

MICROSOFT WORD PROJECT 2

1. INSERT THE FOLLOWING TABLE AND DESIGN AS GIVEN BELOW:

EMPLOYEE S NAME	DATE OF BIRTH	GENDER	QUALIFICATION	SALARY	LOCATION

2. INSERT A TABLE AND APPLY AUTO DESIGN:

NAME	DEPARTMENT	AGE	PHONE	ADDRESS

3. INSERT A PICTURE, CLIP ART, SHAPE, CHART, WORD ART:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these headers, footers, lists, cover building blocks. When you diagrams, they also document look.

You can easily change the in the document text by selected text from the Quick tab. You can also format text



galleries to insert tables, pages, and other document create pictures, charts, or coordinate with your current

formatting of selected text choosing a look for the Styles gallery on the Home directly by using the other

controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

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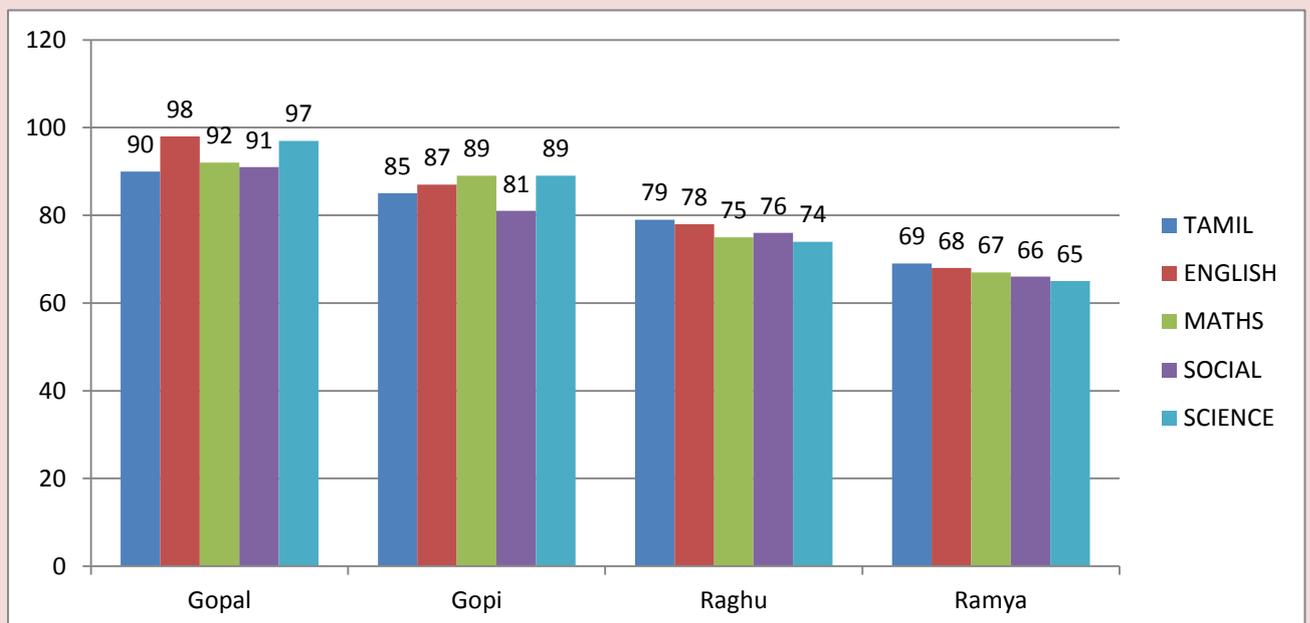
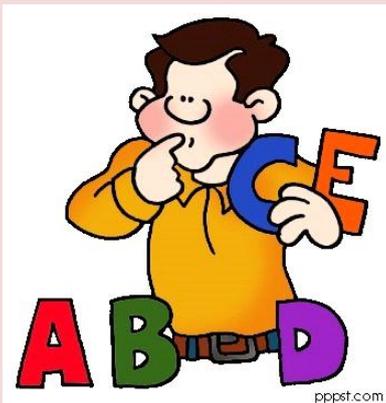
create

your

You

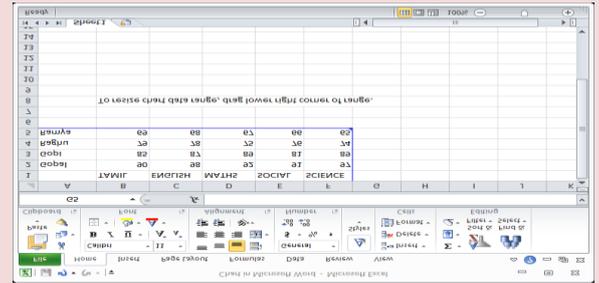
text in

for the selected text from the Quick Styles gallery on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

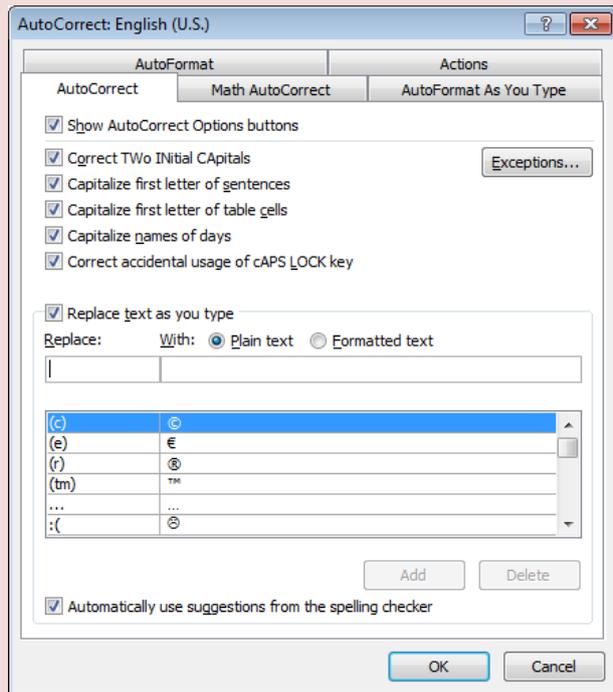


4. INSERT SCREEN SHOTS:

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5. INSERT DATE, FRACTION, SYMBOL

