

## Introduction to Microsoft Word 2 (Tables, Textboxes, and Inserting Pictures)


### Aims

The aim of this session is to provide an introduction to the word-processing package Microsoft Word. It allows the student to familiarise themselves with inserting tables, pictures and textboxes. The student will also need to perform some basic computer skills such as logging onto the network, saving and printing files.

### Introduction

This session uses the word-processing software package Microsoft Word and introduces the students to textboxes, text formatting and tables.

### Tasks

1. **Copy** the document presented below with the appropriate text formatting. The text formatting for a line, or paragraph of text is indicated using icons within square brackets at the beginning of each line (such as [**B** ]). You *do not* need to copy the text formatting instructions as these are here to help you!
2. The text formatting may be performed by **highlighting** the text that you would like to format. This can be done by using the mouse or the keyboard. To use the mouse you need to click the left mouse button and drag the cursor over the relevant text. To use the keyboard you need to hold the shift key and the appropriate arrow key down at the same time. Once selected the text will usually appear as white on a black background.
3. Once you have selected your text you can format it by clicking on to the appropriate icon. You will be using the File, Edit, Insert, Format and Tables menu items of the main menu bar.
4. **Save** your file to your personal folder on your “p drive”. If you cannot access this directly then save your file to the local machine and then upload it to your p drive using the following website – [pdrives.manchester.ac.uk](http://pdrives.manchester.ac.uk). You will need to enter your username and password.
5. **Print your** document on one of the printers in the computer cluster. Sign your name on the bottom of your work and give it to me!

### Resources


<http://pdrives.manchester.ac.uk>

<http://www.google.co.uk>

<http://www.helpwithpcs.com/courses/windows-xp-tutorial-file-folders.htm>

<http://www.baycongroup.com/word2003/word01.htm>

### Outline of the coursework

**Page one** has two textboxes []. Text box one contains the article text. Text box 2 contains a table [Table -> Insert Table] with 20 rows and 1 column. You will need to set the background colour of some of the cells using the [Format -> Borders and Shading -> Shading] dialog box. You will need to format [Format -> Drawing Canvas] the two textboxes to align them on the page. There is a section break at the end of page 1.

**Page two** is presented in three columns. There are two pictures of the designers and a graphic which has been inserted as a picture.

Times New Roman 16 **B** **A** blue skies ahead  
Times New Roman 10 **B** *I* U   
*New York Fashion Week Spring 2006, September 9-16, 2005*  
Times New Roman 12

New York designers are awash in America's favourite colour for Spring 2006. From sea to shining sea – the Mediterranean and Caribbean to the South Pacific and Atlantic – they have collected shades ranging from aquatic Blue Tint to placid Skyway and seaworthy Deep Ultramarine. Smooth sailing typifies the calm and effortless attitude infusing the season.

Breezy, carefree *hues* like Lily Green, fresh Viola, juicy Melon and French Vanilla – perhaps borrowed from a Matisse – take the edge off, while Pink re-enters the palette as Cameo Pink after a brief respite.

With the influence of the beach, the desert, and natural, organic materials, neutrals take a stand with a range of quiet shades represented by soft Sand Dollar and warm Clove. The harmonious combination of Brown with Blue-Green continues to be strong this season, as exemplified by the frequent pairing of Clove and Blue Tint.

The purity of graphic Black and White resonates widely, whether used in tandem, combined with nautical Deep Ultramarine for a crisp effect, modulated by neutrals, or accented with colour. “Designers have taken a deep breath for Spring 2006,” observes Leatrice Eiseman, executive director, Pantone Colour Institute®. “After several seasons of ‘colour! colour! colour!’, it’s time to relax a little. Colour this season is toned down, more muted – they’re not pastels, not brights, but a nuance in-between. We see this relaxation in the prevalence of Blues, neutrals, and the classicism of Black and White. Designers are still having fun, but don’t need the stridency.”

For 12 years, Pantone, Inc. has surveyed the designers of New York Fashion Week to bring you the season’s most important colour trends. This sketchbook previews colour for Spring 2006. It is also available online at [ww.pantone.com/spring2006](http://ww.pantone.com/spring2006).

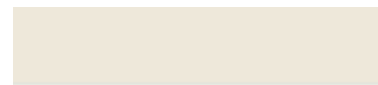
Table Grid Times New Roman 8



[Insert Table]



French Vanilla PANTONE 12-0722



Sand Dollar PANTONE 13-1106



Blue Tint PANTONE 13-4910



Cameo Pink PANTONE 14-2307



Lily Green PANTONE 13-0317



Skyway PANTONE 14-4112



Viola PANTONE 16-3815



Melon PANTONE 16-1442



Clove PANTONE 18-1320



Deep Ultramarine PANTONE 19-3950

TradeGothic-Bold 9 B



[Drop Capital]

**Zac Posen**  
**PROMINENT COLORS**

A palette of foreign spices such as Sage, Mint and Turmeric, with a feminine spectrum of Blue Violet and Butter Cream White

**INSPIRATION**

The "cool" of actress Monica Vitti and the dance-like silhouettes of the Ballet Russe

**SIGNATURE COLOR**

Mandarin Orange  
**COLOR PHILOSOPHY**

We retreated into the mindset of a perpetual vacation, indulgent in luxurious Mediterranean and European cuisine. We maintained the idea of soft exoticism and foreign travel.



**Peter Som**  
**PROMINENT COLORS**

Nautical Navy combined

with Warm White, punctuated by Celery Green, Sun Yellow, and shades of Blue from Cloisonné to Wedgwood. Matte Gold adds shimmer and luster.

**INSPIRATION**

A thoroughly modern Madame Butterfly – a mix of boyish sportif daywear with hyper-delicate femininity

**SIGNATURE COLOR**

Twilight Blue

**COLOR PHILOSOPHY**

Feminine strength combined with fragile beauty

