



ISDM (INDEPENDENT SKILL DEVELOPMENT MISSION)

GETTING STARTED WITH MS WORD

CHAPTER 1: INTRODUCTION TO MS WORD

MICROSOFT WORD (MS WORD) IS ONE OF THE MOST WIDELY USED WORD PROCESSING SOFTWARE APPLICATIONS IN THE WORLD. DEVELOPED BY MICROSOFT, IT IS A PART OF THE MICROSOFT OFFICE SUITE AND IS USED FOR CREATING, EDITING, FORMATTING, AND SHARING TEXT-BASED DOCUMENTS. WHETHER YOU ARE A STUDENT, PROFESSIONAL, OR BUSINESS USER, MS WORD PROVIDES POWERFUL TOOLS TO ENHANCE PRODUCTIVITY AND DOCUMENT CREATION.

MS WORD OFFERS A USER-FRIENDLY INTERFACE WITH A RIBBON TOOLBAR THAT CONTAINS VARIOUS FUNCTIONS, SUCH AS TEXT FORMATTING, PAGE LAYOUT, INSERTING IMAGES, TABLES, AND OTHER MULTIMEDIA ELEMENTS. IT SUPPORTS DIFFERENT FILE FORMATS, INCLUDING .DOCX, .DOC, .PDF, AND .TXT, MAKING IT COMPATIBLE WITH MULTIPLE PLATFORMS.

KEY BENEFITS OF MS WORD:

- **USER-FRIENDLY INTERFACE** – THE INTUITIVE DESIGN MAKES IT EASY TO NAVIGATE AND USE VARIOUS FUNCTIONS.
- **FORMATTING AND STYLING** – APPLY DIFFERENT FONT STYLES, COLORS, AND ALIGNMENT OPTIONS TO ENHANCE DOCUMENT PRESENTATION.

- **COLLABORATION FEATURES** – WORK WITH OTHERS IN REAL TIME BY SHARING DOCUMENTS VIA ONEDRIVE OR SHAREPOINT.
- **TEMPLATES** – PRE-DESIGNED TEMPLATES HELP USERS CREATE RESUMES, REPORTS, LETTERS, AND MORE QUICKLY.
- **SPELL CHECK & GRAMMAR TOOLS** – IN-BUILT TOOLS IMPROVE THE QUALITY OF WRITING BY IDENTIFYING ERRORS.
- **CROSS-PLATFORM AVAILABILITY** – AVAILABLE ON WINDOWS, MACOS, AND AS A WEB-BASED APPLICATION VIA OFFICE 365.

CHAPTER 2: GETTING STARTED WITH MS WORD

CHAPTER 2.1: INSTALLING AND OPENING MS WORD

TO START USING MS WORD, FOLLOW THESE STEPS:

1. INSTALLING MS WORD:

- IF YOU HAVE MICROSOFT OFFICE INSTALLED, MS WORD WILL BE AVAILABLE AS PART OF THE PACKAGE.
- IF NOT, VISIT THE **MICROSOFT OFFICE WEBSITE** AND DOWNLOAD MS WORD AS A STANDALONE APPLICATION OR AS PART OF OFFICE 365.
- FOLLOW THE INSTALLATION STEPS AND SIGN IN WITH A MICROSOFT ACCOUNT.

2. OPENING MS WORD:

- CLICK ON THE **START MENU** (WINDOWS) OR **APPLICATIONS FOLDER** (MAC) AND SEARCH FOR "MICROSOFT WORD."
- CLICK ON THE **WORD ICON** TO LAUNCH THE APPLICATION.

- IF USING THE WEB VERSION, LOG IN TO MICROSOFT OFFICE ONLINE AND SELECT WORD FROM THE APP LIST.
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CHAPTER 3: CREATING AND FORMATTING DOCUMENTS

CHAPTER 3.1: CREATING A NEW DOCUMENT

TO CREATE A NEW DOCUMENT IN MS WORD:

1. OPEN MS WORD.
2. CLICK ON "NEW" AND SELECT "BLANK DOCUMENT" OR CHOOSE A TEMPLATE.
3. BEGIN TYPING IN THE DOCUMENT AREA.

SAVING THE DOCUMENT:

- CLICK FILE > SAVE AS, CHOOSE A LOCATION, ENTER A NAME, AND SELECT A FILE FORMAT SUCH AS .DOCX OR .PDF.
 - USE CTRL + S (WINDOWS) OR COMMAND + S (MAC) FOR QUICK SAVING.
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CHAPTER 4: WORKING WITH TABLES, IMAGES, AND SHAPES

CHAPTER 4.1: INSERTING TABLES

TO INSERT A TABLE:

1. CLICK ON THE INSERT TAB.
2. SELECT TABLE > INSERT TABLE.
3. CHOOSE THE NUMBER OF ROWS AND COLUMNS.

4. USE THE TABLE DESIGN & LAYOUT TABS TO FORMAT THE TABLE.

CHAPTER 5: COLLABORATION AND REVIEWING DOCUMENTS

CHAPTER 5.1: SHARING AND CO-AUTHORING

MS WORD ALLOWS MULTIPLE USERS TO EDIT A DOCUMENT SIMULTANEOUSLY USING **ONEDRIVE OR SHAREPOINT**.

- CLICK **FILE > SHARE** AND INVITE OTHERS VIA EMAIL.
 - USE THE **TRACK CHANGES** FEATURE TO MONITOR EDITS.
 - LEAVE COMMENTS USING **REVIEW > NEW COMMENT**.
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CHAPTER 6: CASE STUDY: USING MS WORD IN A BUSINESS ENVIRONMENT

CHAPTER 6.1: SCENARIO

A MARKETING TEAM NEEDED A RELIABLE WORD PROCESSOR FOR DRAFTING CLIENT PROPOSALS, REPORTS, AND COLLABORATION. THEY ADOPTED MS WORD FOR DOCUMENT CREATION AND USED CLOUD STORAGE FOR SEAMLESS TEAMWORK.

CHAPTER 7: EXERCISE

1. MULTIPLE CHOICE QUESTIONS:

- WHAT IS THE PRIMARY PURPOSE OF MS WORD?
- WHICH TAB CONTAINS TEXT FORMATTING OPTIONS?
- HOW DO YOU INSERT AN IMAGE IN MS WORD?

2. PRACTICAL TASK:

- OPEN MS WORD AND CREATE A NEW DOCUMENT.
- TYPE A PARAGRAPH AND APPLY **BOLD, ITALIC, AND UNDERLINE FORMATTING.**
- INSERT A **TABLE WITH 3 ROWS AND 3 COLUMNS** AND FORMAT IT.
- SAVE THE DOCUMENT AS A .PDF FILE.

3. SHORT ANSWER QUESTIONS:

- EXPLAIN HOW COLLABORATION WORKS IN MS WORD.
- WHAT IS THE FUNCTION OF THE **TRACK CHANGES** FEATURE?
- HOW CAN YOU CHECK SPELLING AND GRAMMAR ERRORS IN A DOCUMENT?

FORMATTING TEXT, PARAGRAPHS, AND PAGES IN MS WORD

CHAPTER 1: INTRODUCTION TO FORMATTING IN MS WORD

FORMATTING IN MS WORD ENHANCES THE APPEARANCE, READABILITY, AND STRUCTURE OF A DOCUMENT. IT ALLOWS USERS TO MODIFY TEXT STYLES, ALIGN PARAGRAPHS, AND STRUCTURE PAGES EFFECTIVELY. WELL-FORMATTED DOCUMENTS IMPROVE COMMUNICATION AND PRESENTATION, MAKING THEM MORE PROFESSIONAL AND EASY TO READ.

