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#### EXAMPLE : CREATING AN ADDRESS LIST

1. On a new document, type the title of the Address List and format it like **Bold**, Underline, *Italics*.
2. Select "Table" from the menu bar and then "Insert Table".
3. Select the **Number of Columns** and **Rows** and click **OK** button from the dialogue box.

**Move the cursor in the respective rows and column; then type the names, addresses etc.**

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#### **EXAMPLE: DESIGNING A LOGO**

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#### **Introduction**

A logo is an image which represents a company or its product. Its function is to create a memorable, recognizable impression on the mind of a potential client or customer.

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## **Types of logos**

There are three basic types of logos, which can be used alone or combined within one design:

- illustrative logos (a logo which clearly illustrates what your company does),
- graphic logos (a logo that includes a graphic, often an abstraction, of what your company does), and
- font-based logos (a text treatment which represents your company)

## **Qualities of a good logo**

1. Simplicity:
2. Experimentation. One has to experiment with the fonts, sizes and shapes.
3. Colour choice. Choose colours that have meaning in relation to the client's needs.
4. Logo type. Determine whether it is illustrative, graphic or font-based.

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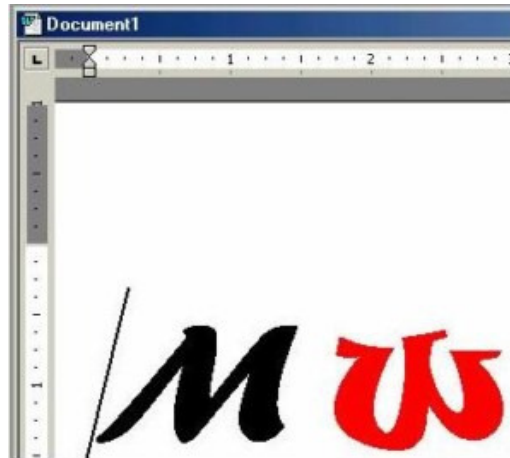
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### Activity : Font based-logos

1. Open MS Word,
2. Enter any two letters of your choice in a new Document. In this case, I have used M and W because they are the initials of the author's names,
3. Select and change the font style of "M" to "Forte" and size 90 and "W" to "Ravie" and size 72,
4. Change the font colour of "W" to red to create contrast when later combined,





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5. Copy and Paste the letters in MS. Paint. This is done in order to combine them as images,
6. Combine the two letters creatively to create a logo,
7. Save the file as "Logo.bmp",
8. Open the file in MGI PhotoSuite,
9. Using the Magic Wand tool, click on a letter to select it. Drag it to the blank working space,



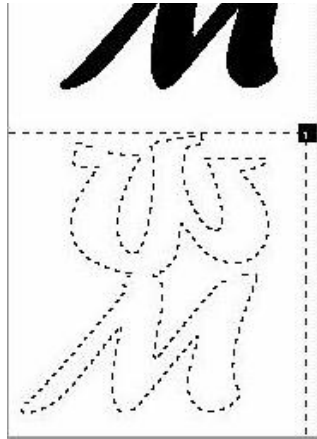
10. Combine as you wish to create a logo,



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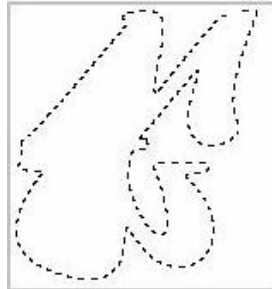
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11. Using the Wang magic tool, click on the letters while holding down the Shift key. Click on the background too and drag,



12. Experiment with various combinations of the same letters.

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<http://graphicdesign.about.com/library/weekly/aa102600a.htm>

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### EXAMPLE: CREATING A NEWSLETTER OR BROCHURE

1. On a new document, type the title of the article inside borders.
2. Move the cursor down outside the title borders.
3. Type the article up to the end.
4. Highlight the whole article without highlighting the title.
5. Select "**Format**" from menu bar and select "**Columns**".
6. A column dialogue box appears and select the type of columns you want and click **OK** button.
7. Move the cursor to position where you want to insert the picture.
8. Select "**Insert**" from the menu bar; select "**Picture**" and then "**From File**".
9. A dialogue box appears, then select the **filename** where the picture is stored and click "**Insert**" button.
10. Adjust the size of the picture by clicking on it and then moving the squared patterns on its borders.
11. Insert a square symbol at the end of the article by selecting "**Insert**"; select "**Symbol**" and a dialogue box of symbols will

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appear.

