CSOCSC – IFP Computer Science
Practical 3 – Microsoft Word

For today's practical we will construct a Microsoft Word Template document to format a report. Tasks up to the thick black line should be regarded as a minimum. If you complete these you will know more about Word than most people! The tasks below the line are optional, but you may find them useful. If you have any problems or questions, please ask!

Log into the PC and start Microsoft Word.....................................□

We now have a blank document. Use `File->Save As` and in the `Save As Type` dialog box choose `Document Template (*.dot)`. In the `File Name` box type `MyReport.dot` and save it ....□

Create Paragraph Styles for each of the following (choose your own font and other settings to make your report look professional):

The Report Title..□

The Report Author ....□

The Report Sub-Title..□

Three levels of Headings...□

Normal Text..□

Quotations ....□

Program Code Examples..□

Make sure you have wide page margins (`File->Page Setup`) so there is plenty of room for the marker's comments ....□

In the document template, create "dummy" entries for the title, sub-title and author and the first Heading ....□

Save your template and try to create a new document using it...................□

Find out where Word has stored your template and copy it into My Documents, you will then be able to copy this to your own PC ....□

Assign shortcut keys to your Heading and quotation styles, store these in the template ....□

Create a separate Title Page for your Report (there should be no header or footer on this page) ....□

Use Word Art (`Insert->Object…Microsoft WordArt`) to create a fancy logo with your name and put this in the centre of the title page ....□

Investigate using the fields in `File->Properties` to store the Author name and use this in the footer..□

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