MODULE FOR
POST-GRADUATE DIPLOMA IN EDUCATION

2nd Semester
April, 2023

IoE/MoF/TUC/GHANA CARES TRAINING AND RETRAINING PROGRAMME FOR PRIVATE SCHOOL TEACHERS

Ministry of Finance **Trade Union Congress** **Institute of Education, UCC**

EPS712P COMPUTER APPLICATION IN EDUCATION

PROF. KOFI AYEBI ARTHUR

WEEK 1: Introduction to Office Suite in Education

In this Unit you will learn about

- *The meaning and composition of office suite*
- *Understand the organisation of **user interface** of the various applications making up the office suite*
- *Become familiar with the components and basic terminologies associated with office suite applications.*
- *Work with the editing and formatting features of MS word*
- *Works with the formatting features of MS word*

Introduction to Office Suite

Office suite is a collection of programs or application that can be used to create documents, analyze data, and complete almost any business task. Microsoft Office is a productivity software suite that includes a set of software applications, with each one specializing in a particular type of output.

Microsoft Word is a *word-processing program* used to create, edit and format text-based documents, such as letters, memos, newsletters, and reports. Word can be used to add pictures, drawings, tables, and other graphical elements to text-based documents such as including memos, newsletters, forms, tables, and brochures.

Microsoft Excel is a *spreadsheet program* you can use to manipulate, analyze, and chart quantitative data. Excel is often used to calculate numerical information. Excel makes it easy to organize records, financial transactions, and business information in the form of worksheets.

Microsoft PowerPoint is a *presentation graphics program* you can use to develop materials for presentations, including slide shows, computer-based presentations, speaker's notes, and audience handouts. With PowerPoint, you create dynamic presentations to inform groups and persuade audiences.

Microsoft Publisher is a graphic and multimedia software for designing, and manipulating graphics, texts to produce high quality documents. E.g. books, flyers, brochures etc.

These applications can be integrated into each other. For example; Excel can be used to prepare a summary account sheen and then incorporate the worksheet into a Word document. Similarly, Word tables and Excel charts can be integrated into a PowerPoint presentation. The choice of which software applications to use really depends on the type of output you intend to produce. The table below shows the characteristics of three of the application in an office suite package.

| Office 2013 Product	Application Characteristics
Word 2013	Word processing software used with text to create, edit, and format documents such as letters, memos, reports, brochures, resumes, and flyers.
Excel 2013	Spreadsheet software used to store quantitative data and to perform accurate and rapid calculations with results ranging from simple budgets to financial analyses and statistical analyses.
PowerPoint 2013	Presentation graphics software used to create slide shows for presentation by a speaker, to be published as part of a Web site, or to run as a stand-alone application on a computer kiosk.

Identifying Common Interface Components

Each of the applications in the office suite shares a similar user interface. The *user interface* is the screen display through which users communicate with the software. *User Interface* is the collection of buttons and tools you use to interact with a software program. Word, Excel, PowerPoint and Publisher share common interface elements as shown in the figure below.
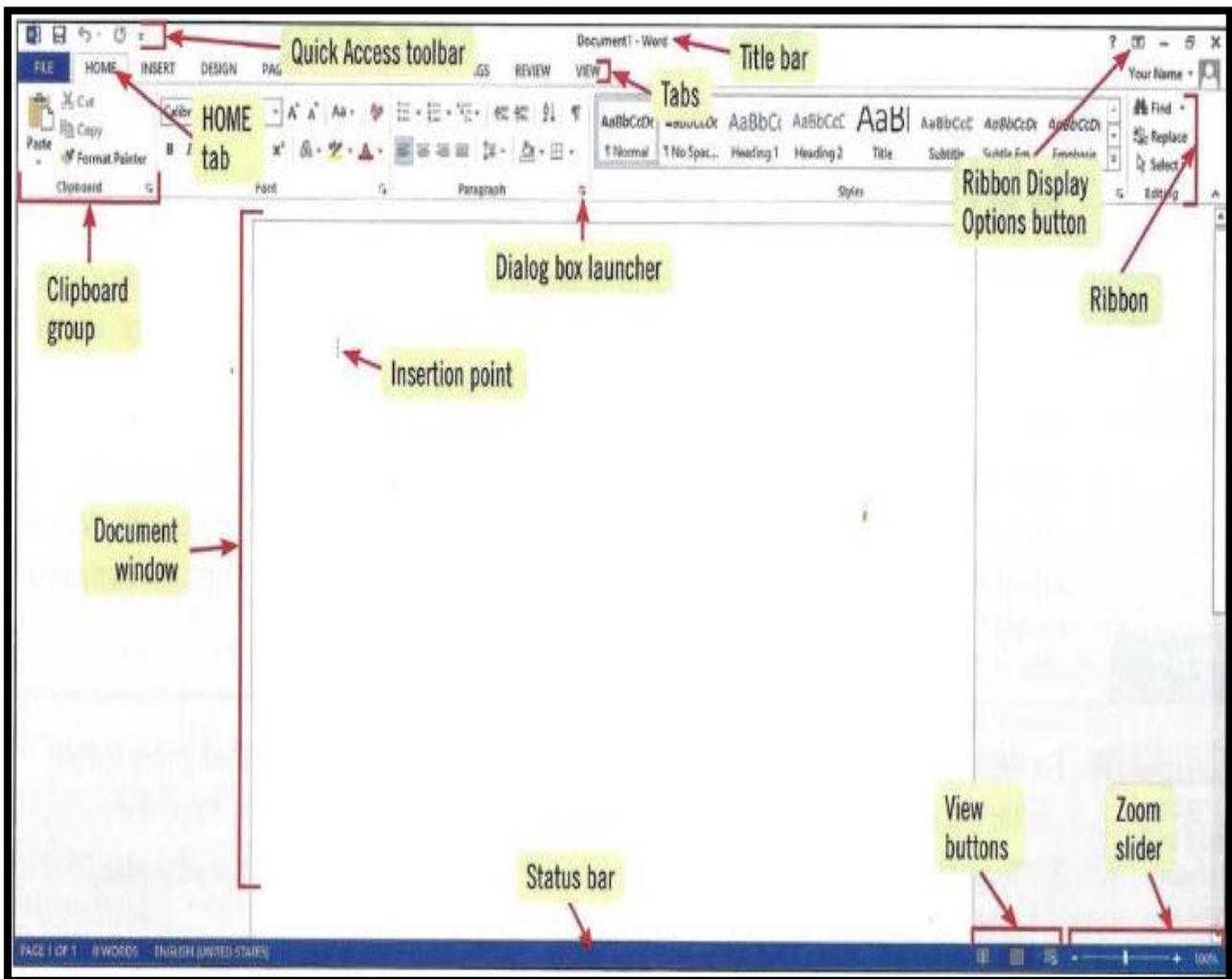
A template is a predesigned file that incorporates formatting elements, such as a theme and layouts, and may include content that can be modified. A *template* is a file that contains predesigned formatting and text for common business documents such as letters, business cards, and reports. *A theme* is a collection of design choices that includes colours, fonts, and special effects used to give a consistent look to a document, workbook, or presentation.

The *title bar* identifies the current file name and the application in which you are working. The *title bar* is at the top of the application window. It contains the name of the document and the name of the program. The ***Help icon*** on the right end of the title bar gives you access to the Office Help system.

The ***Quick Access Toolbar***, located at the top-left corner of any Office application window, provides fast access to commonly executed tasks such as saving a file and undoing recent actions. The ***Quick Access*** toolbar, contain buttons for saving a file, undoing an action, and redoing an action.

Ribbon and its Anatomy

The ***Ribbon*** is the command centre of Office applications. It is the long bar located just beneath the title bar, containing tabs, groups, and commands. The ***Ribbon*** is the band directly below the title bar. It contains commands in the form of ***buttons***, ***icons***, ***lists***, ***galleries***, and ***text boxes***.

Across the top of the Ribbon are several tabs, each of which contains a different set of commands for completing a particular type of task.

Each **tab** is organized into groups of related commands, such as the ***Clipboard group***, ***the Fon***t group, and the ***Paragraph group***. Each ***tab*** is designed to appear much like a tab on a file folder, with the active tab highlighted. The ***File*** tab is always a darker shade than the other tabs and a different colour depending on the application. Clicking the ***File tab*** opens the ***Backstage view***. ***Backstage*** view provide commands and tools to help you work with your files.

The ***HOME tab*** contains commands for performing the most frequently used commands for creating a document. The ***Ribbon displays*** several task-oriented groups, with each group containing related ***commands.***

The Ribbon Display Options button provides commands for hiding or displaying the Ribbon. *A group* is a subset of a tab that organizes similar tasks together. A command is an instruction you give to a computer to complete a task, such as printing a document or saving your changes. *A command* is a button or area within a group that you click to perform tasks. The Ribbon provides quick access to common activities such as changing number or text formats or aligning data or text.
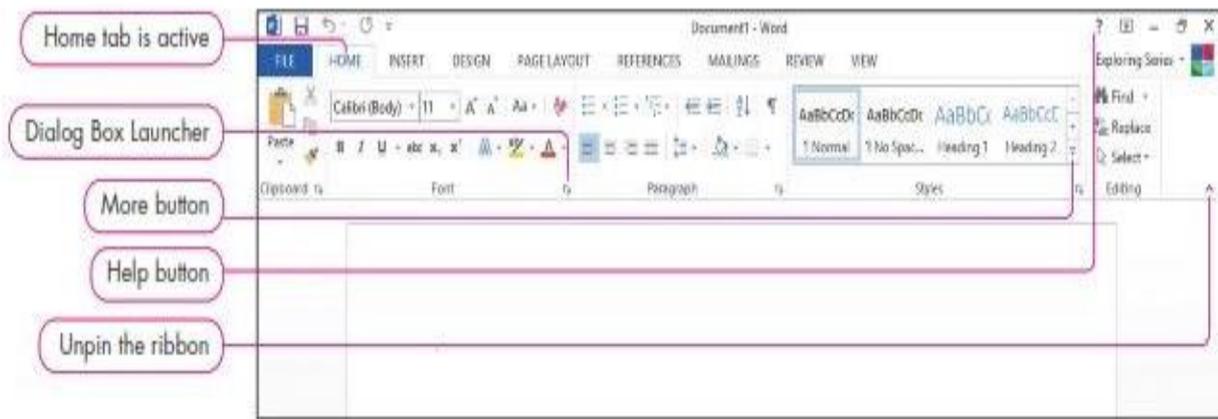
A *dialog box* that provides access to more precise, but less frequently used, commands. Other Ribbon groups include a *Dialog Box Launcher* that, when clicked, opens corresponding dialog box. *Contextual tabs* contain groups of commands related to a selected object. The Ribbon is modified to include one or more contextual tabs when an object is selected.

