

**CL117**  
**INTRODUCTION**  
**TO ICT**

**LAB 01**

**MS-Word 2007**



**FAST**

**NATIONAL UNIVERSITY OF COMPUTER AND EMERGING SCIENCES**

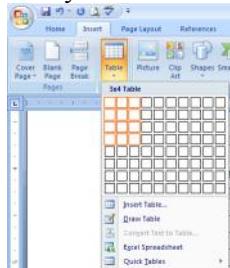
# Advanced Microsoft Word 2007

Topics covered in this session:

- **Creating tables**
- **Adding table rows and columns**
- **Deleting table rows and columns**
- **Merging/splitting table rows and columns**
- **Changing text direction**
- **Table formatting, borders, and shading**
- **Paragraph borders/shading**
- **Horizontal Lines**
- **Inserting Headers/Footers**
- **Inserting Page Numbers**
- **Inserting Symbols**
- **Inserting ClipArt/Images**
- **Using the Picture Styles/Tools**
- **WordArt**
- **Smart Art**
- **Bullets and Numbering**
- **Adding References**
- **use and remove hyper linking**

## Creating a New Table

1. Click the Insert tab, then click the down arrow below the Table icon, highlight the number of columns and rows you wish to create. If you don't choose enough, you can always add columns or rows later.

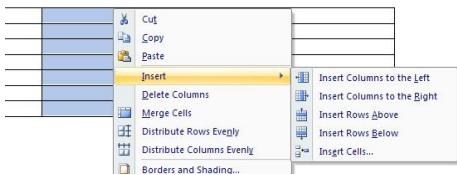


2. Once you have the table created, you can begin typing information into the cells. To move from one cell to another, press Tab. To go back one cell, press Shift + Tab.

## Adding/Inserting Table Rows/Columns

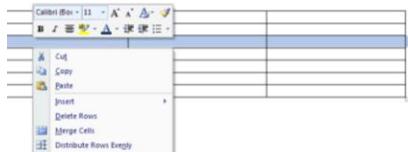
- 1) To add a table row at the bottom of the table, press Tab.
- 2) To insert a table row inside the table, highlight the row where you wish to insert a row. Right-click in the selection, click Insert and choose Insert Rows Above or Insert Rows Below.

- 3) To insert columns in the table, highlight the column where you wish to insert a column. Right-click in the selection, click Insert and choose Insert Columns to the Left or Insert Columns to the Right.

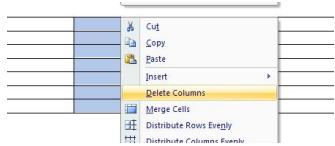


## **Deleting Table Rows/Columns**

- I. To delete a table row, highlight the row you wish to delete. Right-click in the selection, click Delete Rows.

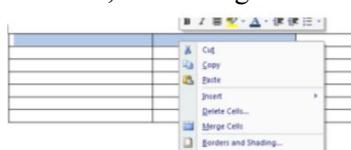


- II. To delete a table column, highlight the column you wish to delete. Right-click in the selection, click Delete Columns.

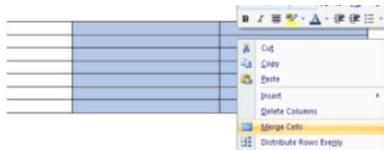


## **Merging/Splitting Table Rows/Columns**

- I. To merge a group of cells in a table, highlight the cells you wish to group together. Right-click in the selection, click Merge Cells.

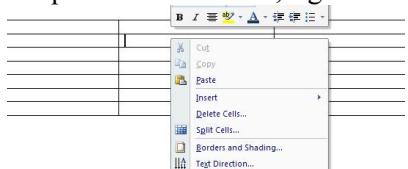


Merge Rows



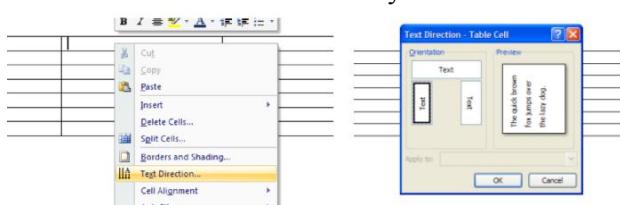
Merge Columns

- II. To split a cell in a table, right-click in the cell you wish to split, click Split Cells.