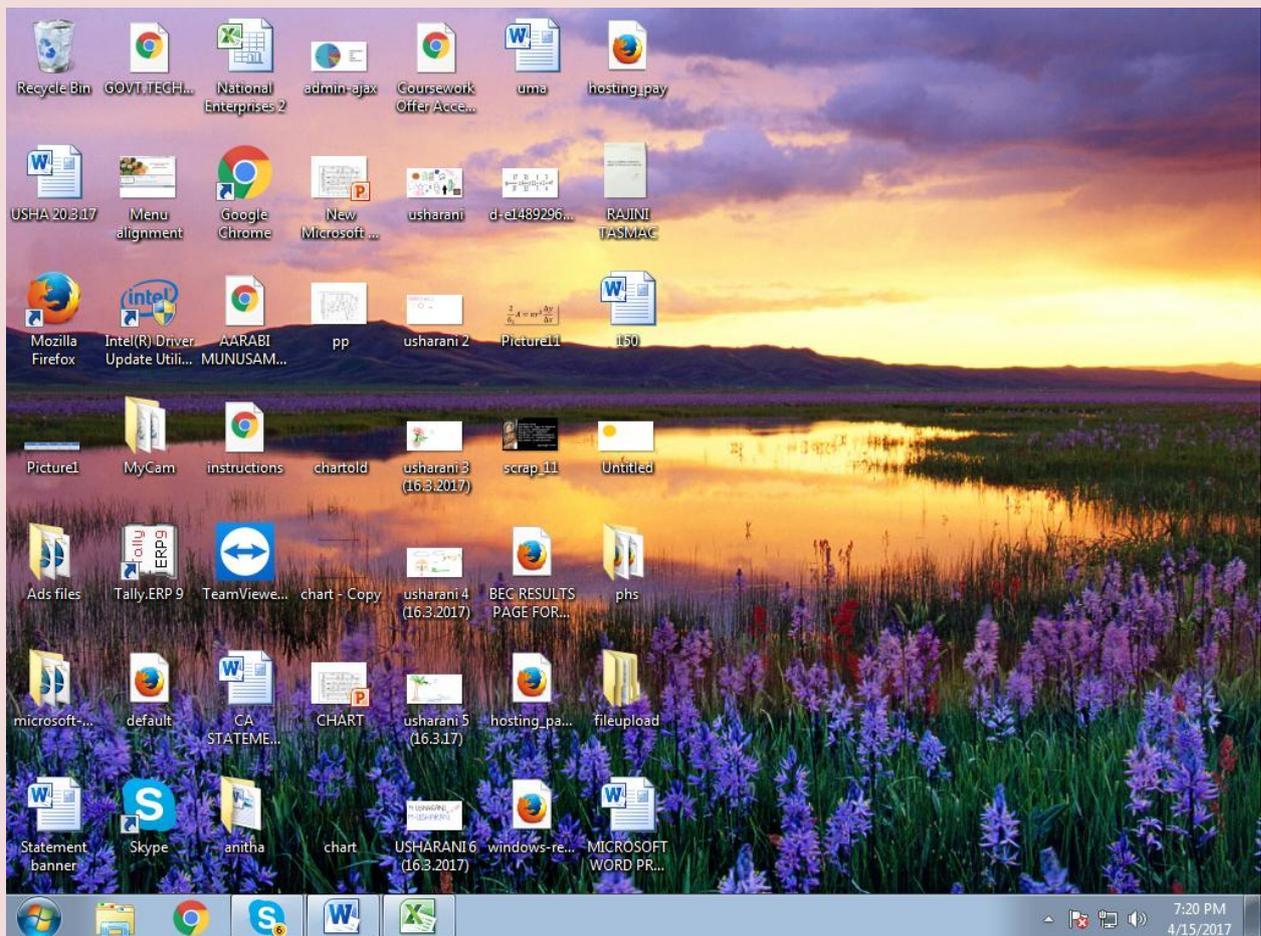
Tuesday, April 18, 2017

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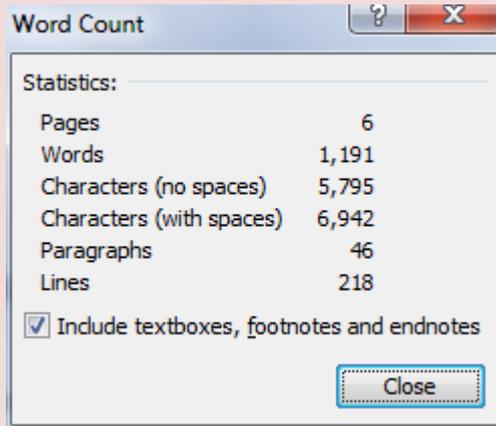
HYPERLINK:

6. INSERT HYPERLINKS

[FIRST PAGE](#)

[SOME OTHER FILE](#)

7. INSERT WORD COUNT



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8. PROTECT THE DOCUMENT

9. TABLE OF CONTENTS

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