

## **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