# MICROSOFT WORD IN MEDICAL PRACTICE BY EXAMPLES: HINTS
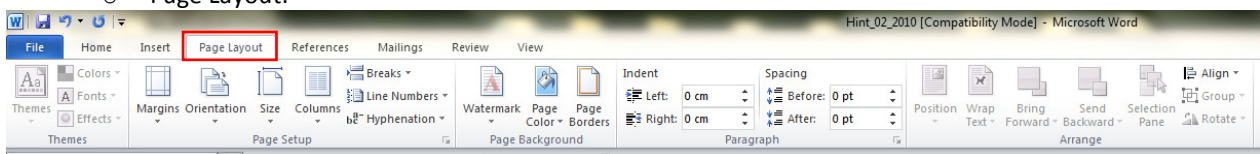
**Exercise 1**

Identify and open your partition on the server (the name of the partition is the user name on your card for Informatics).
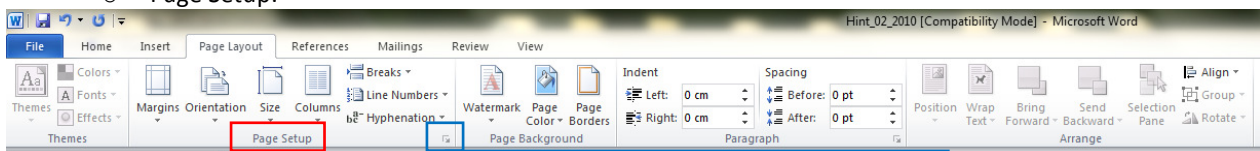To create a new folder: right and [New – Folder]. Give the requested name for each new folder.