12. Under Font in the dialogue, select "**Wingdings**" and then select the squared symbol.
13. The square symbol marks the end of the article.

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#### PAGE PROPERTIES

### Presentation Software

#### Page Formatting

Page format results from the combined effect of document formatting and section formatting. Document formatting includes

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paper size, margins, etc., hence affecting the whole document. Section formatting on the other hand, includes the placement of headers and footers, the number of columns, line numbering etc., hence affecting all pages.

In this course, the page formatting will include:

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In this course, the page formatting will include:

- Controlling page breaks
- Adding page numbers to your document
- Adding headers and footers (running heads)
- Changing size of margins
- Changing paper size and type.

When you format pages MS Word for Windows does not display the formats in the normal editing screen. To view the formats, (page numbers, running head position and margins) use the PRINT PREVIEW (Alt, F, V,) command.

**Page breaks**

Soft and hard page breaks:

You do not need to divide your text into pages as you type because MS Word for Windows does that for you. It automatically inserts a page divider each time you reach the end of the page in much the same way as it wraps text at the end of the line. The page dividers inserted are called soft page breaks, and are placed at the end of all text that fits on one page.

Such page breaks are called soft because their location is likely to change as you add or delete text. MS Word for windows continually reformats your document from page to page, displaying

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on the status line the page number on which the cursor is found.

However, you may decide where your own page breaks by inserting a hard page break or by using the menu to paginate the document. The location of a hard page break will not change regardless of the changes you make to your document.

To insert a hard page break using the keys:

Select the first character of the new page and press Ctrl + Enter. A line of dots appears across the screen at the page break with the word page break in the middle of the line.

To insert a page break using the menu.

1. Position the insertion point where you want page break, and then choose Insert Break.
2. Select on Page Break.
3. Choose OK.

**Removing page breaks**

To remove a page break, select the page break and tap the delete key. If you used Page Break before in Format Paragraph, turn off Page Break Before and then choose OK.

**Header and footers**

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This is text that appears on every page of selected pages of a document. Such repeated items are called headers when they appear in the top margin of the page, and footers when they appear in the bottom margins.

A header or footer may contain page numbers, then system date or time.

### **Creating a header or footer**

1. Choose View Header/Footer. A dotted rectangle labeled header or footer is displayed on the screen. Type the header in this box and select close when finished.

Below the box is the header tool bar. Placing the cursor on each tool gives the function of the tool.

### **Header/Footer options**

These are under Page setup. Go to Page setup in the Header/Footer pane, and click on the 8th tool on the Header/Footer pane.

### **Different first page:**

Check this option if you do not want the Header/Footer to appear on the first page of the document.

### **Different odd and even pages:**

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### **Different Odd and Even pages.**

This is used to specify different Headers/Footers text to appear on Odd and Even numbered pages. This option affects the entire document regardless of the number of sections.

### **Distance from edge:**

Distance in inches between the Header/Footer and the margins of the page.

Choose Close when finished.

When you want to include page numbers, date or time in the header or footer, use the icons that are across the Header/Footer pane.

To select any icon in the pane, click on the icon

### **Deleting headers and footers**

1. Choose view, Header/Footers
2. Select the Header/Footer in the Header/Footer box and tap the delete key and then choose close.

### **Page numbering**

Page numbers are typically a part of a header or footer. MS Word for Windows provides two ways for numbering pages:

for windows provides two ways for numbering pages.

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- Automatic page numbering using the Insert Page Numbers command.
- Including page numbers in the Header/Footer using the view Header/Footer command.

**Automatic page numbering**

The Insert Page Numbers command using automatic Page numbering as your header or footer.

1. Choose Insert Page Numbers.
2. Select a top or bottom page Number position.
3. Select alignment and specify the where at the top or bottom the page numbers should be inserted.
4. Select format and specify the format for the page numbers i.e. Arabic, Alphabetical, Romans.
5. Choose OK to insert the page numbers.