The status Bar
The *status bar* is located at the bottom of the program window and contains information relative

To the open file. It includes tools for *changing the view of the file* and *for changing the zoom size* of onscreen file contents. Contents of the status bar are unique to each specific application. Regardless of the application in which you are working, the status bar includes view buttons and a Zoom slider. The *status bar* is located at the bottom of the screen and displays key information, such as the *current page*. **View buttons** is located at the far right of the status bar. It is used to change the view of the document. The *Zoom slider*, located to the right of the View buttons is used to set the magnification level of your document.

The view buttons of the status bar enable you to change the view of an opened file. The Zoom slider always displays at the far right side of the status bar.

Office Help

Help is *context sensitive* in that it displays topics and instructions geared to the specific task you are performing. Help is available through a short description that displays when you rest the mouse pointer on a command. An ***Enhanced ScreenTip*** displays, giving the purpose of the command, short descriptive text, and a keyboard shortcut if applicable.

icon	name	use to
⊕	Back	Go back to previous screen
⊕	Forward	Go to next screen
⌂	Home	Go to Home screen
🖨	Print	Print Help topic
A˙	Use Large Text	Increase size of text in Help dialog box

Figure 1: Word Help dialog box icons

MS Word Widow Elements
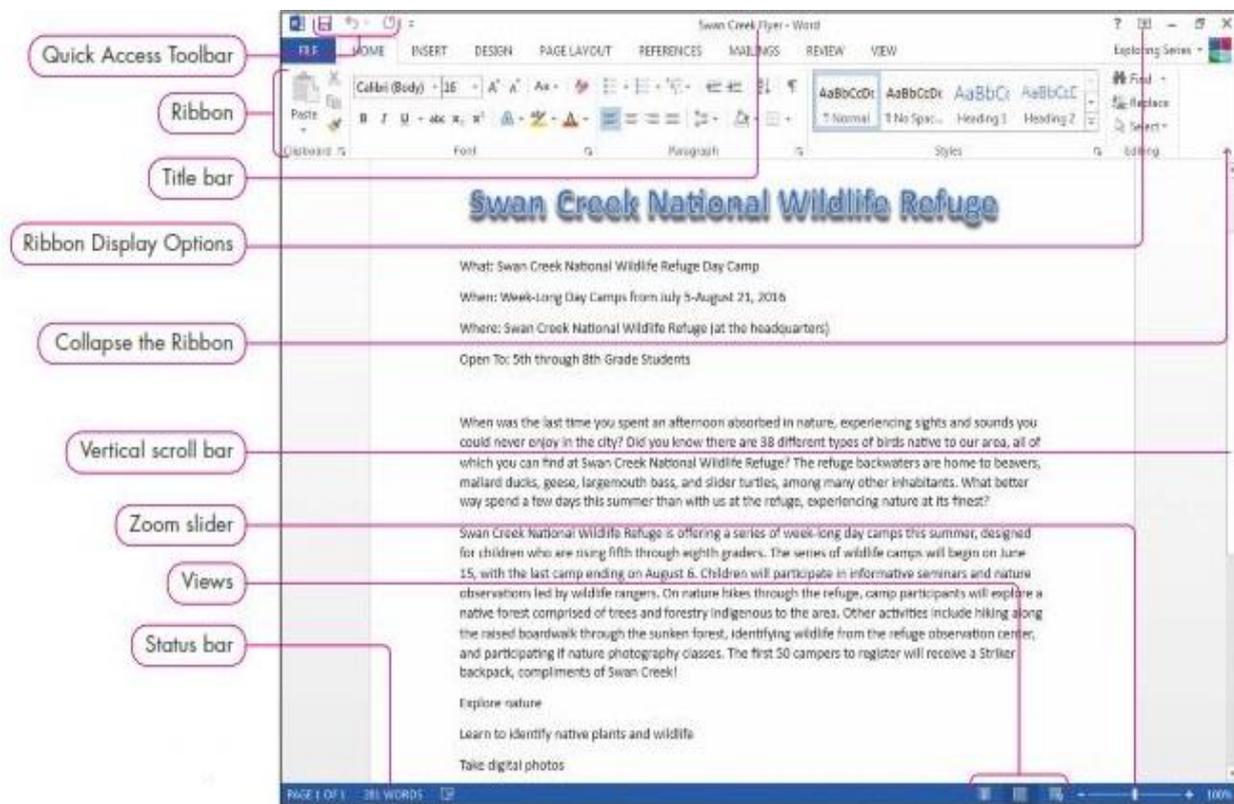
The following list describes Word's basic features in more detail:

Commands on the ***Ribbon*** enable you to create, modify, and enhance documents.

When you click a Ribbon tab, you can then select from various commands associated with the tab. For example, the Insert tab makes it easy to include objects such as pictures, charts, and screenshots in a document, while the Design tab focuses on document formatting and color selections.

❖ The ***title bar*** indicates the file name of the current document and includes Windows control buttons and access to Word Help. It is also the location of the Quick Access Toolbar.

❖ The ***Quick Access*** Toolbar makes it easy to save a document, and to undo or redo recent commands.

❖ The ***status bar*** keeps you apprised of information such as word and page count, and the current position within the document.

- ❖ *View buttons* at the right side of the status bar enable you to change the view of a document, and dragging the Zoom slider enlarges or reduces the onscreen size of a document.
- ❖ Using *the horizontal* and *vertical scroll* bars, you can scroll through a document (although doing so does not actually move the insertion point). You will see a scroll bar only if the document is long enough and/or wide enough to require scrolling to see additional page content.

Creating and Editing Word Documents

Starting MS Word

The first step in creating MS Word document is opening or launching the application. There are many ways by which MS word can be started. Below are the steps in starting MS word using the *Start Screen* or *Start Menu*

- ➢ Press or click on the Windows logo key to go to the Start screen
- ➢ Search for and click on word 2013 or the version
- ➢ From the window that opens, select *Blank document* from the template
- ➢ To begin a blank document, click *Blank document*

Word Wrap Feature

The *word wrap* feature in MS word automatically pushes words to the next line when you reach the right margin. *Word wrap is closely associated with another concept:* the *hard return* and *soft return. A hard return* is created when you press Enter at the end of a line or paragraph. *A soft return* is created by Word as it wraps text from one line to the next. . The locations of *soft returns change automatically as text is inserted or deleted, or as page features or settings,* such as *objects* or *margins,* are added or changed. *Soft returns* are not *considered characters* and *cannot be deleted.* A *hard return* is actually a
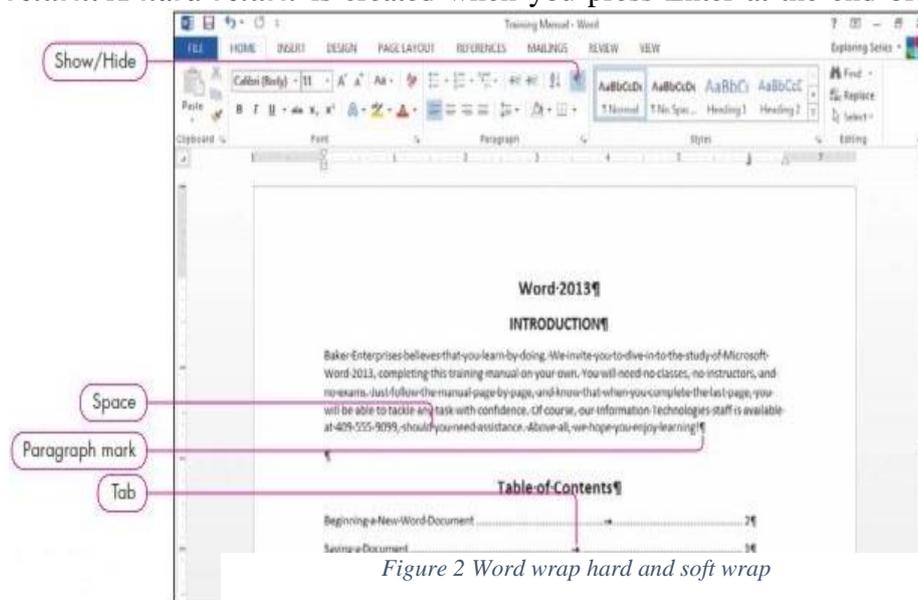

Figure 2 Word wrap hard and soft wrap

nonprinting character, called a paragraph mark that can be deleted, if necessary. To display nonprinting characters, such as paragraph marks and tabs, click Show/Hide (¶)*.*

Reuse Text

There are occasions when one will like to reuse text from a previously created document because the wording fits well in a current document on which one is working on. Below is the steps in reusing text from previously created document. With the insertion point positioned where the inserted text is to be placed,

- ➢ Click the INSERT tab.
- ➢ Click the Object arrow
- ➢ Click Text from File.
- ➢ Navigate to the location of the saved document and double-click the file name
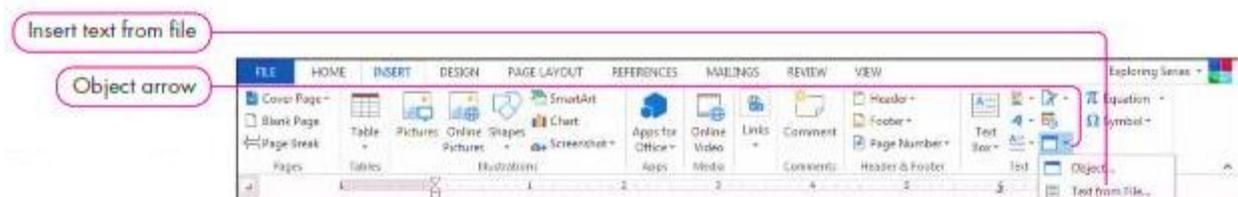
Save a Document

Saving a document makes it possible for you to access it later for editing, sharing, or printing.
To make that possible, Word documents can be saved to local storage, such as a flash drive, hard drive, or local network location like *OneDrive and Google drive*. It is always a good idea, however, to save a document in several places so that you always have a backup copy.
To save a document to local storage, such as a flash drive, hard drive, or local network location,

- ➢ click Computer and c
- ➢ click Browse to navigate to the desired location
- ➢ Provide a file name and either accept the default file type (Word Document: .doc or .docx) or click the Save as type arrow and select another format.

