

Toolbars and Tabs

1) Page Layout Tab

2) File Tab

3) Home Tab

4) Insert Tab

5) Review Tab

5

Page Layout Tab/Page Setup Group

1) Margins

2) Orientation

3) Size

Click on "Custom Margins" →

Page Setup/Margins

1 → Margins

2 → Gutter

3 → Preview

4 → Click on Layout Tab

Page Setup dialog box, Margins tab. The Margins section shows Top, Bottom, Left, and Right margins set to 1 inch. The Gutter is set to 0 inches and the Gutter position is Left. The Orientation section shows Portrait selected. The Pages section shows Multiple pages set to Normal. The Preview section shows a preview of the document. The Apply to dropdown is set to Whole document. Buttons for Set As Default, OK, and Cancel are at the bottom.

Page Setup/Layout

1 → Line Numbers...

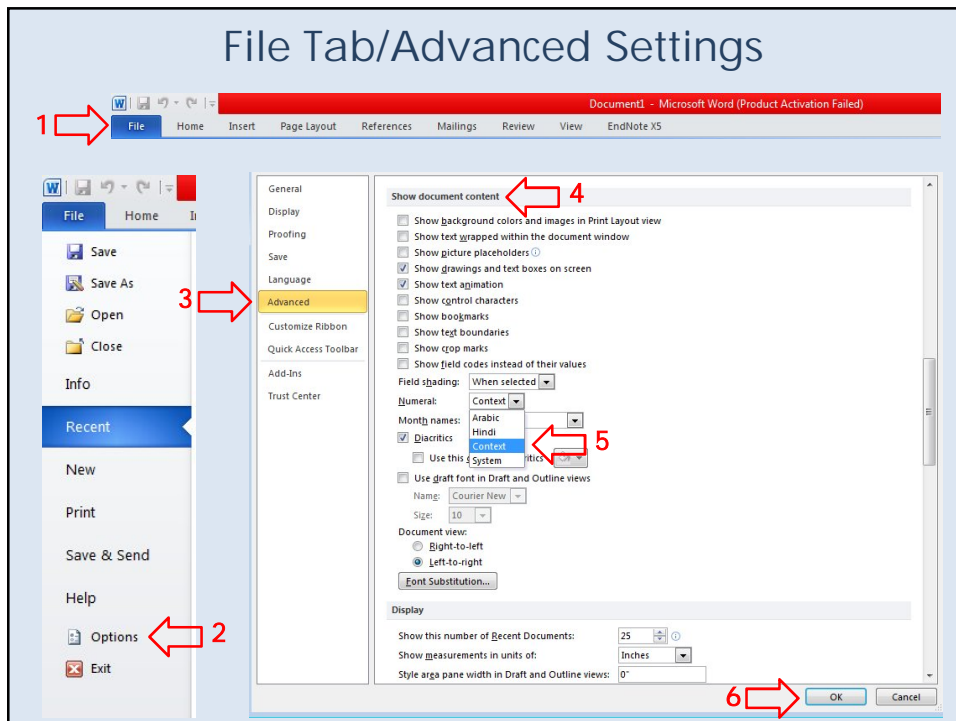
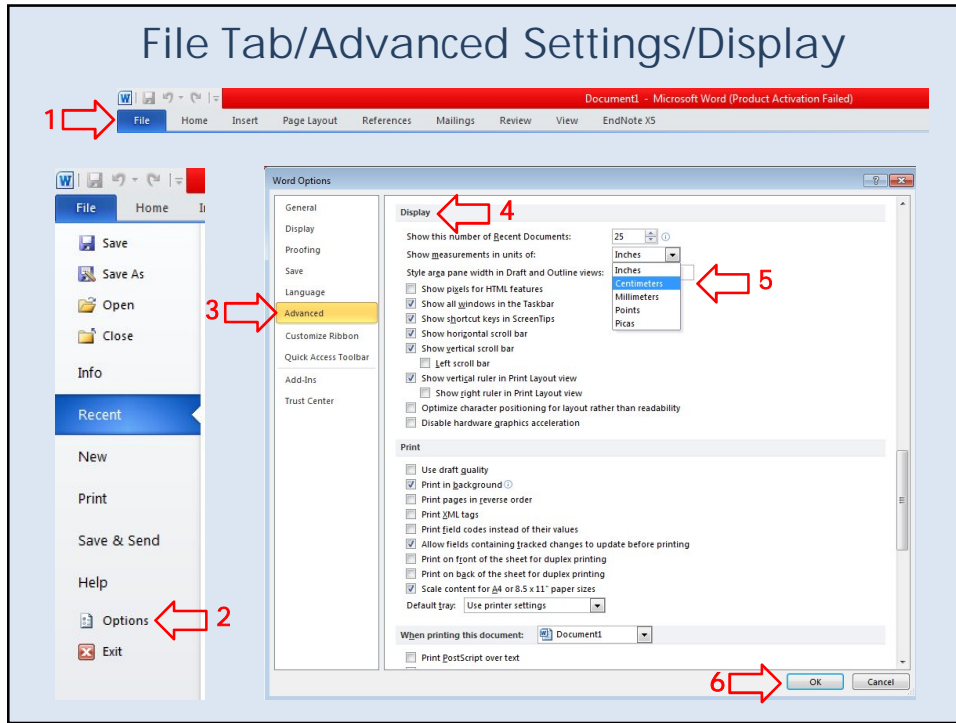
2 → Add line numbering

