

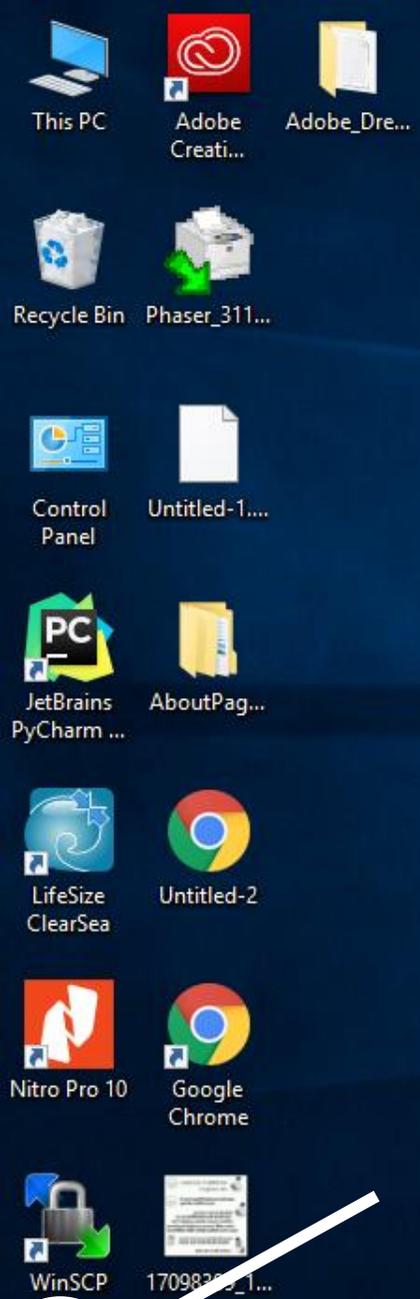
Working with Microsoft Word

Module 1

Introduction to Microsoft Office

Module 1.1

- Open New Document
- Ribbon environment
- Type text – Quick brown fox jumps over the lazy dog
- Selection Techniques





Best match

- Word 2016**
Desktop app
- WordPad
Desktop app

Settings >

- Highlight misspelled words
- Autocorrect misspelled words
- Choose if Narrator reads typed words

word|

Select

Type Here

Word

Recent

Older

Report Appendix A
G:

Open Other Documents

Search for online templates



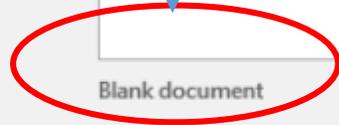
Suggested searches: Business Industry Personal Design Sets Event Education

Labels

Sign in to get the most out of Office

Learn more

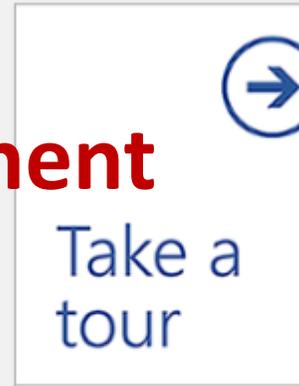
Blank Document



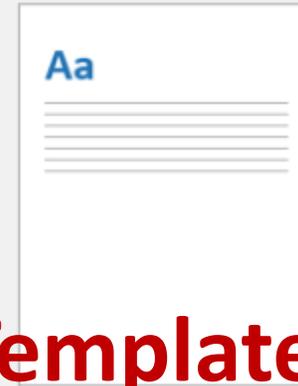
Templates



Blank document



Welcome to Word



Single spaced (blank)



Creative resume, design...



Creative cover letter, des...



Crisp and clean resume, ...



Crisp and clean cover le...



Polished resume, design...



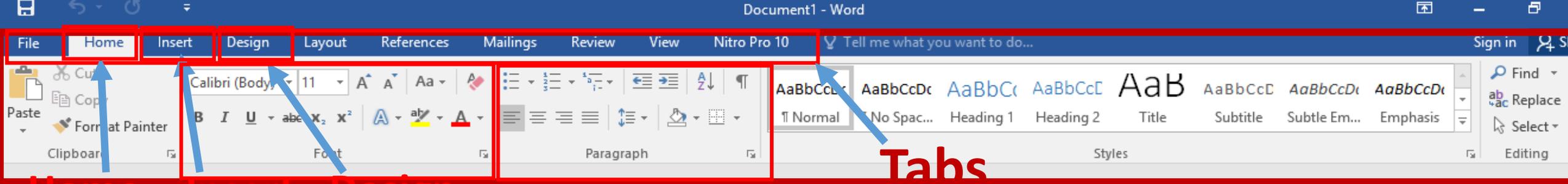
Title



Title



Title



Home
Tab

Insert
Tab

Design
Tab

Tabs

Groups

Ribbon Environment

Document1 - Word

File Home Insert Design Layout References Mailings Review View Nitro Pro 10 Tell me what you want to do... Sign in Share

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri (Body), 11, A⁺, A⁻, Aa, A, B, I, U, abc, x₂, x², A, ab, A

Paragraph: List, Indent, Decrease Indent, Increase Indent, Paragraph Spacing, Bullets, Numbering, Text, Table, Grid

Styles: AaBbCcDc, AaBbCcDc, AaBbCc, AaBbCc, AaB, AaBbCcD, AaBbCcDc, AaBbCcDc, AaBbCcDc, Normal, No Spac..., Heading 1, Heading 2, Title, Subtitle, Subtle Em..., Emphasis

Editing: Find, Replace, Select

Type follow text to practice.

Quick brown fox jumps over the lazy dog

Windows taskbar with icons for File Explorer, Excel, Edge, Word, and other applications. System tray shows time 12:53 PM, date 3/24/2017, and system icons.

Selection Techniques

- Using a mouse

Single Word

Paragraph

Select Single Word



Select Paragraph



Quick Methods for Selection

➤ **Single word**

Quickly double click on the word

➤ **A Paragraph**

Quickly triple click on the paragraph

Quick Methods for Selection

Selecting Text using the keyboard

Shift+ Right Arrow	Selects one character at a time
Shift + Up Arrow	Selects one line at a time
Shift + Down Arrow	Selects one line at a time
CTRL+A	Selects the entire document

Exercise : Highlighting text

1. In order to highlight (select) the sentence you typed, **Click and Drag** over the sentence from right to left. When the sentence is highlighted, take your finger off the mouse.
2. **Click anywhere on the page to remove the highlighting.**
3. Practice highlighting with the mouse and removing it again.
4. You can use the keyboard to do the same (highlighting). Click **before: The quick brown...** Hold down the [**Shift**] **key on the keyboard**. Press the **right arrow key (→)** until whole sentence is highlighted

Exercise : Highlighting text

- Open a new Word document.
- Type =rand(5,15) then press the enter key (This will insert text in two pages).
- Click at the beginning of the 1st paragraph.
- Hold down the mouse button and drag to the end of the 3rd paragraph until the whole paragraphs are selected.
- To de-select the text, click anywhere on the page.
- When the document is large it is difficult to select text by dragging. Lets select the whole text of this document without dragging.
- Click at the beginning of the 1st paragraph, scroll down to the 2nd page and move your mouse (without clicking yet) to the end of the document. Hold down the [Shift] key while you click at the end of the document. Check that the whole text is selected.
- Again click at the beginning of the 1st paragraph. Move the mouse further left of the first row until the mouse pointer becomes a right pointing arrow. 
- Now click and drag down until 1st three paragraphs are selected.
- Deselect the paragraphs.
- Lest check what happens when you press the following key combination from the keyboard.



Exercise : Highlighting text

- Delete the whole paragraphs of the document that you used in the previous exercise. ([Ctrl + A and press [Delete] key)
- Type =rand() then press the enter key (This will insert 5 paragraphs of text).
- Click at the beginning of the 1st paragraph.
- Hold down the [Shift] key and press the right arrow key [→] until you select the 1st paragraph.
- Press any arrow key **without** holding down [Shift] in order to deselect text you have selected.
- Make sure that the cursor is still at the beginning of the 1st paragraph.
- Hold down [Ctrl] and [Shift] at the same time while pressing the [→] key until you select the 1st paragraph.
- What is the difference between following two selecting techniques.
 - Holding down [Shift] with [→] key
 - Holding down [Ctrl] and [Shift] at the same time with [→] key

Module 1.2

Basic Text Formatting

- Font
- Font Size
- Font Style
- Font Color

Moving Text and Cut & Paste

Change Font

Cut Copy Format Painter
Clipboard

Calibri 12 A A Aa A

Theme Fonts

- Calibri Light (Headings)
- Calibri (Body)

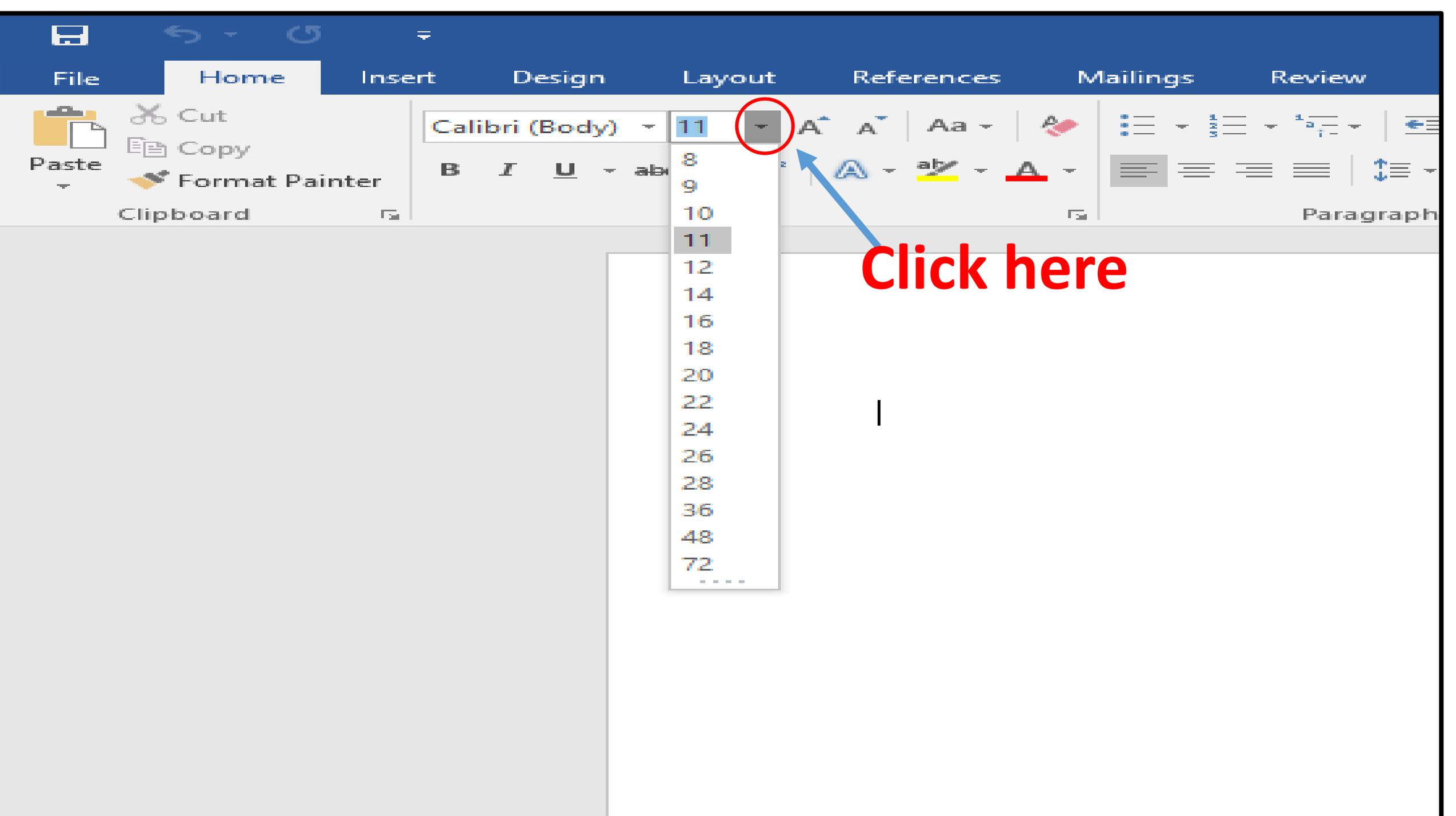
All Fonts

- Agency FB
- ALGERIAN
- Arial
- Arial Black
- Arial Narrow
- Arial Rounded MT Bold
- Baskerville Old Face
- Bauhaus 93
- Bell MT
- Berlin Sans FB
- Berlin Sans FB Demi
- Bernard MT Condensed
- Blackletter Gothic
- Bodoni MT
- Bodoni MT Black
- Bodoni MT Condensed
- Bodoni MT Poster Compressed

Paragraph

Click here

Change Font Size



File

Home

Insert

Design

Layout

References

Mailings

Review



Cut

Copy

Paste

Format Painter

Clipboard

Calibri (Body)

11



A

A

Aa



B *I* U ~~abc~~



abc



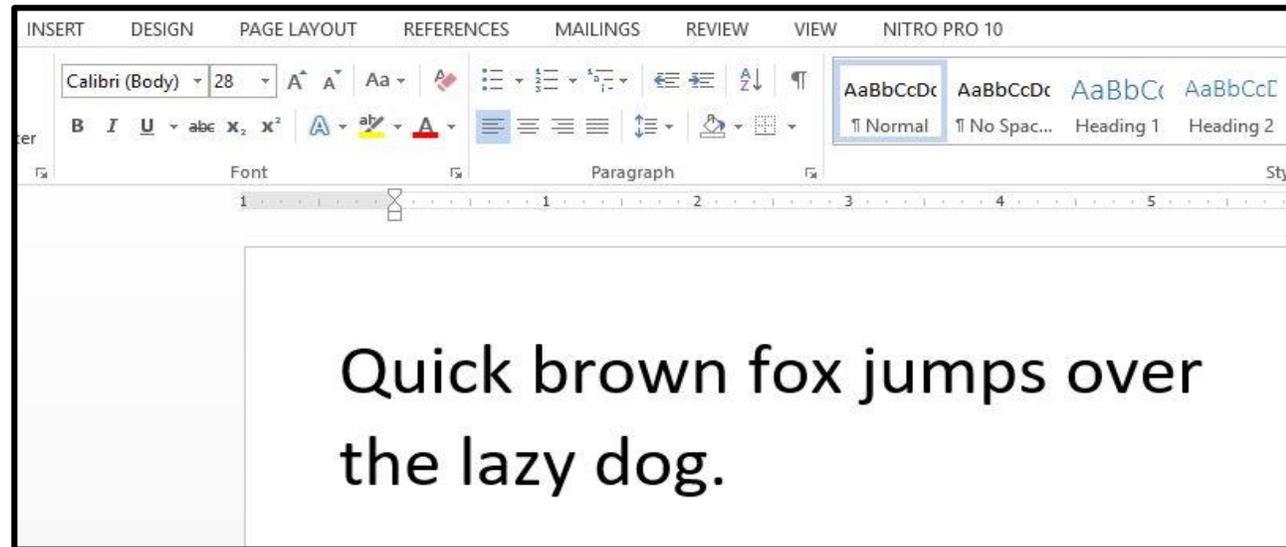
Paragraph

Click here

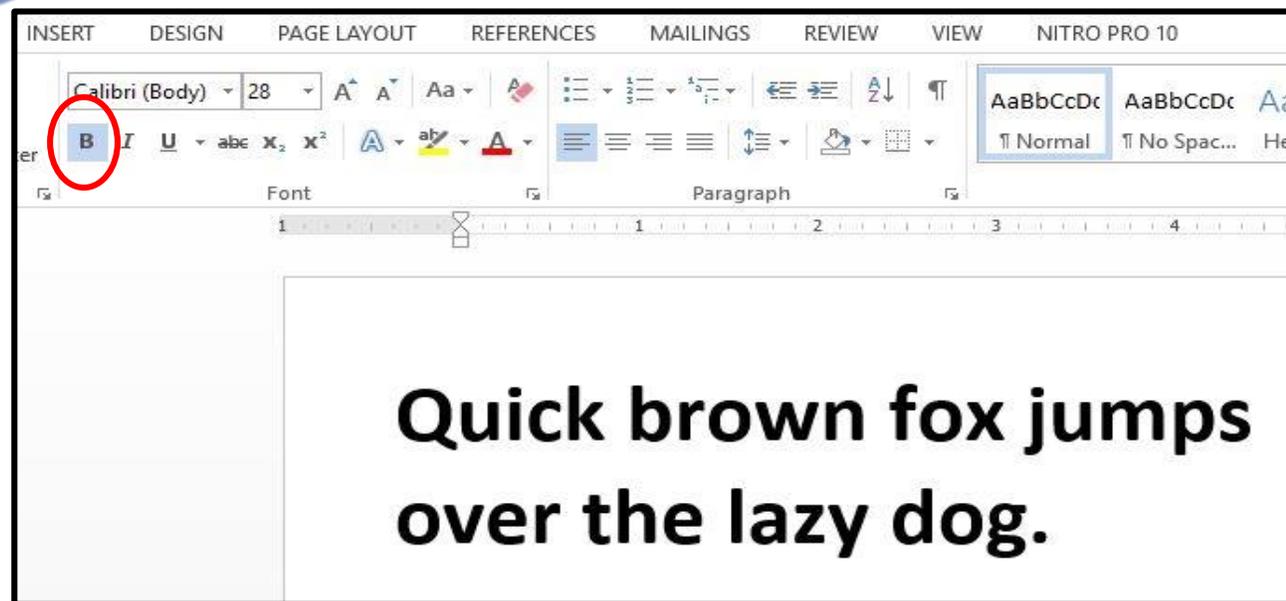
- 8
- 9
- 10
- 11
- 12
- 14
- 16
- 18
- 20
- 22
- 24
- 26
- 28
- 36
- 48
- 72
-

