

Lab 01

Introduction to MS Word

Objective:

This lab will provide a hands-on experience of MS Word. Word is used for documentation. MS word is helpful in creation of official documents, letters, and other similar materials.

Activity Outcomes:

The lab will teach students to prepare different text documents.

The students will be able to:

- Create a formal text document with different formatting
- Use different merging tools
- Inserting tables and images in text documents.

Instructor Note:

As a lab activity, read <MicroSoft =official site for guidelines,

1) Useful concepts:

Microsoft Word is very helpful tool to create a wide variety of professional documents quickly and easily. This combination of ease of use and robust features makes it the go-to word processor in both homes and offices today. It's now also available for the Mac operating system as well as a web-based version through an Office 365 subscription.

You can also find templates to help you create the following:

- letter
- report or paper
- proposal
- newsletter
- brochure
- catalog
- poster
- flyer
- postcard
- sign
- banner
- resume
- business card
- invoice
- receipt
- product packaging
- mailing label

2) Solved Lab Activities

Sr.No	Allocated Time	Level of Complexity	CLO Mapping
1	15	Low	CLO-6
2	15	Low	CLO-6
3	15	Low	CLO-6
4	15	Low	CLO-6

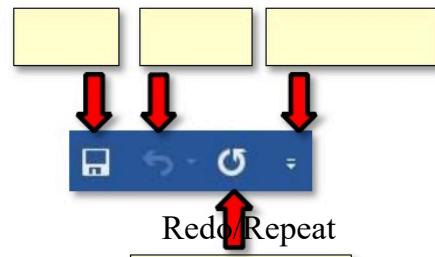
Activity 1:

Exploring MS Word document

Solution:

Title Bar

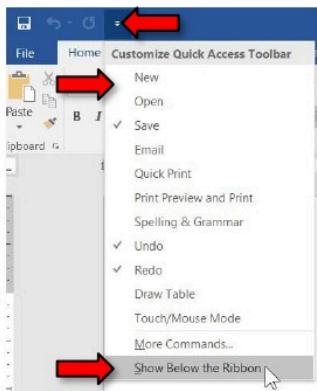
1. Note the title bar section which has window controls at the right end, as in other Windows programs.
2. Note that a blank document opens with a default file name of Document 1.



Quick Access Toolbar

The Quick Access Toolbar is located all the way to the left on the title bar. It contains frequently used commands and can be customized using the drop-down menu.

1. Point to each small icon to view its ScreenTip.
2. Be aware that the Undo button is not located anywhere else in the application except for the Quick Access Toolbar.
3. Click the Customize Quick Access Toolbar button, click New on the menu, and see the command get added to the Quick Access Toolbar.
4. Click the Customize Quick Access Toolbar button again, and click Show Below the Ribbon. Click Show Above the Ribbon to move the Quick Access Toolbar back again.



Ribbon

The ribbon contains all of the tools that you use to interact with your Microsoft Word file. It is located towards the top of the window underneath the title bar. All of the programs in the Microsoft Office suite have one.

The ribbon has a number of tabs, each of which contains buttons, which are organized into groups. Depending on the object you have selected in the document, several contextual tabs may appear, which provide additional formatting options for the selected object.

Try clicking on other tabs to view their buttons (do not click the File tab yet), and then return to Home tab.



Active Tab

By default, Word will open with the Home tab active on the ribbon. Note how the Active tab has a white background and blue letters, and the Inactive tabs have the opposite.



Contextual Tab

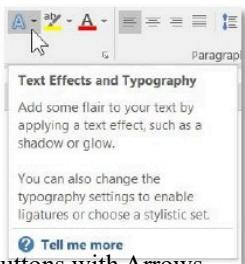
Contextual tabs are displayed when certain objects, such as an images and text boxes, are selected. They contain additional options for modifying the object. Contextual tabs stand out because they are darker in color and are located to the right of all the other tabs. As soon as we start being productive in the program, we will see contextual tabs appear.



Groups and Buttons

On each Tab, the Buttons (a.k.a. commands or tools) are organized into Groups. The groups have names, but the names are not clickable.

Hover over some of the buttons on the Home tab to observe the ScreenTips. The ScreenTip displays the name of the button, along with a short description of what the button does.



Buttons with Arrows

Note that some buttons have images on them and some have images and an arrow. The arrow indicates that more information is needed to carry out the function of the button. Some arrowed buttons have two parts: the button proper and the list arrow.

- A one-part arrowed button, called a menu button, will darken completely when you point to it:

1. In the Font group, point to the Text Effects and Typography button.

2. Note there is no difference in shading between the left and right of the button when you point to each section.



- On a two-part arrowed button, called a split button, only one section at a time will darken when you point to it.

1. In the Paragraph group, point to the left part of the Shading button. This is the <button proper= section of the button. Note how it is darkened separately from the arrow portion of the button.

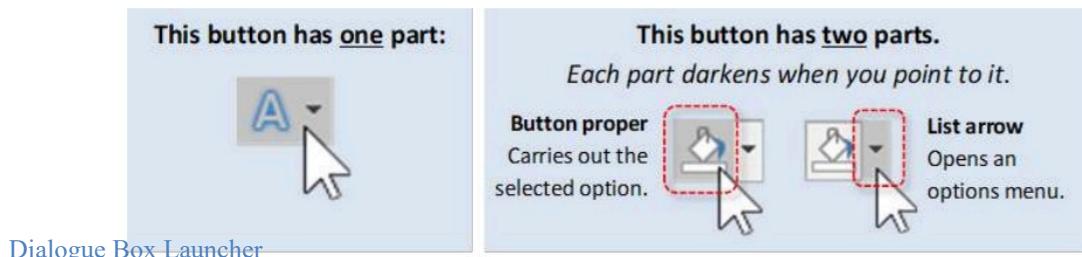


2. Point to the right portion, the section with the arrow. This is the <list arrow= section of the button. Note how it is darkened separately from the left portion.



3. The button proper is the section of a two-part button that will carry out the default option or the last used option.

4. The list arrow section will open an options menu.



Dialogue Box Launcher

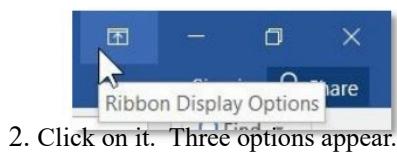
On some groups there is a launcher icon which will open a dialogue box or a side panel with related but less common commands.

Click any Dialogue Box Launcher icon, and then close the dialogue box or side panel.

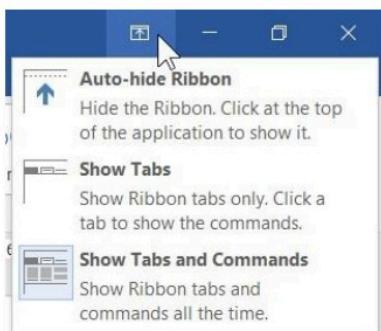
Ribbon Display Options button

This button provides options that will hide the Ribbon from view. The main benefit to this is that it allows your document to take up more of the screen.

1. Locate the Ribbon Display Options button (to the left of the window control buttons).



2. Click on it. Three options appear.



3. Click Auto-hide Ribbon. This option essentially makes Word go into <full screen= mode. It hides not only the ribbon, but also the Quick Access Toolbar, title bar, and Window Controls.

4. To get the ribbon to show after Auto-hiding it:

a. Point to the top-center of the screen and click. (Clicking the three dots does the same thing.)

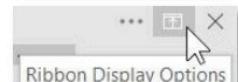
The full ribbon can be seen and used. However, as soon as the body of the document is clicked it will hide again.



b. Click in the middle of the document. Notice how the ribbon hides again.

5. To get a partial display of the ribbon to stay in view:

a. Click the <mini= Ribbon Display Options button on the top right.



b. Click Show Tabs. Note this option has brought back our Quick Access Toolbar, title bar, Window Controls, and part of the ribbon; only the Tabs are visible. The buttons are not.

c. Click the Home tab. Notice how the buttons come into view.

d. Click in the middle of the document. Notice how the buttons disappear again.

Note: A shortcut for changing to the <Show Tabs= view is to double-click the Active Tab. If the buttons in the ribbon suddenly disappear, then you may have done this by accident.

6. To get the entire ribbon to stay in view:

a. Click Ribbon Display Options

b. Click Show Tabs and Commands. This option keeps entire ribbon visible at all times. It is the default option. We will keep this option selected for the remainder of class.

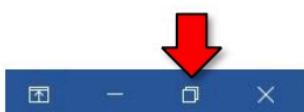
Dynamic Resizing

If you use Word on other computers, be aware that the button placement on the ribbon might look slightly different. For instance, a button might be a different size or be positioned in a slightly different place. The reason for this is that the ribbon auto-adjusts itself based on the size of the Word window.

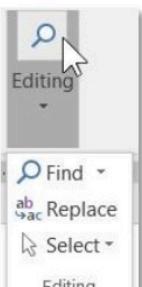
1. On the Home tab notice what the buttons in the Editing group currently look like.