KEY BENEFITS OF FORMATTING IN MS WORD:

- ENHANCES DOCUMENT CLARITY AND READABILITY.
- CREATES A PROFESSIONAL AND ORGANIZED APPEARANCE.
- HELPS IN STRUCTURING LARGE DOCUMENTS FOR EASY NAVIGATION.
- IMPROVES EMPHASIS THROUGH BOLD, ITALICS, COLORS, AND FONT VARIATIONS.
- ENABLES BETTER DOCUMENT PRESENTATION USING HEADINGS, LISTS, AND SPACING.

MS WORD PROVIDES A WIDE RANGE OF FORMATTING OPTIONS THAT ALLOW USERS TO FORMAT TEXT, PARAGRAPHS, AND PAGES EFFICIENTLY.

CHAPTER 2: FORMATTING TEXT IN MS WORD

TEXT FORMATTING IN MS WORD HELPS MODIFY THE APPEARANCE OF WORDS, LETTERS, AND CHARACTERS IN A DOCUMENT.

CHAPTER 2.1: CHANGING FONTS AND TEXT STYLES

TO CHANGE THE FONT STYLE AND SIZE:

1. SELECT THE TEXT YOU WANT TO FORMAT.
2. CLICK ON THE **HOME TAB** IN THE RIBBON.
3. IN THE **FONT GROUP**, CHOOSE A FONT FROM THE DROP-DOWN LIST.
4. ADJUST THE FONT SIZE BY SELECTING A NUMBER FROM THE SIZE MENU.

COMMON TEXT STYLES:

- **BOLD (CTRL + B)** – MAKES TEXT DARKER AND MORE PROMINENT.
- **ITALIC (CTRL + I)** – SLANTS TEXT FOR EMPHASIS.
- **UNDERLINE (CTRL + U)** – ADDS A LINE UNDER THE TEXT.
- **STRIKETHROUGH** – DRAWS A LINE THROUGH THE TEXT TO INDICATE DELETION.
- **SUPERSCRIPT/SUBSCRIPT** – FORMATS NUMBERS OR CHARACTERS ABOVE OR BELOW THE BASELINE (E.G., X^2 OR H_2O).
- **HIGHLIGHT & FONT COLOR** – CHANGES THE BACKGROUND OR TEXT COLOR FOR EMPHASIS.

CHAPTER 2.2: APPLYING TEXT EFFECTS AND TYPOGRAPHY

MS WORD INCLUDES **TEXT EFFECTS & TYPOGRAPHY** FEATURES SUCH AS:

- **SHADOWS** – ADDS DEPTH TO THE TEXT.
- **GLOW** – HIGHLIGHTS TEXT WITH A GLOWING EFFECT.
- **OUTLINE** – CREATES A BORDER AROUND TEXT.
- **REFLECTION** – CREATES A MIRROR EFFECT.

TO APPLY TEXT EFFECTS:

1. SELECT THE TEXT.
2. CLICK ON **HOME > TEXT EFFECTS AND TYPOGRAPHY**.
3. CHOOSE THE DESIRED EFFECT.

CHAPTER 3: FORMATTING PARAGRAPHS IN MS WORD

PARAGRAPH FORMATTING ALLOWS USERS TO ADJUST SPACING, ALIGNMENT, AND INDENTATION TO IMPROVE DOCUMENT STRUCTURE.

CHAPTER 3.1: ALIGNING PARAGRAPHS

TO ALIGN PARAGRAPHS:

- **LEFT ALIGNMENT (CTRL + L)** – ALIGNS TEXT TO THE LEFT.
- **CENTER ALIGNMENT (CTRL + E)** – CENTERS TEXT IN THE MIDDLE.
- **RIGHT ALIGNMENT (CTRL + R)** – ALIGNS TEXT TO THE RIGHT.
- **JUSTIFY (CTRL + J)** – ALIGNS TEXT EVENLY BETWEEN MARGINS.

TO APPLY ALIGNMENT:

1. SELECT THE PARAGRAPH.
2. CLICK ON THE **HOME TAB > PARAGRAPH GROUP**.
3. CHOOSE THE DESIRED ALIGNMENT OPTION.

CHAPTER 3.2: ADJUSTING LINE AND PARAGRAPH SPACING

PROPER SPACING IMPROVES DOCUMENT READABILITY.

- **SINGLE SPACING (CTRL + 1)** – NO EXTRA SPACE BETWEEN LINES.
- **1.5 SPACING (CTRL + 5)** – MODERATE SPACING FOR BETTER READABILITY.
- **DOUBLE SPACING (CTRL + 2)** – WIDELY SPACED TEXT, OFTEN USED IN ACADEMIC DOCUMENTS.

TO ADJUST SPACING:

1. SELECT THE TEXT OR PARAGRAPH.
2. CLICK ON **HOME > PARAGRAPH GROUP > LINE AND PARAGRAPH SPACING**.
3. CHOOSE THE PREFERRED SPACING OPTION.

CHAPTER 3.3: INDENTING PARAGRAPHS

INDENTATION MOVES TEXT INWARD FROM THE MARGIN.

- **FIRST LINE INDENT** – INDENTS ONLY THE FIRST LINE OF A PARAGRAPH.
- **HANGING INDENT** – INDENTS ALL LINES EXCEPT THE FIRST.
- **LEFT/RIGHT INDENT** – INDENTS THE ENTIRE PARAGRAPH.

TO APPLY INDENTATION:

1. SELECT THE PARAGRAPH.
 2. CLICK ON HOME > PARAGRAPH > INCREASE/DECREASE INDENT.
 3. ADJUST USING THE RULER OR PARAGRAPH SETTINGS.
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CHAPTER 4: FORMATTING PAGES IN MS WORD

PAGE FORMATTING ENSURES THAT DOCUMENTS ARE STRUCTURED CORRECTLY WITH PROPER MARGINS, HEADERS, FOOTERS, AND PAGE ORIENTATION.

CHAPTER 4.1: ADJUSTING PAGE MARGINS

MARGINS DEFINE THE SPACE BETWEEN THE CONTENT AND THE DOCUMENT EDGES.

TO ADJUST MARGINS:

1. CLICK ON LAYOUT > MARGINS.
2. SELECT A PREDEFINED MARGIN SIZE OR CLICK CUSTOM MARGINS TO SET SPECIFIC VALUES.

CHAPTER 4.2: CHANGING PAGE ORIENTATION AND SIZE

PAGE ORIENTATION DETERMINES WHETHER A DOCUMENT IS PORTRAIT (VERTICAL) OR LANDSCAPE (HORIZONTAL).

TO CHANGE PAGE ORIENTATION:

1. CLICK ON LAYOUT > ORIENTATION.
2. CHOOSE PORTRAIT OR LANDSCAPE.

TO CHANGE PAGE SIZE:

1. CLICK **LAYOUT > SIZE**.
2. SELECT A PREDEFINED SIZE OR SET A CUSTOM SIZE.

CHAPTER 4.3: ADDING HEADERS, FOOTERS, AND PAGE NUMBERS

HEADERS AND FOOTERS ADD CONSISTENT INFORMATION AT THE TOP AND BOTTOM OF PAGES.