Move around a Document and edit a Document

The *insertion point* indicates where the text you type will be inserted. It is important to be aware of the location of the *insertion point* and to know how to move it so you can control where text is typed.

- ➢ When you reposition the insertion point within existing text in a document and then type text, the text is inserted between pieces of existing text.
- ➢ If the document contains more text than will display onscreen at a time, the horizontal or vertical scroll arrows is clicked (or drag a scroll bar) to view different parts of the document.
- ➢ When the desired text is shown onscreen, click to position the insertion point and continue editing the document.
- ➢ Be reminded that using the scroll bar or scroll arrows to move the display does not reposition the insertion point. It merely lets you see different parts of the document, leaving the insertion point where it was last positioned.

Review Word Usage in a Document

It is important to create a document that is free of typographical and grammatical errors. Word provides tools to help you make sure your documents are free of spelling and grammatical errors.
The program identifies possible misspelled words by comparing each word to its built-in dictionary, then underlines any words that are not in its dictionary with red wavy lines. These words are

considered to be misspelled. Word identifies possible grammatical errors such as passive voice by underlining them with green wavy lines. In some cases a possible grammatical mistake or word usage error is underlined in blue These tools are provided on the *Review tab* to simplify the tasks of reviewing a document for *errors*, *identifying proper wording*, and *defining unfamiliar words*. These tools are *spelling and grammar checker*, *define*. *Thesaurus* and word count.

To correct possible *spelling*, *grammatical*, or word usage errors in a document, you can right-click an underlined error and select an option from a shortcut menu.

Correcting each error by right-clicking can become time-consuming, especially if the mistakes are many. In that case, Word can check an entire document, pausing at each identified error so that you can determine whether to correct or ignore the problem. To check an entire document, click the Review tab and click Spelling & Grammar in the Proofing group.
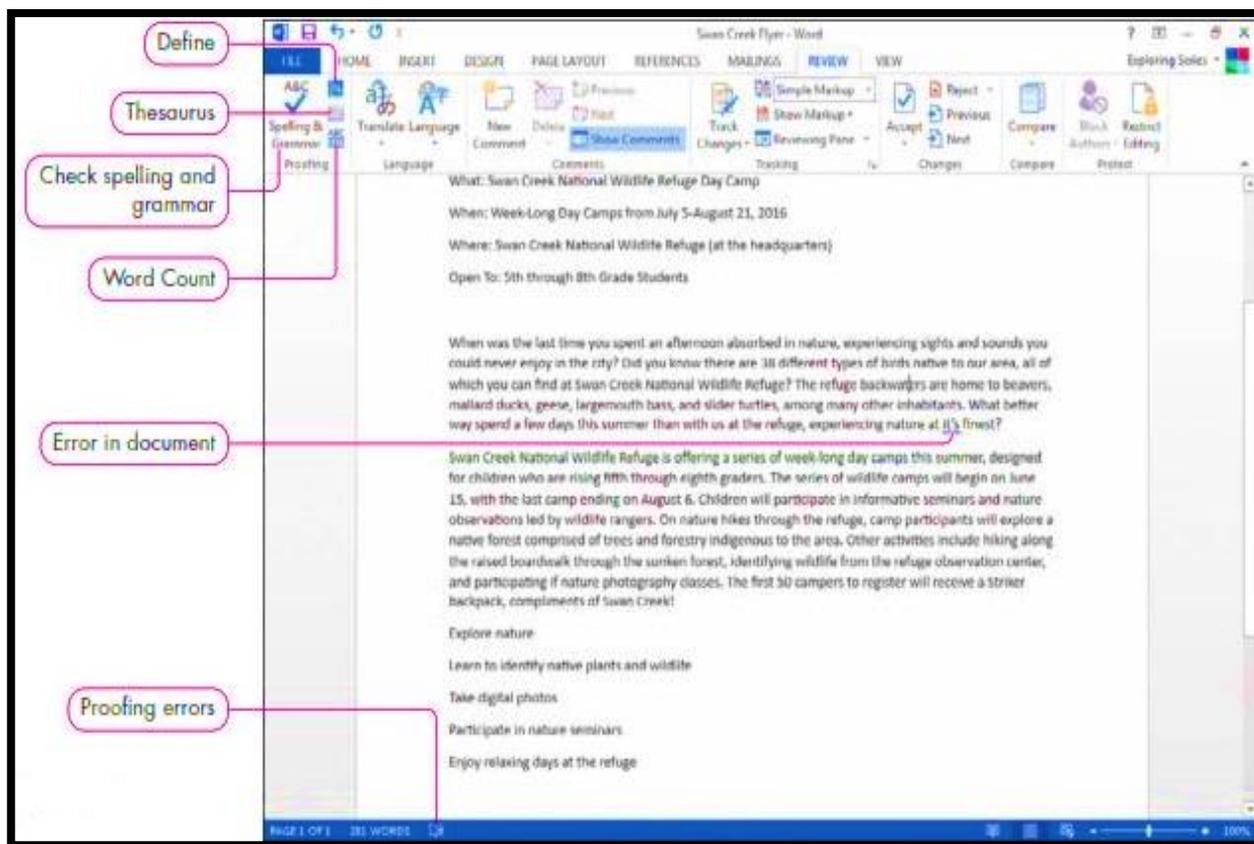
Editing

Editing involves copying, pasting, moving and deleting text and other objects in a document.
You can edit, or modify, the text in a Word document in several ways.

Delete

➤ To delete individual letters, first
- Click to the right of the unwanted letters to set the insertion point
- press [**Backspace**], or
- click to the left of the letters and
- then press [**Delete**]

➤ To delete several words or paragraphs, you must first;
- *select*, or *highlight*, the unwanted text, then
- press [Delete]

➤ To select text, *drag the I-beam mouse pointer across the text*, then *release the mouse button*

To edit text, you need to move the *insertion point* around the document. You can do this by **pointing** and **clicking** or by **using the keyboard.**

➤ To *copy* and *paste* text, you first need to select the text you want to copy. Below are other useful ways of selecting texts.

text to select	selection method
One word	Double-click the word
A paragraph	Triple-click in the paragraph
An entire document	Press [Ctrl][A]
A line of text	Position to the left of the line, then click

keyboard method	moves insertion point
↑ or ↓	Up or down one line
← or →	To the left or right
[Ctrl]→ or [Ctrl]←	One word to the left or right
[Home] or [End]	To the beginning or end of the line
[Ctrl][Home] or [Ctrl][End]	To the beginning or end of the document

Copying Text

When editing a document, also involves copying text from one place to another. *Copying* leaves the text in its original location, and *pasting* moves a duplicate of it to the location you specify.

➤ To use the Office Clipboard, you need to open the Clipboard task pane.

➤ You can also duplicate text using a technique called *drag* and *drop*, where you
- select the text you want to copy,
- press and hold [Ctrl], and then
- use the mouse to drag a copy of the selected text to a new location

Moving Text

Moving text removes it from its original *location* and places it in a new location that you specify. You can move text to a new location using the *Cut* and *Paste* commands.

The *Cut* command removes selected text from your document and places it on the Windows Clipboard as well as the Office Clipboard if activated.

➤ To place the cut text in another location, you can either
- click the Paste button on the *HOME tab* of the Ribbon or
- click the item in the Clipboard task pane

You can also move text by selecting it and then dragging it to a new location.
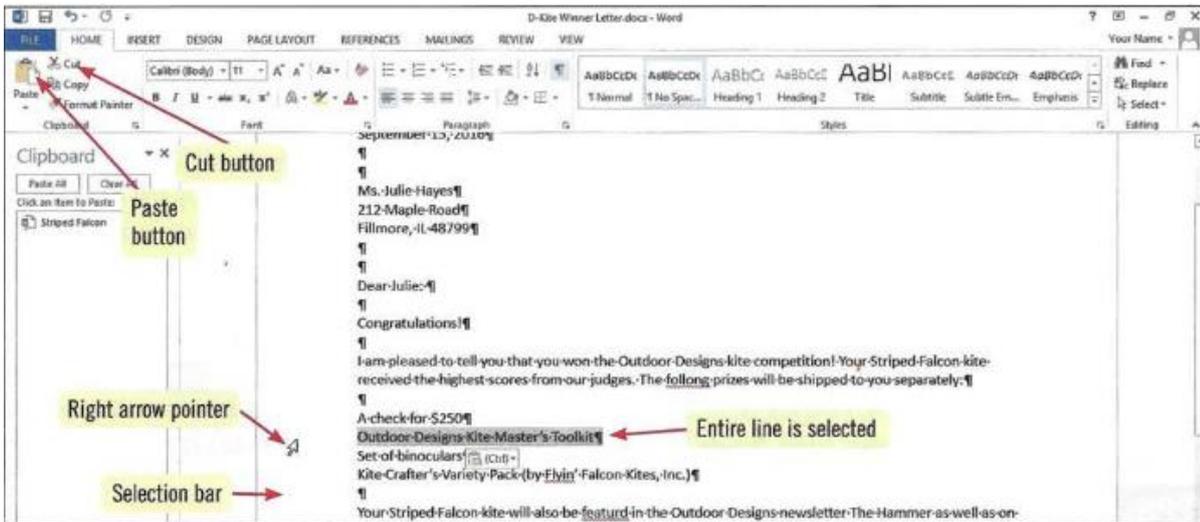
Figure 3: Copying and pasting text

NOTE:

Items that you **move** using the ***drag-and- drop*** method do not get copied to the Windows or Office Clipboard.

