

## Lesson #2 Contents

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# Creating Tabs

The computer automatically sets a tab every .5 inches. Tabs are used to have the cursor stop at a specific place on a line, without having to hold down on the space bar until the cursor eventually moves there. There is also a feature called Leaders. Leaders are used to fill in the space between the last item and the next.

Example: menu at a restaurant will have bacon, eggs etc.....4.95.

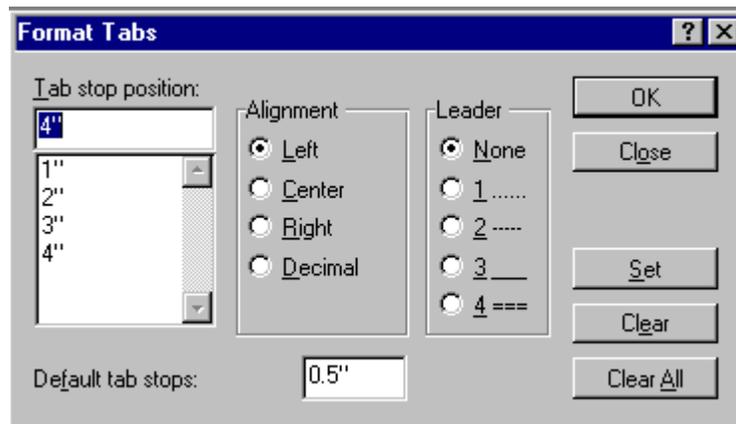
The dots in this case is the leader.

## To Create Tabs

1. Click once on Format on the Menu bar, then on Tabs.
2. When the pop up box appears, under TAB STOP POSITION, type 1.
3. Click on SET.
4. Repeat the steps typing 2, 3 and 4, then click OK.

### **\*Note\***

the numbers should be listed under the line in the TAB STOP POSITION, if they do not appear there, then they have not been set. If you click on the Ruler under view, then you will see the tabs set on the page.



## To Apply the Tabs in the Document

1. Type a word.
2. Click once on the tab key.
3. Type the next word.

OR

1. Press the tab key to where you want to begin typing.
2. Begin typing.

# Tab Exercises

1. Click on Format on the Menu Bar and select Tabs. Leave it at left alignment.
2. Type the number 1, under where it says Tab Stop Position.
3. Click on the Word SET.
4. Repeat steps 1-3 again only this time type the numbers 2, 3, and 4. This will give you a tab setting at 1,2,3,and 4.

## **\*Important\***

Click on set after you enter each tab setting. If you go to view and click on ruler, it will show you the tab settings.

### **Exercise 1**

After you have set your tabs - type the words and place them at your tab settings. (you will end up with 5 columns).

act add age air all  
bag bat bee bed boy  
car cat cow cup cut

### **Exercise 2**

Using the decimal button instead of left alignment, insert tabs at: 1.5, 2.6, 3.8, and 4.9, and repeat the same exercise.

act add age air all  
bag bat bee bed boy  
car cat cow cup cut

### **Exercise 3**

1. Open the tab pop up box again.
2. Type the number 1 under TAB STOP POSITION.
3. Click on Leader #1, then press SET.
4. Repeat steps 1-3 adding the different leaders.  
(1" is Leader #1, 2" is Leader #2, 3" is Leader #3 and 4" is Leader #4).

act add age air all  
bag bat bee bed boy  
car cat cow cup cut

# Creating Bullets

People use bullets to make short statements that are not full sentences, point form. Many use it in letters and on resumes.

In Microsoft Works, there is a shortcut for Bullets on the Tool Bar, it looks like this:

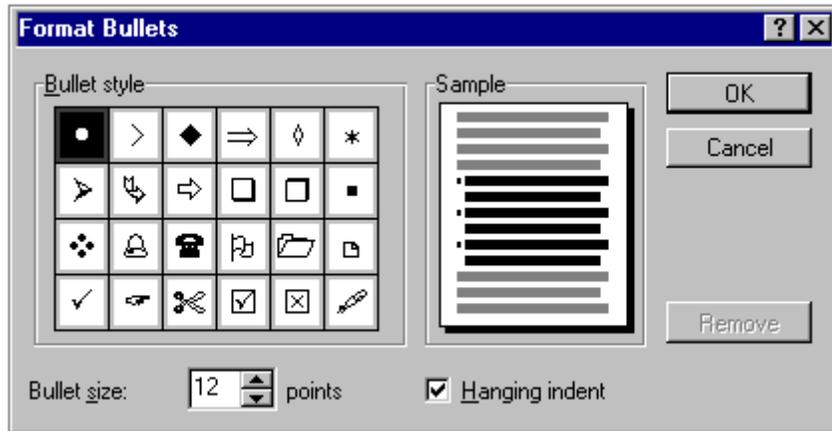


There is a way to alter the way the bullet looks.

## To Choose a Different Bullet

1. Click on Format on the Menu Bar.
2. Click on Bullets.
3. When the pop up box appears, click on a bullet of choice.
4. Click OK.

