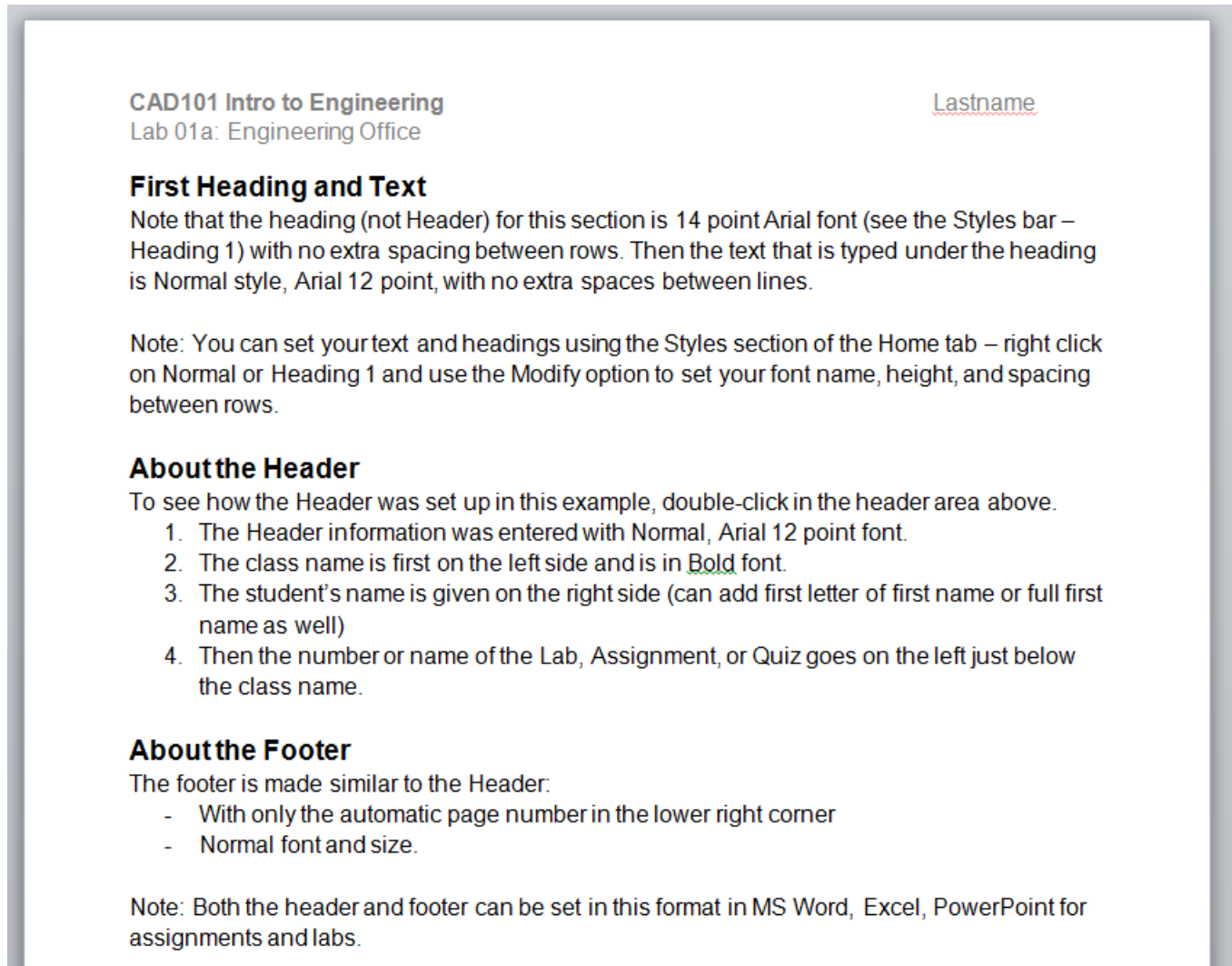


Creating MS Word Documents:

Here are some Samples of the skills that will be required for creating and editing Word documents in the CAD & Mechanical Design programs.



