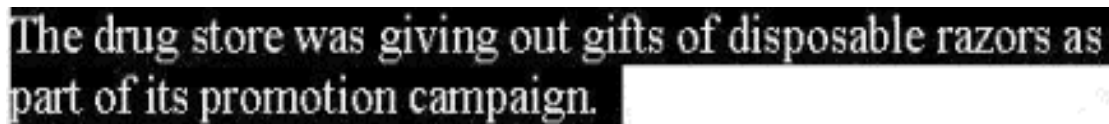# Section Two: Edit and Format Documents

Highlight to Make Changes

If you want to copy, delete, or apply bold, italic and underline to the text, the first thing you do is to highlight (select) the text.

The following is a sample of highlighted text:

The drug store was giving out gifts of disposable razors as part of its promotion campaign.

To Highlight (Select) Text:
Use the Keyboard
- Place the insertion point where you want to begin selecting.
- Press and hold **Shift**.
- Use the directional arrow keys to highlight the desired text.

Use the Mouse
- Position the mouse pointer where you want to begin selecting.
- Drag the mouse to highlight the desired text.

Use the Mouse Shortcut

To	Mouse Shortcut
Select a word	Double click the word
Select a sentence	Press and hold down the **Ctrl** key on your keyboard and click in the sentence
Select a paragraph	Triple click the paragraph
Select a line	Move your mouse pointer in the left margin until it turns into a right pointing arrow then click
Select the entire document	Move your mouse pointer in the left margin until it turns into a right pointing arrow then triple click

Undo Changes

The **Undo** command reverses typing, editing, or formatting changes. For example, if you accidentally delete a paragraph, choose **undo** to restore it.

To Undo the Last Change
From the **Edit** menu, choose **Undo**.
Or
Click the **Undo** button on the toolbar.

To Undo More Than One Action
Click the **Undo** drop-down arrow on the toolbar to display a list of actions that can be undone.

To Reverse an Undo
From the **Edit** menu, choose **Redo**.
Or
Click the **Redo** button on the toolbar.

Cut, Copy, and Paste Text

Cut ~ to place the selected text or other data on the clipboard, removing the original from the document.

Copy ~ to place a copy of the selected text or other data on the clipboard, leaving the original in the document.

Paste ~ place the text or other data on the clipboard at the insertion point.

Cut Text

Select the text you want to erase. Press the **Cut** button on the toolbar.

Copy Text

Select the text you want to copy. Press the **Copy** button on the toolbar.

Paste Text

Move the insertion point to where you want the information from the clipboard to be inserted. Press the **Paste** button on the toolbar.

Practice I: (Cut and Paste)
Open a word processing program and type the paragraph below into your computer: (No shading and formatting are required.)

My sister almost ran twenty-four miles in the marathon race on Sunday. Her performance was remarkable when you consider that she only practised two weeks before the race and never ran more than ten miles.

Now, do the following steps:

- Highlight the word **almost**.
- Click the **Cut** button on the toolbar.
- Place your cursor directly before the word **twenty**.
- Click the **Paste** button on the toolbar.
- Highlight the word **only**.
- Click the **Cut** button on the toolbar.
- Place your cursor directly before the word **two**.
- Click the **Paste** button on the toolbar.

Your paragraph should read like this:

My sister ran almost twenty-four miles in the marathon race on Sunday. Her performance was remarkable when you consider that she practised only two weeks before the race and never ran more than ten miles.

Practice II: (Cut and Paste)
Open a word processing program and type the paragraphs below into your computer: (No shading and formatting are required.)

> **Everyone in our family is extremely proud of her. We now know that, with a little determination, we can also aspire to what she accomplished on Sunday.**
> **My sister ran almost twenty-four miles in the marathon race on Sunday. Her performance was remarkable when you consider that she practised only two weeks before the race and never ran more than ten miles**.

Now, do the following steps:

♦ Highlight the second paragraph.
♦ Click the **Cut** button on the toolbar.
♦ Place the cursor directly before the word **Everyone**.
♦ Click the **Paste** button on the toolbar.

Your paragraphs should read like this:

My sister ran almost twenty-four miles in the marathon race on Sunday. Her performance was remarkable when you consider that she practised only two weeks before the race and never ran more than ten miles.
Everyone in our family is extremely proud of her. We now know that, with a little determination, we can also aspire to what she accomplished on Sunday.

Practice III: (Copy and Paste)

Enter the following text: (No shading and formatting are required.)

> **I am proud of my sister.**
> **My sister ran most twenty-four miles in the marathon race on Sunday. Her performance was remarkable when you consider that she practised only two weeks before the race and never ran more than ten miles. She intended to enter the twelve-mile race if there were any more spaces, but that race had a full complement of runners. Nevertheless, she was the only one out of five racers over the age of fifty-five to run more than twenty miles.**

Now, do the following steps:

♦ Highlight the sentence **I am proud of my sister**.
♦ Click the **Copy** button on the toolbar.
♦ Place the cursor below the second paragraph.
♦ Click the **Paste** button on the toolbar.

Your revised paragraphs should look like this:

> **I am proud of my sister.**
> **My sister ran most twenty-four miles in the marathon race on Sunday. Her performance was remarkable when you consider that she practised only two weeks before the race and never ran more than ten miles. She intended to enter the twelve-mile race if there were any more spaces, but that race had a full complement of runners. Nevertheless, she was the only one out of five racers over the age of fifty-five to run more than twenty miles.**
> **I am proud of my sister.**

Apply Bold, Italic or Underline

1). Highlight the text you want to change.
2). Choose from the following toolbar buttons.

To	Click
Make an entry bold	**B**
Make an entry italic	*I*
Underline an entry	U

> Examples:
> **This text is bolded.**
>
> *This text is italicized.*
>
> This text is underlined.

To turn off the feature, click its button on the toolbar. (e.g.: if you want to turn off the **Bold** feature, click the **Bold** button on the toolbar.)

Practice I: (Apply Bold, Italic and Underline)
- Enter the following text: (No shading is required.)

Winnipeg is the capital city of Manitoba.

Do the following steps:
- Highlight the word **Winnipeg**.
- Click the **Bold** **B** button on the toolbar.
- Highlight the word **capital**.
- Click the **Italic** *I* button on the toolbar.
- Highlight the word **Manitoba**.
- Click the **Bold** **B** button and then the **Underline** U button on the toolbar.

Your revised sentence should look like this:
Winnipeg is the *capital* city of **Manitoba.**

Practice II: (Apply Bold, Italic and Underline)

- Enter the following text: (No shading is required.)

The population of Canada was 30,568,000 on July 1, 1998, Statistics Canada said today. That is an increase of just 0.9 per cent over the previous July 1st.

Do the following steps:

- Highlight the figure **30,568,000**.
- Click the **Bold** button and then the **Italic** button on the toolbar.
- Highlight the text **increase of just 0.9 percent**.
- Click the **Underline** button on the toolbar.

Your revised sentences should look like this:

 The population of Canada was *30,568,000* on July 1, 1998, Statistics Canada said today. That is an <u>increase of just 0.9 per cent</u> over the previous July 1st.

Command Options

Menu commands can be performed with either the mouse or the keyboard.

Task	Mouse	Menu	Keyboard
Start a program or application	Double-click icon	From File menu, choose Open	Press arrow keys to select icon, press Enter
Select a Menu	Click menu name on menu bar		Press ALT + underlined character
Choose a command from a Menu	Click command name		Press underlined character; or press arrow keys to select command, and press Enter
Bold selected text	Click Bold button on toolbar	From Format menu choose Font	Press CTRL + B
Underline selected text	Click Underline button on toolbar	From Format menu, choose Font	Press CTRL + U
Italicize selected text	Click Italic button on toolbar	From Format menu, choose Font	Press CTRL + I
Open a Window	Double-click icon; or click icon and press Enter	From Window menu, choose application	Move to icon using keyboard arrows, press Enter
Close a Window	Double-click control menu button	From File menu, choose Close	Press ALT + F4
Open a File or Document		From File menu, choose Open	
Print a File or Document	Click Print button on toolbar	From File menu, choose Print	Press CTRL + P
Scroll up / down one line	Click up / down scroll arrow on vertical scroll		Press Up or Down arrow
Scroll up / down one screen	Click scroll bar above / below scroll box		Press Page Up or Page Down
Use Word Count		From Tools menu, choose Word Count	
Centre Align	Click Center button on toolbar	From Format menu, choose Paragraph	Press CTRL + E
Right Align	Click Align Right button on toolbar	From Format menu, choose Paragraph	Press CTRL + R
Justify Align	Click Justify button on toolbar	From Format menu, choose Paragraph	Press CTRL + J
Left Align	Click Align Left button on toolbar	From Format menu, choose Paragraph	Press CTRL + L
Copy	Click Copy button on toolbar	From Edit menu, choose Copy	Press CTRL + C
Paste	Click Paste button on toolbar	From Edit menu, choose Paste	Press CTRL + V
Cut	Click Cut button on toolbar	From Edit menu, choose Copy	Press CTRL + X

Set Alignments
To Align Paragraph(s):

1. Highlight the paragraph(s).
2. To align left, click the **Align Left** ☰ button on the toolbar.

   To align right, click the **Align Right** ☰ button on the toolbar.

   To centre align, click the **Center** ☰ button on the toolbar.

   To justify, click the **Justify** ☰ button on the toolbar.

Examples:
This text is left aligned.

<div align="center">This text is centre aligned.</div>

<div align="right">This text is right aligned.</div>

To turn off the feature, click its button on the toolbar. (e.g.: if you want to turn off the **centre** align feature, click the **Center** button on the toolbar.)

Exercise (Create a Document)

1). Create a new document by typing the text shown below. (No paragraph border and shading are required.) You can correct your errors as you go along, or make the corrections after you have finished entering the text. Before you begin to type, tell the computer that you want to view all characters by pressing the Show/Hide ¶ button on the toolbar.

Word Processing

One of the great advantages of word processors is that you can type continuously until you reach the end of a paragraph. Only then should you press the Enter key.

As you type, any words that pass beyond the right margin automatically wrap around to the next line. Should you change margin widths or insert and delete text, the text will automatically wrap itself around to the next line as it passes the right margin.

If you end lines by pressing Enter, the computer assumes you are marking the end of a paragraph. When you modify margins or insert and delete text, the line ending with an Enter key will not wrap around to the next line.

By pressing the Enter key, you place a code or marker called a "hard" paragraph break within the text. "Soft" paragraph breaks occur when you allow the text to wrap onto the next line. This is done simply by continuing to type!

---

2). Save the document you have just typed:
   Choose "File", then "Save As".
   Select drive <u>a:</u> so that the computer will save your document onto your floppy disk.
   Type "WordP1" for the file name.
   Choose "OK".
   Now, the Title Bar will display your document's name.

Exercise (Edit a Document)

1).   Open your "WordP1" document.
2).   Make the following changes to your document:

Word Processing

One of the great <u>advantages</u> of word processors is that you can *type continuously* until you reach the end of a paragraph. Only then should you press the **Enter** key.

