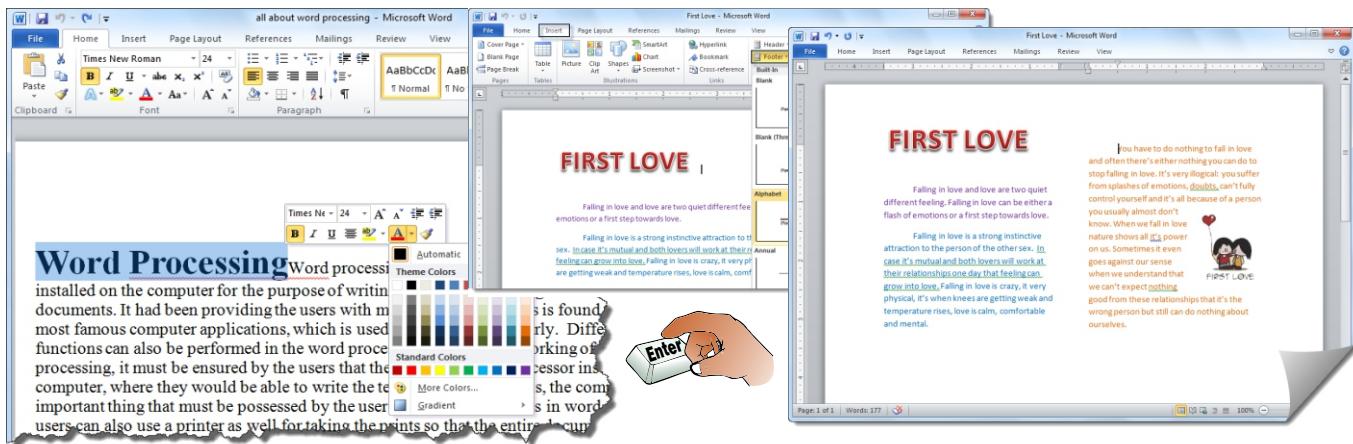


Lesson 4

Word Watch

- typeface
- font
- bold
- italic
- superscript
- subscript
- strikethrough
- alignment
- line Spacing
- ruler
- hanging indent
- bulleted List
- tabs
- page margins
- page orientation
- page layout
- print layout
- page border
- header
- footer



Formatting

Learning Objectives

After completing this lesson, you should be able to:

- change the font and text size;
- emphasize text through bold, italic or underline;
- add text color;
- apply superscript, subscript & strikethrough to text;
- change text alignment;
- add line space within a paragraph;
- hide or display ruler;
- indent paragraphs;
- create bulleted or numbered list;
- set tabs.
- adjust margins;
- change page orientation;
- add page numbers to a document;
- add page border, header and footer;
- generate table of contents; and
- create columns in a document.

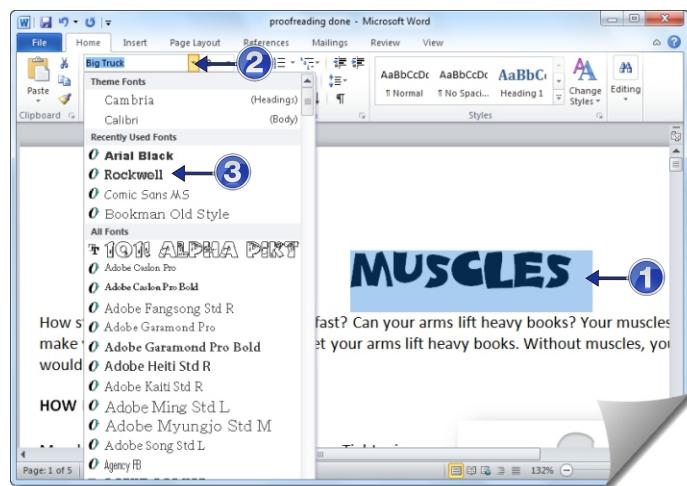
Changing the Font

You can change the typeface that appears in your document by changing the font.

Changing the font can help readers understand your document better. Microsoft has added many new TrueType fonts to Microsoft Word.

Change the Font

- ① Select the text that you want to change to a different font.
The Mini Toolbar appears faded in the background.
 - You can use the Mini Toolbar by moving the cursor up toward the Mini Toolbar.
 - To use the Ribbon, you can click the Home tab.
- ② Click on the Theme Fonts pull-down arrow to display a list of available fonts on the computer.
 - If you use the Ribbon, Word displays a sample of the selected text in any font at which you point the mouse.
- ③ Click the font that you want to use.
Word assigns the font to the text you selected.
 - You can click anywhere outside the selection to continue working.

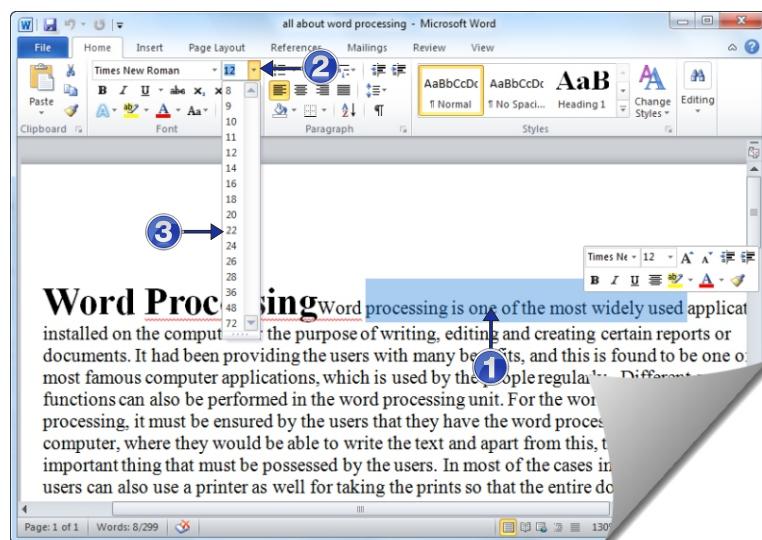


Changing Text Size

The size of the text in your document can be increased or decreased. Increase the size to make reading of the text easier; and decrease the size to fit more text on a page.

Change Text Size

- ① Select the text that you want to assign with a new size.
The Mini Toolbar appears faded in the background.
 - You can use the Mini Toolbar by moving up toward the Mini Toolbar.
 - To use the Ribbon, click the Home tab.
- ② Click the Font Size pull-down arrow to display a list of the possible sizes for the current font.
 - If you use the Ribbon, Word displays a sample of the selected text in any font size at which you point the mouse.
- ③ Click the size that you want to use.
Word changes the size of the selected text.
 - You can click anywhere outside the selection to continue working.



Bold, Italic, or Underline Emphasis

Arrange the way your fonts look like to make your text look better. You can apply italics, boldface, or underline to text in your document for emphasis.

- 1 Select the text that you want to emphasize.

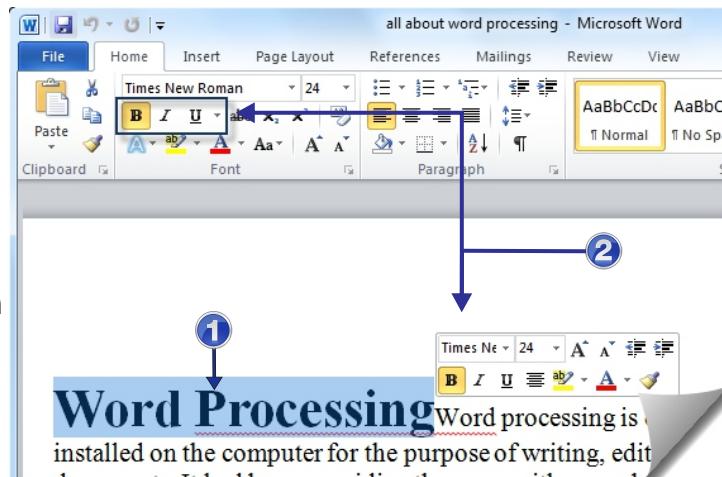
The Mini Toolbar appears faded in the background.

- You can use the Mini Toolbar by moving up toward the Mini Toolbar.
- If you want to use the Ribbon, click the **Home** tab.

- 2 Click the **Bold** icon (**B**), the **Italic** icon (**I**), or the **Underline** icon (**U**) on the Ribbon or the Mini Toolbar.

Word applies the emphasis you selected.

- You can click anywhere outside the selection to continue working.



Changing Text Case

You can change the case of a selected text instead of retyping it with a new case applied.

- 1 Select the text that you want to assign with a new case.

The Mini Toolbar appears faded in the background.

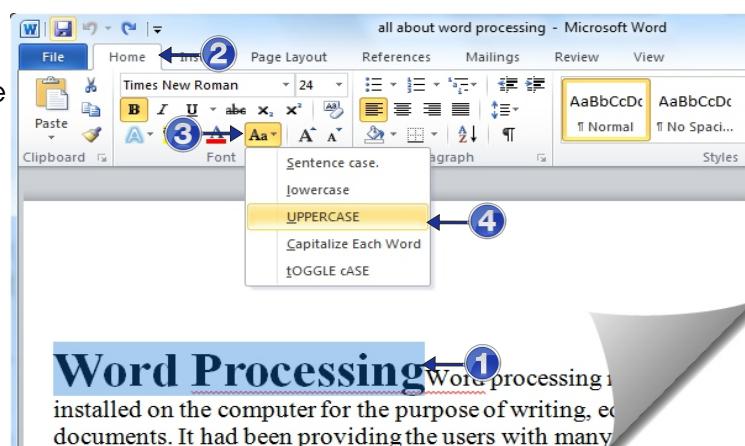
- 2 Click the **Home** tab.