**\*Note\*** you can also change the bullet size, by clicking on the up or down arrows by where it says BULLET SIZE.



## To Use a Bullet in a Document

1. Choose the bullet you like.
2. Begin typing.
3. Press Enter after each line to get another bullet.

OR

1. If text is already typed, click in front of text.
2. Choose the bullet you like.
3. The computer will place a bullet in front that line of text.

# Bullet Exercises

## Exercise 1

1. Click on the bullet icon on the Tool Bar.
2. Type the following lines. Press enter after each line.

### Vegetable Dip

1/2 cup sour cream  
1/2 cup plain yogurt  
1 clove garlic, minced  
1/4 teaspoon Worcestershire sauce  
1/2 teaspoon dill weed  
salt and pepper to taste

Mix all ingredients well and chill. Serve with sliced, fresh vegetables.

## Exercise 2

1. Click on Format on the Menu Bar and then on Bullets.
2. Choose a bullet you like and a size you like. Press OK.
3. Type the following lines. Press enter after each line.

### Banana Bread

Preheat oven to 350° F.  
Mix together.

7/8 cup sugar  
1 1/2 cup flour  
3/4 teaspoon baking soda  
1/2 teaspoon baking powder  
2-3 mashed bananas  
1/4 cup melted butter  
2 tablespoons water  
1/2 cup nuts or sunflower seeds (optional)

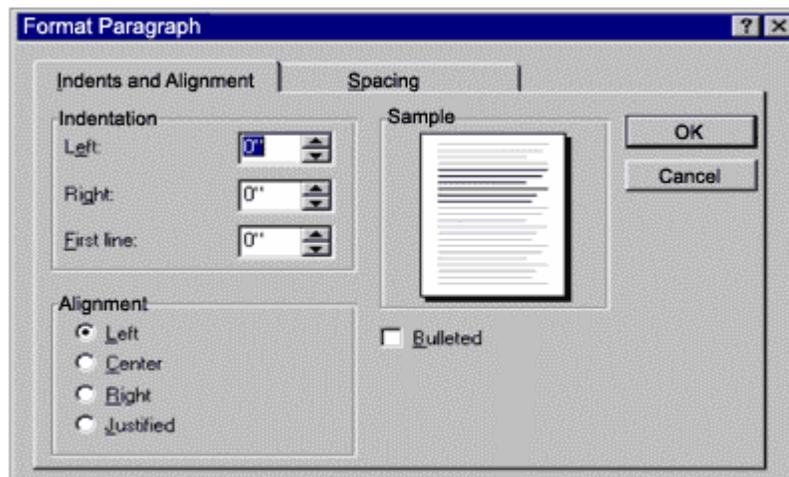
Pour into loaf pan and bake for 40 minutes or bake 20 minutes for muffins.

# Paragraphs

Paragraphs are an important feature in preparing any text document of lengthy content. Just as important as the paragraphs are the way that they are set up.

## To set the parameters for a paragraph

1. Click on Format then on Paragraphs. A pop up box will appear with two tabs.
2. Under the indent and alignment tab, use the up arrow to indent first line to .5
3. Click OK
4. Begin typing, computer will automatically indent each new paragraph .5.



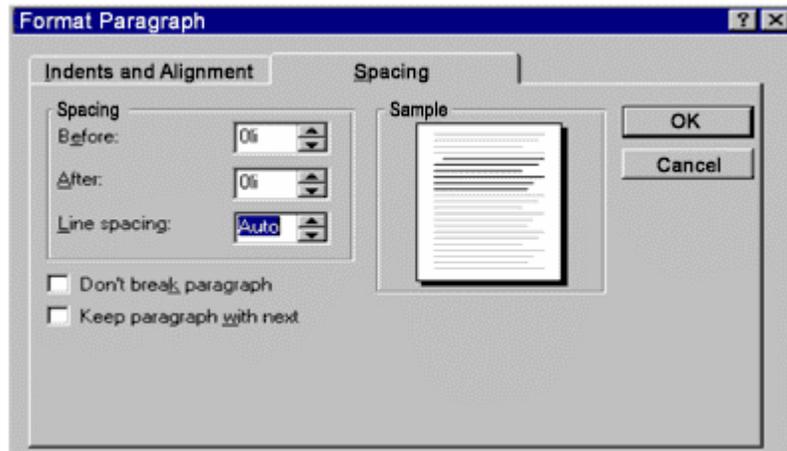
## **\*\*Notes\*\***

To start a new paragraph, press enter once.

To have a line between each new paragraph, press enter twice.

## To create spacing between Paragraphs

1. Click on Format on the Menu Bar and then on paragraphs.
2. When the pop up box appears, click on the second tab called Spacing.
3. Type in the amount of lines before or after the last or next bit of typing done.
4. Click OK.



# Paragraph Exercises

1. Click on Format then Paragraph.
2. Indent the first line to .5
3. Click OK
4. Type the following lines.

## Exercise 1

Once upon a time there were three bears. They lived in a little house in the woods. They each had a chair. They each had a bed. They each had a bowl of porridge.  
(Press enter twice).