TO INSERT A HEADER OR FOOTER:

1. CLICK **INSERT > HEADER OR FOOTER**.
2. CHOOSE A STYLE AND ENTER THE TEXT.

TO ADD PAGE NUMBERS:

1. CLICK **INSERT > PAGE NUMBER**.
2. SELECT A POSITION (TOP, BOTTOM, MARGINS).

CHAPTER 5: CASE STUDY: FORMATTING A BUSINESS REPORT IN MS WORD

CHAPTER 5.1: SCENARIO

A COMPANY NEEDED TO CREATE A PROFESSIONAL BUSINESS REPORT WITH PROPERLY FORMATTED TEXT, HEADINGS, AND STRUCTURED PAGES.

CHAPTER 5.2: SOLUTION

- USED HEADING STYLES FOR SECTION TITLES.
- APPLIED JUSTIFIED ALIGNMENT FOR A POLISHED LOOK.
- ADDED PAGE NUMBERS, HEADERS, AND FOOTERS FOR CONSISTENCY.

- ADJUSTED MARGINS AND LINE SPACING FOR READABILITY.

CHAPTER 5.3: OUTCOME

- IMPROVED PROFESSIONALISM – THE REPORT LOOKED STRUCTURED AND CLEAN.
- BETTER READABILITY – PROPER FORMATTING MADE IT EASY TO NAVIGATE.
- TIME EFFICIENCY – USING STYLES AND TEMPLATES REDUCED MANUAL ADJUSTMENTS.

CHAPTER 6: EXERCISE

1. MULTIPLE CHOICE QUESTIONS:

- WHICH SHORTCUT APPLIES BOLD FORMATTING TO TEXT?
- WHAT IS THE DIFFERENCE BETWEEN SINGLE AND DOUBLE SPACING?
- HOW DO YOU CHANGE PAGE ORIENTATION IN MS WORD?

2. PRACTICAL TASK:

- OPEN MS WORD AND TYPE A SAMPLE PARAGRAPH.
- APPLY BOLD, ITALICS, AND UNDERLINE FORMATTING.
- ADJUST THE PARAGRAPH ALIGNMENT TO JUSTIFY AND SET LINE SPACING TO 1.5.
- INSERT A HEADER WITH YOUR NAME AND A PAGE NUMBER AT THE BOTTOM.
- SAVE THE DOCUMENT AS A .PDF FILE.

3. SHORT ANSWER QUESTIONS:

- WHAT IS THE BENEFIT OF USING HANGING INDENT IN A BIBLIOGRAPHY?
- EXPLAIN HOW PAGE MARGINS AFFECT DOCUMENT FORMATTING.
- HOW DOES CHANGING PAGE SIZE IMPACT DOCUMENT LAYOUT?

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ADDING IMAGES, SHAPES, AND TABLES IN MS WORD

CHAPTER 1: INTRODUCTION TO ADDING VISUAL ELEMENTS IN MS WORD

MICROSOFT WORD IS NOT JUST A TEXT-PROCESSING TOOL; IT ALSO ALLOWS USERS TO ENHANCE DOCUMENTS BY ADDING **IMAGES, SHAPES, AND TABLES**. THESE VISUAL ELEMENTS MAKE DOCUMENTS MORE INFORMATIVE, VISUALLY APPEALING, AND EASIER TO UNDERSTAND. WHETHER CREATING REPORTS, RESUMES, OR ACADEMIC PAPERS, INTEGRATING VISUALS IMPROVES COMMUNICATION AND PRESENTATION.

KEY BENEFITS OF USING IMAGES, SHAPES, AND TABLES IN MS WORD

- **ENHANCES DOCUMENT PRESENTATION** BY MAKING IT VISUALLY ENGAGING.
- **IMPROVES READABILITY AND COMPREHENSION** BY USING STRUCTURED TABLES AND CHARTS.
- **HELPS ILLUSTRATE KEY POINTS EFFECTIVELY.**
- **ALLOWS CUSTOMIZATION AND FLEXIBILITY** WITH RESIZING, POSITIONING, AND FORMATTING OPTIONS.

MS WORD PROVIDES SIMPLE YET POWERFUL TOOLS FOR INSERTING AND FORMATTING IMAGES, SHAPES, AND TABLES, MAKING IT A USEFUL FEATURE FOR ALL TYPES OF USERS.

CHAPTER 2: INSERTING AND FORMATTING IMAGES IN MS WORD

IMAGES CAN BE ADDED TO DOCUMENTS TO ILLUSTRATE CONCEPTS, HIGHLIGHT IMPORTANT INFORMATION, OR IMPROVE AESTHETICS. MS WORD SUPPORTS DIFFERENT IMAGE FORMATS SUCH AS **JPEG, PNG, GIF, AND BMP.**

CHAPTER 2.1: HOW TO INSERT AN IMAGE

TO INSERT AN IMAGE IN MS WORD:

1. CLICK ON THE **INSERT TAB** IN THE RIBBON.
2. SELECT **PICTURES** AND CHOOSE FROM:
 - **THIS DEVICE** – TO UPLOAD AN IMAGE FROM YOUR COMPUTER.
 - **ONLINE PICTURES** – TO SEARCH AND INSERT IMAGES FROM THE INTERNET.
3. SELECT THE DESIRED IMAGE AND CLICK **INSERT** TO ADD IT TO THE DOCUMENT.

CHAPTER 2.2: FORMATTING IMAGES

ONCE AN IMAGE IS INSERTED, IT CAN BE MODIFIED USING VARIOUS FORMATTING TOOLS.

RESIZING AN IMAGE:

- CLICK ON THE IMAGE, THEN DRAG THE CORNER HANDLES TO RESIZE PROPORTIONALLY.
- USE THE **HEIGHT & WIDTH** OPTIONS IN THE **PICTURE FORMAT TAB** FOR PRECISE DIMENSIONS.

POSITIONING AN IMAGE:

- CLICK THE IMAGE AND GO TO **LAYOUT OPTIONS (PICTURE FORMAT > WRAP TEXT)** TO SELECT HOW THE TEXT INTERACTS WITH THE IMAGE.
 - **IN LINE WITH TEXT** – THE IMAGE MOVES WITH TEXT.
 - **SQUARE, TIGHT, OR BEHIND TEXT** – ALLOWS FLEXIBLE POSITIONING.

APPLYING IMAGE EFFECTS:

- USE **PICTURE STYLES** UNDER THE **PICTURE FORMAT TAB** TO ADD EFFECTS SUCH AS:
 - **BORDERS** – ADDS A FRAME AROUND THE IMAGE.
 - **SHADOW & GLOW** – CREATES A 3D OR HIGHLIGHTED EFFECT.
 - **CORRECTIONS & FILTERS** – ADJUST BRIGHTNESS, CONTRAST, AND COLOR.

CHAPTER 3: ADDING AND CUSTOMIZING SHAPES

SHAPES IN MS WORD HELP CREATE DIAGRAMS, FLOWCHARTS, AND VISUAL ELEMENTS TO HIGHLIGHT SPECIFIC CONTENT.

CHAPTER 3.1: INSERTING SHAPES

TO INSERT A SHAPE:

1. CLICK ON THE **INSERT TAB** AND SELECT **SHAPES**.
2. CHOOSE A SHAPE FROM THE AVAILABLE OPTIONS:
 - **BASIC SHAPES** (RECTANGLE, CIRCLE, TRIANGLE)

- **FLOWCHART SYMBOLS** (DECISION, PROCESS, CONNECTOR)
 - **ARROWS** (STRAIGHT, CURVED, DOUBLE ARROWS)
3. CLICK AND DRAG THE CURSOR ON THE DOCUMENT TO DRAW THE SHAPE.