- 3 Click the Change Case icon (**Aa**).

- 4 Click the case that you want to use.

The selected text appears in the new case.

- You can click anywhere outside the selection to continue working.



Changing Text Color

You can change the color of the selected text for emphasis. Color is effective when you view your document on-screen, when you save it to a (pdf) portable document format file, or when you print it using a colored printer.

- 1 Select the text that you want to change to a different color.

The Mini Toolbar appears faded in the background.

- You can use the Mini Toolbar by moving up toward the Mini Toolbar.
- To use the Ribbon, click the **Home** tab.

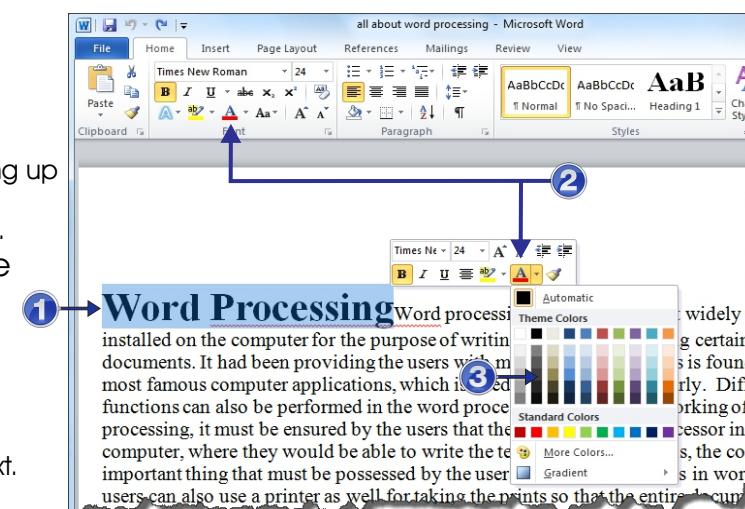
- 2 Click the Font Color icon (**A**) on the Ribbon or on the Mini Toolbar and point at a color.

- If you use the Ribbon, Word displays a sample of the selected text.

- 3 Click a color.

Word assigns the color to the selected text.

- You can click anywhere outside the selection to continue working.



Superscript or Subscript Text

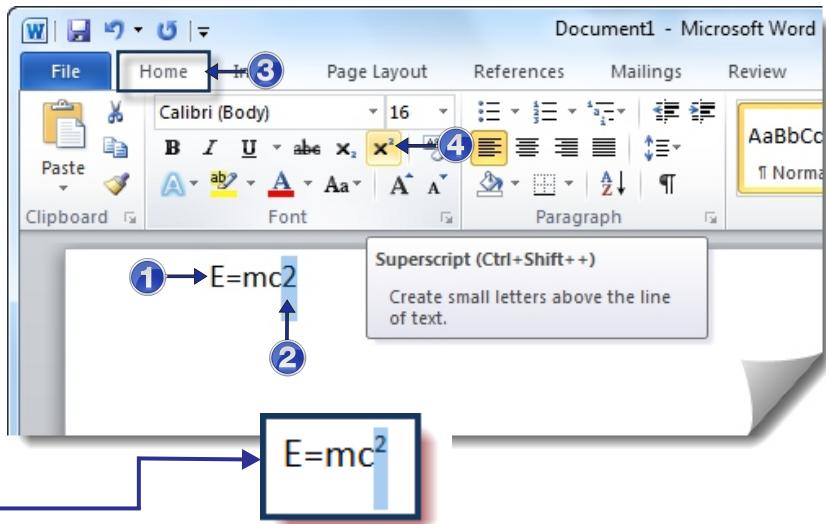
A subscript or superscript is a number, figure, symbol or indicator that appear smaller than the normal line of type. You can assign superscript or subscript notation to any text to make it appear above or below the regular line of text. Superscripting and subscripting are often used when inserting trademark symbols.

Applying Superscript

- ① Type the text that you want to apply with superscript or subscript.
- ② Select the text that you want to apply with superscript or subscript.
- ③ Click the **Home** tab.
- ④ Click the **Superscript** icon (x^2) or the **Subscript** icon (x_2).

The Mini Toolbar appears faded in the background.
Word applies superscripts or subscripts to the selected text.

- You can click anywhere outside the selection to continue working.



Applying Strikethrough to Text

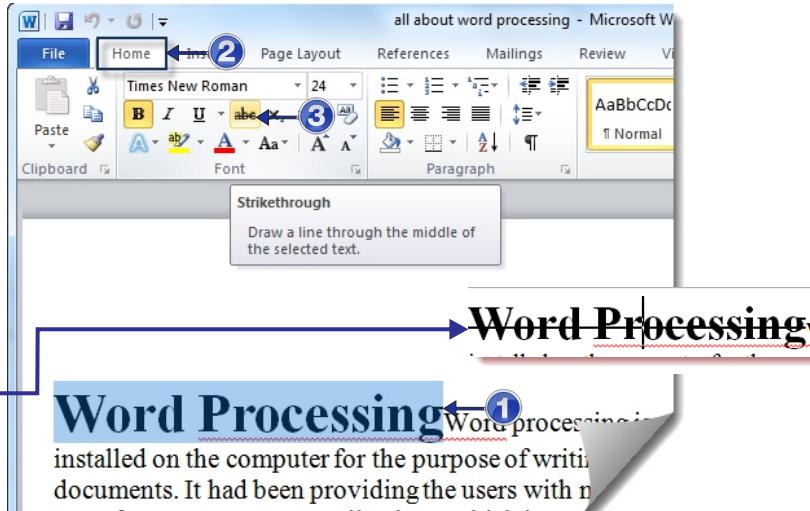
Strikethrough formatting is often used in the legal community to identify the text that the reviewer proposes to delete. Word adds a horizontal line through the middle of the selected text.

Applying Superscript

- ① Select the text that you want to apply with strikethrough formatting.
- ② Click the Home tab.
- ③ Click the Strikethrough icon (\cancel{abc}).

The Mini Toolbar appears faded in the background.
Word applies strikethrough formatting to the selected text.

- You can click anywhere outside the selection to continue working.
- You can repeat above steps to remove strikethrough formatting.



Changing Text Alignment

Aligning the text in a paragraph can help you organize your document and changing the alignment of various paragraphs enhances the appearance of the document.

Change Text Alignment

- 1 Select the text that you want to align.
 - 2 Click the Home tab.
 - 3 Click an alignment option.
 - The Align Left icon () aligns text with the left margin; the Center icon () centers text between the left and right margins; the Align Right icon () aligns text with the right margin; and the Justify icon () aligns text with both the left and right margins.

Note: This example centers a headline between the left and right margins. Word aligns the text.

- 4 Click anywhere outside the selection to continue working.

This text is aligned with the left margin.

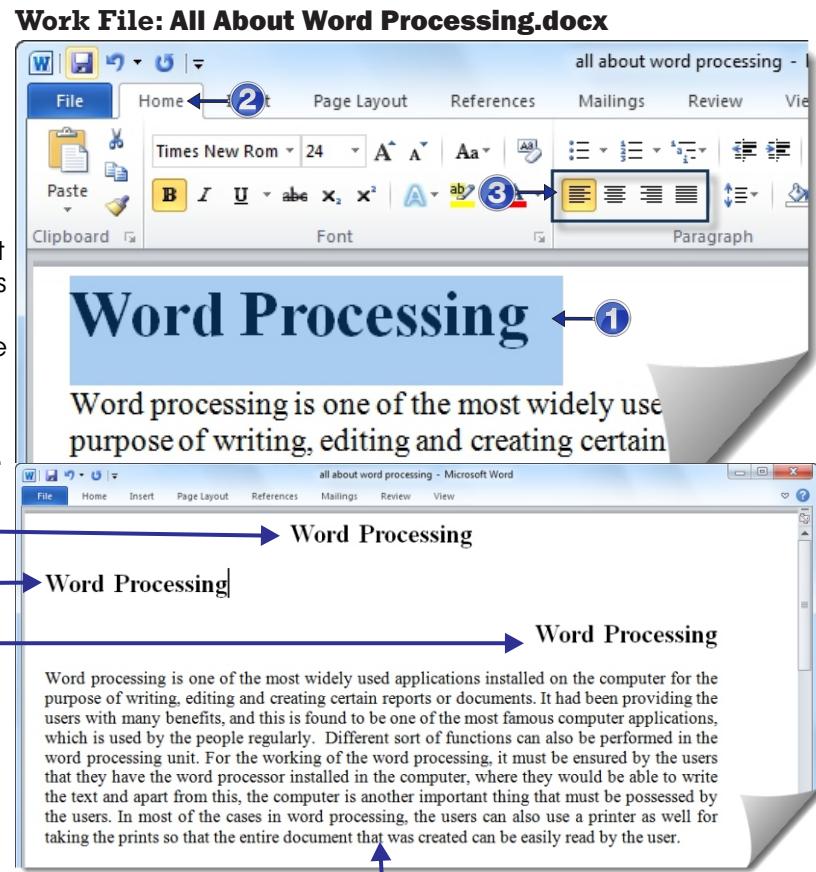
This text is aligned with the right margin.

