Lab 2 Activity 1 - Paragraph Writing and Alignment

Objective - Introduce students to writing and aligning paragraphs effectively in MS Word 2016.

1. Open MS Word 2016 and create a new document.
2. Create Write three short paragraphs on a topic of your choice (e.g., your favorite hobby).
3. Practice aligning each paragraph differently: left, center, right, and justify.
4. Adjust line spacing and paragraph spacing to 1.5 and 12 pt respectively.
5. Use bulleted and numbered lists to organize content within one of the paragraphs.

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Solutions:

Task 1 - 5:

One of my favorite hobbies is reading. There's something incredibly calming about immersing myself in a good book and escaping into different worlds. Whether it's fiction or non-fiction, each story or subject teaches me something new and sparks my imagination. I particularly enjoy reading mysteries and science fiction, as both genres keep me on the edge of my seat, always wondering what will happen next.

Another reason I love reading is how it allows me to unwind after a busy day. When I get lost in a book, I can forget about any stress or distractions around me. It's a great way to relax before bed, and it often helps me fall asleep with ease. The feeling of finishing a book and reflecting on its themes or characters can also bring a sense of accomplishment.

Lastly, reading helps me broaden my perspectives. Through books, I can explore diverse cultures, historical events, and different viewpoints that I might not encounter in everyday life. It's a way for me to stay curious, constantly learning and evolving. Whether I'm reading about the latest advancements in technology or a story set in a distant past, it keeps my mind engaged and eager to know more. Some of the books I have read are:

- Harry Potter
- Lords of The Rings
- Matilda

Steps:

Task 1:

- Open Microsoft Word 2016 on your computer.
- Once the program opens, click on Blank Document to create a new file.

Task 2:

Type the text into the document:

Task 3:

Highlight the first paragraph.

- In the Paragraph group, click on the Align Left button (this is the default alignment).
- In the Paragraph group, click on the Center button to center-align the text.
- In the Paragraph group, click on the Align Right button to right-align the text.
- In the Paragraph group, click on the Justify button to justify-align the text. This will make the text spread evenly across the page.

Task 4:

- Go to the Home tab and click on the Line and Paragraph Spacing button (the icon with up and down arrows).
- Select 1.5 from the list of options for line spacing.
- To adjust the paragraph spacing to 12 pt:
- In the Paragraph group, click the small arrow in the bottom right corner to open the Paragraph dialog box.
- In the dialog box, go to the Spacing section.
- Set Before and After to 12 pt. Click OK.

Task 5:

In Paragraph 3, organize the content using a bulleted list:

- Highlight the sentence starting with "I like trying out..."
- Go to the Home tab and click on the Bullets icon in the Paragraph group to convert the list to a bulleted format.

Lab 2 Activity 2 - Paragraph Formatting and Indentation

Objective - Learn students how to format paragraphs and apply indentation in MS Word 2016.

1. Open MS Word 2016 and create a new document.
2. Write a descriptive paragraph about a memorable day.
3. Apply different font styles, sizes, and colors to emphasize key sentences.
4. Experiment with first-line, hanging, and left/right indentations to structure the paragraph neatly.
5. Use the "Borders and Shading" feature to highlight the entire paragraph.

_____

Solutions:

Task 1:

- Open MS Word from the start menu.

Task 2:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air. We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.
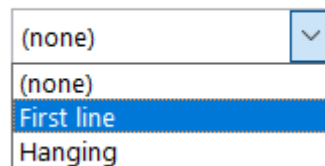
Task 3:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air. We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

Task 4:

Highlight the paragraph you want to format.

- To create a First-Line Indentation:
- Go to the Layout tab
- In the Paragraph section, find the Indent options.
- Under Special, select First Line and set it to 0.5". This will indent the first line of the paragraph, creating a neat, traditional indent.

Special:

(none) ∨

(none)
First line
Hanging

For Example:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air.