Font Styles

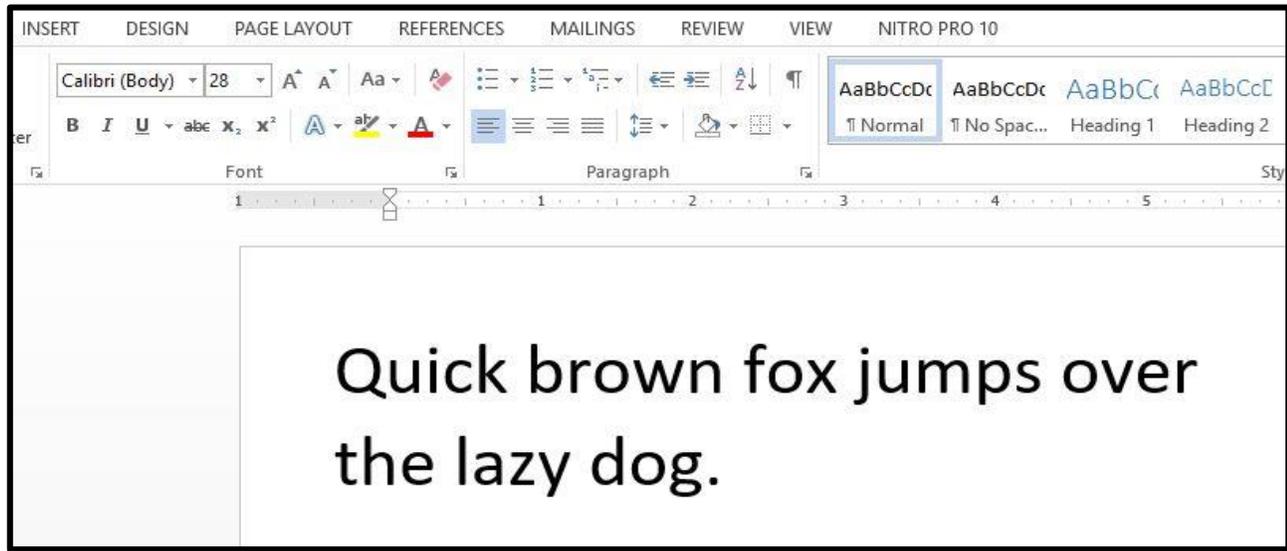
Bold



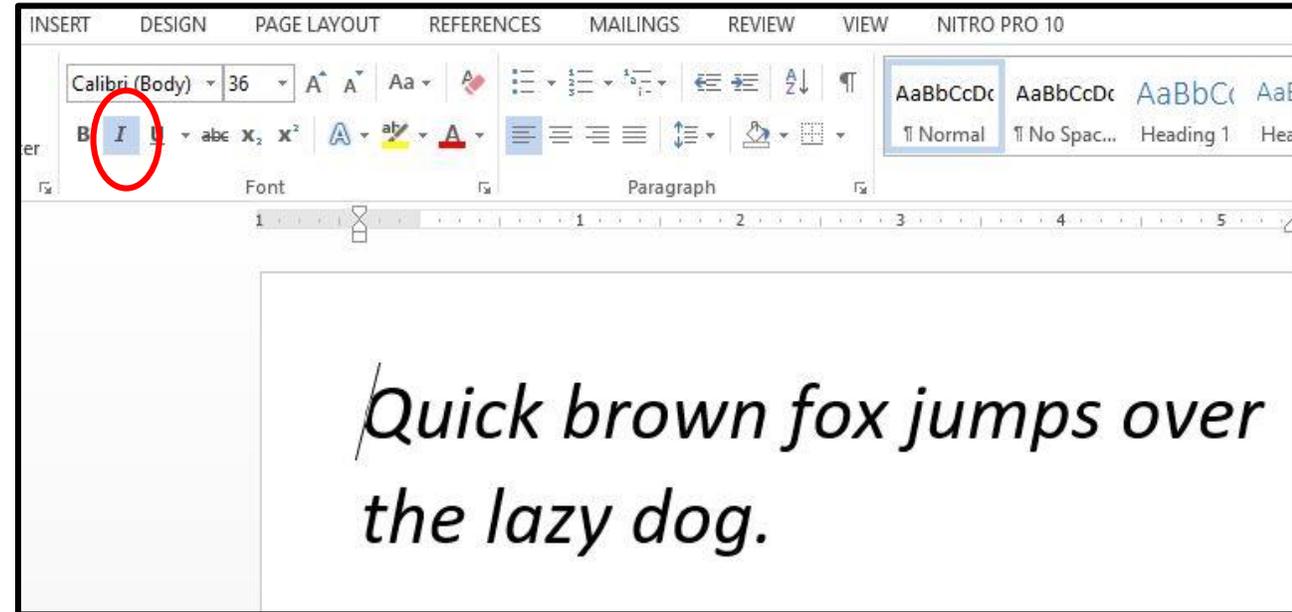
Select the text and apply
"Bold"



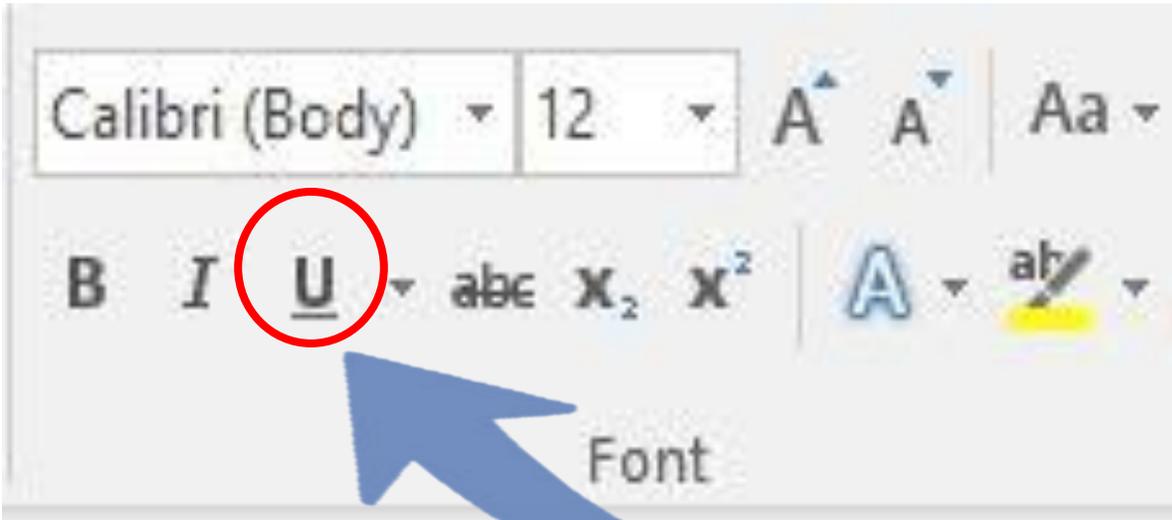
Italic



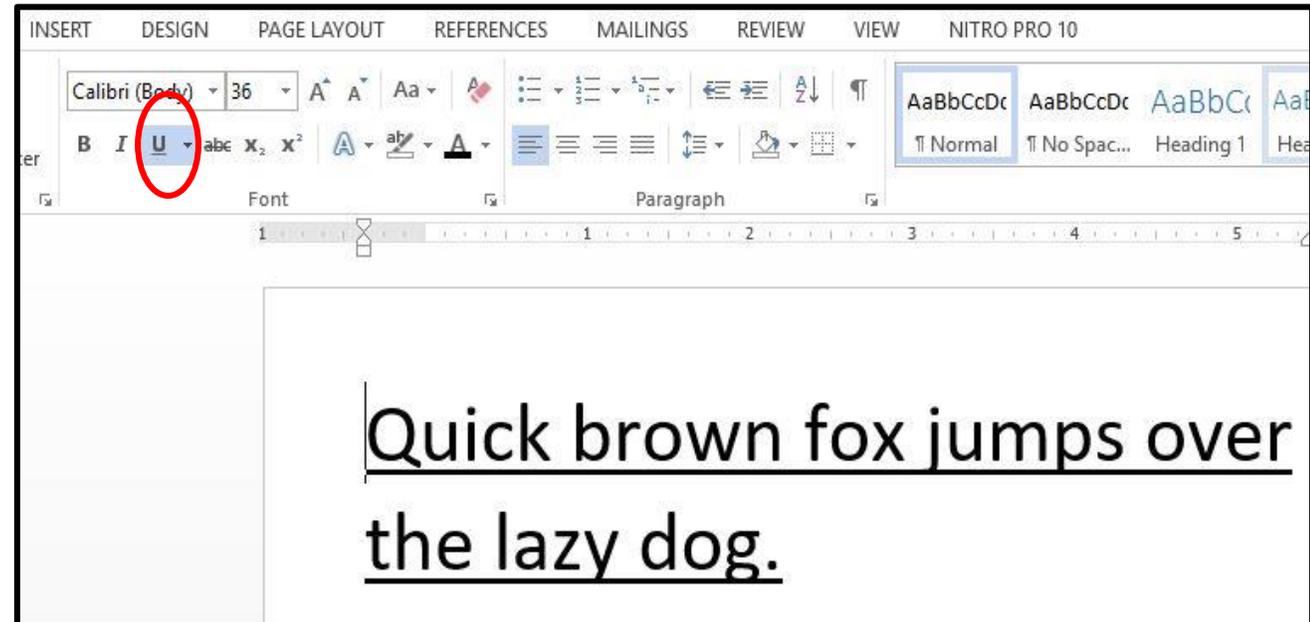
Select the text and apply "Italic"



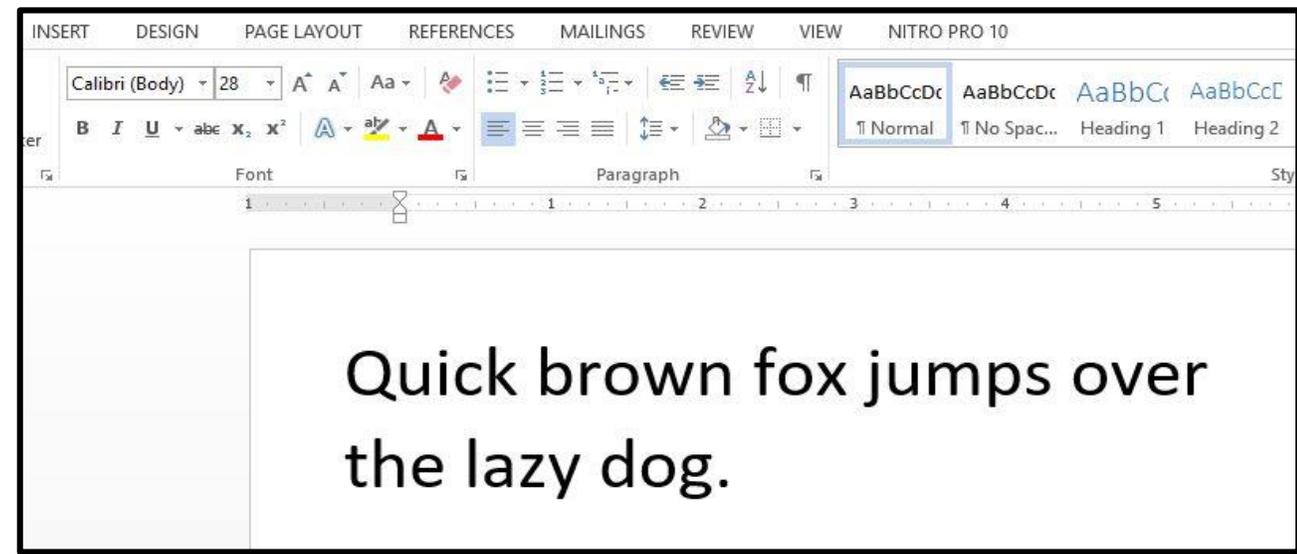
Underline Text



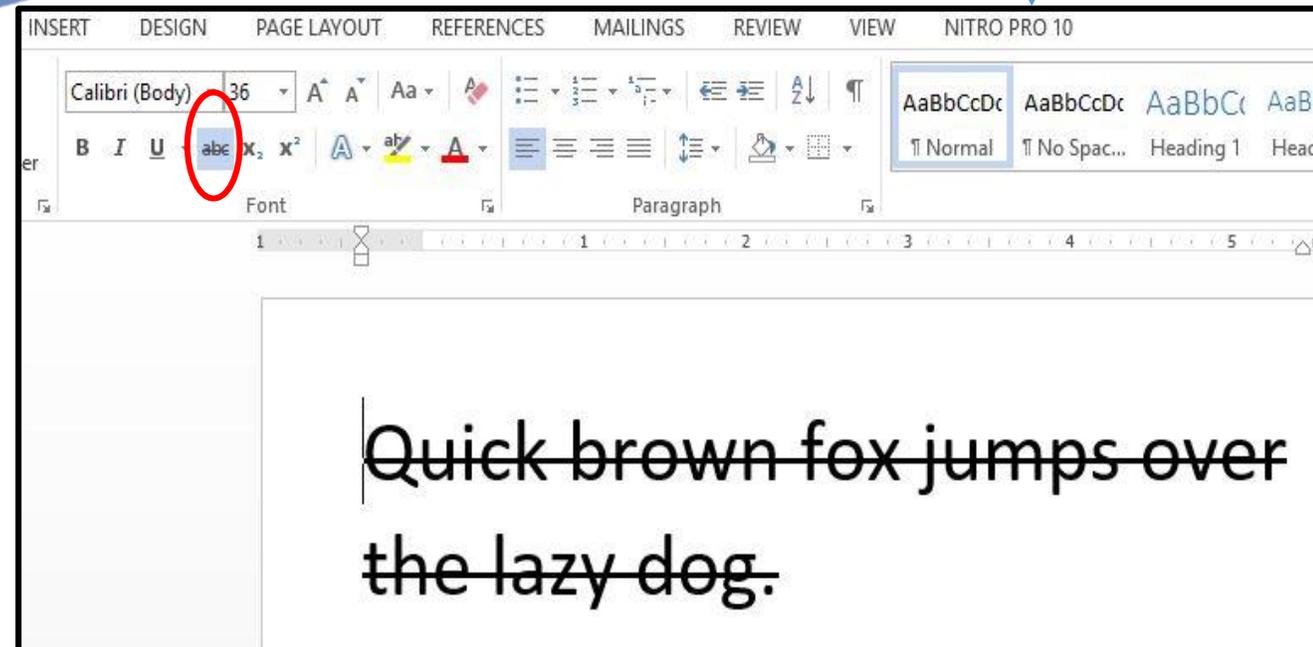
Select the text and apply
"Underline Text"



