**Name: Kayode Peter Temitope**

**Matric No: 208077**

**Department: Computer Science (200 Level)**

CSC 272 Practice Class

2020/2021 Session

**Implementation of Some Major Features of Microsoft Word**

## Table of Content

[Table of Content ii](#_Toc81569688)

[Chapter One 5](#_Toc81569689)

[Bullets, Colors, Find and Replace and Line Spacing 5](#_Toc81569690)

[1.1 Introduction 5](#_Toc81569691)

[1.2 Bullets 5](#_Toc81569692)

[1.3 Sub-Bullets 5](#_Toc81569693)

[1.4 Colors (Font Color) 6](#_Toc81569694)

[1.5 Colors (Shading) 6](#_Toc81569695)

[1.6 Colors (Shading and Text Highlight) 6](#_Toc81569696)

[1.7 Find and Replace 6](#_Toc81569697)

[1.8 Line Spacing (1.15) 6](#_Toc81569698)

[1.9 Line Spacing (1.5) 7](#_Toc81569699)

[1.10 Line Spacing (2.0) 7](#_Toc81569700)

[1.11 Lines Spacing (2.5) 7](#_Toc81569701)

[Chapter Two 8](#_Toc81569702)

[Alignment, Borders and Picture Placement 8](#_Toc81569703)

[2.1 Introduction 8](#_Toc81569704)

[2.2 Left Alignment 8](#_Toc81569705)

[2.3 Right Alignment 8](#_Toc81569706)

[2.4 Center Alignment 8](#_Toc81569707)

[2.5 Justify 8](#_Toc81569708)

[2.6 Bottom Border 9](#_Toc81569709)

[2.7 Top Border 9](#_Toc81569710)

[2.8 Left Border 9](#_Toc81569711)

[2.9 Right Border 9](#_Toc81569712)

[2.10 All Borders 9](#_Toc81569713)

[2.11 Inserting Image (Tight with Text) 10](#_Toc81569714)

[2.12 Inserting Image (Through Text) 10](#_Toc81569715)

[2.13 Inserting and Labelling Image (Grouping) 11](#_Toc81569716)

[Figure 2.1 House 11](file:///C:\Users\PETER%20PC\Desktop\Miscellaneous\208077_Kayode%20Peter%20Temitope_Computer%20Science_CSC_272.docx#_Toc81569717)

[Chapter Three 12](#_Toc81569718)

[Tables 12](#_Toc81569719)

[3.1 Introduction 12](#_Toc81569720)

[3.2 Table 12](#_Toc81569721)

[Table 3.1 Students Bio data 12](#_Toc81569722)

[3.3 Table (Converting Text to Table) 13](#_Toc81569723)

[Table 3.2 List of Graduating Students 13](#_Toc81569724)

[Chapter Four 15](#_Toc81569725)

[Sorting, Grouping, Smart Art and Screen Shot 15](#_Toc81569726)

[4.1 Introduction 15](#_Toc81569727)

[4.2 Sorting 15](#_Toc81569728)

[4.3 Grouping Objects (Flow Chart) 16](#_Toc81569729)

[Figure 4.1 Flow Chart 16](#_Toc81569730)

[4.4 Smart Art 17](#_Toc81569731)

[Figure 4.2 Organogram of a Secondary School 17](#_Toc81569732)

[4.5 Screen Shot 17](#_Toc81569733)

[Figure 4.3 Screenshot 17](#_Toc81569734)

[Chapter Five 18](#_Toc81569735)

[Equations, Comments, Drop Cap and Watermark 18](#_Toc81569736)

[5.1 Introduction 18](#_Toc81569737)

[5.2 Equations 18](#_Toc81569738)

[5.3 Comments 18](#_Toc81569739)

[5.4 Drop Cap 18](#_Toc81569740)

[5.5 Watermark 19](#_Toc81569741)

[5.6 Page Borders 19](#_Toc81569742)

[Chapter Six 20](#_Toc81569743)

[Column Breaks, Page Orientation, Line Number and Indentation 20](#_Toc81569744)

[6.1 Introduction 20](#_Toc81569745)

[6.2 Column Beak (Two) 20](#_Toc81569746)

[6.3 Column Break (Three) 20](#_Toc81569747)