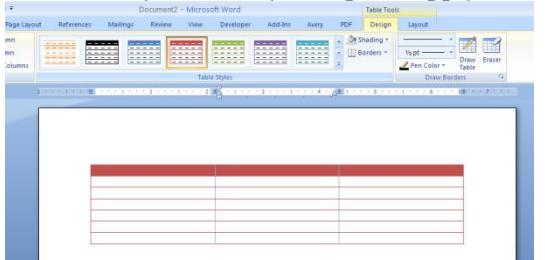
## **Changing Text Direction in a Table**

- a. Right-click in the cell that contains the text you wish to change the direction for. Click Text Direction and choose the format you wish.

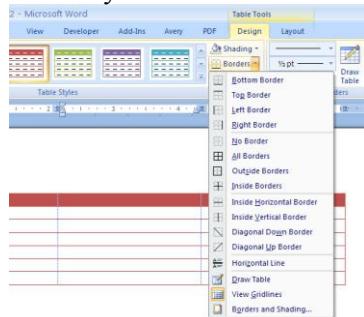


## **Adding Table Formats/Borders/Shading**

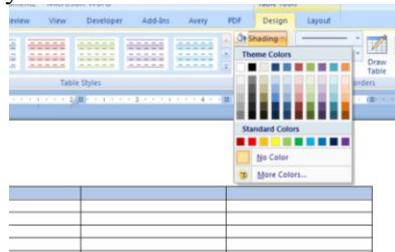
- Highlight the table you wish to apply the format to. In the Table Tools QuickMenu, there are numerous styles already set up. To apply one of these, click the appropriate icon.



- To apply borders to cells or the entire table, click the down arrow beside the Borders icon in the Table Styles section of the Design Ribbon. Click on the type of border you want.

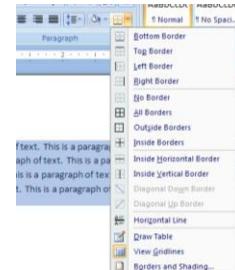


- To apply a combination of borders, click the Borders and Shading option at the bottom of the pull-down list.
- Shading can also be applied to cells: Highlight the cells you wish to apply shading to, click the down arrow beside the Shading icon in the Table Styles section of the Design Ribbon. Click on the color of your choice.

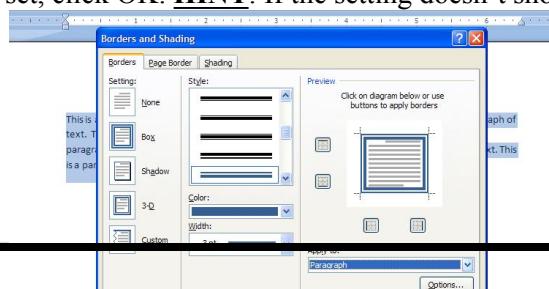


## Paragraph Borders/Shading

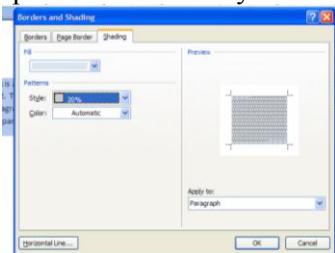
- Highlight the paragraph you wish to put a border around. Click the down arrow to the right of the borders icon in the Paragraph group of the Home Ribbon. Click the Borders and Shading option at the bottom of the drop-down list.



- Choose the type of border you wish to put around the paragraph/selected text, as well as the line thickness, type, color, etc. Also be sure the “Apply to” option is set to paragraph. Once options are set, click OK. **HINT:** If the setting doesn’t show up in the Preview box, it is NOT selected.

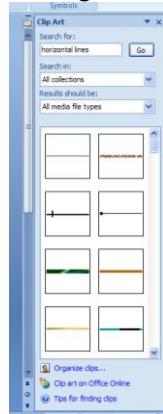


3. Shading may also be applied to the paragraph/selected text by clicking the Shading tab and setting the options to whatever you wish. Click OK when finished.