2. Click Restore Down to shrink the size of the Word window.



3. Notice how the group looks different now. The entire group was collapsed into a single button. Click on the button to reveal the contents of the group.



4. Click Maximize to bring the window back to full screen.

File Tab

The File tab provides a Backstage view of your document. The Backstage view exposes information and metadata about the currently active document, lists recently opened documents, and provides a variety of user options, such as opening, saving, and printing. Instead of just a menu, it is a full-page view, which makes it easier to work with.

1. Click on the File tab.



2. Notice that the ribbon and the document are no longer in view. Note the commands, listed on the left side of the screen, are ones you would use to perform actions TO a document rather than IN a document.

3. Other things you can do in the Backstage view:

- a. Click the Info tab. The Info section of the Backstage view offers an easy to use interface for inspecting documents for hidden properties or personal information.
 - b. Click the New tab. In this section you can create a new Blank document, or choose from a large selection of Templates.
 - c. Click the Open tab. The Open section is used to open existing files on your computer.
 - i. It immediately presents you with a list of documents that you have recently opened, so you can quickly find and open them again. (This is disabled in the computer lab.)
 - ii. Clicking Browse opens a File Explorer dialogue, which allows you to find the file on your computer. We will be using this option in class.
 - d. Click the Save As tab. This section allows you to save your file.
4. To return to the document from the Backstage view, click the large, left pointing arrow in the top-left corner of the screen.



Workspace

Underneath the ribbon is the workspace.

1. Note the rulers and margin settings.
2. Note the scroll bar on the right side of the screen.
 - a. If the scroll bar is not visible, move the mouse and it will come into view.
3. Note the blinking cursor/insertion point, which is where new input will display when entered.
 - a. If the insertion point is not blinking, move the mouse and it will start blinking.
4. Point somewhere on the blank page and note the mouse cursor with the I-beam shape, appropriate for a text environment.

Status Bar

The Status bar is located below the document window area.



Current Information

The left end displays a variety of information about the document, such as the page number, how many total words are in the document, and whether there are any spelling errors.

Views

At the right end are shortcuts to the different views that are available. Each view displays the document in a different way, allowing you to carry out various tasks more efficiently.



Displays the document full-screen, making it easier to read. You cannot edit the document in this view.



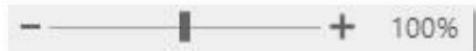
Shows what the document looks like when it's printed. This is overall the best view for editing documents. It is selected by default.



Shows what the document would look like if it were saved as a webpage.

Zoom Slider

Also at the right end of the Status bar is the Zoom Slider. This allows you to adjust how large the document is displayed on the screen. It does not adjust the actual size of the document just how big or small it is displayed on the screen (like moving a newspaper away from or closer to your eyes).



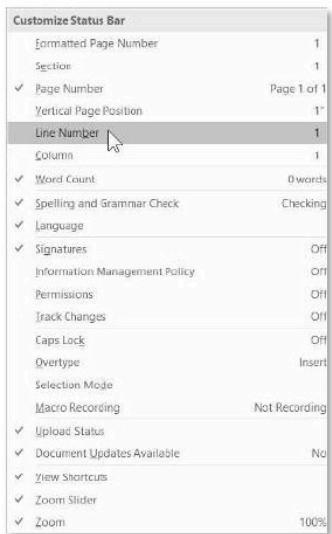
Customization

The Status bar can be customized.

1. Right-click on the Status bar to bring up the customize menu. Options that are enabled have a checkmark next to them.
2. Click on <Line Number= to enable this option.

3. Notice how the menu didn't disappear. Click in a clear space to dismiss the menu.

4. Notice how <Line: 1= appears in the Status bar.



Creating a document

1. When Word opens, it will display a blank document ready for you to type in. The words that you type and the formatting that you use become your document.
2. Type <My first document=.
3. Each document you create is temporary unless you save it as a file with a unique name and location.

Preparing a Save to Location – a USB Device

Note: Home students can skip this section.

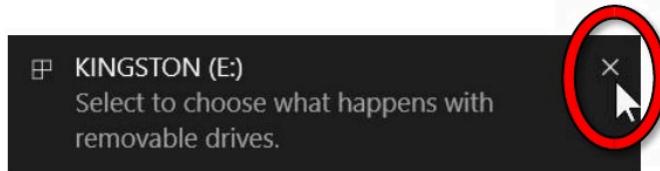
When we save a Word document, all the data in that document is collected and saved as a file. Normally files are saved on a computer's hard drive, but due to security restrictions on computer lab machines, files must be saved on removable storage devices.



2. Fit the connector into the port and push it in gently.
3. At this point, you may get a notice that the computer is installing a device driver 3 wait until the



4. A notification may appear in the bottom-right corner of the screen, asking what you want to do with the flash drive. Close it by pointing to it and clicking its Close button.



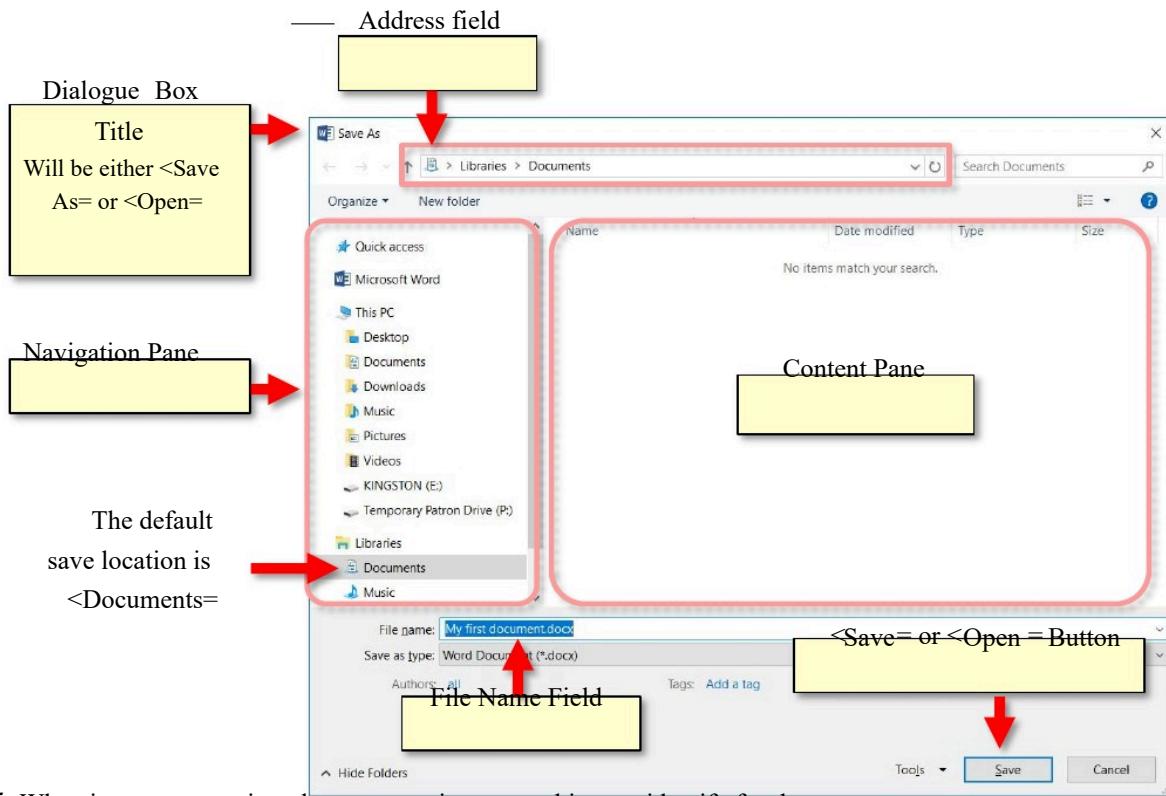
You are now ready to begin saving your file.

Saving the File

1. Click the File tab.
2. Click Save As. We use <Save As= instead of <Save= the first time we save a file because we need to tell the computer where to put the file (the file doesn't have a <home= yet).

<Save= assumes you've saved it before.
3. Click Browse.

4. Notice that a smaller window appears in front of our work. This small window is called a dialogue box. Because the computer needs to know more than just <OK, save,= the dialogue box is where we tell it how we want to save our work.

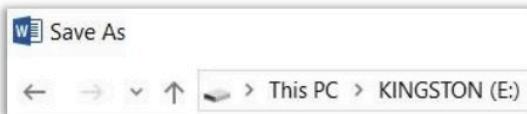


5. When it comes to saving, there are two important things to identify for the computer:

1. The location where the file is going to be saved to.
 2. What name you want to give the file.
6. The location where it will be saved is displayed for us in the Address field. In this case, note that the Documents directory is the default save location, but we want to save our file to the flash drive.
7. Notice other available folders and devices can be seen in the left pane, called the Navigation pane. If we wanted to save to one of these alternate locations, we would have to click on it.
8. Find the location labeled KINGSTON (E:) and click it. Kingston is the name of the company that created our flash drive.