[6.4 Page Orientation 21](#_Toc81569748)

[6.5 Line Number 21](#_Toc81569749)

[6.6 Indentation (1) 22](#_Toc81569750)

[6.7 Indentation (2) 22](#_Toc81569751)

[References 23](#_Toc81569752)

# Chapter One

## Bullets, Colors, Find and Replace and Line Spacing

### 1.1 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 1.2 Bullets

To change the way a picture fits in your document,

* Click it and a button for layout options appears next to it. When you work on a table,
* Click where you want to add a row or a column, and then click the plus sign.
* Reading is easier, too, in the new Reading view.
* You can collapse parts of the document and focus on the text you want.
* If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point.

1. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.
2. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.
3. For example, you can add a matching cover page, header, and sidebar.

### 1.3 Sub-Bullets

* Click Insert and then choose the elements you want from the different galleries.
  + Themes and styles also help keep your document coordinated.
  + When you click Design and choose a new
    - Theme,
    - the pictures,
    - charts, and
    - SmartArt graphics change to match your new theme.
  + When you apply styles, your headings change to match the new theme.
* Save time in Word with new buttons that show up where you need them.

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. (University of Stracchlyde, 2021)

### 1.4 Colors (Font Color)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 1.5 Colors (Shading)

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

### 1.6 Colors (Shading and Text Highlight)

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

### 1.7 Find and Replace

**Video** provides a powerful way to help you prove your point. When you click Online **Video**, you can paste in the embed code for the **Video** you want to add. You can also type a keyword to search online for the **Video** that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. (Scot, Stone, & Ben, 2019)

### 1.8 Line Spacing (1.15)

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

### 1.9 Line Spacing (1.5)

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

### 1.10 Line Spacing (2.0)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 1.11 Lines Spacing (2.5)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

# Chapter Two

## Alignment, Borders and Picture Placement

### 2.1 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 2.2 Left Alignment

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

### 2.3 Right Alignment

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

### 2.4 Center Alignment

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 2.5 Justify

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

### 2.6 Bottom Border

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. (Brunor, 2015)

### 2.7 Top Border

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. (University of Stracchlyde, 2021)

### 2.8 Left Border

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. (Kayode, 2021)

### 2.9 Right Border

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. (Scofield, 2021)

### 2.10 All Borders

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 2.11 Inserting Image (Tight with Text)

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 2.12 Inserting Image (Through Text)

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 2.13 Inserting and Labelling Image (Grouping)

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

#### Figure 2.1 House



To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

# Chapter Three

## Tables

### 3.1 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

### 3.2 Table

#### Table 3.1 Students Bio data

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/N | **Personal** | | | **Contact** | | **Education** | | | |
| **Name** | | **Gender** | **Email** | **Phone Number** | **University** | **Faculty** | **Dept.** | **Level** |
| **First Name** | **Surname** |
| 1 | Peter | Kayode | Male | k1@gmail.com | 09012345667 | Unibadan | Science | Comp. Sci. | 200 |
| 2 | James | Olaoluwa | Male | jo@gmail.com | 08123456789 | Uniben | Education | Maths | 400 |
| 3 | Mary | Alabi | Female | ma@gmail.com | 07012347689 | Unilag | Law | Law | 300 |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. (Brunor, 2015)

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. (University of Stracchlyde, 2021)