**Page numbering in Header/Footer**

The View Header/Footer command is convenient if you want text in addition to the page number for example (Page 1), and if you want the page number in a specific format like bold or italics.

1. Choose View Header (Alt, E, H).
2. Select Create Header or Footer in which you want to add page

2. Select Create Header or Footer in which you want to add page numbers.
3. Position the insertion point where you want the page number to appear, and then select the page number icon.
4. Select the Header/Footer text and apply the required formats to the page number and choose Close when finished.

### **Number format**

Select the style of numbering from the field. MS Word for Windows provides five number formats for page numbering. Choose the one you want in the field of number format. The formats are:

<b>Option</b>	<b>Example</b>
Arabic	1,2,3..()
Roman Uppercase	I, II, III
Roman lowercase	i, ii, iii
Alphabetic Uppercase	A, B, C
Alphabetic lowercase	a, b, c

### **To change number format;**

- 1. Choose Insert Page numbers.**
- 2. Choose Format and then select the page number format you want.**

### **3. Choose OK.**

**Start at:**

**This field indicates the starting number if the first page is too be given a number other than 1.**

**Removing page numbers for headers and footers**

- 1. Choose View Header/Footer.**
- 2. Select the header/footer that has the page number and tap the delete key.**
- 3. Choose OK when finished.**

**Removing page numbers for automatic page numbering  
Choose Edit, Undo Page Numbering.**

**Paper size and margins**

**Ms Word for Windows is preset to print on 8.5 by 11.69 paper, with 1 top and bottom margins and 1.25 left and right margins. It is important that MS Word for Windows knows the right size of paper that it is going to print on so that it breaks your pages in the right positions. You can change these with the following procedures:**

- 1. Choose the File Page setup command.**



**2. Select the button for margins and type the measurements you want on the fields of:**

**Top** for the top margin size

**Bottom** for the bottom margin size

**Left** for the left margin size

**Right** for the right margin size

**Page length** for the length of paper

**Width** for the paper width

You can click on the up and down arrow keys on all options to increase or reduce the margins.

**3. Choose the Button for paper size and set the size and page orientation. Selecting default after making the required settings saves the setting to be used for every document.**

**4. Select the paper source. This is for the laser printer.**

**5. Choose OK to accept all the settings that have been made.**

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### PRINTING A DOCUMENT

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MS Word for Windows allows you to print documents to a printer. Before printing you can prepare your document by setting some options set the number of copies per page, the pages to be printed, the name of the printer to be used etc.

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Preparing a document for printing:

1. Choose **File** ---> **Print**
2. Select **Options**.

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The following options will be displayed:

#### **Draft:**

Prints the document without special character formats.

#### **Copies:**

MS Word for Windows prints the number of copies entered in this field, a whole set is printed first, then repeated for each copy

requested.

#### **Pages:**

Select the pages to be printed.

#### **All:**

The whole document will be printed.

#### **Selection:**

Only the highlighted text is printed.

#### **From:**

Beginning page number for the page you want to print.

#### **Paper feed:**

Selects the source of paper manually. The printer stops after

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printing each page and waits for you to press Y after changing the paper.

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**Continuous:**

The printing is done without pausing for paper changes at the end of each page.

**Printing to printer:**

After setting the options in the File Print command, press Enter or choose Print to get a hard copy of your document. The printer must be turned on, otherwise MS Word for Windows displays the message: Printer not ready.

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Choose **File** ---> **Exit** or **Press Alt-F4**.

If there are unsaved changes, MS Word for Windows will ask you to save them, lose them or cancel the command by selecting either

**Yes, No** or **Cancel** respectively.

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**EXAMPLE: REPEAT PATTERNS**

Pattern is an underlying structure that organizes surfaces or structures in a consistent, regular manner. Pattern can be described as a repeating unit of shape or form, but it can also be thought of as the "skeleton" that organizes the parts of a composition.

Objectives

To enable the learners discover and exploit the patterns through nature and the objects around them.

Use ICT as a different way in which their patterns can be reproduced.

Rationale

This will enable the learner to gain skills in creating patterns from objects he/she is familiar with to form a harmonised piece of artwork.

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Qualities of a Good Repeat Pattern

1. A Repeat Pattern must have an objective and an aim.
2. It should solve a problem or it should be useful in one aspect or another.
3. It should be able to repeat or flow.