This text is justified between both margins.

Word Processing

Word Processing

Word Processing

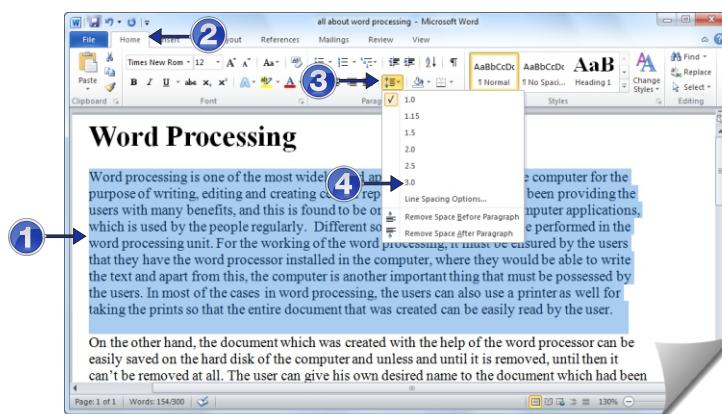


Setting Line Space Within a Paragraph

It is helpful to set spaces between the lines in your documents. You can change the amount of spaces Word places between the lines of text within a paragraph. Word 2010 uses a different default line spacing than Word 2003 and other earlier Word versions.

Set Line Space Within a Paragraph

- 1 Select at least two lines of text to which you want to apply line spacing.
 - 2 Click Home tab.
 - 3 Click the Line Spacing icon (¶).

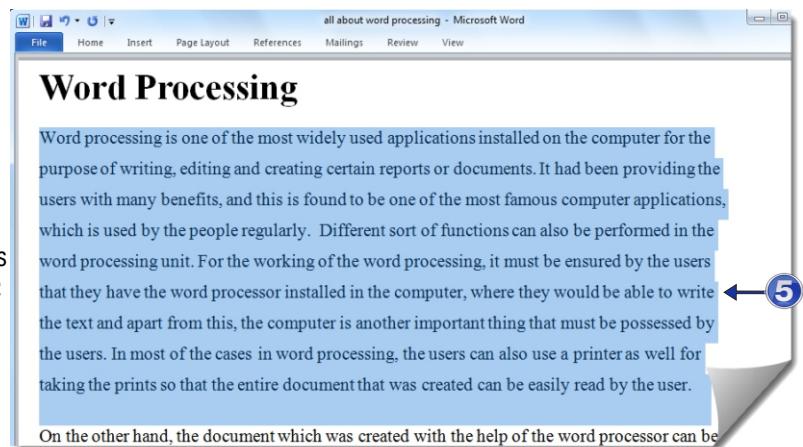


4 Click a number.

Word applies the line spacing you specified to the selected text.

- 1 is for single spacing, the default in Word 97-2003; 1.15 is the new default spacing in Word 2007; 1.5 places 1/2 blank line between lines of text; 2 represents double spacing; 2.5 places 1-1/2 blank lines between lines of text; and 3 represents triple spacing.

5 Click anywhere outside the selection to continue working.



Hiding or Displaying Ruler

You can hide or display horizontal and vertical rulers to help you identify the position of the insertion point or to align text.

You can use the ruler to indent paragraphs or set tabs in your document.

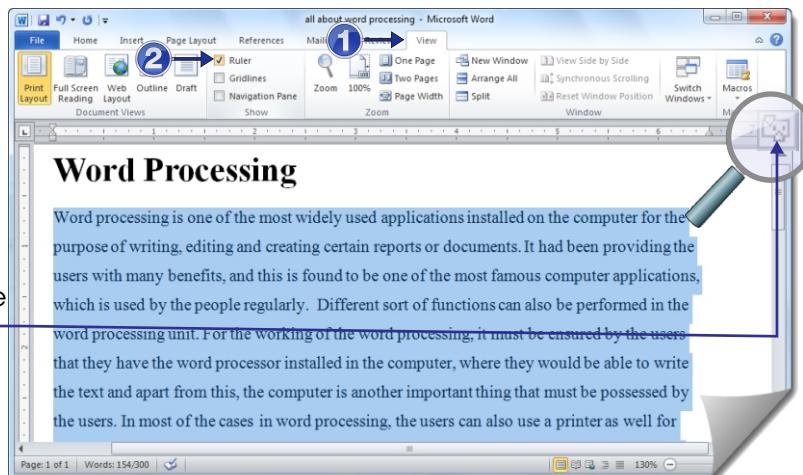
Hide or Display Ruler

1 Click the View tab.

2 Click the Ruler.

Rulers appear below the Ribbon and on the left side of the document.

- You can click the Ruler icon (□) to hide or display the ruler.



Indenting Paragraphs

Indenting paragraphs is very simple. You can indent paragraphs in your document from the left and right margins. You can also indent the first line of a paragraph only or all lines except the first line of the paragraph.

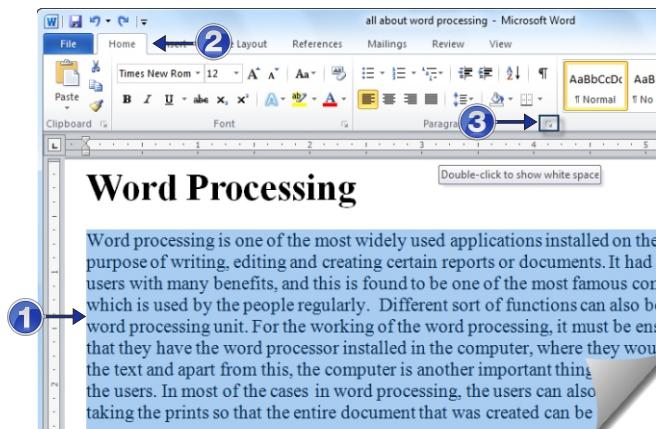
Indent Paragraphs

1 Select the text that you want to indent.

2 Click the Home tab.

3 Click the Paragraph icon □.

The Paragraph dialog box appears.



- 4** Click the Indentation Box to specify the number of inches to indent the left and right edge of the paragraph.

The effects of your settings appear in the Preview box.

- 5** Click on Special: pull-down arrow to select an indenting option.

- First line, indents only the first line of the paragraph; Hanging, indents all lines except the first line of the paragraph.

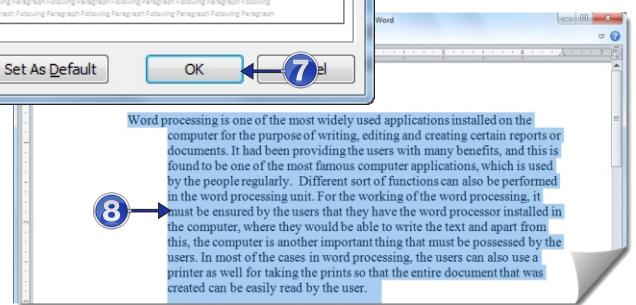
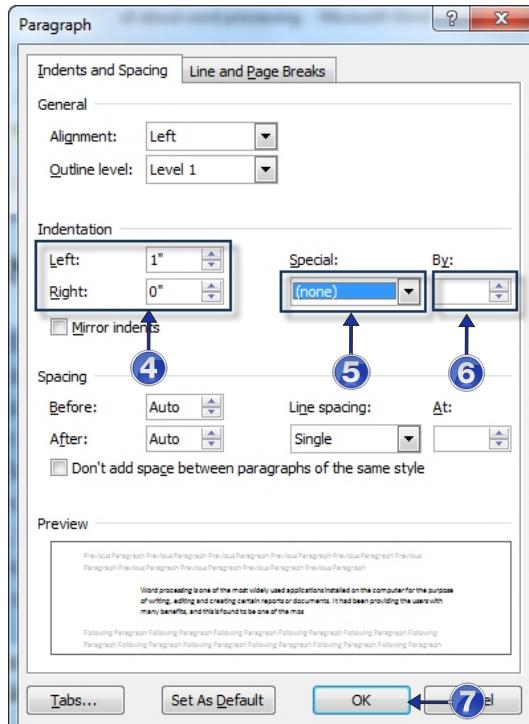
- 6** Click the By: pull-up or pull-down arrow to set the amount of the first line or hanging indent.

The effects of your settings appear.

- 7** Click OK.

Word applies your settings to the selected paragraph.

- 8** Click anywhere outside the selection to continue working.



Creating a Bulleted or Numbered List

You can use bullets or numbers to call attention to lists that you present in your documents. Use numbers when the items in your list follow a particular order. And bullets when the items in your list do not follow any particular order.

Create A List From Existing Text

- 1** Select the text to which you want to assign bullets or numbers.

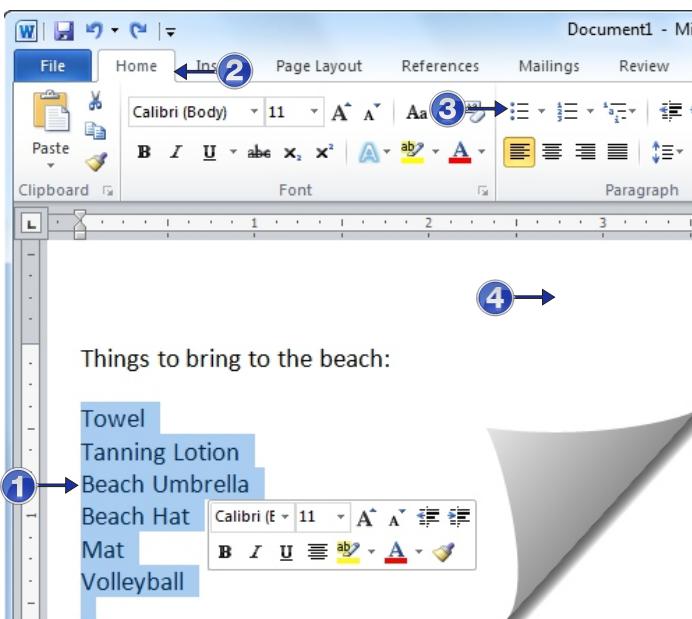
- 2** Click the Home tab.