We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

Task 5:

- Go to the **Design** tab in the top menu (in Word 2016).
- In the **Page Background** group, click on **Borders**.
- From the drop-down menu, select **Borders and Shading**.

For Example:

One of the most memorable days I can recall was a sunny afternoon spent at the beach with close friends. The sky was a perfect shade of blue, with not a cloud in sight, and the sound of waves crashing gently against the shore filled the air. We set up our spot under a large umbrella, the sand warm beneath our feet, and the salty breeze tangling our hair. We spent hours playing beach volleyball, swimming in the cool water, and laughing together. As the sun began to set, the sky transformed into a brilliant mix of oranges, pinks, and purples, casting a soft glow over everything. We sat in awe, watching the horizon change before us, feeling both at peace and incredibly thankful for that perfect, simple day.

Lab 2 Activity 3 - Using Styles and Format Painter

Objective - Enable students to use pre-defined styles and the format painter for efficient paragraph formatting.

1. Open MS Word 2016 and create a new document.
2. Write two paragraphs about a current event or news story.
3. Apply built-in styles (e.g., Title, Heading 1, Normal) to format your text consistently.
4. Use the format painter to copy and apply formatting from one paragraph to another.
5. Modify an existing style and observe how it updates throughout the document

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Solutions:

Task 1:

- Open MS Word from the start menu.

Task 2:

- Write two paragraphs.

Task 3:

- Go to the Home tab.
- In the Styles group, select the preferred style.

Task 4:

- First, select the text that has the formatting you want to copy (e.g., the second paragraph with Normal style applied).
- On the Home tab, in the Clipboard group, click on the Format Painter (paintbrush icon).
- Now, highlight the text in the paragraph where you want to apply the formatting. The formatting from the copied text (e.g., font style, size, color) will be applied to the selected paragraph.

Task 5:

- In the Styles group, right-click on the Normal style (or another style you want to modify, such as Heading 1).
- Choose Modify from the context menu.
- In the Modify Style window, you can change the font, size, color, line spacing, and more
- After you make the desired changes, click OK.

For Example:

Current Affairs

Opening

Recently, the world has been closely following the ongoing developments surrounding the climate change summit. Held in December 2024, leaders from around the globe gathered to discuss the urgent actions needed to address the growing environmental crisis. World leaders presented new commitments to reduce greenhouse gas emissions, while scientists underscored the importance of immediate action. Although significant progress was made, many environmental activists argue that the pledges made are not enough to avoid catastrophic climate impacts, pushing for bolder commitments and quicker action.

Conclusion

Another major point of discussion at the summit was the transition to renewable energy sources. Many countries are beginning to commit to large-scale projects aimed at reducing reliance on fossil fuels. Nations like the United States and China, historically major polluters, have committed to increasing the adoption of solar and wind energy. Experts agree that this shift is crucial for achieving long-term environmental goals, although challenges remain in infrastructure and investment. As the world moves forward, the outcome of these commitments will likely determine the pace of global environmental recovery.
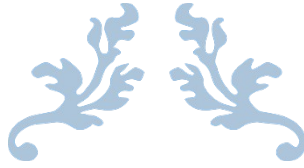
Annual project report

30 January 2025

Lab 2 Activity 4 - Designing Professional Reports

Objective - Learn to design a well-structured and formatted professional report using MS Word 2016.

1. Create a new document and set the title as "Annual Project Report."
2. Insert a cover page using the available templates and customize it with your name, date, and project details.
3. Add a table of contents using the built-in feature and format it for clarity.
4. Insert a "Summary" section, write a sample paragraph, and format it using justified alignment.
5. Apply styles to headings and subheadings, ensuring consistency throughout the report.

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Solutions:

Task 1:

- Open Microsoft Word 2016. Click on Blank Document to start a new document.
- Type the title "Annual Project Report" at the top of the page. Highlight the title and apply the Title Style:
- Go to the Home tab. In the Styles group, click Title. This will apply a larger, bold font to your title

Task 2:

- Go to the Insert tab. In the Pages group, click Cover Page.
- Choose a cover page template that suits your report (for example, the "Professional" or "Grid" template).
- The cover page will appear at the beginning of your document. Customize the cover page.