The screenshot shows a document header with the following text:

CAD101 Intro to Engineering Lastname
Lab 01a: Engineering Office

First Heading and Text
Note that the heading (not Header) for this section is 14 point Arial font (see the Styles bar – Heading 1) with no extra spacing between rows. Then the text that is typed under the heading is Normal style, Arial 12 point, with no extra spaces between lines.

Note: You can set your text and headings using the Styles section of the Home tab – right click on Normal or Heading 1 and use the Modify option to set your font name, height, and spacing between rows.

About the Header
To see how the Header was set up in this example, double-click in the header area above.

1. The Header information was entered with Normal, Arial 12 point font.
2. The class name is first on the left side and is in **Bold** font.
3. The student's name is given on the right side (can add first letter of first name or full first name as well)
4. Then the number or name of the Lab, Assignment, or Quiz goes on the left just below the class name.

About the Footer
The footer is made similar to the Header:

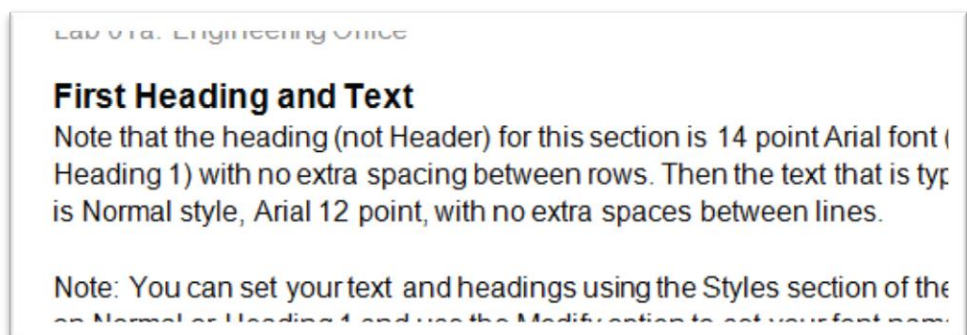
- With only the automatic page number in the lower right corner
- Normal font and size.

Note: Both the header and footer can be set in this format in MS Word, Excel, PowerPoint for assignments and labs.

This is an example of a document page that would be used in class. It is a professional business look, with easy to read text – common in engineering offices to document projects and communicate with customers.

Highlights:

- Different font size and bold for the first heading.



This inset screenshot shows a portion of the document header and the first heading:

Lab 01a: Engineering Office

First Heading and Text
Note that the heading (not Header) for this section is 14 point Arial font (Heading 1) with no extra spacing between rows. Then the text that is typed under the heading is Normal style, Arial 12 point, with no extra spaces between lines.

Note: You can set your text and headings using the Styles section of the Home tab – right click on Normal or Heading 1 and use the Modify option to set your font name, height, and spacing between rows.

Header

First Heading and Text

Note that the heading (not Header) for this section is 14 point Arial font (see the Styles bar -

- A “Header” created at the top of the first page that repeats on each page of the document
- A “Footer” at the bottom of each page as well:

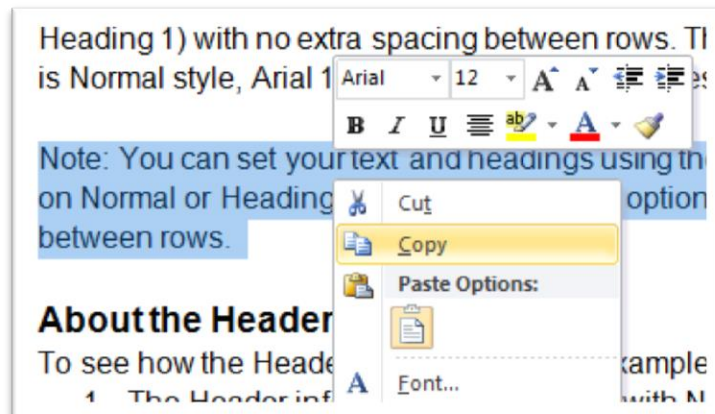
Footer

|

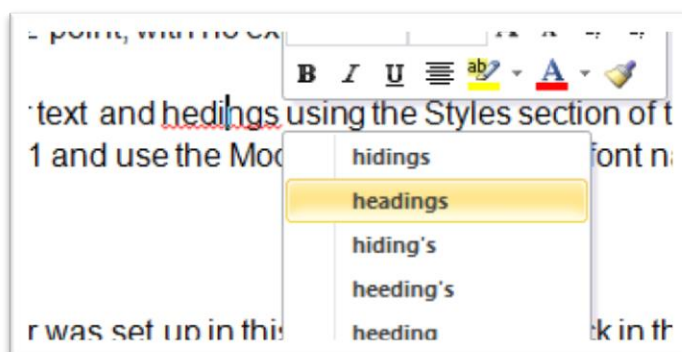
1

This Footer only shows the current page number (the number is an inserted field that updates for each new page added in the document)

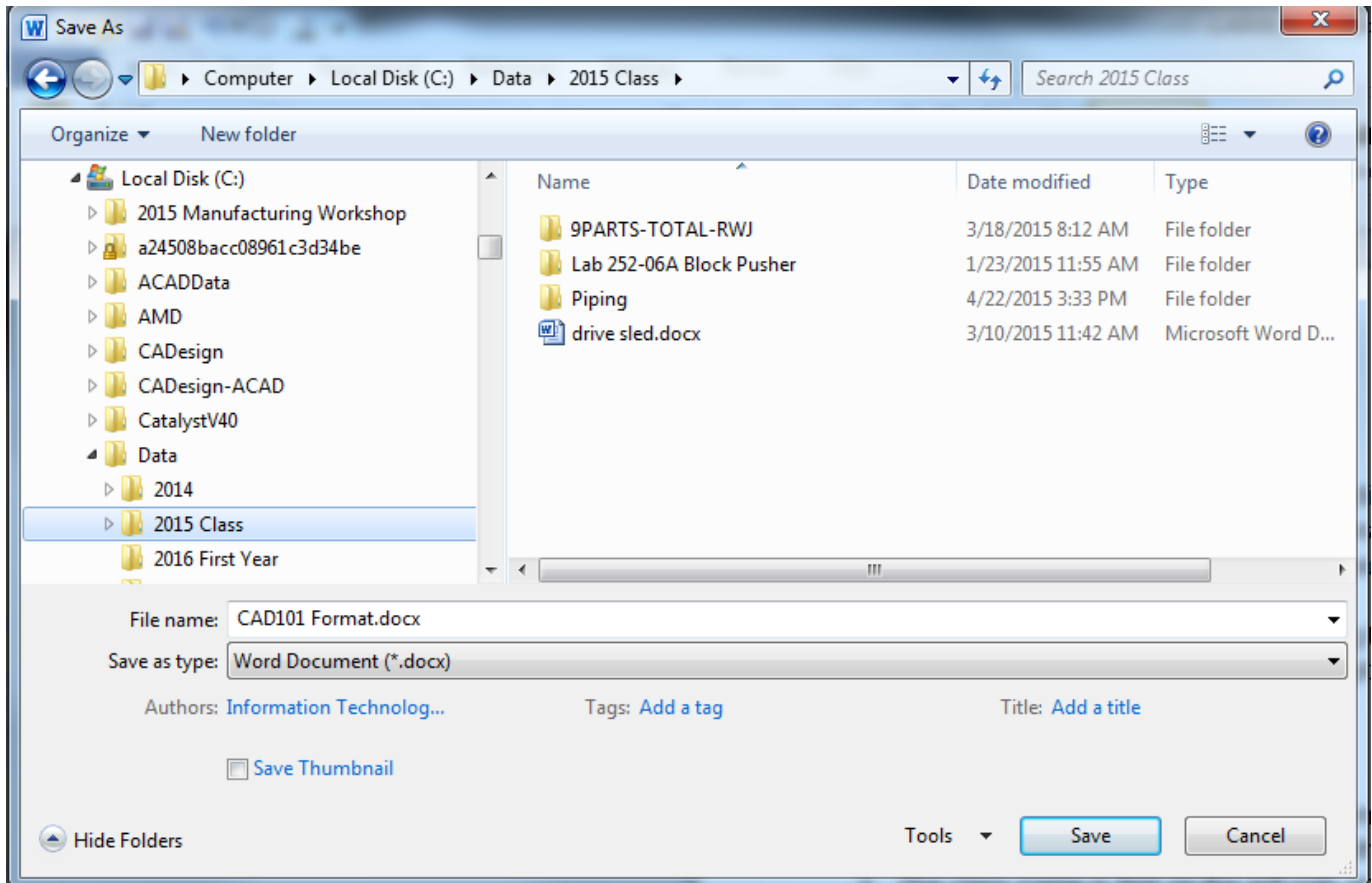
- Sometimes we will need to “Copy” and then “Paste” a section of text to a new location:



