LAB 09– MS WORD

## OBJECTIVE(S)

- Learn about Microsoft Word Interface
- Learn about Formatting Paragraphs and Page Layouts
- Learn about Creating Lists and Tables

Introducing Microsoft Word

Microsoft Word is a document and word processing application that enables a user to create, edit, and format different types of documents, such as letters and reports. Word provides a lot of document creation tools that have been refined to be easy to use. It also enables a user to add effects to picture from within the document and allow multiple authors to collaborate efficiently on a document.

Understanding the Microsoft Word Interface
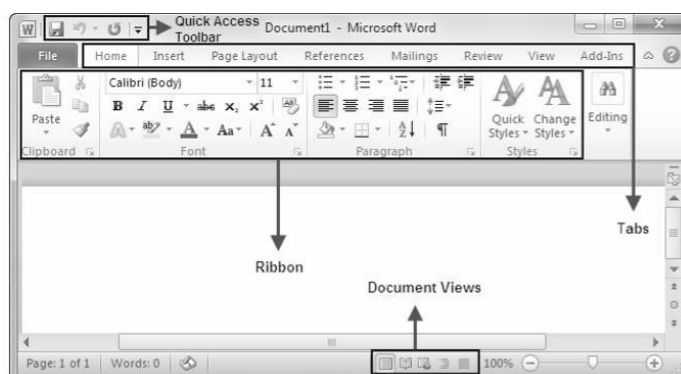
Element	Description
Ribbon	It organizes the frequently accessed commands in groups on a set of tabs.
Contextual Tabs	Commands displayed on the contextual tabs changes depending on the task being performed by the user. Occasionally, additional contextual tabs are also displayed.
Quick Access Toolbar	It provides Quick Access buttons to perform frequently repeated commands with a single click.
Document Views	It provides different views to analyze the document in different perspectives.
File Tab	It is a non-contextual tab on the Ribbon. It does not change depending on the task being performed by the user. It provides access to the Backstage view.

Understanding the Ribbon Interface

The Ribbon interface is a common feature in all applications included in the Microsoft Office Suite. It is an area above the document workspace. It provides easy and quick access to all

the commands by organizing them in a set of main tabs. The File tab is the only non-contextual tab which provides access to the Backstage view; all other tabs are main tabs.

These main tabs are divided into groups that represent different command groups and can be customized to add buttons for frequently repetitive tasks. Also, additional contextual tabs appear as the user works with different elements. For example, when the user is editing a table, the Design and Layout tabs are displayed under a new set of tabs called Table Tools.

Tab Name	Description
Home	Provides options for font and paragraph formatting, text styles, find/replace, and cut/copy/paste functions.
Insert	Provides options for inserting different objects into the document, such as tables, images, Clip art, SmartArt graphics, links, header/footer, symbols, and other basic text functions.
Page Layout	Provides options for applying themes to the document, changing the page borders and background, adjusting paragraph indentation, and arranging objects that have been inserted in a layered manner.
References	Provides options to insert external citations and add references within the document such as table of contents or figures.
Mailings	Provides various options for inserting envelopes and labels to efficiently format a letter for mass mailing.
Review	Provides options for proof-reading, spell-checking, and collaborative editing of the document by multiple reviewers.
View	Provides options for changing the document views and working with multiple Word windows.

The groups on some of the main tabs contain a 'dialog box launcher' icon at the lower-right of the group. Word displays a dialog box to perform functions included in that group, when users click the dialog box launcher icon. For example, the Styles group on the Home tab contains a dialog box launcher icon.

Formatting Paragraphs

Paragraph formatting includes a number of formatting attributes. Word considers a paragraph as a block of text that is preceded and followed by paragraph mark. Microsoft Word allows user to apply different types of formatting to different paragraphs. Each paragraph can have its own independent alignment, indentation, and tab settings.

To apply the formatting options to a single paragraph, users can place the cursor at any point within the paragraph. To apply the formatting options to multiple paragraphs, users must select those paragraphs.

Users can change the paragraph formatting options from the Paragraph dialog box. They can access the Paragraph dialog box using the dialog box launcher icon from the Paragraph group on the Home tab. The Paragraph dialog box contains the following two tabs:

Indents and Spacing - It provides options for alignments and indentation of the paragraph. *Line and Page Breaks* - It provides options for Window control and other pagination and formatting options.

Aligning a Paragraph

A paragraph is aligned on the page in relation to the left and right margin. By default all text in a paragraph is left aligned. Left aligned text means text that is aligned only to the left margin. Thus, it may appear uneven on the right side.

| Alignment	Description
Left	Aligns the selected paragraph to the left margin of the page.
Right	Aligns the selected paragraph to the right margin of the page.
Center	Aligns the selected paragraph to the center of the page.
Justify	Adjusts the spacing between words on each line of the paragraph, so that the paragraph is aligned evenly along the left and right margins of the page.

Working with Page Layout

Microsoft Word provides users with different options to modify the margins, orientation, and size of a page and change page layout.

The options for changing the page layout are located in the Page Setup group of the Page Layout tab. Word also provides the Page Setup dialog box, where users can change the page layout attributes in a detailed manner. Other than the options in Page Setup group of the Page Layout tab, the Page Layout dialog box provides options to insert a gutter or apply mirror margins to both sides of a page.

