**Lab Session 04**

**OBJECT**

***Learning basics of Microsoft Word***

**WORD PROCESSING CONCEPTS**

Microsoft Word is designed to be user friendly. So, the MS Word often has more than one way to achieve much the same thing.

To start a document, type the first few paragraphs of text. Don't worry yet about formatting or fonts or making text bold.

Obviously the text we have on the screen so far isn't what we have in mind for a nicely formatted document. We need to make the Title and the Headings large and bold. And, we need space after the paragraphs. We need colors, pictures, diagrams etc. in a nicely formatted document.

To achieve that, you can use formatting options discussed below.

**Case Changing**

To change case, select the text whose case to be changed; Press Shift+F3 to change the case. Each time F3 is pressed the user will toggle through three options: UPPERCASE, lowercase, and Title Case.

**Indentation**

To indent both the left and right sides of the paragraph, position the insertion point in the paragraph to be indented, or select multiple paragraphs to indent; Choose Page Layout, type or select a value in the Left and then the Right indentation text boxes. You can also increase or decrease the indentation by clicking on the up and down arrows beside the text boxes.

**Text Alignment**

Word automatically aligns text on the left margin (horizontal alignment) and to the top margin (vertical alignment). The user can choose to change the alignment to center, right, full justified, or back to left.

To change horizontal alignment, select the paragraph(s) to be changed; Press Ctrl+L (Left), Ctrl+E (Center), Ctrl+R (Right), or Ctrl+J (Justify) to change the alignment of the paragraph accordingly (or use the Align Left, Center, Align Right, or Justify buttons on the Standard toolbar).

To change vertical alignment, move the insertion point inside the section where the text is to be aligned; Choose Page Layout, Align. Select Center, Justify, or Top to change alignment.

**Customizing Paragraph Spacing**

The user can customize the paragraph spacing in Word for the spacing between paragraphs and the spacing between the lines in specified paragraphs. To do this, place the insertion point in the paragraph to be modified, or highlight all of the contiguous paragraphs to be changed and right click on it; Choose Paragraph to display the dialog box, then click the Indents and Spacing tab if it is not active; In the Spacing section, select Before and After and change the value(s) in the text box to increase or decrease by points the number of lines before or after a paragraph (6 points = 1 line); To change the line spacing within paragraphs, select the drop-down arrow for the Line Spacing list box, then select one of these options: 1.5 lines, Double, At least, Exactly, or Multiple; If one of the last three options is chosen, enter a number in the At text box. When finished, choose OK.

**Columns**

To create columns of equal width, choose Page Layout; Select the text (or to format the entire document with columns, select the document); On the Standard toolbar, click the Columns button; Drag the pointer to select the number of columns needed. To remove columns, select the text for the columns to be removed; Click the Columns button on the Standard toolbar and select one column.

**Borders, Lines, and Shading**

For a finished look, the user can add borders and shading to the documents. Just select the paragraph(s) to apply a border or shading to, then choose Insert, Table and click on Insert Table. In the title bar, there appears a Table Tools box. Click on this box. Click on Border and then on Border and Shading. Then click the desired line style; Click the Line Weight button, then click the line weight to be used; Click the drop-down arrow on the Borders button, then click the type of border to be applied; Click the drop-down arrow on the Shading Color button to display the palette of gray percents and colors, then click the percent of gray or color button.

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**rop Cap**

A drop cap is large capital letters of the first word that is set into a paragraph to add visual interest. Just select the first letter, word, or section of the paragraph to be formatted with a drop cap; Choose Insert, Drop Cap; Select Dropped or In Margin; In the Drop Cap Options section, select the Font from the drop-down list, and increase or decrease the Lines to Drop if the default  of three lines is not to be used; If the distance of the text from the drop cap is to be changed, use the increment buttons on the Distance from Text option, then choose OK. To remove drop caps, click the drop caps text, choose Drop Cap, click the None option in the Position section of the dialog box, then choose OK.

**Inserting Special Characters**

To insert special characters, place the insertion point at the point in the paragraph where a symbol or special character is to be placed; Choose Insert, Symbol to display the Symbol dialog box. Click the Symbols tab to select a symbol, or click the Special Characters tab to select a special character; On the Symbols tab, select the font set that contains the symbol to be inserted in the document in the Font drop-down list box. To view a symbol in the displayed table, click the symbol. The symbol is then displayed in an enlarged and highlighted view; To insert a symbol or special character, click the item to be inserted, then click the Insert button. Click the Close button to close the dialog box and return to the document.