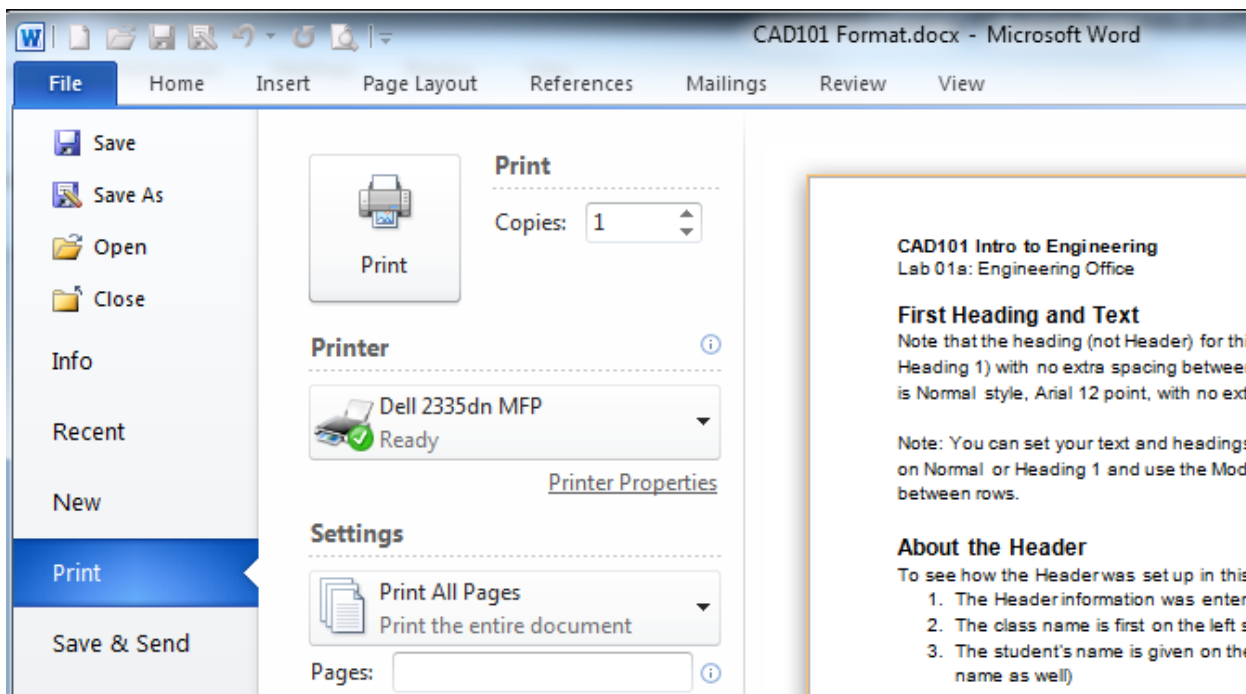
- Also need to use Spell Checking and Grammar Checking so that the documents we create are professional and let the reader know that we are detail oriented.



Saving and Printing:



Saving a document to a specific Folder (in this case the Folder is '2015 Class'), under a specific Folder called 'Data', all inside of 'Drive C' (the main hard drive)



Set up the Format and Print the document