CHAPTER 3.2: FORMATTING SHAPES

ONCE A SHAPE IS INSERTED, IT CAN BE CUSTOMIZED TO MATCH DOCUMENT REQUIREMENTS.

RESIZING A SHAPE:

- CLICK ON THE SHAPE AND DRAG THE CORNER HANDLES TO RESIZE.
- USE THE **SIZE GROUP** UNDER THE **SHAPE FORMAT TAB** FOR PRECISE MEASUREMENTS.

CHANGING SHAPE COLOR AND BORDER:

- CLICK ON THE SHAPE AND GO TO **SHAPE FORMAT > SHAPE FILL** TO CHANGE THE COLOR.
- USE **SHAPE OUTLINE** TO MODIFY THE BORDER COLOR AND THICKNESS.
- APPLY **SHAPE EFFECTS** (GLOW, SHADOW, REFLECTION) FOR ADDED STYLING.

ADDING TEXT TO SHAPES:

- RIGHT-CLICK ON THE SHAPE AND SELECT **ADD TEXT** TO TYPE INSIDE THE SHAPE.

- CUSTOMIZE TEXT FORMATTING USING THE **FONT GROUP** IN THE **HOME TAB**.
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CHAPTER 4: CREATING AND FORMATTING TABLES

TABLES HELP ORGANIZE DATA IN A STRUCTURED FORMAT, MAKING IT EASIER TO COMPARE INFORMATION.

CHAPTER 4.1: INSERTING A TABLE

TO INSERT A TABLE:

1. CLICK ON THE **INSERT TAB** AND SELECT **TABLE**.
2. CHOOSE ONE OF THE FOLLOWING METHODS:
 - **INSERT TABLE** – SPECIFY THE NUMBER OF ROWS AND COLUMNS.
 - **DRAW TABLE** – MANUALLY DRAW CUSTOMIZED TABLE LAYOUTS.
 - **QUICK TABLES** – USE PRE-DESIGNED TABLE FORMATS.

CHAPTER 4.2: FORMATTING A TABLE

AFTER INSERTING A TABLE, USE THE **TABLE TOOLS (DESIGN & LAYOUT TABS)** TO MODIFY ITS APPEARANCE.

ADDING AND DELETING Rows/COLUMNS:

- CLICK INSIDE THE TABLE.
- USE **TABLE LAYOUT > INSERT ABOVE/BELOW (ROWS) OR INSERT LEFT/RIGHT (COLUMNS)** TO ADD NEW CELLS.
- USE **DELETE > DELETE Rows/COLUMNS** TO REMOVE UNWANTED SECTIONS.

MERGING AND SPLITTING CELLS:

- SELECT THE CELLS YOU WANT TO MERGE.
- CLICK **TABLE LAYOUT > MERGE CELLS** TO COMBINE MULTIPLE CELLS INTO ONE.
- USE **SPLIT CELLS** TO DIVIDE A CELL INTO MULTIPLE PARTS.

CHANGING TABLE DESIGN:

- USE **TABLE STYLES** IN THE **DESIGN TAB** TO APPLY PRE-DESIGNED COLOR SCHEMES.
- CHANGE **BORDERS** AND **SHADING** TO CUSTOMIZE THE APPEARANCE.

SORTING DATA IN A TABLE:

- SELECT THE TABLE AND CLICK **LAYOUT > SORT** TO ARRANGE DATA ALPHABETICALLY OR NUMERICALLY.

CHAPTER 5: CASE STUDY: USING IMAGES, SHAPES, AND TABLES IN A BUSINESS REPORT

CHAPTER 5.1: SCENARIO

A COMPANY WAS PREPARING A **SALES REPORT** AND NEEDED TO PRESENT DATA CLEARLY USING TABLES, HIGHLIGHT KEY FIGURES WITH SHAPES, AND ENHANCE VISUAL APPEAL WITH IMAGES.

CHAPTER 5.2: SOLUTION

- **TABLES** WERE USED TO DISPLAY REVENUE FIGURES IN AN ORGANIZED MANNER.

- **SHAPES** WERE ADDED TO HIGHLIGHT KEY STATISTICS AND CALLOUTS.
- **IMAGES** WERE INSERTED TO ILLUSTRATE PRODUCT VISUALS.

CHAPTER 5.3: OUTCOME

- **IMPROVED CLARITY:** DATA WAS WELL-STRUCTURED AND EASY TO ANALYZE.
- **BETTER ENGAGEMENT:** VISUAL ELEMENTS MADE THE REPORT MORE ATTRACTIVE.
- **TIME EFFICIENCY:** USING TABLES AND SHAPES HELPED CREATE PROFESSIONAL DOCUMENTS QUICKLY.

CHAPTER 6: EXERCISE

1. MULTIPLE CHOICE QUESTIONS:

- WHICH TAB IS USED TO INSERT IMAGES IN MS WORD?
- WHAT DOES THE **WRAP TEXT** OPTION DO?
- HOW CAN YOU MERGE TABLE CELLS IN MS WORD?

2. PRACTICAL TASK:

- INSERT AN IMAGE AND RESIZE IT TO **50% OF ITS ORIGINAL SIZE**.
- ADD A **RECTANGLE SHAPE**, CHANGE ITS COLOR, AND TYPE TEXT INSIDE IT.
- CREATE A **3X3 TABLE**, ENTER SAMPLE DATA, AND FORMAT IT USING **TABLE STYLES**.
- ALIGN THE TABLE TO THE CENTER OF THE PAGE.

3. SHORT ANSWER QUESTIONS:

- WHAT IS THE PURPOSE OF TEXT WRAPPING WHEN WORKING WITH IMAGES?
- HOW DO YOU CHANGE THE BORDER OF A SHAPE?
- DESCRIBE THE STEPS TO SORT DATA IN A TABLE.



USING SPELL CHECK & GRAMMAR CHECK IN MS WORD

CHAPTER 1: INTRODUCTION TO SPELL CHECK & GRAMMAR CHECK

MICROSOFT WORD PROVIDES BUILT-IN TOOLS FOR **SPELL CHECKING AND GRAMMAR CHECKING** TO HELP USERS CREATE ERROR-FREE AND PROFESSIONALLY WRITTEN DOCUMENTS. THESE TOOLS AUTOMATICALLY DETECT AND SUGGEST CORRECTIONS FOR SPELLING AND GRAMMATICAL ERRORS, ENSURING CLEAR AND EFFECTIVE COMMUNICATION.

KEY BENEFITS OF SPELL CHECK & GRAMMAR CHECK

- **ENHANCES DOCUMENT ACCURACY** BY IDENTIFYING SPELLING MISTAKES.
- **IMPROVES READABILITY** BY CORRECTING GRAMMATICAL ERRORS.
- **SAVES TIME** BY PROVIDING QUICK CORRECTIONS.
- **HELPS NON-NATIVE SPEAKERS** BY OFFERING GRAMMAR SUGGESTIONS.
- **REDUCES TYPOS** AND ENHANCES DOCUMENT PROFESSIONALISM.

THESE FEATURES ARE ESSENTIAL FOR STUDENTS, PROFESSIONALS, AND BUSINESSES TO CREATE WELL-WRITTEN DOCUMENTS.

CHAPTER 2: SPELL CHECK IN MS WORD

SPELL CHECK AUTOMATICALLY DETECTS MISSPELLED WORDS AND SUGGESTS CORRECTIONS.

