

# 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

**Hongru Du**



## **Microsoft Word Lab Exercises:**

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