Note: If you are taking this class from home and do not have a flash drive, use <Documents= as the location to save your files.

9. Your address field should now read This PC > KINGSTON (E:).

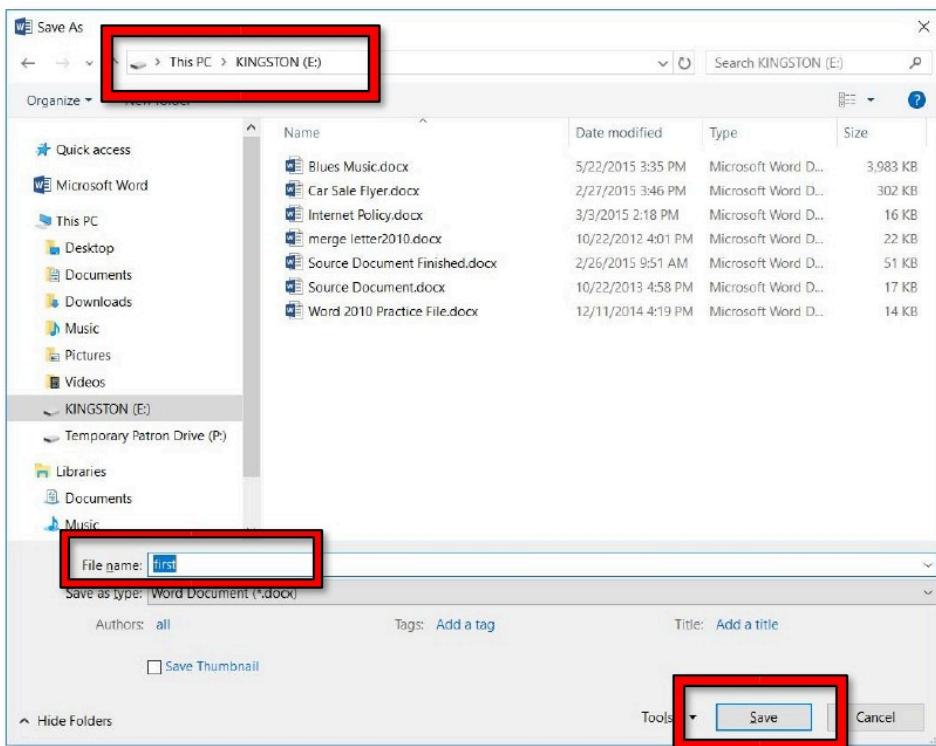


10. Now we need to name our file. Notice that the file name field is towards the bottom of the dialogue box. By default, Word names the file after the first few words that were typed into the document.

11. Click into this box and the words will be highlighted. Then type the word first to name your file

8first9.

12. Once we have given the computer a file name and a save location, we are ready to save. At this point, your Save As dialogue box should look like the image below. To save, you will click Save.



13. Your Word window will still be open but notice the title bar will now show the file name first.docx.



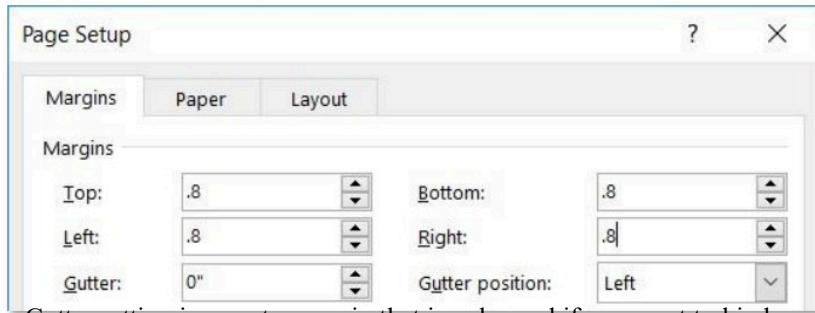
Activity 2:

Controlling the Appearance of your Document

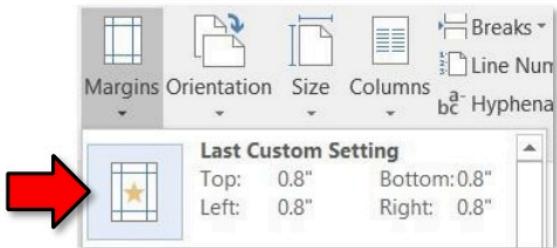
Solution:

Changing Page Margins

1. Click the Layout tab to access tools to change the appearance of your document.
2. In the Page Setup group, click Margins. A list will appear that will have your current settings highlighted. Click Wide to see how it will affect your document.
3. Click Margins again and click Custom Margins at the bottom of the list.
 - a. When the Page Setup dialogue box opens, on the Margins tab, in the Margins section click the arrows to change the top, left, bottom and right margins to 0.8=.



- b. The Gutter setting is an extra margin that is only used if you want to bind your printed pages together in some way (such as with a three-hole-punch). Leave this at 0=. c. Click OK.
4. In the Page Setup group, click Margins again and notice how the margin list has now populated with your customization.



Page Breaks

1. Place your insertion point at the end of the blue paragraph.
2. On the Insert tab, find the Pages group and click Page Break.
3. Notice how the lines below are now on the next page.
4. Notice how Word has inserted some blank space at the top of the next page.
5. Tap the key to remove this extra space.



Good stopping point for Session 1.

Close <Internet Policy.docx= and save the changes.

Describe how the Exercise is organized: The parts in parentheses are hints concerning how to complete each step.

Headers and Footers

A header is text that appears at the top of every page in your document. Similarly, a footer is text that appears at the bottom of every page.

1. First, let's insert a header.

- a. Open Internet Policy.docx.
- b. Tap **Ctrl + Home** to get to the top of the document.
- c. Click the **Insert tab**. In the Header & Footer group, click **Header** to open a list of different header options.
- d. Scroll down the menu to view all the options and click **Blank**.
- e. Notice that a new contextual ribbon has opened called **Header & Footer Tools**. It has one tab - **Design**.
- f. Notice how Word is calling out the header section with a dotted-line.
- g. Notice the words <Type here= enclosed in brackets on the left. This is a placeholder for an area of the header into which we can enter content. It is colored gray, which means it is already selected and ready for us to populate it with content.
- h. Type <Internet Policy=.

2. Close header. This can be done in two ways:

- a. On the Header & Footer Tools contextual ribbon, on the Design tab, click **Close Header and Footer**.

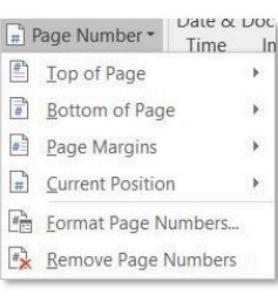


- b. By double-clicking anywhere within the body of the document. (We'll try this in a minute)

3. Scroll down and notice that <Internet Policy= appears at the top of every page.

4. Also notice that the font color of the text in the header is light gray. This is not the actual font color. Microsoft Word makes the header text display in light grey to show that the header is not currently active.
5. Double-click on the header to make it active. Notice how the font color has changed to its real color (black) and the document body text is now dimmed. Again, this is to show that the header/footer is active, and the document body is not active.
6. Next, let's insert a footer.

- a. Note that, when the header is active, the footer is active as well. Scroll down to the bottom of the current page and notice that there is a Footer section called-out with a dotted-line.
- b. On the Header & Footer Tools contextual ribbon, on the Design tab, locate the Header & Footer group. Click Footer to open a list of different footer options.
- c. Again, scroll down the list to view all the options and then click Blank (Three Columns).
- d. What we're going to do is, put our name in the left placeholder, the current date in the center placeholder, and the page number in the right placeholder. There are tools on the Header & Footer Tools contextual ribbon to facilitate this.
- e. Click on the left placeholder to select it and type your name. Do not tap Enter .
- f. Let's make our name bold. How would we do this? Because there is no Bold button visible, we have to switch to another ribbon. Click the Home tab, locate the Font group and click Bold. (no need to highlight the name)
- g. Note how our Header & Footer Tools contextual ribbon is no longer active since we switched to the Home tab. To bring the Header & Footer Tools contextual ribbon back, click on its Design tab.
- h. Click on the middle placeholder in the footer to select it. On the Header & Footer Tools ribbon, locate the Insert group and click Date & Time. When the dialogue box opens, click any date format you wish under the Available Formats in the left pane.
- i. Note the empty checkbox that says <Update automatically=. This would need to be checked if you want the inserted date to change to the current date every time you open this document.
 - ii. Click OK.
- i. Click on the right placeholder. On the Header & Footer Tools ribbon, locate the Header & Footer group and click Page Number. A list of options will be shown about where you want to insert the page numbers (see table below).