- 3** Click the Numbering icon (■) or the Bullets icon (■).

Word applies numbers or bullets to the selection.

- You can find the Bullets icon (■) on the Mini Toolbar.

- 4** Click anywhere outside the selection to continue working.



Create a List as you type

- Type 1. to create a numbered list or * to create a bulleted list.

- Press **Spacebar** or **Tab**.

Word automatically formats the entry as a list item and displays the AutoCorrect Options button so that you can undo or stop automatic numbering.

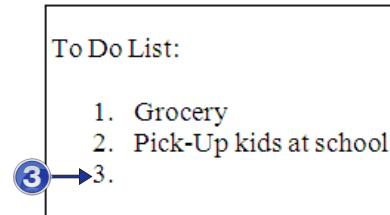
- Type a list item.

- Press **Enter** to prepare typing another list item.

Word automatically adds a bullet or number for the next list item.

- Repeat Steps 2 to 3 for each list item.

To stop entering items in the list, press **Enter** twice.



Setting Tabs

Tabs allow you to position text where you would like it to be. You can use left, center, right, decimal, or bar tab to line up columnar information. Using tabs ensures that information lines up properly within a column. By default, Word places tabs every .5 inch across the page between the left and right margins.

Add A Tab

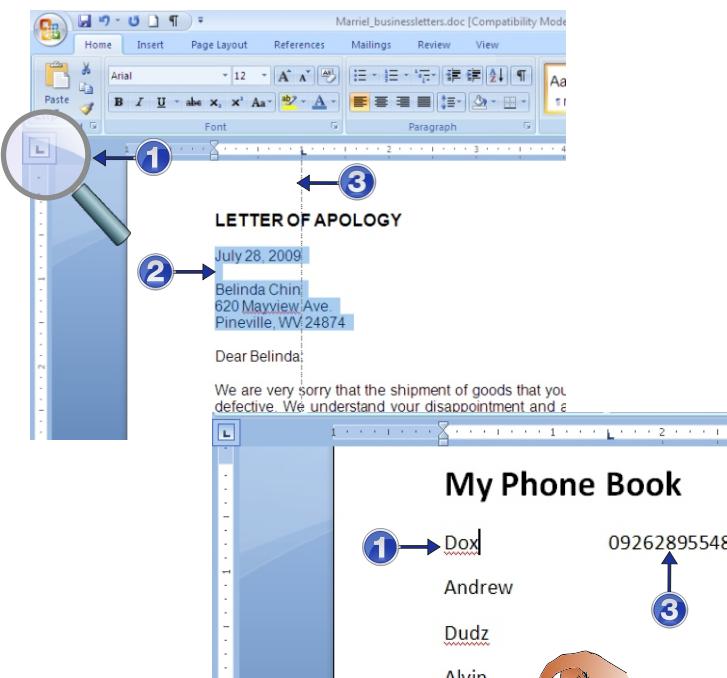
- Click  until the type of tab you want to add appears.



- Select the lines to which you want to add a tab.

- Click the ruler where you want the tab to appear.

Word displays a tab at the location you clicked on each selected line.

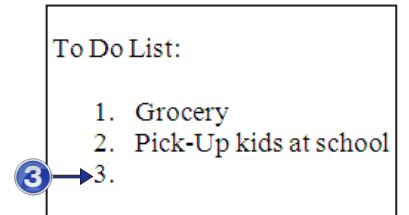
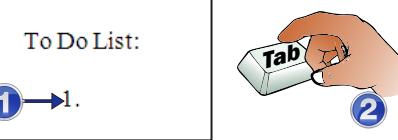


Use A Tab

- Click to the left of the information that you want to appear at the tab.

- Press **Tab**.

- Type your text.
The text appears at the tab.



Adjusting Margins

Page margins are the blank space around the edges of the page. Word offers page margin options, it allows you to adjust the right, left, top and bottom margins of your document. When you adjust margins, Word sets the margins for the entire document. By default, Word sets all margins — left, right top, and bottom — to 1 inch.

Adjust Margins

- 1 Click anywhere in the document or section where you want to change margins.

- 2 Click the Page Layout tab.

- 3 Click Margins.

The Margins Gallery will appear.

- If the margins that you want to use appear in the Margins Gallery, click them and skip the rest of these steps; otherwise, proceed to Steps 4 to 8.

- 4 Click Custom Margins.

The Page Setup dialog box appears, displaying the Margins tab.

The current margin settings will appear.

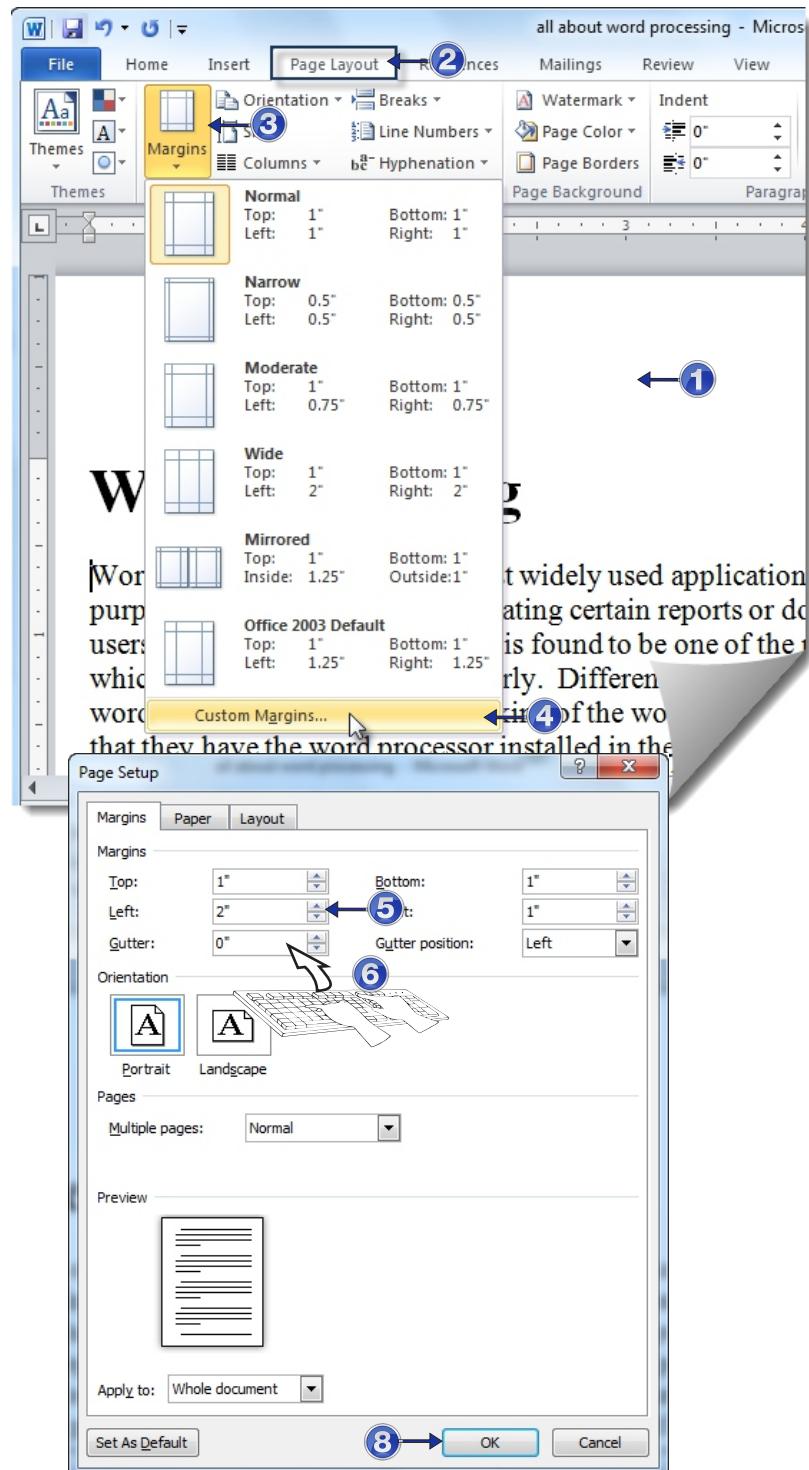
- 5 Drag the mouse pointer over any margin.

- 6 Type a new margin setting.

- 7 Repeat steps 5 to 6 for each margin setting.

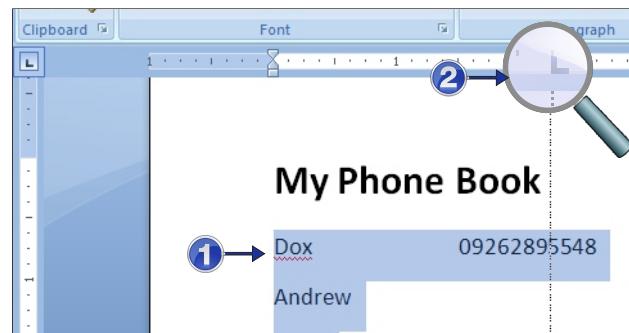
- 8 Click OK.

