Department of Computer and Software Engineering
SE100L: Information and Communication Technologies Lab

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Batch: BSSE23	

LAB 3   Microsoft Word (Part a)

Name	Roll. No.	Total Marks (35)

Checked on: _____

Signature: _____

3.1. Objective

This lab is about the different tabs of MS Word i.e.

To familiarize beginners with the basic functions of Microsoft Word, including opening a new document, typing and formatting text, and saving the document.

To teach beginners how to create lists and bullet points in a document.

To introduce beginners to formatting options and page layout settings in Microsoft Word.

To guide beginners on inserting images and objects into a Word document.

3.2. Description

Microsoft office word is a processing program designed to create professional quality documents. It helps you in writing and organizing your document using finest document writing tools.

Creating a new Document:

a) Click on "File" button then go to "New".
b) Select "Blank document" from available templates.

Editing the document:

Understanding the proper use of ribbon is very important for editing a document. Ribbon has different tabs that have a lot of functions that help you in compiling your document efficiently and effectively.

3.3. Home Tab

This tab is mostly used while writing a document. In this tab there is option to cut copy and paste the text. These options are available in "clipboard" group of Home Tab. Shortcut keys for copy, cut and paste commands are Ctrl+c, Ctrl+x and Ctrl+v respectively.

In this tab, the "Font" group is used to change the font, style etc. of the text. "Paragraph" group is used for proper alignment of the text. By using the "Styles" group one can make the text a heading or can adopt any style according to his or her requirements. "Editing" group is used to find word or phrase from the whole word document. We can also replace the word with new word using this group.

3.4. Insert Tab

In "Pages" group there is an option of cover page. Cover page is the front page of any document and the starting page of any document that gives the basic information about the document. If it is required to add a blank page manually then select "Blank page" option from this group. Next group in insert tab is "Tables". On selecting the "table", different option will appear from where rows and columns can be selected.

Insert shapes and symbols from the Insert menu using Picture, Clipart, shapes, smart art, and Chart button in "Illustrations" tab. The Symbol dialog box contains many characters that are not available as default shortcut keys. In the dialog box, you can also create your own shortcut keys. A hyperlink is a link that exists inside a document but point to another document. By Clicking on that hyperlink you would be able to open another document to which the hyperlink points. "Headers and footers" group is used to insert the page numbers, headers and footer in the document.

3.5. Page Layout Tab

Click on the **Page Layout** tab. Change in the margins, orientation, and paper size and paper layout is allowed. Page orientation is the direction that the paper is facing. Pages can be set as portrait or landscape. The margins of a page can be adjusted to increase or decrease the space around the edges of a page.

"Page Borders" option in "Page Background" group is used to create borders of the document. Different styles of borders are available with different color and width of the lines.

"Arrange" group is used to set position and sending any picture or shape back or bringing some other thing in front

3.6. **Lab Tasks**

Lab Task 1: Creating a Basic Document

- Open Microsoft Word.
- Create a new blank document.
- Type a short paragraph (e.g., an introduction about yourself).
- Format the text: change the font style, size, and color.
- Add bold and italic formatting to specific words.
- Center-align the paragraph.
- Save the document with an appropriate name in a location of your choice.

Lab Task 2: Working with Lists and Bullet Points

- Open the document created in Lab Task 1.
- Create an unordered (bulleted) list of your favorite hobbies.
- Create an ordered (numbered) list of your top three goals.
- Adjust the indentation of the lists.
- Add sub points to one of the items in the unordered list.
- Save your changes.

Lab Task 3: Formatting and Page Layout

- Open the document from Lab Task 2.
- Change the page orientation to landscape.
- Set margins to narrow (e.g., 0.5 inches).
- Insert a page break after the current content.
- Add a header with your name on the top-right corner of the page.
- Insert a page number in the footer.
- Change the line spacing to double spacing.
- Save your document.