**Zooming the Document Display**

Zooms customizes the on screen size of the document in a way the user wants to view it. However, zoom setting does not affect the actual formatting of the document. To adjust zooming option, click View, Zoom; In the drop-down list, select the zoom percentage to be used. The document display changes to the zoom percentage selected; If the required zoom percentage is not in the list, type the percent in the text box part of the Zoom button and press Enter.

**Creating Custom Colors/Gradients/Textures**

To create custom colors, right click on the graphic element to be colored. Along with the shortcut menu appears the Drawing toolbar. Then click the drop-down arrow of the Fill Color or Line Color button and select More Fill Colors to open the Colors dialog box; Click the Custom tab at the top of the Colors dialog box. Set desired color. For gradient settings, in the drop-down arrow beside the Fill Color button, select Gradient at the bottom of the color palette instead of More Fill Colors. Click the Gradient tab and make desired settings. Texture tab can also be selected to apply designs to the objects.

**Inserting Clip Art/AutoShapes/Pictures/WordArt**

To insert a Clip Art/ AutoShape, Picture or WordArt, position the insertion point in the document where the image is to be appeared. Choose Insert and then the desired option. Related dialog box appears, then make required selections. The inserted object can be customized in a number of ways. The user can change colors of the image, edit, reposition and resize them.

There are two ways to rotate or flip the inserted object. One is to right click on the object and then choose Format Picture/Shape. Then click on the 3-D Rotation button. From here, the desired rotation in the x, y and z axes may be chosen. The other gives access to that same tool and to the commands Rotate Left, Rotate Right, Flip Horizontal, and Flip Vertical. To do this, click the object to be adjusted choose Page Layout, click on Rotate and then choose the desired option.

These commands automatically execute. If Free Rotate is chosen (if we bring the cursor on the small green circle that appears above any object when we select it, this gives the free rotate option) continue with the following steps; Move the pointer over the rotate handle and, when it assumes the shape of the rotate tool icon, hold down the right mouse button;

The pointer changes to four circling arrows. Drag right or left. While dragging, a dotted outline indicates where the object would be if the mouse button is released; until the object is deselected it can be continuously rotated, even if the mouse button has been released. Place the pointer over a circle handle, hold down the mouse button and continue to rotate. Release the mouse button when the object is rotated to the desired position, and click outside the object to deselect it.

**Creating Headers and Footers**

Headers and footers contain information repeated at the top or bottom of the pages in a document. To set Header and Footer, with the document open, choose Insert, then click on Header or Footer. Choose the desired format from the drop down list. The Header pane is displayed in the document; Type and format the information for the header; To include the Page Number, Number of Pages, or current Date or Time, click the corresponding button on the Header and Footer toolbar; To create a footer, click the Go to Footer Button on the toolbar and type and format the footer just as was done for the header. Click Close Header & Footer button to return to the document.

**Document Map**

The Document Map is a very functional way to move quickly through long or online documents. To use Document Map, choose View, Navigation Pane. Use the mouse to click the heading or text in the Document Map pane to move to that section of the document; Click the arrow on the left of any heading to expand or collapse the headings; To adjust the size of the Navigation pane, move the mouse pointer onto the right edge of the pane so the pointer changes to a resizing pointer, then click and drag the edge to the left or right. To use the keyboard, press F6 to move to the Navigation pane. Arrow keys and the Enter key will move to the desired location in the document.

**Drawing Tables**

Drawing a table allows the user to place the rows and columns where he wants them. To create a table, click the Tables and Borders button to bring up the Tables and Borders toolbar and change the mouse pointer to a pencil; Drag the mouse pointer from one corner of the new table to the opposite corner to create the rectangle outline for the table; If a line is to be removed, click the Eraser button on the Tables and Borders toolbar and drag across the line.

If the user needs the data from a table, he may (rarely) want to convert the table to text with some sort of separator between the data for the former columns. To do this, select the entire table by positioning the mouse directly at the left top of the table until the pointer changes to a four directional arrow and then click it. A Table toolbar appears at the top of the document window. In the Layout tab, choose Convert to Text. Choose to separate the text with Paragraph Marks, Tabs, Commas, or type a new character in the Other text box; then choose OK. Similarly the user may want to convert the lines of text into a table. To do this, select the rows of tabbed text to be converted; Choose Insert, click on Table and then choose Insert Table.

The cells of the table can be edited and formatted, like moving and copying cells, splitting and merging cells, adjusting row and column spacing/width, inserting and deleting rows and columns, by selecting appropriate options from the menu that appears on right clicking the table or the selected cells.

**EXERCISES**

* Write a report on any topic of your choice to show the maximum usage of Formatting features discussed in lab4 by MS Word.

**Attach the colored printout here.**