Sources of inspiration for patterns can be:

Animal skins (domestic and wild)

Flowers

Fruits and plants

Tools

Musical Instruments (traditional and modern)

Human activities like hunting, digging, etc.

Artists create patterns and textures using lines and shapes.

Activities

1. Students go out and draw any two types of fruits they wish to choose. These sketches are made in their sketch books in order to keep a record of their original work.
2. They can draw the basic shapes of the fruits applying textures and tones.

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3. They could include the leaves to give their drawing a background.
  4. After this, they can select from what they have drawn and make a neat and final drawing on a squared piece of paper. This can be 12cm by 12cm and is usually called a motif.
- This paper is to help them in achieving accurate dimensions when repeating their pattern.

#### Hand made Repeat Pattern

1. On a large piece of paper, they can accurately divide it into 12cm by 16cm portions using a faint pencil.
2. After this, they can press their motif drawings into the small portions on the large paper.

Remember to rub out all the pencil marks when all is done.

#### Using Word to make a Repeat Pattern

1. Using a scanner, scan the motif and save it as "Motif.bmp".
2. Open the file from MGI PhotoSuite.
3. From Edit menu, click on Select All.
4. From the Edit menu, click on Copy.
5. Open MS. Word.

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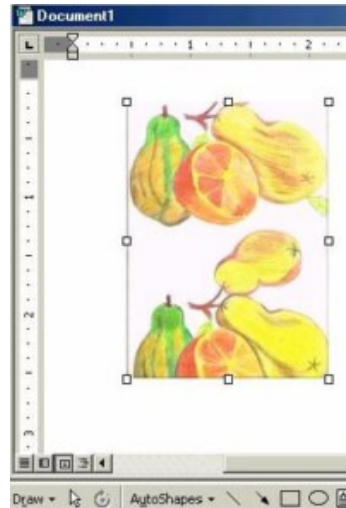
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6. From the Edit menu, click on Paste.



7. Repeat the **Paste** action four times.



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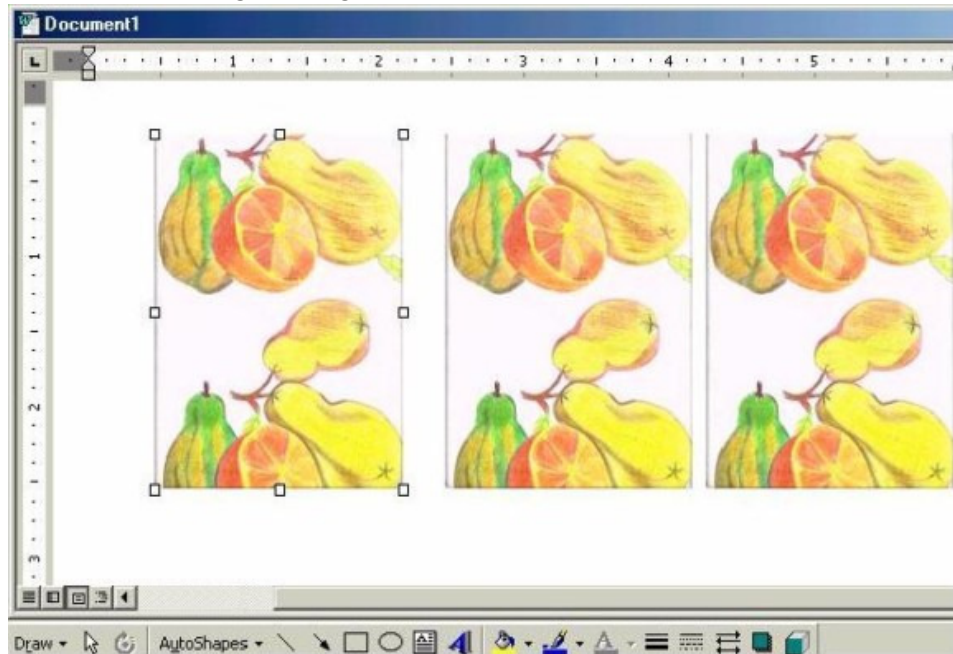
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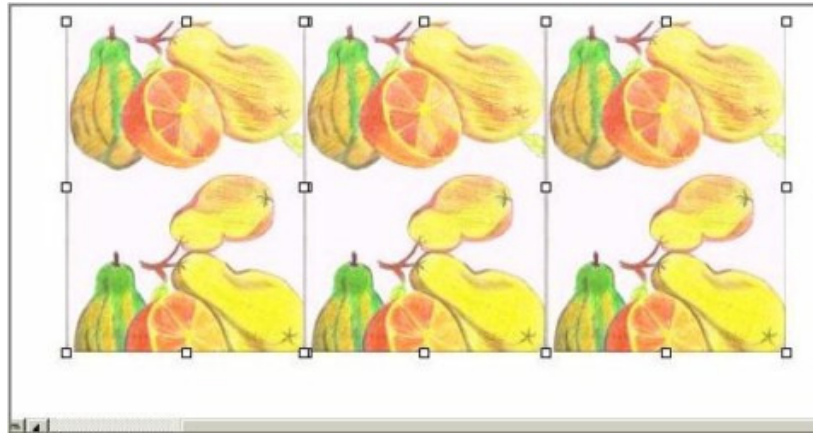
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8. Click and drag the images aligning them next to each other.