As you type, any words that pass <u>beyond</u> the right margin automatically wrap around to the next line. Should you change margin widths or insert and delete text, the text will *automatically wrap itself around to the next line* as it passes the right margin.

If you end lines by pressing **Enter**, the computer assumes you are marking the <u>end of a paragraph</u>. When you modify margins or insert and delete text, the line ending with an **Enter** key will not wrap around to the next line.

By pressing the **Enter** key, you place a code or marker called a "hard" paragraph break within the text. "Soft" paragraph breaks occur when you allow the text to wrap onto the next line. This is done simply by continuing to type!

To type a new character or to add more words into the middle of the text, place the *insertion point* where you want the word or words to start and simply begin typing. The existing text is pushed aside and wrapped around to the next line to allow space for the new text.

3).   **Once you have edited your document, click the Save button on the toolbar to save your changes.**
4).   **Print a copy of your document.**

Exercise (Edit a Document)

♦ Open your **"WordP1"** document if it is not already open.
♦ Now, take the underline, bold, and italics all out and do them again using the keyboard only ~ no mouse.
♦ Once you are finished, close your file without saving the changes.

Reminders:
To select text by keyboard:
♦ Place the insertion point where you want to begin selecting.
♦ Press and hold down the **Shift** key.
♦ Use the directional arrow keys to highlight the desired text.

Keyboard method to apply **bold** to selected text: press **CTRL + B**.
Keyboard method to apply **italic** to selected text: press **CTRL + I**.
Keyboard method to apply **underline** to selected text: press **CTRL + U**.

Exercise (Enter a Letter)

1). Open a new document and enter the following letter into your computer: (No paragraph border and shading are required.)

February 13, 2000

To Whom It May Concern:

Mrs. Baker is leaving my employ as of the first of the year because of a desire to work and live on the coast.

I am sure she will bring credit to any firm which employs her.

I have known Mrs. Sandy Baker for five years. She entered my employ on March 15, 1994. As comptroller, to which position she was promoted, she has been eminently satisfactory. She is alert to her duties and tireless in her pursuit of them. The conduct of her employment has been such as to impress me that she regards it as a continuous responsibility, and not one bound by the laws of nine a.m. and five p.m.

Sincerely,

Joe Boles

2). Save your file as "LetterOfRecommendation"

3). Close your file.

Exercise (Cut and Paste)

1). Open the file "LetterOfRemmendation" from your disk.

2). Select the first paragraph, beginning with "**Mrs. Baker**…" and ending with "**on the coast**". Highlight and cut it. Paste this paragraph just after the paragraph beginning "**I am sure**…".

3). Now, highlight and cut the paragraph that begins "**I have known**…" and ending with "**five p.m**.". Paste this paragraph just before the paragraph beginning "**I am sure**…".

4). Delete the blank line above the word "**Sincerely,**".

5). Insert a blank line between paragraph two and three.

6). Click **Save** on the toolbar to save your changes.

Your revised letter should look like this:

February 13, 2000

To Whom It May Concern:

I have known Mrs. Sandy Baker for five years. She entered my employ on March 15, 1994. As comptroller, to which position she was promoted, she has been eminently satisfactory. She is alert to her duties and tireless in her pursuit of them. The conduct of her employment has been such as to impress me that she regards it as a continuous responsibility, and not one bound by the laws of nine a.m. and five p.m.

I am sure she will bring credit to any firm which employs her.

Mrs. Baker is leaving my employ as of the first of the year because of a desire to work and live on the coast.

Sincerely,

Joe Boles

Exercise (Cut and Paste)

♦ Open a new Word document and enter the following text: (No paragraph border and shading are required.)

A small disk used for storing information in a location outside of the computer's internal storage area.

Has keys with letters, numbers, and symbols on it. A keyboard is used to enter information and instructions into a computer.

A machine that makes a paper copy of information from the computer.

Is the screen that the user looks at when interacting with the computer. Most monitors are 13" to 15" diagonally. For multimedia use, the monitor must support at least 256 colours.

A hand held tool used to point at and select items on the screen. A mouse works most efficiently when on a mouse pad.

A small button shaped like a down arrow which will reduce a window to an icon. This button is located to the right of the toolbar.

A small button, located next to the minimize button, which will enlarge the window to its fullest possible size. The maximize button is shaped like an up arrow.

Floppy Disk ~
Keyboard ~
Printer ~
Computer Monitor ~
Mouse ~
Minimize Button ~
Maximize Button ~

Now, do the following steps:

- Highlight **Floppy Disk ~**.
- Click the **Cut** button on the toolbar.
- Place your insertion point at the beginning of the sentence **A small disk used for storing information in a location outside of the computer's internal storage area**.
- Click the **Paste** button.
- Highlight **Keyboard ~**.
- Click the **Cut** button on the toolbar.
- Place your insertion point at the beginning of the sentence **Has keys with letters, numbers, and symbols on it. A keyboard is used to enter information and instructions into a computer**.
- Click the **Paste** button.
- Highlight **Printer ~**.
- Click the **Cut** button on the toolbar.
- Place your insertion point at the beginning of the sentence **A machine that makes a paper copy of information from the computer**.
- Click the **Paste** button.
- Highlight **Computer Monitor ~**.
- Click the **Cut** button on the toolbar.
- Place your insertion point at the beginning of the sentence **Is the screen that the user looks at when interacting with the computer. Most monitors are 13" to 15" diagonally. For multimedia use, the monitor must support at least 256 colours**.
- Click the **Paste** button.
- Highlight **Mouse ~**.
- Click the **Cut** button on the toolbar.
- Place your insertion point at the beginning of the sentence **A hand held tool used to point at and select items on the screen. A mouse works most efficiently when on a mouse pad**.
- Click the **Paste** button.
- Highlight **Minimize button ~**.
- Click the **Cut** button on the toolbar.
- Place your insertion point at the beginning of the sentence **A small button shaped like a down arrow which will reduce a window to an icon. This button is located to the right of the toolbar**.

- ♦ Click the **Paste** button.
- ♦ Highlight **Maximize button ~**.
- ♦ Click the **Cut** button on the toolbar.
- ♦ Place your insertion point at the beginning of the sentence **A small button, located next to the minimize button, which will enlarge the window to its fullest possible size. The maximize button is shaped like an up arrow**.
- ♦ Click the **Paste** button.
- ♦ Your completed document should look something like the following page:

Floppy Disk ~ A small disk used for storing information in a location outside of the computer's internal storage area.

Keyboard ~ Has keys with letters, numbers, and symbols on it. A keyboard is used to enter information and instructions into a computer.

Printer ~ A machine that makes a paper copy of information from the computer.

Computer Monitor ~ Is the screen that the user looks at when interacting with the computer. Most monitors are 13" to 15" diagonally. For multimedia use, the monitor must support at least 256 colours.

Mouse ~ A hand held tool used to point at and select items on the screen. A mouse works most efficiently when on a mouse pad.

Minimize Button ~ A small button shaped like a down arrow which will reduce a window to an icon. This button is located to the right of the toolbar.

Maximize Button ~ A small button, located next to the minimize button, which will enlarge the window to its fullest possible size. The maximize button is shaped like an up arrow.

Exercise (Cut, Copy, and Paste)

Cut, Copy, and Paste

I.   Type the following paragraphs into a new Word document. (No paragraph border and shading are required.)

Cut, Copy, and Paste

Now, as the computer student, you must choose which option you wish to employ – Cut (which will erase the highlighted section and store it in memory), or Copy (which makes a copy of the highlighted section and stores it memory).

The power of a word processor lies in its ability to allow the computer user to make significant changes to the order of a document's contents without having to retype the information each time a change in order is made. This is accomplished through the word processor's Cut, Copy, and Paste functions.

First, you must highlight a block of text:

1) Place the cursor at the beginning of the desired block of text you wish to highlight.
2) Click the cursor once to establish the starting point for the block.
3) Then, press and hold the mouse button, dragging the cursor across the text you wish to highlight. This may be one line, or many, one word or many.

Once the section is highlighted, release the mouse button and select the Edit menu.

The second step is to decide, if you want to Cut, do you wish to move the data elsewhere in the document. If so, place the cursor at the new point, select Edit, and then Paste. The result will be that the cut material will appear at this new location. Note that you can repeat this function as many times as you wish, creating several copies of the cut text. If you decide to Copy rather than Cut, you still place the cursor where you wish the copy to appear, then select Edit and Paste to create one or more copies of the desired material. Each time you select Paste, you will create a copy.

Cut, Copy, and Paste submenu items can be found under the Edit menu. While they are usually greyed out, the moment the user highlights text, they become visible (black) and so usable.

II.   Save this document onto your disk as "Editfile".

III.   Select the first paragraph, beginning with "now…" and ending with "memory…". Highlight and cut it. Paste this paragraph just before the paragraph beginning "The second step…".

IV.   Now, highlight and cut the paragraph that begins "Cut, Copy, and Paste submenu…"; paste this paragraph just before the paragraph ending with "…and paste functions".

V.   Since a well-written report always repeats the main idea that began the report, copy the paragraph beginning with "The power of …", and paste it at the end of your document as a new, concluding paragraph.

VI.   Type and centre 5 asterisks (*) under the title. Copy these asterisks and have them appear again at the bottom of the document.

Your completed document should look like this:

Cut, Copy, and Paste
*****

  Cut, Copy, and Paste submenu items can be found under the Edit menu. While they are usually greyed out, the moment the user highlights text, they become visible (black) and so usable.
  First, you must highlight a block of text:
1) Place the cursor at the beginning of the desired block of text you wish to highlight.
2) Click the cursor once to establish the starting point for the block.
3) Then, press and hold the mouse button, dragging the cursor across the text you wish to highlight. This may be one line, or many, one word or many.
  Once the section is highlighted, release the mouse button and select the Edit menu.
  Now, as the computer student, you must choose which option you wish to employ – Cut (which will erase the highlighted section and store it in memory), or Copy (which makes a copy of the highlighted section and stores it memory).
  The second step is to decide, if you want to Cut, do you wish to move the data elsewhere in the document. If so, place the cursor at the new point, select Edit, and then Paste. The result will be that the cut material will appear at this new location. Note that you can repeat this function as many times as you wish, creating several copies of the cut text. If you decide to Copy rather than Cut, you still place the cursor where you wish the copy to appear, then select Edit and Paste to create one or more copies of the desired material. Each time you select Paste, you will create a copy.
  The power of a word processor lies in its ability to allow the computer user to make significant changes to the order of a document's contents without having to retype the information each time a change in order is made. This is accomplished through the word processor's Cut, Copy, and Paste functions.
*****

Change Font, Font Sizes, and Colours

You can change the way text looks by changing the font.

This text is Times New Roman.
This text is Arial.
The size of this text is 14 point.

The size of this text is 24 point.

The colour of this text is Dark Blue.
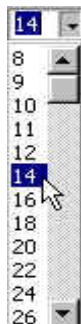The colour of this text is Red.

