Microsoft Word Practical Lab SAMPLE Notes

MODULE 1: DOCUMENT SETUP & FORMATTING BASICS

Key Skills & Workflow

- **Page Setup:** Access the *Layout* tab to set Margins (Normal, Narrow, Custom), Orientation (Portrait/Landscape), and Paper Size (A4, Letter).
- **Typography:** Modify font type, size, color, bold, italics, underline, and clear all formatting using the *Home* tab tools.
- **Text Alignment:** Utilize Left, Center, Right, and Justified alignment modes depending on document requirements.
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MODULE 2: WORKING WITH TABLES & LAYOUTS

Key Skills & Workflow

- **Inserting Tables:** Navigate to *Insert* > *Table* to specify rows and columns.
- **Formatting Cells:** Merge cells, split cells, and adjust alignment within individual cells

  Borders & Shading: Apply custom border styles, colors, line widths, and cell background shading.

ESSENTIAL KEYBOARD SHORTCUTS

Command	Shortcut	Practical Purpose
New Document	`Ctrl` + `N`	Opens a blank document window.
Save As / Save	`Ctrl` + `S`	Saves current progress immediately.
Copy / Cut / Paste	`Ctrl` + `C` / `X` / `V`	Clipboard text and element management.
Undo / Redo	`Ctrl` + `Z` / `Y`	Reverts or repeats the last performed action.

MODULE 3: ADVANCED FEATURES & MAIL MERGE

Practical Lab Tasks

1. **Header & Footer Insertion:** Insert dynamic page numbers, document titles, and dates using *Insert* > *Header/Footer*.

Practical Exercise Task

Create a formal cover letter utilizing custom margins (1 inch all around), insert a 4x3 table summarizing your qualifications, apply Heading styles to section titles, and export the document to PDF format.