

LAB2

STEPS FOR MICROSOFT WORD 2010

Screen layout

1. General look at the Menus
2. The ribbon(tabs on the ribbon)
3. Quick access toolbar(student can also add new item to the quick access toolbar)
4. Creating a new document
5. Opening an existing document
6. Saving a document
7. Renaming a document
8. Document views
 - a. Print layout
 - b. Full screen reading
 - c. Web layout etc.
9. Close a document
10. Typing and inserting a text
11. Navigation(home =➔beginning of the line)
12. Selecting a text
 - a. Mouse
 - b. Shift key
13. Inserting additional text
 - a. Cut, copy, paste
14. Rearranging and deleting a block of text
15. Search and replace a text
16. Undo changes
17. Formatting a text (type, size, color, highlight)
18. Formatting a paragraph (alignment, spacing, indentation)
19. Using ready Styles
20. Copy formatting(format painter)
21. Clear formatting
22. Add border and shading

ITEC185

(TIMES NEW ROMAN, SIZE=16,ALGN.=CENTER,B,U)

EXERCISE 1 *(TIMES NEW ROMAN, SIZE=16,ALGN.=CENTER, B)*

CHAPTER OBJECTIVES *(TIMES NEW ROMAN, SIZE=14,ALIGN=LEFT, B,U,I)*

(PARAGRAPH BELOW: TIMES NEW ROMAN, SIZE=11, APPLY INDENTATION AND SPACING)

WHEN STUDENTS HAVE FINISHED READING THIS CHAPTER, THEY WILL BE ABLE TO:

- Define the word computer, and name the four basic operations that a computer performs.
- Describe the two main components of a computer system: hardware and software.
- Provide examples of hardware devices that handle input, processing, output, and storage tasks.
- Give an example of the information-processing cycle in action.
- Discuss the two major categories and the various types of computers.
- Explain the advantages and disadvantages of computer usage.

(HEADING= ALGERIAN, SIZE=14, B, U, PARAGRAPH BELOW= TIMES NEW ROMAN, SIZE=12, DOUBLE SPACING)

CHAPTER OVERVIEW

This chapter, as well as the entire textbook, emphasizes understanding computer and Internet technology's underlying concepts—not just computer skills. The more students work with computer technology, the deeper and richer their understanding should grow. Instead of being intimidated by new technologies, students will become confident in their abilities. This knowledge and confidence should enable students to navigate the digital world successfully in addition to embracing new technologies with their risks and their benefits.