**Exercise 2**

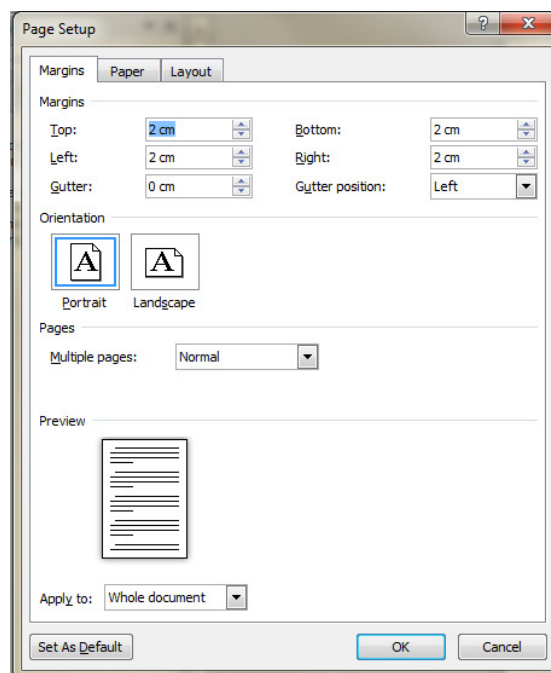- Paper format: A4 **[Page Layout – Page Setup - Paper – Paper size]**.
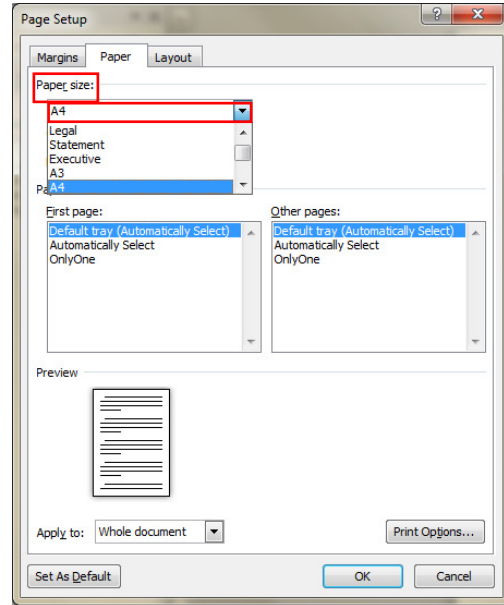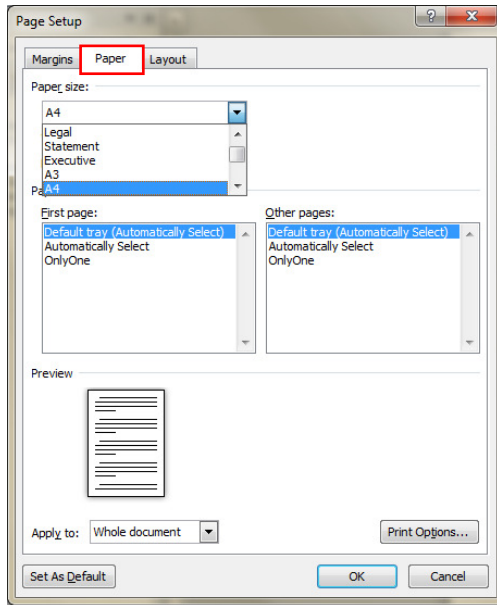    - o Page Layout:
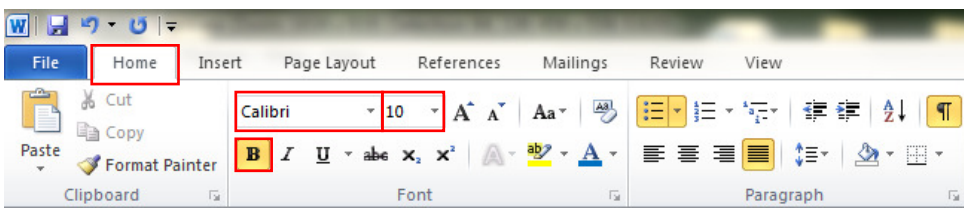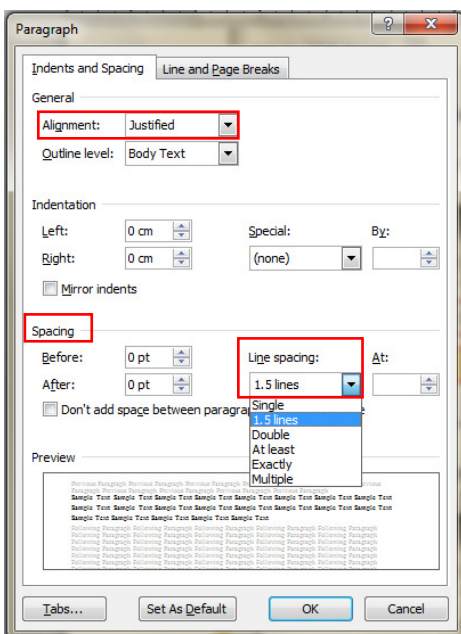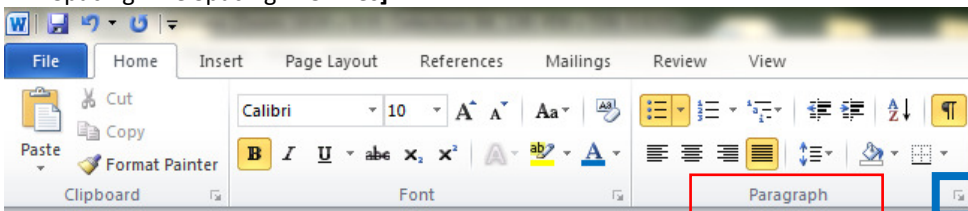


