

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

Meera Aggarwal, Dorothy Fanthome



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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

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