To Change Font
1).   Highlight the text you want to change.
2).   On the toolbar, click the **Font** drop-down arrow.

3).   From the list of fonts, choose the name of the font you want.

To Change Font Size
1).   Highlight the text you want to change.
2).   On the toolbar, click the **Font Size** drop-down arrow.

3).   From the list of font size, choose the size you want.

To Change Font Colour
1). Highlight the text you want to change.
2). On the toolbar, click the **Font Colour** drop-down arrow.
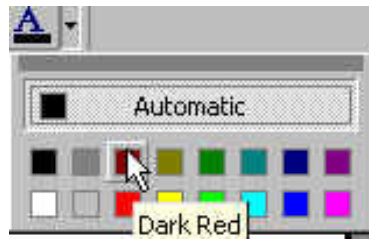
3). From the list of colours, choose the colour you want.

Drop Cap

To Apply Drop Cap
♦ Click anywhere in the paragraph that you want to begin with a dropped capital letter.
♦ Click **Format** on the Menu bar.
♦ Choose **Drop Cap**.

♦ Choose **Dropped** or **In Margin**.
♦ Enter a number in the Lines to drop box.
♦ Click the **OK** button.

Drop cap has been applied to the following paragraph:

The power of a word processor lies in its ability to allow the computer user to make significant changes to the order of a document's contents without having to retype the information each time a change in order is made. This is accomplished through the word processor's Cut, Copy, and Paste functions.

To Remove Drop Cap
♦ Click anywhere in the paragraph that you want to remove the drop capital formatting.
♦ Click **Format** on the Menu bar.
♦ Choose **Drop Cap**.
♦ Choose **None**.
♦ Click the **OK** button.

Exercise (Matilda Continued)

To instructors: Type and save the story on the following page in "C" drive.

Objective: Open a file from "C" drive, Copy and Paste, Complete a Story, Word Count, Format Text, Save and Print a document.

To students:

Find the story of Matilda in your "C" drive; <u>copy</u> the entire story, and then <u>paste</u> the text into a <u>new file</u>. Be sure to leave the original copy of the story on your hard drive so that others who use your computer will have access to it.

Now, pick up where Matilda's story left off, and finish the tale. Your ending can be happy or otherwise! Be creative. Your final draft should have at least 300 – 400 words. Use the word count feature in the Tools menu to count the number of words in your story.

Add a title. Centre align, underline, and bold your title. Save your story onto your disk, and print a copy.

Matilda: Woman of the Nineties

Once upon a time, there was a young lady named Matilda. She was quite beautiful, but somehow felt that her life was unfulfilled. She thought that there had to be more to experience than her daily routines. She lived with her stepmother and three evil stepsisters. They thought that Matilda was there to answer their every need. "Wash the floor, scrub the windows, darn my socks," was all that Matilda heard each day. There just had to be more to life.

One particular dreary day, a letter arrived from the king. He was planning a grand ball for the entire kingdom. Matilda was thrilled since she would have an opportunity to get out and have some fun. Alas, this was not what her sisters had in mind. They forbade Matilda from attending the ball. What was she to do? How would she ever escape from her reality? Where were her rights? How could she change her destiny and realize her full potential?

Exercise (Thesaurus, Word Count, Spell Checks, Copy, Paste, and Drop Cap)

1. Create a new Word Processing file.

2. Write a paragraph of 150 words or more describing a family member or friend. Use the "Word Count" option under Tools to determine how many words you have written.

3. Check your spelling, and save this file, naming it "UseOfThesaurus".

4. Using the **Edit** menu and the "**Select All**" option, paste another copy of your paragraph beneath the original.

5. Find the first adjective or adverb in your second paragraph and either click the cursor in front of the word, or highlight the word. Now, go to the **Tools** menu, and click on "**Thesaurus**".

6. The Thesaurus will give you several synonyms (words with the same meaning) for the word you have highlighted. If you like one better than the word you wrote, click "Change". If you don't like any of the synonyms better than your original word, click "Cancel".

7. Repeat steps 5 and 6 for each of the adverbs and adjectives in your second paragraph.

8. Use the **Drop Cap** feature for the first letter of the first paragraph.

9. Save your file, and print one copy for yourself and one for your teacher.

Indent Paragraphs

Indents change the distance between the page margins and a paragraph.
There are several types of indents in Word:
First Line Indent, Hanging Indent, Left Indent, and Right Indent.

The following paragraph is First Line Indented:

       On this particular morning, I needed some of my laundry which was hung out downstairs. I quickly ran down the seven steps (my home is a split level) and realized that I was walking in water. Horrors! The hot water tank was leaking.

The following paragraph is Left Indented:

       On this particular morning, I needed some of my laundry which was hung out downstairs. I quickly ran down the seven steps (my home is a split level) and realized that I was walking in water. Horrors! The hot water tank was leaking.

The following paragraph is Right Indented:

On this particular morning, I needed some of my laundry which was hung out downstairs. I quickly ran down the seven steps (my home is a split level) and realized that I was walking in water. Horrors! The hot water tank was leaking.

Indent Using the Ruler

To Set the First Line Indent By Using the Ruler:
1) Click **View** on the Menu bar. Choose **Ruler** to display the ruler.
2) Place the insertion point in the paragraph that you want to apply the first line indent to.
3) Drag the **First Line Indent** marker to the desired position.

To Set a Left Indent By Using the Ruler:
1) Click **View** on the Menu bar. Choose **Ruler** to display the ruler.
2) Place the insertion point in the paragraph to which you want to apply the Left Indent.
3) Drag the **Left Indent** marker to the desired position.

To Set a Right Indent By Using the Ruler:
1) Click **View** on the Menu bar. Choose **Ruler** to display the ruler.
2) Place the insertion point in the paragraph to which you want to apply the Right Indent.
3) Drag the **Right Indent** ⌂ marker to the desired position.

Indent Using the Paragraph Dialogue Box
**To Set Indents Using the Paragraph Dialogue Box:**
1) Select the desired paragraph(s).
2) Click **Format** at the Menu bar.
3) Choose **Paragraph**.
4) Click **Indents and Spacing tab**.
5) In the **Indentation** area, enter the desired setting(s) in the **Left** and / or **Right** text boxes.
6) From the **Special** drop-down menu, choose **Hanging** or **First Line**.
7) In the **By** scroll box, select or type the special indent setting.
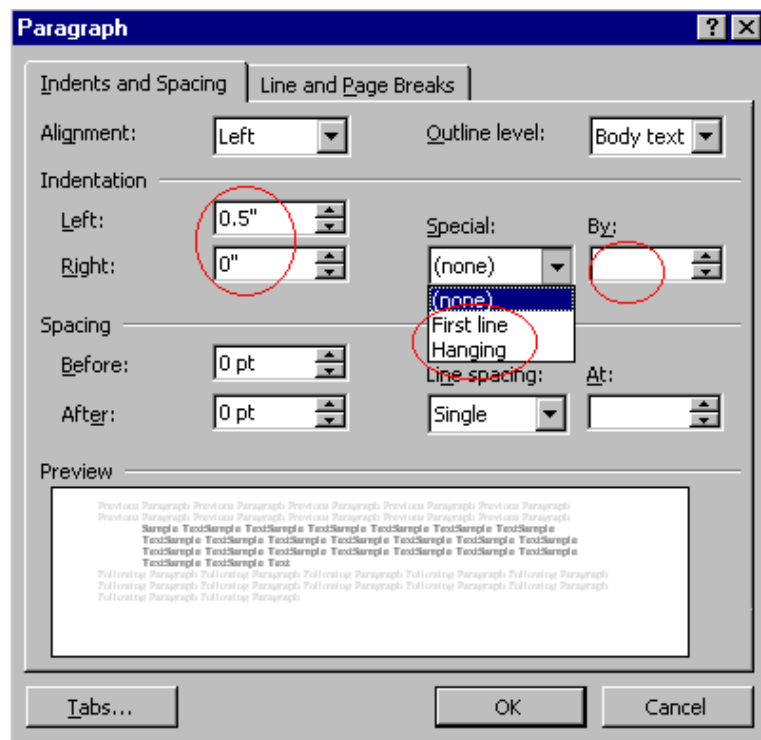
8) Click **OK**.

Left Indent By Using the Toolbar

To Change the Left Indent By Using the Toolbar.

Left indent can also be changed by using the **Decrease Indent** and **Increase Indent** buttons on the toolbar.

Line or Paragraph Spacing

The following paragraph is double-spaced:

On this particular morning, I needed some of my laundry which was hung

out downstairs. I quickly ran down the seven steps (my home is a split level)

and realized that I was walking in water. Horrors! The hot water tank was

leaking.

The following paragraph is 1 1/2 line-spaced:

On this particular morning, I needed some of my laundry which was hung

out downstairs. I quickly ran down the seven steps (my home is a split level)

and realized that I was walking in water. Horrors! The hot water tank was

leaking.

To Change the Line or Paragraph Spacing:

1) Select the paragraph(s) to which you want to apply the line or paragraph spacing.
2) Choose **Format** from the Menu bar.
3) Choose **Paragraph**.
4) Click the **Indents and Spacing** tab.
5) Enter the measurement in the **Before** and **After** scroll boxes.
6) In the **Line Spacing** drop-down menu choose the option desired.
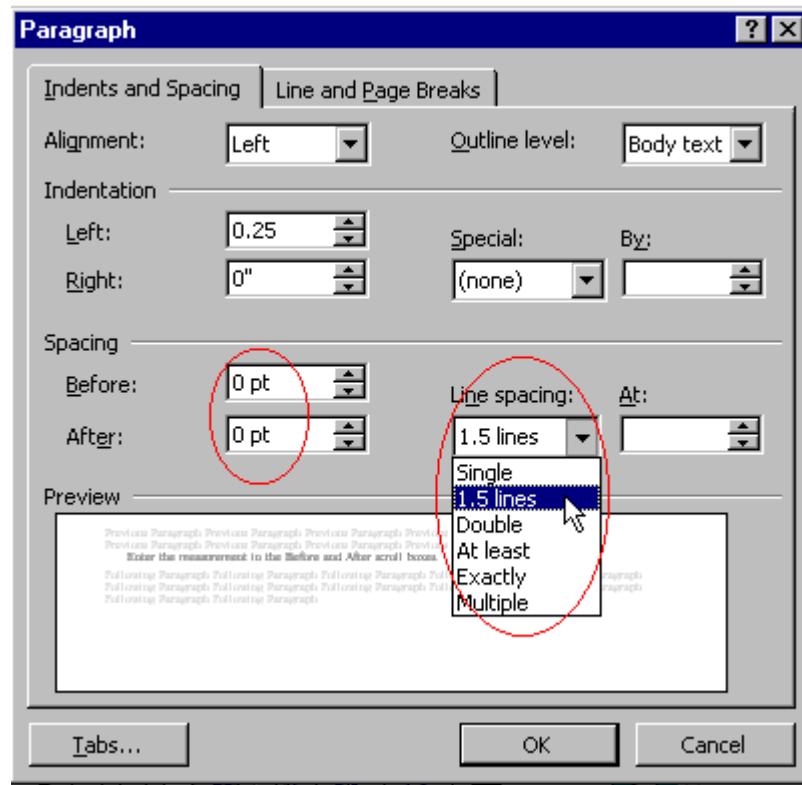
7) Click **OK**.

