

# ACTIVITIES 5 -MICROSOFT WORD

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

## ACTIVITY 5

In this activity, we will learn to apply **Heading styles**, **Themes**, shading to the rows of the table, spacing before and after the paragraph, set the paper size of the document, add the border to the document, save the file with password to open and convert the document to other file formats.

Download and open file, **stadium2.docx** for **activity 5** and apply **Title style** for the heading **NEW STADIUM PROPOSAL**.

Apply **Heading 1 style** for sub-topics of the document, namely **EXECUTIVE SUMMARY**, **RECOMMENDATION**, **CURRENT SITUATION** and **CONCLUSIONS**.

Apply **Heading 2 style** for all table headings of the document, namely **New Stadium Budget Plan**, **New Stadium Budget Details** and **Projected Revenue**.

Apply single line spacing to the paragraph under the heading **CURRENT SITUATION**.

Find the paragraph with paragraph spacing of 6 pt before and 42 pt after. Replace the formatting with **12 pt** after.

Set the paper size of the document to **A4**.

Add the theme **Shaded** to the document.

Add a shading of your choice to the **first row of three tables** of the document.

Apply a **6pt** width **page border** to the document and change the border color as appropriate (Design → Page Borders).

Save the document with the name **ex5.docx** with password to open feature. Password should be 1234 (Save as → Tools → General Options → Password to open).

Additionally, save the document in PDF format too.

*Hint: Go to **Home > Styles** to apply heading styles.*

*Use the **Launcher Button** in **Paragraph group** in **Home** tab to open Paragraph Dialog Box for formatting such as paragraphs line spacing, spacing before and after the paragraphs.*

*Paper sizes are available in **Layout > Size** and Themes are available in **Document Formatting** group under the **Design** tab. **Page Borders** are also available in **Page Background group** in **Design** tab.*

*In order to save a Word file with the password to open, go to **File > Save As** and then click on **More options...** under the file name of the current document to open **Save As** dialog box.*

*Find the **Tools** option in **Save As** dialog box and then go to **Tools > General Options > Password to open** to enter your password. You are asked to enter the password again for verification purposes.*

*Again use **File > Save As** to convert Word file to another file formats. Select the file format from the drop-down list under the current file name in **Save As** dialog box.*