Find and Replace Text

The **Find** command **[Ctrl +F]** find text or other content in a document

The *Replace* command **[Ctrl +H]** helps you quickly and easily substitute a new word or phrase for one or more occurrences of a particular word or phrase in a document. It finds text or content you will like to change and replaces it with a new word or phrase.

Figure 4: Finding and replacing text using the Navigation Pane

Formatting
Change Font and Font Size
Choosing an appropriate font is an important part of formatting a document. The fonts sets the tone of your communication. You can use either the HOME tab or the Mini toolbar to change the font and font size. You can change font and font size before you begin typing, or you can select existing text and apply changes to it.
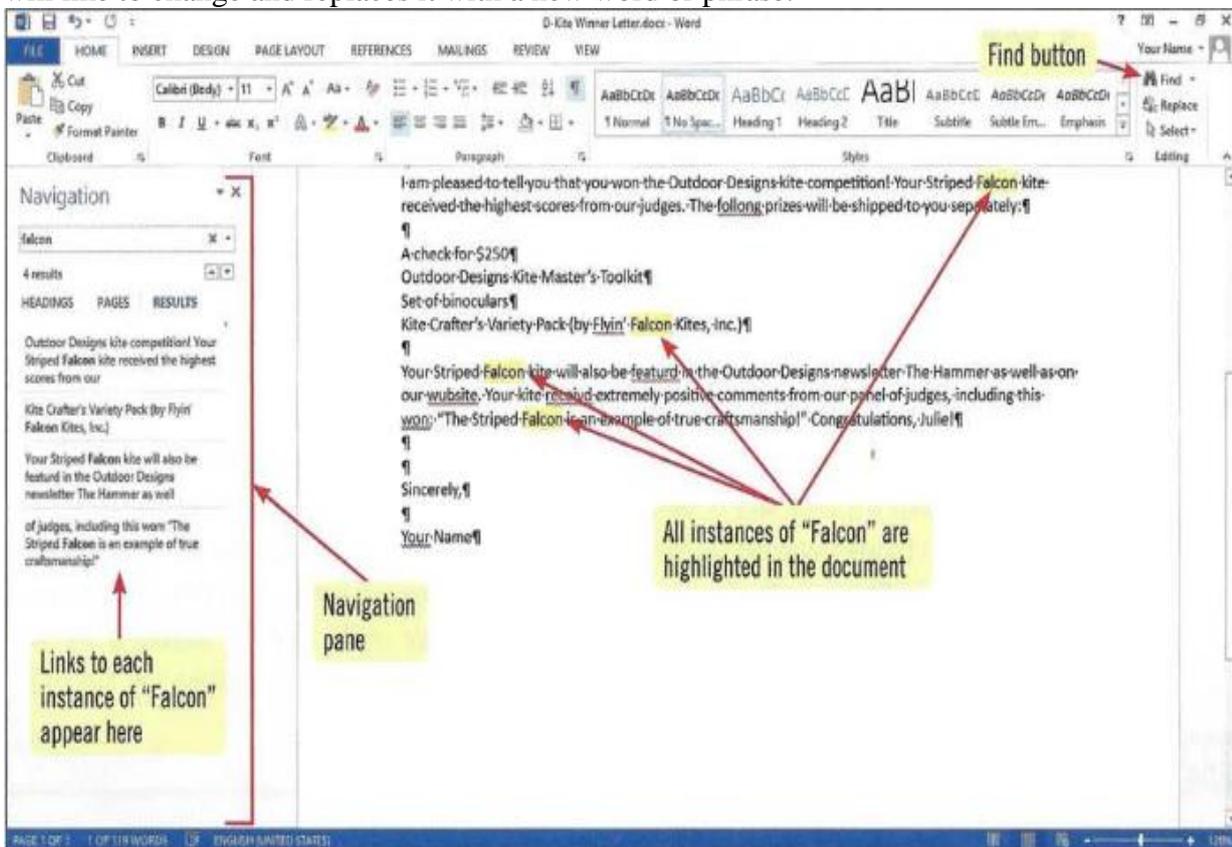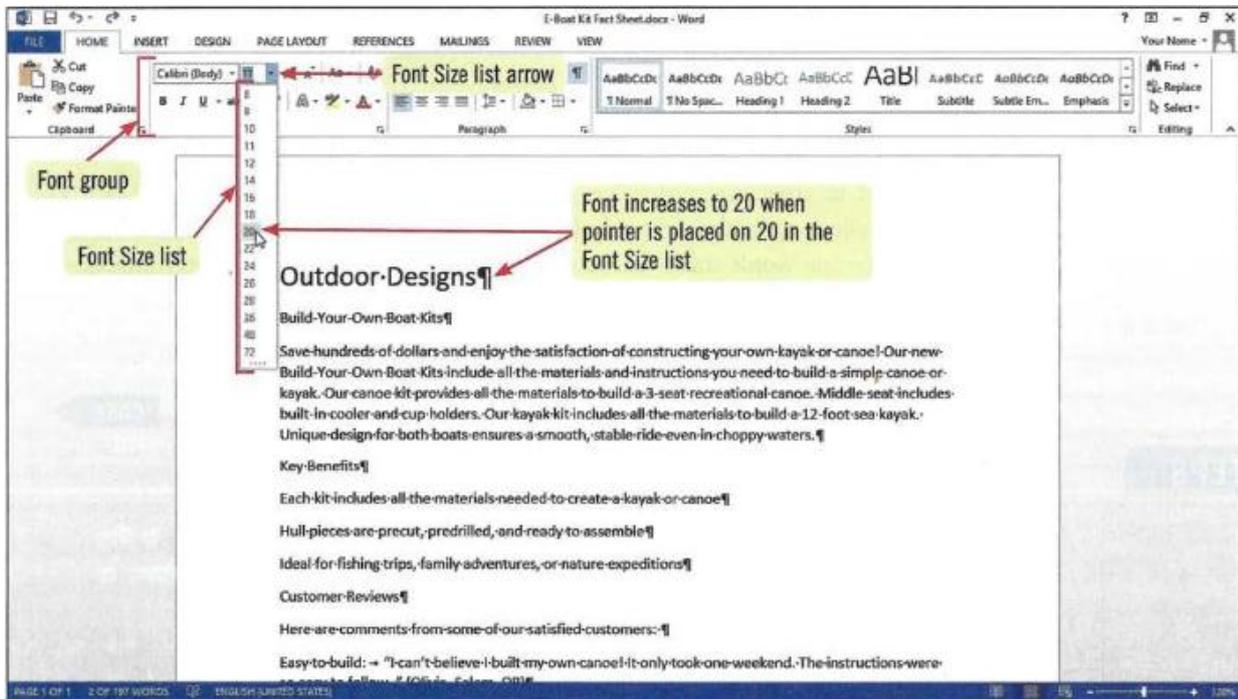

Figure 5: Changing the font size of selected text using the Font Size list

Change Font Color, Style, and Effects
Sometimes you want to emphasize certain words, phrases, or lines of text. To do this, you can use *font styles*, which are font attributes such as **bold** (**darker type**), *Italic* (*slanted type*), and underline.

You can also make certain words stand out by changing their color, or you can apply font effects to selected text.

Font effects are special enhancements such as shadow (Shadow looks like this) or strikethrough (~~strikethrough~~ looks like this) that you can apply to selected text.

The buttons in the **Font group** on the **HOME tab** can be used to apply font effects and formatting to selected text. To save time, the Format Painter button can also be used to copy the formatting of selected text to other text.

Figure 6: Font Color list with green color selected
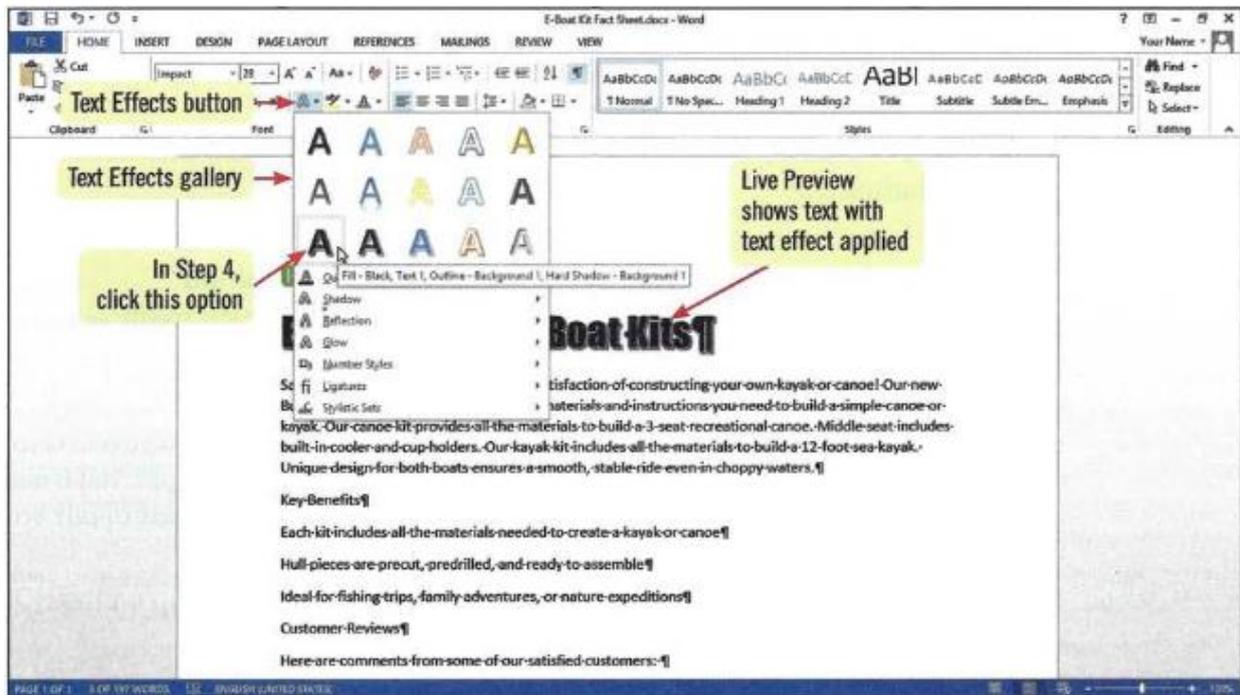
Figure 7: Applying a text effect

Figure 8: Bold and italic formatting applied to text

Change Alignment and Line Spacing

The amount of space between the edge of the page and your document text is called the *margin.* The *alignment,* or position of text within a document's margins can be changed, using the alignment buttons in the Paragraph group on the HOME tab. titles are often centered, headings left-aligned, and paragraphs *Justified*.

