

## **CS1TQ2 - Commercial Off The Shelf Software**

### **Practical 14 – “Word Mastery”**

Your challenge today is to create a word document that neither your fellow students nor your lecturer can recreate. That is, it should use special formatting tricks or techniques that will produce a printed result that you do not think anyone else can reproduce. The document must abide by the following rules:

- It consists of a single A4 page
- It includes only text or built-in drawing objects or autoshapes
- NO embedded objects (from the Insert→ Object... menu) are allowed

Some of the formatting techniques that you may wish to investigate include:

- Changing text direction
- Using semi-transparent autoshapes and drawing objects
- Using borderless frames for arbitrary text placement
- Creating borderless tables with various combinations of cells merged
- Investigate “Drop caps” and sub and superscripts with various offsets
- Investigate autoshape fill effects
- Investigate page borders and backgrounds
- Investigate the range of font formatting options

When you have completed your document please print it out, write your name and e-mail address on the back and leave it on the front desk. The best and most interesting may be set as challenges for future practicals!

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