

# Badji Mokhtar University- Faculty of Medicine

## Computer Science (Times NR Bold 18)

### Class N1 : Introduction to Word (14)

#### I. Home : (Numbering Bold 12)

Use the command =rand(number of paragraphs, number of phrases) for example =rand(5,2) which create a text of five paragraphs, each one has two phrases.

- Item1 (Bullets)
- Item2
- Item3

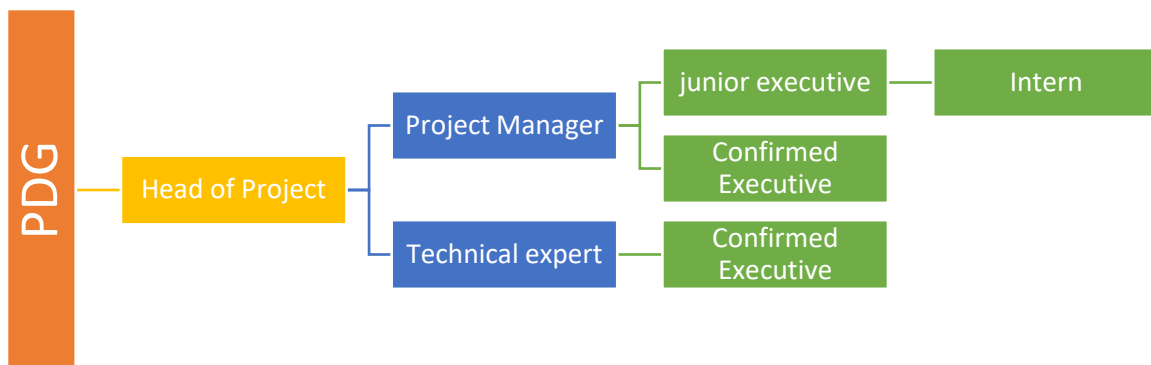
Layout Option : **Square**



#### II. Insert :

Use the same command **rand** to add **2 paragraphs** for each one **5 phrases** (Line spacing 1,5 / Justified)

Recreate the following **SmartArt** :



#### a. **Pictures** : (Alphabetical Numbering)

Again use **rand** to insert **1 paragraph** with **3 phrases** (line spacing 1 / Justified / 1<sup>st</sup> line indentation 1cm)

#### b. **Tables** :

Last Name	First Name
N1	P1
N2	P2
N3	P3
N4	P4
N5	P5



**Table Styles**

Last Name	First Name
N1	P1
N2	P2
N3	P3
N4	P4
N5	P5