	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Top of Page</td> <td style="width: 70%; padding: 5px;">Puts the page number in the header. Warning: This will replace your entire header with a new header!</td> </tr> <tr> <td style="padding: 5px;">Bottom of Page</td> <td style="padding: 5px;">Warning: This will replace your entire footer with a new footer!</td> </tr> <tr> <td style="padding: 5px;">Page Margins</td> <td style="padding: 5px;">Puts the page number in the left or right margins.</td> </tr> <tr> <td style="padding: 5px;">Current Position</td> <td style="padding: 5px;">Puts the page number in the footer. Puts the page number wherever your insertion point is.</td> </tr> </table>	Top of Page	Puts the page number in the header. Warning: This will replace your entire header with a new header!	Bottom of Page	Warning: This will replace your entire footer with a new footer!	Page Margins	Puts the page number in the left or right margins.	Current Position	Puts the page number in the footer. Puts the page number wherever your insertion point is.
Top of Page	Puts the page number in the header. Warning: This will replace your entire header with a new header!								
Bottom of Page	Warning: This will replace your entire footer with a new footer!								
Page Margins	Puts the page number in the left or right margins.								
Current Position	Puts the page number in the footer. Puts the page number wherever your insertion point is.								
- j. Move your pointer to Current Position and a list of options will open. Scroll down the list to the <Page X of Y= section and click Bold Numbers.

Bold Numbers

Page 1 of 1

- k. Double-click in the body of the document to close the Header and Footer Tools.

Adding Visual Interest**1. Changing the Page Background:**

- On the Design tab, in the Page Background group, click Page Color to display a palette of colors.
- Mouse-over the colors and observe Live Preview changes to your document.
- Click a color that is fairly dark (fourth row of Theme Colors).



Tip: The document's text color automatically changes to white when a dark background color is selected.

2. Adding a Watermark:

- On the Design tab, in the Page Background group, click Watermark to see a list of semi-transparent messages that can be added to your document. Click on one of the messages and note its insertion into the document. These messages will be printed should you print the document.
- You can also customize the watermark text. Click Watermark again and click <Custom Watermark>. In the Printed Watermark dialogue box, find the Text field, click into it, delete the existing text, and type some different text. Click OK.

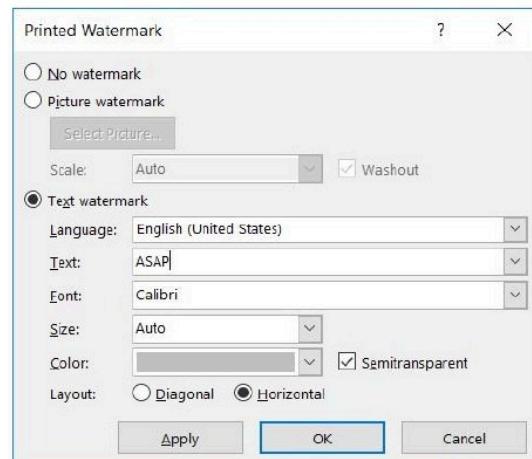


What's the difference between the

<Apply= and <OK= buttons?

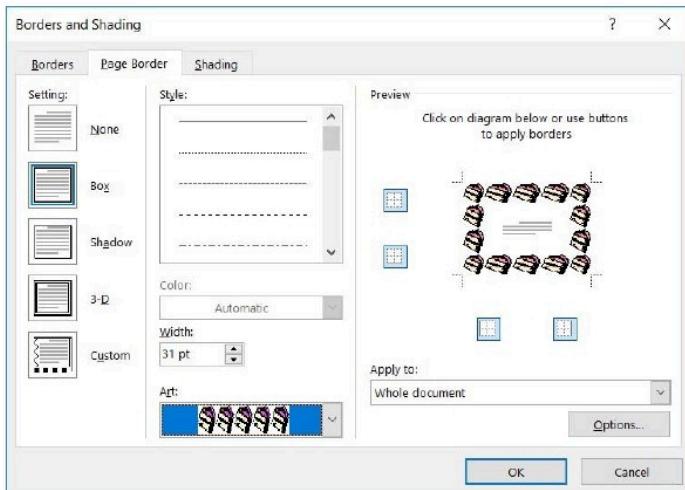
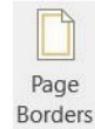
Apply will commit your changes

- and keep the dialogue box open.
- OK will commit your changes and close the dialogue box.

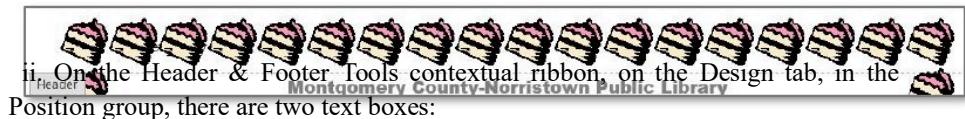


3. Adding a Page Border:

- a. To place a border around your document, on the Design tab, in the Page Background group, click Page Borders. A Borders and Shading Dialogue Box will open.
- b. In the Borders and Shading Dialogue Box, on the Page Border tab, there are options for customizing a border. As you click on different settings, styles, colors, etc. in the left and center panes, note a preview in the right pane.
- c. In the Borders and Shading Dialogue Box, on the Page Border tab, in the left pane, click on the Box setting.
- d. In the Borders and Shading Dialogue Box, on the Page Border tab, in the center pane, in the Art drop-down list box, click the drop-down arrow. Scroll down and click a border style that you like. Click OK to add the border.



- e. Note that, depending on how large the border is, it may cover up your header and/or footer. To fix this, you can adjust the distance between the edge of the page and the header/footer.
 - i. Double-click on the header to make it active.



ii. On the Header & Footer Tools contextual ribbon, on the Design tab, in the Position group, there are two text boxes:

1. The top one controls the distance between the header and the edge of the page.
2. The bottom one controls the distance between the footer and the edge of the page.

iii. Increase the values in both of these text boxes until you can see your header and footer. Note 3 you will need to click into the footer before you adjust the bottom control.



Activity 3:

Inserting Online Pictures, Shapes, Text Boxes, and Other Pictures:

Solution:

The insertion of specialized objects into a document can add visual interest. We will explore a few different types of objects in this section and also learn how to format the objects.

Online Pictures

The former name for this type of object was Clip Art. Clip art are small pictures and symbols made available for computer users to add to their documents. They can be used to enhance a narrative.

Inserting Online Pictures

1. Click in a clear area underneath the table to move your insertion point off of the table.



Teacher's note:

If the student's table is too far down the page, the cursor will get stuck above the table. If this happens, the student can double-click below the table to place their insertion point there.

2. On the Insert tab, in the Illustrations group, click Online Pictures.

3. A dialogue box opens that prompts us to enter a search term.



4. Note the words Bing Image Search. Microsoft Word will search the Internet for images using its search engine, Bing (it is a competitor to Google).

5. Type helmet in the search field and tap . Enter



6. Note the gray checkbox labeled <Creative Commons only=. Word has filtered the search results to only show images that are licensed under Creative Commons licenses.

- a. What is Creative Commons? It is a type of copyright license that is frequently used on the internet. In general, it is a liberal license that gives you permission to use the image for free.
- b. HOWEVER, Creative Commons allows content creators to add <gotchas= such as <cannot use for commercial purposes= or <must provide attribution to the original author=. MICROSOFT WORD DOES NOT SHOW YOU THESE. So, at the end of the day, it is up to you to verify that you are abiding by the author's SPECIFIC license terms and finding the specific license terms is not always an easy task.
- c. For this reason, if you are planning to use clip art for any professional purpose, we recommend using a clip art website that contains only public use images. One such website is pixabay.com. Public use images give you complete control over how you may use them. Later in the lesson we will learn how to insert a picture from pixabay.com into a Word document.
- d. Another alternative is to purchase clipart (also called <stock images=). This is how businesses typically obtain clip art.

7. Find a picture you like.

8. Point to the image.

9. Click on the three dots in the bottom-right corner of the image. A screen tip appears above the image containing additional information about the image, including its pixel dimensions and Internet URL.



10. Click in a clear space to dismiss the screen tip.

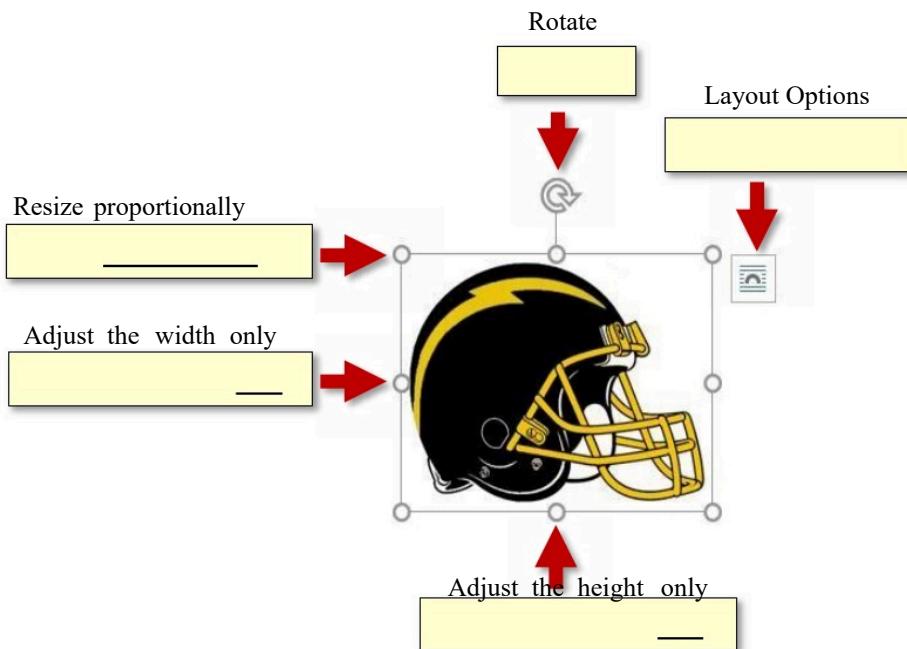
11. Now, we will insert the image into our document.