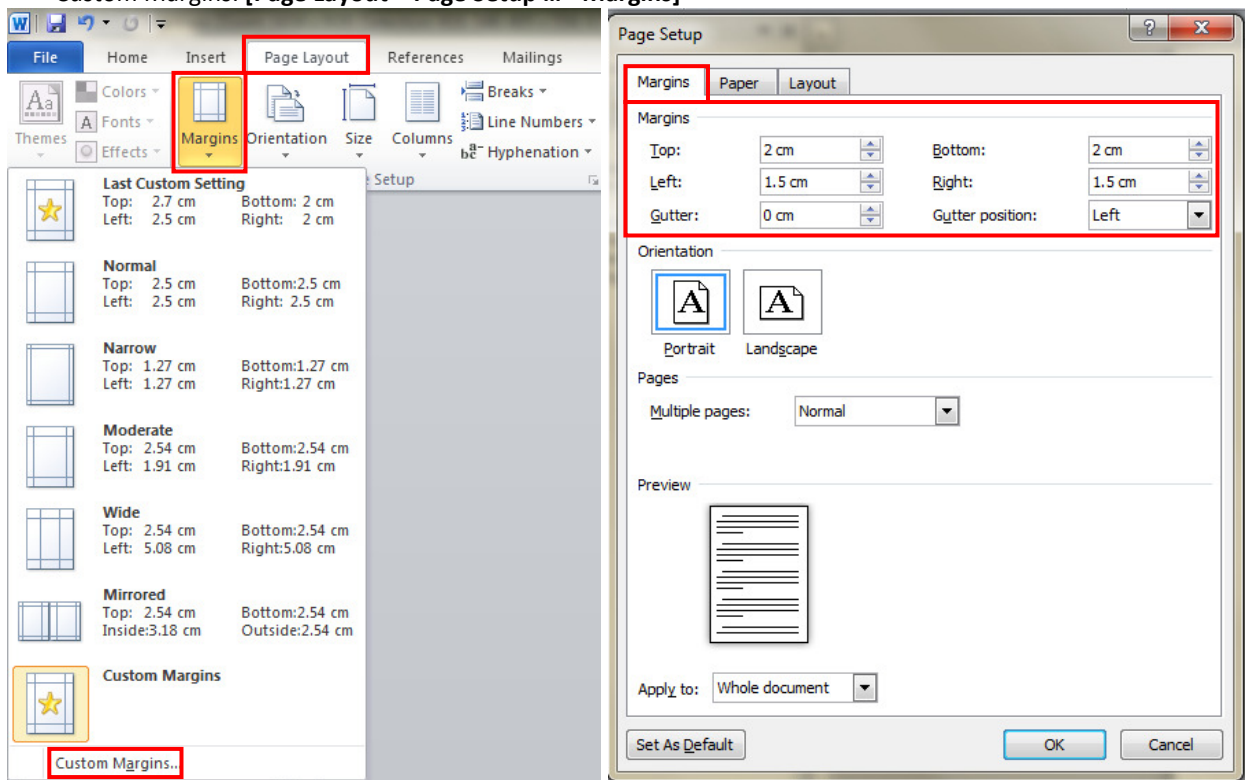    - o Page Setup:



**Click on this button to enter Page Setup**



    - o Paper:

- Formatting text: select the text and then **[Home** - **Font** (e.g. *ARIAL*); **Font Style** (e.g. *Bold*); **Size** (*18*)**]**.
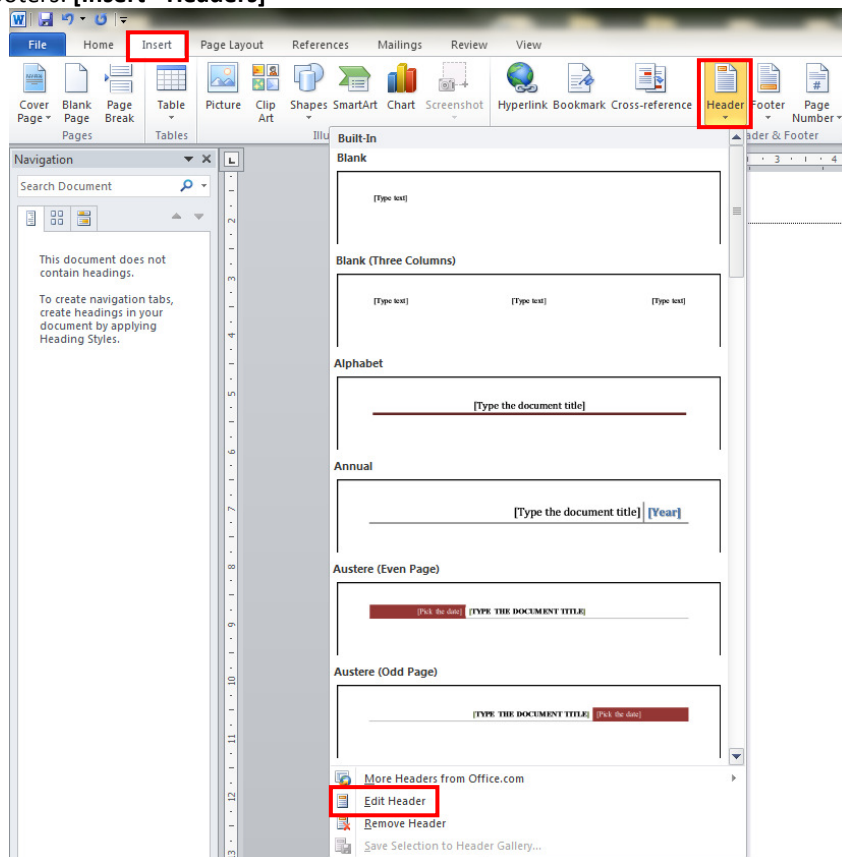