Lab Task 4: Inserting Images and Objects

- Open the document from Lab Task 3.
- Place the cursor where you want to insert an image.
- Insert a picture from your computer or the internet.
- Resize and reposition the image as needed.
- Add a text box near the image with a short description.
- Insert a shape (e.g., a star or rectangle) and customize its color.
- Arrange the objects so that the shape is behind the image.
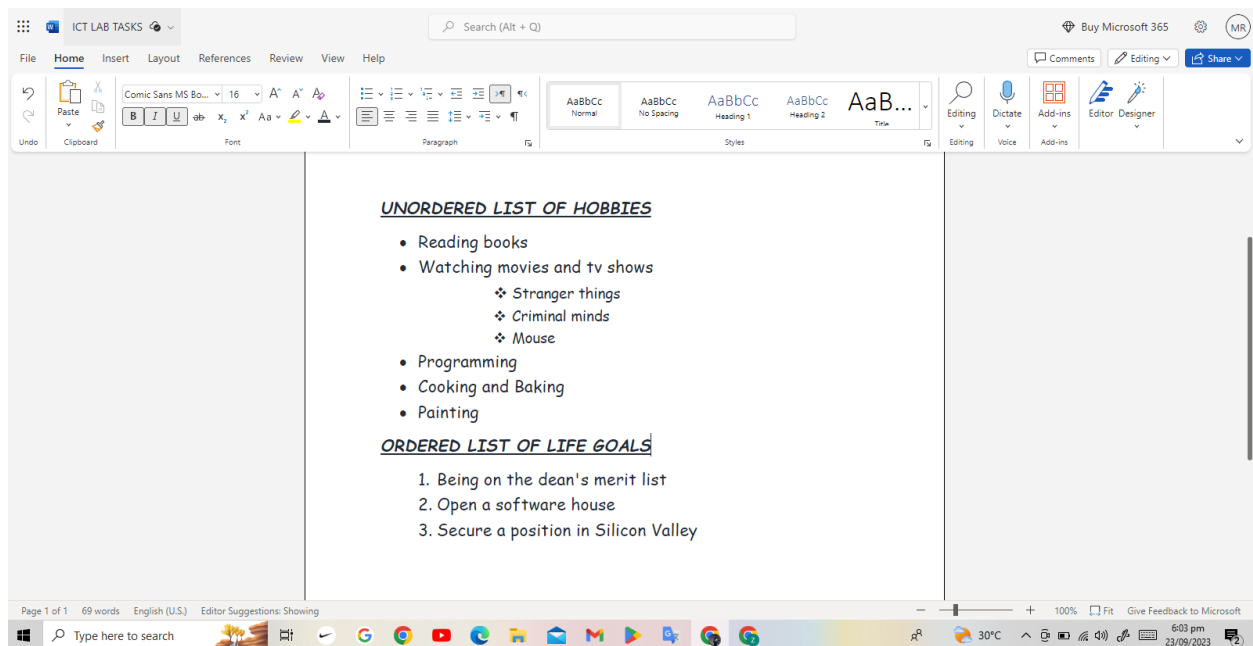- Save your document.