3 → Start at: 1

4 → OK

Page Setup dialog box, Layout tab. The Section section shows Section start set to New page and Section direction set to Left-to-right. The Headers and footers section shows options for Different odd and even and Different first page. The Page section shows Vertical alignment set to Top. The Preview section shows a preview of the document. The Apply to dropdown is set to Whole document. Buttons for Line Numbers..., Borders..., Set As Default, OK, and Cancel are at the bottom.

Line Numbers dialog box. The Add line numbering checkbox is checked. The Start at dropdown is set to 1. The From text dropdown is set to Auto. The Count by dropdown is set to 1. The Numbering section shows Restart each page, Restart each section, and Continuous (selected) options. Buttons for OK and Cancel are at the bottom.



Home Tab/Font Group

The screenshot shows the Microsoft Word interface with the Home tab selected. The Font group is highlighted with a red box. Two callouts are present: 1) A callout labeled '1)' with a red arrow pointing to the font dropdown menu, which is open and shows 'Times New Roman' selected. A red text label 'Choose this font' is next to the arrow. 2) A callout labeled '2)' showing the 'Aa' case options dropdown menu, which is open and shows options like 'Sentence case.', 'lowercase', 'UPPERCASE', 'Capitalize Each Word', and 'tOGGLE cASE'. The page number '11' is visible in the bottom right corner.

Home Tab/Paragraph Group

The screenshot shows the Microsoft Word interface with the Home tab selected. The Paragraph group is highlighted with a red box. Three callouts are present: 1) A callout labeled '1)' showing the text alignment dropdown menu, which is open and shows options like 'Justify', 'Justify Low', 'Justify Medium', and 'Justify High'. 2) A callout labeled '2)' showing the line and paragraph spacing dropdown menu, which is open and shows line spacing options (1.0, 1.15, 1.5, 2.0, 2.5, 3.0) and paragraph spacing options ('Add Space Before Paragraph', 'Remove Space After Paragraph'). 3) A callout labeled '3)' showing the 'Bullet Library' dropdown menu, which is open and shows various bullet point styles. The page number '12' is visible in the bottom right corner.

Assignment 1

A+ *Essay*

Open new blank document
Change page lay out including:
Size, Orientation and margins
Make the following changes to the
text given to you :
Font, Size, Justify and
line spaces.

Time: 5 Min

Best Wishes

13

Insert Tab/Tables

The screenshot shows the Microsoft Word interface with the following steps highlighted:

1. The **Table** icon in the **Insert** ribbon is highlighted with a red arrow.
2. The **Insert Table...** option in the **Table** dropdown menu is highlighted with a red arrow.
3. The **AutoFit to contents** radio button in the **Insert Table** dialog box is highlighted with a red arrow.
4. The **OK** button in the **Insert Table** dialog box is highlighted with a red arrow.

The **Insert Table** dialog box shows the following settings:

- Table size: Number of columns: 5, Number of rows: 2
- AutoFit behavior: AutoFit to contents, Fixed column width: Auto, AutoFit to window
- Remember dimensions for new tables

14

Reference Tab/Insert Caption

1) Click on "Insert Caption"

