LAB4

CONTINUING WITH MICROSOFT WORD 2010

1. Applying styles
2. Drop cap(INSERT)
3. Paragraph and line spacing, indentation
4. Create a new style
5. 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
6. Symbols and characters(Insert)
7. İllustrations (Insert)
   a. Picture(arrange (text wrapping), size , shadow, effects, adjust)
   b. Clipart
   c. Shapes .....
8. Smart art/watermarks