- Text Spacing and Alignment: **[Home** - **Paragraph** - **Indentation and Spacing**: General-Alignment: Justified; Spacing-Line Spacing: 1.5 lines**]**.
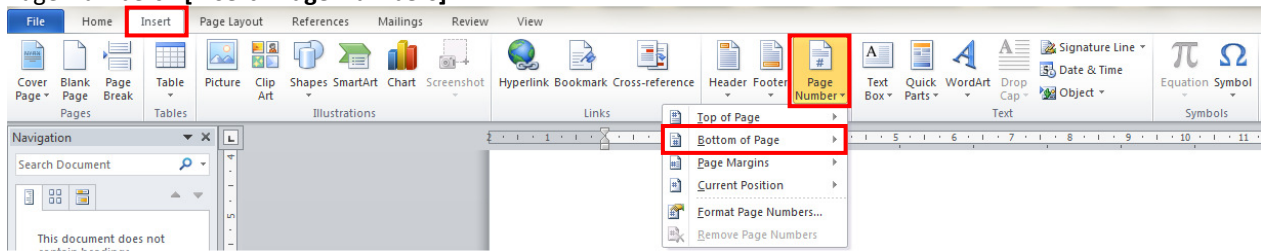
- Custom Margins: **[Page Layout – Page Setup … - Margins]**
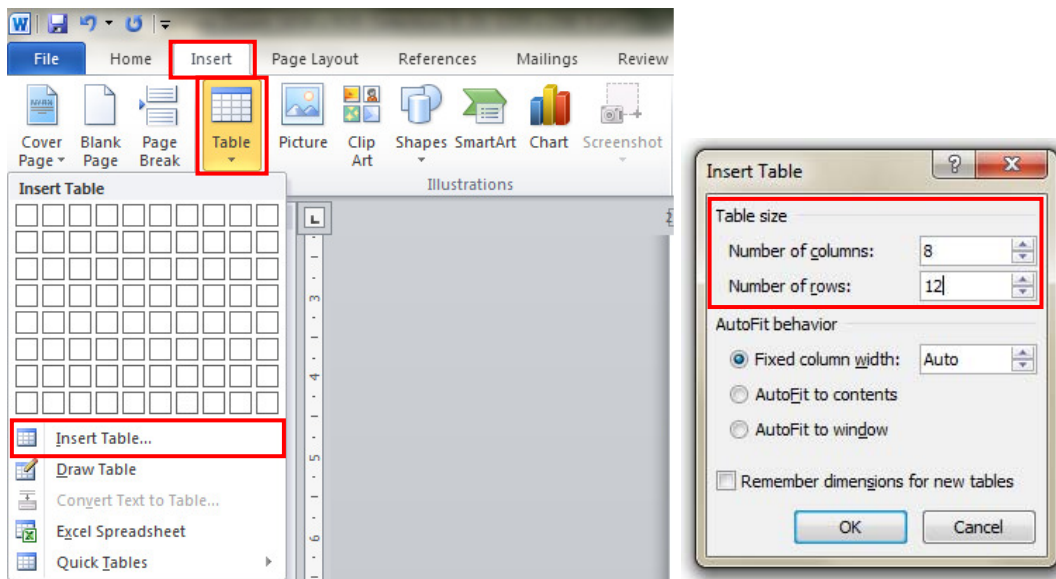
- Headers and Footers: **[Insert - Headers]**