The spacing between lines can be adjusted using the Line and Paragraph Spacing button in the Paragraph group on the HOME tab In Word, a paragraph is any text that ends with a paragraph mark (¶) so it can be as short as a one-word title or as long as you like. A paragraph mark is inserted anytime you press [Enter]; this is also called a hard return.
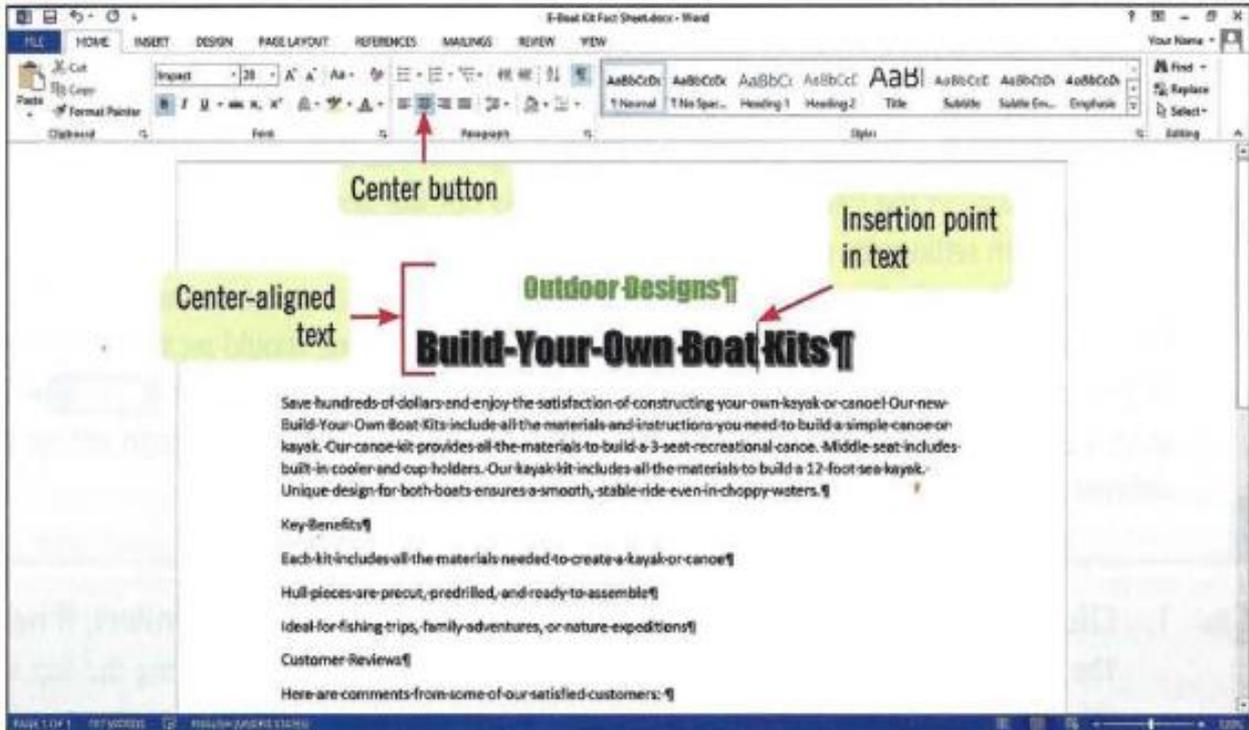
Figure 9: Center-aligned text

Figure 10: Paragraph with justified alignment and line spacing set to 1.0

Change Margin Settings

A margin is the area of blank space that displays to the left, right, top, and bottom of a document, between the text and the edge of the page. *Although a 1" margin all around the document is the normal setting, you can easily adjust one or more margins for a particular document*. By default, Word sets page margins at 1" from the top, bottom, left, and right sides of the page. Word also provides a number of additional preset margin settings that you can easily view and choose by clicking the Margins button on the **PAGE LAYOUT tab**. If you do not like any of the preset margin settings, you can specify custom settings by using the **Margins tab** of the Page Setup dialog box. When you change the margins, Word automatically adjusts line wrapping and repaginates or renumbers the pages of the document. You can change margins in a couple of ways:

- Click the PAGE LAYOUT tab
- click Margins in the Page Setup group.
- Select from one of the predefined margin settings
- or click Custom Margins to adjust each margin (left, right, top, and bottom) individually
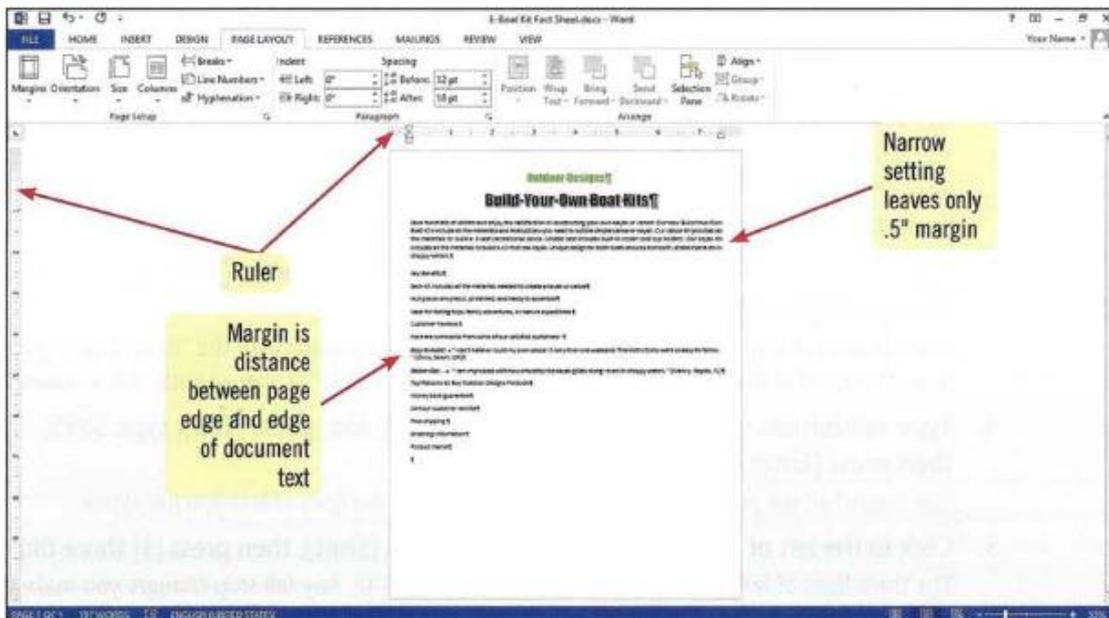
Figure 11: Boat Kits Fact Sheet with Narrow margins setting applied

- Click the FILE tab and click Print.
- Click Normal Margins (or the previous margin setting) to change one or more margins
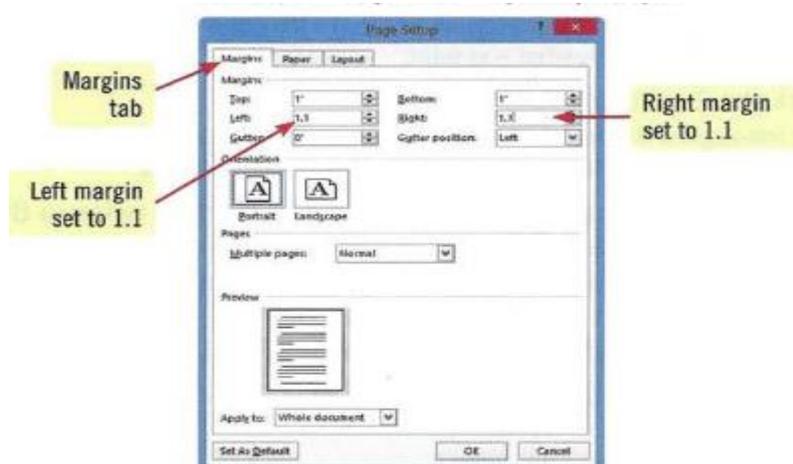
Figure 12: Margins tab of Page Setup dialog box

Set Tabs

A tab is a set position where text following a tab character aligns. It is a marker that specifies a position for aligning text. When the [Tab] key is pressed, Word inserts a tab character- *a right-facing arrow*-to indicate the presence of a tab. The ruler makes it easy to *set tab* stops (locations the insertion point moves to when you press [**Tab**]) and to immediately see how they affect your document. By default, Word sets left-aligned tab stops every *1 /2"*. Any tab stop you add to the ruler will appear as a tab icon on the ruler and will override the default tab stop settings to the left of it. By default, new tab stops that you set on the ruler are left-aligned tab stops and appear as a