- a. Click on the picture to select it.
- b. Notice the checkmark that appears in the top-right corner of the picture.
- c. Notice how the Insert button indicates that one picture is selected.
- d. Click Insert (1).



Resizing Inserted Objects

Objects can be resized by using handles that appear around a selected object.



1. If you cannot already see a border and small circles around your picture, click on the picture to select it.
2. Point your mouse to one of the circles. These circles are called resizing handles. Notice the pointer shape changes to a white arrow with two ends. As we learned before, this is a resizing cursor.
3. Using one of the corner circles, click and drag towards the center of the picture and note it resizes the picture proportionately. This does not always work with other types of objects. Other objects require you to Shift hold down while resizing to retain the original proportions.

Warning: Increasing the size of an online picture can result in a distorted look when printed. To avoid this, try not to make an online picture any larger than it was when you originally inserted it into the document.
4. Click and drag from one of the side circles and note the change in shape of the picture. These circles do not resize the picture proportionally. Click Undo.
5. Click and drag the circular arrow icon above the picture note how the picture rotates. Click Undo to get it back to its original rotation.
6. Using the rulers on the top and left edges of document as a reference, resize the object proportionally to approximately $1 \frac{1}{2}$ = square.
7. Deselect the object by clicking in a blank area.

Applying Wrapping Styles

<Objects can be placed in your document in two ways: either inline or floating. Inline objects are those that reside on the same layer as your text and are positioned within the stream of text that surrounds the object. Floating objects are those that are placed on a layer over the text=. 3Allen Wyatt

This positioning of objects is called the text wrapping style. The wrapping style can affect how difficult it is to move an object on the page. If it seems difficult to move an object where you want to, then you may need to change the wrapping style:

1. Select the picture object and move your pointer around on it until you see a Move cursor shape.

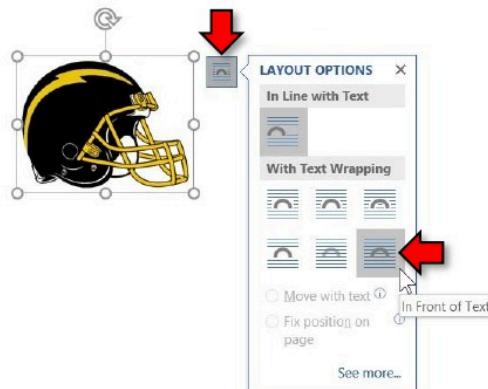


2. When you see this cursor, click and drag. You should notice that it is hard to move the object.

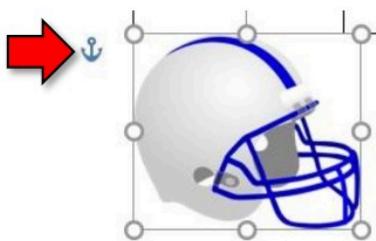
We need to change the wrapping style so it is easier to move. The default wrapping style for pictures is In Line with Text, which means that only text can move it around. This can be very restricting.

3. Click Layout Options to the right of the selected object.

- It presents you with a set of icons, each of which represent a wrapping style.
- You can get an idea of what each wrapping style does by looking at the icons. The blue, horizontal lines represent your document's text, and the gray arch represents the image.
- Point to the icons to see a ScreenTip containing their names. Click In Front of Text.



4. Notice the small <anchor= symbol that has appeared after we changed the wrapping style to a <floating= style. This is called an object anchor and it indicates where a floating object is located in relation to the text in your document. If we were to insert multiple lines of text somewhere in our document above the anchor, it would cause our object to get <bumped= down, even though it is floating.



5. Using the move cursor, move your object slightly to the left. You should see a green line appear. This green line helps you to align your object against the left margin of the document.

6. Move the object so it is on top of the last column in your table.

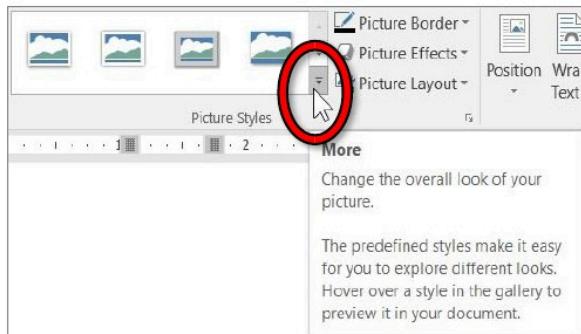
7. Notice how there are now two contextual ribbons: Table Tools and Picture Tools. This is because our picture object is selected and it is on top of the table.

- Picture Tools has one tab: Format
- Table Tools has two tabs: Design and Layout



Applying Formatting to Pictures

1. Click the picture to select it if it is not already selected.
2. On the Picture Tools contextual ribbon, click the Format tab and, in the Picture Styles group, move your pointer over the predefined Picture Styles thumbnails to see a Live Preview of their effects.
3. Click the More button to see more predefined styles. As you point to the different styles note the ScreenTips that appear which contain the name of the style. Click on the Metal Oval style.



4. In the Picture Styles group, click on Picture Border and click on any color that you like.
5. Deselect the picture.



Shapes

A shape is another type of object that can be inserted into a Word document.

Let's insert an arrow shape into our document.



1. On the Insert tab, in the Illustrations group, click Shapes. A menu of shapes will open. The shapes are organized by type of shape.
2. In the Line section, mouse over the line shapes until you see a ScreenTip that says Double Arrow . Click the shape.
3. Find your mouse cursor in the document and note that it is shaped like a crosshair .
4. We are going to draw an arrow from our helmet picture to the word <Monday= in our table.
 - a. Point to the helmet picture.

- b. Click and drag to the word Monday.
 - c. Let go of the mouse button.
5. Note the arrow is selected. You can tell by the resize handles at the ends.
6. With the arrow still selected, note the Drawing Tools contextual ribbon.
Format. Click the Format tab.
7. In the Shape Styles group, click Shape Outline. Point to Weight and, on the sub-menu, click 6 pt.
8. Click Shape Outline again. Mouse over the colors to see a live preview on your arrow. Click a color to select it.
9. Point your mouse at the body of the arrow until you see a Move cursor. Click and drag to move the arrow to another place.
10. Deselect your arrow.
11. Insert your cursor beneath the table.



It has one tab:

Tip: To change the default line styling that is used when you create a new line, right-click on the line whose style you want to make the default and click <Set as Default Line=.

Next, we will insert a star shape.

1. On the Insert tab, in the Illustrations group, click Shapes.
2. In the Stars and Banners section, mouse over the shapes until you see 5-point Star and click it.
3. Find your cursor in the document and note that it is shaped like a crosshair +.
4. Click next to the insertion point and drag diagonally down and to the right. Don't let go of the mouse until the star is about 3= square (use the document rulers as a guide). Let go of the mouse button when you finish dragging.
5. Remember that as long as you don't let go of the mouse button, you have full control over the size and shape of the drawing.



Tip: Using the corner resize handles on a shape will NOT resize the shape proportionally, like with clipart. To resize a shape proportionally, you must hold down Shift while resizing.

5. Find the move cursor ⚙ on the star object and move the star to the .Use right side of the document
the green line to align it to the right margin of the document.
6. On the Drawing Tools contextual ribbon, on the Format tab, in the Shape Styles group, click More to see a gallery shape styles that could be used. Mouse over these Quick Styles to see a live preview of the different styles. Scroll down the gallery and click a quick style in the last row.



Clicking between objects may make tabs inactive

1. Click on the helmet object again. Note that your star shape object has become deselected and the Drawing Tools contextual ribbon associated with it has disappeared.
2. Note that two contextual ribbons now appear; one associated with the online picture object (Picture Tools) and one with the table (Table Tools). However, none of the tabs on either contextual ribbon are active.



3. Click on the Design tab and note the background color of the tab is white. This is how you can tell it is active.

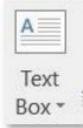


4. Click on the star object again. Note that while the Drawing Tools contextual ribbon may appear, its Format tab might not be active. If you don't see the tools you expected to see, you may have to click on the tab to activate the tool selection.