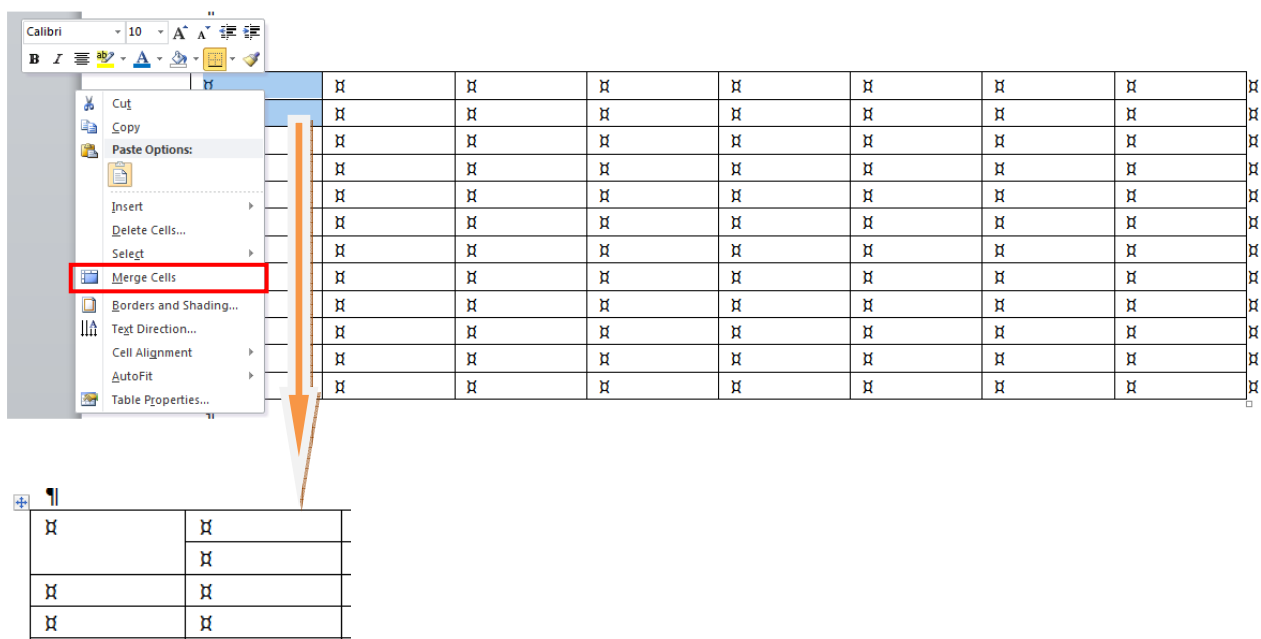Page Numbers: **[Insert** - **Page Numbers]**.