⌐ on the ruler. *The tab selector* on the ruler is used to align text differently, such as to the right or center of a tab stop*.*
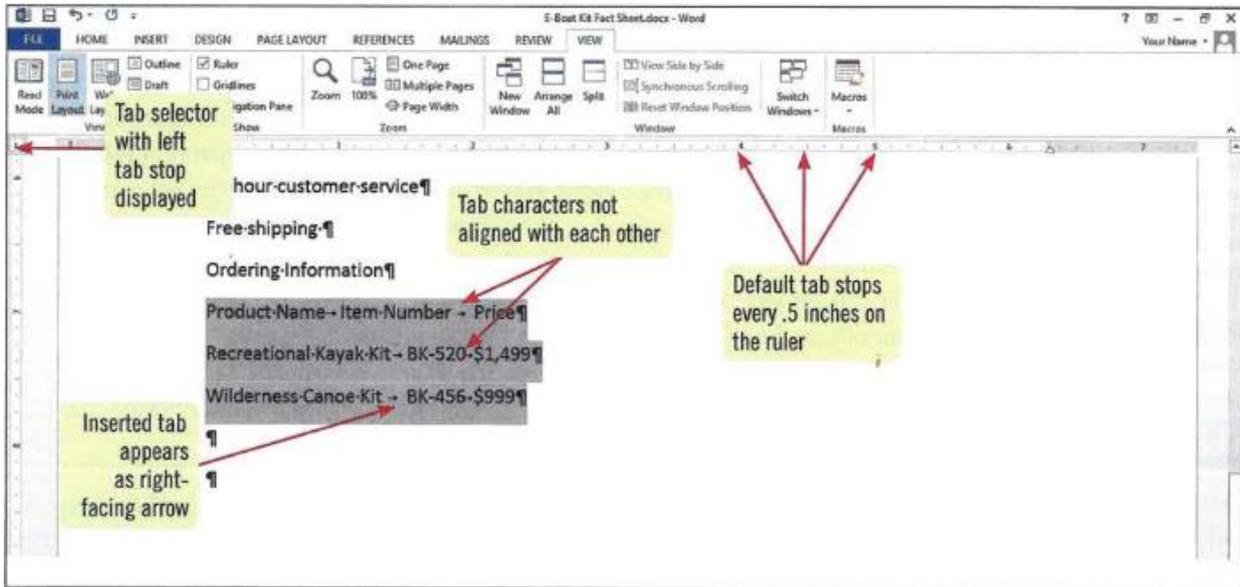
Figure 13: Selected text with tabs inserted
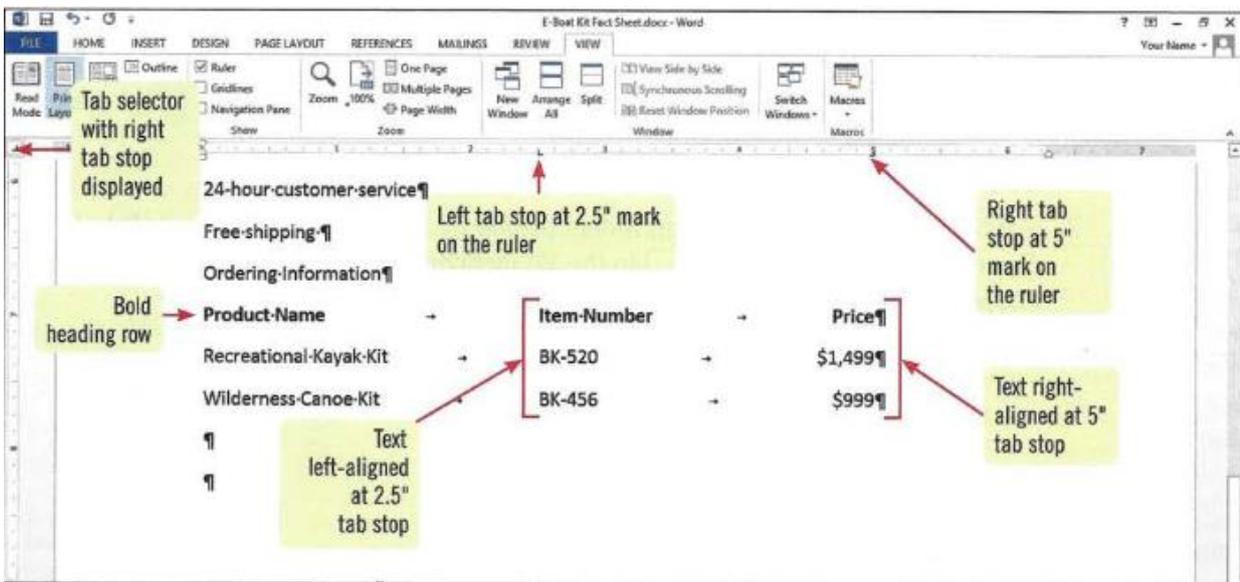
Figure 14: Text arranged in columns with left and right tabs set

Tab Icon on Ruler	Type of Tab	Function
[L]	Left tab	Sets the start position on the left so as you type; text moves to the right of the tab setting.
[⊥]	Center tab	Sets the middle point of the text you type; whatever you type will be centered on that tab setting.
[⅃]	Right tab	Sets the start position on the right so as you type; text moves to the left of that tab setting and aligns on the right.
[⊥]	Decimal tab	Aligns numbers on a decimal point. Regardless of how long the number, each number lines up with the decimal point in the same position.
[ⵏ]	Bar tab	This tab does not position text or decimals; but inserts a vertical bar at the tab setting. This bar is useful as a separator for text printed on the same line.

Figure 15: Tab Markers

Set Indents

An indent is a set amount of space between the edge of a paragraph and the right or left margin. Different types of indents are appropriate for different situations. A *first line indent* indents the first line of text in a paragraph. A *left indent indents* the left edge of an entire paragraph. A *right indent* indents the right edge of an entire paragraph. A *hanging indent* is an indent where the first line of a paragraph is aligned flush left with the margin and all lines below it are indented. You can set indents using the sliding markers on the ruler. ***The table below describes these markers.***

ruler marker name	ruler marker	indents
First Line Indent marker	▽	The first line of a paragraph
Hanging Indent marker	△	The lines below the first line of text in a paragraph
Left Indent marker	☐	The left edge of an entire paragraph
Right Indent marker	△	The right edge of an entire paragraph

Figure 16: Ruler markers used for setting indents
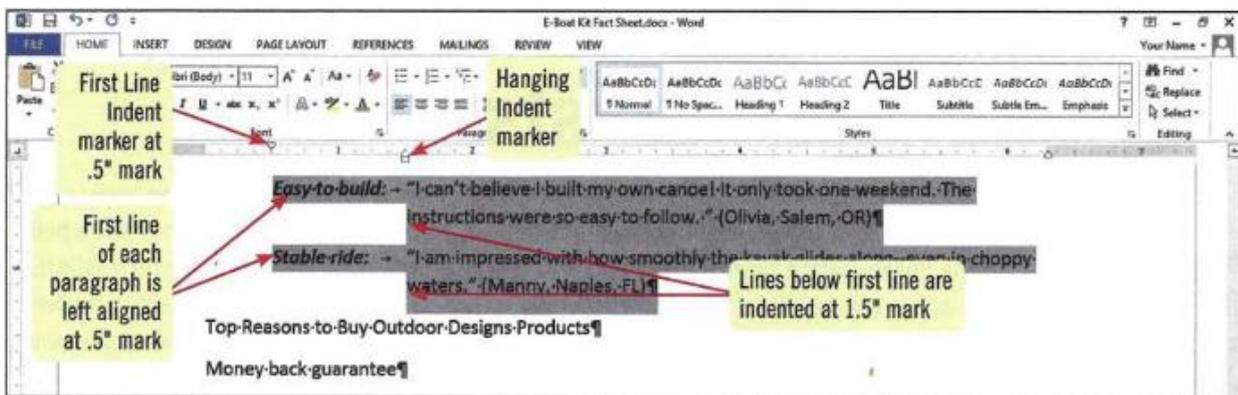
Figure 17: Setting a hanging indent
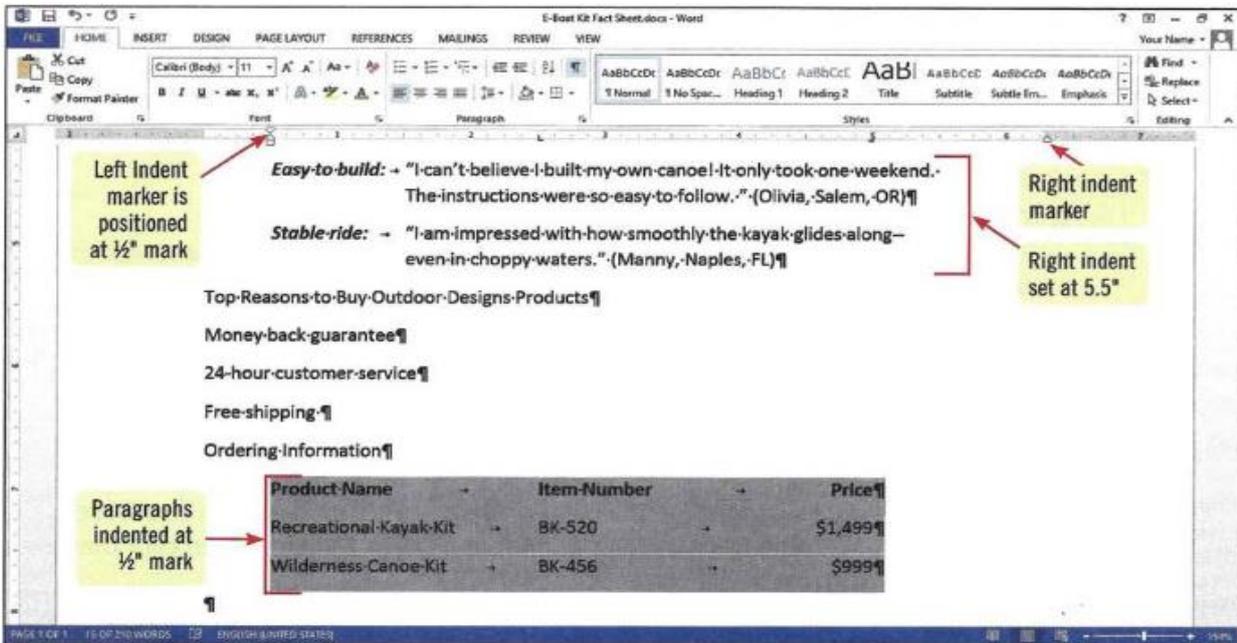
Figure 18: Paragraphs formatted with left indent