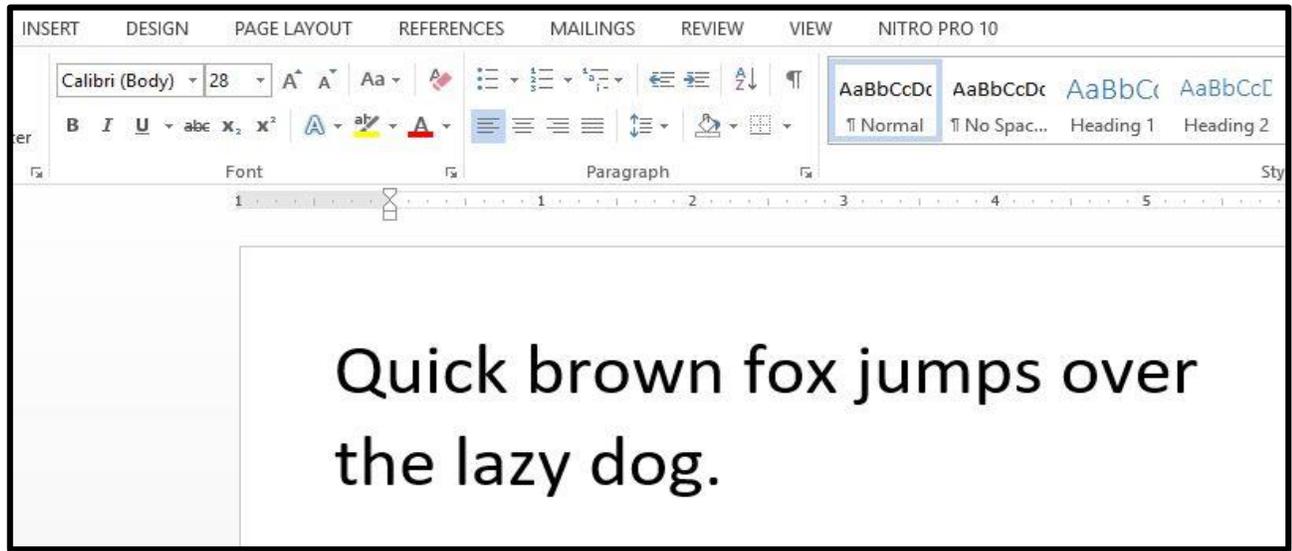
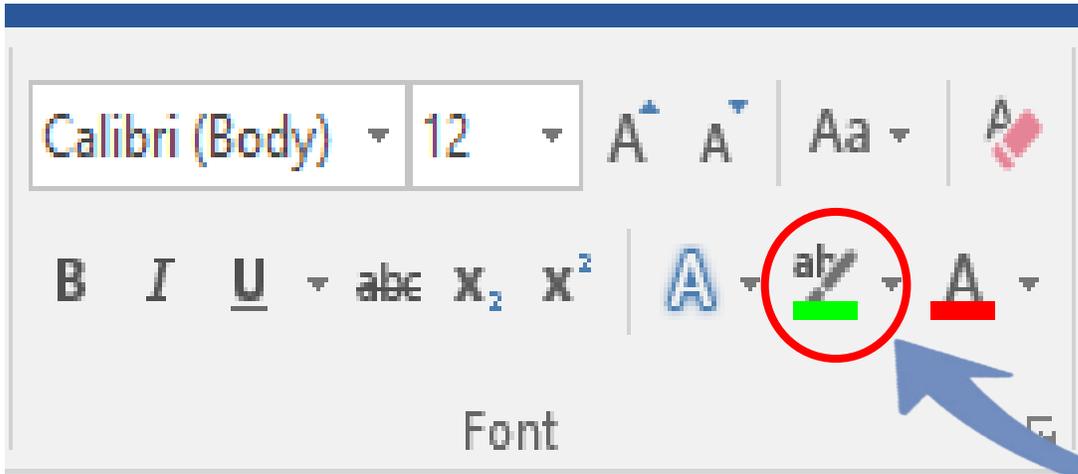
Strikethrough



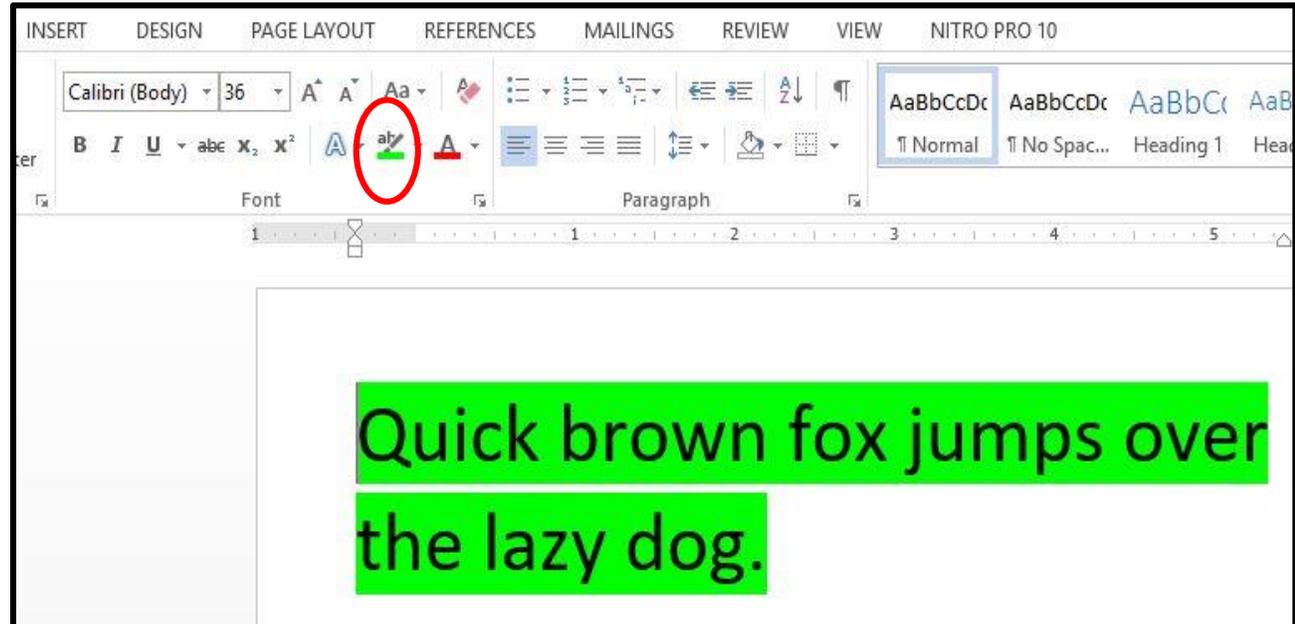
Select the text and apply "Strikethrough"



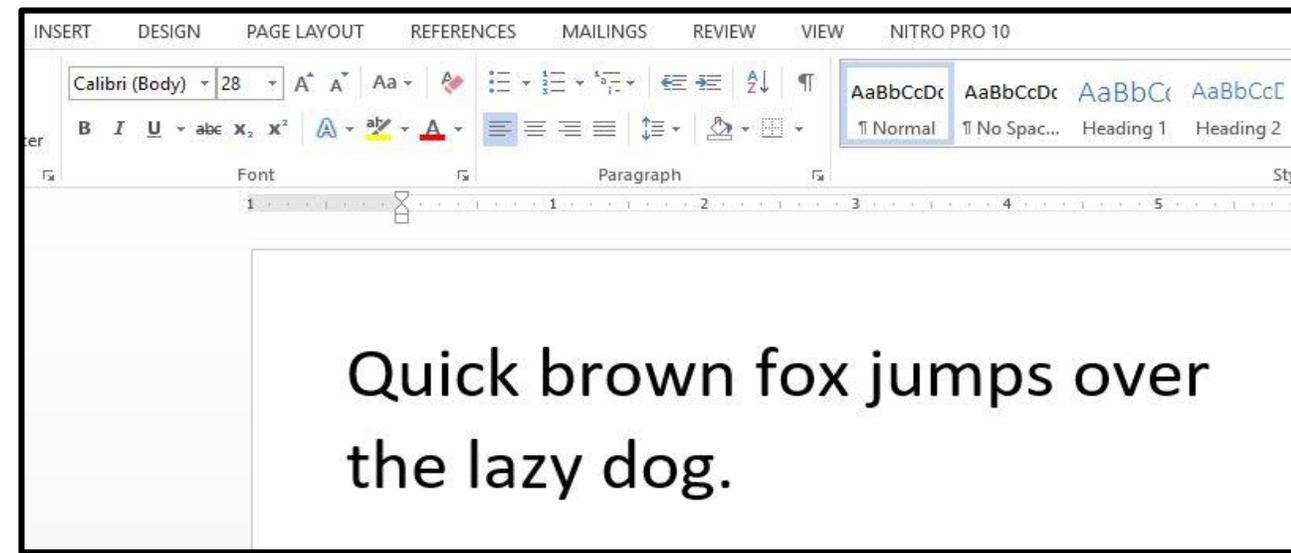
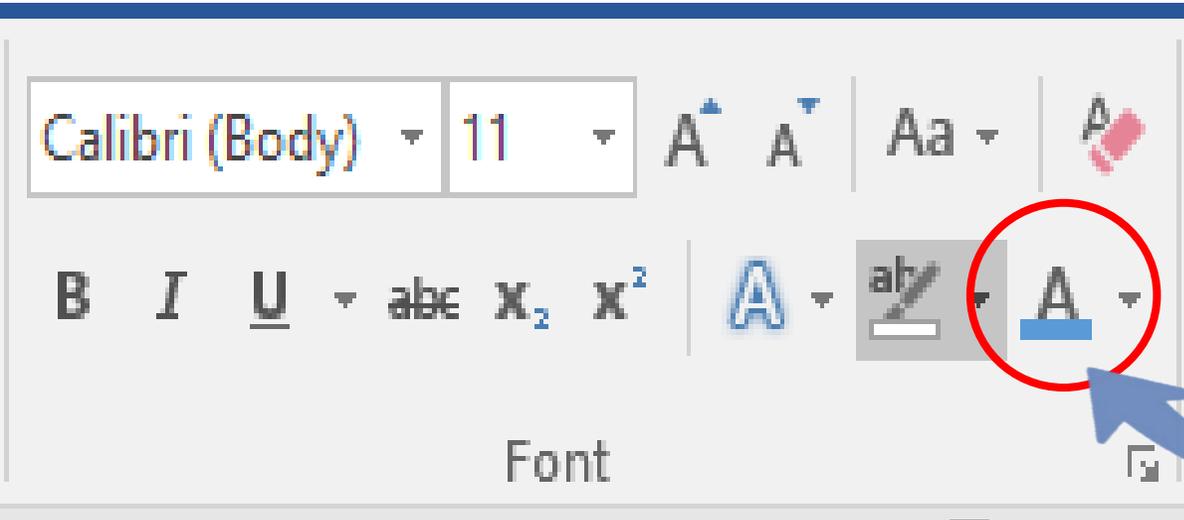
Highlight Text



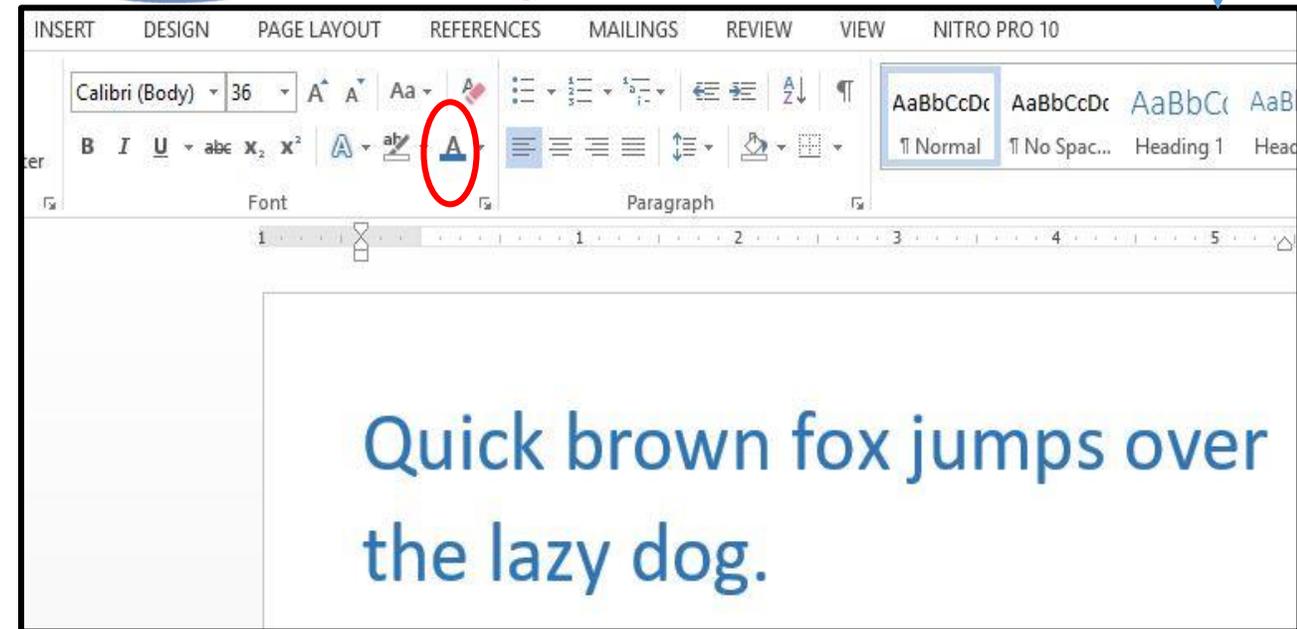
Select the text and apply
"Highlight Text"



Text Colour

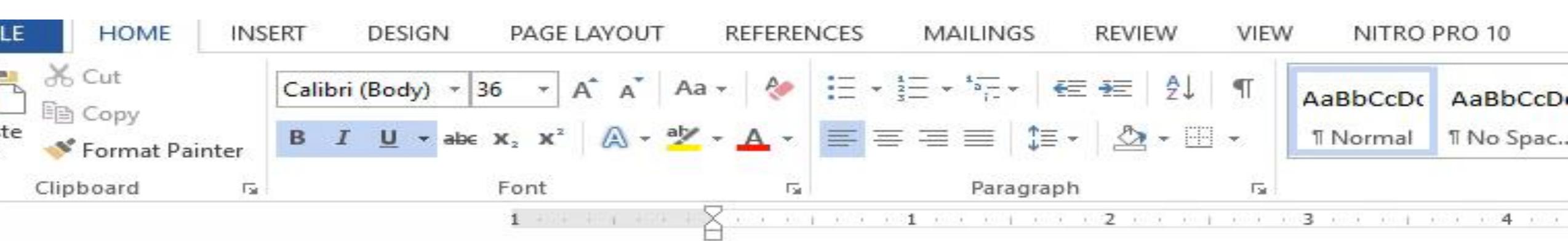


Select the text and apply
“change text colour”



