

# Computer skills 1

## Assignment (1)

### MS Word 2007

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Use your book or any other related references to find out more information about one of the following MS Word features:

1. Mail merges (at least 6 Recipients).
2. Sections & columns.
3. Table of Contents.
4. Figure citations & tables of figures.
5. Chart.
6. Smart Art.

#### **Requirements:**

1. Write a report which include the following:
  - a. Description of the feature and why it is used.
  - b. Make up an example to apply the feature from your own choice.
  - c. Describe your example and your steps.
2. In your report, you must apply all the tools covered in the MS Word's lectures, such as:
  - a. Page numbers.
  - b. Text formatting (font, font size, font color and font styles).
  - c. Paragraph formatting (line spacing and alignment).
  - d. Use either numbered or bullets list.
  - e. Table.
  - f. Related picture or figure and format it.
  - g. Page borders.
  - h. Header holds your name and group number.

- i. Footer which contains the current date in addition to page's number.
3. Make sure your report has a cover page (includes your name and group, title of your report and page border).

**Submission:**

You should submit your report at the first lecture after Al Hajj break or earlier.

**Note:**

- No assignment will be received after the due date.
  - The maximum mark for this assignment is 4 marks.
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**Good Luck**