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

### 3.3 Table (Converting Text to Table)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

#### Table 3.2 List of Graduating Students

| **S/N** | **Matric No** | **Year** | **Mode** | **Full Name** | **WGP** | **CGPA** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 170665 | 2012/13 | DIR | ABIDOYE JOSHUA AKINOLA | 43 | 2.6 | PASSED |
| 2 | 170666 | 2012/13 | DIR | ADEBOMI ADEBIMPE ESTHER | 53 | 4.5 | PASSED |
| 3 | 171893 | 2012/13 | DIR | AJANI NOFISAT OYEBOLA | 41 | 1.8 | PASSED |
| 4 | 170669 | 2012/13 | DIR | AJAYI ABAYOMI ABIDEMI | 43 | 1.8 | PASSED |
| 5 | 170670 | 2012/13 | DIR | AJAYI AYOTOLA HANNAH | 53 | 3.9 | PASSED |
| 6 | 170673 | 2012/13 | DIR | AKINDIPE OLUSEGUN FRANCIS | 53 | 5.8 | PASSED |
| 7 | 170674 | 2012/13 | DIR | AKINLADE AMINAT ABIOLA | 49 | 3.6 | PASSED |
| 8 | 171765 | 2012/13 | DIR | ASHIRU OLADAYO ABDULATEEF | 39 | 2.1 | PASSED |
| 9 | 170680 | 2012/13 | DIR | BABATUNDE RUTH OLUWAGBOGO | 53 | 4.8 | PASSED |
| 10 | 170681 | 2012/13 | DIR | BOBADE MODUPEOLA IDOWU | 49 | 4.0 | PASSED |
| 11 | 170683 | 2012/13 | DIR | DA-ALCANTRA OBAFEMI BABATUNDE | 31 | 1.1 | PASSED |
| 12 | 170686 | 2012/13 | DIR | DURODOLA AFEEZ OLADAPO | 45 | 2.3 | PASSED |
| 13 | 170687 | 2012/13 | DIR | EZIUKU CHINYERE CHIOMA | 53 | 3.7 | PASSED |
| 14 | 170689 | 2012/13 | DIR | GANIYU BABALOLA NAHEEM | 49 | 3.8 | PASSED |
| 15 | 170690 | 2012/13 | DIR | GBENRO ABIMBOLA MERCY | 53 | 4.8 | PASSED |
| 16 | 170692 | 2012/13 | DIR | ILESANMI OLAOLUWA TIMILEHIN | 53 | 4.2 | PASSED |
| 17 | 170693 | 2012/13 | DIR | KOLUDE TEMITOPE FUNMILAYO | 45 | 3.3 | PASSED |
| 18 | 170694 | 2012/13 | DIR | LAWANI TOMILAYO IKPONMWOSA | 53 | 5.1 | PASSED |
| 19 | 170696 | 2012/13 | DIR | NWANEKEZI NKECHI THELMA | 43 | 2.7 | PASSED |
| 20 | 170697 | 2012/13 | DIR | ODEWOLE SAHEED ADESINA | 53 | 5.0 | PASSED |
| 21 | 170698 | 2012/13 | DIR | ODU PAUL OYINDAMOLA | 49 | 3.3 | PASSED |
| 22 | 137897 | 2012/13 | DIR | OGUNNOWO SHERIFAT OPE | 42 | 2.0 | PASSED |
| 23 | 170701 | 2012/13 | DIR | OLAOLUWA TOLUWALOPE EMMANUEL | 45 | 3.1 | PASSED |
