

Name: _____

Section: _____

CS 103 Introduction to Computers

Enhancing a Document with Microsoft Word – Chapter 3

All exercises refer to the Hands-On Exercises in the class textbook *Microsoft Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due October 3rd for Section 3 (MW) and October 5th for Section 4 (F). Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 16 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. Save all documents for these exercises to the folder path USB:\cs103\Exploring Word.

Hands-On Exercise 1: Clip Art and WordArt (pp. 181 – 187)

- ☐ Step 1. Insert the Clip Art Save as **Clip Art and WordArt Solution.doc**
- ☐ Step 2. Move and Size the Picture [The Insert Picture Command]
View Context-Sensitive Menu by selecting picture and click right mouse button or go to menu Format | Picture.
- ☐ Step 3. WordArt
- ☐ Step 4. WordArt Continued
 1. When dragging the WordArt to top of document the intended use is as a title.
 2. Go to menu Format | WordArt menu, select Layout tab, and click on Advanced button.
 3. Select Top and bottom button and click OK.
 4. Using the “Top and bottom” layout, nothing else will appear on the line with WordArt title.
- ☐ Step 5. The Insert Symbol Command
For ® make sure you place parenthesis before and after r, like (r)
- ☐ Step 6. Create the AutoShape
 1. Drawing toolbar appears at bottom of Word window when View | Toolbars | ☒ Drawing.
 2. Don't use drawing canvas by pressing the Esc key.
 3. You may use any Banner and adjust formatting of banner and text as you wish.
- ☐ Step 7. The Completed Document **Print single page document**
 1. Adjust top margin to 1.5”. You may need to adjust document so contents fits on one page before printing.

Hands-On Exercise 2: Microsoft Word and the Internet (pp. 190 – 197)

- [] Step 1. Search the Web Type “Apollo 11 Home” for search string.
- [] Step 2. Save the Picture
 - 1. Create a new folder called chap3 in the folder path cs103\word\chap3\ of your USB drive.
 - 2. Store the photo in this folder.
- [] Step 3. Insert the Picture save as Apollo 11 Solution.doc
- [] Step 4. Move and Size the Picture [Cropping the Picture]
 - 1. Experiment with cropping the picture. Undo any cropping changes you made.
- [] Step 5. Insert a Footnote [Copy the Web Address]
- [] Step 6. Insert the Hyperlink [Click to Edit, Ctrl+Click to Follow]
- [] Step 7. Create the Web Page
 - 1. Single File Web Page = *.mht = Can be opened only with MS Internet Explorer.
 - 2. To use for an actual web page that can be viewed with any browser: **Save As Web Page...** and select Save as type: Web Page, Filtered to remove all non-standard HTML and CSS
- [] Step 8. View in a Web Browser **Print web page document from IE**

~~Hands-On Exercise 3: Mail Merge~~ **SKIP, Do not do this Exercise**

Practice Exercise 3: Create a Home Page (p. 218)

Create a home page using Microsoft Word. Examine the web page in Figure 3.15 as a guide. Your final web page does not need to look like Figure 3.15. However it must contain as a minimum the following content:

Requirement 1: Your web page must use dark text and light background.

Requirement 2: Your web page must contain one graphic image using either clip art or photograph with a file size of less than 50 Kbytes.

Requirement 3: Your web page must have a minimum of 4 hyperlinks.

Requirement 4: Your web page must contain some text about you.

Requirement 5: Save this document as a standard word document with the filename.doc extension. You may come back to this MS Word file later.

Requirement 6: **Save As Web Page...**

and select Save as type: Web Page, Filtered. This will remove all non-standard HTML and CSS from document. Name the document index.html and save it to a new folder named HomePage.

Requirement 7: Open windows explorer and examine the contents of the HomePage folder. Click on the index.html document that you just created. This will open the document in the default web browser.

[] **Print index.html Web Page Document**

I completed all parts of this assignment

Signature: _____ Date completed: _____