Word saves your changes.



Move A Tab

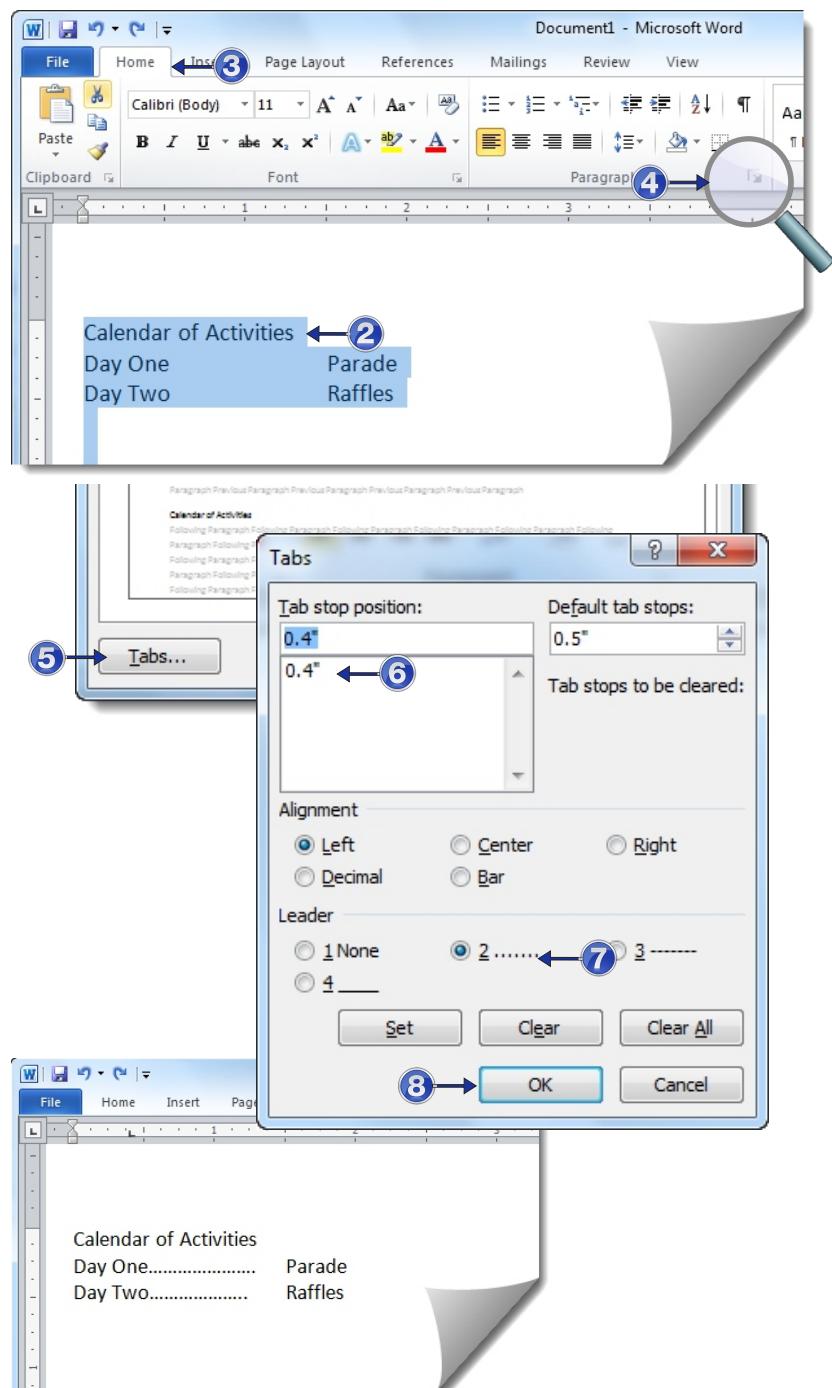
- ① Click the line using the tab or select the lines of text affected by the tab.
- ② Drag the tab to the left or right.
 - A vertical line marks its position as you drag.
 - When you click and drag a tab, the text moves with the tab.



Add Leader Characters To Tabs

You can use dot leader tabs to help your reader follow information across a page.

- ① Follow Steps 1 to 3 in the "Add a Tab" subsection on the previous page to create a tab stop.
- ② Select the text containing the tab to which you want to add dot leaders.
- ③ Click the Home tab.
- ④ Click the Paragraph . The Paragraph dialog box appears.
- ⑤ Click Tabs.
- ⑥ Click the tab setting to which you want to add leaders.
- ⑦ Click a type of leader (changes to).
- ⑧ Click OK.
- Word adds leading characters from the last character before the tab to the first character at the tab.
- ⑨ Click anywhere outside the selection to continue working.

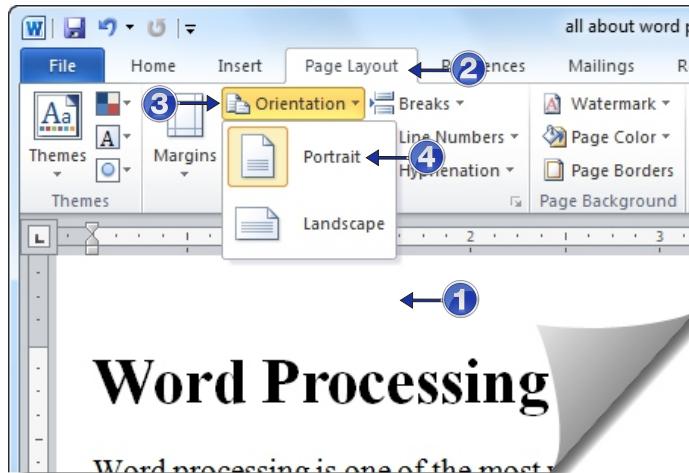


Changing Page Orientation

Page orientation is about how a page is set for normal viewing. The default page orientation in Word is Portrait mode, an orientation of 8 1/2 inches x 11 inches. But you can change the direction that the text prints from the default orientation to Landscape mode, an orientation of 11 inches x 8 1/2 inches.

Change Page Orientation

- ① Click anywhere in the document.
Note: The document in this example appears zoomed out to show orientation changes more clearly.
- ② Click the Page Layout tab.
- ③ Click Orientation.
- ④ Click an option.
Word changes the orientation.

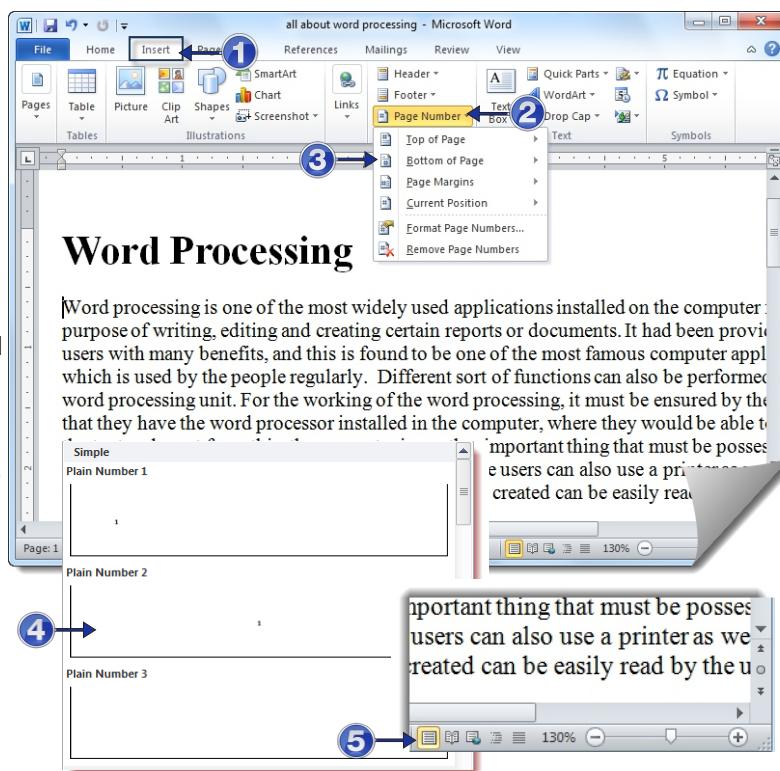


Adding Page Numbers to a Document

Using page numbers comes in handy when your document consists of many pages. You can have Word automatically print page numbers on the pages of your document. As you edit, if your document add or remove text, Word adjusts the document and the page numbers accordingly. Page numbers appear on-screen only in Print Layout view.

Add Page Numbers to a Document

- ① Click the Insert tab.
- ② Click Page Numbers.
Page number placement options will appear.
- ③ Click a placement option.
A gallery of page number alignment and formatting options appears.
- ④ Click an option.
The page number appears in the header or footer.
- ⑤ Click the Print Layout icon (□) to display the document in Print Layout view and continue working on the document.
The page number appears in the location and formatting that you have selected.



Adding Page Border

You can add a border around each page of your document to add interest to the document. If used properly, borders can help you learn how to separate and emphasize ideas. They also make way for a balanced and attractive layout.

Add Page Border

- 1 Click (□) to display your document in Print Layout view.

