

This first paragraph is typed with the default font of Times New Roman in 10 pt. The margins are set to 1.25" and the justification is left. In the next paragraph fonts and sizes will be changed. After this paragraph set the font to Arial.

The second paragraph is in Arial 12 pt. The size can be _{4pt}, 12 pt, **36**

pt, and even **72 pt.** Now

we are back to 12 point. The next words are underlined, in **bold**, *italic*, shadow, outline, SMALL CAP, and ~~strikethrough~~. *This sentence is in Kaufmann B D B7 or Script MT Bold with 18 point.* Starting with Times New Roman size 12 use Insert | Symbol to display other special characters such as: Γ (Greek), ל (Hebrew), and ∫ (Integral Sign). Now we are back to Arial with 12 pt. In the next paragraph a picture will be imported and the words will be typed around it. Press the <Enter> key twice.

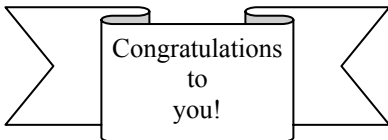


The picture on the left was imported by selecting from the clipart collection using: Insert | Picture | Clipart... The picture should be shrunk to a smaller size by pulling in the lower right corner. It can also be moved to other locations. The picture is in color and you will be unable to print it in color unless you have a color printer.

After one right clicks on the picture choose Format Picture... and under the *Wrapping* tab select Square. As you can see, the words now appear to the right of the picture and below the picture.

The following table shows the many different features of a table:

Left	18	center	courier
Shaded	border	No left border	



On the right is a banner. On the next line the formula for the roots of a quadratic equation:
$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$
 where a, b, and c are given numbers.

Below this line of text is a custom line 4 ½ pts thick

We are now typing in a newspaper style of three columns. To get to the next column on the right use the menu Insert | Break | Col...

Now we are on top of the next column. Insert the clipart from People/Groups with a tight layout. Break again.



- This is a bulleted paragraph
 - Each time the [Enter] is pressed a new bullet appears.
 - Final bullet.
- Format | Columns..
Select 1 from this point forward.

Use Insert | Picture | Word Art to make a custom drawing of your name:

Your Name

Today's date: January 15, 2005

Using Format | Paragraph change the left indent to 1" and the right indent to 1". This is the last line of the paragraph.

The next paragraph also uses the same margin settings as the previous paragraph. This is the last line of the second paragraph.

In this last paragraph, the margin settings are back to the standard margins of 1.25" each. There are other objects that can be inserted, mail merging of lists and letters, the use of shortcuts called macros and other activities. Let's stop for now. Finally, go to File | Print and print your final result and hand it in. Thank you.

CSC 101 – How to do homework #1 (MS Word)

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- Switch to the Arial font with font size =12 at the beginning of the second paragraph. Switch sizes and fonts as required. The foreign alphabets can be found by: Insert | Symbol from the dropdown menu. For Hebrew use the subset menu under Times New Roman.
- Type the second paragraph and insert the picture from the dropdown menu: Insert | Picture | Clipart... Adjust the picture to an appropriate size and the wrapping is “square.”
- Create a table that has four columns and two rows either from the icon in the toolbar or use the menu Table | Insert Table. Type the given words in the top row, left, right, and center justify the text. The word “courier” is centered and in “Courier New” font. In the second row the word “shaded” is shaded by right clicking on the cell, selecting “Borders and Shading...”, selecting the tab “shading”, and changing the style to 30% as applied to the “cell” (not the whole table which is the default). The next box uses the tab “Borders.” Finally, the last cell has its left border removed by clicking on it in the picture given under the tab “Borders.”

Note: the left border might still appear on the screen faintly.

- Use Insert | Picture | AutoShapes and use the next to last icon to find the banner. Type the words “Congratulation to you!” using a center justification.
- To type the text on the right you might need to right click on the banner and choose Format Auto Shape and the tab called Wrapping. The equation is entered by Insert | Object... and finding the equation editor. Find the appropriate forms and enter the necessary text.
- The horizontal line can be entered by Insert | AutoShapes and finding the line icon and then adjusting its size to 4½ points.
- Columns are created by Format | Columns or using the icon for columns. One can move to another column by Insert | Break and selecting the radio button: O Column Break. Insert the picture by Insert | Picture | Clip Art... By right clicking on the picture, selecting Format Picture, one can change the size (tab) to a width of 20% and height of 20%. In the final paragraph bullets are used (by clicking on the bullet icon). Create a final column break to type the next line and go back to just one column applied from this point forward.
- Use Insert | Picture | WordArt to enter your name.
- Use Format | Paragraph and indent from left and right margins by 1” each. Then, go back to the original margins of 1.25” each, type the final line, print it out, and hand it in!