

Microsoft word 2013

❖ Write the following paragraph (*only inside the box*):

Description:

This class is a demonstration and practice class for patrons beginning to learn computers. The emphasis is on orientation to the software, cutting and pasting, text formatting, and saving files. Students should know how to use the mouse before they attend this class.

1. **Class Length:** 2 hours
2. **Class Format:** Demonstration and Practice
3. **Required materials:**
 - Instructor Projector
 - Instructor computer with Word 2007
 - 15 handouts spreads by the instructor
 - Instructor and students Sign in sheet
 - Instructor TAs
 - Remote mouse and keyboard for the instructor

Q. 1: Replace all word which is **Instructor** with word **Teacher**.

Q. 2: Make the above text in Blue font and 18 as size.

Q. 3: Add header to your document and write it

MS WORD test and write in footer **This is assignment 3**

and make them in the center.

Q. 4: Insert **picture** under the above text.

Q. 5: Insert the following table:

Section 1			Section 2		
Student Name	Assignment 1	Assignment 2	Student Name	Assignment 1	Assignment 2
AA	6	3	EE	10	7
BB	8	7	FF	8	5
CC	5	9	GG	5	6
DD	9	9	HH	9	6
Average	7	7	Average	8	6

Q. 6: Insert new row at the TOP of the table with the following information:

(This table contains the averages of 2 CIS 100 sections)

Q. 7: Merge the 4th row at section 2 (related to student HH) and write in the blank area:

(There are only three students in this section)

Q. 8: Make the background of the **first and second rows** **YELLOW** and the rest of rows **green**.

Q. 9: Add your signature at the right bottom of each page in the document