Exercise (Line Spacing)

Open a new document and enter the following paragraph: (No shading is required.)

> At times we tend to forget that we have the potential to be excellent communicators. We each have an innate ability to express our thoughts with clarity and precision. However, we seem to be put off by the fundamentals of grammar and lose our focus on the more rewarding skills of sentence and paragraph construction.

Now, do the following steps:
- Select the paragraph you have just entered.
- Choose **Format** from the Menu bar.
- Choose **Paragraph**.
- Click the **Indents and Spacing** tab.
- In the **Line Spacing** drop-down menu, choose **Double**.
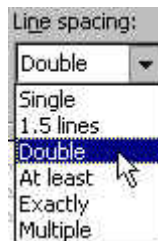
- Click the **OK** button.

Your paragraph should look something like this:

> At times we tend to forget that we have the potential to be excellent
>
> communicators. We each have an innate ability to express our thoughts with
>
> clarity and precision. However, we seem to be put off by the fundamentals
>
> of grammar and lose our focus on the more rewarding skills of sentence and
>
> paragraph construction.

Create Paragraph Border

The following paragraph has a border around it:

> **On this particular morning, I needed some of my laundry which was hung out downstairs. I quickly ran down the seven steps (my home is a split level) and realized that I was walking in water. Horrors! The hot water tank was leaking. How long had it been leaking? Obviously, most of the night, to have made six inches on the laundry floor. I rushed to the phone to call my efficient and friendly plumber – in ten minutes he had arrived and shut off the hot water, and arranged to take out the leaking tank. It took the remainder of the day for his crew to install a new tank. By five o'clock, I was taking my bath.**

To Create a Paragraph Border:
1. Highlight the paragraph that you want to add a border.
2. Click **Format** on the Menu bar, choose **Borders and Shading**.
3. Click the **Borders** tab.
4. Choose an option under **Setting**.
5. Choose an option in the **Style** box.
6. Click the **Color** drop-down menu. Choose the color of your borders.
7. Click the **Width** drop-down arrow. Choose the width of your borders.
8. Click the **Apply to** drop-down arrow. Choose an option.

9. Click **OK**.

Exercise (Create Paragraph Border)

♦ Open a new document and enter the following paragraph: (No shading is required.)

I cannot remember when I had a more enjoyable outing. The weather was perfect and the picnic food delicious. The softball game we played was full of laughs and unexpected excitement, and our marshmallow roast at dusk was the perfect ending to a perfect day. I hope we do it all again next year.

♦ Highlight the paragraph you have just entered.
♦ Click **Format** on the Menu bar. Choose **Borders and Shading**.
♦ Click the **Borders** tab.
♦ Under **Setting** choose **Shadow**.

♦ In the **Style** box choose the option as shown below:

♦ Click the **Color** drop-down menu. Choose **Blue**.
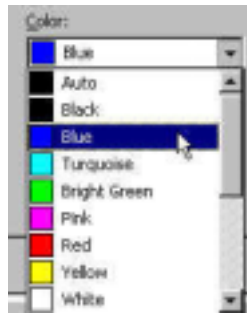
♦ Click the **Width** drop-down arrow. Choose **3/4 pt**.
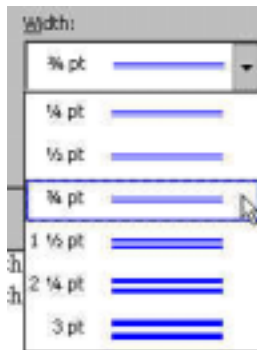
♦ Click the **Apply To** drop-down arrow. Choose **Paragraph**.

♦ Click the **OK** button.

Your paragraph should look something like this:

I cannot remember when I had a more enjoyable outing. The weather was perfect and the picnic food delicious. The softball game we played was full of laughs and unexpected excitement, and our marshmallow roast at dusk was the perfect ending to a perfect day. I hope we do it all again next year.

Create a Page Border

To create a page border:

1. Click **Format** on the Menu bar, choose **Borders and Shading**.
2. Click the **Page Border** tab.
   - Choose an option under **Setting**.
   - Choose an option in the **Style** box.
   - Click the **Color** drop-down menu. Choose the colour of your page borders.
   - Click the **Width** drop-down arrow. Choose the width of your page borders.
   - Click **OK**.

Or
   - Click the **Art** drop-down arrow. Choose an option.
   - Click the **Apply to** drop-down arrow. Choose an option.
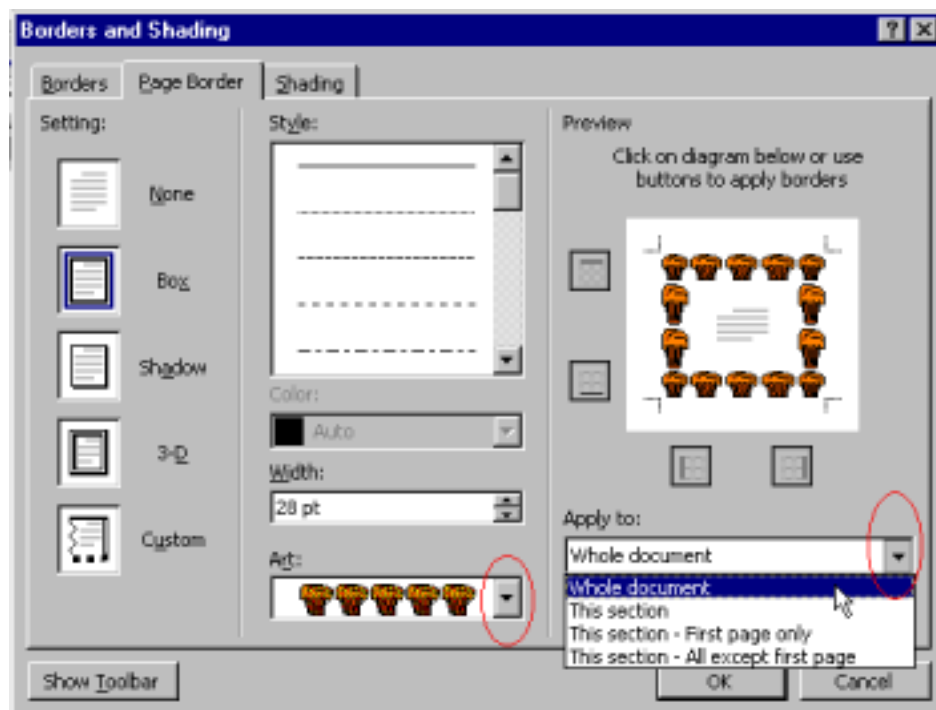
   - Click **OK**.

Exercise (Create a Page Border)

♦ Open a new document and enter the following paragraphs: (No shading is required.)

What does it take to be a great student?

The definition of "great students" is not very easy to define. Personally, I believe that there are many different levels of great students. However, in most cases, great students generally have the same characteristics.

What does it even mean to be a great student? Well, the answer to that is somewhat difficult. Being a great student can be as simple as being punctual, completing the assigned tasks or even getting along when working with others. On the other hand, just trying your best, working hard and having the right attitude towards learning can be the definition of a great student. Why is it that there are just so many different interpretations of being a great student? Different people have different values and that creates different levels of success. For example, one student may achieve a mark of 85% on a test and that would mean high success for that person. However, his or her friend may feel that 85% is not high enough to mean success. Situations such as this one would create a problem for the definite meaning of a "great student".

Although I feel that there are many different explanations for being a great student, I do believe that people who share the same desire to be a good student have some similar characteristics. For example, everyone wants to obtain perfect marks in school. Not only that, but I believe that most people want to be successful. There are many steps involved in the process of becoming successful. I feel that everyone has set goals to achieve, and it could even be as simple as trying to attend all the classes for a semester without skipping. Once you have set specific targets for yourself, then you'll try hard to meet those standards, which I hope everyone does. The reason I feel that great students share the same characteristics is because they try hard to meet goals that they have set for themselves.

So what exactly does it take to be a great student? All I can say is that it really depends on the person who this question is directed to. There are just too many interpretations and different levels of great students.
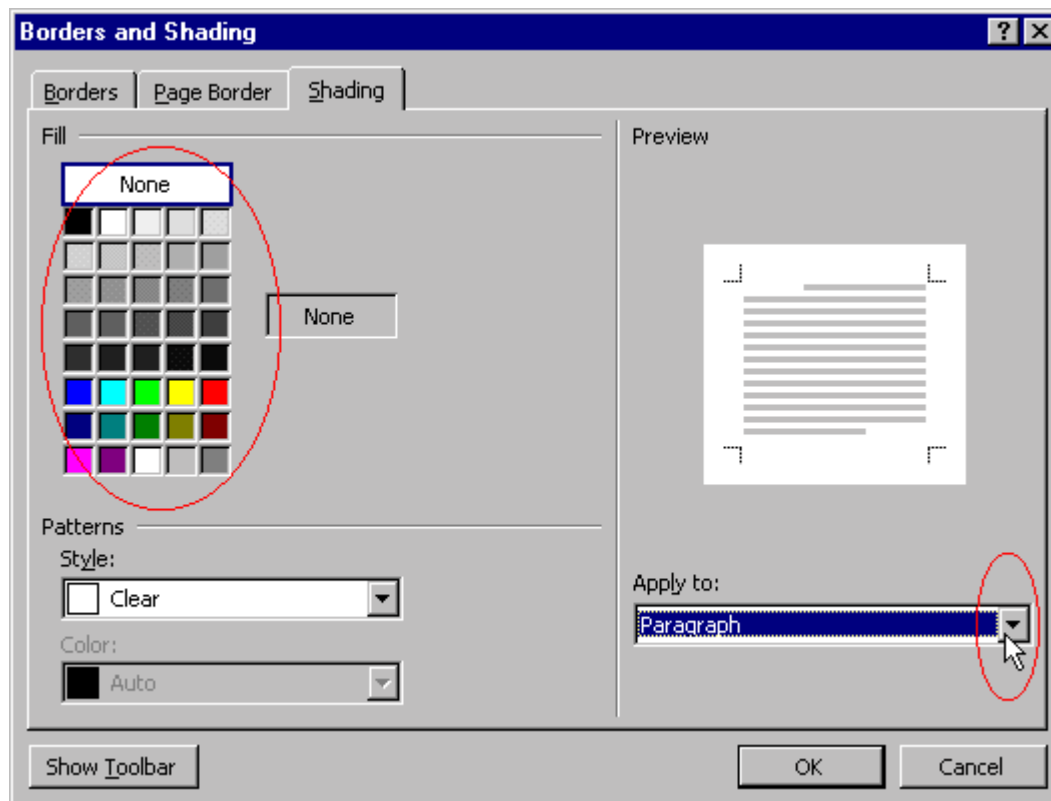
- ♦ Click **Format** on the Menu bar. Choose **Borders and Shading**.
- ♦ Click the **Page Border** tab.
- ♦ Click the **Art** drop-down arrow. Choose the option as shown below (or an option of your choice):
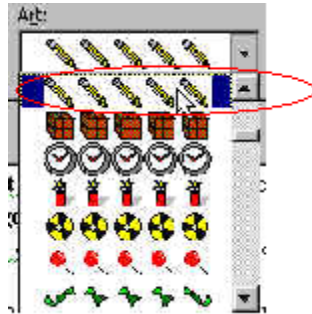
- ♦ Click the **Apply to** drop-down arrow. Choose **Whole document**.
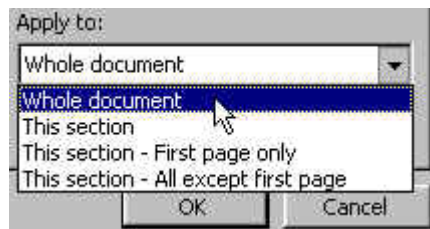
- ♦ Click the **OK** button.
- ♦ Your finished document should look something like the next page:

What does it take to be a great student?

