

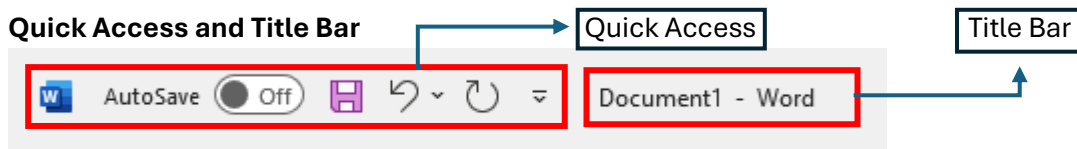
LAB#01

Familiarization with Microsoft Office and its Applications

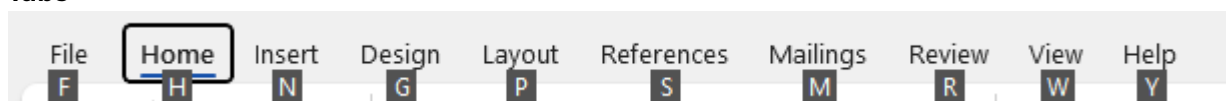
OBJECTIVE: To get familiarize with Microsoft Office and its applications.

LAB TASKS 01 and 02:

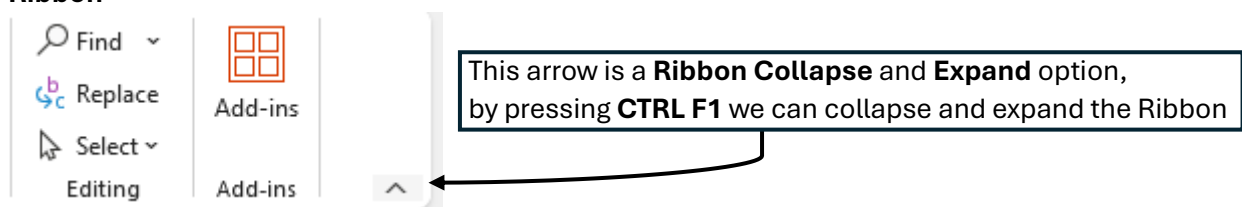
- **Quick Access and Title Bar**



- **Tabs**



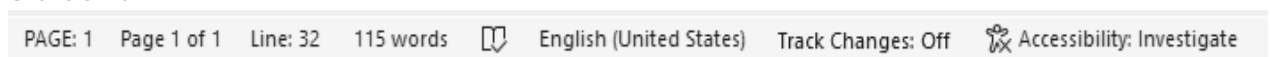
- **Ribbon**



- **Scroll Bar**

This is the **scroll bar** in Microsoft Word, located on the right side. It includes a **scroll box** for quick navigation and **navigation arrows** for precise scrolling, making document browsing easier.

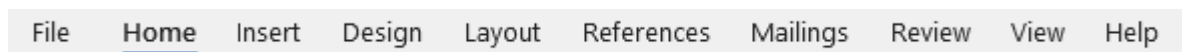
- **Status Bar**



Above is the status bar in Microsoft Word, located at the bottom. It shows document details like page number, word count, and language and includes shortcuts for view and zoom adjustments.

Question: How many Tabs and Groups in your Word Document?.

Answer:



Microsoft Word has **10 tabs**, and each tab contains **3 to 6 groups** of related commands. The exact number of groups may vary based on the version and customization.

Question: Write down all short cut keys for all tabs commands like New, Save , Save As, Font Bold, Increase Font Size.

Answer: Microsoft Word shortcut keys: **New** (Ctrl + N), **Open** (Ctrl + O), **Save** (Ctrl + S), **Save As** (F12), **Print** (Ctrl + P), **Undo** (Ctrl + Z), **Redo** (Ctrl + Y), **Copy** (Ctrl + C), **Cut** (Ctrl + X), **Paste** (Ctrl + V), **Bold** (Ctrl + B), **Italic** (Ctrl + I), **Underline** (Ctrl + U), **Increase Font Size** (Ctrl + Shift + >), **Decrease Font Size** (Ctrl + Shift + <), **Select All** (Ctrl + A), **Find** (Ctrl + F), **Replace** (Ctrl + H)

Question: Generate some random text using the =rand() command:

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.