Add Bulleted and Numbered Lists

Word provides many tools for organizing your text into a more orderly format. You can easily organize groups of related paragraphs into bulleted or numbered lists. You already learned how to create a bulleted list using the Bullets button on the Mini toolbar. The Bullets button is also available on the HOME tab. Use a numbered (ordered) list when you want to present items in a particular sequence, and use a bulleted (unordered) list when the items are of equal importance. Use a numbered list if the list is a sequence of steps There are many bullet and numbering styles to choose from when using the Bullets list and Numbering list on the HOME tab, or you can create a custom style.
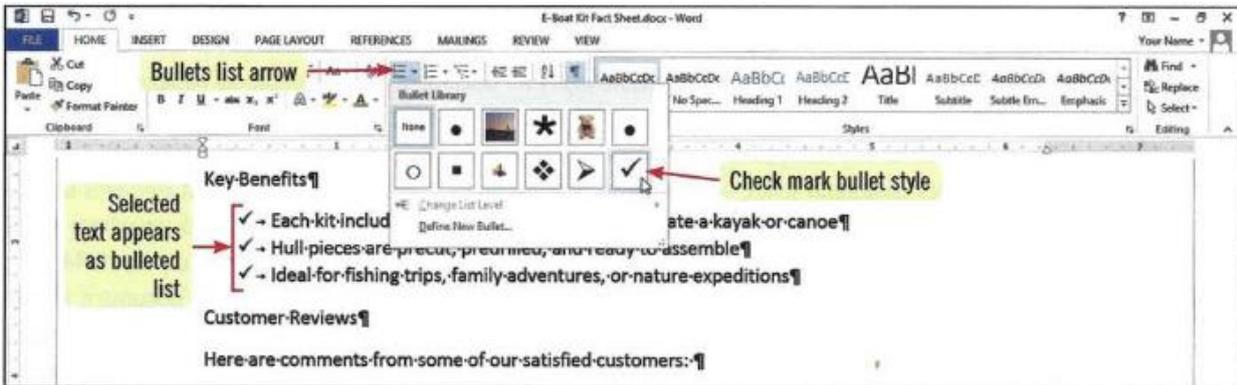
Figure 19: Bullet library
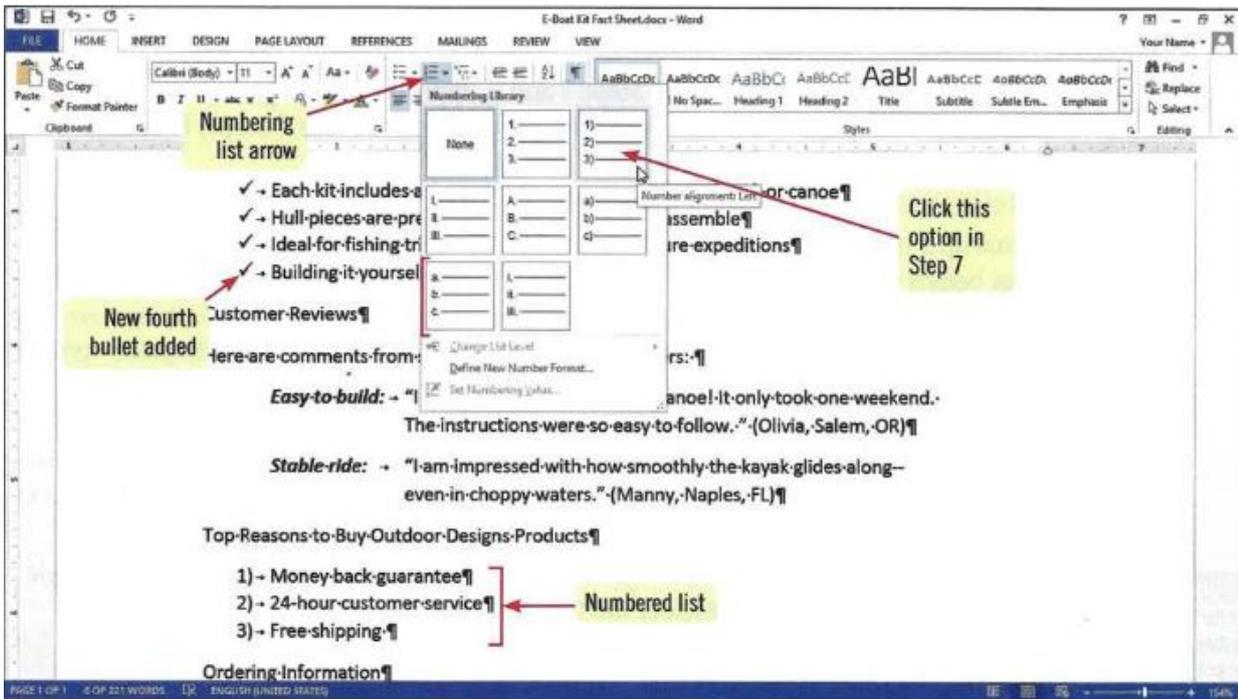
Figure 20: Boat Kit fact sheet with bulleted and numbered lists

Apply Styles

A *style* is a set of predefined formatting attributes. A *style set* is a group of professionally coordinated styles that look great together; applying a different style set changes all the styles in the document to a different overall look. A *style* is a named collection of formatting characteristics. Styles automate the formatting process and provide a consistent appearance to a document. Some styles are considered either character or paragraph styles. A *character style* formats one or more selected characters within a paragraph, often applying font formats found in the Font group on the Home tab. A *paragraph style* changes the entire paragraph in which the insertion point is located, or changes multiple selected paragraphs. *A style set* is a combination of title, heading, and paragraph styles.

Figure 21: Styles gallery

To modify a style:

- Click the Styles Dialog Box Launcher.
- Point to a style in the Styles pane and click the arrow on the right.
- Click Modify. The Modify Style dialog box displays.
- Change any font and paragraph formatting or click Format for even more choices.
- Click Add to the Styles gallery if the style is one you are likely to use often.

19

- Indicate whether the style should be available only in the current document, or in new documents based on the current template.
- Click OK

Insert a Header or Footer

Headers and **footers** can give a professional appearance to a document. A *header* consists of one or more lines at the top of each page. A *header* is text that appears in the top margin of a page. A *footer* displays at the bottom of each page. *Headers* and footers usually *repeat* from page to page. In addition to page numbers, headers and footers often contain such information as the date, the document author's name, or the file name. Headers and footers can be added using the Header and Footer buttons on the **INSERT tab**.

One advantage of using headers and footers is that you have to specify the content only once, after which it displays automatically on all pages.

To insert a header or footer,
- click the Insert tab and
- click Header (or Footer) in the Header & Footer group
- Select from a gallery of predefined header or footer styles or click

Edit Header (or Edit Footer), as shown in to create an unformatted header or footer.

After typing a header or footer, click Close Header and Footer to leave the header and footer area and return to the document

Figure 22: Header with name and page number

Add Borders and Shading

A border is a line that surrounds a paragraph, a page, a table, or an image, similar to how a picture frame surrounds a photograph or piece of art. A border can also display at the top, bottom, left, or right of a selection. **Shading** is a background color that appears behind text in a paragraph, a page, or a table. You can add visual interest to an entire document or set a block of text apart from the rest of the page by adding borders and background shading to words, paragraphs, graphics, or entire pages. To add these elements to an entire page, you can use the Page Color and Page Borders buttons in the Page Background group on the **PAGE LAYOUT tab**; to add them to selected text, it is easiest to use the Shading and Borders buttons on the **HOM E tab**.

The *Page Border tab* in the Borders and Shading dialog box provides controls that you use to place a decorative border around one or more selected pages. To apply shading to one or more selected paragraphs, click the Shading arrow in the
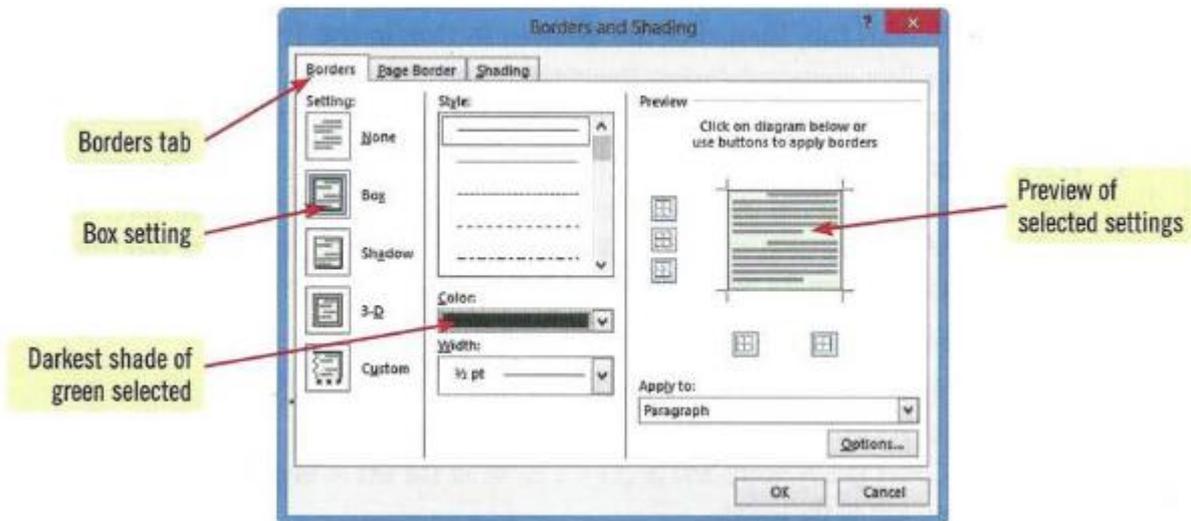Paragraph group on the Home tab.

