

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

Rajiv Mathur



Microsoft Word Lab Exercises:

Good Laboratory Practices Basic Exercises Mr. Rohit Manglik, 2024-03-06 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

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

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

Computers Ahead Cbse Class Ix Rajiv Mathur, 2004 Computers ahead Is A Series Of 8 Books Recommended For Use By Students In Classes 3 To 10 It Offers A Learning Based Hands On Approach To The Subject Here Are Some Salient Features Of The Books Meant For Classes Ix And X More In Depth Treatment As Compared To Other Books While The Books Are Based On The Cbse Syllabus The Author Has Not Hesitated To Go A Little Beyond Wherever Necessary To Achieve Completeness For Example A Chapter On Queries Reports And Forms Chapter 5 Class X Has Been Added In The Database Section To Enable Students To Retrieve Meaningful Information From A Database The Books Focus On Practical Applications And Skills Rather Than On Theoretical Knowledge That Is They Have A Beyond The Classroom Approach Lab Work Offers Interesting Exercises For Practical Learning As Well As Understanding And Reinforces The Concepts It Also Provides An Overview On Tackling Day To Day Work And Business Situations The Special Chapter On Its Applications Gives The Learner A Taste Of Real Life Practical Learning The Projects Are Dealt With In Greater Detail Than In Other Books The Material Is Presented In A Step By Step Self Learning Tutorial Format With Real Screen Captures To Ease The Learning Process The Real Life Screen Captures Enables

The Students To Go Through The Book Even When Offline There Are A Sufficient Number Of Exercises Based On The Cbse Pattern To Reinforce Concepts And Give Examination Orientation Sample Question Papers At The End Of The Class X Book Can Be Used For Self Assessment Before The Exams The Important Points Are Summarized At The End Of Each Chapter Practical Applications Are Explained And Illustrated With The Help Of Figures Diagrams Tables And Schematic Representation Which Are Student Friendly As Well As Interesting They Aid In Faster And Easier Grasping Of The Concepts

Laboratory Course Mr. Rohit Manglik, 2024-03-03 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

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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

SKILLFUL MINDS CBSE AI, Coding, Robotics Class 4 Computer Book with ICT

Fundamentals (Edition 2) for Academic Year 2025-26 | Lab Activities | Block Coding | PictoBlox AI | Quarky | MS Word| MS Excel Pankaj Kumar Verma,Dhrupal R Shah,Khushbu Chauhan,Devi M,2024-11-01

ADVANCED COMPUTER SKILLS Students learn about computer evolution classifications and memory aspects They also explore basic operations using Windows 10

GRAPHIC DESIGN SKILLS The class 4 computer book teaches mastery of graphic tools and techniques in MS Paint and Tux Paint focusing on image editing and creative design

BASICS OF CODING AND ALGORITHM Our class 4 CBSE coding book introduces algorithms programming in PictoBlox decision making loops variables and debugging This lays a foundation for advanced coding skills

MS OFFICE PROFICIENCY Students become familiar with MS Word learning text formatting and creative tools like Thesaurus and WordArt They also learn chart creation and data sorting in MS Excel from our CBSE computer book for class 4

ROBOTICS AND AI EDUCATION The CBSE curriculum for class 4 covers robots functionalities focusing on the Quarky robot It also delves into human body detection techniques using the PictoBlox AI features

Table of Contents

Know Your Computer Learn about the history of computers their classification by size work with Windows 10 and lab activities on using Windows GUI and file folder management

Fun with Paint Edit shapes and import images in MS Paint and lab activities in TUX Paint and MS Paint

Basics of Coding and Algorithm Introduction to PictoBlox understanding algorithms programming sensing motion and loops in coding and developing decision making skills with lab activities on animation working with conditions and loops

Introduction to MS Word Get familiar with MS Word s interface learn text formatting and use a thesaurus and word art with lab activity on practicing Word with Word Monkeys

Introduction to MS Excel Get used to the interface and formulas in Excel

Sketch with PictoBlox AI Introduction to PictoBlox explore PictoBlox s extensions and blocks and lab activities on creating sketches and patterns in PictoBlox AI

Fun with Robotics Understand Quarky its features and lab activities on digital dice fun with music and LED patterns with Quarky

Fun with AI Explore artificial intelligence and learn about human face and body detection with AI

Into the Game Design Introduction to game design understanding variables and their types and lab activities on creating games in PictoBlox

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Tech Tinkerer ICSE AI, Robotics, and Coding Class 3 Computer Book (Edition 2) with ICT Fundamentals for Academic year 2025-26 | Lab Activities| PictoBlox| Quarky| MS Word| MS Paint | MS Excel Pankaj Kumar Verma,Dhrupal R Shah,Khushbu Chauhan,Devi M,2024-11-01