Mini Tool Bar

Format Painter



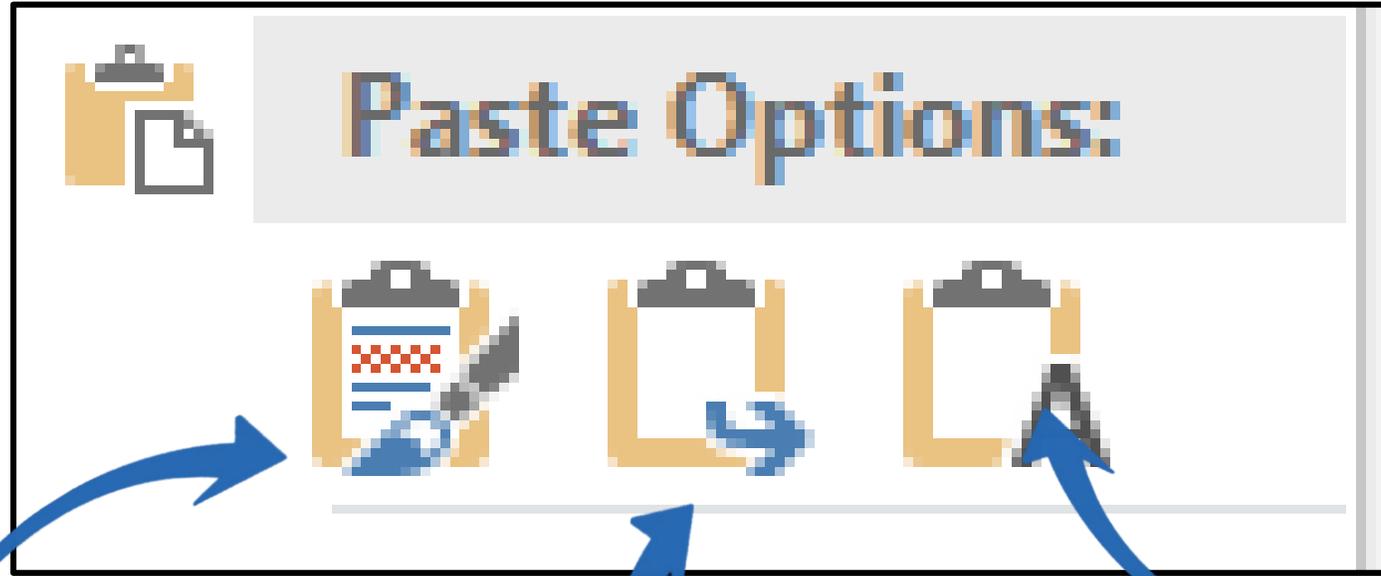
My name is Perera.

I live in Sri Lanka.



Copy & Paste

Paste Options



- Keep source formatting

- Merge Formatting

- Keep text only

File Home Insert Design Layout References Mailings Rev

Sign in Share

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri (Body), 48, Bold, Italic, Underline, Font Color, Paragraph Spacing

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing

Styles: AaBbCc, AaB, Heading 2, Title, Subtitle, Subtle Em..., Emphasis

Editing: Find, Replace, Select

Pause 00:00:00 Select Area Audio Record Pointer

Faculty of Medicine

Taskbar: Windows Start, File Explorer, Edge, Chrome, PowerPoint, Word, Outlook, System Tray: Network, Volume, Speaker, Date/Time: ENG INTL 10:54 AM 7/7/2017, Notification Area: 3

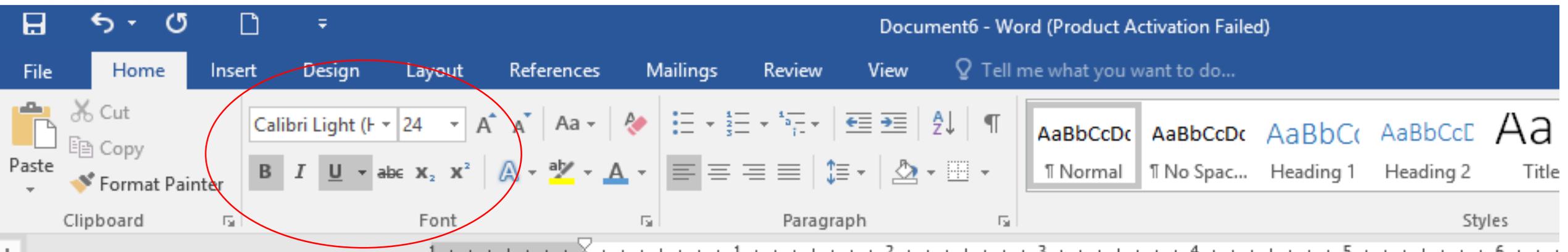
Exercise : Moving Text, Cut & Paste

- Delete the whole paragraphs of the document that you used in the previous exercise.
([Ctrl + A and press [Delete] key)
- Type =rand() then press the enter key (This will insert 5 paragraphs of text).
- Use the following method to move the 1st paragraph to the end of the document.
 - Highlight the 1st paragraph and make sure that the mouse pointer is over the text highlighted area.
 - Right click and select **Cut** from the menu.
 - Right click at the end of the document and select **Paste** from the menu
- **Undo** the changes
- Use the following method to move the 1st paragraph to the end of the document.
 - Highlight the 1st paragraph and make sure that the mouse is over the text highlighted area.
 - Click and move the Insertion point to the end of the document.
- **Undo** the changes
- Use the following method to move the 1st paragraph to the end of the document.
 - Highlight the 1st paragraph and press **[Ctrl] + X** from the keyboard
 - Click at the end of the document and press **[Ctrl] + V** from the keyboard

Exercise : Text Formatting

- Open a new Word document
- Type title called "My Project"
- Type =rand() then press the enter key (This will insert 5 paragraphs of text)
- Change the font of the document to **Calibri Light**
- Do the following for the title
 - 1.**bold** and **underlined**
 - 2.font size to **24**
 - 3.font color to **Blue accent 1**
 - 4.font highlight color to **yellow**

Answer



The image shows the Microsoft Word ribbon with the 'Home' tab selected. The 'Font' group is circled in red. The ribbon includes the following tabs: File, Home, Insert, Design, Layout, References, Mailings, Review, and View. The 'Font' group contains options for font face (Calibri Light), size (24), bold (B), italic (I), underline (U), and text color (A). The 'Paragraph' group contains options for bullet points, numbered lists, decrease/increase indent, and text alignment. The 'Styles' group contains options for Normal, No Spacing, Heading 1, Heading 2, and Title. The document title is 'Document6 - Word (Product Activation Failed)'. The main content area shows a yellow highlight under the text 'My Project'.

Document6 - Word (Product Activation Failed)

File Home Insert Design Layout References Mailings Review View Tell me what you want to do...

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri Light (f), 24, A, A, Aa, A, B, I, U, abc, x₂, x², A, ab, A

Paragraph: [Bulleted List], [Numbered List], [Decrease Indent], [Increase Indent], [Align Left], [Align Center], [Align Right], [Justify], [Text Wrapping]

Styles: AaBbCcDc, AaBbCcDc, AaBbCc, AaBbCc, Aa, Normal, No Spac..., Heading 1, Heading 2, Title

1 2 3 4 5 6

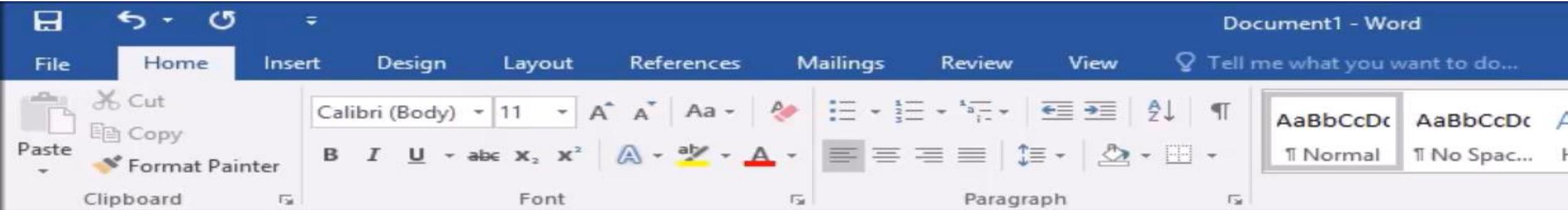
My Project

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save Document



Video provides a powerful way to help you prove your point. When you click paste in the embed code for the video you want to add. You can also type a the video that best fits your document.

To make your document look professionally produced, Word provides head text box designs that complement each other. For example, you can add a r and sidebar. Click Insert and then choose the elements you want from the c Themes and styles also help keep your document coordinated. When you c Theme, the pictures, charts, and SmartArt graphics change to match your n styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. T fits in your document, click it and a button for layout options appears next t table, click where you want to add a row or a column, and then click the plu

Reading is easier, too, in the new Reading view. You can collapse parts of th the text you want. If you need to stop reading before you reach the end, W left off - even on another device.



Exercise : Saving a document

Save the document which has the title “My Project”

Module 1.3

- Heading formatting with Styles
- Paragraph formatting
 - Bullets & numbering
 - Justification
 - Line spacing

Heading Styles



SAMPLE TEXT



Heading 1

Video



Heading 2

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Themes



Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Calibri (Body) 12

A⁺ A⁻ Aa      

AaBbCcDc

AaBbCcDc

AaBbCc

AaBbCc

AaB

AaBbCcD

AaBbCcDc

AaBbCcDc

Normal

No Spac...

Heading 1

Heading 2

Title

Subtitle

Subtle Em...

Emphasis

Font

Paragraph

Styles

Chapter 1

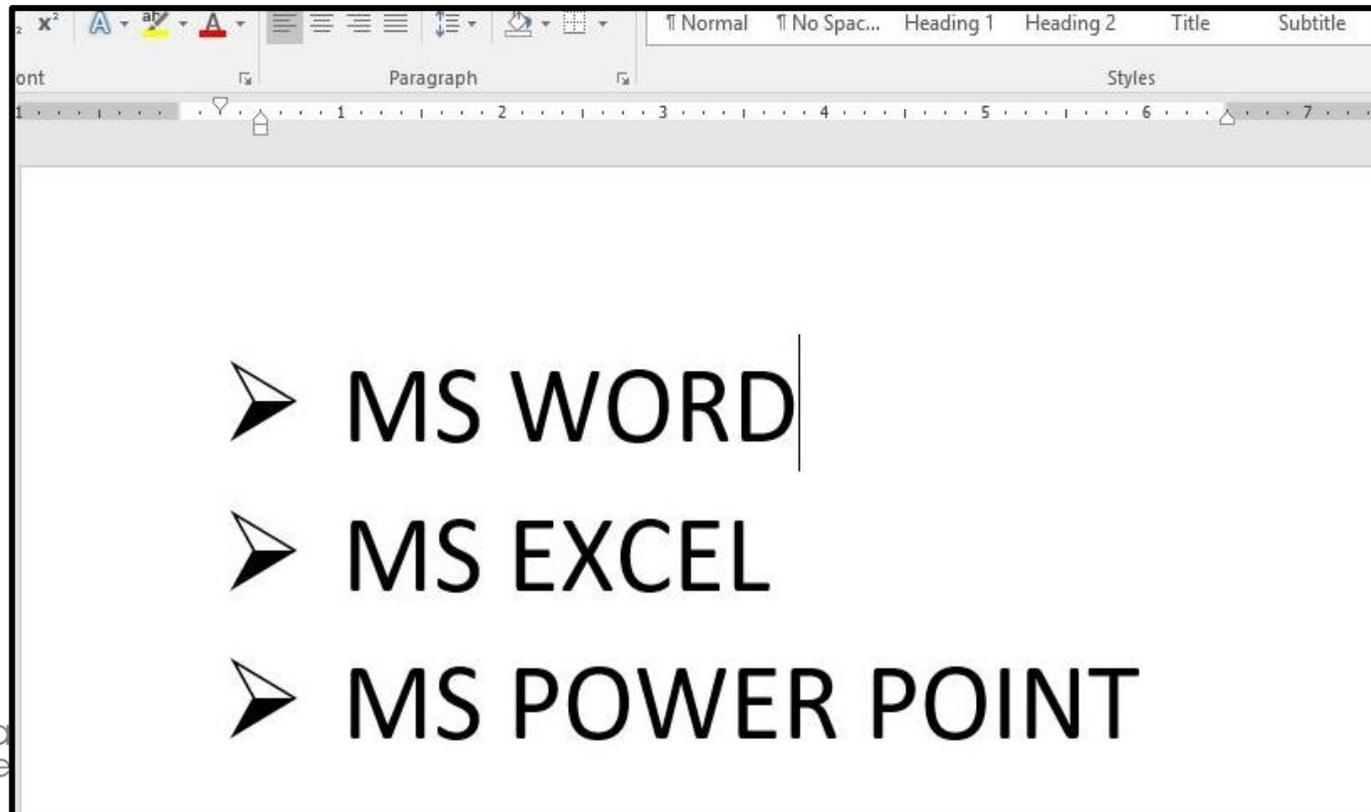
Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

