Laboratory Exercise 2: Microsoft Word

For this lab you will do three online tutorials supplied by Microsoft to learn how to add graphics, track changes, and add headers and footers to documents using Microsoft Word.

To find these tutorials, go to the http://office.microsoft.com/en-us/training/CR061958171033.aspx web page. As always, if you have questions, please come and see the instructor or a TA, or send us email. We will try to help you!

Add Graphics and Keep Them Where You Want Them

To do this tutorial, go to the third tutorial in the list (it's the one with the same title as this section) and click on it.

This tutorial has three practice sessions. In each, you will apply what you learned to a small Word file. As you finish each practice, save the file. Use the following names (they are the defaults, but check just in case):

First practice session   Graphics2
Second practice session   Graphics3
Third practice session   Graphics4

The actual file names will have ".doc" on the end. You don't have to type it; Word adds it automatically. Don't worry if you can't see it.

Revise Documents with Track Changes and Comments

To do this tutorial, go to the seventh tutorial in the list (it has the same title as this section, with "Audio course:" in front) and click on it. You can disable your audio, or use headphones if you like; the audio just repeats what is on the page.

This tutorial has two practice sessions. In each, you will apply what you learned to a small Word file. As you finish each practice, save the file. Use the following names. Unlike the previous tutorial, the names are **not** the defaults. *If you use the default names, when you save the file from the second practice, you will overwrite the file you saved from the first practice, because they have the same names.*

First practice session   wwi1
Second practice session   wwi2

As before, the actual file names will have ".doc" on the end. You don't have to type it; Word adds it automatically. Don't worry if you can't see it.

Headers and Footers, Simple to Elaborate

To do this tutorial, go to the sixth tutorial in the list on the second page of the tutorials (it has the same title as this section) and click on it.

This tutorial has three practice sessions. In each, you will apply what you learned to a small Word file. As you finish each practice, save the file. Use the following names (they are the defaults, but check just in case):

First practice session   Header1
Second practice session   Header2
Third practice session   Header3

As before, the actual file names will have ".doc" on the end. You don't have to type it; Word adds it automatically. Don't worry if you can't see it.

What to Turn In

You should store all 8 files in your MySpace. To turn the files in to the graders, go to MyUCDavis, and submit them to ECS 15; go to Assignments and then the Drop Off for Lab 2.

After submitting all eight files, you are done. Don't forget to use the Start button to logout from the lab computers!