

MS Word 2010 for V&V

Lab Book Version 2.0

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Document Revision History

Date	Revision No.	Author	Summary of Changes
16-Feb-2015	1.0	Yogini S Naik	First version
22-May-2015	2.0	Selvalakshmi P	Modified the content as per VnV Lot requirements

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Lab 1. Introduction to Word 2010

Goals	• Basic operation with MS Word 201
Time	20 minutes

1. Create an empty document. Copy the content from the existing document AoQ.docx.
2. Save the document in a newer location.
3. Try opening both the document side by side.
4. Make the following changes in your version of document. Add the following lines in the beginning of the document. (You can copy this as well)

The IGATE R & R Program

Recognition of good work is essential element of an outstanding workplace. People respond to appreciation as it confirms their work is valued. Through effective rewards and recognition programs, we reinforce the actions and behaviors that we most want to see people repeat.

IGATE believes in creating an appreciative atmosphere, recognizing and nurturing deserving high performing individuals and teams who move beyond the ordinary expectations of the job, into the realm of excellence, distinguished by outstanding accomplishment and set benchmarks for others to emulate. Given here is the Rewards & Recognition Program of IGATE created with an objective of building a high performance work culture through timely recognition of outstanding performance. As an organization, we truly believe that recognition is most effective when it takes place on a regular basis, in a variety of ways and is truly rewarding to an employee. Thus, there are four major categories of awards spread through the year.

5. Save the document. Now compare your document and original document and see the changes

Lab 2. Formatting in documents in Word 2010

Goals	• Performing formatting document MS Word 2010
Time	30 minutes

1. For the above paragraph, do the following paragraph alignment, indentation, header and footer.
 1. Change the paragraph spacing to 1.5. Remove the spaces before and after each line.
 2. Increase the indentation of the first paragraph.
 3. Modify the indentation of 2nd paragraph as per your point of view.
 4. Provide the header of the page is as “*The IGATE R & R Program*”.
 5. Footer should have IGATE Internal in the center and page number on the bottom right corner
IGATE Logo on the top right side.
 6. Create the watermark for your document is as “Sensitive”.
 7. Changing margins to 1.5 all over
 8. Add a border of blue color

Lab 3. Working with Tables in Word 2010

Goals	• Performing various operations with tables in MS Word 2010
Time	120 Minutes

Create a Table with the following information and perform the below task.

Name of the team Member	Funds allotted	Job allotted
Member 1	10000.00	Planning
Member 2	12000.00	Resource Management
Member 3	15000.00	Project Documentation
Member 4	13000.00	Correspondence with outside agencies

- Sort** the team members by the funds allotted to them to get output as shown below
- Find the total funds** allocated.
- Delete** the row of Member 2
- Undo the above operation
- Delete** the column "Job allotted "
- Undo the above operation
- Modify** the **cell dimensions** of the first column
- Modify** the **table format** from the existing one

Lab 3.1 Assignment on Table:

1. **Create** a NEW blank document in Word.
2. **Create** the **table** below keying the text shown – leave the first cell blank.

	Month	High	Low
Santa Fe	January	40	19
	Feb	40	22
	April	35	24
	October	20	9
Taos	January	45	30
	Feb	45	33
	April	18	6
	October	10	4

3. **Merge** the cell that contains “Santa Fe” with the three blank cells below it. Do the same for the cell that contains “Taos” and the blank cells below it.
4. Change the entire table to **16 point Arial** and the **row height** of each row to at least **0.45 inch**.
5. Change the **text direction** of “Santa Fe” so it reads from the bottom to the top of the cell. Format the text as **26 point bold**. Format “Taos” the same way.
6. Adjust **column widths** as follows:

Column 1 – 0.75”

Column 2 – 1.25”

Column 3 – 1”

Column 4 – 1”

7. **Center** the text in columns three and four.
8. **Insert** a new **row** at the top of the table, **merge** the cells, **center** and **type** the title Average Temperatures in **Arial, 24 point, bold**, and **small caps**.
9. Change the **font color** of the second row to white. Apply black **shading** to the row.
10. Apply 15% gray **shading** to the first row.
11. Add a **3 point, double line, and black, outside border** to the table. Add a **1½ point, single line, and black, inside border** to the table.
12. **Center** the table **vertically and horizontally** on the page.
13. **Save** the document as **AVERAGE TEMPERATURE** to your Computer 6 folder.
14. Add formulae to find out average high and average low temperature

Lab-3.2 – Creating a Table of Contents

1. You are an astrologer and is creating a documents on Sun Sign . Each page contains information on one zodiac. Add suitable Page Headers , Page title and content . The zodiacs are mentioned in the list below
 - a. Aries
 - b. Taurus
 - c. Cancer
 - d. Gemini
 - e. Leo
 - f. Virgo
 - g. Libra
 - h. Scorpio
 - i. Sagittarius
 - j. Capricorn

 - k. Aquarius
 - l. Pisces

Create a TOC for the document. Add a page for Extra Information and update the TOC

Lab 4. Linking and Embedding in Word 2010

Goals	• Insert images & hyperlinks in MS Word 2010
Time	20 Minutes

1. In the Table given in Lab 3, Embed some images
2. Change the following to hyperlinks in the word document
 1. Quarterly Awards Nomination Form - Individual
Link - <https://ispace.igate.com/Awards/Quarterly%20Awards%20Nomination%20Form%20-%20Individual.xl>
 2. Quarterly Awards Nomination Form - Team
Link - <https://ispace.igate.com/Awards/Quarterly%20Awards%20Nomination%20Form%20-%20Team.xls>
 3. Process Documents
 4. Quarterly Awards Process Documents

Lab 5. Shapes, Symbols and Charts in Word 2010

Goals	• Working with Charts in MS Word 2010
Time	20 Minutes

1. Consider the below table as a reference and do the following.

Product	Region	Sales
Footballs	Arizona	60
Rackets	Arizona	50
Shoes	Arizona	42
Tents	Arizona	35
Footballs	California	55
Rackets	California	46
Shoes	California	30
Tents	California	35
Footballs	Oregon	50
Rackets	Oregon	40
Shoes	Oregon	30
Tents	Oregon	25
Footballs	Washington	45
Rackets	Washington	30
Shoes	Washington	20
Tents	Washington	15

- a. Create the default 2D bar chart with bars for each region grouped by series.
- b. Region values should appear on x-axis
- c. Sales values should appear against the y-axis as bar height.
- d. The chart uses the default colors.
- e. Add the following:
 - i. Title
 - ii. Legend
 - iii. X-axis title
 - iv. Y-axis title
- f. Group sales by product instead of by region. Product should be moved to x – axis.
- g. Convert to 2D chart into 3D chart and turn the x-axis labels 90 degrees for better readability
- h. Convert the chart as exploded 3D pie chart.