LAB TASK 1:
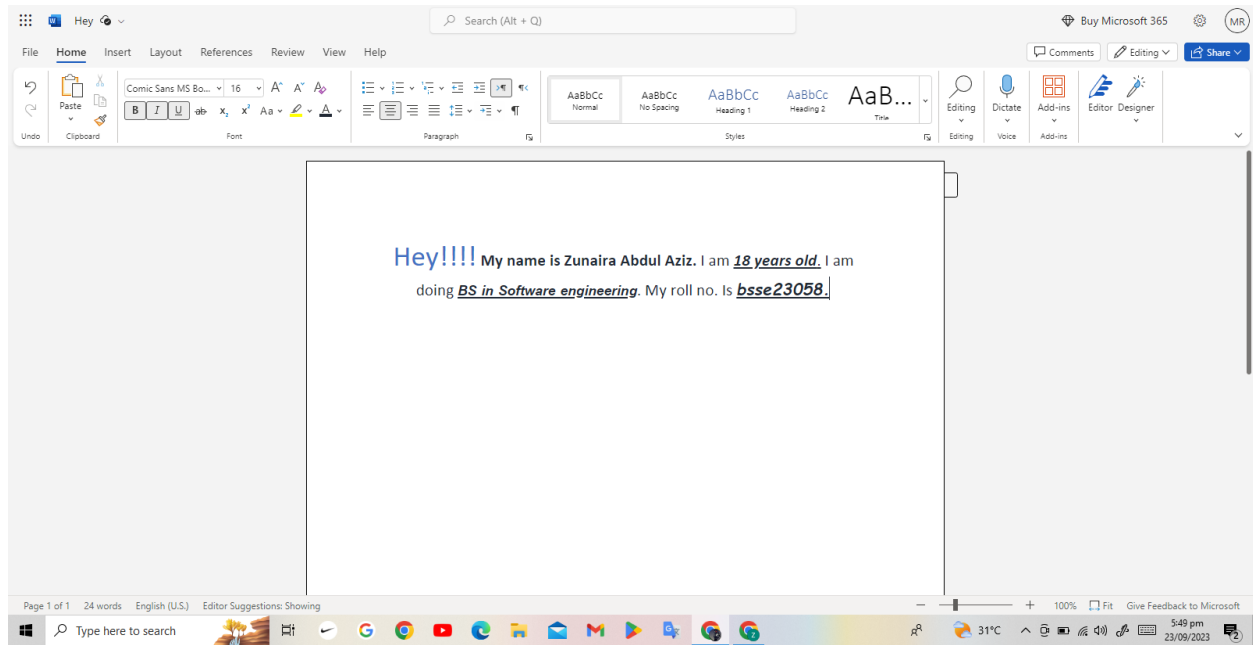
Used bold, italics, underlined words and phrases.

Used 4 different types of fonds

Changed the color, size of the text.

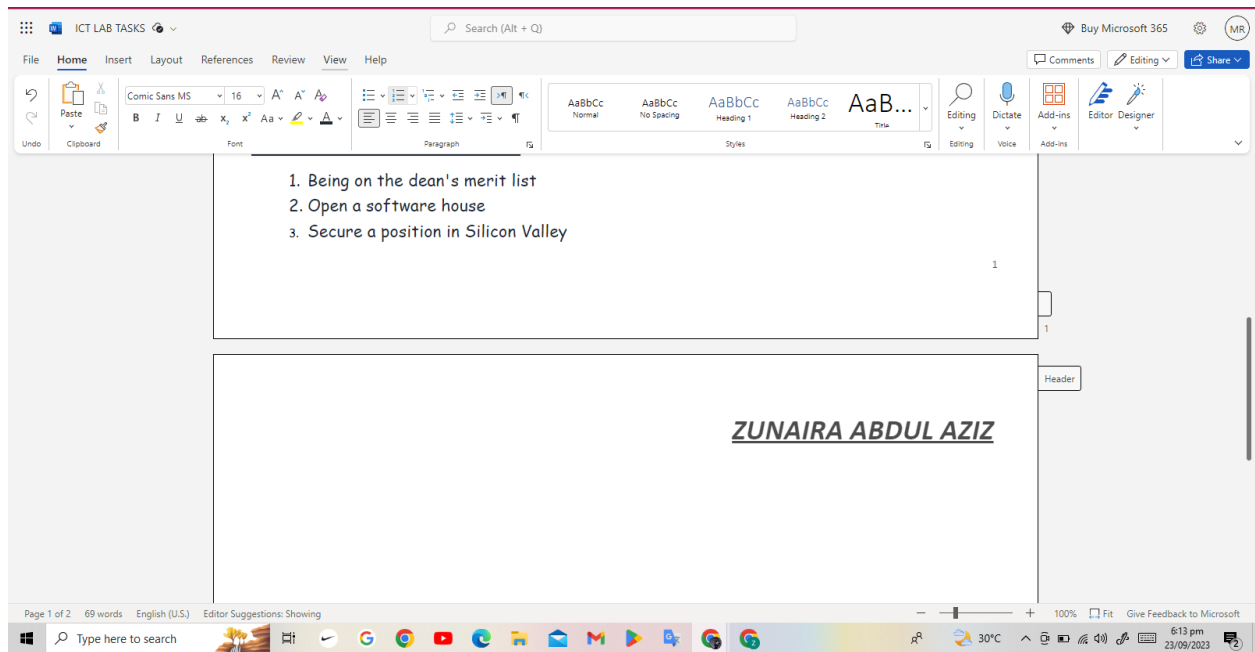**Saved it in my documents=>ICT LAB TASKS**

