

 Vision. Value. You.

Introduction to Computers

CGS 1100

Spring 2004
Unit 3B

Dr. Martin Hepp 1

 Vision. Value. You.

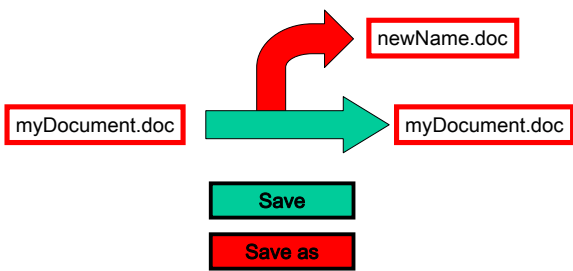
Reading Assignment for Next Class

- Download Assignment Description from <http://ruby.fgcu.edu/courses/mhepp/> (-> CRN10026)
- Read given web pages about
 - Printers (Laser & Ink-jet)
 - Monitor / Graphics card
 - Sound Card

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Save as ...



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Difficult Tasks (1)

- Bullet a List as You Type
- Increase the Font Size
- Insert a Symbol into Text
- Insert a Nonbreaking Space
- Insert an AutoText Entry
- Set Custom Tab Stops Using the Ruler and the Tabs Dialog Box

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Difficult Tasks (2)

- Margins and Indents
- Page Headers
- Add a Header Different from a Previous Header
- AutoFormat a Table
- Chart a Table
- Create a Watermark of a Graphic

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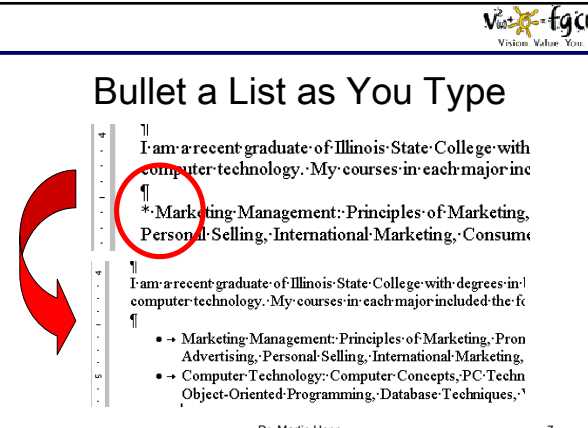
Difficult Tasks (3)

- Create a Watermark of a Graphic
- Display Formatting Marks
- Distribute Columns Evenly
- Draw a Table

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Bullet a List as You Type



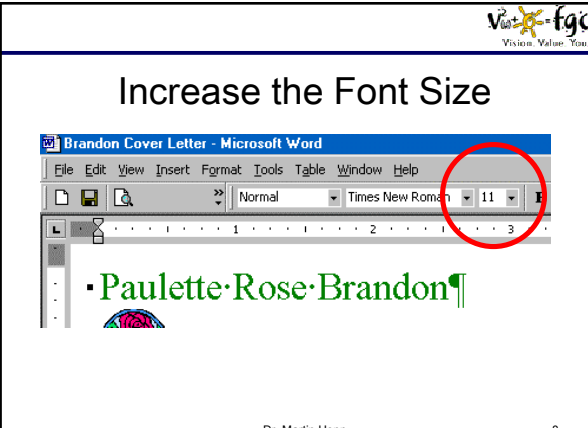
I am a recent graduate of Illinois State College with computer technology. My courses in each major include the following:

- Marketing Management: Principles of Marketing, Personal Advertising, Personal Selling, International Marketing,
- Computer Technology: Computer Concepts, PC Technology, Object-Oriented Programming, Database Techniques,

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Increase the Font Size

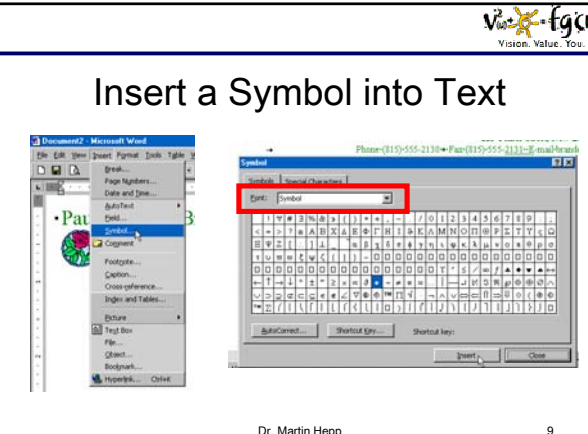


Paulette Rose Brandon

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Insert a Symbol into Text



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Insert a Nonbreaking Space

- CTRL + SHIFT + SPACEBAR

I am responding to your computer sales management trainee position advertised in the Chicago Times.



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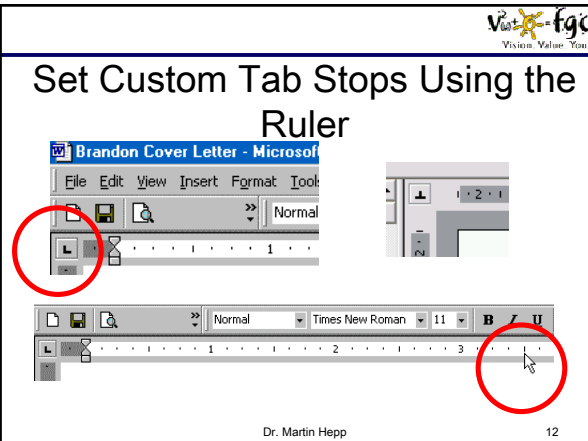
Insert an AutoText Entry

- Type first characters of entry
- Press F3 to let Word complete the word

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Set Custom Tab Stops Using the Ruler



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Set Custom Tab Stops Using the Tabs Dialog Box

Vision Value You

->Insert

-> Tabs

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Margins and Indents

Vision Value You

- Margin: -> refers to the whole page
- Indent: -> refers to a paragraph
- Tab Stop vs. Indent

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Page Headers

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Add a Header Different from a Previous Header

Vision Value You

- Insert section break!

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AutoFormat a Table

Vision Value You

- Click somewhere in the table

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AutoFormat a Table (2)

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Chart a Table

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Create a Watermark of a Graphic

- Open page header (!)
- Move insertion point into header
- -> Insert -> Picture -> Clip Art
- -> Format Picture / Image Control -> Watermark

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Create a Watermark of a Graphic

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Display Formatting Marks

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Distribute Columns Evenly

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Draw a Table

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Dr. Martin Hepp 25



Thank you!

The slides will be available on the internet at
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Dr. Martin Hepp 26