



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
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College of Industrial Technology



HANDS ON NO. 1			
Topic:	Introduction to Information Technology	Week No.	1
Course Code:	IT001	Term	2 nd Semester
Course Title:	Introduction to Information Technology, Word Processing/ Spreadsheet	Academic Year	2024-2025

Create a Simple Document

- Open a new blank document.
- Type a short paragraph (e.g., a personal introduction or a description of a favorite hobby).
- Save the document with a name like "**My First Word Document.**"

1. Adjust Margins and Page Orientation

- Open a new document.
- Go to the "Layout" tab.
- Adjust the margins (e.g., set to Narrow or Custom margins).
- Change the page orientation from **Portrait** to **Landscape**.

2. Add and Format a Table

- Create a simple table (e.g., 3x3) by selecting **Insert > Table**.
- Add text in each cell, such as numbers or names.
- Format the table by adjusting column widths and row heights.
- Apply a table style and change the color of the header row.

3. Use Undo and Redo

- Type a few sentences in the document.

"The cat sat on the mat by the door. It looked out the window, watching birds fly by. The sun was shining brightly, and the day felt warm. The cat stretched its paws and yawned, feeling very relaxed. It was a perfect afternoon to take a nap."

- Use **Ctrl + Z** to undo an action.
- Use **Ctrl + Y** to redo the action.

- Practice this with different types of actions (text typing, formatting, etc.).

4. Insert Page Numbers

- Go to the "Insert" tab and click **Page Number**.
- Choose the position (top) and format (plain number).
- Adjust the page number style (Roman numerals or standard numbers).

5. Use Bold, Italic, and Underline

- Type a short paragraph.

“Innovation is the driving force behind progress, pushing humanity to explore new frontiers and discover groundbreaking solutions to complex problems. From medical advancements to space exploration, the possibilities seem endless. However, with these rapid developments comes the responsibility to use technology ethically and responsibly. As we continue to make strides in artificial intelligence, renewable energy, and genetic engineering, it is vital to consider the long-term effects these innovations will have on society and the environment.”

- Highlight words and apply (you may choose whatever you like) **bold**, **italic**, and **underline** formatting.
- Change the font size and color of specific text (you may choose whatever you like).

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6. Copy, Cut, and Paste

- Type a few sentences.

“Technology has revolutionized the way we live, work, and communicate. The internet allows us to connect with people across the globe instantly, while smartphones have made our lives more efficient. However, as we become more reliant on technology, it’s important to consider its impact on our privacy and mental health. Finding a balance between the convenience

of modern technology and its potential risks is essential for maintaining a healthy, well-rounded lifestyle.”

- **Copy** some text using **Ctrl + C**, then paste it elsewhere in the document using **Ctrl + V**.
- **Cut** some text using **Ctrl + X** and paste it in a new location(**Ctrl + N**, then paste it elsewhere in the document using **Ctrl + V**).

7. Create a Simple Header or Footer

- Insert a header (by selecting **Insert > Header > Banded >** then type Header.
- Add a footer with the date or page number (by selecting **Insert > Footer > Autin**).
- Change the alignment (left, center, or right) of the header/footer content.

8. Apply a Bullet or Numbered List

- Type a list of items (e.g., to-do list).
- Highlight the list and choose **Bullets** or **Numbering** from the "Home" tab.
- Customize the bullet style or numbering format.

9. Change Line Spacing

- Type a few sentences.

“The city park is a great place to relax and enjoy nature. People walk along the paths, jog around the lake, and sit on benches reading books. Children play on the swings, and dogs run happily in the open space. Every time I visit, I feel at peace with the world around me. It's a wonderful escape from the busy life of the city.”

- Highlight a paragraph (you may choose whatever you like).
- Go to the "Home" tab and adjust the **line spacing** (e.g., from single to 1.5 lines or double spacing).
- Modify the paragraph spacing before and after the text.

10. Insert a Shape

- Go to the "Insert" tab and select **Shapes**.
- Insert a basic shape (you may choose whatever you like (e.g., rectangle, circle, or arrow).
- Resize and move the shape within the document.

HANDS ON NO. 3			
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11. Create a Text Box

- Go to the "Insert" tab and select **Text Box**.
- Choose a pre-made design or draw your own text box.
- Type inside the text box and move it around the document.

“Learning new skills can be a rewarding experience. Whether it’s learning to cook, play an instrument, or speak a new language, the sense of accomplishment you feel when mastering something new is amazing. It takes time and effort, but the results are worth it. Every small step brings you closer to your goal, and soon enough, you’ll be surprised by how much progress you’ve made.”

12. Change Paragraph Alignment

- Type a paragraph of text.

“In today’s fast-paced world, it’s easy to forget the importance of taking time for self-care. Our busy schedules often leave little room for rest or relaxation, but it’s crucial to prioritize mental and physical health. Taking breaks throughout the day, practicing mindfulness, and getting enough sleep can have a positive impact on our well-being. By focusing on self-care, we are better equipped to face the challenges of everyday life and achieve long-term happiness.”

- Change the paragraph alignment using the **Align Left**, **Center**, **Align Right**, and **Justify** options on the "Home" tab.

13. Use Find and Replace

- Type a paragraph of text.

“As artificial intelligence continues to evolve, it raises significant questions about the future of human labor and the economy. Automation, which once seemed like a distant possibility, is already transforming industries around the world. While AI and robotics have the potential to improve efficiency and reduce costs, they also threaten to displace millions of workers. It is essential to carefully consider how we can prepare the workforce for this

transition, ensuring that people are equipped with the skills needed for the jobs of tomorrow.”

- Use **Ctrl + F** to find a specific word (e.g. **artificial intelligence**)
- Use **Ctrl + H** to replace a word with another (e.g., replace “**artificial intelligence**” with “**AI**”).

14. Insert a Hyperlink

- Highlight a word or phrase in your document.
- Go to the "Insert" tab and click **Link**.
- Type or paste a URL (e.g., <http://www.example.com>) into the hyperlink box.

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15. Save and Close the Document

- After completing a few tasks, save the document with a specific name (e.g., **My_First_Document**).
- Close the document and re-open it to make sure it saved correctly.

16. Adjust Font Style and Size

- Select some text and change the font style (e.g., Arial, Times New Roman).
- Change the font size (e.g., from 12 pt to 16 pt).
- Apply color to the font text.

17. Use the Spelling and Grammar Check

- Write a short paragraph with some intentional errors.

“The sun was shinng brightly over the moutain peaks. People were walking down the path, enjoying the warm weather. A few childrean were playing in the grass, laughing and having fun. In the distance, you could see birds fly above the trees. It was a beautiful day, perfect for a family picnic. Everyone was having a great time, and the air smelled freash and clean.”

- Go to the "Review" tab and click **Spelling & Grammar** to check for mistakes.
- Correct the errors as they appear.

18. Use Print Preview

- Before printing, go to **File > Print**.
- Check the document preview to ensure everything looks correct (margins, formatting, page layout).
- Print the document.