## Adding Horizontal Lines

1. Click the Insert tab, click the ClipArt icon in the Illustrations group.
2. In the “search for” box, key in Horizontal Lines and press Enter. Numerous types of lines should appear. Lines may be inserted at the insertion point by double-clicking the line you wish to add or clicking the down arrow and choosing Insert.



3. These lines are clipart so they can sized up or down. Be sure to use the corner sizing handle to avoid skewing the image.

This is a paragraph of text. This is a paragraph of text.



4. Basic black lines may be inserted by pressing the hyphen or underline numerous times across the screen and pressing Enter.

This is a paragraph of text. This is a paragraph of text.



## Inserting Header/Footer

1. Click the Insert tab, click the down arrow below the Header or Footer icon in the Header & Footer group.

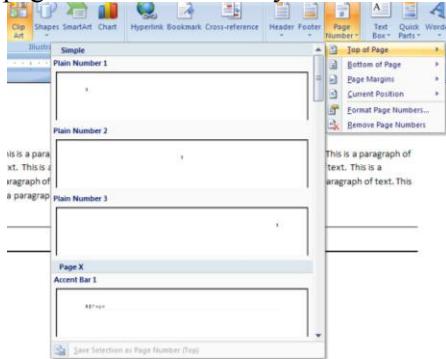


2. Choose the layout which best suits your needs. There are numerous options for each.

## Inserting Page Numbers

1. Click the Insert tab; click the Page Number icon in the Header & Footer group.  

2. There are numerous options for putting the page number at the top of the page or at the bottom of the page. Click on the one you want.



## Inserting Symbols

1. Click the Insert tab; click the down arrow below the Symbol icon in the Symbols group.  

2. Choose a symbol from the commonly used list, or click More Symbols to see more options. Many different types of picture icons/symbols are available in Webdings, Wingdings, Wingdings 2, Wingdings 3.



3. Once you have found the symbol you want, double-click the symbol icon to insert it into your document or click on the symbol once and click the Insert button.

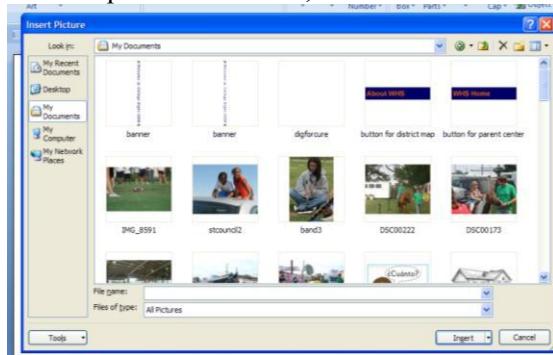
## Inserting ClipArt/Images

1. Click the Insert tab; click the ClipArt icon in the Illustrations group.  

2. In the “search for” box, key in words that describe what type of clipart you are looking for and press Enter. Numerous images should appear. To insert a specific clipart, double-click the image you wish to add or click the down arrow and choose Insert. The images with the “world” icon in the corner are located on the Microsoft website. If you are not connected to the Internet, these will not show up.

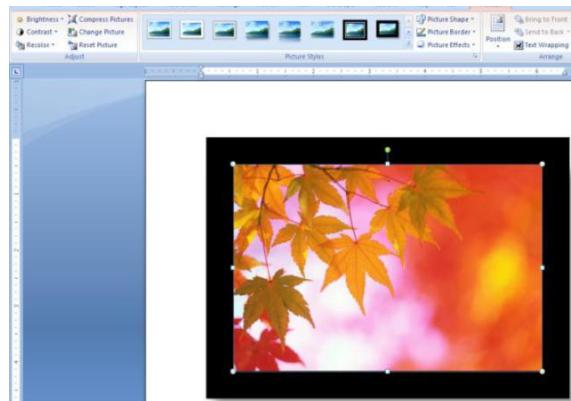


3. To insert a saved image, click the Insert tab; click the Image icon in the Illustrations group. Find the picture in the list, then click the Insert button.



## Using Picture Styles/Tools

1. Click on the image in your document. If the Picture tools ribbon is not showing, click on the Picture Tools icon located on the Title bar.
2. Numerous options are available to enhance the appearance of the picture.



