

Lab No.3

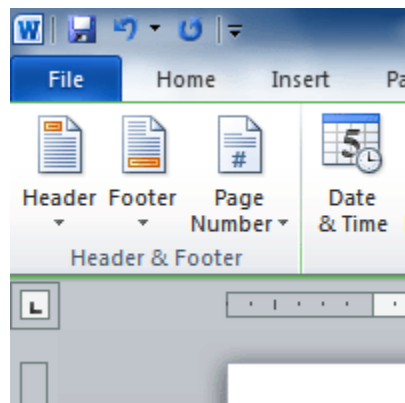
Advanced Formatting in Microsoft Word 2010

OBJECTIVE:

- Inserting Header and Footer
- Inserting Page Number
- Inserting and formatting Tables and Equations

INSERTING HEADER AND FOOTER

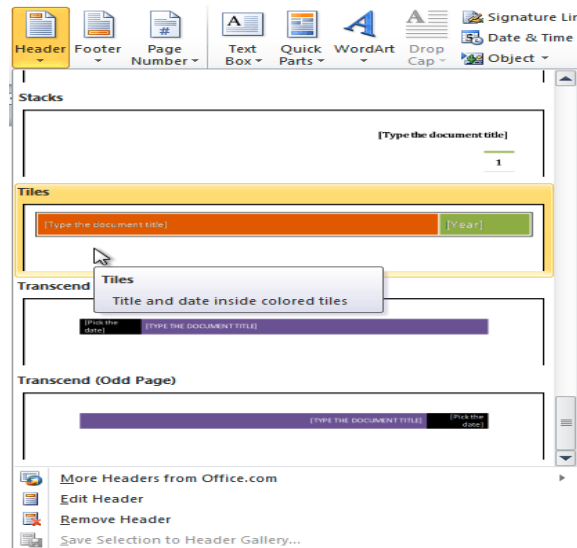
You can make your document look **professional and polished** by utilizing the header and footer sections. The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain information such as the page number, date, and document name.



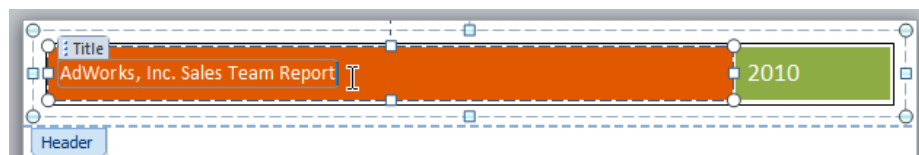
To insert a header or footer:

1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.

- From the drop-down menu, select **Blank** to insert a blank header or footer, or choose one of the **built-in options**.



- The **Design** tab will appear on the Ribbon, and the header or footer will appear in the document.
- Type the desired information into the header or footer.



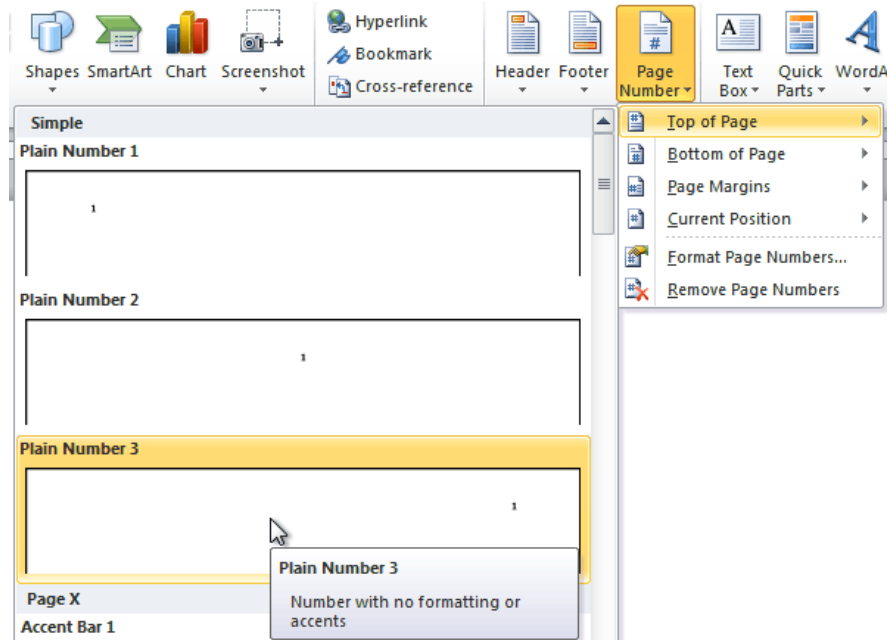
- When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.
 - After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.

