

CSC 101 - Word - Lab Exercise - Prof. Richard B. Goldstein

- [1] Turn on the computer and monitor. Login and wait until the Windows XP screen appears.
- [2] From the **Start** button select All Programs, and find Microsoft Word.
- [3] First, let's check that the correct printer has been chosen. From the pull-down menu select File | Print to make sure that the correct printer has been selected - it should be the current room's printer, not the generic printer. Otherwise, change the printer and select Cancel.
- [4] Press the <Tab> key and start typing:

This is the first sentence of the first paragraph. We will experiment with some of the fonts and sizes. First, let's try bold and underline.

- [5] Press <Enter> to end the paragraph and start a new paragraph with the <Tab> key. To get words to appear in bold press the "**B**" button (on the tool bar next to *I* and U) **once before** and **once after** those words. Similarly press the "U" to begin or end underlining. Now type:

This is the first **sentence of** the second paragraph. The words "sentence of" should appear in bold in the last sentence. In this sentence the current words are underlined. One can combine both, such as in **bold and underlined**.

- [6] Press <Enter> to end the second paragraph. Use Format | Paragraph to change the left indent to 1.5" and the right indent to 1".
- [7] Insert | Picture | Clip Art... and using the Clip Organizer to find the Office Collection's folder People / Individuals find the picture of the woman on the computer. Shrink it by moving the lower right corner inward.
- [7] Change the font by pressing the key where it now shows "Times New Roman" and by making a selection. Change the size by pressing the key where it now shows "12".



This is the first sentence of the last paragraph. As you will notice, the margins are narrower. This will remain in effect until they are changed again.

The next words are in Courier New, Arial, and

Signature. Now let's try 8 pt. 18 pt, and 24 pt.

- [8] Finally, click on the printer icon or use File | Print to print the document.

THIS IS THE FINAL OUTPUT:

This is the first sentence of the first paragraph. We will experiment with some of the fonts and sizes. First, let's try bold and underline.

This is the first **sentence of** the second paragraph. The words "sentence of" should appear in bold in the last sentence. In this sentence the current words are underlined. One can combine both, such as in **bold and underlined**



This is the first sentence of the last paragraph. As you will notice, the margins are narrower. This will remain in effect until they are changed again. The next words are in Courier New, Arial, and *Signature*. Now let's try 8 pt, 18 pt, and 24 pt.