- 2 Click the Page Layout tab.

- 3 Click Page Borders.

The Borders and Shading dialog box will appear □, displaying the Page Border tab.

- 4 Click the type of border you want to add to your document.

- 5 Click a style for the border line.

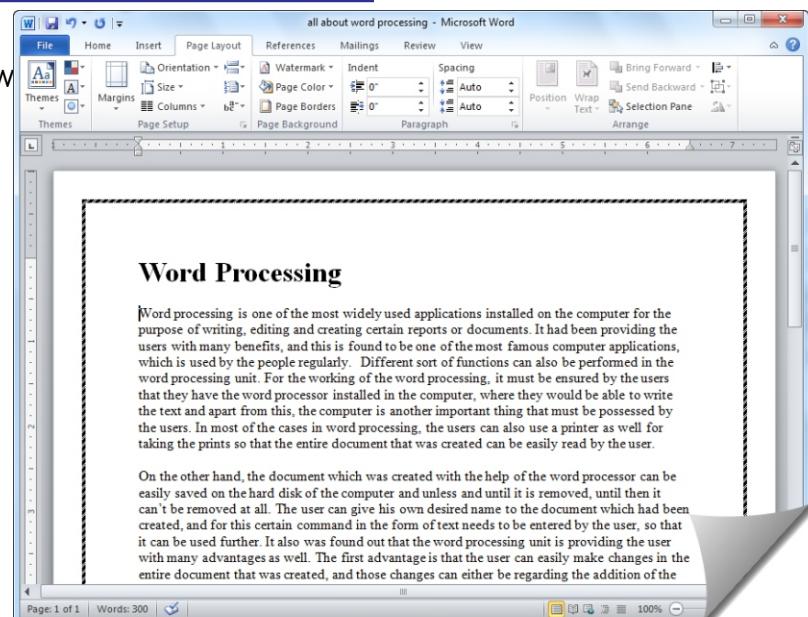
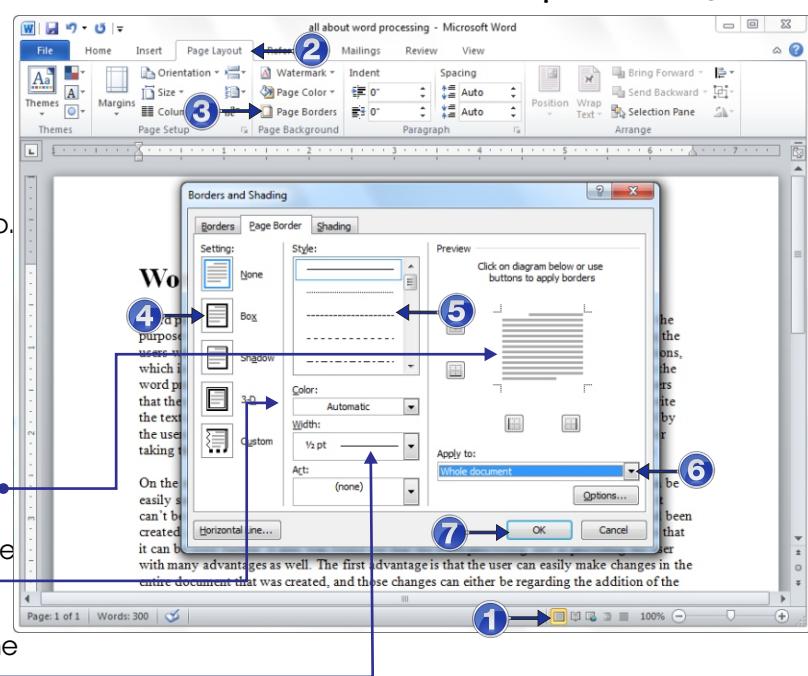
This area shows a preview of the border.

You can click here to select a color for the border.

You can click here to select a width for the border.

- 6 Click the Apply to: pull-down arrow to specify the pages on which the border should appear.

- 7 Click OK.
Word applies the border you specified.

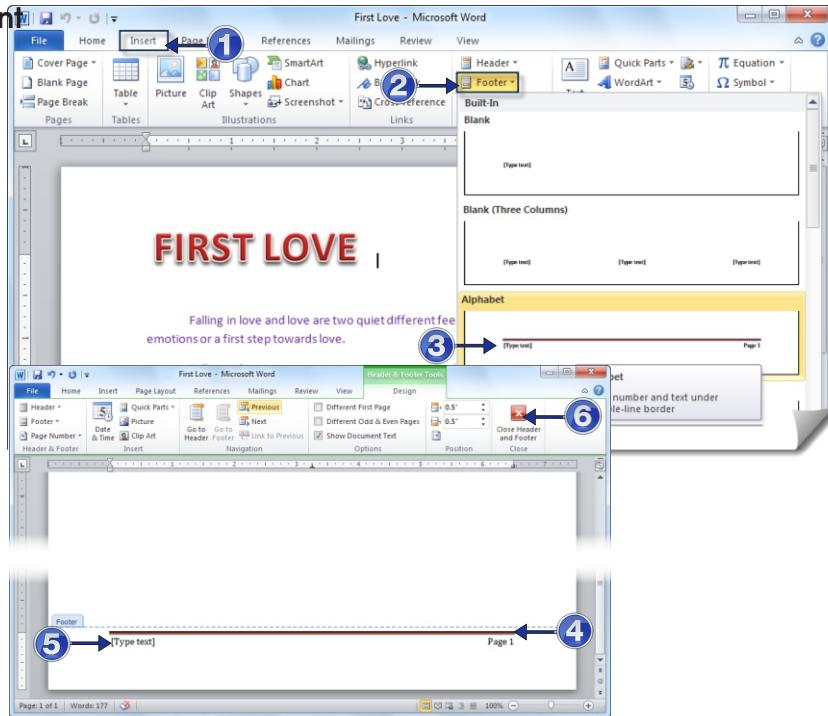


Adding Header and Footer to a Document

Headers and footers are text or graphics printed at the top or bottom of every page in a document. Their very purpose is to add information that you want to appear on each page of your document. This section shows how to add a footer, but you can use the steps in this section to add a header by substituting “header” everywhere that “footer” appears.

Add Header and Footer to a Document

- 1 Click the Insert tab.
- 2 Click Footer.
- 3 Click a footer style.
- 4 Click or select an information prompt.
- 5 Type the footer information.
- 6 Click Close Header and Footer. Word saves your footer and redisplays your document text.
 - You can zoom out to view the footer on multiple pages of your document.



Generating Table of Contents

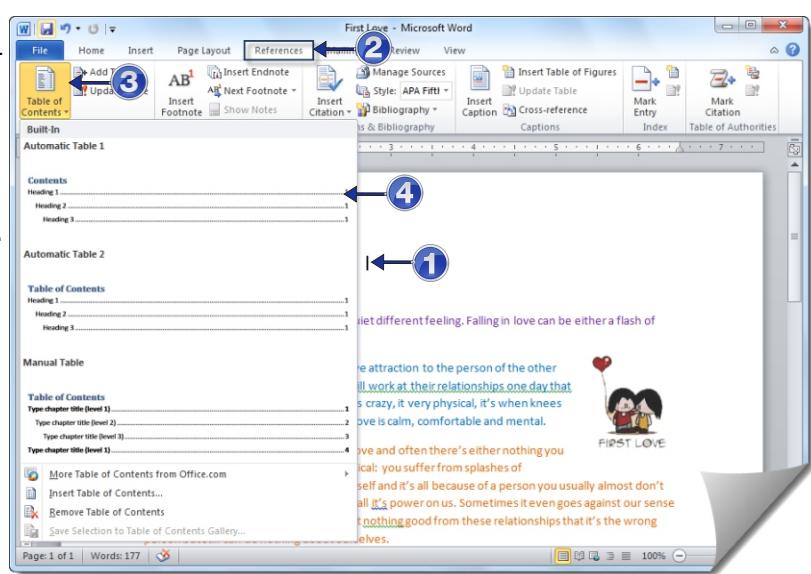
You can automatically create a table of contents that updates as you update your document. Table of contents entries can come from text styled as Heading 1, Heading 2, and Heading 3 or from text you mark to appear in the table of contents. You can now save yourself from frustration brought about by creating a table of contents manually.

Insert Table Of Contents

- 1 Press + to place the insertion point at the top of your document.
- 2 Click the References tab.
- 3 Click Table of Contents.
- 4 Click a table of contents layout.

Word inserts a table of contents preceding the location of the insertion point.

- You can click or press + to scroll up and view the table of contents.
- The information in the table of contents comes from text to which Heading styles 1, 2, and 3 were applied.
- You can continue working in your document, adding new text styled with heading styles.



Creating Columns

You can format text in your document so that it will appear in columns like the text in newspapers. Column formatting is useful when you are creating newsletters or brochures. However, before you begin modifying a document to create columns, it is important to think about how you want them to be formatted.

Apply Artistic Effects

- 1 Click the Print Layout icon

() to display your document in Print Layout view.

- 2 Click the Page Layout tab.

- 3 Click Columns.

The Columns gallery will appear.

- 4 Click More Columns.

The Columns dialog box will appear.

