

MS Word - Exercise 1

Creating a professional document - Aim to have your final document like

‘Exercise 1 Antibiotic.pdf’

Skills needed:

1. Creating documents
2. Inserting Titles
3. Fonts: different fonts, size, colour
4. Find, (replace)
5. Bullets (lists)
6. Justification (left, middle, justified)
7. Page Orientation (portrait or landscape)
8. Line spacing
9. Creating tables
10. Page numbers
11. Spelling check

Steps:

1. **Open Microsoft Word** and create a new document.
 - **Step:** Open Word > New > Blank Document.
2. **Save the document and name it**
 - **Step:** File > Save as > “Exercise 1 Antibiotics”
3. **Title the document:**
 - **Title:** "Pharmaceutical Research: Antibiotics"
 - **Step:** Type this title at the top, highlight it, and apply the "Title" style (from the "Home" tab under "Styles").
4. **Write the introduction:**
 - **Step:** Below the title, type a short introduction (about 150 words) on antibiotics.

5. **Format the text:**

- **Change the font** to "Times New Roman" size 12.
 - **Step:** Highlight the text, go to the "Home" tab, and change the font to "Times New Roman" and size to 12.
- **Bold the first line** ("*Antibiotics are a class...*").
 - **Step:** Select the first line and click the **Bold** button or use Ctrl + B.
- **Change the colour** of the word "*Antibiotics*" to blue wherever it appears. Use the Find Tool to do this.
 - **Step:** Select each instance of the word, then click on the **Font Colour** button and select blue.
- **Make sure your text is left justified.**

6. **Adjust the page layout:**

- **Step:** Go to the "Layout" tab, adjust the margins if necessary (to Normal, 1-inch margins), and ensure the page is in **Portrait** orientation.

7. **Adjust the line spacing:**

- **Step:** Select the text and change the line spacing to 1.5 using the shortcut on the toolbar.

8. **Create a section for types of antibiotics:**

- **Step:** Below the introduction, type "*Types of Antibiotics.*"
- Apply the **Heading 1** style from the "Styles" section in the "Home" tab.

9. **Create a bulleted list** of five antibiotics:

- **Step:** Below the heading, type five antibiotics, one per line (e.g.).
- Highlight the list, go to the "Home" tab, and click on the **Bullets** button.

10. **Create a table** with two columns:

- **Step:** Below the bulleted list, insert a table:
- Go to the "Insert" tab > Table > Insert Table > Choose 2 columns and 5 rows. **Fill in the table** with data.

11. **Ensure proper indentation** for the list and adjust spacing:

- **Step:** Highlight the bulleted list, go to the "Home" tab, and click on the **Increase Indent** or **Decrease Indent** button as needed.
- Adjust paragraph spacing if needed (*Right-click > Paragraph > Adjust Spacing* options).

12. **Add page numbers** to the bottom right corner:

- **Step:** Go to the "Insert" tab > Page Number > Bottom of Page > Choose the centre alignment.

13. **Run a spelling and grammar check.**

14. **Save your document.**