Text Boxes

A text box is a freestanding object that can contain words. Let's insert a text box.

1. Deselect the star object.
2. Click on the Insert tab. In the Text group, click Text Box. A menu of Built-in text box styles will appear. However, to have more control over format, placement and size, we will draw our own text box. Click Draw Text Box.
3. Click into your document where you want the text box to start and drag diagonally and to the right to where you want it to end.
4. The insertion point within the text box indicates that what you type will be inserted there. Type your name.
5. Resize the text box to just fit around your name.
6. To move your text box, make sure it is selected, then move your pointer to the edge of the box until a move cursor appears Then click and drag your text box to the center of the star shape.
7. Note that the text box has a black border and it is also filled with white color.
8. You can change formatting of the text box by using tools on the Drawing Tools contextual ribbon.
 - a. With the text box selected, on the Drawing Tools contextual ribbon, click the Format tab. In the Shape Styles group, click Shape Outline, and click No Outline.



- b. Next, In the Shape Styles group, click Shape Fill and click No Fill. Deselect the text box.

Other Pictures

In addition to inserting pictures via Online Pictures, you can also insert images of your own into a document. These images can be ones that you've made yourself (like photos taken with a camera) or ones that you've downloaded from the Internet. We have placed a couple of pictures on the flash drive for you to use in this section.



Inserting a Picture

1. Open a new blank Word document.
2. Click the Insert tab. In the Illustrations group, click Pictures.
3. In the Insert Picture dialogue box, navigate to the flash drive and click Orchid.jpg.



4. In the **Picture Tools** contextual ribbon, click Insert.

Color Effects and Artistic Effects

1. To prep for this section, let's move our picture to the right side of the page. See if you can remember how to do this. This is an important thing to know!
 - a. Change the Text wrapping style to <In front of text=.
 - b. Click and drag your picture to the right side of your document.
2. On the Picture Tools contextual ribbon, on the Format tab, find the Adjust group, and click on Color. Mouse over the coloring effects that could be applied to your picture.
3. Click on the title bar to dismiss the gallery.
4. In the Adjust group, click on Artistic Effects and mouse over the artistic effects that could be applied to your picture.
5. Click on the title bar to dismiss the gallery.

Remove Background Effect

1. To prep for this section, we are going add a dark background color to the document.
 - a. Click on the Design tab, and in the Page Background group, click on Page Color.
 - b. Click a dark color.

Note: By default, Word will not print a page's background color because of the amount of ink required.

2. On the Picture Tools contextual ribbon, click the Format tab and, in the Adjust group, click Remove Background. Your picture will look like the picture below. Also, a new contextual tab named Background Removal will open.



3. On the Background Removal tab, in the Refine group, click Mark Areas to Keep.
4. The pointer will change to the shape of a pencil when you point to the picture. Use the tip of the pencil to <click away= the bright pink sections.
5. In the Close group, click Keep changes.
6. Deselect your picture.

Crop Picture Effect

1. Open a new blank Word document.
2. Insert another picture from your flash drive. It is named red-roses-photo.jpg.



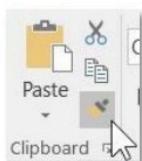
3. On the Picture Tools contextual ribbon, on the Format tab, find the Size group and click on the list arrow part of the Crop split button.
4. Point to Crop to Shape. In the Basic Shapes section of the Shapes menu, click Heart .



Format Painter

The Format Painter is used to copy the formatting of a piece of text or picture and apply it to something else. For instance, in the case of text, the formatting would be the font face, size, and color. We will use the Format Painter to apply the formatting of one object to another.

1. Deselect the red roses object which we just cropped to a heart shape (click the right margin).
2. Insert the Orchid.jpg picture from your flash drive again.
3. Resize each object proportionally (use the corner handles) until they appear side by side. (make them about 3= wide).
4. Select the red roses object.
5. Click the Home tab and in the Clipboard group, click Format Painter.



6. Move the mouse pointer around the screen. Notice how the mouse cursor has changed to an arrow with a paintbrush next to it.



7. Click on the orchid object that you just inserted. Notice how it now has the same cropped shape as the red roses object.



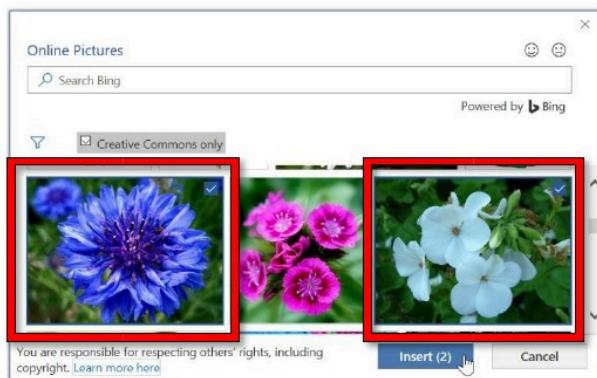
8. Deselect the orchid object and note your cursor shape has returned to an I-beam shape.

Double-clicking Format Painter makes it possible to apply a format to more than one object. Let's try it.

1. Insert your cursor to the right of the orchid object and tap .

2. Search for Online Pictures pictures using the search term flowers.

3. In the search results, locate two pictures of flowers that do not have white backgrounds. Since the search dialogue allows the insertion of multiple objects at one time, click each of the two pictures and then click Insert.



4. Resize each image so they are each about 3= in width.

5. Click one of the objects that is formatted with a heart shape.

6. Double-click Format Painter.

7. Click on one of the flower objects and notice it adopts the heart-shaped format.

8. Deselect the flower object and notice that the cursor does not change back to an I-beam.

9. Click on the second flower object and notice it adopts the heart-shaped format.

10. In order to <turn off= the Format Painter, single-click on its button in the Home ribbon.



Inserting a Picture from a Webpage

You can also insert images from a webpage into your document. However, be aware that many images on the internet are protected by copyright. When you find an image you like, you should read the website's fine print to determine if you can use the image or not. This is especially important if you are making a presentation for commercial purposes (for example, as part of your job).

1. Open a new, blank document.

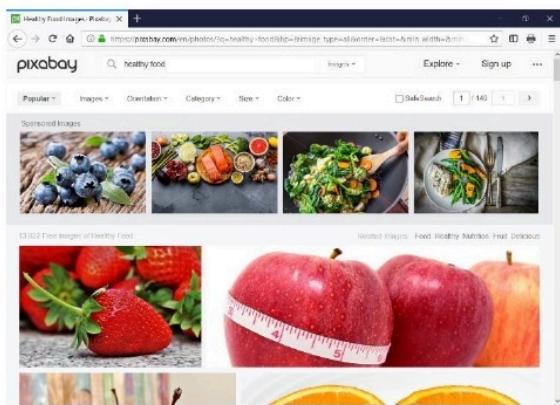
2. Using the Start Menu, open Firefox.

3. Click into the address bar at the top of the screen and type [www.pixabay.com](https://pixabay.com/search/healthy-food/). Pixabay is a website that contains images that you can download and use for free, without restriction.

4. Type <healthy food= into the search box and tap .



5. Click on an image you like (except for the ones in the first row those cost money).



6. On the next screen, notice the copyright notice on the right. It says <CC0 Creative Commons=. This means you can use the image however you want. You don't even have to give the original author credit.

7. Right-click in the middle of the image and select Copy Image.

Tip: If you're planning on printing the document, it's best to use a high-resolution version of the image. To do this, click the green <Free Download= button on the right. This will download an image file to your hard drive. Then, follow the instructions found in the <Inserting a Picture= section to insert the image file into the presentation.

8. Using the taskbar, switch back to Word.

9. In the Home tab, in the Clipboard group, click the Paste button proper.

10. Close Firefox.

Activity 4:

Using of Mail Merger:

Solution:

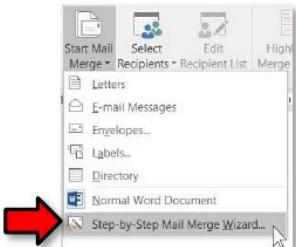
Mail merge is a feature of Word processing programs that enables you to generate form letters. Form letters are sent out en masse to people where much of the letter is the same for each recipient. What changes in the letter are the recipient's name, address, and maybe certain other items specific to each recipient.

To use a mail-merge system, you would first create a data file with a set of information, like a list of names and addresses. In a Word document, you would create a sample letter, substituting special symbols in place of names and addresses (or whatever other information will come from the first file). Through a series of small steps, you can create form letters that are personalized for each recipient.

The data file can be created with various programs such as Word, Excel, or Access. The beauty of the mail merge feature is that, while you can create your own data source in Word, if you already have a spreadsheet of data created in Excel or some other program, it makes sense to use that.

