Name: _____   Section: _____

CS 103 Introduction to Computers

Advanced Features Microsoft Word – Chapter 4

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 15th for Section 3 (MW) and October 12th 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 <u>USB:\ cs103\Exploring Word</u>.

Hands-On Exercise 1: Bullets, Lists, and Outlines (pp. 228 – 233)

[ ] Step 1.   Create a Bullet List   Save as **US Constitution.doc**

[ ] Step 2.   Modify a Numbered List

[ ] Step 3.   Convert to an Outline   [The Tab and Shift+Tab Keys]

[ ] Step 4.   Enter Text into the Outline   [Increase and Decrease Indent]

[ ] Step 5.   Customize the Outline   [Auto Creation of a Numbered List]

[ ] Step 6.   The Completed Outline   **(Save and Print document)**

Hands-On Exercise 2: Tables (pp. 236 – 242)

[ ] Step 1.   The Page Setup Command Save as **My Study Schedule.doc**

[ ] Step 2.   Create the Table   [Tabs and Tables]

[ ] Step 3.   Merge the Cells   [Splitting a Cell]

[ ] Step 4.   Enter the Days and Hours   [Convert Text to a Table]

[ ] Step 5.   Borders and Shading—Select a dark color background and light text

[ ] Step 6.   Insert the Clip Art—Select any image if owl doesn't show

[ ] Step 7.   The Finishing Touches   **(Save and Print document)**

Hands-On Exercise 3: Styles (pp. 247 – 254)

[ ] Step 1. The AutoFormat Command, Save as **Tips for Word Solution.doc**

[ ] Step 2. Formatting Properties   [Styles and the Autoformat Command]

[ ] Step 3. Modify the Body Text Style   [Be Careful Where You Click]

[ ] Step 4. Modify the Heading 1 Style   [Space Before and After]

[ ] Step 5. The Outline View   [The Document Map]

[ ] Step 6. Create a Paragraph Style

[ ] Step 7. Create a Character Style   [Show the Keyboard Shortcut]

[ ] Step 8. **Save the document, but** <u>Do **NOT** Print</u>   [Print Selected Pages]

Hands-On Exercise 4: Working in Long Documents (pp. 258 – 268)

[ ] Step 1. Applying a Style   Use from Hands-On Exercise 3

[ ] Step 2. Table of Contents   [AutoFormat and Table of Contents]

[ ] Step 3. Field Codes and Field Text

[ ] Step 4. Insert Page Numbers   [Format at the Section Level]

[ ] Step 5. The Page Setup Command   [Moving within Long Documents]

[ ] Step 6. Create the Header   [Headers and Footers]

[ ] Step 7. Update the Table of Contents (Save and Print pages 1, 2, and 3)

[ ] Step 8. ~~Skip Steps 8, 9, 10, 11~~ Stop Here!

Practice Exercise 1: The Résumé (p. 272)

Create a Résumé using Microsoft Word. Examine the résumé page in Figure 4.11 as a guide. Your final résumé does not need to look like Figure 4.11. However it must contain as a minimum the following content:

Requirement 1: Your résumé must use a table to layout the text.

Requirement 2: Your résumé must use various styles, fonts, and sizes.

Requirement 3: Your résumé must have contact info with email address.

Requirement 4: Your résumé must contain at least three categories, for example: education, work experience, references, skills, things you like to do, things you don't like, favorite music, favorite hobbies, languages.

Requirement 5: Turn table borders off for after all information is entered. This will disable the printing of the table borders but preserve the layout.

Requirement 6: Save your file as resume.doc.

[ ] Print this Document

I completed all parts of this assignment

Signature: _____   Date completed: _____