CHAPTER 2.1: HOW TO USE SPELL CHECK

TO CHECK SPELLING IN MS WORD:

1. CLICK ON THE **REVIEW TAB** IN THE RIBBON.
2. SELECT **SPELLING & GRAMMAR** FROM THE **PROOFING GROUP**.
3. A PANEL WILL APPEAR ON THE RIGHT SIDE SHOWING MISSPELLED WORDS.
4. CHOOSE ONE OF THE FOLLOWING OPTIONS:
 - **IGNORE ONCE** – LEAVES THE WORD UNCHANGED FOR THAT INSTANCE.
 - **IGNORE ALL** – LEAVES ALL INSTANCES OF THE WORD UNCHANGED.
 - **ADD TO DICTIONARY** – SAVES THE WORD IN MS WORD'S DICTIONARY FOR FUTURE USE.
 - **CHANGE** – REPLACES THE MISSPELLED WORD WITH THE SUGGESTED CORRECTION.

CHAPTER 2.2: ENABLING AUTOMATIC SPELL CHECK

MS WORD CAN UNDERLINE MISSPELLED WORDS IN REAL-TIME WITH A RED WAVY LINE. TO ENABLE THIS FEATURE:

1. CLICK ON **FILE > OPTIONS**.
2. SELECT **PROOFING** FROM THE LEFT PANEL.
3. CHECK THE BOX FOR **CHECK SPELLING AS YOU TYPE**.

4. CLICK **OK** TO SAVE CHANGES.

CHAPTER 2.3: MANUALLY ADDING WORDS TO THE DICTIONARY

IF MS WORD FLAGS A CORRECTLY SPELLED WORD AS INCORRECT (E.G., NAMES, INDUSTRY-SPECIFIC TERMS), USERS CAN ADD IT TO THE DICTIONARY:

1. RIGHT-CLICK ON THE WORD.
2. CLICK **ADD TO DICTIONARY**.

THIS PREVENTS THE WORD FROM BEING FLAGGED AS AN ERROR IN THE FUTURE.

CHAPTER 3: GRAMMAR CHECK IN MS WORD

GRAMMAR CHECK HELPS USERS WRITE GRAMMATICALLY CORRECT SENTENCES BY SUGGESTING IMPROVEMENTS IN SENTENCE STRUCTURE, PUNCTUATION, AND CLARITY.

CHAPTER 3.1: HOW TO USE GRAMMAR CHECK

1. CLICK ON THE **REVIEW TAB**.
2. SELECT **SPELLING & GRAMMAR**.
3. A PANEL WILL APPEAR WITH **GRAMMAR SUGGESTIONS** UNDERLINED IN **BLUE OR PURPLE**.
4. CHOOSE FROM THE FOLLOWING OPTIONS:
 - **IGNORE** – LEAVES THE SENTENCE UNCHANGED.
 - **CHANGE** – APPLIES THE SUGGESTED CORRECTION.
 - **EXPLAIN** – PROVIDES DETAILS ABOUT THE GRAMMAR RULE.

CHAPTER 3.2: ENABLING AUTOMATIC GRAMMAR CHECK

GRAMMAR MISTAKES ARE UNDERLINED IN BLUE OR PURPLE IN MS WORD. TO ENABLE REAL-TIME GRAMMAR CHECKING:

1. CLICK **FILE > OPTIONS > PROOFING.**
2. CHECK THE BOX FOR **MARK GRAMMAR ERRORS AS YOU TYPE.**
3. CLICK **OK.**

CHAPTER 3.3: USING MICROSOFT EDITOR FOR ADVANCED GRAMMAR CHECKS

FOR MORE DETAILED GRAMMAR AND STYLE SUGGESTIONS, MICROSOFT WORD OFFERS **MICROSOFT EDITOR**, AN AI-POWERED TOOL THAT ENHANCES WRITING.

TO USE IT:

1. GO TO THE **HOME TAB.**
2. CLICK ON **EDITOR** IN THE **PROOFING SECTION.**
3. REVIEW SUGGESTIONS UNDER **CORRECTIONS (SPELLING, GRAMMAR, CLARITY, CONCISENESS, ETC.).**

MICROSOFT EDITOR IS PARTICULARLY USEFUL FOR REFINING PROFESSIONAL DOCUMENTS AND ACADEMIC PAPERS.

CHAPTER 4: CUSTOMIZING SPELL CHECK & GRAMMAR SETTINGS

USERS CAN CUSTOMIZE SPELLING AND GRAMMAR SETTINGS BASED ON PERSONAL OR ORGANIZATIONAL PREFERENCES.

CHAPTER 4.1: ADJUSTING PROOFING SETTINGS

1. CLICK ON **FILE > OPTIONS > PROOFING.**

2. CUSTOMIZE SETTINGS, SUCH AS:

- IGNORE WORDS IN UPPERCASE (USEFUL FOR ACRONYMS).
- IGNORE WORDS WITH NUMBERS (E.G., "A1B2C3").
- CHECK GRAMMAR WITH SPELLING.
- SHOW READABILITY STATISTICS.

CHAPTER 4.2: SETTING LANGUAGE PREFERENCES

IF YOU ARE WORKING WITH MULTILINGUAL DOCUMENTS:

1. CLICK REVIEW > LANGUAGE > SET PROOFING LANGUAGE.
2. SELECT THE DESIRED LANGUAGE.
3. CLICK OK.

THIS ENSURES THE CORRECT SPELL CHECK AND GRAMMAR RULES APPLY TO DIFFERENT LANGUAGES.

CHAPTER 5: CASE STUDY: USING SPELL CHECK & GRAMMAR CHECK IN A BUSINESS REPORT

CHAPTER 5.1: SCENARIO

A COMPANY WAS PREPARING A FORMAL BUSINESS PROPOSAL BUT WANTED TO ENSURE THAT IT WAS FREE OF SPELLING AND GRAMMAR ERRORS BEFORE SUBMISSION.

CHAPTER 5.2: SOLUTION

- USED SPELL CHECK TO CORRECT TYPOS AND MISSPELLED WORDS.

- APPLIED **GRAMMAR CHECK** TO IMPROVE SENTENCE CLARITY.
- ENABLED **MICROSOFT EDITOR** FOR ADVANCED WRITING SUGGESTIONS.
- CUSTOMIZED **PROOFING SETTINGS** TO MATCH THE COMPANY'S WRITING STYLE.

CHAPTER 5.3: OUTCOME

- **ERROR-FREE DOCUMENT** – NO TYPOS OR GRAMMATICAL MISTAKES.
- **IMPROVED PROFESSIONALISM** – WELL-STRUCTURED AND POLISHED WRITING.
- **INCREASED CREDIBILITY** – THE PROPOSAL WAS WELL-RECEIVED BY CLIENTS.