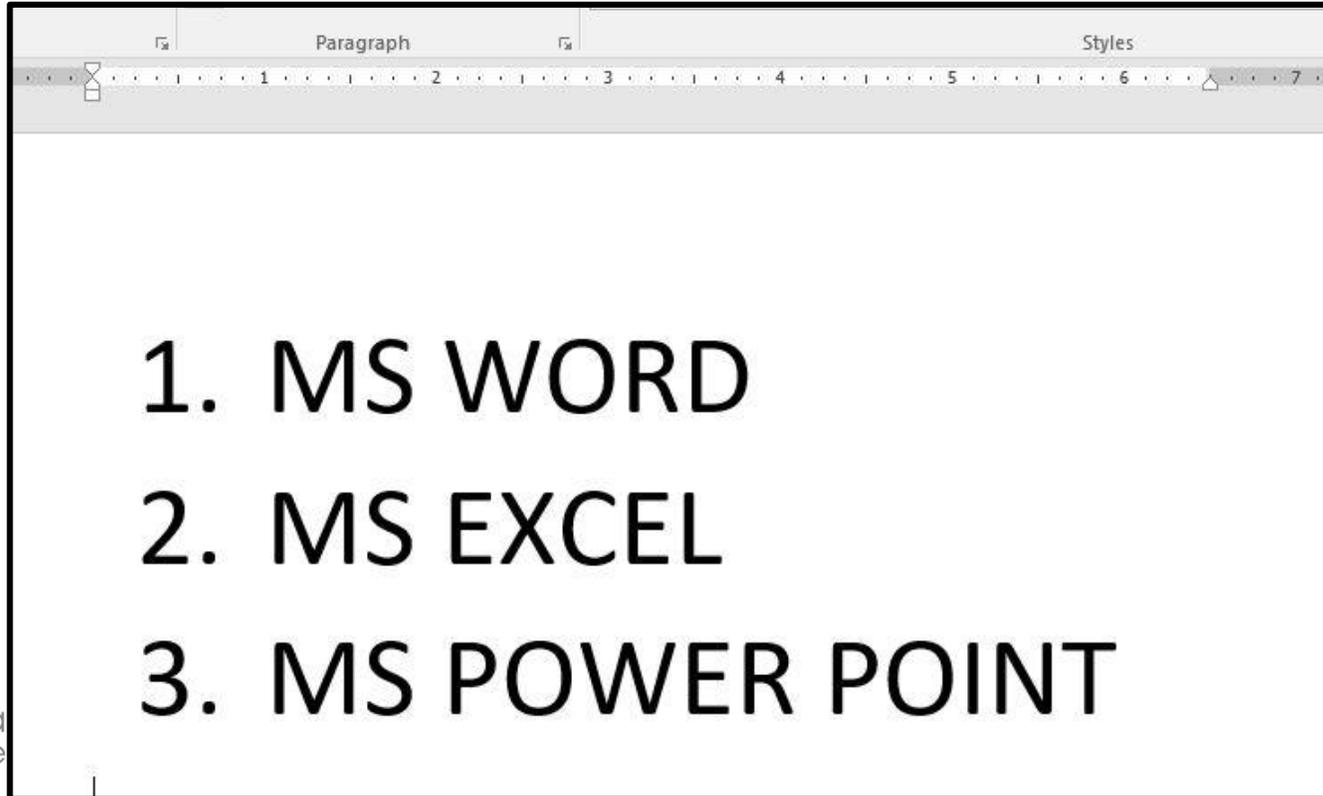
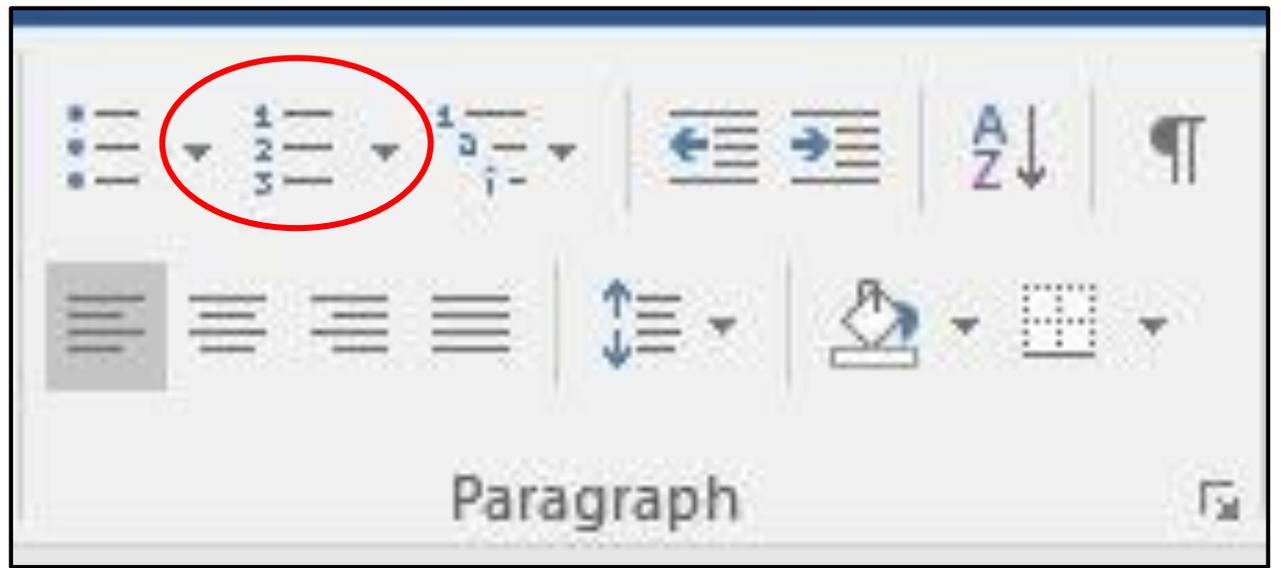
|

Bullets & Numbering

Bullets

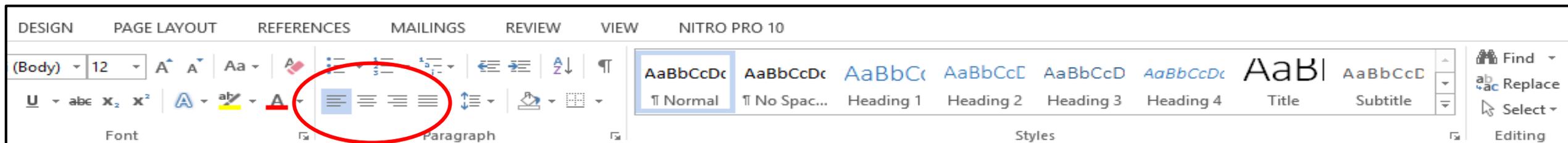


Numbering





Text Alignment



Sample text

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

← Align Left

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

← Center

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

← Align Right

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

← Justify



Line Spacing

- Spacing between lines in the para
- Spacing before & after para
- Spacing throughout the doc
- Reverting spacing – style set

Adjust the spacing throughout
the document

Faculty of Medicine – University of Kelaniya

The Faculty of Medicine of the University of Kelaniya is situated on a spacious 35-acre campus at Ragama. The Faculty now has sixteen academic departments, as well as several smaller units and centres.

In keeping with the need to expand and improve allied health services in the country, the Faculty established a Disability Studies Unit in 1993. In collaboration with the Institute of Child Health of the University of London, the Disability Studies Unit conducted a 2-year diploma course in Speech and Language Therapy for 7 batches of students over the period 1998 - 2007. This course was upgraded into a Bachelor of Science in Speech & Hearing Sciences and the Unit upgraded to Department status in 2007. The first batch of 35 students for this degree programme was admitted in August 2008 and they graduated in January 2013.

The Molecular Medicine Unit was established in 2003 with the aims of improving molecular diagnostic facilities for infectious diseases and providing DNA 'fingerprinting'.

Many of the departments have academic links with foreign universities. Over its relatively short period of existence, the faculty has produced a large volume of

Exercise : Heading styles, Bullets & numbering

- Close the all opened Word documents and open a new document.
- Type title called "My Project 2" .
- Type =rand() then press the enter key.
- Right align the first paragraph and justify the second paragraph.
- Type word "video" after tittle.
- Apply the style Heading 1 to the tittle "My Project 2" and Heading 2 to the "video" .
- After 2rd paragraph type following words one by one.
 - Header
 - Footer
 - Cover page
- Apply bullet points to these 3 words.
- Change the bullet points to a numbered list.

Answer

Document6 - Word (Product Activation Failed)

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Sign in Share

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri (Body), 11, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Text Wrapping

Styles: Normal, No Spacing, Heading 1, Heading 2, Heading 3, Title, Subtitle, Subtle Emphasis

Editing: Find, Replace, Select

1 2 3 4 5

My Project 2

video

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

1. Header
2. Footer
3. Cover page

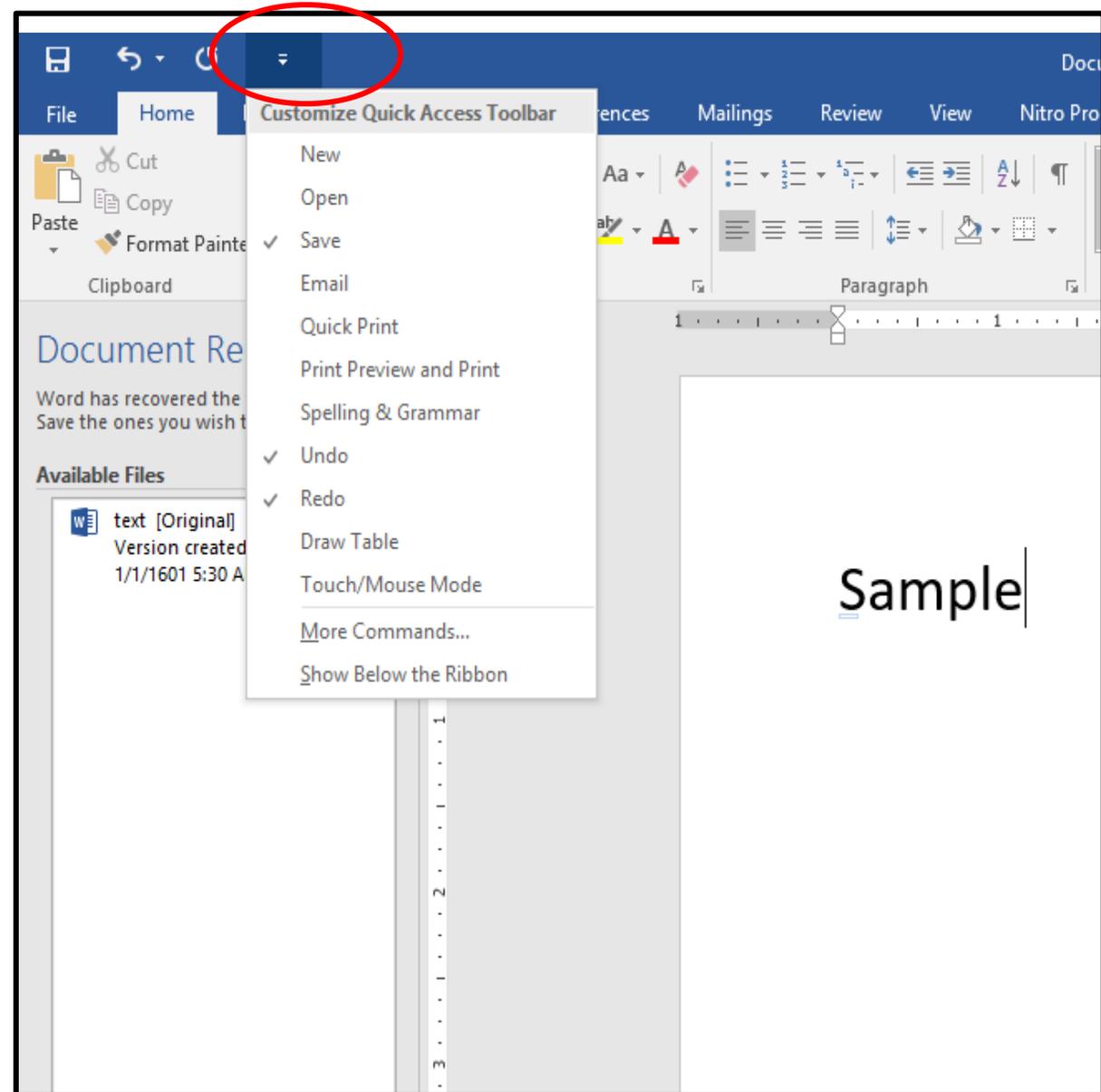
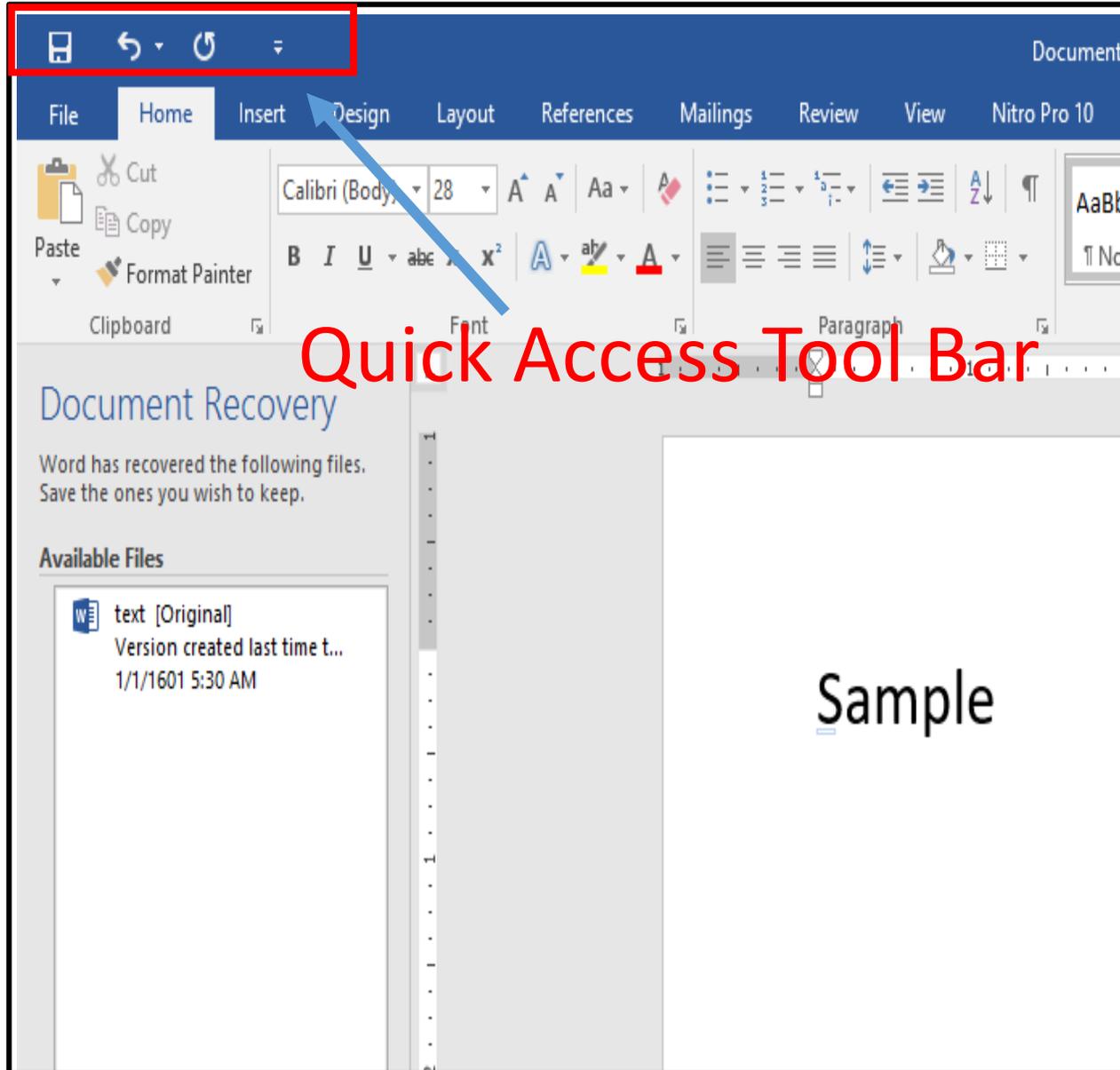
Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