2

3

4

15

Insert Tab/Symbols

1

2

3

16

Insert Tab/Page Number

1 →

2 →

4 →

3 ←

5 →

Assignment 2

A+ *Essay*

Insert a 3*4 table

Insert a caption for your table

Apply symbols in your table

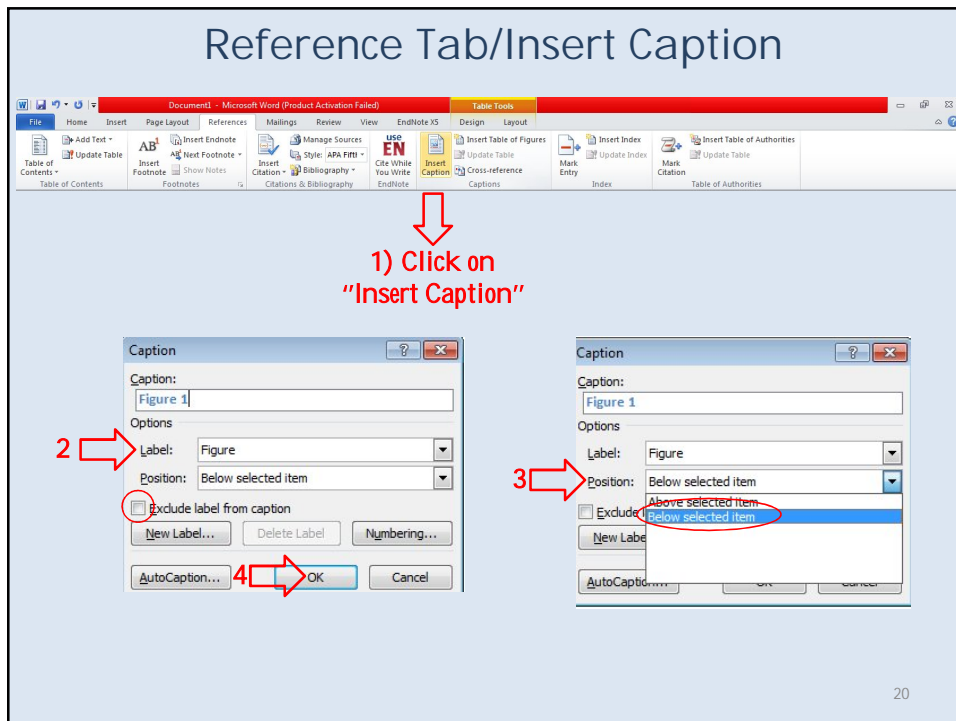
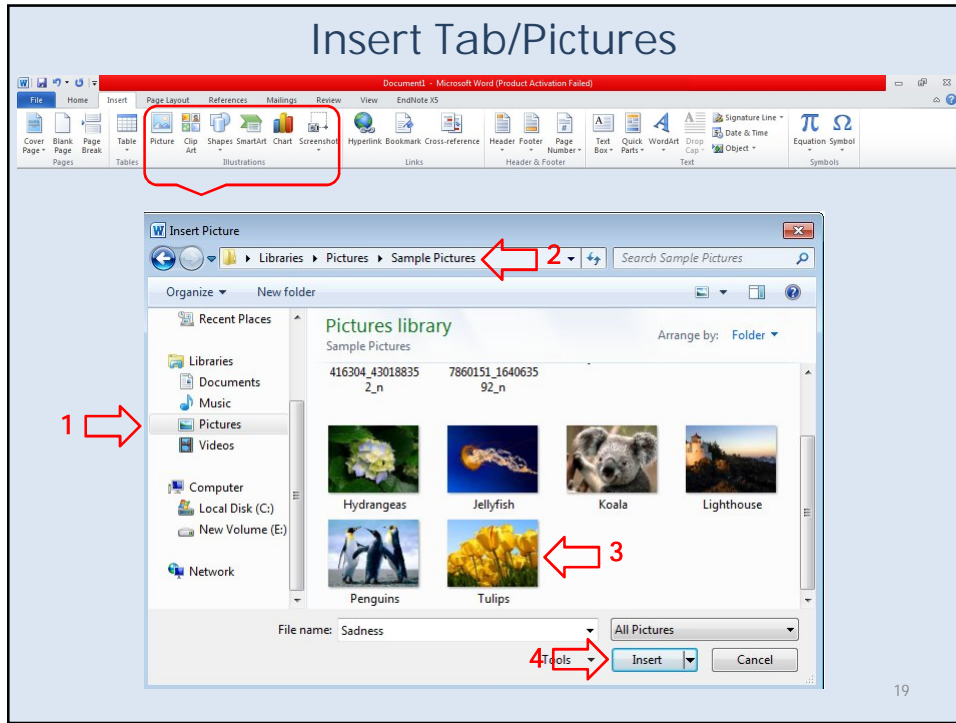
Insert page number at bottom