CHAPTER 6: EXERCISE

1. MULTIPLE CHOICE QUESTIONS:

- WHAT DOES A RED WAVY UNDERLINE INDICATE IN MS WORD?
 - (A) GRAMMAR MISTAKE
 - (B) SPELLING MISTAKE
 - (C) FORMATTING ERROR
 - (D) NONE OF THE ABOVE
- HOW CAN YOU ADD A NEW WORD TO MS WORD'S DICTIONARY?
 - (A) RIGHT-CLICK ON THE WORD AND SELECT **IGNORE**

- (B) RIGHT-CLICK ON THE WORD AND SELECT **ADD TO DICTIONARY**
 - (C) GO TO **FILE > OPTIONS > PROOFING**
 - (D) NONE OF THE ABOVE
- WHAT IS THE SHORTCUT TO CHECK SPELLING IN MS WORD?
 - (A) F7
 - (B) CTRL + S
 - (C) SHIFT + F7
 - (D) CTRL + P

2. PRACTICAL TASK:

- OPEN MS WORD AND TYPE A PARAGRAPH WITH **INTENTIONAL SPELLING AND GRAMMAR ERRORS.**
- RUN **SPELLING & GRAMMAR CHECK** AND CORRECT THE MISTAKES.
- ADD A CUSTOM WORD TO THE DICTIONARY.
- ENABLE **MICROSOFT EDITOR** AND REVIEW ADDITIONAL WRITING SUGGESTIONS.

3. SHORT ANSWER QUESTIONS:

- WHAT IS THE DIFFERENCE BETWEEN **SPELL CHECK** AND **GRAMMAR CHECK?**
- HOW DOES ENABLING REAL-TIME SPELL CHECK HELP WRITERS?
- EXPLAIN HOW **MICROSOFT EDITOR** ENHANCES WRITING.

CREATING AND EDITING SCHOOL REPORTS IN MS WORD

CHAPTER 1: INTRODUCTION TO SCHOOL REPORTS IN MS WORD

A SCHOOL REPORT IS A STRUCTURED DOCUMENT USED BY STUDENTS AND TEACHERS TO PRESENT ACADEMIC WORK, PROJECT FINDINGS, AND RESEARCH PAPERS. MS WORD PROVIDES POWERFUL TOOLS FOR **CREATING, FORMATTING, AND EDITING SCHOOL REPORTS EFFICIENTLY.**

KEY BENEFITS OF USING MS WORD FOR SCHOOL REPORTS

- **PROFESSIONAL FORMATTING** – APPLY FONTS, HEADINGS, BULLET POINTS, AND LAYOUTS FOR CLARITY.
- **EASY EDITING** – MODIFY, UPDATE, AND REVIEW CONTENT EFFORTLESSLY.
- **SPELL & GRAMMAR CHECK** – ENSURE ERROR-FREE WRITING USING BUILT-IN PROOFREADING TOOLS.
- **TABLE OF CONTENTS & REFERENCES** – ORGANIZE LARGE REPORTS WITH AUTOMATIC INDEXING.
- **CHARTS & IMAGES** – VISUALLY ENHANCE REPORTS WITH DIAGRAMS AND ILLUSTRATIONS.

USING MS WORD SIMPLIFIES THE PROCESS OF DRAFTING, FORMATTING, AND EDITING REPORTS, ENSURING A POLISHED FINAL DOCUMENT.

CHAPTER 2: CREATING A NEW SCHOOL REPORT

CHAPTER 2.1: SETTING UP THE DOCUMENT

BEFORE WRITING A SCHOOL REPORT, IT IS IMPORTANT TO SET UP THE DOCUMENT PROPERLY.

1. OPEN MS WORD AND CLICK ON BLANK DOCUMENT.

2. SET PAGE LAYOUT:

- **CLICK ON LAYOUT > MARGINS AND SELECT NORMAL (1" MARGINS).**
- **CHOOSE ORIENTATION > PORTRAIT (DEFAULT FOR REPORTS).**
- **SELECT SIZE > A4 OR LETTER AS PER SCHOOL GUIDELINES.**

3. SET FONT & SPACING:

- **USE TIMES NEW ROMAN OR ARIAL, SIZE 12 (STANDARD ACADEMIC FONTS).**
- **CLICK ON HOME > LINE SPACING > 1.5 OR DOUBLE FOR READABILITY.**

CHAPTER 2.2: ADDING A COVER PAGE

A WELL-DESIGNED COVER PAGE GIVES A PROFESSIONAL TOUCH TO THE SCHOOL REPORT.

1. CLICK ON INSERT > COVER PAGE.

2. SELECT A BUILT-IN TEMPLATE OR MANUALLY DESIGN ONE.

3. ADD RELEVANT DETAILS SUCH AS:

- **REPORT TITLE**

- **STUDENT NAME**
 - **CLASS & SECTION**
 - **DATE OF SUBMISSION**
 - **SCHOOL NAME & LOGO (IF REQUIRED)**
-

CHAPTER 3: WRITING AND STRUCTURING THE REPORT

CHAPTER 3.1: ADDING HEADINGS AND SUBHEADINGS

A WELL-ORGANIZED REPORT INCLUDES PROPER HEADINGS AND SUBHEADINGS TO MAKE CONTENT EASIER TO READ.

1. CLICK ON **HOME > STYLES** AND SELECT **HEADING 1, HEADING 2, OR HEADING 3** FOR DIFFERENT SECTIONS.

2. EXAMPLE STRUCTURE OF A SCHOOL REPORT:

1. INTRODUCTION

- BRIEF OVERVIEW OF THE TOPIC.
- PURPOSE OF THE REPORT.

2. MAIN BODY

- PRESENT RESEARCH, OBSERVATIONS, OR EXPERIMENTS.
- USE BULLET POINTS OR NUMBERING FOR KEY FACTS.

3. CONCLUSION

- SUMMARIZE FINDINGS.
- PROVIDE RECOMMENDATIONS OR LEARNING OUTCOMES.

CHAPTER 3.2: FORMATTING TEXT FOR CLARITY

TO MAKE TEXT MORE READABLE AND STRUCTURED:

- USE **BOLD (CTRL + B)** FOR SECTION TITLES.
- ITALICIZE KEY TERMS WITH **CTRL + I**.
- UNDERLINE IMPORTANT POINTS USING **CTRL + U**.
- ALIGN TEXT USING **HOME > ALIGN LEFT (CTRL + L)** OR **JUSTIFY (CTRL + J)**.

CHAPTER 3.3: USING LISTS AND BULLET POINTS

LISTS MAKE INFORMATION MORE ORGANIZED.

- CLICK ON **HOME > BULLETS OR NUMBERING**.
- USE **NUMBERED LISTS** FOR STEPS OR INSTRUCTIONS.
- USE **BULLETS** FOR LISTING IMPORTANT POINTS.

CHAPTER 4: ADDING TABLES, IMAGES, AND CHARTS

CHAPTER 4.1: INSERTING TABLES FOR DATA PRESENTATION

TABLES HELP PRESENT STRUCTURED DATA CLEARLY.

1. CLICK ON **INSERT > TABLE**.
2. SELECT THE NUMBER OF ROWS AND COLUMNS REQUIRED.
3. USE **TABLE DESIGN > BORDERS & SHADING** TO CUSTOMIZE.
4. EXAMPLE: A TABLE TO PRESENT SURVEY RESULTS.

CATEGORY	DATA COLLECTED
SCIENCE EXPERIMENT	85% SUCCESS RATE

SURVEY RESPONSES	200 STUDENTS
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CHAPTER 4.2: ADDING IMAGES AND ILLUSTRATIONS

1. CLICK **INSERT > PICTURES** TO ADD RELEVANT IMAGES.
2. USE **WRAP TEXT > SQUARE OR TIGHT** TO POSITION THE IMAGE WITHIN THE TEXT.
3. RESIZE USING DRAG HANDLES FOR PROPER ALIGNMENT.

CHAPTER 4.3: CREATING CHARTS FOR DATA VISUALIZATION

1. CLICK ON **INSERT > CHART**.
2. CHOOSE FROM OPTIONS LIKE **BAR, PIE, OR LINE GRAPHS**.
3. ENTER VALUES AND LABELS IN THE **EXCEL SHEET** THAT APPEARS.
4. CUSTOMIZE CHART STYLES USING **CHART TOOLS**.

