by ensuring the completion of all the below mentioned points in your task.

- You must insert your data in columns as shown.
- Addition of an image is must.
- Text should be properly formatted. (You can use a different font style)
- Margins of the page should be given properly.
- Create borders around the newsletter.
- Add data in bullets in the last section under heading “Location based social media” instead of paragraphs.

Note: You are allowed to insert dummy data where required.

**Submission Guidelines:**

- Save your document with the naming convention **Name\_RollNo\_Section.docx** and upload on google classroom.