| 24 | 170703 | 2012/13 | DIR | OLUFEMI TITILAYO SAMUEL | 53 | 5.2 | PASSED |
| 25 | 170704 | 2012/13 | DIR | OLUWA MOSHOOD ABIDUN | 53 | 5.3 | PASSED |
| 26 | 170705 | 2012/13 | DIR | OSENI ODUNOLA SUSANNA | 53 | 4.6 | PASSED |
| 27 | 170709 | 2012/13 | DIR | RAMONI SEMIU ABIODUN | 42 | 2.4 | PASSED |
| 28 | 170711 | 2012/13 | DIR | SALAWU ABIODUN OLAGOKE | 45 | 4.4 | PASSED |
| 29 | 171767 | 2012/13 | DIR | SHITTU IDRIS ADEDEJI | 46 | 3.6 | PASSED |
| 30 | 170713 | 2012/13 | DIR | TAIWO DAMILOLA ADELEKE | 49 | 2.8 | PASSED |
| 31 | 164098 | 2011/12 | UME | ABIOYE KAZEEM BABATUNDE | 95 | 4.0 | PASSED |
| 32 | 164100 | 2011/12 | UME | ABOLADE KASOPE ISAAC | 91 | 3.0 | PASSED |
| 33 | 164116 | 2011/12 | UME | ADEKOGE ZAINAB OLAITAN | 98 | 5.6 | PASSED |
| 34 | 164126 | 2011/12 | UME | ADELEYE ADENIYI JOSEPH | 86 | 2.7 | PASSED |
| 35 | 164127 | 2011/12 | UME | ADELORE OREOLUWA SAMUEL | 52 | 1.2 | PASSED |
| 36 | 164129 | 2011/12 | UME | ADENIRAN ADEKUNLE IFEOLUWA | 48 | 1.2 | PASSED |
| 37 | 164137 | 2011/12 | UME | ADESOLA OLUWAGBEMISOLA OLAITAN | 95 | 3.2 | PASSED |
| 38 | 164138 | 2011/12 | UME | ADETU ADURASEGUN SAMUEL | 73 | 2.9 | PASSED |
| 39 | 164144 | 2011/12 | UME | ADEWOLE IFEOLUWA EMMAMUEL | 68 | 2.0 | PASSED |
| 40 | 164147 | 2011/12 | UME | ADEYELA ADEDAMOLA TAMUNOTEKENA | 59 | 2.2 | PASSED |
| 41 | 164153 | 2011/12 | UME | AFOLABI IFEOLUWA PRECIOUS | 98 | 4.4 | PASSED |
| 42 | 164158 | 2011/12 | UME | AGOSU AYOKUSIBE SAMSON | 76 | 2.3 | PASSED |
| 43 | 164161 | 2011/12 | UME | AJAO BOLUWATIFE BELIEF | 49 | 5.1 | PASSED |
| 44 | 164162 | 2011/12 | UME | AJAYI OLUWASEGUN EMMANUEL | 98 | 5.6 | PASSED |
| 45 | 164165 | 2011/12 | UME | AJIBADE KHABIRAT TOLULOPE | 98 | 5.1 | PASSED |
| 46 | 164166 | 2011/12 | UME | AJIBOLA IFEDAYO OLABODE | 94 | 4.6 | PASSED |
| 47 | 164168 | 2011/12 | UME | AJIBOLA TEMITOPE EZEKIEL | 98 | 4.2 | PASSED |
| 48 | 164172 | 2011/12 | UME | AKANJI MOHAMMED AWWAL | 81 | 2.4 | PASSED |
| 49 | 164183 | 2011/12 | UME | AKINTUNDE TOMILOLA DAISY | 86 | 3.1 | PASSED |
| 50 | 164184 | 2011/12 | UME | AKINWANDE OLUWASEUN JOHN | 74 | 2.3 | PASSED |

