LAB3

STEPS FOR MICROSOFT WORD 2010

1. Create a table
    a. Insert table
    b. Draw table
    c. Modıfyıng a table(desıgn and layout)
        i. Table style options
        ii. Table style
        iii. Draw borders
    d. Layout
        i. View gridlines and properties
        ii. İnsert rows and columns
        iii. Delete the table, rows or column
        iv. Merge or split cells
        v. İncrease and decrease cell size
        vi. Align text within the cell and change text directions
2. İllustrations (Insert)
    a. Picture(arrange (text wrapping), size , shadow, effects, adjust)
    b. Clipart
    c. Shapes
3. Modify page margins and orientation(page layout/page setup group)
4. Add a page border/colour(PAGE LAYOUT/PAGE BACKGROUND)
5. İnsert header and footer
6. Bullet s and numbering
    a. Nesting list (increase and decrease indent)
    b. Formatting list

Heading Below (Algerian , 18pt, underline, bold,left alignment)
Clipart picture (Position to Top Right)

INFORMATION TECHNOLOGY COMPETENCY

Table below (2 column, 2 row, second row (merge))

People must update their skills and expertise *(Times New Roman, 12pt, centered, bold)*	Computer capacity doubling every two years *(Times New Roman, 12pt, centered, bold)*
Our Challenge For The 21st Century (Arial , 14pt, centered, italic)	

Paragraph below (Times New Roman, 12pt, use bullet and indentation for subheadings)

- Being adequate in the language of computers
- Feeling comfortable using software's
    - ❖ Microsoft Windows operating system
    - ❖ Microsoft Office Tools
- Understanding the impact of computer in society
- Being an intelligent consumer of computers
    - ❖ In terms of hardware
    - ❖ In terms of software

GOOD LUCK!!!
(Verdana , 18 pt, centered)

Top (Hyperlink to top of page)

Shape (fill color=red, border color=white)