The definition of "great students" is not very easy to define. Personally, I believe that there are many different levels of great students. However, in most cases, great students generally have the same characteristics.

What does it even mean to be a great student? Well, the answer to that is somewhat difficult. Being a great student can be as simple as being punctual, completing the assigned tasks or even getting along when working with others. On the other hand, just trying your best, working hard and having the right attitude towards learning can be the definition of a great student. Why is it that there are just so many different interpretations of being a great student? Different people have different values and that creates different levels of success. For example, one student may achieve a mark of 85% on a test and that would mean high success for that person. However, his or her friend may feel that 85% is not high enough to mean success. Situations such as this one would create a problem for the definite meaning of a "great student".

Although I feel that there are many different explanations for being a great student, I do believe that people who share the same desire to be a good student have some similar characteristics. For example, everyone wants to obtain perfect marks in school. Not only that, but I believe that most people want to be successful. There are many steps involved in the process of becoming successful. I feel that everyone has set goals to achieve, and it could even be as simple as trying to attend all the classes for a semester without skipping. Once you have set specific targets for yourself, then you'll try hard to meet those standards, which I hope everyone does. The reason I feel that great students share the same characteristics is because they try hard to meet goals that they have set for themselves.

So what exactly does it take to be a great student? All I can say is that it really depends on the person who this question is directed to. There are just too many interpretations and different levels of great students.

Apply Shading

The shading of the word **Memo** is Red.

The shading of the words **Your Attention Please** is Grey 20%.

To apply Shading:
1) Highlight the paragraph(s) which you want to apply shading.
2) Click **Format** on the Menu bar. Choose **Borders and Shading**.
3) Click the **Shading** tab.
4) In the **Fill** box, choose the shading you desired.
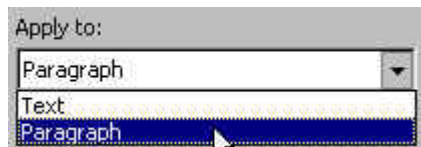5) In the **Apply to:** box choose the desired option.

6) Click **OK**.

Exercise (Apply Shading)

- Open a new document and type the words "**Happy Birthday**".
- Use font size **36** point, and **centre** the text.
- Click **Format** on the Menu bar. Choose **Borders and Shading**.
- Click the **Shading** tab.
- In the **Fill** box, choose **Gray-40%**.
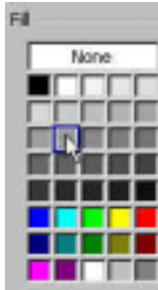
- In the **Apply to:** box, choose **Paragraph**.

- Click the **OK** button.

It should look something like this:

Happy Birthday

Bullets

When you group paragraphs in a list, you can create a bulleted list. In a bulleted list, each paragraph in the list is preceded by a bullet, a small symbol such as a circle or square.

Create Bulleted Listings
There are several ways to create Bullet listings:

Method I: (Create the Bullet listings after you have entered your text.)
♦ Highlight the paragraph(s).
♦ Click the **Bullets** button on the toolbar.

Method II: (Create the Bullet listings after you have entered your text.)
♦ Highlight the paragraph(s).
♦ Click **Format** on the Menu bar.
♦ Choose **Bullets and Numbering**.
♦ Click the **Bulleted** tab.
♦ Choose the design you desired.
♦ For more designs click the **Customize** button.
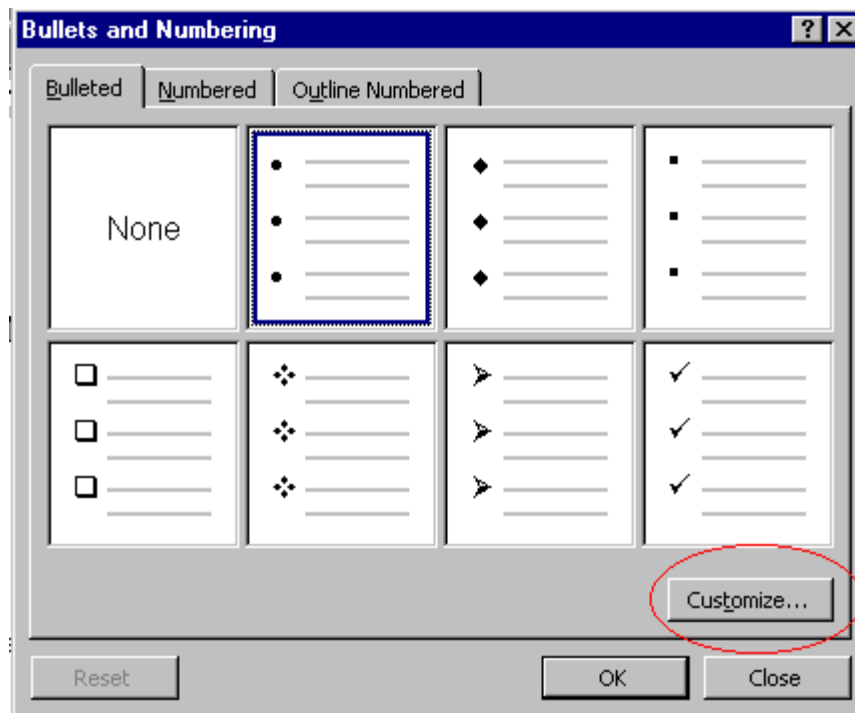
Method III: (Create the Bullet listings as you type your text.)

♦ Type an asterisk. (*)
♦ Press spacebar.
♦ Enter your text.
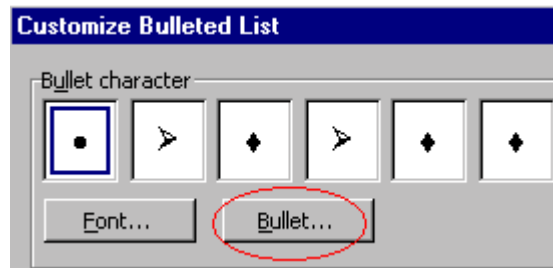♦ Hit Enter.

To turn off this feature, hit Enter twice.
To provide a line space without bullets, hold Shift and hit Enter.

Remove Bullets

To remove bullets, select the item, click the **Bullets** button on the toolbar.

Numbers

Create Numbered Listings

There are several ways to create Numbered listing:

Method I: (Create the Numbered listing after you have entered your text.)

♦ Highlight the paragraph(s).
♦ Click the **Numbering** button on the toolbar.

Method II: (Create the Numbered listing after you have entered your text.)

♦ Highlight the paragraph(s).
♦ Click **Format** on the Menu bar.
♦ Choose **Bullets and Numbering**.
♦ Click the **Numbered** tab.
♦ Choose the design you desire.
♦ For more designs click the **Customize** button.
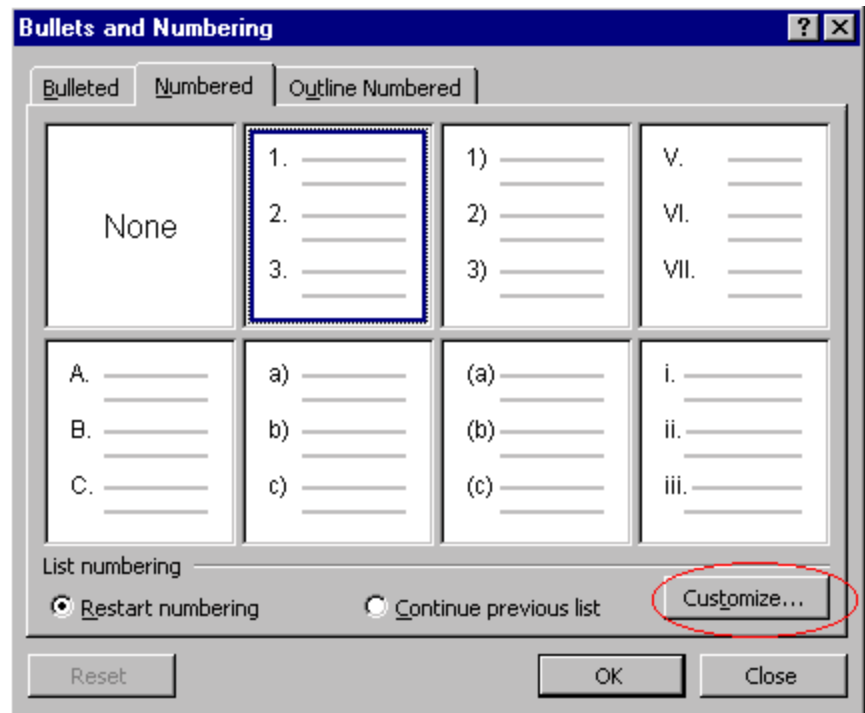
Method III: (Create the Numbered listing as you type your text.)
- ♦ Type 1 and then a period. (1.)
- ♦ Press spacebar.
- ♦ Enter your text.
- ♦ Hit enter.

To turn off this feature, hit Enter twice.
To provide a line space without numbers, hold Shift and hit Enter.

Remove Numbers

To remove numbers, select the item, click the **Numbers** button on the toolbar.

Exercise (Bullets)

♦ Open a new word document.
♦ Type **Winter Camp 2001 Student Supply List**.
♦ Use font size **24** point for this heading, **bold** and **centre** align this heading.
♦ Insert 2 blank lines.
♦ Click the **Align Left** button.
♦ Change your font size to **16** point.
♦ Click **Format** on the Menu bar.
♦ Choose **Bullets and Numbering**.
♦ Click the **Bulleted** tab if necessary.
♦ Click a bullet design. (Except the "None" design.)
♦ Click the **Customize** button.
♦ Click the **Bullet** button.