COMPREHENSIVE COMPUTER BASICS Students learn about computer components Windows GUI and applications like Notepad and WordPad This builds a strong foundation in computer skills for Class 3 students

CREATIVE DESIGN WITH PAINT TOOLS The computer course for class 3 teaches the use of MS Paint and Tux Paint focusing on design and basic graphic usage Students enhance their digital artistic skills through these tools

FOUNDATIONAL CODING AND ALGORITHMS Students develop an understanding of algorithmic thinking and programming basics engaging in hands on coding with PictoBlox This foundational approach introduces them to the world of coding

INTRODUCTION TO MS OFFICE The computer book for class 3 students

familiarizes them with MS Word and MS Excel 2016 Our ICSE curriculum for class 3 covers font manipulation document management cell management and auto drag features These skills are crucial for developing digital literacy EXPLORING ROBOTICS AND AI Our ICSE class 3 AI and robotics book includes exploring the functionalities of the Quarky Robot and the basics of Artificial Intelligence such as face detection techniques As a result students get exposed to activity based learning and the applications of modern technology Table of Contents 1 Know Your Computer Acquire foundational knowledge of computer components Windows GUI and basic applications like Notepad and WordPad 2 Fun with Paint Master the interfaces and tools of MS Paint and Tux Paint focusing on design and basic graphic manipulation 3 Introduction to Algorithm and Coding Develop a foundational understanding of algorithmic thinking programming basics and hands on coding using PictoBlox 4 Introduction to MS Word Familiarise with the MS Word 2016 interface font manipulation and essential document management techniques 5 Introduction to MS Excel Understand the basics of MS Excel 2016 including cell management and auto drag features 6 The Internet Gain an understanding of the Internet its benefits and drawbacks basic web navigation and the importance of online safety 7 Fun with Robotics Explore the functionalities and applications of the Quarky Robot in the modern technological landscape 8 Game Development Understand the fundamentals of game development using PictoBlox and the role of variables in games 9 Learn About AI Grasp the basics of Artificial Intelligence and its applications and delve into face detection techniques 10 Capstone Project Apply the accumulated skills in a comprehensive project showcasing proficiency in computer science coding AI and robotics

Tech Tinkerer ICSE AI, Robotics, and Coding Class 4 Computer Book (Edition 2) with ICT Fundamentals for Academic year 2025-26| Lab Activities| Block Coding| Robotics| MS Word| MS Excel Pankaj Kumar Verma,Dhrupal R Shah,Khushbu Chauhan,Devi M,2024-11-01 ADVANCED COMPUTER SKILLS Students learn about computer evolution classifications and memory aspects They also explore basic operations using Windows 10 GRAPHIC DESIGN SKILLS The class 4 computer book teaches mastery of graphic tools and techniques in MS Paint and Tux Paint focusing on image editing and creative design BASICS OF CODING AND ALGORITHM Our class 4 ICSE coding book introduces algorithms programming in PictoBlox decision making loops variables and debugging This lays a foundation for advanced coding skills MS OFFICE PROFICIENCY Students become familiar with MS Word learning text formatting and creative tools like Thesaurus and WordArt They also learn chart creation and data sorting in MS Excel from our ICSE computer book for class 4 ROBOTICS AND AI EDUCATION The ICSE curriculum for class 4 covers robots functionalities focusing on the Quarky robot It also delves into human body detection techniques using the PictoBlox AI features Table of Contents Know Your Computer Learn about the history of computers their classification by size work with Windows 10 and lab activities on using Windows GUI and file folder management Fun with Paint Edit shapes and import images in MS Paint and lab activities in TUX Paint and MS Paint Basics of Coding and Algorithm Introduction to PictoBlox understanding algorithms programming sensing motion and loops in coding and developing decision making skills

with lab activities on animation working with conditions and loops Introduction to MS Word Get familiar with MS Word s interface learn text formatting and use a thesaurus and word art with lab activity on practicing Word with Word Monkeys Introduction to PowerPoint Understand the PowerPoint interface learn how to choose themes add slides insert pictures and present slides effectively The Internet Learn about internet connectivity network roles essential internet terms web browsers and the importance of internet safety

Log On To Computers □ 6 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1 10 The books aim to help students master the use of various types of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2010 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 focus on the basics of computers Windows MS Office OpenSource software and programming language LOGO However the books for classes 6 8 encourage students to experience and explore more about programming languages like QBasic HTML and Visual Basic application software such as Photoshop Flash and MS Office The ebook version does not contain CD

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Microsoft Word Lab Exercises Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Word Lab Exercises**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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