Steps to Create a Mail Merge Document

1. To save time, we have already created a data file in Excel and a sample letter in Word and placed them on your flash drive.
 - a. Insert your flash drive.
 - b. Use File Explorer to open Donations List.xlsx.
 - c. Use File Explorer to open merge letter.docx.
2. Before we start the mail merge process, let's look at the donations list that was created in Excel.
 - a. Notice that the list is on the worksheet named Sheet 1.
 - b. Notice that the first row of the worksheet contains headings.
 - c. Close Donations List.xlsx
3. In merge letter.docx, notice that the address of the establishment, the body of the letter and the closing are all in place. We will use mail merge to personalize each letter with an address block, a salutation, and a donation amount for each person in our list.
4. Click the Mailings tab.
5. Find the Start Mail Merge group. Click Start Mail Merge and then click Step-by-Step Mail Merge Wizard.



6. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.

7. Step 1 - Notice Select document type prompt. By default, the radio button for letters is checked, which is what we want. Click on Next: Starting Document at the bottom of the Mail Merge pane.

8. Step 2 - Notice the Select starting document prompt. Since we will be using this letter, do not change the default selection of use the current document. Click on Next: Select Recipients at the bottom of the Mail Merge pane.

9. Step 3 - Notice the Select recipients prompt

a. The default selection, Use an existing list is the one we need. To find the list, click on the Browse button.

b. A Select Data Source dialogue box will open. Navigate to your flash drive and open Donations List.xlsx

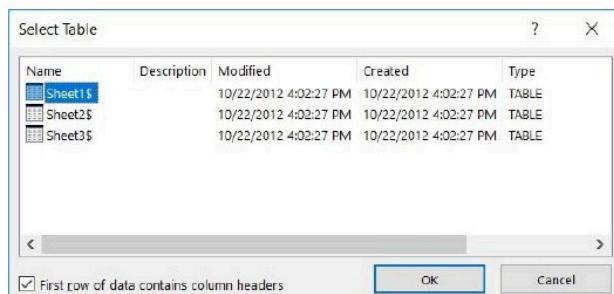
c. A Select Table dialogue box will open. We need to provide some information about our document.

i. Notice that by default, Sheet 1 is selected.

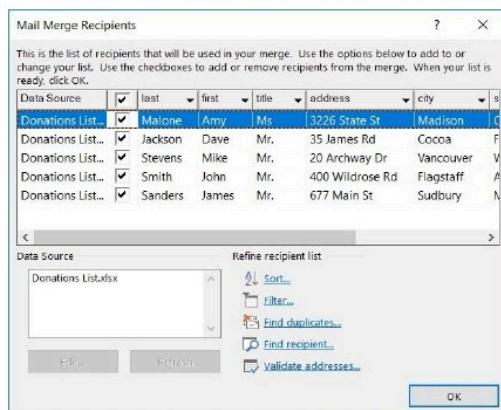
ii. Remember that when we examined our Excel file our data was on the Worksheet entitled Sheet 1.

iii. Also be sure that the check box before First row of data contains column headers is checked.

iv. Click OK.



d. A Mail Merge Recipients dialogue box will open which will allow you to review, delete or change your list. Since we are not making any changes, click OK.

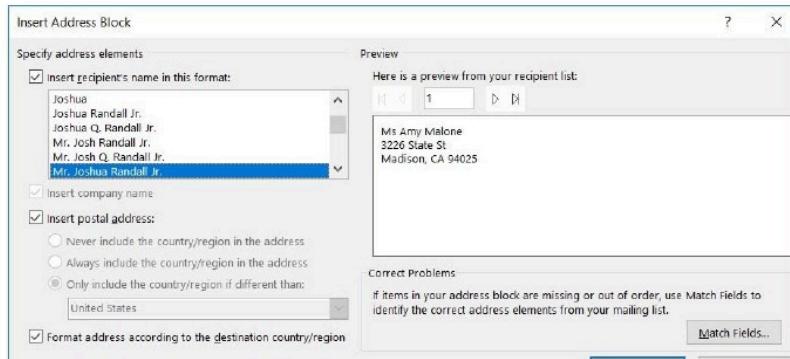


e. Click Next: Write your letter at the bottom of the Mail Merge pane.

10. Step 4 - Notice the Write your letter prompt. Since we are using an existing letter, we merely have to click into a location within the letter to insert different items.

a. Place your insertion point below the return address for the Animal Shelter, then click Address block in the Mail Merge pane.

b. An Insert Address Block Dialogue box will appear with a preview of how your address block will look in the letter. If you select a different format, your preview will change. Make no changes. Click OK.



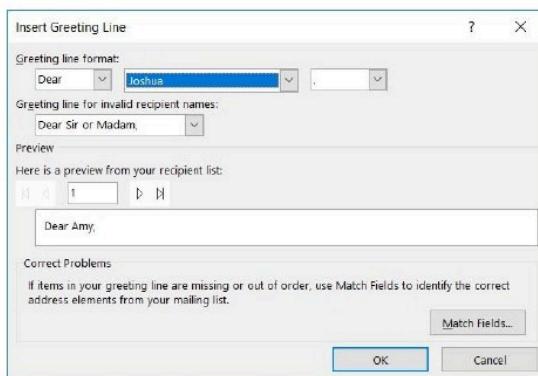
c. Notice how the text «AddressBlock» has appeared. This will be replaced with an actual address when we complete the mail merge.

d. Place your insertion point below the address block and click Greeting Line in the Mail Merge Pane.

e. An Insert Greeting Line dialogue box will appear to allow you to control the way you want your greeting to appear.

i. Click on the list arrow next to the box that reads <Mr . Randall= and click <Joshua=. This will use the person9s first name as the greeting.

ii. Click OK.



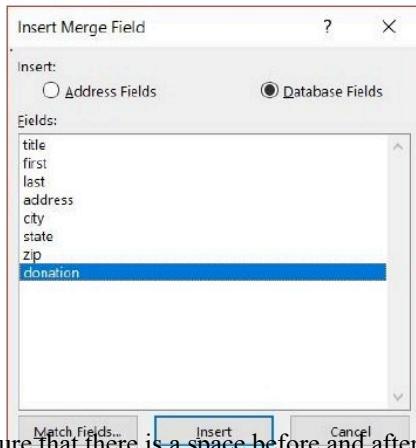
f. Within the body of the letter, place your insertion point immediately after the words contribution of in the first sentence. Click on More items in the Mail Merge pane.

g. An Insert Merge Field dialogue box will appear.

i. Click donation

ii. Click Insert.

iii. Click Close.



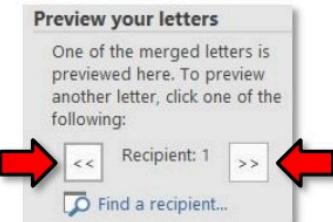
h. Be sure that there is a space before and after «donation».

i. Click Next: Preview your letters at the bottom of the Mail Merge pane.

11. Step 5 3 Notice the Preview your letters prompt.

a. The letter to the first person on your list will appear.

b. Use the arrows to scroll through each succeeding letter.



c. Notice how the addresses and greeting are all clumped together. Let's insert some blank lines to separate them. Even though only one person's letter is showing, these changes will affect each letter.

i. Click at the end of the first zip code of the first address

and press ii. Click after the second zip code and press



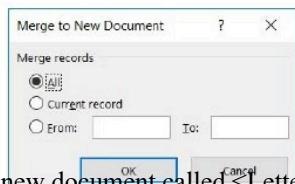
d. Notice that there is no \$ before the donation amount in your letter. Place your insertion point directly before the donation amount, and type a \$. This change will affect each letter.

e. Click Next: Complete the merge at the bottom of the Mail Merge pane.

12. Step 6 3 Notice the choices on the Complete the merge prompt.

a. Click on the Edit individuals letters choice.

b. This will open a Merge to New Document dialogue which allow us to merge all our records into a specific new document, separate and apart from the merge letter.docx, rather than just printing the letters out, so that in future we can have a record of to whom we sent letters. Click OK.



c. A new document called <Letters> opens with each letter on a separate page.

d. Scroll down the document to see the other pages.

e. Save your file as Fall Thank You Letters. Close the file.

f. Click Print in the Mail Merge pane. The Merge to Printer dialogue box will open allowing you to select which records you wish to print letter for. Be warned: This option sends the records directly to the printer without showing you a print preview.

g. We will not be printing. Click Cancel.

h. Close Word. Do not save changes to merge letter.docx.

Steps to Use Mail Merge for Address Labels

1. To save time, we will use Donations List.xlsx again.

2. Open a new Word document

3. Click the Mailings tab.

4. Find the Start Mail Merge group. Click Start Mail Merge to open the menu and then click Step-byStep Mail Merge Wizard.

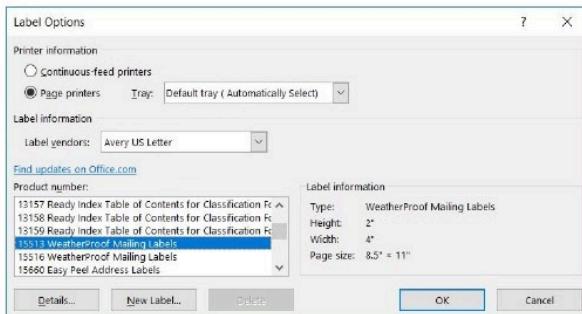
5. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.

