

# 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**

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the authors' names.

## **Microsoft Word Lab Exercises:**

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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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starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD     Log On To Computers □ 7 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     Log On To Computers □ 8 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     Computers Today & Tomorrow □ 7 Meera Aggarwal, Dorothy Fanthome, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1 8 This series is created to help students master the use of various kinds 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 2007 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD     Log On To Computers □ 6 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists

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