Gutter is like an invisible marker placed between the page border and content to accommodate the space required for punching holes in a spiral-bound document. Mirror margins are useful when the document is to be printed on both sides of the pages. It uses the same margin settings for both sides of the page.

Setting Page Margins

Margin controls the amount of white space between the content and borders of the page. Microsoft Word provides different pre-defined page margin settings for users to work with. These settings specify the space to be left between left, right, top, and bottom margins of the page and the content.
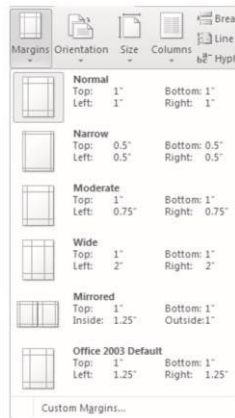
Setting Page Orientation

Page Orientation is related to how the user wants to display the document, when it will be printed. Page orientation is of two types, portrait and landscape. Portrait orientation is suitable for documents that are printed vertically and landscape orientation is suitable for documents that are printed horizontally.
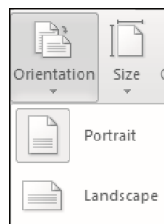
Working with Lists

Numbered and bulleted lists allows the user to emphasize a list of items and make them stand out from the rest of the document. In other words, bulleted lists works best when you want to separate a list of items from other text. With Microsoft Word 2010, users can display a list of items as ordered or unordered lists. Users can also create multi-level lists with a maximum of nine levels.

Working with Tables

Tables enable the user to present the data in a grid of rows and columns.

Microsoft Word allows user to quickly add a table and format it in one of the different available styles.

Working with Graphics

Microsoft Word allows user to add different types of graphics, such as pictures, clip arts, and charts into their document. The options to insert graphics in a document are located in the Illustrations group of the Insert tab.
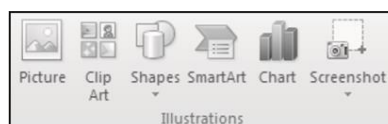
LAB ASSIGNMENT

1. Change the template font and page setup settings of the first paragraph following the standard and format specified.

Font	Times New Roman, 16pt, Bold, Italic
Page Columns	Number of Columns: 2, Width: 1:3, Spacing: 0.5
Paragraph Formatting	Indentation: 0.5" (Both Left and Right), 1" (Both Top and Bottom), Alignment: Justify
Page Margins	Left and Right: 0.75", Top and Bottom: 1"
Page Size	8.5" x 11"
Page Background	Watermark: Made by *"Student's Name"*

2. Modify the design and layout of the given table to look exactly like this (The table is spanned till next page).

Name	Designation	Salary	Bonus
Robert	CEO	800000	8%
Newton	Director	600000	9%
John	Managing Director	400000	10%

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Name	Designation	Salary	Bonus
Isaac	HR Manager	300000	12%
Daniel	IT Manager	200000	
Charles	Clerk	100000	14%
Alex	Clerk	100000	

3. To the right of the last line of the first paragraph, insert a footnote that says, "This information is provided by XYZ company". Hyperlink the web address https://www.dsu.edu.pk/ as well.

4. Under the table, add a "Balance" diagram. Add some relevant content of your choice in it.

5. Apply a "Shadow" border to the document with a 6 pts width and the color Dark Blue. Change the color of the page to Light Blue.

6. Bookmark the heading "*Table 1. Job Details*" and name the bookmark as "JobDetails".

7. Create the following multilevel list using the list provided.

1. Video provides a powerful way to help you prove your point.
    1.1. When you click Online Video, you can paste in the embed code for the video you want to add.
        1.1.1. You can also type a keyword to search online for the video that best fits your document.
2. To make your document look professionally produced.
    2.1. For example, you can add a matching cover page, header, and sidebar.
        2.1.1. Click Insert and then choose the elements you want from the different galleries.
        2.1.2. Themes and styles also help keep your document coordinated.
        2.1.3. When you click Design and choose a new Theme, the pictures, charts.
3. You can also type a keyword to search online for the video that best fits your document.
    3.1. To make your document look professionally produced.
4. For example, you can add a matching cover page, header, and sidebar.
    4.1. Click Insert and then choose the elements you want from the different galleries.
    4.2. Themes and styles also help keep your document coordinated.
    4.3. When you click Design and choose a new Theme, the pictures, charts.
        4.3.1. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.
        4.3.2. To make your document look professionally produced.
            4.3.2.1. For example, you can add a matching cover page, header, and sidebar.
            4.3.2.2. Click Insert and then choose the elements you want from the different galleries.
            4.3.2.3. Themes and styles also help keep your document coordinated.
                4.3.2.3.1. When you click Design and choose a new Theme, the pictures, charts.
                4.3.2.3.2. When you apply styles, your headings change to match the new theme.
                4.3.2.3.3. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it.

SUBMISSION GUIDELINES

- Implement all tasks in single word file labeled with Roll No and Lab No. e.g. **'cs201xxx_Lab10'.**
- Convert the file into PDF.
- Place file along with the PDF file in a folder labeled with Roll No and Lab No. e.g. '**cs201xxx_Lab10**'.
- Submit the folder at LMS
- **-100%** policies for plagiarism.