Task 3:
- Place your cursor where you want the Table of Contents to appear (usually after the cover page).
- Go to the References tab. In the Table of Contents group, click Table of Contents.
- Choose one of the built-in automatic tables (such as Automatic Table 1 or Automatic Table 2).

Task 4:

- Place the cursor where you want to add the Summary section (typically after the table of contents).
- Type "Summary" and press Enter.
- Format the heading using Heading 1 or Heading 2 style (for consistency with the rest of the document).

Task 5:
- Apply headings via styles pane.
- Proof read and spell check it for accuracy.

Annual Project Report

Contents

Background

The Annual Project Report provides a comprehensive summary of the project's progress over the past year. This document highlights the key achievements, challenges encountered, and strategies implemented to ensure project success. Over the course of the year, the team successfully completed several milestones, including the design and initial testing phases. However, there were also significant challenges, such as delays in the procurement of materials and unforeseen technical issues. Despite these setbacks, the team remained committed to meeting the project's objectives, employing creative solutions to keep everything on track. Looking ahead, the focus will be on scaling the project and addressing any remaining issues to ensure full implementation by the next year.

Summary

The project was initiated with the goal of enhancing operational efficiency through the development and implementation of new technology systems. Over the past year, the project team has worked diligently to meet key objectives, including system design, testing, and deployment phases. Significant progress was made despite facing challenges such as budget constraints and unexpected technical difficulties. Key milestones were achieved, including the successful deployment of the system to a select group of users for initial feedback and refinement.

Results

The outcomes of this project are promising, with early feedback indicating an improvement in operational workflow and time management. The system has also been well-received by users, with many reporting a smoother experience compared to previous processes. However, some issues were identified in terms of scalability, which will require further attention in the next phase of the project. Going forward, the team will focus on addressing these challenges and expanding the system's capabilities to ensure it meets the growing needs of the organization.

Lab 2 Activity 5 - Inserting Setting Up Pages Effectively

Objective - Understand and apply effective page setup techniques to organize documents professionally.

1. Open a new document and adjust the page layout by setting the margins to 1 inch on all sides.
2. Change the page orientation to landscape and back to portrait to see the difference.
3. Set up a custom page size for a unique report requirement (e.g., 8.5 x 14 inches).
4. Apply different page colors and borders, experimenting with design variations.
5. Divide the document into multiple sections and apply different margin settings for each section.

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Solutions:

Task 1:

- Open a new document in Microsoft Word 2016.
- Go to the Layout tab in the top menu. In the Page Setup group, click on Margins.
- From the dropdown menu, select Normal. This will set the margins to 1 inch on all sides (top, bottom, left, and right).

Task 2:

- Go to the Layout tab. In the Page Setup group, click on Orientation.
- Choose Landscape. This will change the page orientation to landscape mode.
- To switch back to Portrait mode, go to the Orientation dropdown again and select Portrait.

You'll notice that in Landscape orientation, the page becomes wider (horizontal), and in Portrait, it's taller (vertical).

Task 3:

- Go to the Layout tab. In the Page Setup group, click on Size.
- Select More Paper Sizes at the bottom of the list.
- In the Page Setup window, under the Paper tab, enter 8.5 inches for the Width and 14 inches for the Height.
- Click OK to apply the custom page size.

Task 4:

Page Color:

- Go to the Design tab. In the Page Background group, click on Page Color.
- Choose a color from the theme colors, or click on More Colors to select a custom color.

Page Borders:

- Stay in the Design tab. In the Page Background group, click on Page Borders.
- In the Borders and Shading window, select the Borders tab.
- Under Setting, choose Box to apply a border around the page.
- You can adjust the style, color, and width of the border to match your design preferences. Click OK to apply the border.