Figure 23: Borders tab of Borders and Shading dialog box

Change page Orientation

A document displayed in portrait orientation is taller than it is wide, whereas a document shown in landscape is wider than it is tall. Most certificates are designed in landscape orientation; letters and memos are typically presented in portrait orientation. You can change page orientation in several ways:

- Click Orientation on the **PAGE LAYOUT tab** to select either Portrait or Landscape.
- Click Margins on the **PAGE LAYOUT tab** and click Custom Margins to display the Page Setup dialog box. From there, select either Portrait or Landscape.
- Click the **FILE tab**, click Print, and then click Portrait Orientation (or Landscape Orientation if the document is in landscape orientation). Select either Portrait Orientation or Landscape Orientation.
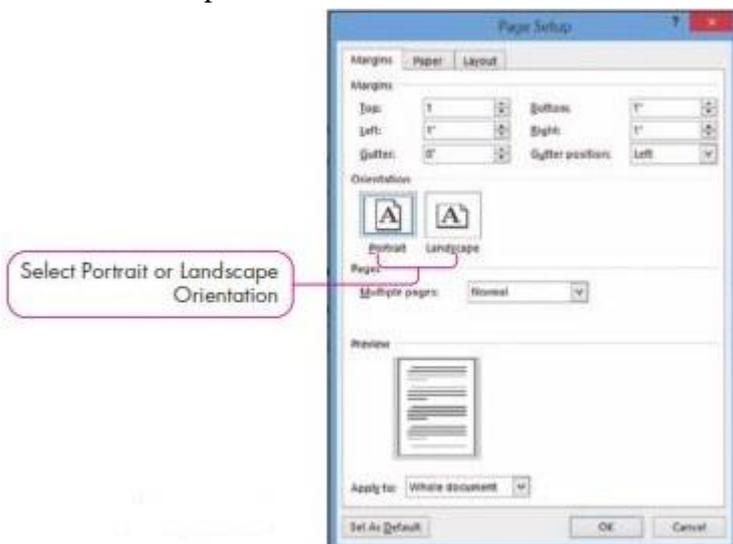

Figure 24: Selecting Portrait and Landscape

Section and Page Break

There are two major breaks that can be inserted into Word Document. These are Page break and Section break. Page break marks the point at which one page ends and the other page begins. There are two forms namely *column* and *text wrapping*. In a column **break**, any text to the right of the

cursor where the break is inserted is forced into the next column. A **text wrapping break** moves any text to the right of the cursor to the next line.

A *section break* is a marker that divides a document into sections. Word stores the formatting characteristics of each section within the section break at the end of a section.

Type	Description	Example
Next Page	Text that follows must begin at the top of the next page.	Use to force a chapter to start at the top of a page.
Continuous	Text that follows can continue on the same page.	Use to format text in the middle of the page into columns.
Even Page	Text that follows must begin at the top of the next even-numbered page.	Use to force a chapter to begin at the top of an even-numbered page.
Odd Page	Text that follows must begin at the top of the next odd-numbered page.	Use to force a chapter to begin at the top of an odd-numbered page.

To place a section break in a document:

1. Click at the location where the section break should occur.

2. Click the PAGE LAYOUT tab. Click Breaks in the Page Setup group.

3. Select a section break type. If nonprinting characters display, you will see a section break
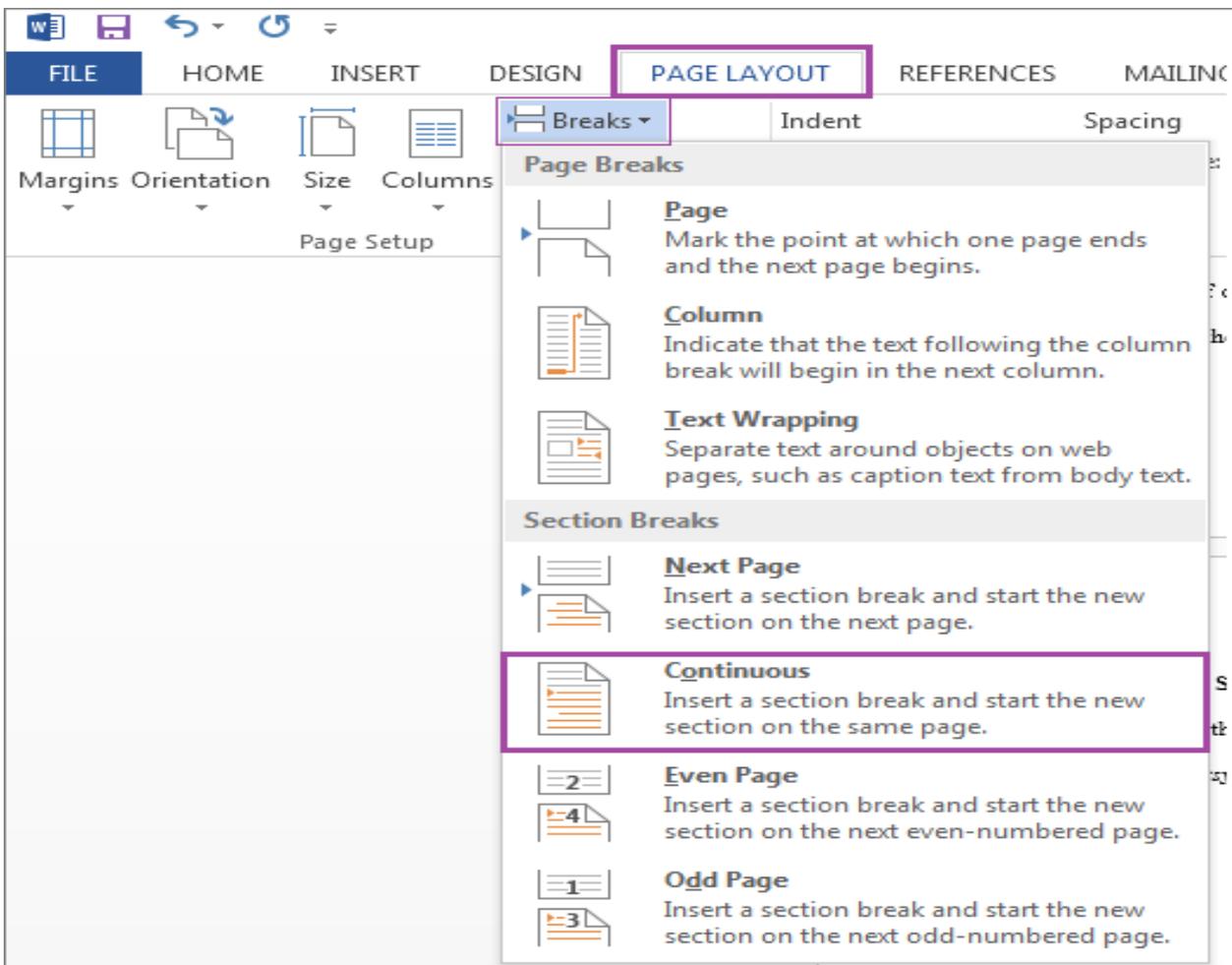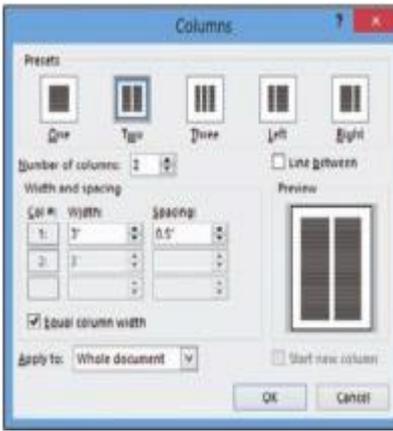
Format text into columns

Columns format a document or section of a document into side-by-side vertical blocks in which the text flows down the first column and continues at the top of the next column. To format text into columns,

- click the Page Layout tab
- click Columns in the Page Setup group
- Specify the number of columns or select More Columns to display the Columns dialog box.

Create a Table

A table is a grid of *rows* and *columns*. The intersection of a row and column is called a cell. Cells can contain either *text* or *graphics*. You can insert a table using the Table button on the INSERT tab. When you create a table, you specify the number of rows and columns; you can also add and delete rows and columns as you modify a table. You can use tabs to organize text into rows and columns, but working with tables is often easier.
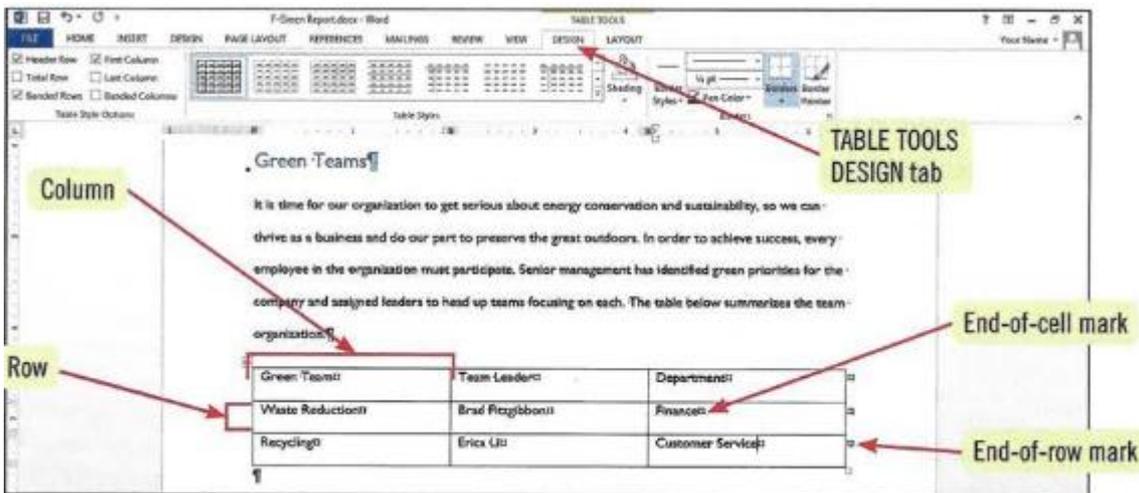
Figure 25: Table with all information entered

After you create a table, you might need to add more information or delete existing information. To accommodate the new information, you can n add rows to the top, bottom, or middle of a table. You can add columns anywhere in a table, too. You can use commands on the TABLE TOOLS LAYOUT tab to add or delete columns and rows.

A *table style* is a predefined set of formatting attributes, such as shading, fonts, and border color that specify how a table looks.

Word provides several predesigned table styles that contain borders, shading, font sizes, and other attributes that enhance the readability of a document. Use a table style when:

- You want to create a color-coordinated, professional document.
- You are coordinating a table with elements of Word, Excel, or PowerPoint files, so that the table can be shared among the Office applications.
- You do not have time to design your own custom borders and shading.

Reading assignment 1

Discuss the pedagogical implications of Office package for teaching and learning.

……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……
……