

# LAB 02: MS WORD – SMART ART, GRAPHICS, CHARTS, FORMULAE AND SHORTCUTS

## 1. Introduction

Microsoft Word is a popular word-processing program used for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many powerful features available in Microsoft Word to make it easier to learn for students with disabilities.

## 2. Objective:

After completing this lab the student should be able to:

- Understand the purpose/ advantage of using Microsoft Word
- Understand how to use Smart Art and Graphics.
- Understand how to create and manipulate Charts (Pie and Bar)
- Understand how to write mathematical formulas.
- Understand how to use the keyboard shortcuts.

## 3. Activity Time Boxing

Activity Name	Activity Time
Setting-up Microsoft Word.	5 mins
Brainstorming	15 mins
Task # 01	
Task # 02	
Task # 03	
Task # 04	
Task # 05	
Total	

## 4. Exercise

**Task # 01: To create an Invitation Design**



# Microsoft Word Lab Exercises

**Reeta Sahoo, Gagan Sahoo**



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**Foundation of Information Technology MS Office Class 09** Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD

**Computer Applications Class 09** Reeta Sahoo, Gagan Sahoo, This series helps inculcate technical skills of computer and programming It has been designed strictly in accordance with the latest curriculum based on CCE scheme and written in simple and lucid language

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*Lab Reports and Projects in Sport and Exercise Science* Mike Price, 2014-05-22 Lab Reports and Projects in Sport and Exercise Science A guide for students provides a comprehensive overview of what should be contained within each section of a scientific report and clearly explains how it should be presented Written in a friendly and engaging style it guides the reader through abstracts literature reviews methodology reporting discussions and referencing and contains a wealth of examples and practical advice on how to improve and refine your own writing From writing a first lab report to preparing a final year dissertation or postgraduate thesis sports and exercise science students at all levels will find this book a valuable resource in developing both skill and confidence in scientific communication Key features The layout of the book is designed to reflect that of a typical scientific report to help students plan their own projects Each chapter includes numerous examples exercises and activities to engage students and develop skills in each aspect of report writing Includes discussion of critical appraisal techniques to help students refine their research questions All data sets and illustrations used are drawn from the key disciplines in sport and exercise science including physiology psychology and biomechanics

**Remote Sensing** Floyd F. Sabins, Jr., James M. Ellis, 2020-04-01 Remote sensing has undergone profound changes over the past two decades as GPS GIS and sensor advances have significantly expanded the user community and availability of images New tools such as automation cloud based services drones and artificial intelligence continue to expand and enhance the discipline Along with comprehensive coverage and clarity Sabins and Ellis establish a solid foundation for the insightful use of remote sensing with an emphasis on principles and a focus on sensor technology and image acquisition The Fourth Edition presents a valuable discussion of the growing and permeating use of technologies such as drones and manned aircraft imaging DEMs and lidar The authors explain the scientific and societal impacts of remote sensing review digital image processing and GIS provide case histories from areas

around the globe and describe practical applications of remote sensing to the environment renewable and nonrenewable resources land use land cover natural hazards and climate change Remote Sensing Digital Database includes 27 examples of satellite and airborne imagery that can be used to jumpstart labs and class projects The database includes descriptions georeferenced images DEMs maps and metadata Users can display process and interpret images with open source and commercial image processing and GIS software Flexible revealing and instructive the Digital Image Processing Lab Manual provides 12 step by step exercises on the following topics an introduction to ENVI Landsat multispectral processing image processing band ratios and principal components georeferencing DEMs and lidar IHS and image sharpening unsupervised classification supervised classification hyperspectral and change detection and radar Introductory and instructional videos describe and guide users on ways to access and utilize the Remote Sensing Digital Database and the Digital Image Processing Lab Manual Answer Keys are available for instructors for questions in the text as well as the Digital Image Processing Lab Manual

Handbook of Research on Cross-Cultural Business Education Maheshkar, Chandan, Sharma, Vinod, 2018-06-08 Due to the impact of globalization business practices have been constantly evolving throughout the twenty first century Teachers and instructors are faced with the challenges of educating future business leaders on evolving concepts such as diversity cultural environments and the integration of countries and economies Through these challenges it is critical for educators to understand teaching tools and pedagogical practices that bring this globalized outlook into the classroom The Handbook of Research on Cross Cultural Business Education is an important research publication that explores the role of teaching tools used in business education to increase competitive business skills and make them applicable in cross cultural business environments It also provides business and management educators with teaching practices that promote learning via exposure to global cultures Featuring a broad array of topics such as pedagogical modeling cross cultural learning and social responsibility this is an important resource for business and management educators business managers policy makers researchers business professionals and graduate students

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**NCGIA GIS Laboratory Exercises: without special title**, 1991

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The Top Books of the Year Microsoft Word Lab Exercises The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have charmed audiences this year. Microsoft Word Lab Exercises :

Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail.

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These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered.

The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts.

The Secret History is a exceptional and thrilling novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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