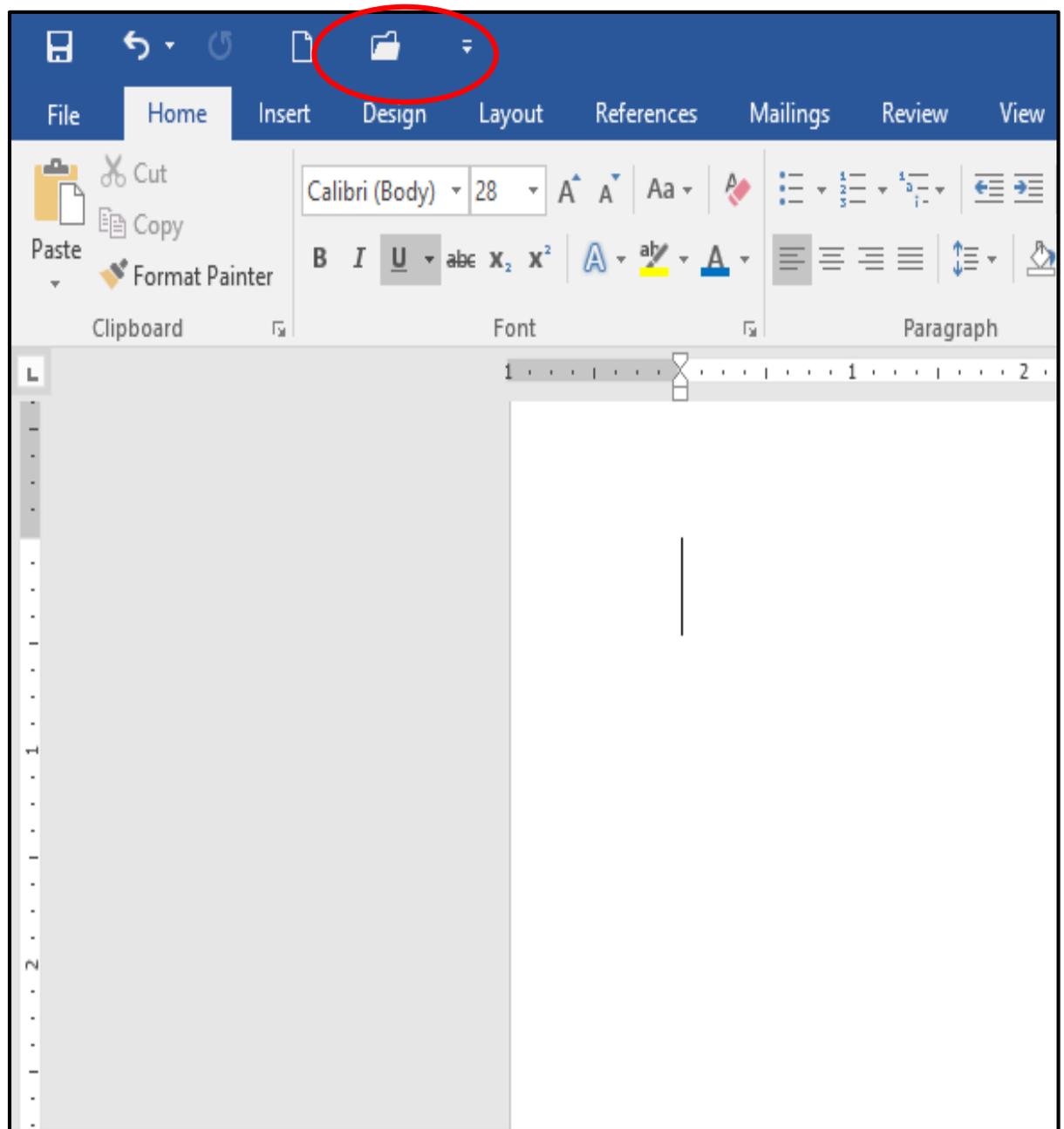
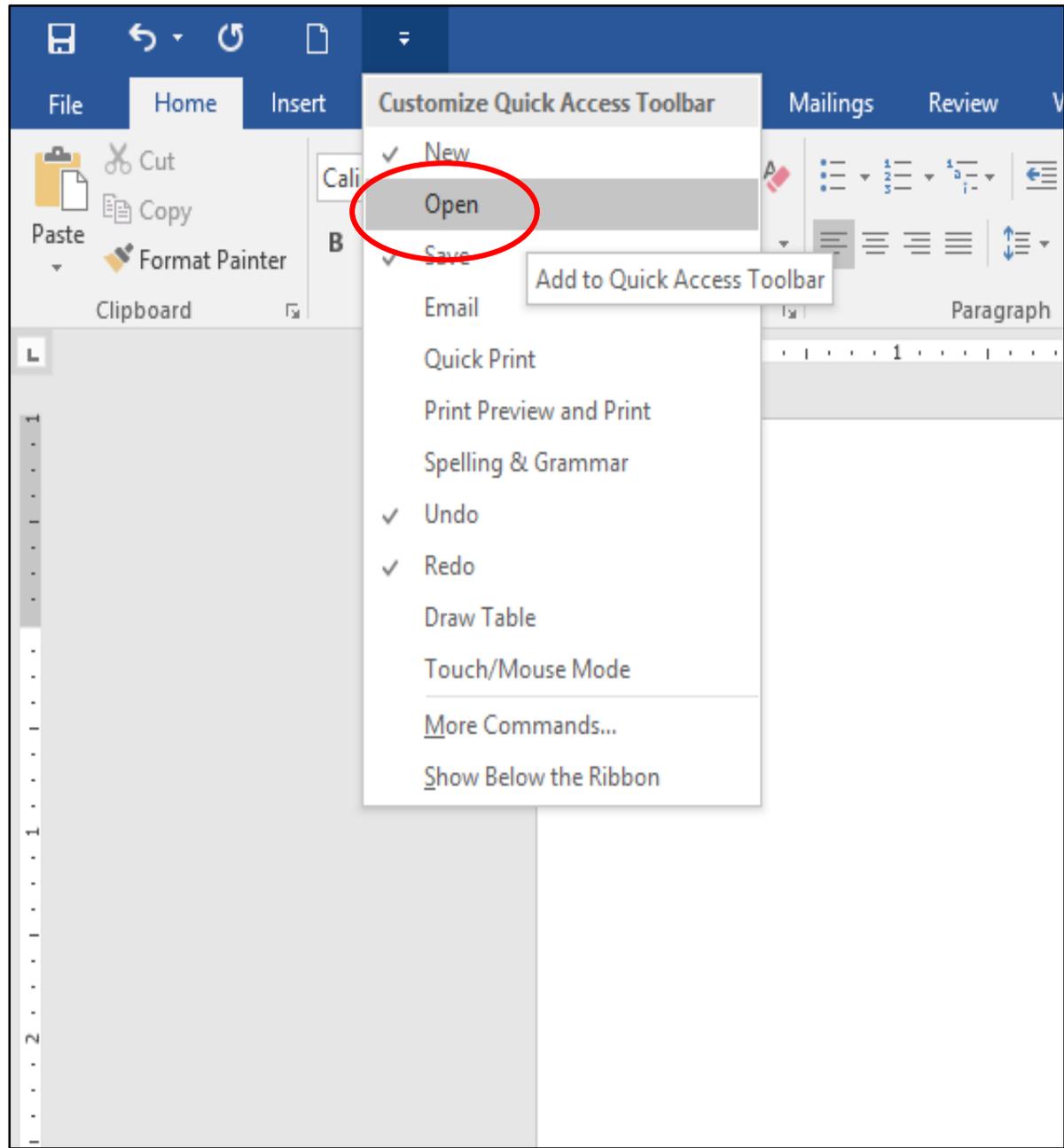
Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Page 1 of 1 250 words English (United States) 100%

Quick Access Tool Bar



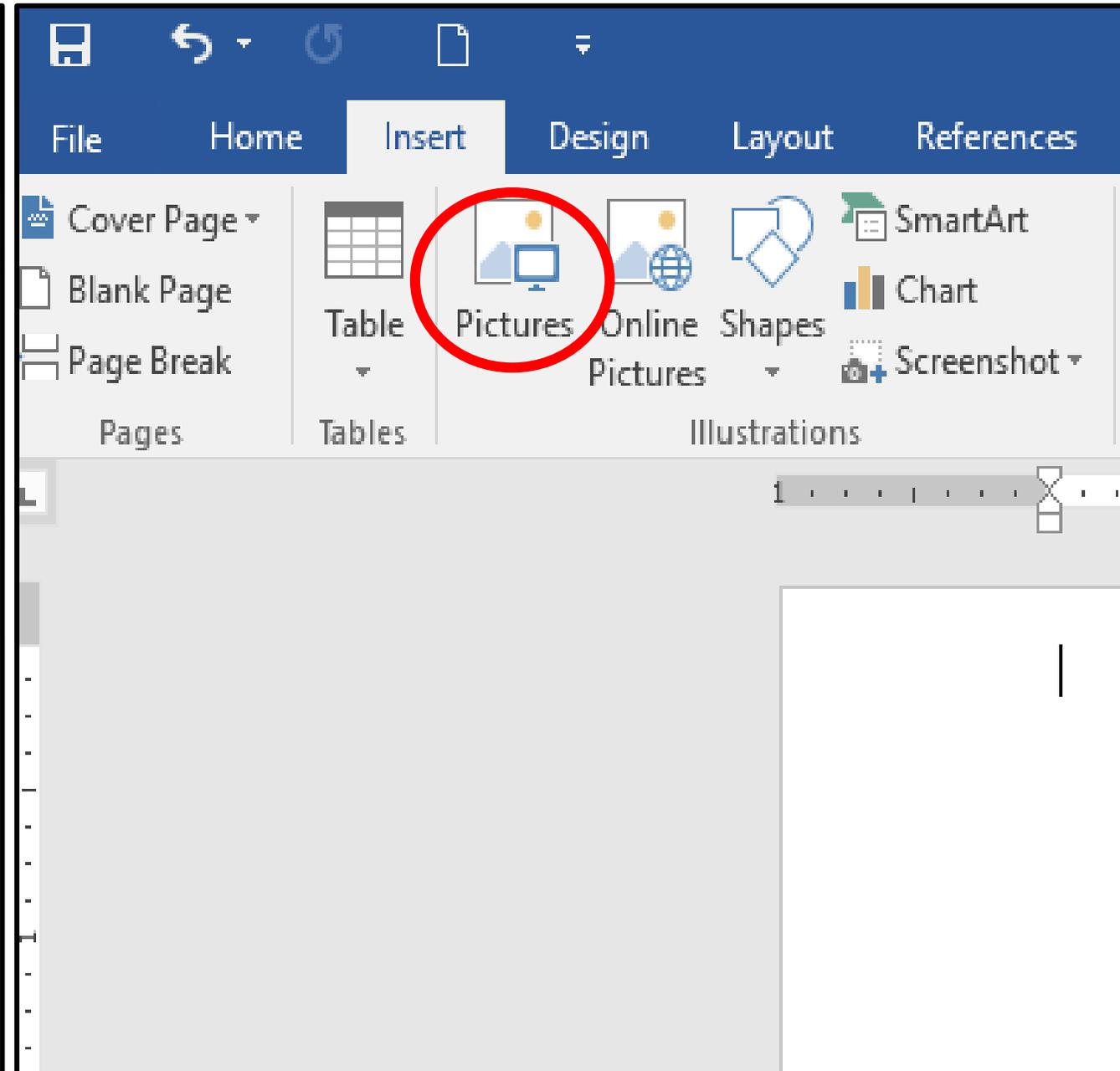
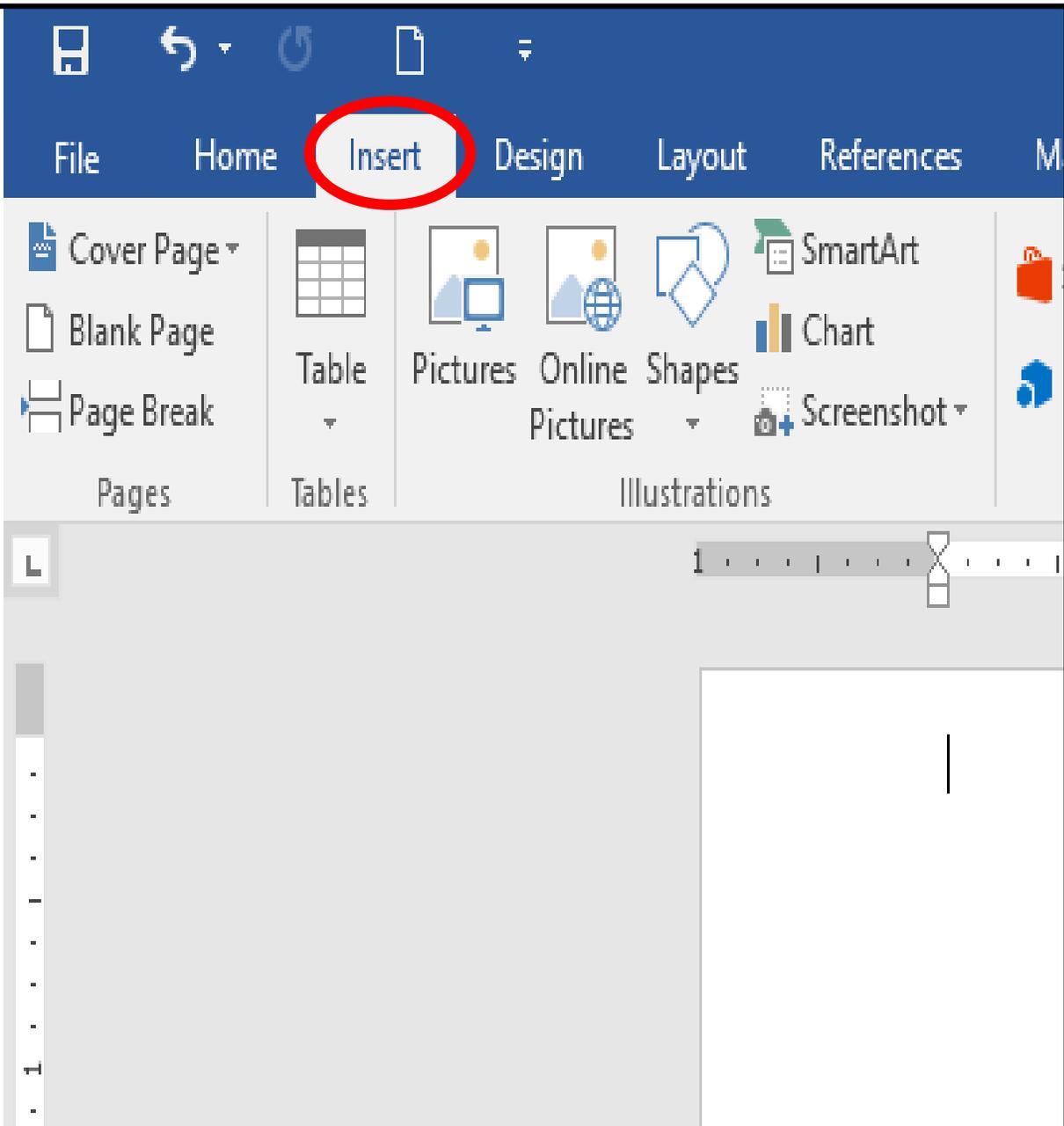
Add new option to Quick Access Toolbar