## Exercise 3

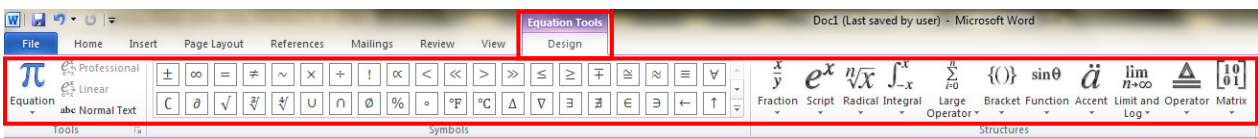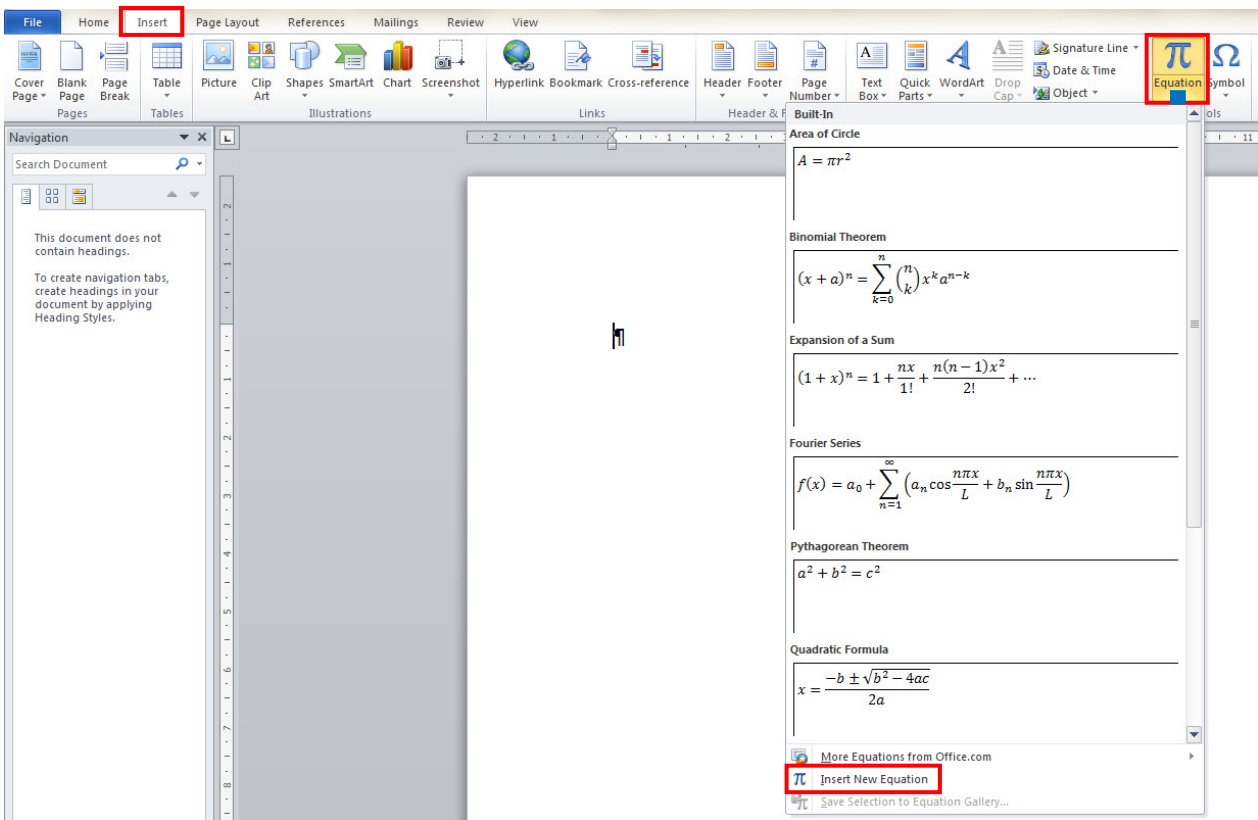- Insert a table with 8 columns and 12 rows: **[Insert – Table]**.



- To link two or more cells (even if the cells are on rows or on columns) select the cell that you want to merge and right click – Merge Cells
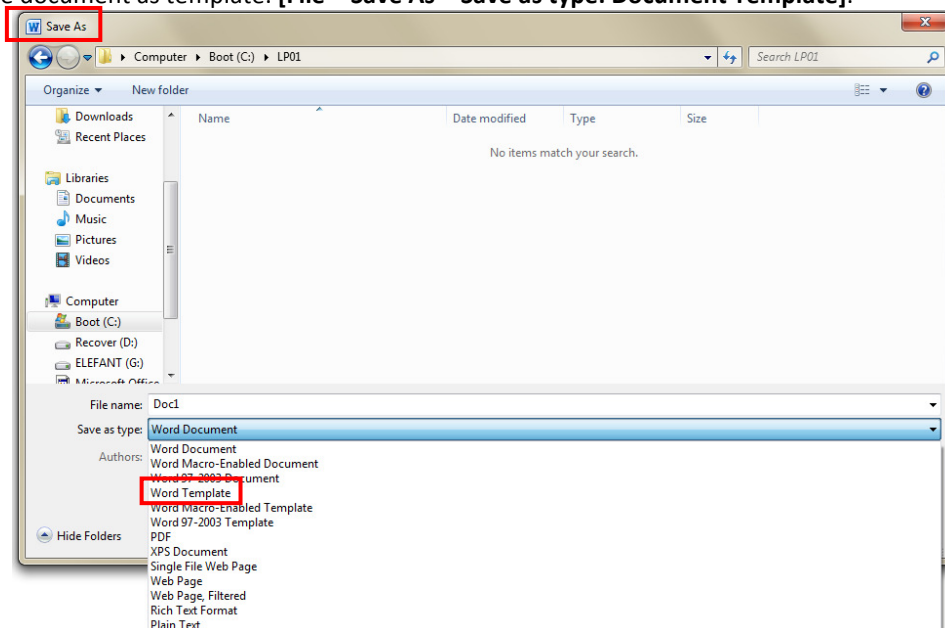
**Exercise 4**

