

Student ID: P-18-1234-5  
Name: Li Ho Yin, Stephen

Date: 16-10-2018  
Class: COMP111-11121/11222

## **SAMPLE** ☺

### **Introduction**

Macao society has been undergoing drastic changes as a result of economic and social development, coupled with population growth. Social work practitioners are naturally encountering more and more challenges.

#### Student Categories

There are 3 categories of student:

- (1) Full-time: A student classified as 'Full-time' is one who takes 12 credits (four courses) or more in a semester.
- (2) Part-time: A student classified as 'Part-time' is one who takes at most three courses in a semester.

Prerequisite: None

(Lecture: 3 hours; Tutorial: 2 hours)

### **Facility characteristics**

|                    |        |        |                |
|--------------------|--------|--------|----------------|
| Relationship       | 11.49  | 11.936 | Serviço Social |
| Treatment          | 10.253 | 10.38  | Seminário      |
| System maintenance | 9.30   | 8.44   | Nº de Unidades |

# Basic Formatting in Microsoft Word

## Font Formatting

### Main Features of 3 Basic Windows Fonts (for regular text)

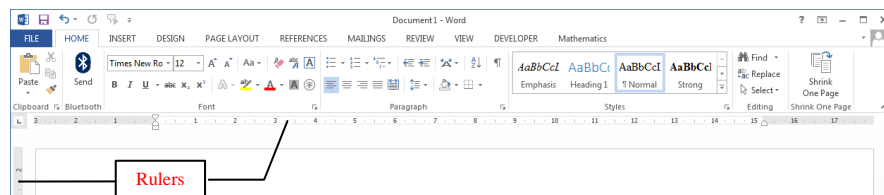
- ❖ Times New Roman – a *proportional serif* font
- ❖ Arial – a proportional *sans serif* font
- ❖ Courier New – a *fixed width* serif font

In the sample document the font *Wingdings* is also used (the smiley). Press CTRL+D to show the “Font Dialog Box”.

## Alignment Formatting

### Setup the Environment

- ❖ Show the rulers



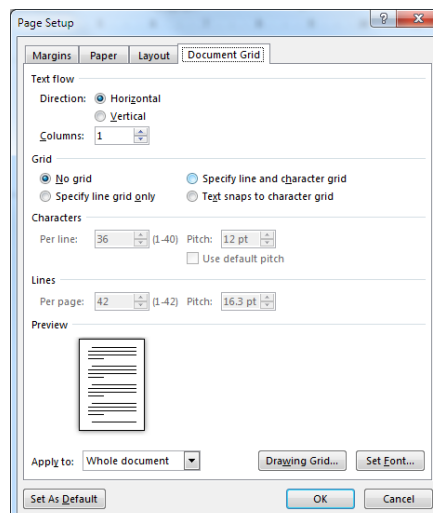
- ❖ Show “centimeters” on the rulers
  - File → Options → Advanced → Display → Uncheck “Show measurements in width of characters”

### Correct Way of Doing Alignment

- ❖ To do alignment, we must use **tab**.
- ❖ For each alignment, use **only one** tab.
- ❖ Set one appropriate type of “tab stop” for each alignment – click on the ruler.

## Paragraph Formatting

1. Use the “Paragraph Ribbon” / “Paragraph Dialog Box”.
2. In order to have 100% control of paragraph spacing and line spacing, make sure “No grid” is chosen.



## Some Useful Shortcut Keys for Microsoft Word\*

### *General*

| Press   | To                                   |
|---------|--------------------------------------|
| CTRL+F1 | Hide or show the <i>Ribbon</i>       |
| CTRL+N  | Create a new document                |
| CTRL+S  | Save a document                      |
| F12     | <b>Save</b> a document <b>As ...</b> |
| CTRL+P  | Print a document                     |
| CTRL+W  | Close the current document           |

### *Document Editing*

| Press                | To   |
|----------------------|--|
| <b>F4</b> / CTRL+Y   | Repeat the last action                     |
| CTRL+Z               | Undo the last action                       |
| ALT+X                | Toggle between a character and its unicode |
| ALT+I, S             | Insert symbol                              |
| CTRL+ALT+V           | Paste special                              |
| CTRL+ALT+V, (TAB,) U | Paste unformatted Unicode text             |
| CTRL+SHIFT+C         | Copy format                                |
| CTRL+SHIFT+V         | Paste format                               |

### *Document Navigation*

| Press              | To   |
|--------------------|--|
| CTRL+HOME          | Move to the beginning of a document                    |
| CTRL+END           | Move to the end of a document                          |
| CTRL+PAGE DOWN     | Move to next page (if nothing is searched before)      |
| CTRL+PAGE UP       | Move to previous page (if nothing is searched before)  |
| CTRL+F             | Find text, formatting, etc.                            |
| CTRL+H             | Replace text, formatting, etc.                         |
| <b>F5</b> / CTRL+G | Go to a page, bookmark, footnote, table, graphic, etc. |
| CTRL+PAGE DOWN     | Move to the next edit location                         |
| CTRL+PAGE UP       | Move to the previous edit location                     |

### *Field/Field Code Editing*

| Press            | To                              |
|------------------|---------------------------------|
| SHIFT+F9         | To toggle individual field code |
| ALT+SHIFT+U / F9 | To update a field code          |
| ALT+F9           | To toggle all field codes       |

\* For version 2013 or later