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