

SUPPORTING SUMMATIVE ASSESSMENT

SESSION 5

USING DROP CAPS

It is important to incorporate word processing skills in the classroom. A balanced technology program combines a range of computer skills such as word processing, spreadsheet, presentation, Internet, database, graphics, and desktop publishing. Of all these, word processing is probably the most extensive and essential for students to master.

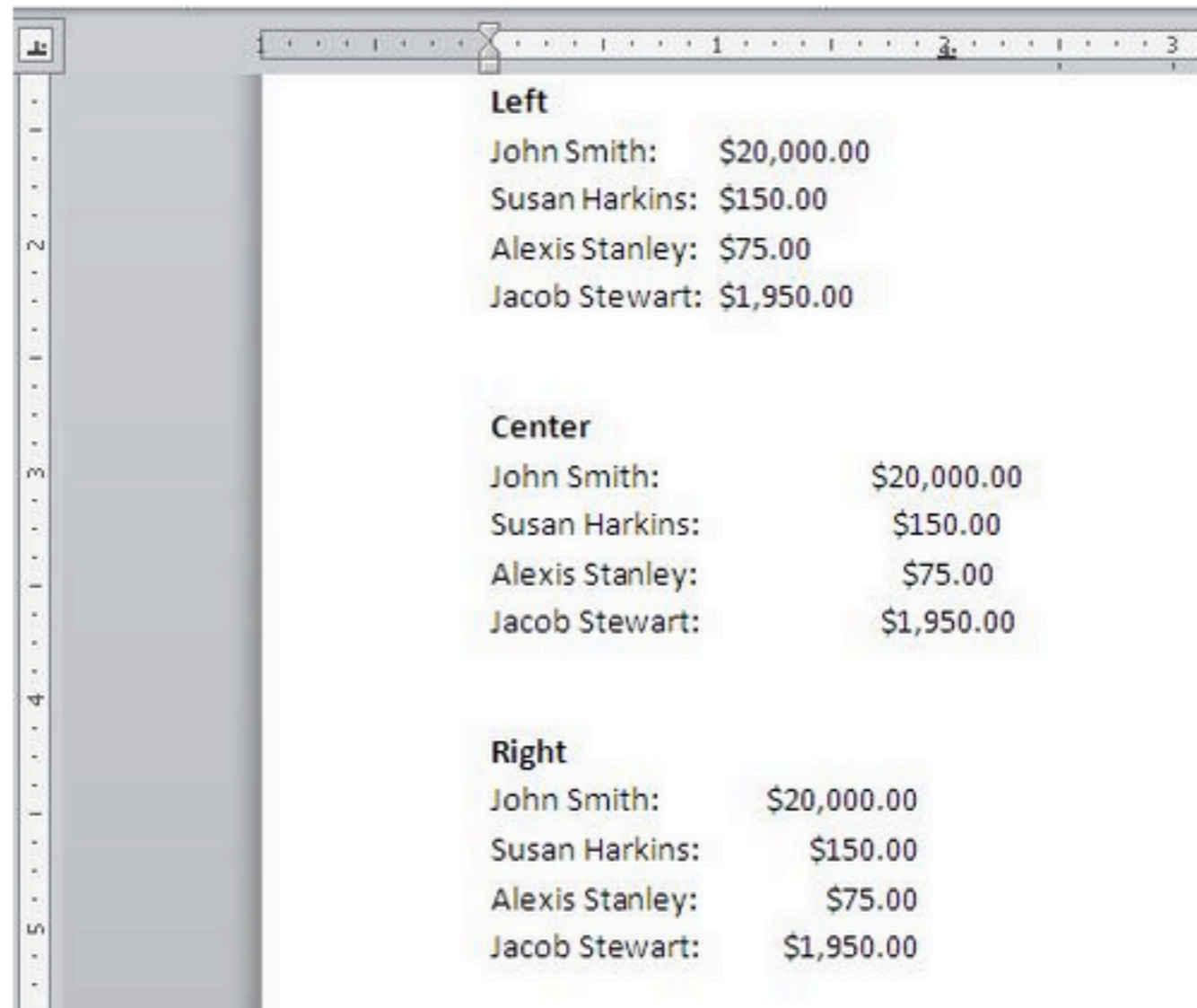
|

INSERTING COMMENTS

▶ Superscript - x^3

▶ Subscript H_2O

TEXT ALIGNMENT



CONTENTS TABLE

The screenshot shows the Microsoft Word interface for a document titled "Geological Observations On Volcanic Islands.docx [Compatibility Mode]". The ribbon is set to "Home", and the "Styles" group is expanded, showing "Normal", "No Spacing", "Heading 1", "Heading 2", and "Heading 3". The document content includes a main title "Geological Observations On Volcanic Islands.", a sub-heading "Charles Darwin", and a table of contents. The table of contents lists four sections: "Introduction To The Document" (page 2), "Another Sample Heading" (page 2), "Another Heading In The Document" (page 3), and "Conclusion To The Document On The Page" (page 5). A status bar at the bottom indicates "Page: 1 of 5" and "Words: 1,690".

Geological Observations On Volcanic Islands.