image

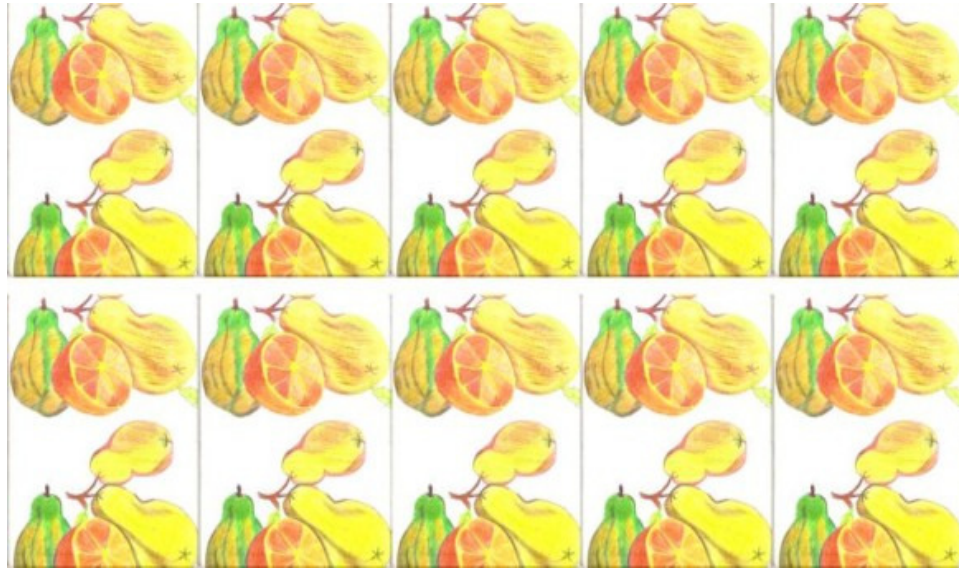


9. Holding down the Shift key down, click on each image you have pasted to select them all at once.

10. Still holding the Shift key, right click the mouse and select Grouping and click Group while pointing to the selected images.