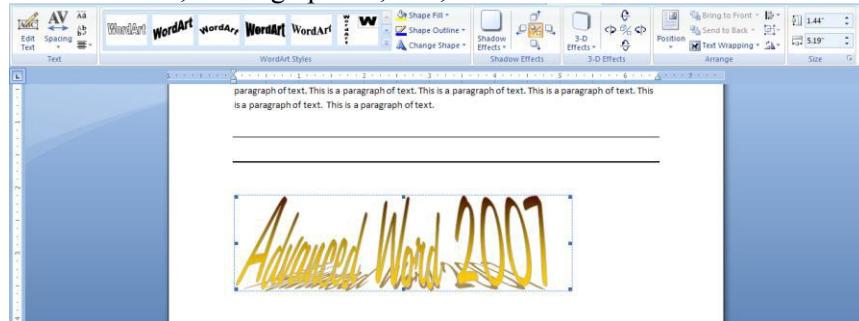
- a. **Brightness/Contrast/Recolor** – alter the image by making it brighter, changing the contrast, and recoloring using various color options.
- b. **Compress Pictures** – makes image smaller in saving size; helpful when you are sending a file with lots of pictures by e-mail.
- c. **Change Picture** – allows you to change the picture without going back to Insert, Picture/ClipArt.
- d. **Reset Picture** – sets the image back to its original setting.
- e. **Picture Styles** – many options for displaying image; i.e., in a frame, alter shape, add a border, or add special effects such as beveled edges and shadows to it.
- f. **Arrange** – changes the place image is put. Can put image in front/behind text, close to text, on a line by itself, align it to a specific spot on the page, etc. Can group objects together; can rotate image.
- g. **Size** – can crop parts of the image out. Can set the height and width of the image.

## Creating and Inserting WordArt

1. Click the Insert tab; click the WordArt icon in the Text group. Click the WordArt design you wish to use. Type your text into the dialog box, choose the font and size you want, then click OK.

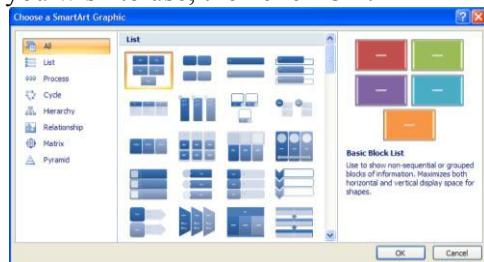


- Just as for images, there are many manipulation options available for WordArt; styles, fill, shadow effects, rotating options, size, etc.

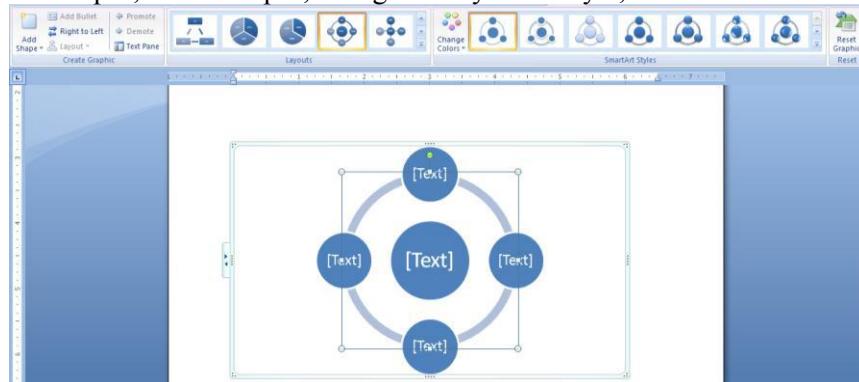


## Inserting SmartArt

- Click the Insert tab; click the SmartArt icon in the Illustrations group. Click the SmartArt design you wish to use, then click OK.

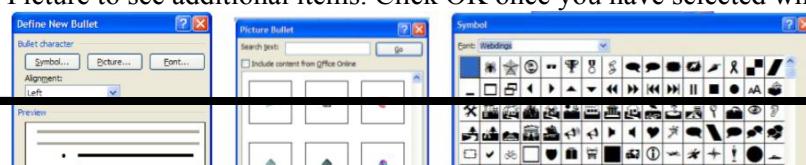


- Numerous options are available for manipulating the illustration. Click in each element to type text, add shapes, delete shapes, change the layout or style, etc.



