

## **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. Modifying a table(design and layout)
    - i. Table style options
    - ii. Table style
    - iii. Draw borders
  - d. Layout
    - i. View gridlines and properties
    - ii. Insert rows and columns
    - iii. Delete the table, rows or column
    - iv. Merge or split cells
    - v. Increase and decrease cell size
    - vi. Align text within the cell and change text directions
6. Symbols and characters(Insert)
7. Illustrations (Insert)
  - a. Picture(arrange (text wrapping), size , shadow, effects, adjust)
  - b. Clipart
  - c. Shapes .....
8. Smart art/watermarks