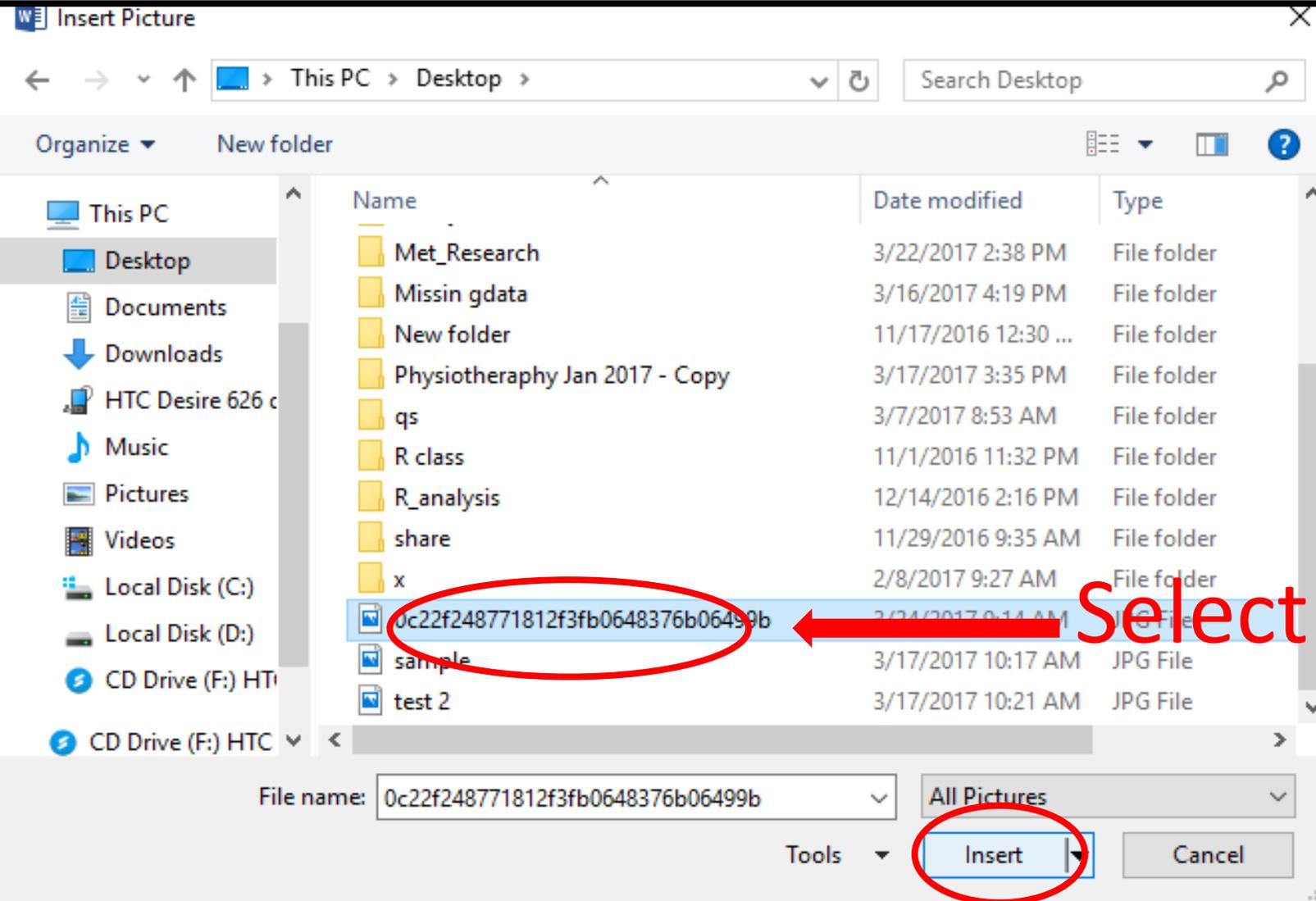


Module 1.5

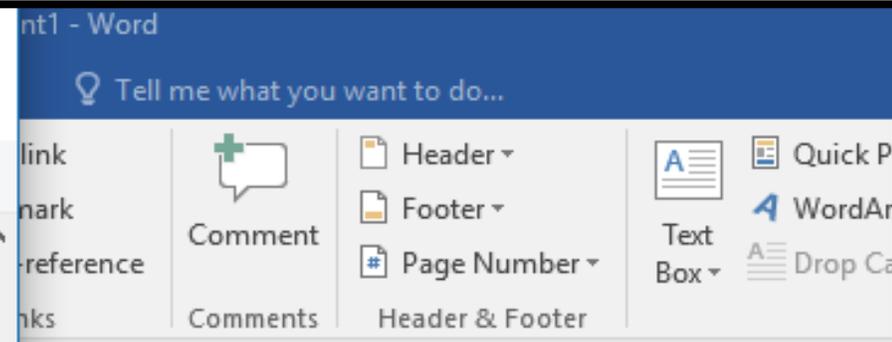
- Introduction to working with Pictures
 - Inserting Pictures to Word documents
 - Inserting Text wrapping options
 - Applying picture styles (Style gallery)
 - Cropping
 - Rotating

Insert Pictures from PC

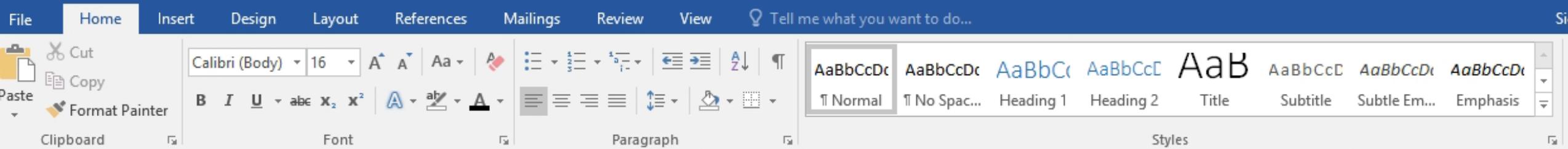




Select the image



Insert Online Pictures



Flowers are really very soft and beautiful. They appear in thousands of colours and of mixed colours. They look very beautiful and attract our sights. There are many people who are lovers of flowers and have raised gardens of flowers. The poets sing the praise of these flowers. People compare the beautiful faces and palms with flowers. Hence, flowers are really beautiful.

Flowers are very useful too. They beautify our garden, our courtyard and the front and back of our houses. They beautify the sides of our houses. Bees collect honey from the flowers and store it in their hives.



Change Layout Options

Flowers are really very soft and beautiful. They appear in thousands of colours and of mixed colours. They look very beautiful and attract our sights. There are many people who are lovers of flowers and have raised gardens of flowers. The poets sing the praise of these flowers. People compare the beautiful faces and palms with flowers. Hence, flowers are really beautiful.



Flowers are very useful too. They beautify our garden, our courtyard and the front and back of our houses. They beautify the sides of our houses. Bees collect honey from the flowers and store it in their hives.

Change Picture Style



Flowers are really very soft and beautiful. They appear in thousands of colours and of mixed colours. They look very beautiful and attract our sights. There are many people who are lovers of flowers and have raised gardens of flowers. The poets sing the praise of these flowers. People compare the beautiful faces and palms with flowers. Hence, flowers are really beautiful.



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Picture Cropping

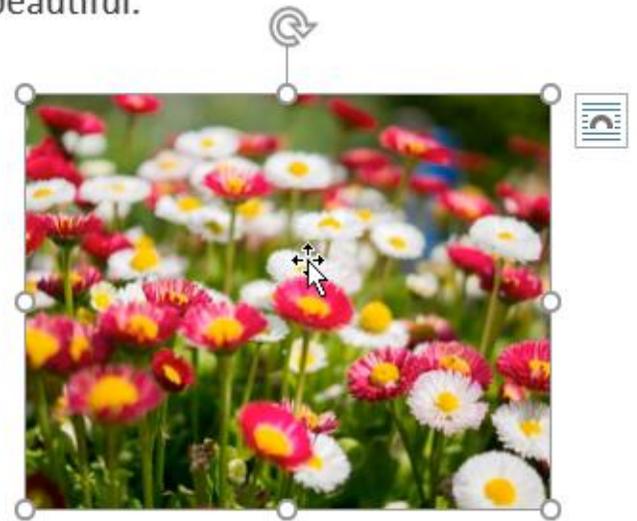
colours and of mixed colours. They look very beautiful and attract our sights. There are many people who are lovers of flowers and have raised gardens of flowers. The poets sing the praise of these flowers. People compare the beautiful faces and palms with flowers. Hence, flowers are really beautiful.



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Rotate Pictures

colours and of mixed colours. They look very beautiful and attract our sights. There are many people who are lovers of flowers and have raised gardens of flowers. The poets sing the praise of these flowers. People compare the beautiful faces and palms with flowers. Hence, flowers are really beautiful.



Flowers are very useful too. They beautify our garden, our courtyard and the front and back of our houses. They beautify the sides of our houses. Bees collect honey from the flowers and store it in their hives.



Exercise : Insert pictures

- Open a new Word document.
- Type =rand() then press the enter key.
- Bring the cursor to the beginning of the 3rd paragraph and insert a picture similar to the picture given below.(You can insert online pictures)



- Apply Picture style **Soft edge oval**
- Text should wrap around the image (wrap text → through)

Answer

The image shows a screenshot of the Microsoft Word 2016 interface. The title bar reads "Document1 - Word". The ribbon is set to the "HOME" tab, with the "Styles" group expanded to show various styles like "Normal", "No Spac...", "Heading 1", "Heading 2", "Title", "Subtitle", "Subtle Em...", and "Emphasis". The "Normal" style is currently selected. The document content includes:

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

 Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

The status bar at the bottom indicates "PAGE 1 OF 1", "239 WORDS", and "ENGLISH (UNITED STATES)". The system tray shows the time as "9:10 AM" and the language as "ENG".

Module 1.6

➤ Insert Tables

- Different options – insert tables
- Select table
- Add, Delete, Merge columns & rows
- Table formatting
- Table tool gallery

Insert Table

Home Insert Design Layout References Mailings Review View Tell me what you want to do... Sign in Share

Cut Copy Format Painter

Clipboard

Calibri (Body) 11 A A Aa A

B I U abc x₂ x² A ab A

Paragraph

Styles

1 Normal 1 No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis

Find Replace Select Editing

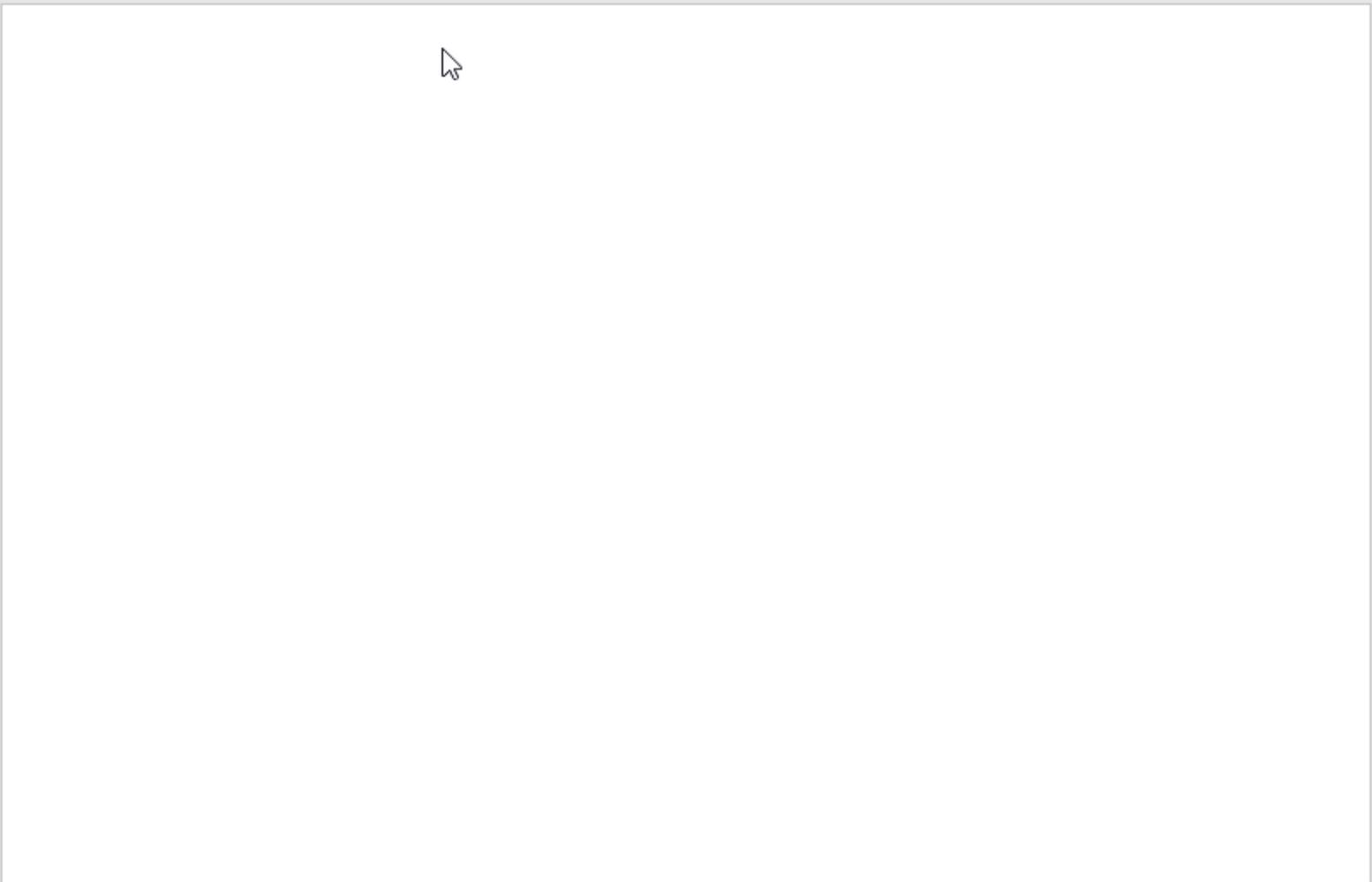


Table Styles

Year	District	No of Patients
2005	Gampaha	34
2006	Colombo	56
2007	Kaluthara	98



File

Home

Insert

Design

Layout

References

Mailings

Review

View

Design

Layout

Tell me what you want to do...

- Header Row
- First Column
- Total Row
- Last Column
- Banded Rows
- Banded Columns

Table Style Options

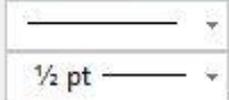


Table Styles



Shading

Border Styles



Pen Color



Borders



Border Painter

Borders





Add, Delete, Merge columns & rows



Exercise : Insert tables

- Insert the table below at the end of the document that you are currently working on

Year	Dengue	Malaria	Filaria
2016 (25 th April)	5000	200	3000
2015	4000	300	4000
2013	3000	400	2000

- Add a new row as below between year 2015 and 2013

2014	2000	350	1000
------	------	-----	------

- Right-align the data in the 2nd row
- Apply superscript to the word 25 "th" in the 1st row
- Change all letters to capitals in the header row

Answer

Document1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW NITRO PRO 10

Clipboard Font Paragraph Styles Editing

1 2 3 4 5 6 7

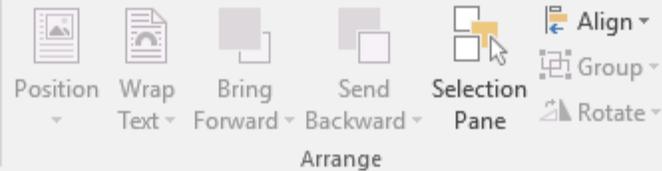
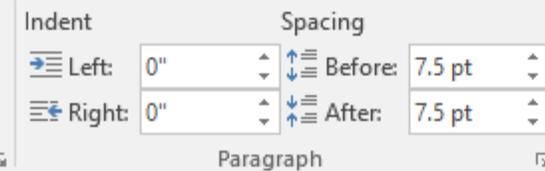
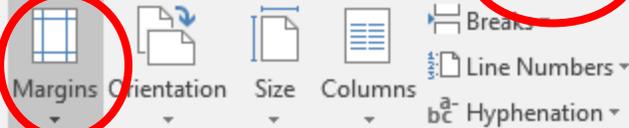
YEAR	DENGUE	MALARIA	FILARIA
2016(25 th April)	5000	200	3000
2015	4000	300	4000
2014	2000	350	1000
2013	3000	400	2000

PAGE 1 OF 1 21 WORDS ENGLISH (UNITED STATES) 100%

Module 1.7:

- Margin, Orientation, Page size (Page Layout)
- Add the ruler
- Header & Footer
- Insert page numbers
- Themes gallery
 - Formatting
 - Color change

Margins



Margins

Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"

Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"

Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"

Wide
Top: 1" Bottom: 1"
Left: 2" Right: 2"

Mirrored
Top: 1" Bottom: 1"
Inside: 1.25" Outside: 1"

Office 2003 Default
Top: 1" Bottom: 1"
Left: 1.25" Right: 1.25"

Custom Margins...

Faculty of Medicine – University of Kelaniya

The Faculty of Medicine of the University of Kelaniya is situated on a spacious 35-acre campus at Ragama. The Faculty now has sixteen academic departments, as well as several smaller units and centres.