## Adding Bullets/Numbering

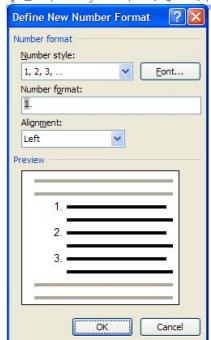
- Click the Home tab; click the down arrow to the right of the bullets icon or the numbering icon .
- Choose the style of bullet or numbering you wish to apply to text. Additional bullets are available by clicking on Define New Bullet at the bottom of the drop-down list. Click on Symbol or Picture to see additional items. Click OK once you have selected what you want.



Picture

Symbol

3. Your own style of numbering can be set as well. Click on Define New Numbering Format and type in the style you want. Click OK when finished.



## Adding References

### Table of Contents

1. Click the References tab, click the down arrow next to the Table of Contents icon
2. Choose the format you wish to insert into your document.



### Footnotes/Endnotes

1. Click the References tab. For a footnote, click the Insert Footnote icon . For an Endnote, click the Insert Endnote icon .
2. To insert another footnote or endnote, click on the Insert Footnote or Insert Endnote icon again.
3. To move from one footnote or endnote to another, click the down arrow next to the Next Footnote icon and click the appropriate option.

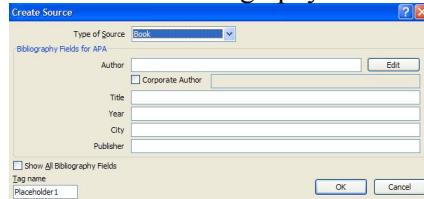


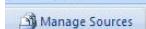
### Citations & Bibliography

1. Click the References tab. To insert a citation into your document, click the down arrow beside the Insert Citation icon and choose Add New Source



- Fill out the information for the type of source it is, title, author, etc. The boxes listed are generally the required information. Additional fields can be shown by clicking in the Show All Bibliography Fields box.



- If you need to edit the source at any time, click on the Manage Sources icon 
- Choose the style of bibliography/citation you are creating by clicking on the down arrow to the right of the Style icon.



- Once finished with the sources, you can insert the bibliography/works cited page by clicking on the down arrow to the right of the Bibliography icon; click the format you wish to display the page in.



## Use Hyperlinks

Use hyperlinks to point to web pages, other files, email addresses and other parts of the same document. Hyperlinks make it easy for the reader to access related content.

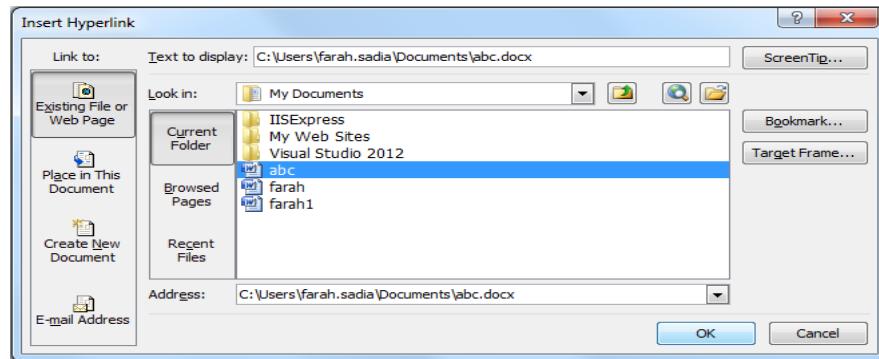
To follow a hyperlink in Word you need to hold down the Ctrl key and click with the mouse.

### Insert a Hyperlink

- Select the text you want to use for the hyperlink
- Click the Insert tab on the Ribbon
- Click the Hyperlink button in the Links group

