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

Floyd F. Sabins, Jr.,James M. Ellis

Microsoft Word Lab Exercises:

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

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 **NCGIA GIS Laboratory Exercises: without special title** ,1991 **Databases Illuminated** Catherine M. Ricardo,2004 Databases Illuminated Integrates Database Theory With A Practical Approach To Database Design And Implementation The Text Is Specifically Designed For The Modern Database Student Who Will Be Expected To Know Both Theory And Applied Design And Implementation As Professionals In The Field The Author Presents A Sample Database Project Throughout The Text Using This Unique Pedagogical Tool To Take Students Step By Step Through All The Key Concepts Of Database Theory Design And Management These Major Concepts Are Rehearsed In Independent Student Projects That Follow Each Chapter This Integrated Modern Approach To Databases Combined With Strong Pedagogical Features Accessible Writing And A Full Package Of Student And Instructor S Resources Makes Databases Illuminated The Perfect Textbook For Courses In This Exciting Field Microsoft Word 2002 Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,2002 Part of the highly successful Shelly Cashman Series Microsoft Word 2002 Complete Concepts and Techniques provides step by step instructions accompanied by full color screen shots helping students learn basic through advanced Word skills quickly and easily Teaching Anatomy Lap Ki Chan,Wojciech Pawlina,2020-11-20 The field of anatomy is dynamic and fertile The rapid advances in technology in the past few years have produced exciting opportunities in the teaching of gross anatomy such as 3D printing virtual reality augmented reality digital anatomy models portable ultrasound and more Pedagogical innovations such as gamification and the flipped classroom among others have also been developed and implemented As a result preparing anatomy teachers in the use of these new teaching tools and methods is very timely The main aim of the second edition of Teaching Anatomy A Practical Guide is to offer gross anatomy teachers the most up to date advice and guidance for anatomy teaching utilizing pedagogical and technological innovations at the forefront of anatomy education in the five years since the publication of the first edition This edition is structured according to the teaching and learning situations that gross anatomy teachers will find themselves in large group setting small group setting gross anatomy laboratory writing examination questions designing anatomy curriculum using anatomy teaching tools or building up their scholarship of teaching and learning Fully revised and updated including fifteen new chapters discussing the latest advances this second edition is an excellent resource for all instructors in gross anatomy **O'Leary Series: Microsoft Office 2003 Volume I** Timothy O'Leary,Linda O'Leary,2003-12-11 Aims to give students a basic understanding of computing concepts and to build the skills needed to ensure that information technology is an advantage in whatever career they choose in life The O Leary Office 2004 and Office XP texts are crafted to be a step by step way for students to develop Microsoft Office application skills MS Word 2002, Complete Stephen Haag,James T. Perry,2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS

Sm Exploring MS Word 2000 I/M Maryann Barber,Robert T. Grauer,1999-06   O'Leary Series: Microsoft Office Word 2003 Introductory Timothy O'Leary,Linda O'Leary,2003-12-29 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution   *MS Word 2002, Introductory* Stephen Haag,James T. Perry,Rick Parker,2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS   **Access 2002 - Complete** Timothy J. O'Leary,Linda I. O'Leary,Kathryn M. Lee,2003-02 A guide to Access 2002 The text presents hands on instructions with full screen captures that illustrate the results of each step performed A running case is featured in each tutorial highlighting the real world applications of the software and leading students from problem to solution   Microsoft Access 97 Gary B. Shelly,Thomas J. Cashman,Philip J. Pratt,1997 Part of the highly successful Shelly Cashman Series this text offers a screen by screen step by step approach to learning Access 97 Covers beginning and advanced skills   **Computer Skills Workbook for Fluency with Information Technology** Sharon Scollard,2007-10-16   **Microsoft Office User Specialist Microsoft Word 97 Exam Guide** Jane Calabria,Dorothy Burke,1997 A complete study reference to prepare readers for both levels of the Microsoft Certified Office User Excel Exam Covers all tested concepts and tasks and includes guided practice sections to help readers build confidence while studying for the exam The CD includes a complete Instructor s Resources Center with extra examples and PowerPoint slides for creating classroom teaching materials   *Microsoft Word for Windows 95 by PicTorial* Dennis P. Curtin,1996 These picture tutorials teach students computer applications using screen shots to guide them each step of the way The text aims to highlight common trouble spots and review information presented in earlier PicTorials It features guided tutorials procedure mastery drills and skill building exercises and QuickStep boxes looking back and looking ahead boxes pausing for practice boxes and tip boxes Each pictorial closes with a variety of true false multiple choice and fill in questions as well as independent projects   *Microsoft Word 7* Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,1997 Contains exercises covered in text on accompanying disk   **The O'Leary Series: Windows XP- Brief** Timothy O'Leary,Linda O'Leary,2002-08-22 SERIES TAGLINE The O Leary Series is the true step by step way to develop computer application skills Its design emphasizes the step by step visual approach with screen captures for every concept

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