Task 5:

- Place your cursor where you want the new section to begin (for example, at the end of a paragraph or page).
- Go to the Layout tab. In the Page Setup group, click Breaks and select Next Page under the Section Breaks options. This creates a new section on the next page.

Now, to apply different margins for each section:

- Click anywhere in the new section.
- Go to the Layout tab. In the Page Setup group, click on Margins.
- Select a different margin option (e.g., Narrow or Custom Margins). You can also manually set different values for the top, bottom, left, and right margins.

Repeat these steps to add more sections and apply different margin settings for each one.

Lab 2 Activity 6 - Adding Headers and Footers

Objective - Master the use of headers and footers to enhance document presentation and navigation.

1. Open a new document and add a header with your name and a footer with the current date.
2. Use the "Design" tab to insert a different header and footer for the first page and subsequent pages.
3. Add a logo or image to the header, resizing it to fit appropriately.
4. Insert a footer that includes a horizontal line and the file path of the document.
5. Customize the header and footer with page-specific text using the "Different First Page" and "Different Odd & Even Pages" options.

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Solutions:

Task 1:

- Open a new document in Microsoft Word 2016.
- Go to the Insert tab. In the Header & Footer group, click on Header or footer, then select a simple header or footer style.
- Type your name in the header.

Task 2:

- In the Insert tab, click on Footer in the Header & Footer group, and select a simple footer style.
- Click inside the footer area and type "Current Date:" or something similar.
- To insert the actual current date, click on the Date & Time button in the Header & Footer Tools design tab. Choose the date format you prefer and click OK.

Different First Page:

- Double-click in the header or footer area to open the Header & Footer Tools.
- On the Design tab, in the Options group, check the box that says Different First Page.
- This allows you to set a custom header or footer for the first page and a different one for the rest of the pages.
- After checking Different First Page, you can now modify the header and footer of the first page separately from the rest of the document. You can add your name, project title, or any unique details here.

Customizing Subsequent Pages:

- Scroll to the second page and click into the header or footer. The settings will now be different for the rest of the pages, and you can add other content like page numbers, document titles, etc.
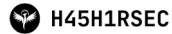
Task 3:

Insert an Image:

- Go to the Insert tab and click on Pictures.
- Choose the image file (logo or other image) from your computer and insert it into the header.
- Resize the Image**:**

Task 4:

Horizontal Line in Footer:

- Double-click in the footer area to open the Header & Footer Tools.
- On the Design tab, in the Insert group, click on Shapes.
- From the shapes options, choose the Line and draw a horizontal line across the footer.

Insert the File Path:

- Place your cursor in the footer where you want the file path to appear.
- Go to the Insert tab and click on Quick Parts, then select Field.
- In the Field dialog box, choose FileName and check the box next to Add Path to Filename.

Task 5:

Different Odd & Even Pages:

- While in the Header & Footer Tools, go to the Design tab.
- In the Options group, check the box labeled Different Odd & Even Pages. This will allow you to set distinct headers and footers for odd and even pages.

Odd Pages Customization:

- Go to an odd-numbered page (e.g., page 1, 3, 5, etc.) and modify the header or footer. You can add specific content, such as the document title, a page number, or a unique section header.
- Even Pages Customization:
- Go to an even-numbered page (e.g., page 2, 4, 6, etc.) and modify the header or footer for those pages. This can be different from the odd pages and may include additional information, such as section titles or a custom design.

Lab Assignment: Creating a Professional Curriculum Vitae (CV)

Objective: This lab assignment is designed to guide you through creating a professional CV that effectively presents your skills, qualifications, and experience. A well-structured CV can significantly improve your chances of making a positive impression on potential employers.

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On the next page…

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Army Public School,

Marketing
Project Management
Budget Planning
Social Media Planning

Experience

Fresh
Looking for internship

Communication

Very good

Leadership skills I would like to gain in me.