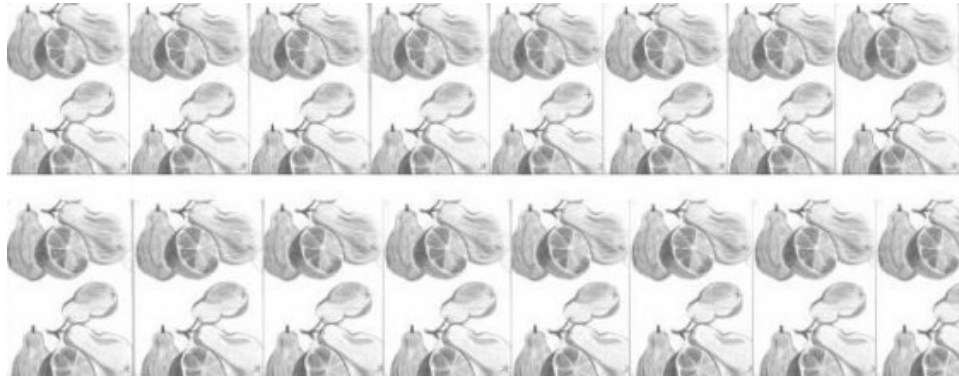


11. Repeat the procedures the number of times you want.



### Changing the colours of the image

1. Scan the motif in the Gray mode.
2. Repeat the steps above.



3. Print out a copy of your work using a coloured printer.

*Note: Remember to save your work.*

#### **Exercise:**

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Make a few [HTML Editors](#) of a flower to use in the motif. Experiment with different textures and shades on your flower drawings and then transfer them onto the motif.

Repeat the motif on a larger piece of paper, preferably coloured.

Or **Creating Learning Networks for African Teachers**

A local Art museum has requested you to design new curtains for their

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## **WORD PROCESSING TUTORIAL**

### **INTRODUCTION TO MICROSOFT WORD**

To start MS Word for Windows, do the following:

Using the mouse, click the Start button, then click Programs, Microsoft Office folder (if it exists) and the MS Word icon. If folder doesn't exist, you should be able to see the MS Word icon.

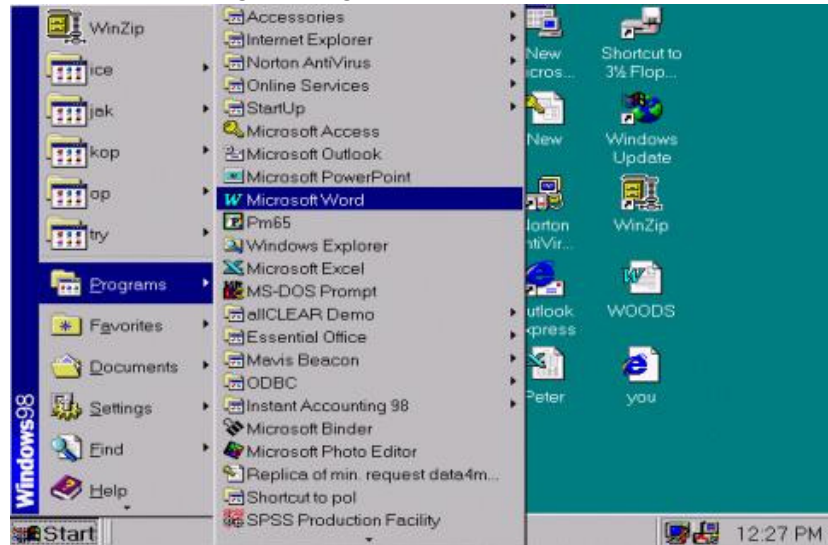
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**The Ms Word for Windows Screen:**

The MS Word for Windows Screen consists of the following major features, some of which may not be displayed when you start MS Word for Windows.

- a) The title bar which displays the name of the application and name of the active document in the window.

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b) The applications Control Menu box at the top left corner of the MS Word for Windows window.

c) Maximize, minimize and close Control buttons at the top right corner of the MS Word for Windows window.

d) The Workspace of the application onto which several document windows can be opened. .

e) The Menu Bar that displays menu names. When there is no document open, only the File pull-down menu is accessible.

f) The ribbon is a graphic bar across the top of MS Word for Windows. It shows icons for character formatting, font box and point size box of selected box or text at the cursor. When no document window is open, the ribbon is gray (that is, non-of the icon is available for use).

g) The Ruler is an on-screen helper across the top of a document window, for formatting paragraphs, adjusting columns widths in tables, and adjusting page margins. It consists of the style box icons for paragraph formatting. It can be turned on and off.

h) Status bar at the bottom of the MS Word for Windows window that display either status information (that is, position of the insertion point in the window and modes) or messages describing the action of any highlighted command in any active menu.

i) Scroll bars are tools for moving the document in the window using the mouse. The scroll boxes inside the scroll bars indicate



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your approximate location in the document vertically and horizontally. At the top and bottom of the scroll bar are scroll arrows.

j) Tool Bar is below the menu bar. It has pictures [called tools or icons] that act as short cuts to some of the application functions. Placing the cursor on any of the icons displays a tool tip that tells you the name or description of the icon.