#### To a Web Page

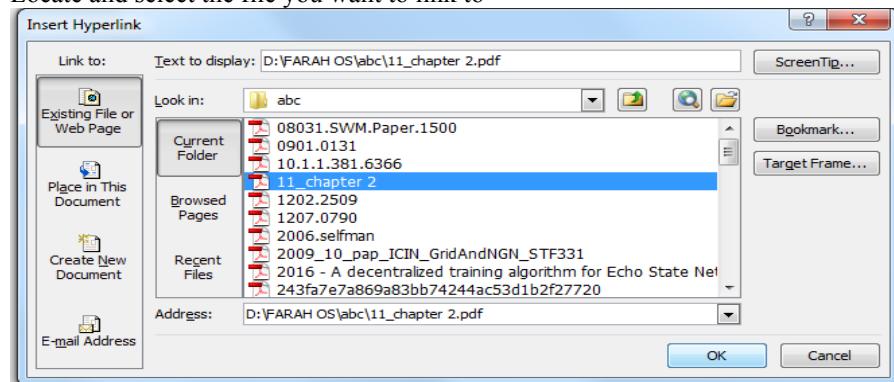
- Click the Existing File or Web Page option in the Link to: panel



2. Type the URL of the web page into the Address: box  
or  
Click the Browse the Web button, find the web page you want to use and close the browser
3. Click Ok

#### To a File

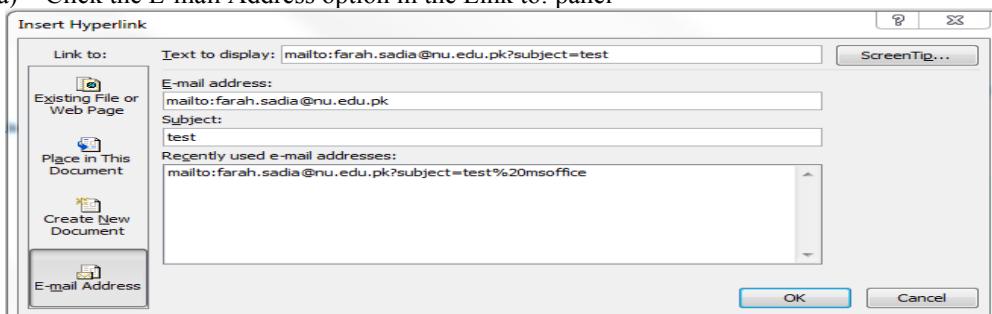
- 1) Click the Existing File or Web Page option in the Link to: pane
- 2) Locate and select the file you want to link to



- 3) Click Ok

#### To an Email Address

- a) Click the E-mail Address option in the Link to: panel



- b) Type the address you want to use
- c) Enter a subject for the email in the Subject: field for Word to enter a default subject on the email.
- d) Click Ok

#### Remove a Hyperlink

- a) Hyperlinks can be removed from text if they are no longer required.
- b) Right click on the hyperlinked text
- c) Select Remove Hyperlink from the shortcut menu

#### Working with Comments

Comments are used to add suggestions and reminders to a document for yourself and others. You can think of comments as a virtual Post-It note. They are displayed in a document within balloons.

#### Add a Comment

- Click in the document or select the text where you want the comment to be inserted
- Click the Review tab on the Ribbon
- Click the New Comment button in the Comments group
- Enter the text in the comment

[Pakistan](#) (/ˈpækɪstæn/ (About this sound listen) or /pa:kɪˈsta:n/ (About this sound listen); Urdu: پاکستان جمہوریہ اسلامیہ, پاکستان), officially the Islamic Republic of Pakistan (Urdu: پاکستان جمہوریہ اسلامیہ, پاکستان), is a country in South Asia. It is the seventh-most populous country with a population exceeding 201 million people.<sup>[17]</sup> In terms of area, it is the 33rd-largest country spanning 881,913 square kilometres (340,509 square miles). Pakistan has a 1,046-kilometre (650-mile) coastline along the Arabian Sea and its Gulf of Oman in the south and is bordered by India to the east, Afghanistan to the west, Iran to the southwest, and China in the far northeast, respectively. It is separated narrowly from Tajikistan by Afghanistan's Wakhan Corridor in the north-west, and also shares a maritime border with Oman.

Comment [f1]: i love my country

### Delete a Comment

If a comment is no longer required it can be removed. To remove a comment you should delete it, not accept or reject the change like when using Track Changes.