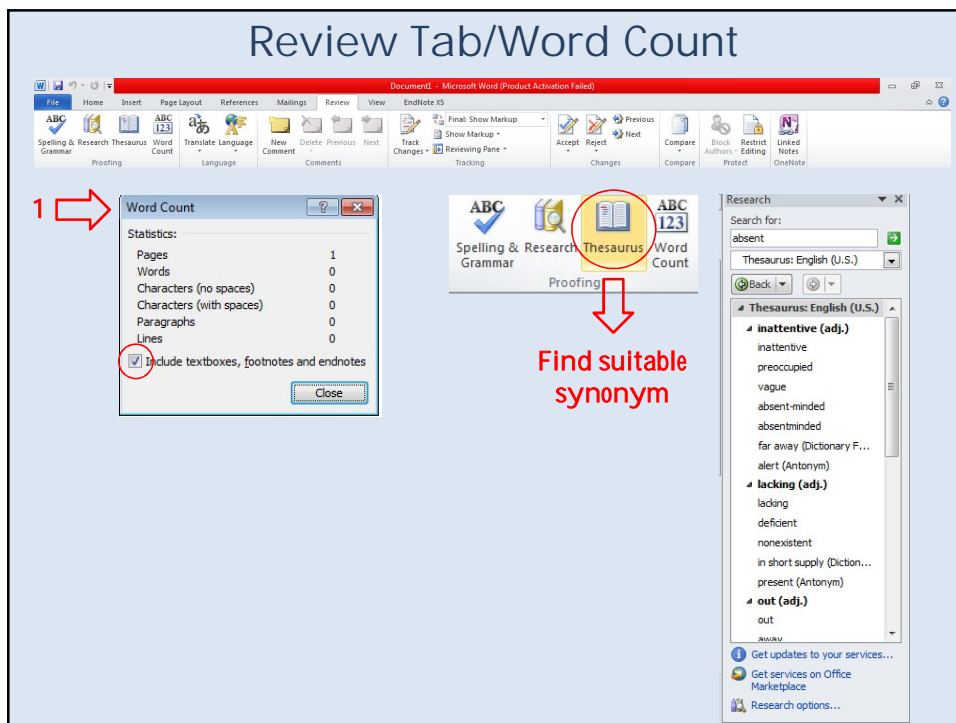
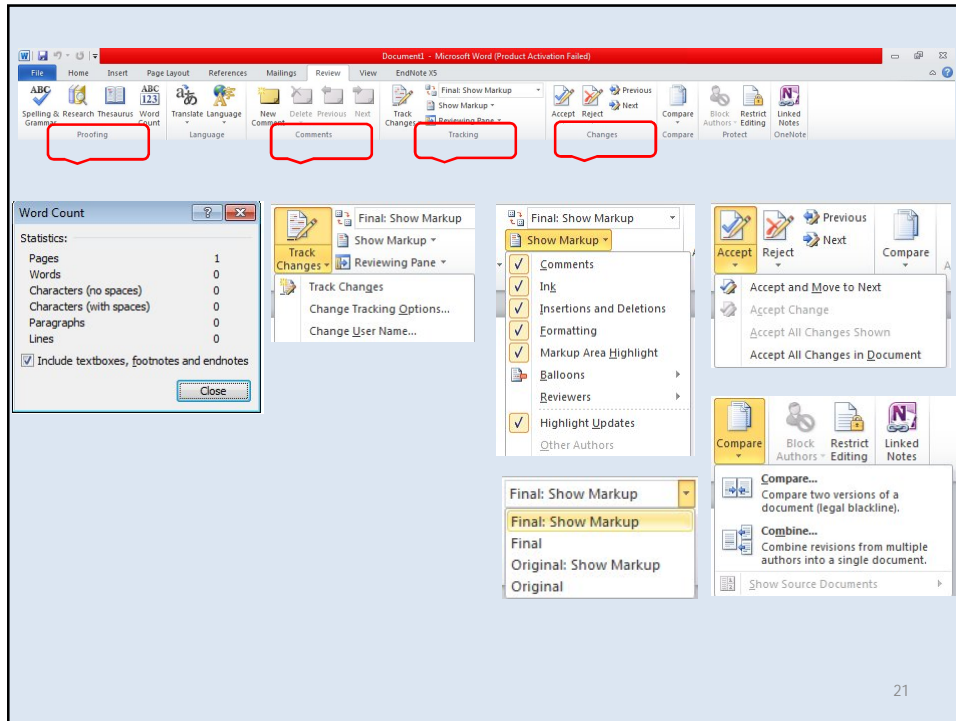
of page Using thin line" style

