

LAB5

CONTINUING WITH MICROSOFT WORD 2010

1. Symbols and characters
2. Illustrations (INSERT)
 - a. Picture((FORMAT) Adjust, picture styles, arrange, size)
 - b. Clipart
 - c. Shapes
3. Smart art/watermarks
4. Spelling and grammar(REVIEW)
5. Modify page margins and orientation(page layout/page setup group)
6. Add a page border/colour(PAGE LAYOUT/PAGE BACKGROUND)
7. Insert header and footer
8. Create a page break
9. Insert a cover page
10. Creating a web page
 - a. Hyperlink
 - b. Bookmark
 - c. Saving as web page
11. Bullets and numbering
 - a. Nesting list (increase and decrease indent)
 - b. Formatting list