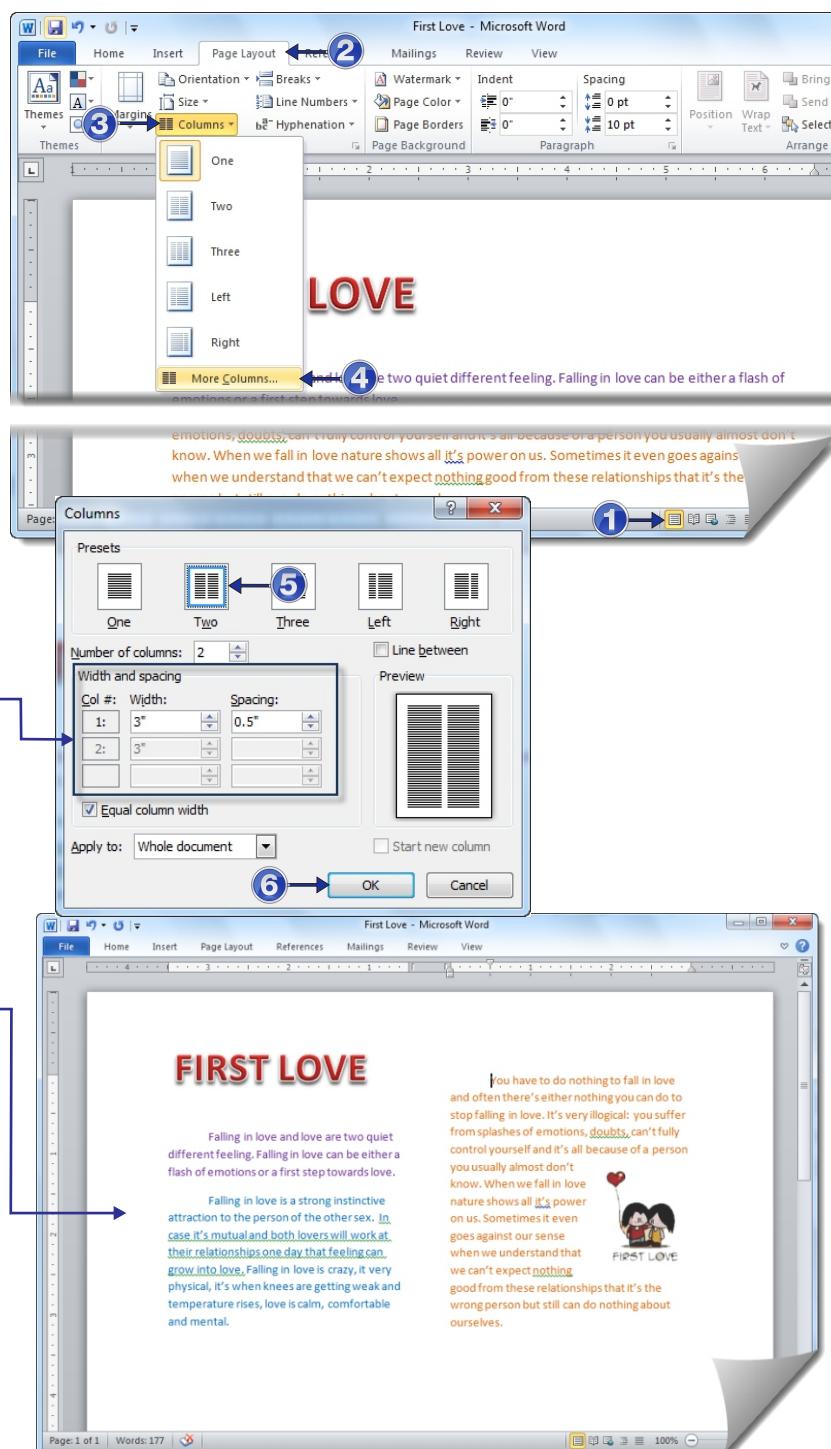
- 5 Click the kind of columns that you want to create.

A Preview appears.

- You can use these settings to change the width of each column and the spacing between columns.
- You can click the Line between option (changes to) to add a line between columns.

- 6 Click OK.

Word applies the column settings.



2

Laboratory



**Word
Processing**
VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 4 Formatting in MS Word

Microsoft offers you unprecedented abilities when formatting your documents. Formatting refers to the appearance or presentation of your paper, article, essay or any document file. Another word for formatting is layout. Formatting also deals with the use of fonts that you use and page numbering. Microsoft Word has several tools to help you with formatting: The items on the Format menu, buttons on the toolbar and shortcut keys help you to format text quickly and easily. Styles allow you to define formats for different kinds of text and apply them quickly and easily. Templates allow you to define all the Styles that you use for a particular kind of writing.

Objectives

After completing this Laboratory, you should be able to:

- demonstrate the presentation of superscript/subscript, change in the font and text size and apply strikethrough, bold, italic and underline feature in texts;
- perform text alignment and indent paragraphs;
- create a bulleted and numbered list in a document; and
- adjust margins, change page orientation, add page numbers, put headers and footers and create columns in a document.

Lab 4.1 For Your Emphasis

Estimated Completion time: 5 - 10 Minutes

Directions:

Preview:



1. Launch **Microsoft Word**.
2. Open the **Suffixes** document.
3. Perform the following:
 - a. Apply **bold** formatting to the title.
 - b. Set the definition of suffix to *Italic*.
 - c. Underline the examples and exceptions.
4. Save the exercise as its document name and place it to your own folder.

A screenshot of the Microsoft Word application window titled "Suffixes.docx - Microsoft Word". The ribbon tabs are visible at the top. The "Home" tab is selected, showing the "Normal" style in the styles ribbon. The main content area displays the text "Suffixes" in bold. Below the title, there is a paragraph about suffixes and some examples. At the bottom of the page, there is a numbered list of instructions. The status bar at the bottom right shows "Page 1 of 1" and "Word 716".

Lab 4.2 Text Level Up

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Microsoft Word.
2. Open the **Sky** document.
3. Follow the steps on how to change the text case and text colors, add superscript or subscript to text, and apply strikethrough to text.
4. Specifically, perform the following:
 - a. Change the case of the bold text to uppercase.
 - b. Apply all the color that you have encountered in reading the informative selection to your text. Apply a different color in each sentence.
 - c. Search the chemical formula of the compound below using Microsoft Student. Use subscript for your answer.
 - d. Apply a strikethrough to the compound.
5. Save the document as its document name and place it to your own folder.

Lab 4.3 Text Alignment Activity

Estimated Completion time: 5 - 10 Minutes

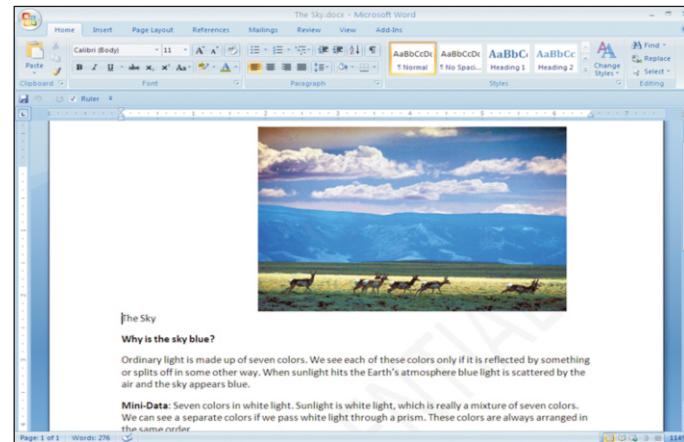
Directions:

1. Launch Microsoft Word.
2. Open the **Text Alignment Activity** document.
3. Read the selection and follow the instructions given in every paragraph/sentence.
4. Save the document as its document name and place it to your own folder.

Score



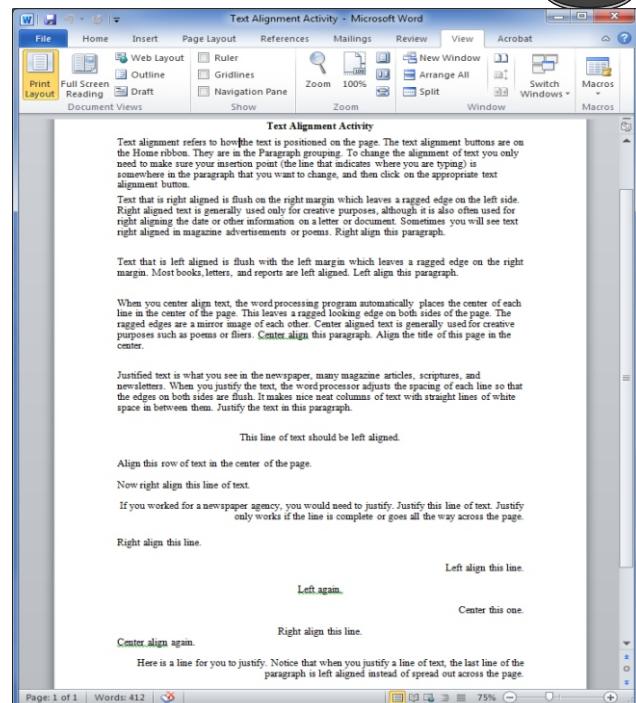
Preview:



Score



Preview:



Score

Lab 4.4 The Effects of Technology Aligned

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Microsoft Word
2. Open the **The Effects of Technology** document
3. Follow the step on how to change the text alignment and set line space within the paragraph
4. Perform the following:
 - a. Align all the titles to the center
 - b. Justify every information below the title
 - c. Change the Text Color of the comments to Red
 - d. Set the line space of every paragraph to 1.5
 - e. Check for Spellings and Grammar Corrections
5. Save the document as its document name and place it to your own folder.