6. Step 1 - Notice Select document type prompt. By default, the radio button for letters is checked, check the radio button next to Labels. Click on Next: Starting Document at the bottom of the Mail Merge pane.

7. Step 2 - Notice the Select starting document prompt. Accept the default selection of Change document layout. Click Label Options.

a. A dialogue box will open allowing you to select the type of printer (dot matrix or laser), the type of label product (such as Avery), and the product number.

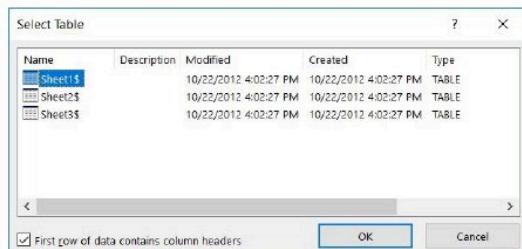
- b. Click Avery US Letter and product number 15513 for this lesson.
- c. Click OK. (If you are using a custom label, click Details, and then type the size of the label.)



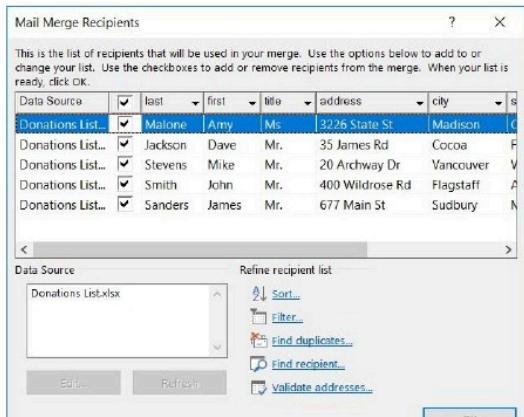
- d. Click on Next: Select Recipients at the bottom of the Mail Merge pane.

8. Step 3 3 Select recipients prompt

- a. The default selection, Use an existing list is the one we need. To find the list, click Browse.
- b. A Select Data Source dialogue box will open. Navigate to your flash drive and open DonationsList.xlsx
- c. A Select Table dialogue box will open. We need to provide some information about our document. Notice that by default, Sheet 1 is selected. Remember that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also be sure that the check box before First row of data contains column headers is selected. Click OK.



- i. A Mail Merge Recipients dialogue box will open which will allow you to review, delete or change your list. Since we are not making any changes, click OK.



- d. You will now see that the first label is blank and every other label has «Next Record».

This is because the first label begins on the first record. The other labels must be instructed to move on to the next record.

- e. Click Next: Arrange your labels at the bottom of the Mail Merge pane

9. Step 4 3 Arrange your labels prompt

- Scroll to the left and notice the insertion point is in the first label.
- Since these are address labels, click Address block.
- An insert address block dialogue box will appear allowing you to make the same kinds of choices as is the merge letter above. Click OK.
- Notice how «Address» gets inserted into only the first label.
- Under the Replicate labels prompt, click Update all labels. This causes the address block to propagate into the other labels.
- Click Next: Preview your labels at the bottom of the Mail Merge pane

10. Step 5 3 Notice the Preview your labels prompt

- Check your labels
- Click Next: Complete the merge at the bottom of the Mail Merge pane.

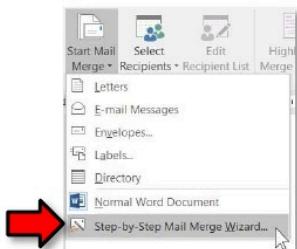
11. Step 6 3 Notice the choices on the Complete the merge prompt

- The same options apply as for Merge letters above.

Steps to Use Mail Merge for Envelopes

- To save time, we will use Donations List.xlsx again.
- Open a new Word document
- On the ribbon, click on the Mailings tab.

4. Find the Start Mail Merge group. Click Start Mail Merge to open the menu and then click Step-byStep Mail Merge Wizard.

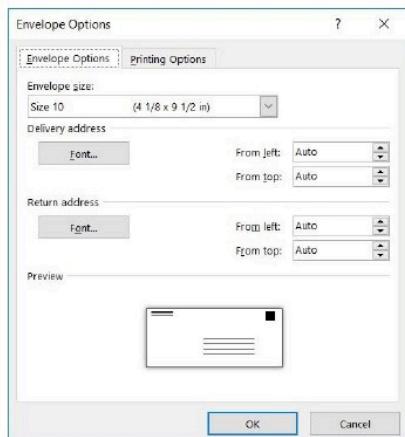


5. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.

6. Step 1 - Notice Select document type prompt. By default, the radio button for letters is checked, check the radio button next to Envelopes. Click on Next: Starting Document at the bottom of the Mail Merge pane.

7. Step 2 - Select starting document prompt. Accept the default selection of Change document layout. Click on Envelope Options.

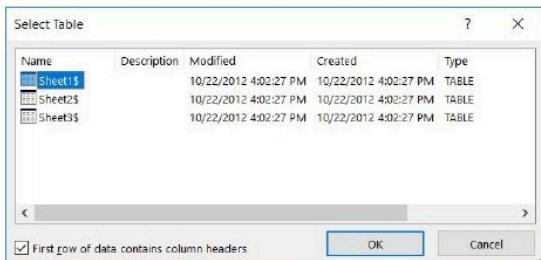
a. A dialogue box will open allowing you to select the envelope size, the type of font and position. Select Size 10 (the default setting) for this lesson. Click OK.



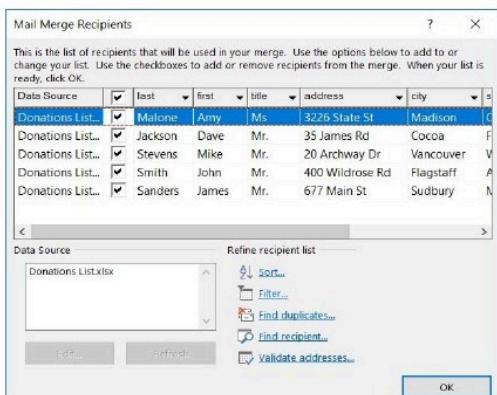
b. Click on Next: Select Recipients at the bottom of the Mail Merge pane.

8. Step 3 3 Notice the Select recipients prompt

- a. The default selection, Use an existing list is the one we need. To find the list, click Browse.
- b. A Select Data Source dialogue box will open. Navigate to your flash drive and open Donations List.xlsx
- c. A Select Table dialogue box will open. We need to provide some information about our document. Notice that by default, Sheet 1 is selected. Remember that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also be sure that the check box before First row of data contains column headers is selected. Click OK.



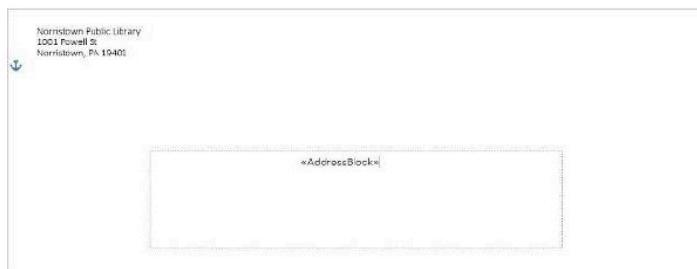
- j. A Mail Merge Recipients dialogue box will open which will allow you to review, delete or change your list. Since we are not making any changes, click OK.



- d. Click on Next: Arrange Your Envelope at the bottom of the Mail Merge pane.

9. Step 4 3 Notice the Arrange your Envelope prompt

- The insertion point will be located where a return address should be placed. Most businesses will have preprinted envelopes. If yours do not, type your return address.
- Click around in the center of the envelope towards the bottom until a text box appears.
- Click Address block in the Mail Merge pane.
- An insert address block dialogue box will appear allowing you to make the same kinds of choices as in the merge letter above. Click OK.
- Click Next: Preview your envelopes at the bottom of the Mail Merge pane.



10. Step 5 3 Notice the Preview your envelopes prompt

- Check your envelopes.
- Click Next: Complete the merge at the bottom of the Mail Merge pane.

11. Step 6 3 Notice the choices on the Complete the merge prompt

3) Graded Lab Tasks:

Note: The instructor can design graded lab activities according to the level of difficult and complexity of the solved lab activities. The lab tasks assigned by the instructor should be evaluated in the same lab.

Lab Task 1

Create a short report on topic of your choice which includes the following:

- Title page
- Table of Content
- Bibliographhy and referencing.
- Tables/Figures with captions.

Lab Task 2

A flyer is a pamphlet, which is a form of paper advertisement intended for wide distribution in a public place, handed out to individuals or sent through the mail. Consider you work at a company. Your boss has asked you to prepare a flyer that advertises company9s major products and/or services.