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

# Chapter Four

## Sorting, Grouping, Smart Art and Screen Shot

### 4.1 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. (Scot, Stone, & Ben, 2019)

### 4.2 Sorting

Click Insert and then choose the elements you want from the different galleries.

For example, you can add a matching cover page, header, and sidebar.

Save time in Word with new buttons that show up where you need them.

Themes and styles also help keep your document coordinated.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

Video provides a powerful way to help you prove your point.

When you apply styles, your headings change to match the new theme.

When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme.

When you click Online Video, you can paste in the embed code for the video you want to add.

You can also type a keyword to search online for the video that best fits your document.

### 4.3 Grouping Objects (Flow Chart)

Start

Welcome to my Flow Chart

Are you in?

Enter your Name

Stop

Yes

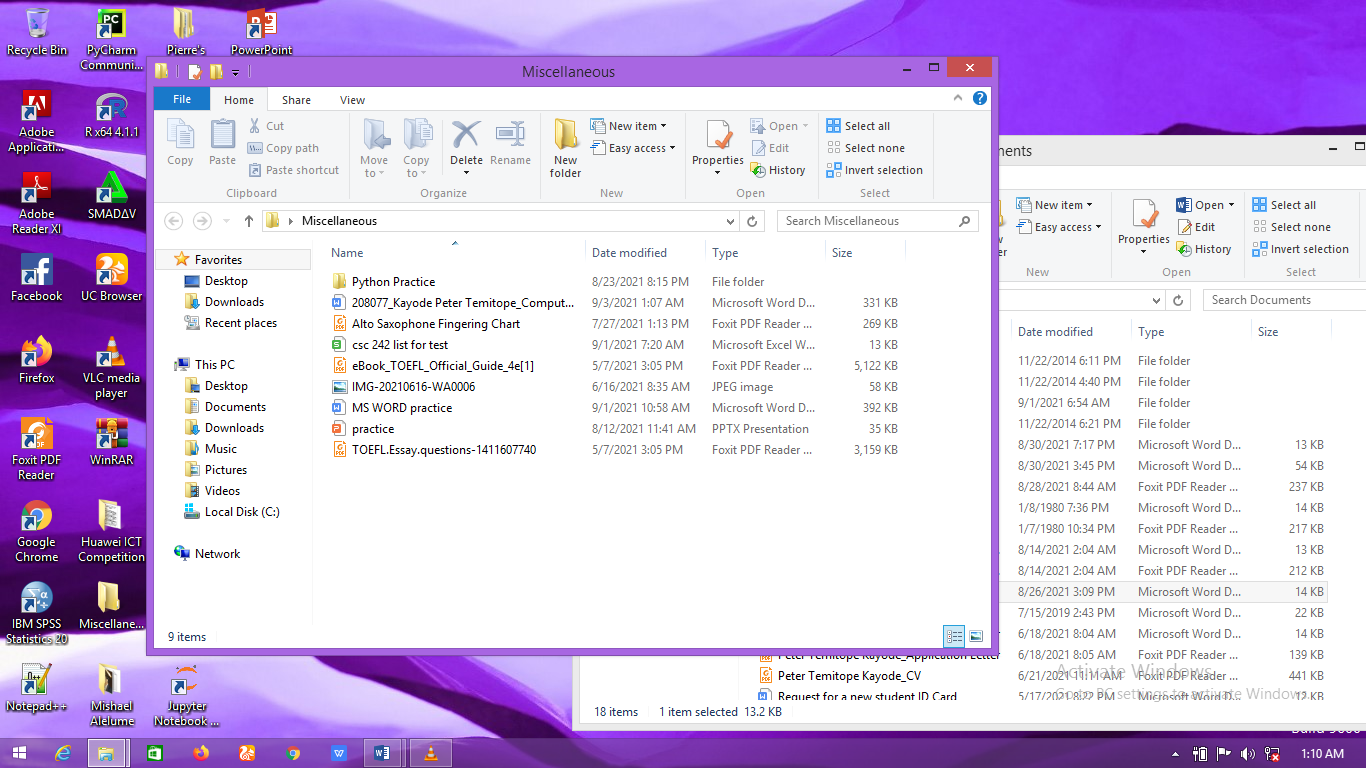
No

#### Figure 4.1 Flow Chart

### 4.4 Smart Art

#### Figure 4.2 Organogram of a Secondary School

### 4.5 Screen Shot



#### Figure 4.3 Screenshot

# Chapter Five

## Equations, Comments, Drop Cap and Watermark

### 5.1 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

### 5.2 Equations

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

### 5.3 Comments

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. (Brunor, 2015)

### 5.4 Drop Cap

V

ideo provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

CONFIDENTIAL

### 5.5 Watermark

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. (Kayode, 2021)

### 5.6 Page Borders

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. (Kayode, 2021)

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated.

# Chapter Six

## Column Breaks, Page Orientation, Line Number and Indentation

### 6.1 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

### 6.2 Column Beak (Two)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

### 6.3 Column Break (Three)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

### 6.4 Page Orientation

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your .**Landscape Page**. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

### 6.5 Line Number

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

### 6.6 Indentation (1)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

### 6.7 Indentation (2)

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

## References

Brunor, J. (2015). *Fundamentals of Succes* (Vol. Volume 14). New York, United States: New York Publisher. Retrieved from www.brunorthenewsman.com

Kayode, P. (2021). *Implementation of some Features of MS Word* (Vol. Volume 4). Ibadan: Vantage Publisher. Retrieved from www.peterbooks.com

Scofield, M. (2021, February 12). *Health Mattaz*. Retrieved from Public Health Website: www.gotoschool.com

Scot, B., Stone, K., & Ben, W. (2019, June 22). The Actuall Magnitude of Malaria. *Journals of Public Health, Volume 5*(4), 7-15. Retrieved July 22, 2019, from www.scotbrian.com

University of Stracchlyde. (2021). *Artificial Intelligence* (Vol. Volume 8). Glassglow: Kingdom Press. Retrieved March 4, 2021, from www.glaslowpress.com