♦ Click the **Font** drop-down arrow. Choose **Wingdings**.
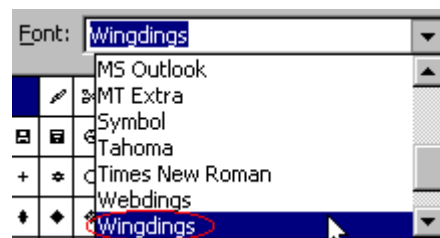
♦ Select a design of your choice.
♦ Click **OK**.
♦ Click **OK**.

♦ Now, type your supply list: (Press **Enter** key after each item.)
>
> **Sleeping bag**
> **Pillow**
> **Pyjamas**
> **3 pairs of underwear**
> **6 pairs of warm socks**
> **3 sweat shirts**
> **2 sweaters**
> **1 pair of runners**
> **3 pairs of mittens**
> **Hat, toque or face mask and scarf**
> **Warm outdoor footwear**
> **Ski suit**
> **Soap, washcloth, towel and deodorant**
> **Brush, comb**
> **Toothbrush, toothpaste**
> **Cream for windburn and chapped lips**
> **Sunglasses**

♦ Your completed list should look something like the next page:

Winter Camp 2001 Student Supply List

- ➢ Sleeping bag
- ➢ Pillow
- ➢ Pyjamas
- ➢ 3 pairs of underwear
- ➢ 6 pairs of warm socks
- ➢ 3 sweat shirts
- ➢ 2 sweaters
- ➢ 1 pair of runners
- ➢ 3 pairs of mittens
- ➢ Hat, toque or face mask and scarf
- ➢ Warm outdoor footwear
- ➢ Ski suit
- ➢ Soap, washcloth, towel and deodorant
- ➢ Brush, comb
- ➢ Toothbrush, toothpaste
- ➢ Cream for windburn and chapped lips
- ➢ Sunglasses

Exercise (Numbers)

- Open a new word document.
- Type **How To Use A Fax Machine**.
- Use font size **26** point for this heading, **bold** and **centre** align this heading.
- Insert 2 blank lines.
- Click the **Align Left** button.
- Change your font size to **16** point.
- Type 1 and then a period. (1.)
- Now, enter the following text: (Press Enter after each item.)

> **Place fax face down**
> **Enter fax number**
> **Push the Start button**
> **Insert next page immediately**
> **Wait for transmit record to confirm your fax was sent**

- Your completed list should look something like the next page:

How To Use A Fax Machine

1. **Place fax face down**
2. **Enter fax number**
3. **Push the Start button**
4. **Insert next page immediately**
5. **Wait for transit record to confirm your fax was sent**

Exercise (Bullets and Numbers)

♦ Open a new document and type the following text: (No shading is required.)

Samaritan House Training Centre offers:
Academic upgrading
Computer skills
Job search skills
Communication skills
Problem solving skills
Team work skills
A positive attitude to work and learning

Adult Basic Education:
Upgrading in reading, writing or math
GED preparation
Computer skills
Job search skills
Independent study

♦ Select the seven points under the heading **Samaritan House Training Centre.**
♦ Click **Format** on the Menu bar.
♦ Choose **Bullets and Numbering.**
♦ Click the **Bulleted** tab.
♦ Choose a bullet style of your choice.
♦ Click **OK**.
♦ Select the five points under the heading **Adult Basic Education.**
♦ Click **Format** on the Menu bar.
♦ Choose **Bullets and Numbering**.
♦ Click the **Numbered** tab.
♦ Choose a numbering style of your choice.

Sample Document

Samaritan House Training Centre offers:
- Academic upgrading
- Computer skills
- Job search skills
- Communication skills
- Problem solving skills
- Team work skills
- A positive attitude to work and learning

Adult Basic Education:
1. Upgrading in reading, writing or math
2. GED preparation
3. Computer skills
4. Job search skills
5. Independent study

Outline Numbers

Create an Outline Numbered Listing

There are several ways to create an Outline Numbered listing:

Method I: (Create the Outline Numbered listing after you have entered your text.)

1) Highlight the paragraph(s).
2) Click **Format** on the Menu bar.
3) Choose **Bullets and Numbering**.
4) Click the **Outlined Numbered** tab.
5) Choose the design you desire. (Choose a design that does not contain the text "Heading 1, Heading 2,".)
6) Click **OK.**

Method II: (Create the Outline Numbered listing as you type your text.)

1) Click **Format** on the Menu bar.
2) Choose **Bullets and Numbering**.
3) Click the **Outlined Numbered** tab.
4) Choose the design you desire. (Choose a design that does not contain the text "Heading 1, Heading 2,".)
5) Click **OK.**
6) Enter your text, press the **Enter** key on your keyboard after each item.

To change an item in the list to the appropriate level click the **Increase Indent** button or the **Decrease Indent** button on the toolbar.

Or

Varying the numbering level as you type by:

Pressing **Tab** to demote the item to a lower numbering level.

Pressing **Shift + Tab** to promote the item to a higher numbering level.

Exercise (Outline Numbered List)

Open a new document.
Type **To do list for: November 17, 2000**.
Click the **Align Right** button on the toolbar.
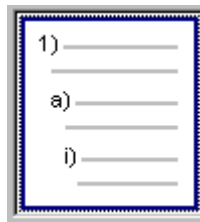Press **Enter** three times to insert two blank lines.
Click the **Align Left** button on the toolbar.
Click **Format** on the Menu bar.
Choose **Bullets and Numbering**.
Click the **Outline Numbed** tab.
Choose the design as shown below:

Click **OK.**
Type **Brandon Shoppers Mall**.
Press **Enter**.
Press **Tab**.
Type **Go to Super Thrifty Drug Mart to pick up mail from postal box**.
Press **Enter**.
Type **Withdraw $200.00 at Scotia Savings account**.
Press **Enter**.
Type **Buy 15-page protectors at Christie Office Plus**.
Press **Enter**.

Click the **Decrease Indent** button on the toolbar.
Type **Return movie tape at Rogers Video**.
Press **Enter**.
Type **Superstore**.
Press **Enter**.
Press **Tab**.
Type **Pharmacy**.
Press **Enter**.
Press **Tab**.
Type **Refill prescriptions for Tyler**.
Press **Enter**.

Type **Pick up cough candies**.
Press **Enter**.
Click the **Decrease Indent** button.
Type **Photo Department**.
Press **Enter**.
Press **Tab**.
Type **Drop off film for developing**.
Press **Enter**.
Type **Pick up 2 videotapes**.
Press **Enter**.
Click the **Decrease Indent** button **twice**.
Type **Downtown**.
Press **Enter**.
Press **Tab**.
Type **Pick up Barb's ring at Zeke's**.
Press **Enter**.
Type **Talk to Kathy at Canada Trust**.
Press **Enter**.
Press **Tab**.
Type **Ask her about car loan**.
Press **Enter**.
Type **Remind her to order cheques for me**.
Press **Enter**.
Click **Decrease Indent** button **twice**.
Type **Aunt Sandy**.
Press **Enter**.
Press **Tab**.
Type **Return bread maker**.
Press **Enter**.
Type **Ask her to scan pictures for me**.
Save your file as **MyToDoList**.
Your document should look something like the next page.

1) Brandon Shoppers Mall
   a) Go to Super Thrifty Drug Mart to pick up mail from postal box
   b) Withdraw $200.00 at Scotia Savings account
   c) Buy 15-page protectors at Christie Office Plus
2) Return movie tape at Rogers Video
3) Superstore
   a) Pharmacy
      i) Refill prescriptions for Tyler
      ii) Pick up cough candies
   b) Photo Department
      i) Drop off film for developing
      ii) Pick up 2 videotapes
4) Downtown
   a) Pick up Barb's ring at Zeke's
   b) Talk to Kathy at Canada Trust
      i) Ask her about car loan
      ii) Remind her to order cheques for me
5) Aunt Sandy
   a) Return bread maker
   b) Ask her to scan pictures for me

Exercise (Customize Outline Numbered List)

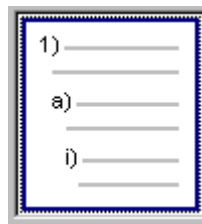Open your file **MyToDoList** if it is not already opened.
Select the entire list. (From **Brandon Shoppers Mall** to **Ask her to scan pictures for me**.)
Click **Format** on the Menu bar.
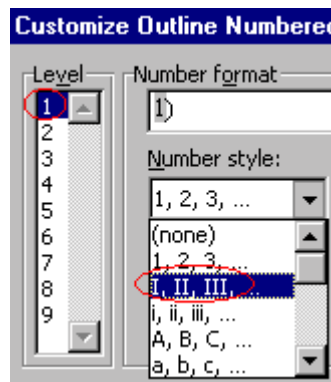Choose **Bullets and Numbering**.
Click the **Outline Numbered** tab.
Choose the design as shown below:

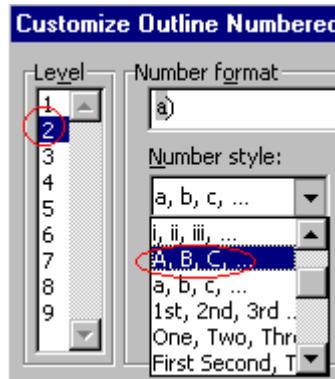Click the **Customize** button.
Click **1** in the **Level** box.
Click the **Number style** drop-down arrow, choose **I, II, III,**:

Click **2** in the **Level** box.
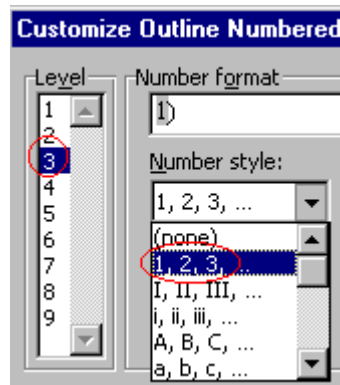Click the **Number style** drop-down arrow, choose **A, B, C,**:

In the **Number position** box, enter **0.5"** in the **Aligned at** box.
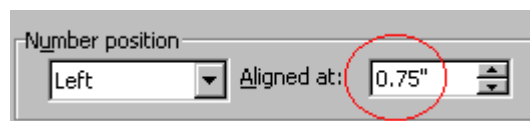

Click **3** in the **Level** box
Click the **Number style** drop-down arrow, choose **1, 2, 3,**:

In the **Number position** box, enter **0.75"** in the **Aligned at** box.

Click **OK.**
Your document should look something like the next page.

I) Brandon Shoppers Mall
 A) Go to Super Thrifty Drug Mart to pick up mail from postal box
 B) Withdraw $200.00 at Scotia Savings account
 C) Buy 15-page protectors at Christie Office Plus

II) Return movie tape at Rogers Video

III) Superstore
 A) Pharmacy
  1) Refill prescriptions for Tyler
  2) Pick up cough candies
 B) Photos Department
  1) Drop off film for developing
  2) Pick up 2 videotapes

IV) Downtown
 A) Pick up Barb's ring at Zeke's
 B) Talk to Kathy at Canada Trust
  1) Ask her about car loan
  2) Remind her to order cheques for me

V) Aunt Sandy
 A) Return bread maker
 B) Ask her to scan pictures for me

Exercise (Outline Numbered List)

♦ Type the following text in a new document: (No shading is required.)
(Reminder: use **Tab** to demote the list item to a lower level.)

