Name: _____ Section: _____

CS 103 Introduction to Computers

Advanced Features of Microsoft Word – Chapter 3 and 4

All exercises refer to the Hands-On Exercises in the class textbook Microsoft *Office 2003, Volume 1,* by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due at the beginning of class February 27th for Mon/Wed sections and February 29th for Friday's section. Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 34 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. Save all documents for these exercises to the folder path USB:\ cs103.

Chapter 3: Hands-On Exercise 1: Clip Art and WordArt (pp. 181 – 187)

[ ] Step 1. Insert the Clip Art Save as **Clip Art and WordArt Solution.doc**

[ ] Step 2. Move and Size the Picture [The Insert Picture Command]
View Context-Sensitive Menu by selecting picture and click right mouse button or go to menu Format | Picture.

[ ] Step 3. WordArt

[ ] Step 4. WordArt Continued
1. When dragging the WordArt to top of document the intended use is as a title.
2. Go to menu Format | WordArt menu, select Layout tab, and click on Advanced button.
3. Select Top and bottom button and click OK.
4. Using the "Top and bottom" layout, nothing else will appear on the line with WordArt title.

[ ] Step 5. The Insert Symbol Command
For ® make sure you place parenthesis before and after r, like (r)

[ ] Step 6. Create the AutoShape
1. Drawing toolbar appears at bottom of Word window when View | Toolbars | ☑ Drawing.
2. Don't use drawing canvas by pressing the Esc key.
3. You may use any Banner and adjust formatting of banner and text as you wish.

[ ] Step 7. The Completed Document **Print single page document**

Chapter 4: Hands-On Exercise 1: Bullets and Outlines (pp. 228 – 233)

[ ] Step 1. Create a Bullet List Save as **US Constitution.doc**

[ ] Step 2. Modify a Numbered List

[ ] Step 3. Convert to an Outline [The Tab and Shift+Tab Keys]

[ ] Step 4. Enter Text into the Outline [Increase and Decrease Indent]

[ ] Step 5. Customize the Outline [Auto Creation of a Numbered List]

[ ] Step 6. The Completed Outline **(Save and Print document)**

Chapter 4: Hands-On Exercise 2: Tables (pp. 236 – 242)

The Page Setup Command Save as **My Study Schedule.doc**

[ ] Step 1. Create the Table [Tabs and Tables]

[ ] Step 2. Merge the Cells [Splitting a Cell]

[ ] Step 3. Enter the Days and Hours [Convert Text to a Table]

[ ] Step 4. Borders and Shading—Select a dark color background and light text

[ ] Step 5. Insert the Clip Art—Select any image if owl doesn't show

[ ] Step 6. The Finishing Touches **(Save and Print document)**

Chapter 4: Hands-On Exercise 3: Styles (pp. 247 – 254)

The AutoFormat Command, Save as **Tips for Word Solution.doc**

[ ] Step 1. Formatting Properties [Styles and the Autoformat Command]

[ ] Step 2. Modify the Body Text Style [Be Careful Where You Click]

[ ] Step 3. Modify the Heading 1 Style [Space Before and After]

[ ] Step 4. The Outline View [The Document Map]

[ ] Step 5. Create a Paragraph Style

[ ] Step 6. Create a Character Style [Show the Keyboard Shortcut]

[ ] Step 7. **Save the document, and print first 3 pages**

Chapter 4: Practice Exercise 1: The Résumé (p. 272)

Create a Résumé using Microsoft Word that must satisfy the following requirements:

Requirement 1: Your résumé must have contact info with email and mail addresses.
Requirement 2: Your résumé must be one full page in length and contain at least three categories: education, experience, references, skills, favorite music, hobbies, languages.
Requirement 3: Your résumé must use various styles, fonts, and sizes.
Requirement 4: Must use a table for layout with borders turned off before printing.

[ ] Print this Résumé Document and save as resume.doc

Signature: _____ Date completed: _____