Note:

The ruler, ribbon and the status bar can be turned on and off using the view command.

### **Keyboard Skills and Some Important Keys:**

You are reminded that the keyboard is typematic -- a key will repeat if held down. Therefore avoid holding down keys for a long time.

Choosing and carrying out commands is the basis for instructing MS Word for Windows to act on a document. You can choose commands using the keyboard or the mouse. In this course we shall concentrate more on using the mouse.

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### **To Select a Command Using a Keyboard:**

Use Alt plus the underlined letter of the command.

For example: Alt + F select the command File from the menu.

Using the arrow keys highlight the required command and press enter.

Some keys are of special importance, these are indicated below:

-**Alt**: Turns on/off the menu.

-**Backspace**: Erases character to the left of the cursor.

-**Enter**: Ends a paragraph or sends a command to the computer.

-**Caps Lock**: Toggles between upper case and lower case.

-**Shift**: Used to get the upper characters on the keys, or upper case/lower case characters when the Caps lock is off/On.

-**F1**: Help

-**Shift F1**: Allows you to get help on any command you want.

### **To Select a Command Using the Mouse:**

In MS Word for Windows, if you have a pointing device (for example, mouse), you need not use the keyboard to select a command.

To activate any menu using the mouse, point to the menu name and then click the left button of the mouse. Then click the

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##### Entering Text

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Text is entered at the position of the cursor, called the Insertion Point (that is, a vertical blinking bar indicates where text to be typed and items to be inserted will be inserted). At the right margin, Word Wrap takes care of words that do not fit such that a whole word is not broken up, but is shifted to the next line (unless hyphenation is on).

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The ENTER key ends a paragraph. Short lines may be ended with Shift-Enter.

**Insert or/Over type mode**

When you load MS Word for Windows, you are said to be in insert mode in which case characters at the right of the cursor shift to the right to leave space for the in coming characters. This mode can be turned off by pressing the Insert key that switches you to overwrite mode. The word OVR will appear on the status line. In overwrite mode, a character typed in replaces the one at the cursor. Overtype is helpful in correcting certain kinds of mistakes.

**Editing text**

This includes making corrections in a document, deleting unwanted text, inserting omitted text, moving and copying text from one place to another.

**Deleting text**

Backspace - deletes character to the left of the insertion point.  
Delete - deletes character to the right of the insertion point.

Holding delete while pressing Backspace or Delete deletes the whole word near the cursor e.g:

- Ctrl-Backspace - deletes word to the left of the insertion point.

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- Ctrl-Delete - deletes word to the right of the insertion point.

### **Selecting text**

MS Word Windows is built on the select and then do model.

Before you can change any part of a document or any setting in a dialogue box, you must select text and then choose the appropriate action.

Cutting and pasting text allows you to move/copy contents from one place in a document to another and from one document to another. You can transfer contents between MS word for Windows documents and also between MS Word for Windows documents and documents of other Window applications.

The information moves through the Clipboard, a temporary storage area designed to accept text and graphics from all Windows programs for transportation from one place to another.

### **Cutting/Copying a selection to a clipboard**

1. Select text.
2. Choose Edit Cut
3. To copy, choose Edit Copy

The text will replace any text previously found on the clipboard.

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## **Pasting text from clipboard**

1. Position the insertion point where you want to insert Clipboard contents.
2. Choose Edit Paste

## **Moving within a document with the Move key (F2)**

The Move key does not put contents, onto the clipboard.

1. Select the contents you want to move.
2. Press F2.

A prompt: "Move to where?" Will appear on the Status line. If you want to cancel before you move, press ESC.

3. Move the insertion point to the new location.
4. Press ENTER to get the text in the location.

OR:

1. Position the insertion point at the destination for the move.
2. Press F2.

A prompt: "Move from where?" will appear on the Status line.

3. Select the contents you want to move.

4. Press ENTER to get text in the location.

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## **Copying text within a document with the Copy key (Shift-F2)**

1. Select the contents you want to copy.
2. Press Shift-F2.

A prompt: "Copy to where?" Will appear on the Status line. If you want to cancel before you move, press ESC.

3. Move the insertion point to the new location.
4. Press ENTER to get a copy of the text in the location.

## **Copying/Moving between documents**

1. Open both documents.
2. Use one of the methods listed above for moving within document. To move between documents, click in the document window or press Ctrl-F6.