LAB TASK 2:

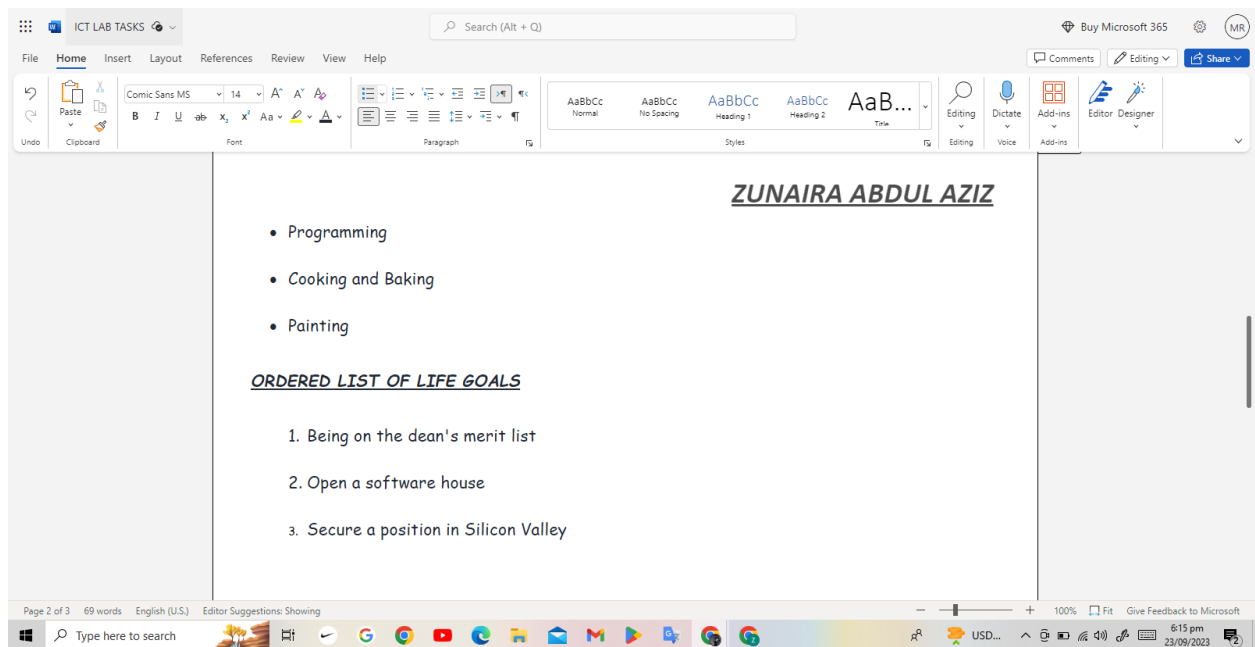**Made lists both Ordered and Unordered**

wrote sub topics in it

adjusted the indentations (Main topics to the left while sub topics to the right)

saved my changes

LAB TASK 3:

- Picture contains header, page break and landscape page orientation, Margins to narrow

- Picture shows line spacing to double.
- Saved the changes

LAB TASK 4:

- Inserted a picture, a text box and a shape behind it