

DEVELOP YOUR SKILLS

Resource Metadata

Level	Undergraduate
Duration	1 practical (approx. 2 hours)
Software Required	Microsoft Word

Learning Outcome

Upon completing this unit, learners will be able to combine multiple formatting techniques for comprehensive document design in MS Word. This includes **inserting and formatting graphics**, applying **column layouts** with custom settings, formatting text with specific fonts, sizes, alignments, and **drop caps**, and managing **headers and footers**. Learners will also gain proficiency in applying various borders and **shading effects** to images and pages, and adjusting character spacing.

Skill 5 – Columns & Graphics

Note: This exercise combines multiple formatting techniques including columns, graphics formatting, borders, and character spacing for comprehensive document design.

1. **Open MS Word**
2. **Insert a Clip Art**
3. **Press the Enter key**
4. **Move to Format menu → Columns command**
 - Select 2 columns
 - Check the option: 'Line between'
 - Apply the following:
 - Width: 6cm
 - Spacing: 4cm
 - Apply to: This point forward
 - OK to confirm

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5. Type the following text:

The Format Painter is a button on the Standard toolbar. It makes it easy to copy all the formatting features of one paragraph to one or more other paragraphs.

6. Select the text and apply the following:

- Font: Times New Roman
- Font size: 12
- Alignment: Justify
- Drop cap: Position (dropped), Lines to drop (3), Distance from text (0.5cm)

7. Use Ctrl + Shift + Enter to move to the second column

8. Type the following text:

Header is the text that is printed at the top of every page, e.g. section name, date and page number.

9. Add footer text:

Footer is the text that is printed at the bottom of every page.

10. Move to Format menu → Columns command

- Select 1 column
- Apply to: This point forward
- OK to confirm

11. Insert a new Clip Art

12. Select it and change its size to 15cm for both Height & Width

13. Use Borders & Shading command to apply:

- A shadow to the setting
- Orange color to the Fill
- An Art border to the page border
- OK to confirm

14. Use Borders & Shading command again for your 2 clip arts:

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- Borders: Settings (3-D)
- Width: 4½ pt

15. Apply to all text - Format → Font → Character Spacing tab:

- Spacing: Expanded
- By: 3 pt

16. Save your work