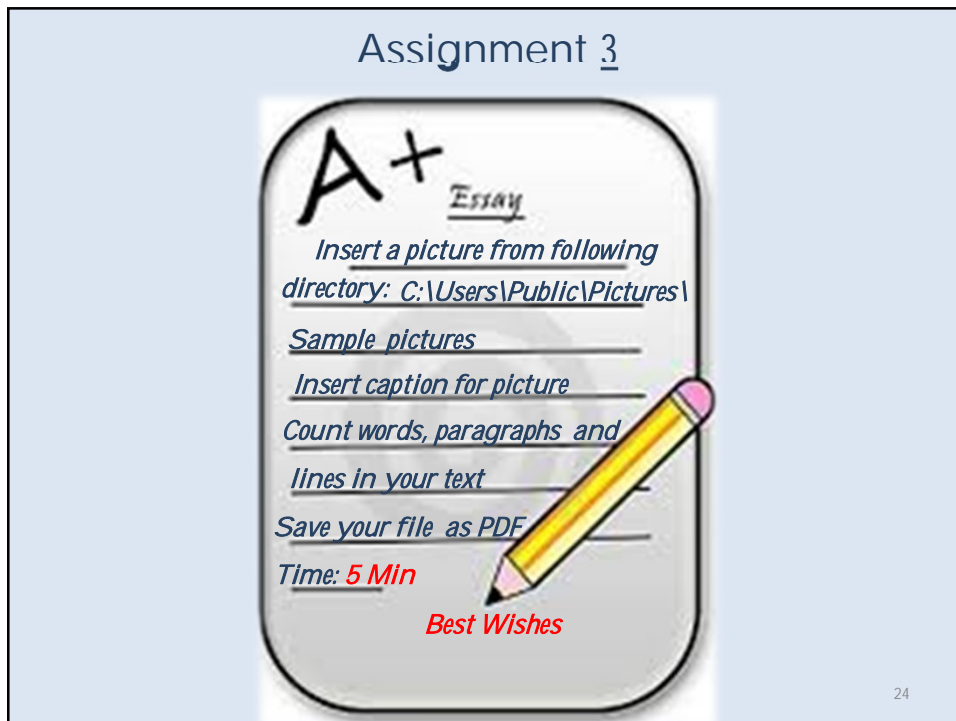
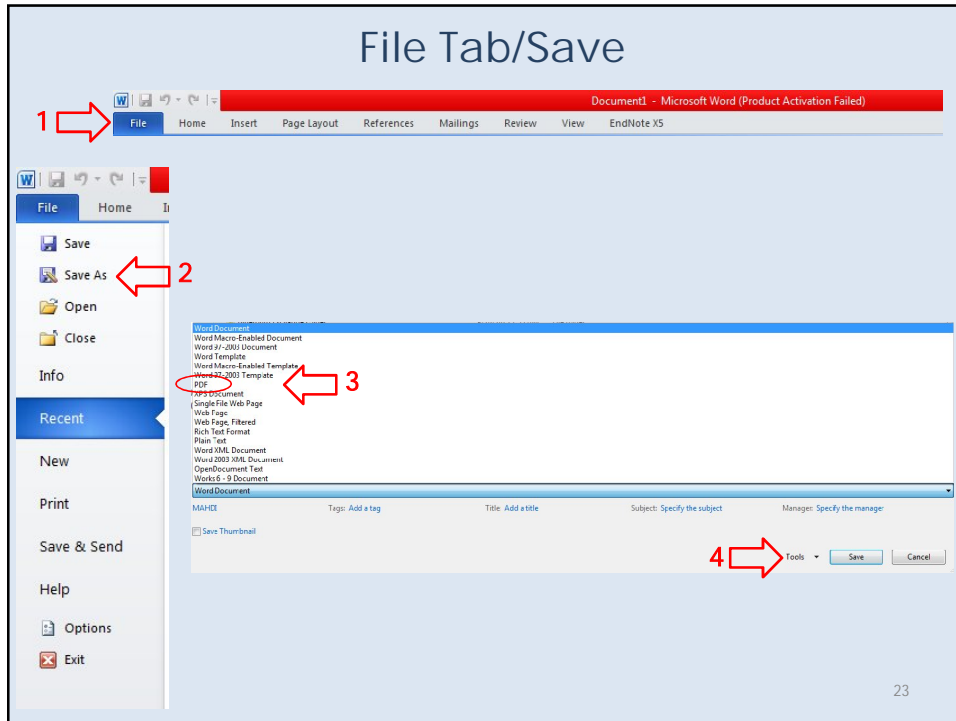
Time: 5 Min

Best Wishes

18









“ PRACTICE DOESN'T MAKE PERFECT,
PERFECT PRACTICE MAKES PERFECT. ”

Calvin Edwin Ripken, Sr. (December 17, 1935 – March 25, 1999)
was a coach and manager in Major League Baseball who spent 36
years in the Baltimore Orioles organization, also as a player and scout.

A cursive signature of Calvin Ripken, Sr.