CHAPTER 5: REVIEWING AND EDITING THE REPORT

CHAPTER 5.1: CHECKING SPELLING AND GRAMMAR

MS WORD PROVIDES **SPELL CHECK & GRAMMAR CHECK** TOOLS TO ENSURE AN ERROR-FREE REPORT.

- CLICK ON **REVIEW > SPELLING & GRAMMAR**.
- REVIEW AND CORRECT UNDERLINED WORDS (RED = SPELLING, BLUE = GRAMMAR).

CHAPTER 5.2: USING FIND AND REPLACE

TO QUICKLY REPLACE WORDS OR PHRASES:

1. PRESS **CTRL + H** TO OPEN FIND & REPLACE.

2. ENTER THE WORD TO REPLACE AND ITS REPLACEMENT.
3. CLICK **REPLACE ALL** TO MAKE CHANGES THROUGHOUT THE DOCUMENT.

CHAPTER 5.3: ADDING CITATIONS AND REFERENCES

FOR RESEARCH-BASED REPORTS, CITATIONS ARE ESSENTIAL.

1. CLICK **REFERENCES > INSERT CITATION > ADD NEW SOURCE.**
2. SELECT CITATION STYLE (APA, MLA, HARVARD).
3. INSERT A **BIBLIOGRAPHY OR WORKS CITED PAGE** AT THE END.

CHAPTER 6: PRINTING AND SAVING THE REPORT

CHAPTER 6.1: SAVING THE DOCUMENT

1. CLICK **FILE > SAVE AS.**
2. CHOOSE A LOCATION AND SELECT FILE FORMAT:
 - **.DOCX (EDITABLE FORMAT)**
 - **.PDF (FINAL SUBMISSION FORMAT)**

CHAPTER 6.2: PRINTING THE REPORT

1. CLICK **FILE > PRINT (CTRL + P).**
2. ADJUST SETTINGS:
 - **SELECT PRINTER NAME.**
 - **CHOOSE PAGE RANGE (ALL OR SPECIFIC PAGES).**
 - **SELECT PRINT LAYOUT (SINGLE OR DOUBLE-SIDED).**
3. CLICK **PRINT.**

CHAPTER 7: CASE STUDY: CREATING A SCIENCE PROJECT REPORT

CHAPTER 7.1: SCENARIO

A STUDENT WAS ASSIGNED A SCIENCE PROJECT REPORT ON RENEWABLE ENERGY SOURCES.

CHAPTER 7.2: SOLUTION

- USED **HEADING STYLES** TO STRUCTURE THE REPORT.
- ADDED **TABLES** TO COMPARE DIFFERENT ENERGY SOURCES.
- INSERTED **GRAPHS** TO DISPLAY DATA ANALYSIS.
- INCLUDED **CITATIONS** FOR RESEARCH REFERENCES.

CHAPTER 7.3: OUTCOME

- WELL-STRUCTURED AND ORGANIZED REPORT.
 - CLEAR DATA PRESENTATION WITH TABLES AND CHARTS.
 - PROFESSIONAL FORMATTING WITH PROPER CITATIONS.
-

CHAPTER 8: EXERCISE

1. MULTIPLE CHOICE QUESTIONS

- WHAT IS THE DEFAULT FONT SIZE IN MS WORD FOR SCHOOL REPORTS?
 - (A) 10
 - (B) 12
 - (C) 14

- (D) 16
- WHICH FEATURE IS USED TO INSERT AN AUTOMATIC BIBLIOGRAPHY?
 - (A) LAYOUT
 - (B) REFERENCES
 - (C) INSERT
 - (D) DESIGN
- HOW CAN YOU CHECK FOR SPELLING MISTAKES?
 - (A) FILE > SAVE
 - (B) REVIEW > SPELLING & GRAMMAR
 - (C) INSERT > WORDART
 - (D) NONE OF THE ABOVE

2. PRACTICAL TASK

- CREATE A NEW SCHOOL REPORT WITH A **TITLE PAGE, HEADINGS, AND SUBHEADINGS.**
- INSERT A **TABLE COMPARING TWO TOPICS.**
- ADD A **CHART TO PRESENT NUMERICAL DATA.**
- USE **SPELL CHECK & GRAMMAR CHECK** TO PROOFREAD.
- SAVE THE DOCUMENT AS A **.PDF FILE.**



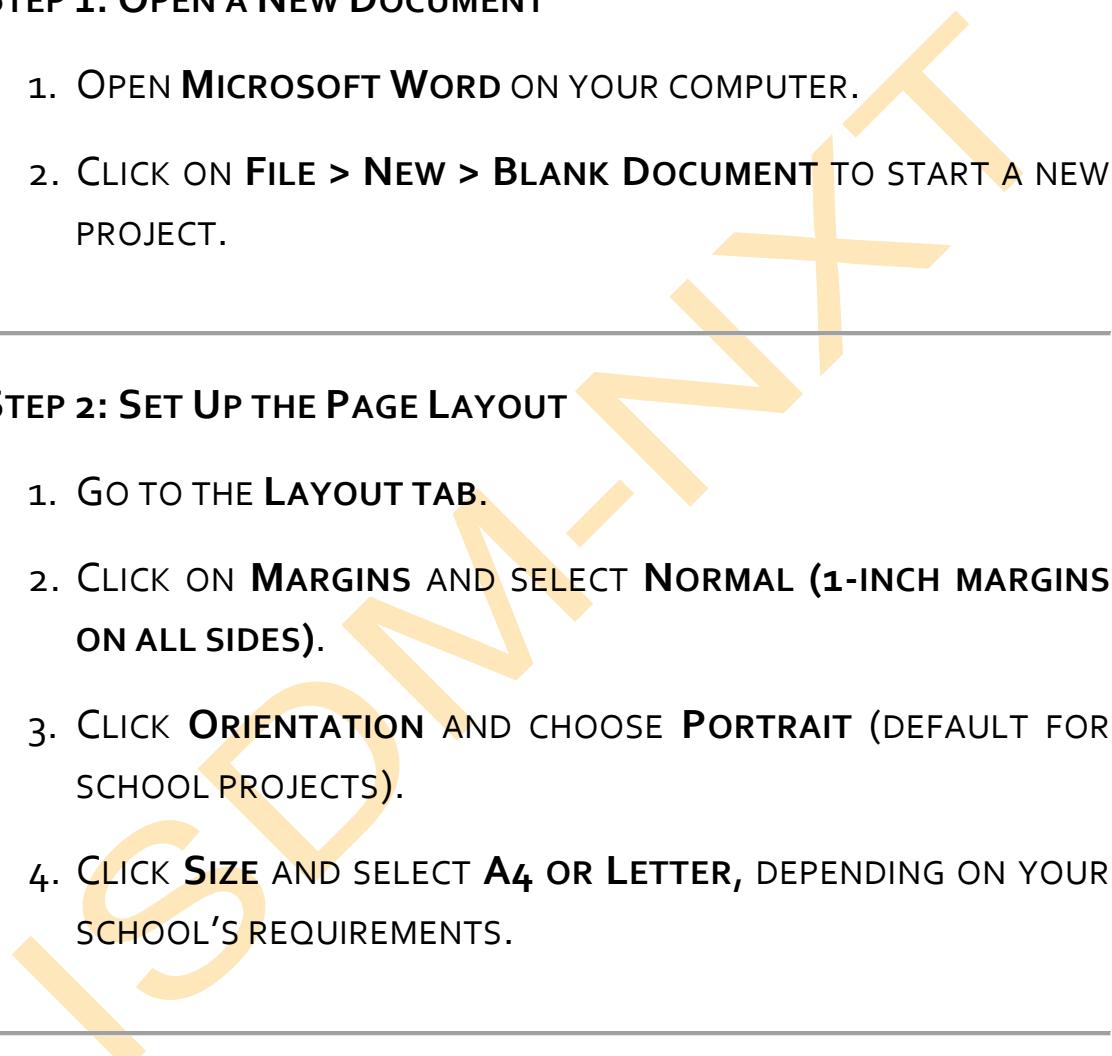
ASSIGNMENT:

- CREATE A WELL-FORMATTED SCHOOL
PROJECT DOCUMENT WITH HEADINGS,
IMAGES, AND BULLET POINTS.

