


BIRZEIT UNIVERSITY
Department of Computer Science
COMP 132
Word Worksheet

Open a new word document, and type the following command: =rand(5)
Select the entire text. What's the keyboard shortcut to do that?

From the **home** menu , apply the following formats to the text:

1. Change the font of the text to Baskerville Old Face.
2. Font size
 - a. Change the font size to 12. Explore changing the font size using these

buttons .

- b. What is the sequence of numbers do they follow?

3. **Bold**, *Italic* and Underlined

- a. Make the text bold, italic and underlined.
 - b. What are the keyboard shortcuts to bold, italic and underlined?
 - c. Try strikethrough .

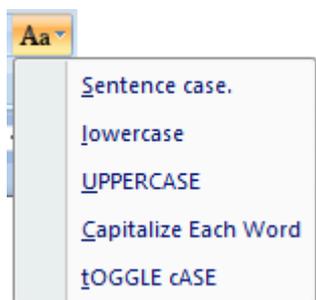
4. Type the following using subscript and superscript 

H₂O

X²

June 12th

5. Apply the options in the change case menu to your text



What does each of them do?

6. Lists:

- a. Create a list using bullets  and another list using numbering



- b. How do you customize the lists? Change the shape of the bullets and change the numbers to alphabets.

- c. Increase and decrease the indentation of your lists using 

7. Text alignment:

- a. Change the text alignment  to centred, then right, then left.

- b. What does justify  do?

- c. What's the difference between text alignment and text direction



8. Change the line spacing  to 1.5, and then to 2.

9. Format painter

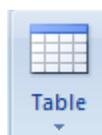
- a. Insert another paragraph using the rand command.

- b. Apply the exact same formats we used before to the new paragraph

using the format painter  **Format Painter**

From the **insert** menu, insert the following in your text:

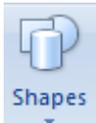
1. Insert a 4x4 table. How do you do that?



- a. What can you do using the Design menu?

- b. What can you do using the Layout menu?

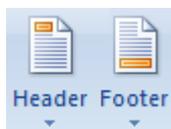
2. Insert a picture . What options does the Format menu give you?

3. Draw a shape . How is this Format menu different from the one before?



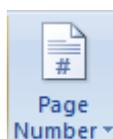
4. Hyperlinks

- a. Type the following web address: www.google.com
- b. How do I make a word become a hyperlink? How about a picture?



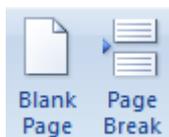
5. Headers and Footers

- a. Insert a header. Notice that this option opens a footer as well.
- b. Where do changes happen when headers and footers are open.
- c. How do we go back to the original text after we are done?



6. Page Numbers

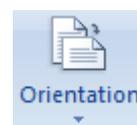
- a. Insert page numbers to your document.
- b. How do you insert a page number in a header or footer while keeping its original content and formatting?



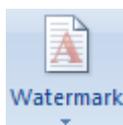
7. Blank pages and page breaks

- a. Insert a blank page
- b. Insert a page break
- c. What's the difference between the two?

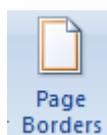
From the **page layout** menu, do the following:



1. Change the orientation of the page from portrait to landscape.



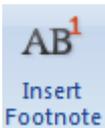
2. Insert a customized watermark.

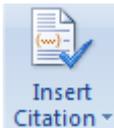


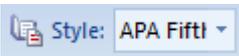
3. Insert page borders .
-

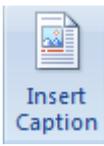
From the **reference** menu, do the following:

1. Footnote and endnotes:

- a. Insert a footnote 
- b. Insert an endnote 
- c. What's the difference between the two?

2. Insert Citation 

- a. Add a new resource from the Insert Citation menu.
- b. What are the style  options?
- c. Insert a bibliography .

3. Go to the picture you inserted previously, and add a caption  to it.

4. Insert a table of contents .

- a. Did it work? Why not?
- b. Change the style of some of the text using the **styles** box in the **home** menu. Chose the styles called Heading 1, Heading 2, etc.



- c. Insert the table of contents again.

Saving Options

1. How do you save your document?
2. What is the difference between Save and Save As?
3. What is the keyboard shortcut to saving?
4. When you save the documents, what are the options given by Save as Type?

Save as type: