



Select the following text and copy and paste it in your new document.

- 1. Create a folder and save the new document as "YourName001" in your folder.

Ensuring that we understand and can fully utilize the menu options in Microsoft Word we are going to do an exercise that will enable us to use all the commands that we have learnt and try and learn how to use Tabs.

- 2. Increase the line spacing for the above text to 1.5 using the option on the menu bar.

Ensure there are no spelling mistakes by using the spell check option. Put the cursor at the end of the word that requires checking.

- 3. Click on Tools and Click on Spelling.

Order Summary
ID: Holy Family Hospitaly
Date:
Insert the date, next to Date above.

- 4. Click on Insert and click on Date and Time.

This text was generated for Windows for a demonstration for the computer students in the hospital.

- 5. Create TAB points

(Click on Format, Paragraph and then on Tab)
To create a Tab, On the Top Left Hand corner of the dialogue box.
Click on Tab Stop Position. (This is where the Tab will stop)

Name Age

Address

.....

.....

.....

Government Number

Nurrse present

Government number

Doctor

Tipe of Patient

Outpatient/Inpatient



6. Make the word customer service **Bold**.

Select the word and click on Bold.

Please read the SUPPORT SECTION below

7. (Change the Font type and size to Ariel and size 10)

Dear Patient

This file contains your history for The Holy Family Hospital. All details will be held confidentially. It is strongly recommended that you print out this file and store it in a save location.

8. Take the Bold off the code.

Save your document now.

The Government will administer a charge for your care.

Your code is **GH4N4-1S-G8-H0P3-Y0UR-3NOYING-1T**

9. Click on Undo in the menu bar.

Move the text so that it is centrally aligned using the menu bar options.

Save the document.

10. Please put the following into a table so that it will be easier to read, using the Data below.

Click on the Insert Table option in the menu bar, select 1 X 3.

Use the Tab key to create more rows.

Copy and paste/drag and drop your data into the cells.

On completion of creating the table, if copy and paste was used, select the original data and delete it from the list below.

Hospital Data

Admittance : 16 in the last year

Next of kin: Mother

Name:

Dependents: 6

Patients Name:

Country of Residence: Ghana

Resides in: Nkawkaw



Let's check what it looks like in Print Preview. If we can see the borders, do you think it would be better to remove them?

11. Remove the borders on the table

Click on Format and then Borders and shading. Click on None and press ok. This will remove the borders and shading from print preview.

12. Please put these into bullets or numbers and save accordingly.

Wash your hands after going to the bathroom to ensure germs are contained. Ensure not to get the dressings wet or damaged as this could cause infection. Continue to take your prescribed medicine to ensure no further infection. Stay rested for up to two weeks to ensure you have enough time to heal.

SUPPORT

If you have any questions please contact our reception area and they will contact the correct medical team in due course. Please accept our apologies for not dealing with your enquiries immediately.

Now Click on Print Preview in the menu bar or Click on File and click on Print preview.

We are going to make some changes to the document so that it will look different.

13. Change the margin in page set up.

Go to File and Click on Page Set up. A dialogue box opens.

Change the top margin to 2.5, The left margin to 3.10, The bottom to 2.5 and the Right to 3.10. Click on Ok.

Take a look in Print Preview. Does it look right?

If not, Change it back to Top 2.54, The left margin to 3.17, The bottom to 2.54 and the Right margin to 3.17.

14. Click on the Word Count option under Tools.