Addresses
Delivery Point
Envelopes
Inserting
Lists
Mail Merge
Personal
Return
       Create a return address for envelopes
       Create a return address that contains only text
       Create a return address that includes a graphic logo

Auto Shapes
Aligning attached text
Drawing
Fitting text within
Inserting
Inserting text
Resizing
Setting margins for attached text
Trouble shooting
       The text I type replaces the existing text
       Text doesn't fit inside the drawing object
       I can't move a text object
       I can't use drag and drop editing
       Text won't flip or rotate with its drawing object

♦ Click **Edit** on the Menu bar. Choose **Select All**.
♦ Click **Format** on the Menu bar. Choose **Bullets and Numbering**.
♦ Click the **Outline Numbered** tab.

♦ Choose the Outline Numbering style as indicated below:

♦ Click **OK**.
♦ Select from point 2 (**Delivery Point**) to point 8.3 (**Create a return address that includes a graphic logo**).
♦ Click the **Increase Indent** button on the **Formatting** toolbar.
♦ Select from point 3 (**Aligning attached text**) to point 10.5 (**Text won't flip or rotate with its drawing object**).
♦ Click the **Increase Indent** button on the **Formatting** toolbar.
♦ Save and print your document.
♦ It should look something like the next page.

Sample Document

1. **Addresses**
   1.1. **Delivery Point**
   1.2. **Envelopes**
   1.3. **Inserting**
   1.4. **Lists**
   1.5. **Mail Merge**
   1.6. **Personal**
   1.7. **Return**
      1.7.1. **Create a return address for envelopes**
      1.7.2. **Create a return address that contains only text**
      1.7.3. **Create a return address that includes a graphic logo**

2. **Auto Shapes**
   2.1. **Aligning attached text**
   2.2. **Drawing**
   2.3. **Fitting text within**
   2.4. **Inserting**
   2.5. **Inserting text**
   2.6. **Resizing**
   2.7. **Setting margins for attached text**
   2.8. **Trouble shooting**
      2.8.1. **The text I type replaces the existing text**
      2.8.2. **Text doesn't fit inside the drawing object**
      2.8.3. **I can't move a text object**
      2.8.4. **I can't use drag and drop editing**
      2.8.5. **Text won't flip or rotate with its drawing object**

Exercise (Bullets)

Open a new Word Processor document, and answer the following. Write in a font style that you have not previously used.

1. Briefly describe (in two to three sentences) three accomplishments from your childhood years that are important to you, or that you are proud of.

2. Briefly describe three accomplishments that are important to you from your teenage years.

3. Briefly describe three accomplishments that are important to you from your adult years.

4. Look back over your descriptions, and list at least three skills that you used in each of these accomplishments. Use bullets when listing the skills.
   For example, if you were proud of winning a prize in a horse show as a teenager, some of the skills you used would have been:
   ♦ performing well in public
   ♦ working well with animals
   ♦ commitment to practising

   If you felt important as a good older sister, some of the skills you used would have been:
   ♦ caring for and helping others
   ♦ listening
   ♦ teaching

5. From this list, choose the top five skills you would most enjoy using in your next job. List them in order of importance to you.

Format Painter

The Format Painter is used to copy formats from one section of text to another.

♦ Place your insertion point in the text which contains the desired formats.

♦ Click the Format Painter button on the toolbar.

♦ Drag the mouse over the text in which you want the formats to appear.

Exercise (Format Painter)

♦ Type the following text in a new document: (No shading is required.)

Seasons:
Spring
Summer
Fall
Winter
Holidays:
New Year's Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Day
Labour Day
Thanksgiving Day
Remembrance Day

♦ Select the word **Seasons:**
♦ Click the **Center** button on the toolbar.
♦ Click the **Bold** and then **Italic** buttons.
♦ Click the **Font Size** drop-down arrow, select **28**.
♦ Click the **Font** drop-down arrow, choose **Lucida Handwriting**.
♦ Click the **Font Color** drop-down arrow, choose **Pink**.
♦ Place your insertion point in the word **Seasons:**
♦ Click the **Format Painter** button on the toolbar.
♦ Drag your mouse over the words **Spring, Summer, Fall, Winter.**
♦ Release your mouse button.
♦ The **Format Painter** has copied the formats applied to the word.
   Seasons: to the block of text **Spring**, **Summer**, **Fall**, and **Winter**.

- Select the word **Holidays:**
- Click the **Align Right** button on the toolbar.
- Click the **Bold** and then **Underline** buttons.
- Click the **Font Size** drop-down arrow, select 24.
- Click the **Font** drop-down arrow, choose **Century Gothic**.
- Click the **Font Color** drop-down arrow, choose **Green**.
- Place your insertion point in the word **Holidays:**
- Click the **Format Painter** button on the toolbar.
- Drag the mouse over the words **New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day, Labour Day, Thanksgiving Day, Remembrance Day**.
- Release your mouse button.
- The **Format Painter** has copied the formats applied to the word **Holidays:** to the block of text **New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day, Labour Day, Thanksgiving Day,** and **Remembrance Day**.
- Your completed work should look something like the next page:

Seasons:
Spring
Summer
Fall
Winter

Holidays:
New Year's Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Day
Labour Day
Thanksgiving Day
Remembrance Day

Change Page and Margin Settings

The white space between the edge of the text and the edge of the page is called the margin.
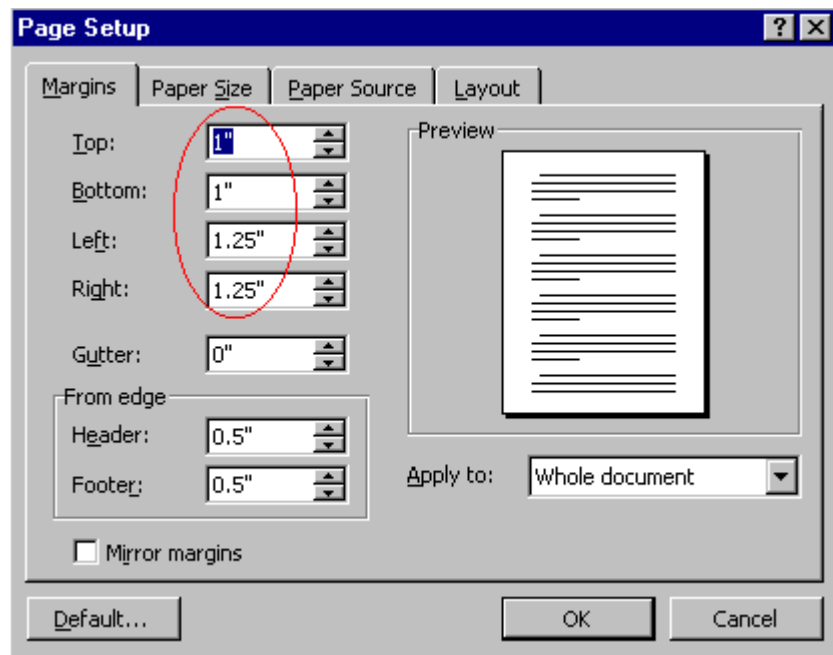Default size of top margin is: 1"
Default size of bottom margin is: 1"
Default size of left margin is: 1.25"
Default size of right margin is: 1.25"

To Change Margin Settings
    1). From the **File** menu, choose **Page Setup**.
    2). Choose the **Margins** tab.
    3). Type new measurements for any settings you want.

    4). Choose the **OK** button.

To Change Page Orientation

When you arrange text on a page that is taller than it is wide, the orientation is called **portrait**.

When you arrange text on a page that is wider than it is tall, the orientation is called **landscape**.

1). From the **File** menu, choose **Page Setup**.
2). Choose the **Paper Size** tab.
3). Choose either the **Portrait** or **Landscape** option.
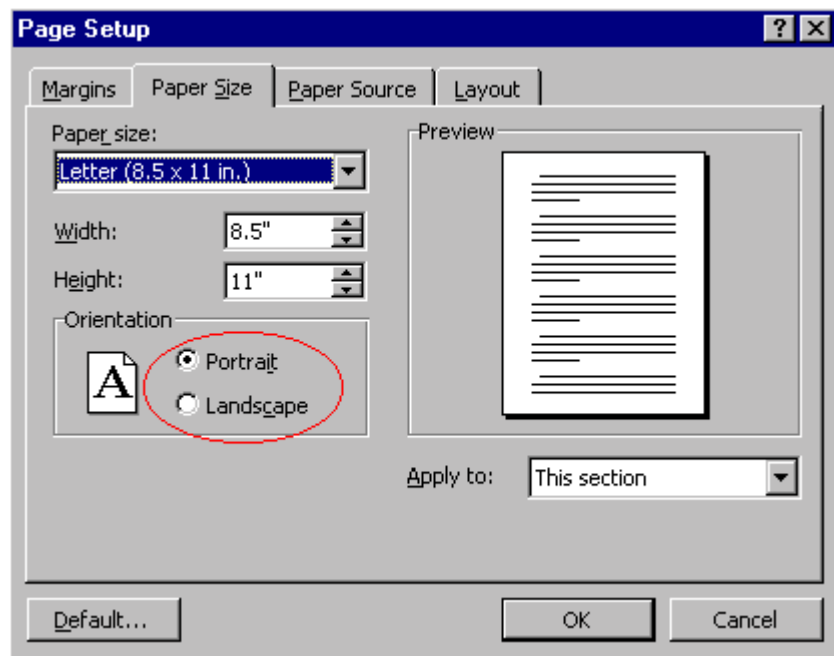
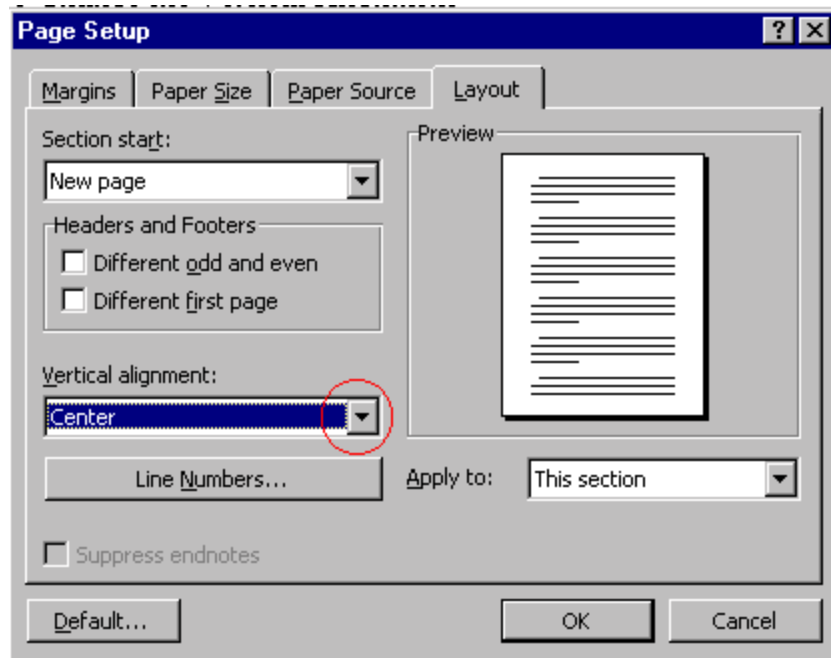4). Choose the **OK** button.

