ACTIVITIES 1-4 -MICROSOFT WORD

During the activities you are supposed to download relevant Word files and format them according to the given instructions.

ACTIVITY 1

In this activity will practice opening and closing the Word document and text formatting.

Download and open the resource file, **introduction.docx** for **activity 1** and do the followings.

Apply the following formatting for the heading **Project Management** located at the top of the document.

I.   bold and underlined
II.   font size to 28
III. font color to Blue accent 1
IV.   font highlight color to yellow

and change the paragraph text to Times New Roman.

Save changes using the file name **ex1.docx** and closed the file.

*Hint: For the tasks in this activity, select the relevant text and then use the relevant the command buttons in **Font group** in **Home tab**.*

ACTIVITY 2

In this activity we will practice text formatting, text alignment, applying numbered list, paragraph formatting and use of Format Painter.

Download and open the resource file, **staduim.docx** for **activity 2** and do the followings.

Apply, font **Arial**, font-size **16, bold** text and center align to the 1st line **New Stadium Proposal**

Apply font **Arial**, font-size **13, bold** text and center align to word **CONTENTS**

Format the texts in the next four lines (**EXECUTIVE SUMMARY, RECOMMENDATION, CURRENT SITUATION** and **CONCLUSIONS**) to font **Arial**, font-size **13, bold** text and **numbered list** with **Roman numbers.**

Insert two **line spaces** after the **numbered list**.

Format the heading of the 1st paragraph **Executive Summary** with font **Arial**, font-size **13 and bold** text.

Apply the same formatting for the headings of the other three paragraphs

Justify and apply **double line spacing** for all four paragraphs.

Apply the indents each para as mentioned below.

First line indent – 1"

Left indent – 0.5"

Right indent – 0.5"

Save changes as **ex2.docx**.

*Hint: Hint in the **activity 1** applies this activity too. Additionally, you may find the **bullets list** command buttons in **paragraph group** in **Home tab**. In order to set the **line spacing** and **indents** in paragraphs, click the **launcher button** in the **paragraph group** to open the relevant dialog box. Then select the **Indents and Spacing tab** in the dialog box and do the followings.*

*For double spacing, set the **Line spacing** to **Double** in **Spacing section**.*

*For indents, adjust the setting in the **Indentation section** as follows,*

*First line indent, set the **Special: First line** by **1"** and for other indents, set both **Left** and **Right** to **0.5"***

*If you want to copy and apply several formats at once, you can use the **Format Painter** button in **Home tab**.*

ACTIVITY 3

In this activity, we will learn to apply **Picture styles** and **Text wrapping**.

Please refer the video named **Insert pictures** before this activity.

Download and open **dengue.docx** file and do the followings.

Move the picture of the mosquito to the beginning of the 1st paragraph **Dengue viruses are…**

Apply Picture style **Soft edge oval** to the picture.

Text should wrap around the image. Therefore, apply the text wrapping option **Through**. Save the file with the name **ex3.docx**.

Hint: Separately apply picture formatting and text wrapping. Using text wrapping, you can arrange the text around the picture as you wish. For picture formatting and text wrapping , first click on the picture, then you can see the new tab, **Picture Format** *appears in the ribbon, use* **Picture Styles** *and* **Wrap Text** *options in this tab appropriately.*

ACTIVITY 4

In this activity, we will learn how to insert tables, apply design to tables, insert columns and rows and merge cells.

Please refer the video named **Formatting Tables** file before this activity.

Insert the following table and do the followings.

Year	Dengue	Malaria
2016 (25th April)	5000	200
2015	4000	300
2013	3000	400

Apply the following table design to the table.

Year	Dengue	Malaria
2016 (25th April)	5000	200
2015	4000	300
2013	3000	400

Merge 1st two rows in each column.

Add following data as the 4th column.

Filaria

3000

4000

2000

Add a new row between year 2015 and 2013 with the data shown below.

2014	2000	350	1000

Save the table with the file name **ex4.docx**.

*Hint: To insert tables, go to **Insert > Table**. Once you click on the table in MS Word, new tabs **Table Design** and **Layout** appear in the ribbon. Use the **Table Design** tab to apply designs to tables and **Layout** tab for formatting. Alternatively, select the rows or columns that you want format and right click on them to get the pop-up menu and then select the relevant options relevant your formatting.*