## **Character formatting**

Character formatting determines how characters will appear on the screen and in print and enables you to determine the size and the appearance of the selected text.

The following shows examples of available formats:

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- **Bold**
- *Italics*
- Underline
- Double-underline
- ~~Strike-out~~
- lowercase
- UPPERCASE
- Increased font
- Superscript (e.g. 8<sup>th</sup> )
- Subscript (e.g. log<sub>x</sub> )

You can format existing text or format as you type.  
To format existing text using the icons on the ribbon

The ribbon, which can be turned on and off using the View command, consists of icons for formatting characters.

1. Select text.
2. Click the icon on the ribbon representing the kind of format you want.

### **Formatting paragraphs**

Formatting paragraphs involves alignment, indentation, line



spacing, paragraphs spacing keep together, keep together, keep with next, page break before, line numbering, borders and style.

### **Alignment**

Using this feature, you can align multiple lines of text on the right/left margins, on both margins, or centre it between margins. This means that the text lines up with the paragraph boundaries.

There are four types of alignment you can use left, right, centre and justified. See below for several examples, noting that 'justify' spreads the text across the line:

To enhance chances of success, financial institutions must create advisory services to scrutinize and advise borrowers on prudent financial management, book-keeping, purchasing and marketing techniques (left alignment).

To enhance chances of success, financial institutions must create advisory services to scrutinize and advise borrowers on product financial management, book-keeping, purchasing and marketing techniques (centre alignment).

To enhance chances of success, financial institutions must create advisory services to scrutinize and advise borrowers on product

financial management, book-keeping, purchasing and marketing technique (right alignment).

**Left Alignment:**

Each line is even with the left paragraph boundary. The right ends of the lines are uneven.

**Centre Alignment**

Each line is centered between the left and right paragraph boundaries. Both ends of the lines are uneven.

**Right Alignment:**

Each line is even with the right paragraph boundary.

**Justify Alignment:**

Each line is even with both the left and right paragraph boundaries. Each full line is padded with extra space between words to make the right end of the line even with the right paragraph boundary.

**Indenting paragraphs**

A paragraph indent is the distance between the paragraph boundaries and the page margins. The amount of indentation controls the width of a paragraph and the placement of its

horizontal boundaries.

### **Paragraph spacing**

Paragraph spacing is the amount of blank space used as a visual break between two paragraphs, or space preceding headings, lists, tables and pictures.

In words, you control and adjust paragraph spacing by adding space before and after a paragraph. If one paragraph has added space after and the next paragraph has added space before, the amount of space between them is the total of the two amounts of added space.

### **Line spacing**

Line spacing is the amount of blank spacing between the lines of a paragraph. MS Word for Windows has icons on the ruler for single-spaced, double-spaced, and one-and-one-half spaced, but you can set any amount of spacing you want.

The following units are used as measurements:

#### **Lines (li)**

- 1 li (single spacing)

#### **Points (pt)**

- 12 pt (approximately single spacing)

- 2 li (double spacing)
- 3 li (triple spacing)
- 1.5 li (one-and-one-half line spacing).
- 24 pt (approximately double spacing)
- 18 pt (approximately one-and-one-half).

**Other units (in, cm, pi)**

For example, 0.167 in, 0.423 cm, and 1 pi are all approximately equal to one line at 6 lines per inch.

You can also increase the number of lines for any selected line spacing option using the AT Box opposite the line spacing box.

Click on the up arrow to increase the number of lines or the down arrow to decrease the number of lines.

For all paragraph formats the preview box shows how the text will be appear if the format is applied.

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1. On a new document, type the title of the Timetable and format it e.g. **Bold**, Underline, *Italics*.
2. Select "**Table**" from the menu bar and then "**Insert Table**".
3. Select the **Number of Columns** and **Rows** and click **OK** button from the dialogue box.
4. Move the cursor in the respective rows and columns; then type the Time and Subjects etc.
5. Highlight the rows or columns to be shaded.
6. Select "Format" from the menu bar and then "Borders and

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Shading".

7. A dialogue box appears.
8. Select the **Shading Tab**, then the colour to be applied and then click **OK** button.

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