

## WORKING WITH WINDOWS ACCESSORIES

### Students' tasks:

- **WordPad**

1. open WordPad
2. enter the following text: (replacing with your correct data)

*Last and First Name*

*Technical University of Lodz*

*International Faculty of Engineering*

*Information Technology - Laboratory Class*

3. save it as a file named: *name.doc* in your local folder
4. open the Calculator and locate WordPad and Calculator windows to have both of them visible on the screen

- **Calculator**

5. make the following standard calculations and check the results:

$$364*4319.6/(543-756)-53.2 = -7435.051643192$$

$$10.2*7.3-11.2*4.5+9.5/(17.8-32.5)= 23.4137414966$$

6. give the binary, octal and hexadecimal representation for 363:

101101011

553

16B

7. calculate the total, average and standard deviation of : 34, 62, 61, 75, 64, 98, 123

$$\text{Ave} = 73.85714285714$$

$$\text{Sum} = 517$$

$$s = 28.84110822783$$

- **Transferring Data Using the Clipboard**

- transferring data within one application

8. having the document *name.doc* in the WordPad window, copy the whole text three times into the same document
9. move "Technical University of Lodz" to the bottom of the note
  - transferring graphics between two applications
10. create the colour header for your document using Paint and copy it to *name.doc*

**WORD ADVANCED FEATURES****1. Table**

Create a table according to a given pattern and enter data into it. Put a title over the table.

**Target:**

**REGIONAL SALES BY QUARTERS  
CHEAPO PRODUCTS, INC.  
1992**

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
East	20.4	27.4	90	20.4
West	30.6	38.6	34.6	31.6
North	45.9	46.9	45	43.9

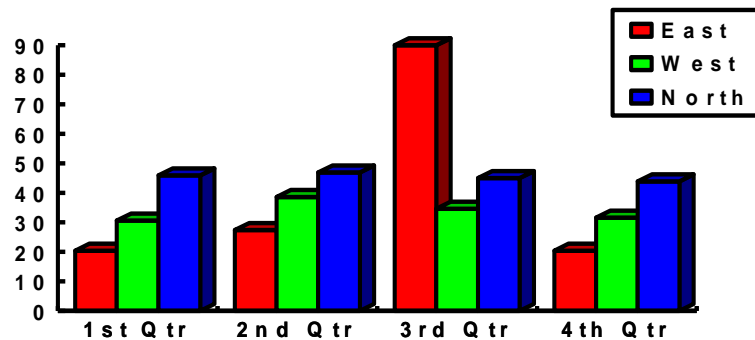
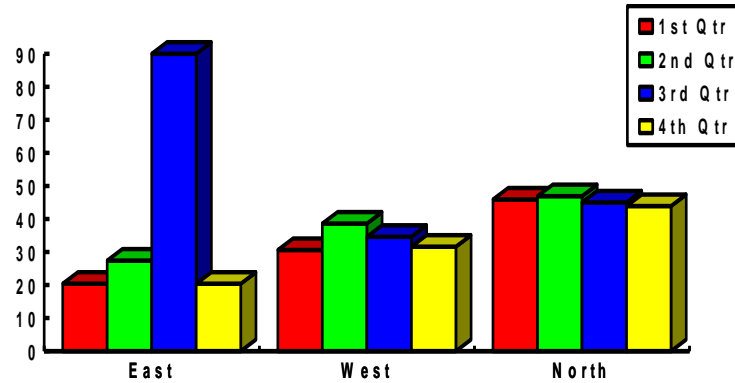
**Instructions:**

1. Load Microsoft Office Word and open a new document. Save it in your local folder as WFW\_xx.DOC file, substituting "xx" with your initials.
2. To create a table, pull down the **Insert - Table** menu and select **Insert Table**. Enter the desired number of columns and rows and click OK button.
3. Enter data into the table.
4. Put a title over the table. To make the title centred and bold select it and click **Bold** and **Centre** buttons on the ribbon bar.

## 2. Charts

Present the data from the table in two charts as it is shown below.

**Target:**



### Instructions:

1. Select the table.
2. Pull down the **Insert** menu and select **Object – Microsoft Graph Chart**.
3. Resize the first created chart.
4. To create the second chart repeat steps, 1,2,3 then double click the chart.
5. Pull down **Data - Series in Rows** or **Data - Series in Columns**.
6. Move and resize the chart.
7. To modify the charts double click the first one and select **Chart** menu and **Chart Options**.
8. Notice that charts can also be created choosing **Insert – Chart** and entering data. Test the second technique as well.

### 3. Equations

Enter the shown below mathematical equations into your WFW\_xx.DOC document.

**Target:**

$$s = \sqrt{\frac{1}{n} \sum_{i=1}^n (x_i^2 - \bar{x})^2} \quad (1)$$

$$M_x(t) = E(e^{tx}) = \begin{cases} \sum_i e^{tx_i} p_i \\ \int_{-\infty}^{+\infty} e^{tx} f(x) dx \end{cases} \quad (2)$$

**Instructions:**

1. You access equation editor from **Insert** menu (**Insert - Object - Microsoft Equation 3.0**) or directly **Insert – Equation**. Test both techniques.
2. After you have completed the equation click within the document.

### 4. Logo

Design a company logo and a company paper heading with a logo.

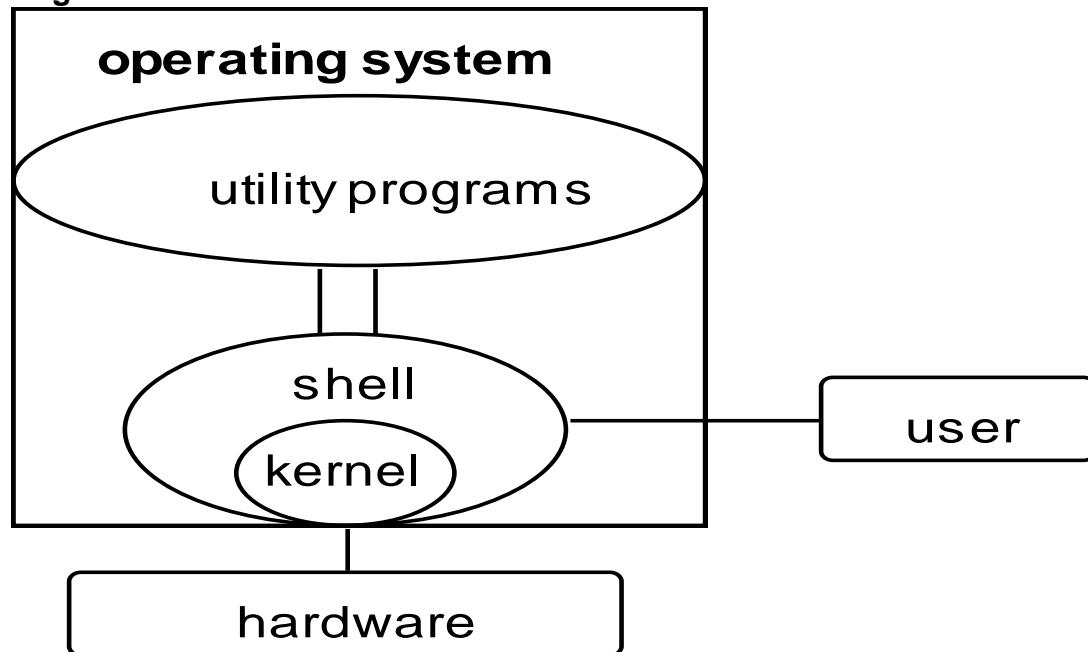
**Instructions:**

1. You access word design tool WordArt from **Insert** menu (**Insert - WordArt**).
2. After you have completed the logo, notice that **WordArt Styles** tools are additionally available in the main toolbar.
3. Resize the logo properly.

## 5. Drawing

Create a drawing according to a given pattern and insert it to your document.

Target:



### Instructions:

1. You access drawing tools from the Toolbars. To start drawing select **Insert - Shapes**. Then use other tools available in the toolbar: Arrange, Shadow Effects etc.
2. After you have completed the drawing, select designed objects (Home – Select – Select Objects), then choose **Page Layout - Group** to group them together. It can also be done, by clicking the right mouse button to access the Grouping options.
3. Resize the drawing properly.