Charles Darwin

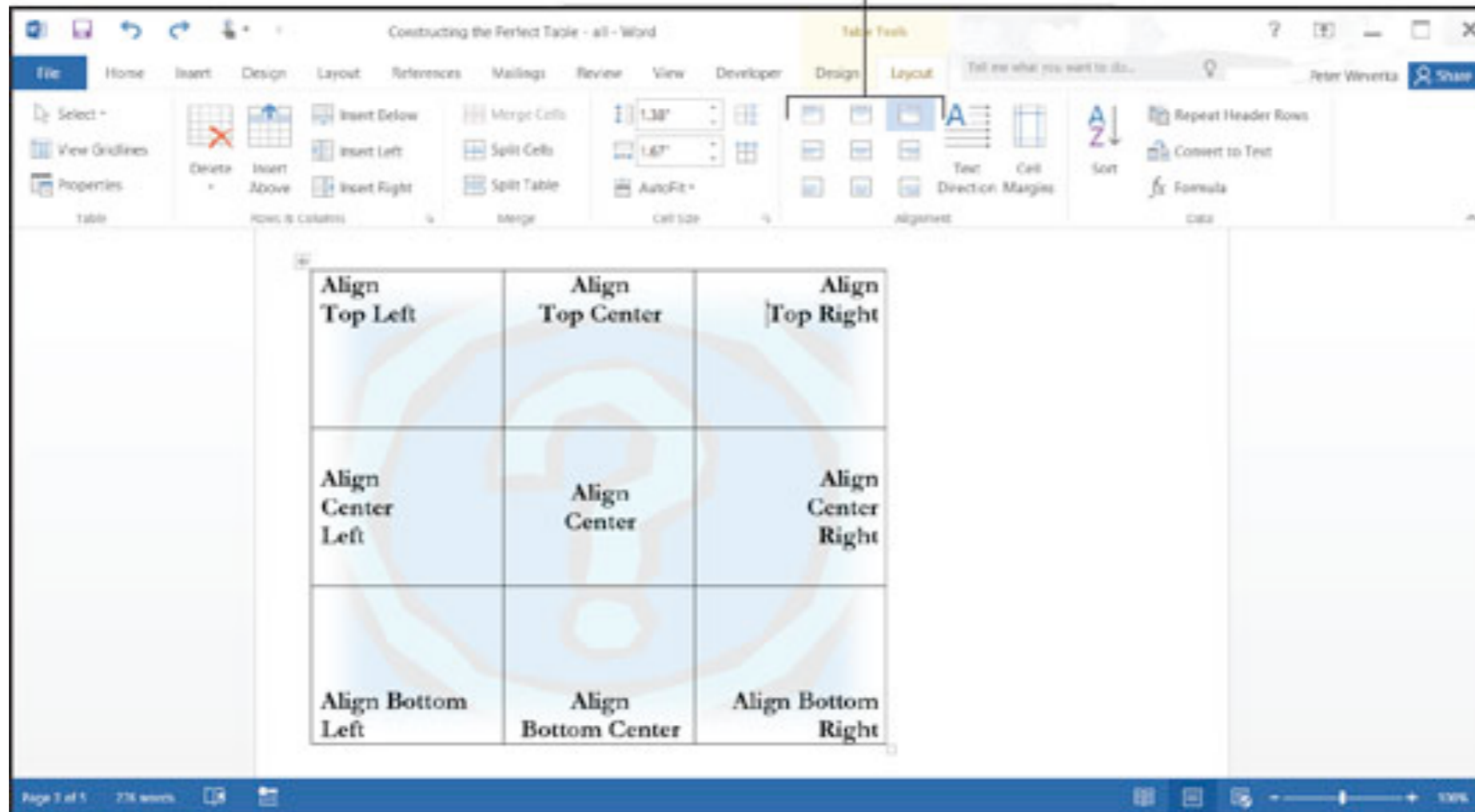
Update Table...

Table of Contents	
Introduction To The Document.....	2
Another Sample Heading.....	2
Another Heading In The Document	3
Conclusion To The Document On The Page.....	5

Page: 1 of 5 Words: 1,690 100%

ALIGNING TEXT IN TABLES

Click an Align button



INSERTING PAGE AND SECTION BREAKS

In the dialog box, select check box **Styles** and select the style (Heading 7 in this example) from the drop-down list. Click OK. ¶

Click **OK** in the Table of Figures dialog box. A table of figures is created at the cursor position. ¶

¶..... Section Break (Next Page)

¶

How to insert a Landscape page into a Portrait Word document ¶

Sometimes, you might need to insert a landscape page (or a section of Landscape pages) into a portrait document (may be) for the purpose of accommodating a bigger table or image, and at the same time continue the consistent page numbering. ¶

We will use **Section** breaks to achieve this. Apply the first section break at the end of the preceding Portrait page where you want to insert the landscape page (or multiple pages). See below image. ¶

INSERTING PAGE AND SECTION BREAKS

Word eliminates the guesswork when you apply formatting to your document. The galleries of formatting choices give you a live visual preview of the formatting in your document before you commit to making a change.

Section Break (Continuous)

When your company updates its look, you can instantly follow suit in your documents. By using Quick Styles and Document Themes, you can quickly change the appearance of text, tables, and graphics throughout your document to match your preferred style or color scheme.

Easily avoid spelling errors

The following are some new features of the spelling checker.

The spelling checker has been made more consistent across the 2007 Microsoft Office system programs. Examples of this change

INSERTING COMMENTS