Adding page numbers

Word can automatically label each page with a page number and place it in a **header**, **footer**, or **side margin**. You can add page numbers to an **existing header or footer**, or you can insert page numbers into a **new header or footer**.

To insert page numbers into a new header or footer:

1. From the **Insert** tab, click **Page Number**. A drop-down menu will appear.
2. Select the desired **page number style**, and it will appear in your document.



INSERTING EQUATIONS

How to Manually Insert Equations in Word:

1. **Alternatively, to manually insert and create an equation in Word**, place your cursor at the insertion point in your document.
2. Then click the “Insert” tab in the Ribbon.
3. Then click the “Equation” button in the “Symbols” button group.
4. Word then inserts a blank equation field into your document and the “Equation Tools” contextual tab appears, with the “Design” tab selected.
5. **To enter an equation into the blank field**, use the “Symbols” and “Structures” button groups in the “Design” tab of the “Equation Tools” contextual tab, in conjunction with your keyboard keys.

How to Set Options for Equations in Word:

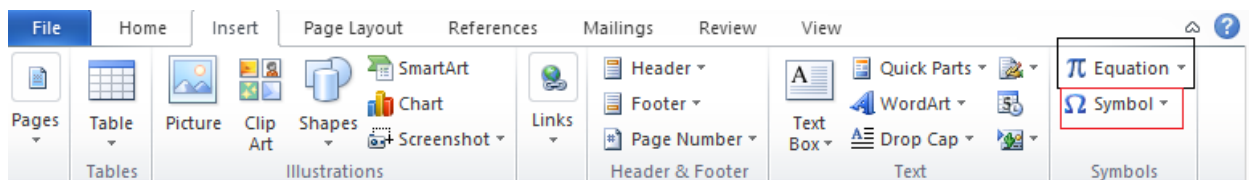
1. To view set options for your equation, click the drop-down arrow in the equation field.
2. To add the equation to the list of equations in the “Equation” drop-down menu, choose the “Save as New Equation...” command from the drop-down menu.
3. To set the justification of the equation field, select the “Change to Display” option.
4. Then use the “Justification” option in the equation field drop-down to set the justification.
5. **Alternatively**, select “Inline” to lock the justification to the original insertion point.

How to Edit Equations in Word:

1. **To edit an equation in Word**, select the equation field.
2. Then use the options in the “Design” tab of the “Equation Tools” contextual tab to edit the equation.

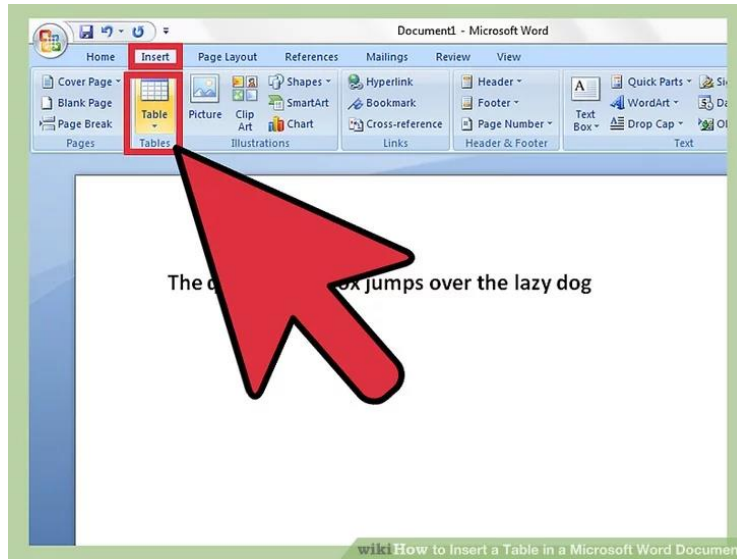
How to Delete Equations in Word:

1. **To delete an equation in Word**, select it in the document.
2. Then press the “Delete” or “Del” key on your keyboard.

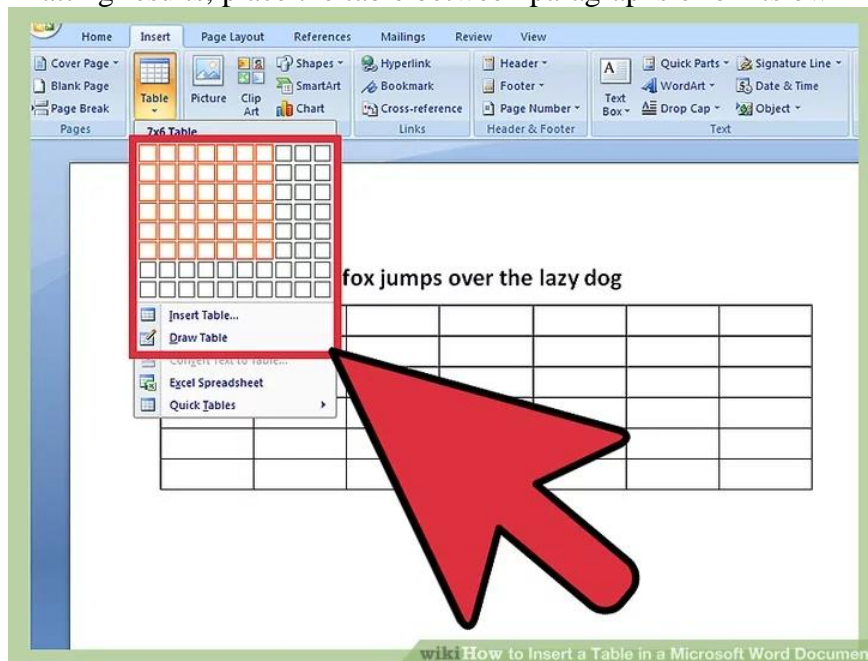


CREATING TABLES:

1. **Open Word or the document where you wish to put a table.** You can insert tables into any version of Word.



2. **Position the cursor on the area where you want the table to be inserted.** Click the “Table” button that is located under the “Insert” tab.
3. For best formatting results, place the table between paragraphs or on its own line.



4. **Choose your method of inserting your table.** In Word 2007, 2010, and 2013, you have a few different choices when it comes to inserting a table into your document. A dialog box appears when you click the “Insert” button which allows you select from the following methods:
 - Use the Grid to make a table. You may insert the table by using the grid where the squares represent the number of rows or columns you can have on your

table. Simply drag your mouse over the grid and click after highlighting the number of squares needed.

- Open the “Insert Table” menu. This menu allows you to specify the number of rows and columns that you want your table to have, as well as the width of the columns. You can set the width to AutoFit to your cell’s contents or have a fixed width. Click “OK” to insert the table.
- Use prebuilt table templates. On newer versions of Word you can click “Quick Table” if you want to use built-in table templates. Simply replace the sample data with your own.

Conclusion:

Lab Task

Task No.1

Insert any 05 Engineering Symbols used and also write any 05 Mathematical equations in MS Word.

Task No.2

Create a Table Consisting of your Name, ID and Subjects Offered to you in this semester.

Task No.3

Design your resume by using MS word.