

LAB3

MICROSOFT WORD 2010

Screen layout

1. Explore Menus
2. Explore File menu
3. The ribbon(tabs on the ribbon)
4. Quick access toolbar(student can also add new item to the quick access toolbar)
5. Creating a new document
6. Opening an existing document
7. Saving a document
8. Renaming a document
9. Working on multiple document
10. Document views
 - a. Print layout
 - b. Full screen reading
 - c. Web layout etc.
11. Close a document
12. Typing and inserting a text
13. Navigation(home =>beginning of the line)
14. Selecting a text
 - a. Mouse
 - b. Shift key
15. Inserting additional text
 - a. Cut, copy, paste
16. Rearranging and deleting a block of text
17. Search and replace a text
18. Undo changes
19. Style
 - a. To change font type face
 - b. To change font size
20. Change font colour
21. Highlighting a text
22. Copy formatting(format painter)
23. Clear formatting
24. Change paragraph Alignment
 - a. Indent (increase or decrease)
25. Add border and shading
26. Using column feature(dividing paragraph into two or more paragraph)