ISDM-NXT

STEP-BY-STEP GUIDE TO CREATING A WELL-FORMATTED SCHOOL PROJECT DOCUMENT IN MS WORD

STEP 1: OPEN A NEW DOCUMENT

1. OPEN **MICROSOFT WORD** ON YOUR COMPUTER.
 2. CLICK ON **FILE > NEW > BLANK DOCUMENT** TO START A NEW PROJECT.
- 

STEP 2: SET UP THE PAGE LAYOUT

1. GO TO THE **LAYOUT TAB**.
2. CLICK ON **MARGINS** AND SELECT **NORMAL (1-INCH MARGINS ON ALL SIDES)**.
3. CLICK **ORIENTATION** AND CHOOSE **PORTRAIT** (DEFAULT FOR SCHOOL PROJECTS).
4. CLICK **SIZE** AND SELECT **A4 OR LETTER**, DEPENDING ON YOUR SCHOOL'S REQUIREMENTS.

STEP 3: ADD A TITLE PAGE

1. CLICK ON **INSERT > COVER PAGE** AND SELECT A BUILT-IN COVER PAGE TEMPLATE.
 - o IF YOU WANT A CUSTOM COVER PAGE:
2. PRESS **ENTER** A FEW TIMES TO CREATE SPACE.

3. TYPE THE TITLE OF YOUR PROJECT IN BOLD, FONT SIZE 20, CENTER ALIGNMENT.

4. BELOW THE TITLE, ADD:

- **YOUR NAME**
- **CLASS AND SECTION**
- **DATE OF SUBMISSION**
- **SCHOOL NAME (OPTIONAL)**

5. PRESS **ENTER** A FEW TIMES TO SEPARATE THE TITLE PAGE FROM THE MAIN CONTENT.

STEP 4: INSERT HEADINGS AND SUBHEADINGS

1. CLICK ON THE **HOME TAB**.
2. SELECT **HEADING 1** FOR THE **MAIN TITLE** (E.G., INTRODUCTION, CONCLUSION).
3. SELECT **HEADING 2** FOR **SUBHEADINGS** (E.G., BACKGROUND, IMPORTANCE).
4. CLICK **BOLD** (CTRL + B) AND INCREASE THE FONT SIZE FOR MAIN HEADINGS (**14 OR 16 PT**).
5. ENSURE HEADINGS ARE ALIGNED TO THE **LEFT** FOR A PROFESSIONAL LOOK.

EXAMPLE:

INTRODUCTION (HEADING 1)

THIS PROJECT EXPLORES THE IMPORTANCE OF RENEWABLE ENERGY IN THE MODERN WORLD.

TYPES OF RENEWABLE ENERGY (HEADING 2)

- SOLAR ENERGY
- WIND ENERGY
- HYDROPOWER

STEP 5: WRITE CONTENT WITH BULLET POINTS

1. UNDER YOUR SUBHEADINGS, PROVIDE DETAILED EXPLANATIONS IN PARAGRAPH FORM.
2. USE BULLET POINTS TO HIGHLIGHT KEY INFORMATION:
 - CLICK ON HOME > BULLETS AND CHOOSE A BULLET STYLE.
 - USE NUMBERING IF PRESENTING A STEP-BY-STEP PROCESS.

EXAMPLE:

ADVANTAGES OF SOLAR ENERGY:

- RENEWABLE AND SUSTAINABLE SOURCE OF ENERGY.
- REDUCES ELECTRICITY BILLS.
- LOW MAINTENANCE COST.

STEP 6: INSERT IMAGES TO SUPPORT CONTENT

1. CLICK ON INSERT > PICTURES > THIS DEVICE TO ADD IMAGES FROM YOUR COMPUTER.

2. CLICK ON **INSERT > ONLINE PICTURES** TO FIND FREE IMAGES FROM THE INTERNET.
3. RESIZE IMAGES BY CLICKING ON THEM AND DRAGGING THE CORNERS.
4. USE **WRAP TEXT (LAYOUT OPTIONS)** TO POSITION IMAGES:
 - **IN LINE WITH TEXT** (DEFAULT, KEEPS IT AS A PART OF TEXT).
 - **SQUARE OR TIGHT** (MOVES IMAGE FREELY AROUND TEXT).

EXAMPLE:

ADDING AN IMAGE FOR SOLAR ENERGY

- INSERT A **SOLAR PANEL IMAGE** UNDER THE **SOLAR ENERGY SECTION**.
- RESIZE IT AND POSITION IT NEXT TO THE TEXT.

STEP 7: ADD A TABLE FOR DATA REPRESENTATION (OPTIONAL)

1. CLICK **INSERT > TABLE** AND SELECT THE NUMBER OF ROWS AND COLUMNS.
2. ENTER DATA OR COMPARISONS RELATED TO YOUR TOPIC.
3. USE **TABLE DESIGN** TO FORMAT THE TABLE NEATLY.

EXAMPLE:

ENERGY TYPE	COST EFFICIENCY	SUSTAINABILITY
SOLAR ENERGY	HIGH	HIGH
WIND ENERGY	MEDIUM	HIGH

STEP 8: REVIEW AND PROOFREAD YOUR DOCUMENT

1. CLICK **REVIEW > SPELLING & GRAMMAR** TO CHECK FOR MISTAKES.
 2. READ THE CONTENT TO ENSURE CLARITY AND CORRECTNESS.
 3. ADJUST FONT SIZE AND ALIGNMENT FOR CONSISTENCY.
-

STEP 9: SAVE AND PRINT YOUR DOCUMENT

1. CLICK **FILE > SAVE AS**.
 2. CHOOSE A FORMAT:
 - **.DOCX** (IF YOU WANT TO EDIT LATER).
 - **.PDF** (FOR FINAL SUBMISSION).
 3. CLICK **FILE > PRINT (CTRL + P)** IF YOU NEED A HARD COPY.
-

FINAL CHECKLIST BEFORE SUBMISSION

- ✓ **TITLE PAGE WITH PROPER DETAILS.**
 - ✓ **HEADINGS AND SUBHEADINGS** FOR STRUCTURED CONTENT.
 - ✓ **BULLET POINTS** FOR KEY INFORMATION.
 - ✓ **IMAGES AND TABLES** TO ENHANCE UNDERSTANDING.
 - ✓ **SPELL CHECK & GRAMMAR CHECK** FOR ERROR-FREE WRITING.
 - ✓ **SAVED IN THE CORRECT FORMAT (.DOCX OR .PDF).**
-