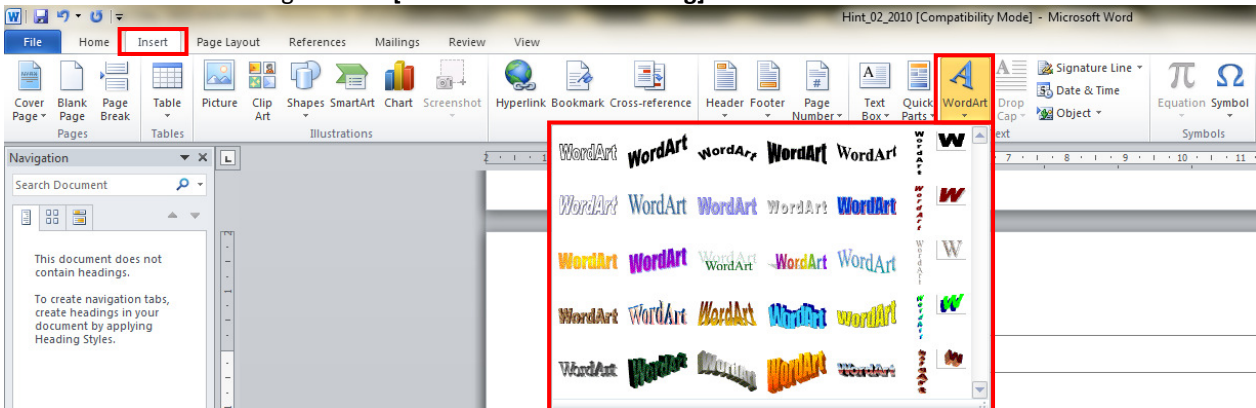To insert a formula: **[Insert – Equation – Insert New Equation]**



**Exercise 5**

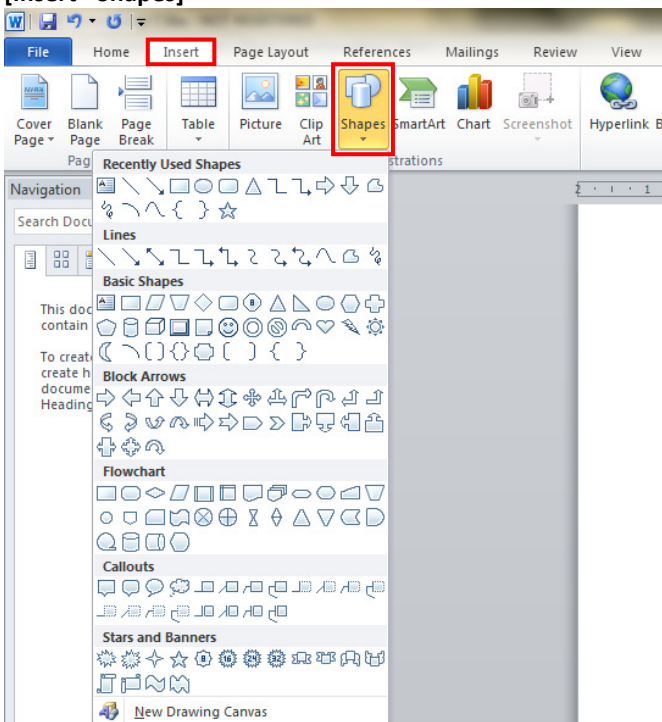To save the document as template: **[File – Save As – Save as type: Document Template]**.

**Supplementary Activity: Exercises 1**

WordArt: activate Drawing toolbar: **[View – Toolbars – Drawing]** and **Insert WordArt**.



**Supplementary Activity: Exercises 2**

**[Insert** - **Shapes]**



First select the text and **[Home** - **Font — Superscript]**.