1. Select the comment you want to remove
2. Click the Delete Comment button on the Review tab

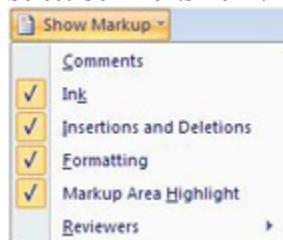
### Review Comments

- It is easy to jump to each comment within a document to review them.
- Click the Review tab on the Ribbon
- Click the Next Comment or Previous Comment buttons

### Display or Hide Comments

Comments can be hidden to prevent them from becoming a distraction whilst working on other aspects of a document.

- Click the Show Markup button in the Tracking group
- Select Comments from the list to hide or display them



## LAB ACTIVITY

### **Question 01:**

Create a new document Write the following paragraph along with its equation. You will find the equation and symbols in INSERT tab.

### **Question 02:**

#### **3.1 Performance measures**

##### **Challenges :**

**Physical:** Saena primarily faces the physical challenges; as a traveling merchant's daughter, she has learned to fight; she faces the Dark Fae but suffers weakness in her mental defenses against their magic; Aerim learns to fight from Saena and helps her learn to defend herself mentally.

**Magical:** Aerim is surprisingly resilient to magic and discovers his growing powers as he and Saena venture into the Forest to investigate their foe and find the root to the decay of the land; he must ultimately confront the truth that his mother was a Dark Fae and was responsible for introducing a sickness to the human race.

query images. For the  $i$ -th are correct answers and  $I_j^{(i)}$  in the result. We use ]:

$\text{rank}(I_j^{(i)})$ .

$\frac{j}{\text{rank}(I_j^{(i)})}$ .

query  $Q$ , and scope  $S(S>0)$ :  
 $\leq S\} | / a_i$ .

Create a file named lab1.docs containing the following text. With the specified changes.

- a) Font color for every noun should be blue and for verb it should be green.
- b) Text in bold should be made italic also.
- c) First paragraph should be in times new roman (10) and second should be in Arial (10).
- d) Nouns Saena and aerim should be in "Blackadder ITC" font size 36.  
Note: There should be no green blue or red lines under the text.

### **Question 03:**

Write an Article using sample template

- a) Insert a 5 lines drop cap at a distance of 0.3cm from text
- b) Insert header with your name and page no
- c) Set margins Mirrored
- d) Landscape orientated, size Tabloid, justified.
- e) Insert citation, Bibliography and footnotes where necessary

- f) Insert related picture or table with caption
- g) Proof read your document and add comments

For drop cap, select the word or paragraph then go to insert then in the text group click on drop cap then select drop cap option.

#### Question 04:

Create a sales Table.

### Sales Table

Region	District	Store Name	Employee Name	Customer Count	Cost	Sale
± Ali	<b>Total</b>			<b>153</b>	<b>9724</b>	<b>13149</b>
	± Ahmed	<b>Total</b>		<b>153</b>	<b>9724</b>	<b>13149</b>
		± Imtiaz				
			Ayaz	53	611	830
			Wajahat	40	731	1429
			Maaz	60	8382	10890
	<b>Total</b>			<b>153</b>	<b>9724</b>	<b>13149</b>

#### Question 05:

Create a document.

- Type the 3 Paragraphs of text and apply align left, align right, align justify.
- Assign bold, italic, underline for 3 Paragraphs, text background color different and give 3 different fonts for those.
- Write 4 different bookmark and use go to book mark options.
- Apply auto formatting on text the word is Pakistan.

#### Question 06:

Create the document, add the picture and wrap the text.

San Francisco is the financial, cultural, and transportation center of the San Francisco Bay area, a region of 7.15 million people which includes San Jose and Oakland. The only consolidated city-county in California, it encompasses a land area of about 121 km<sup>2</sup> on the northern end of the San Francisco peninsula, giving it a density of about 6,632 people per km<sup>2</sup>. It is the most densely settled large city (population greater than 200,000) in the state of California and the second-most densely populated large city in the United States after New York City. Today, San Francisco is one of the top tourist destinations in the world, worldwide, and is renowned for its chilly summer fog, steep rolling hills, its famous landmarks, including the Golden Gate Bridge, cable cars, and Chinatown. The city is also a principal banking and finance center, and the home to more than 30 international financial institutions, helping to make San Francisco rank eighteenth in the world's top producing cities, ninth in the United States, and thirteenth place in the top twenty global financial centers.