MICROSOFT WORD BY EXAMPLE

Learning Objectives:

- Revise the knowledge from previous labs. (Exercise 1 & 2)

Exercise 1

Create a Word document with the next content and save this document in **Lab04** folder as **BodyMassIndex.doc**.

Body mass index (BMI) or **Quetelet Index** is a statistical measure of the weight of a person scaled according to height. It was invented between 1830 and 1850 by the Belgian polymath *Adolphe Quetelet* during the course of developing "social physics".

The BMI value can be calculated with the following formulae:

$$BMI = mass(kg)/height(m)^2$$

The BMI categories are presented in Table 1.

Table 1. BMI categories

Category	BMI value (kg/m^2)
Starvation	< 15
Anorexic	< 17.5
Underweight	<18.5
Normal weight	18.5-24.9
Overweight	25-29.9
Obesity	> 30

Formatting requirements:
- Page: A4; margins: 2.5 cm (all); Layout: Different first page.
- Text:
  - Title:
    - WordArt
    - Aligned to Center
  - Times New Roman, 11 for text and 9 for table.
  - Paragraph:
    - Alignment: Justified
    - Spacing before and after = 3 pt
    - Line spacing: At least 17 points

Exercise 2

Open *AnthropometricIndices.docx file*, copy all content in a <u>new Word document</u> and save the new document as **AnthroIndices.docx** file in **Lab04** folder.

1. Applied the following formattings on the new document (**AnthroIndices.docx**):
   - Page: B5 margins: 1.5 cm (all); Layout: Different first page.
   - Text:
     - Title:
       - WordArt
       - Aligned to Center
     - Times New Roman, 10 for text and 8 for table.
     - Paragraph:

- Alignment: Justified
- Spacing before and after = 2 pt
- Line spacing: At least 16 points

2. Follow the formatting requirements in blue text (***AnthroIndices.docx***). Attention!!! The formula MUST be inserted with Equation editor and the Tables MUST be created again!!! At the end, your document should not contain any image (e.g. provided formulas and table are images!!!).