To Change Paper Size

1). From the **File** menu, choose **Page Setup**.

2). Choose the **Paper size** tab.

3). In **Paper Size** drop-down menu, choose the option you want.
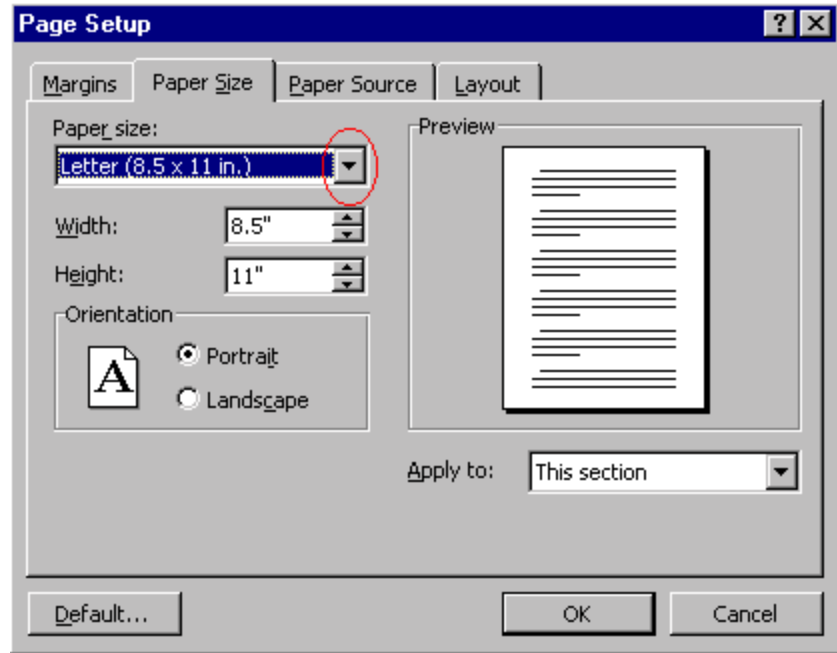
4). Choose the **OK** button.

To Change Vertical Alignment

1). From the **File** menu, choose **Page Setup**.

2). Choose the **Layout** tab.

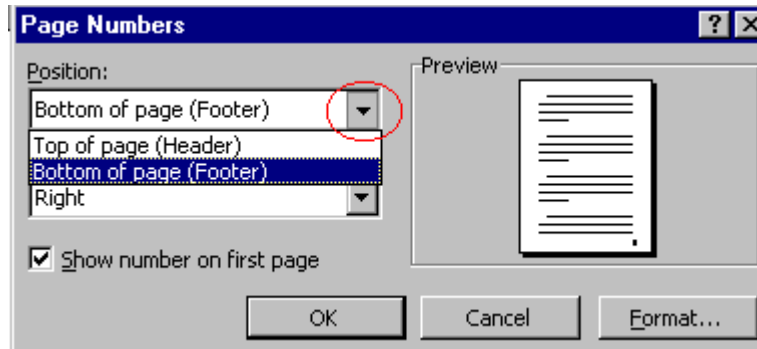3). In **Vertical Alignment** drop-down menu, choose the option you want.
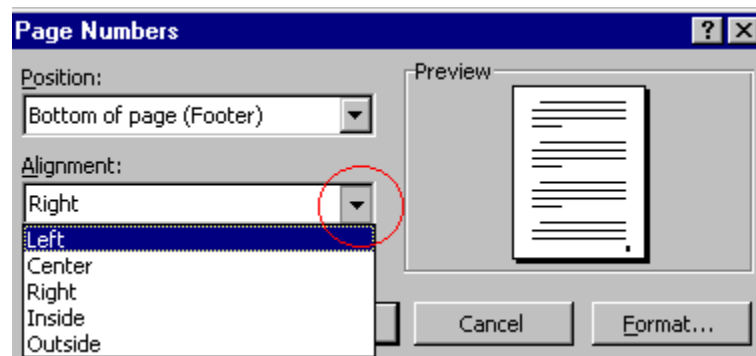

4). Choose the **OK** button.

Page Numbers

To Insert Page Numbers On a Document:
1. Click **Insert** on the Menu bar. Choose **Page Numbers**.
2. In the **Position** drop-down menu, choose the option you want.

3. In the **Alignment** drop-down menu, choose the option you want.

4. Click **OK**.

Header and Footer

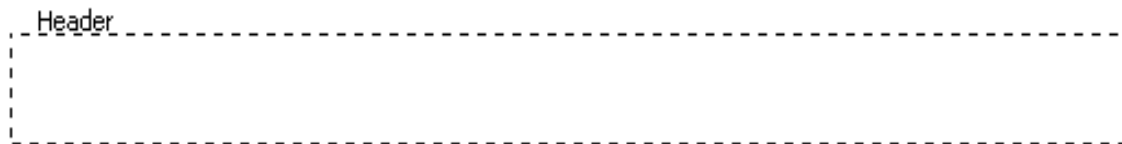Text appearing at the top of every page is called a header.
Text appearing at the bottom of every page is called a footer.
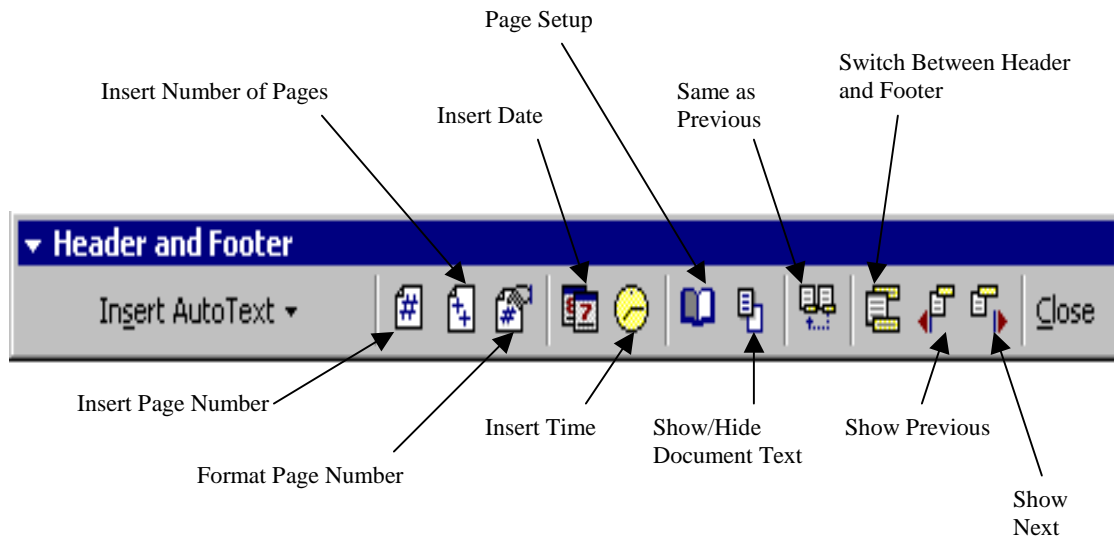
Create Header or Footer
To Create a Header or Footer:
1. Click **View** on the Menu bar. Choose **Header and Footer**.
    A Header and Footer toolbar appears along with the Header box.

Header Box:

Header

Header and Footer Toolbar:

Page Setup

Insert Number of Pages

Insert Date

Same as Previous

Switch Between Header and Footer

Insert Page Number

Format Page Number

Insert Time

Show/Hide Document Text

Show Previous

Show Next

Insert AutoText

Close

2. Click the appropriate button on the Header and Footer toolbar to insert the desired information on the header or footer.

Examples: If you wish to insert the page number, click the Insert

Page Number button on the Header and Footer
toolbar.

If you wish to insert the date, click the Insert Date
button on the Header and Footer toolbar.

3. To switch between header and footer, click the **Switch Between Header
   and Footer** button on the Header and Footer toolbar.
4. Click **Close** on the Header and Footer toolbar.

Creating Different Headers and Footers on Odd and Even Pages
You can choose to display different headers and footers on odd and even
pages of your document.

To Create Different Headers and Footers on Odd and Even Pages:
1. Click **View** on the menu bar. Choose **Header and Footer**.
2. Click the **Page Setup** button on the Header and Footer toolbar.
3. Click the **Layout** tab.
4. Click to place a check mark in the **Different odd and even** check box.
5. Click the **Apply to** drop-down arrow and select the option you want.
6. Click **Ok**.
7. Click the **Switch Between Header and Footer** button on the Header and
   Footer toolbar to switch to select the Odd or Even Page Header or Footer
   Area if necessary.
8. Enter the desired information.
9. Click the **Show Next** button on the Header and Footer toolbar.
10. Enter the desired information.
11. Click **Close** on the Header and Footer toolbar.

Exercise (Create a Header and Footer)

♦ Open a new document and type the following text: (No shading is required.)

Business letters are formal letters, usually written from one stranger to another with a particular purpose in mind. Personal letters, on the other hand, are casual letters written between friends or relatives and need not have a specific purpose. Oftentimes, personal letters are written just to say hello or ask how someone is doing.

Just as you wouldn't write a business letter in order to tell a friend about your summer vacation, you wouldn't write a personal letter in order to request an application form from Brandon University or ACC.

As you may already know, in order to write an effective business letter, you must choose your words carefully and follow a strict format. Writing good business letters is not something that comes naturally, but is something that you must learn to do.

Here are some major types of business letters:

⊟ Request Letters (eg. Writing to a university or college in order to request an application form)

⊟ Complaint/Request Letters (eg. Writing to your local cable company to complain about not getting the new channels you requested, while your friends and neighbours are getting them, and to request that something be done about it)

⊟ Thank You Letters (eg. Writing to a potential employer to thank them for giving you a job interview)

- ♦ Click **View** on the menu bar.
- ♦ Select **Header and Footer.**
- ♦ Press the **Tab** key on your keyboard once and then type "**Business Letters**".
- ♦ Press the **Tab** key on your keyboard once and then click the **Insert Date** button on the Header and Footer toolbar.
- ♦ Click the **Switch Between Header and Footer** button on the Header and Footer toolbar.
- ♦ Enter the word "**Page**", press the **space bar** once.
- ♦ Click the **Insert Page Number** button on the Header and Footer toolbar, press the **space bar** once.
- ♦ Enter the word "**of**", press the **space bar** once.
- ♦ Click the **Insert Number of Pages** button on the Header and Footer toolbar.
- ♦ Press the **Tab** key on your keyboard once and then type your training centre's name.
- ♦ Press the **Tab** key on your keyboard once and then type your name.
- ♦ Your completed assignment should look something like the next page.

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