Lab 4.5 The Indention Effects

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Microsoft Word
2. Open the **The Effects of Technology** document
3. Follow the steps on how to display or hide ruler and indent paragraphs
4. Specifically perform the following
 - a. Show or Hide the ruler
 - b. Indent every paragraphs to 0.5 left and 0.6 right
5. Save the document as its document name and place it to your own folder.

Preview:

Effects of Technology on Classrooms and Students

When students are using technology as a tool or a support for communicating with others, they are in an active role rather than the passive role of recipient of information transmitted by a teacher, textbook, or broadcast. The student is actively making choices about how to generate, obtain, manipulate, or display information. Technology use often means students need to be actively thinking about information, making choices, and executing skills that are typical in teacher-led lessons. Moreover, when technology is used as a tool to support students in performing authentic tasks, the students are in the position of defining their goals, making design decisions, and evaluating progress.

The teacher's role changes as well. The teacher is no longer the center of attention as the dispenser of information, but rather plays the role of facilitator, setting project goals and providing guidelines and resources, moving from student to student or group to group, providing suggestions and support for student activity. As students work on their technology-supported products, the teacher rotates through the room, looking over shoulders, asking about the reasons for various design choices, and suggesting resources that might be used.

Increased Motivation and Self Esteem

The most common—and in fact nearly universal—teacher-reported effect on students was an increase in motivation. Teachers and students are sometimes surprised at the level of technology-based accomplishment displayed by students who have shown much less initiative or facility with more conventional academic tasks:

The kid that don't necessarily star can become the star. [With technology]. My favorite is this boy . . . who had major problems at home. He figured out a way to make music by getting the computer to play certain letters by certain powers and it changed the musical tone of the note and he actually wrote a piece. He stopped in every recess . . . When I asked him what he was working on, he wouldn't tell me. Then he asked if I could put his HyperCard stack on my computer because it was hooked up to speakers. I said "sure" and at recess . . . he put it on my computer and played his music and literally stopped the room. And for months he had kids begging him at recess, every recess, to teach them how to make music. And for that particular kid it was the world because he really was not successful academically and was having lots of problems. . . . This really changed him for school year. . . . Elementary school teacher

Teachers talked about motivation from a number of different perspectives. Some mentioned motivation with respect to working in a specific subject area, for example, a greater willingness to work on computers or to work on assignments that involved computers. Other spoke in terms of more general motivational effects—student satisfaction with the immediate feedback provided by the computer and the sense of accomplishment and power gained in working with technology.

Score

Preview:

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Score

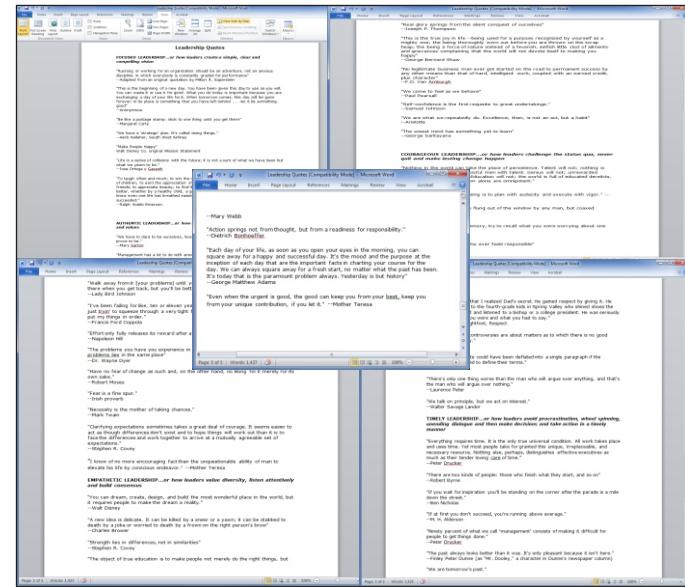
Lab 4.6 Leadership Quotes

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Microsoft Word
2. Open the **Leadership Quotes** document
3. Follow the steps on how to change text color, adjust margins and change page orientation
4. Do the following:
 - a. Adjust the margins and set to **wide**
 - b. Change the page orientation to **Landscape**
 - c. Change the color of every quotes as you want
5. Save the document as its document name and place it to your own folder.

Preview:



Lab 4.7 Pages and More

Estimated Completion time: 5 - 10 Minutes

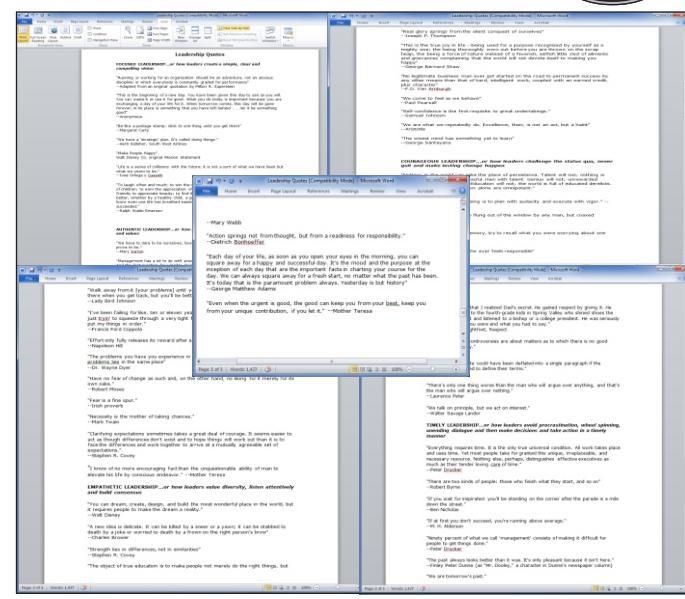
Directions:

1. Launch Microsoft Word
2. Open the **Leadership Quotes** document
3. Follow the steps on how to add page number and page border to a document
4. Do the following:
 - a. Add page numbers "Plain number 2" at the bottom of each page.
 - b. Add a page border and set the borders and shading settings to the following:

**Choose box Black Color
3 pt. width**

5. Save the document as its document name and place it to your own folder.

Preview:



Score

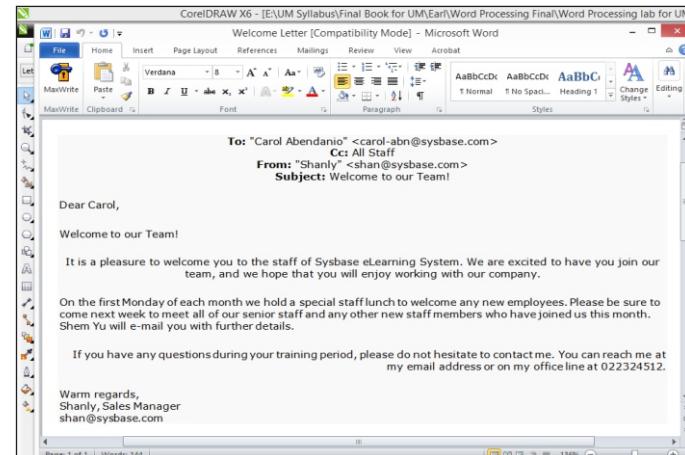
Lab 4.8 Welcome Letter

Estimated Completion time: 5 - 10 Minutes

Directions:

1. Launch Microsoft Word
2. Open the **Welcome Letter** document.
3. Modify the letter by formatting it into a full-block style letter.

4. Save the document as **Welcome Letter Updated**.

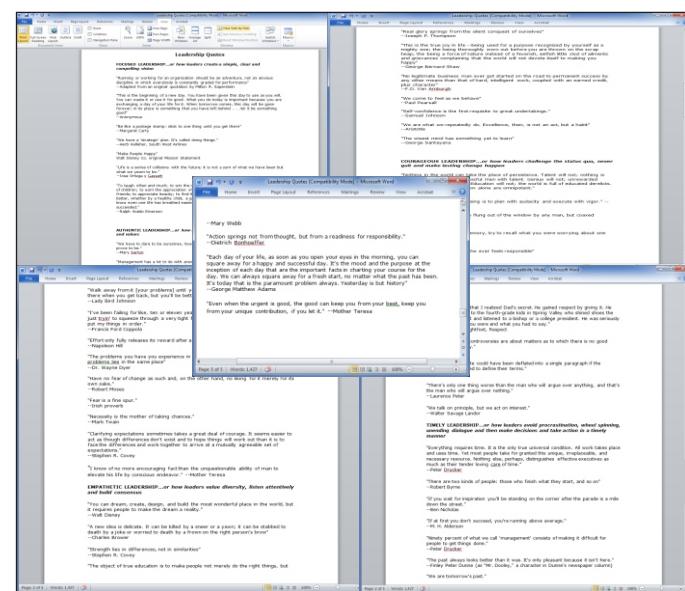
Preview:**Score**

Lab 4.9 Contents And Column

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch Microsoft Word
2. Open the **Leadership Quotes** document
3. Follow the steps on how to add a header and footer, generate table of contents and create columns.
4. Do the Following:
 - a. Add a header and choose mod (even page). Type "Leadership Quotes" on each document
 - b. Add a footer and choose mod (add page). Type "Success"
 - c. Insert a table of contents to the document and choose "Automatic Table 2"
 - d. Create a column on each document
5. Save the document as **Quotes for Motivated Leaders** and place it to your own folder.

Preview:
Word Processing 2