In keeping with the need to expand and improve allied health services in the country, the Faculty established a Disability Studies Unit in 1993. In collaboration with the Institute of Child Health of the University of London, the Disability Studies Unit conducted a 2-year diploma course in Speech and Language Therapy for 7 batches of students over the period 1998 - 2007. This course was upgraded into a Bachelor of Science in Speech & Hearing Sciences and the Unit upgraded to Department status in 2007. The first batch of 35 students for this degree programme was admitted in August 2008 and they graduated in January 2013.

The Molecular Medicine Unit was established in 2003 with the aims of improving molecular diagnostic facilities for infectious diseases and providing DNA 'finger-printing'.

Many of the departments have academic links with foreign universities. Over its relatively short period of existence, the faculty has produced a large volume of research publications. Several staff members have been awarded prestigious prizes for research papers presented at national and international scientific fora and Presidential Research

Page Orientation

Orientation Size Columns Line Numbers Hyphenation

Portrait Landscape

Indent Spacing

Left: 0" Before: 7.5 pt

Right: 0" After: 7.5 pt

Paragraph

Position Wrap Bring Send Selection Pane Align Group Rotate

Text Forward Backward

Arrange

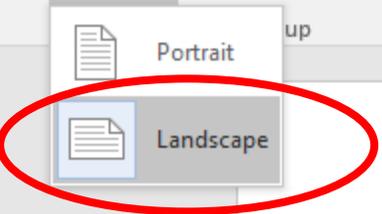
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Page Size

Margins Orientation **Size** Columns Line Numbers Hyphenation

Indent Spacing Paragraph

Left: 0" Before: 0 pt
Right: 0" After: 8 pt

Position Wrap Bring Send Selection Pane Align Group Rotate

Arrange

- Letter 8.5" x 11"
- Tabloid 11" x 17"
- Legal 8.5" x 14"
- Statement 5.5" x 8.5"
- Executive 7.25" x 10.5"
- A3 11.69" x 16.53"
- A4 8.27" x 11.69"
- A5 5.83" x 8.27"
- B4 (JIS) 10.12" x 14.33"
- B5 (JIS) 7.16" x 10.12"
- More Paper Sizes...

Faculty of Medicine – University of Kelaniya

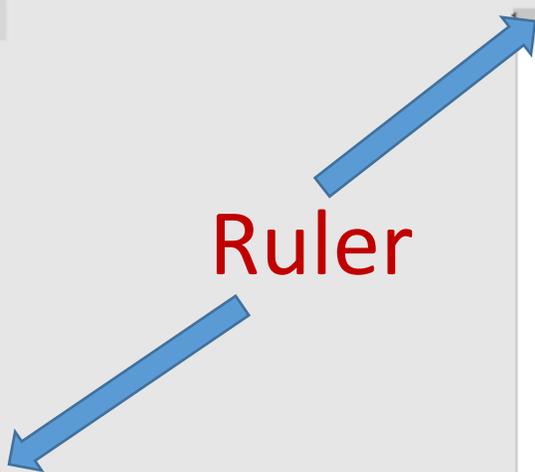
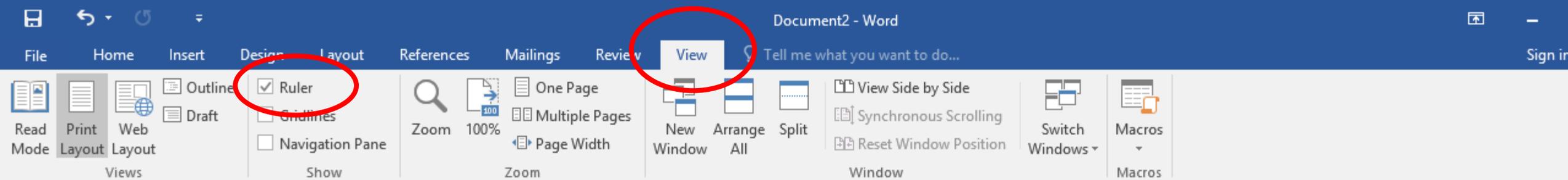
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Add the Ruler



Ruler

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Header & Footer

Table Pictures Online Pictures Shapes SmartArt Chart Screenshot Store My Add-ins Online Video Hyperlink Bookmark Cross-reference Comment Header Footer Page Number Text Box Quick Parts WordArt Drop Cap Signature Line Date & Time Object Equation Symbol

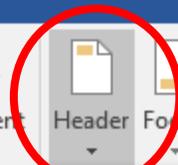
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The Molecular Medicine Unit was established in 2003 with state-of-the-art molecular diagnostic facilities for infectious diseases and providing services to the community.

Many of the departments have academic links with foreign universities. In a short period of existence, the faculty has produced a large number of research publications. Several staff members have been awarded prestigious awards. Papers presented at national and international scientific forums and received Awards.



Built-in

Blank
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Blank (Three Columns)
[Type here] [Type here] [Type here]

Austin
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Banded
[DOCUMENT TITLE]

[More Headers from Office.com](#)
[Edit Header](#)
[Remove Header](#)
[Save Selection to Header Gallery...](#)

Blank
Blank header

Document2 - Word Header & Footer Tools

File Home Insert Design Layout References Mailings Review View Design Tell me what you want to do... Sign in

Header & Footer: Header, Footer, Page Number

Date & Time, Document Info, Quick Parts, Pictures, Online Pictures

Navigation: Go to Header, Go to Footer, Previous, Next, Link to Previous

Options: Different First Page, Different Odd & Even Pages, Show Document Text

Position: Header from Top: 0.5", Footer from Bottom: 0.5", Insert Alignment Tab

Close Header and Footer



[Type here]

Header

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Table, Pictures, Online Pictures, Shapes, SmartArt, Chart, Screenshot, Store, My Add-ins, Online Video, Hyperlink, Bookmark, Cross-reference, Comment, Header, Footer, Page Number, Text Box, Quick Parts, WordArt, Drop Cap, Signature Line, Date & Time, Object, Equation, Symbol



Faculty of Medicine – University of Kelaniya

The Faculty of Medicine of the University of Kelaniya is situated on campus at Ragama. The Faculty now has sixteen academic departments, smaller units and centres.

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Built-in

- Blank
- Blank (Three Columns)
- Austin
- Banded

[More Footers from Office.com](#)
[Edit Footer](#)
[Remove Footer](#)
[Save Selection to Footer Gallery...](#)

Document2 - Word

File Home Insert Design Layout References Mailings Review View

Header & Footer Tools

Design

Tell me what you want to do...

Header & Footer

Date & Time Document Info Quick Parts Pictures Online Pictures

Go to Header Go to Footer Link to Previous

Navigation

Options

Position

Close Header and Footer

Close

Header from Top: 0.5"
Footer from Bottom: 0.5"

Insert Alignment Tab

Different First Page
 Different Odd & Even Pages
 Show Document Text

... period of existence, the faculty has produced a large volume of research publications. Several staff members have been awarded prestigious prizes for research papers presented at national and international scientific fora and Presidential Research Awards.

Footer

[Type here]

[Type here]

[Type here]

Insert Page Numbers



Themes Gallery

Faculty of Medicine.docx - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Sign in Share

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri (Body), 11, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Line and Paragraph Spacing, Styles

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis

Editing: Find, Replace, Select

I

Faculty of Medicine - University of Kelaniya

Computer Centre

About Computer Centre

Computer Centre comprises two computer labs. The main lab has 40 computers dedicated to student learning activities and a second lab with 64 computers with the latest high-tech infrastructure to facilitate teaching activities. Computer Centre operates a Local Area Network with 10G fiber backbone to provide unlimited Wi-Fi internet service and email facility to all the students and staff. Short courses and workshops on Computer Literacy are run by the Centre, giving hands-on training to all participants. In addition, the Computer centre involves in software development and website. development.

Services of the Computer Centre |

Exercise : Page setting up

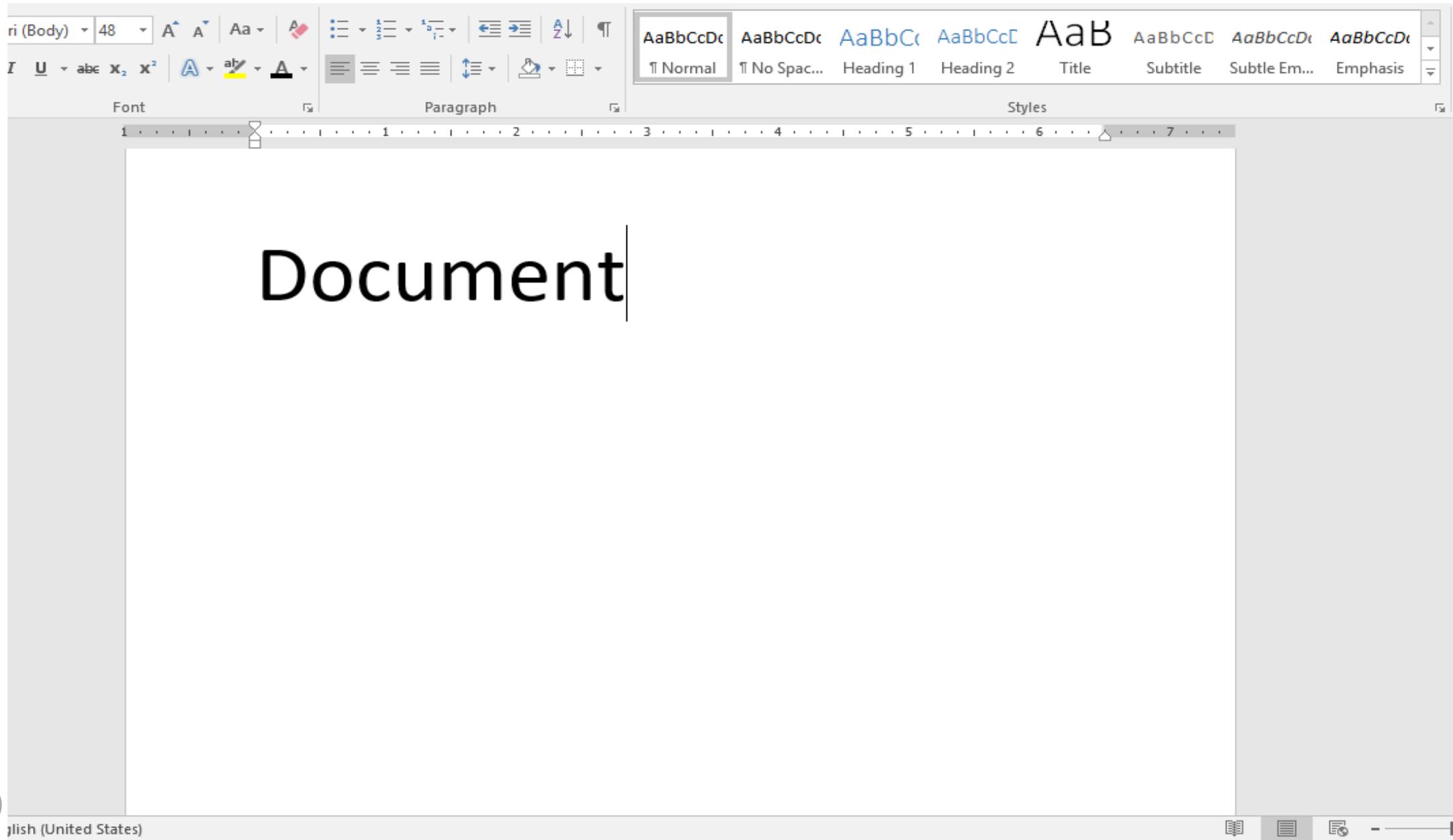
- Set page size to A4
- Apply a 6pt width page border to the document and change the border color as appropriate (Design → Page Borders)
- Add your Name, Student number and the date in to the header of the document
- After the table, type, **=rand(5,5)** → This will add more text to the document
- Add page number to be appeared at bottom of the pages
- Add a new theme
- Save the document with password to open feature. Password should be 1234 (Save as → Tools → General Options → Password to open)

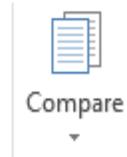
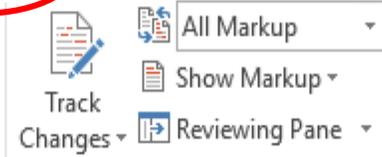
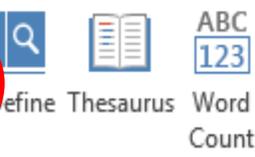
Module 1.8

➤ Spell-Checker

- Spell errors in red
- Auto correct
- Ignore all
- Add to Dictionary
- Grammar errors in blue
- Turn on/off the checkers

After correcting the word





Proofing Language Comments Tracking Changes Compare Protect



Docmnt

Spelling
Docmnt

Ignore Ignore All Ac

- Document
- docent
- document
- docents
- Domont

Change Change All

Document

- Text
- Record
- File

To see definitions:

[Sign in Using Your Microsoft A](#)

Grammar Checker

48 A A Aa A

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaB AaBbCcD

Normal No Spac... Heading 1 Heading 2 Title Subtitle

Font Paragraph Styles



I am learn



Calibri (Body) 48 A A

B I U ab A

Styles

- learning
- Ignore Once
- Grammar...
- Hyperlink...
- New Comment

Exercise : Spelling & Grammar checking

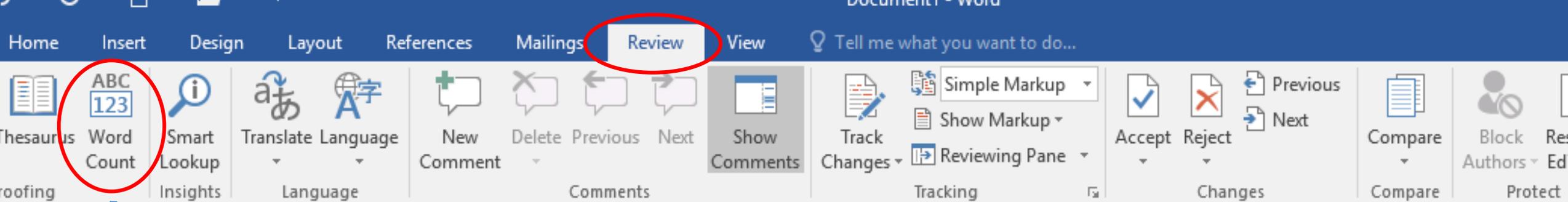
Type some text with spelling and grammar errors and correct those errors using Word spell and grammar checker

Module 1.10

➤ Word Count

- Word count on status bar
- More details – word count
- Word count on selected text
- Update word count
- Update word count before printing

Word Count of a whole Document



Word Count

Statistics:

Pages	1
Words	93
Characters (no spaces)	441
Characters (with spaces)	532
Paragraphs	2
Lines	10

Include textboxes, footnotes and endnotes

Close

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Word Count of a Paragraph

Document1 - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Sign in Share

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri (Body), 18, Bold, Italic, Underline, Text Color, Background Color, Font Face, Font Size, Paragraph Spacing, Paragraph Style, Paragraph Orientation, Paragraph Language

Paragraph: Bullets, Numbering, Decrease Indent, Increase Indent, Paragraph Spacing, Paragraph Style, Paragraph Orientation, Paragraph Language

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis

Editing: Find, Replace, Select

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Windows taskbar with icons for File Explorer, Edge, Chrome, Word, and other applications. System tray shows date and time: ENG INTL 3:55 PM 7/20/2017

Exercise : Word Count

- Type the text **Word Count** before the Title and insert word count there

Insert → Quick parts → Field → NumWords

- Type =rand(1,3) at the end of the document
(This will give you one paragraph with 3 lines)
- Check word count

Thank you

One minute survey

1. What did you like in this lesson?
2. What didn't you like in this lesson?
3. What did you learn from this lesson?