The three bears lived in a thick woods. The trees grew close together in the woods. The walls in their house were thick. The three bears liked thick porridge.

## Exercise 2

1. Click on Format then Paragraph.
2. Indent the entire paragraph to the left .5
3. Press on the spacing tab, use the up arrow to have 2 lines after.
4. Click OK
5. Type the following lines.

A rabbit is an animal. It lives under the ground in a home called a burrow. Rabbits like to eat the vegetables in the garden. We sometimes call them bunny rabbits.

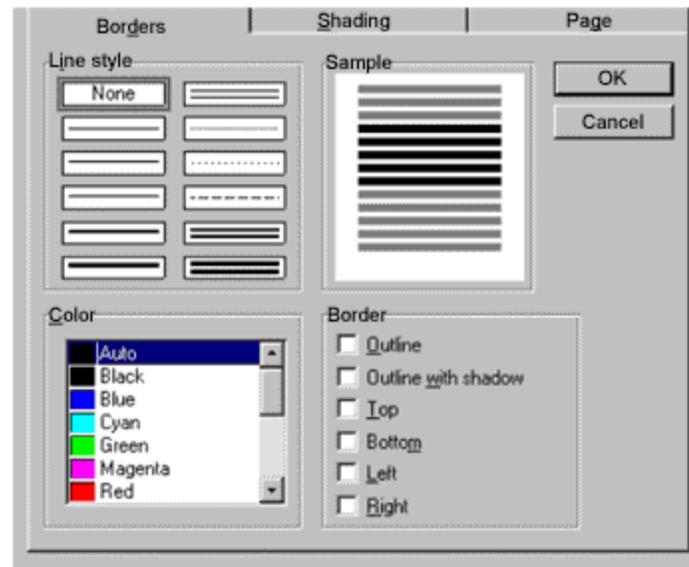
Jack and Jill are having a race on their ponies. Jill's horse is quick. It runs very fast. Jack's pony is quicker. It runs faster than Jill's.

## Borders and Shading

If you want to be a little more creative with your page, you can add a border and different shading around it. When creating a background or a border you can choose from many different styles and colours.

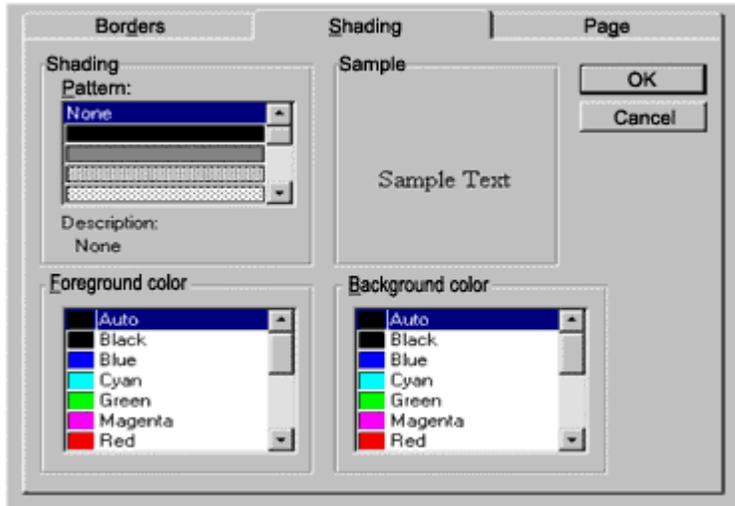
### To Add a Text Box to the Page

1. Click on Format on the Menu Bar and then on Borders and Shading.
2. When the pop up box appears, under the borders tab, choose a colour, border and line style.
3. Click OK.



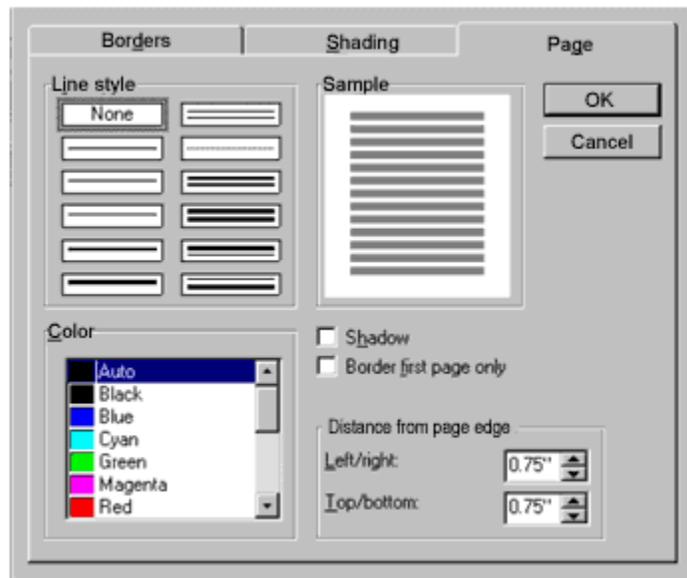
### To Add Colour to Text Box

1. Click on Format and then on Borders and Shading.
2. Click on the second Tab, Shading.
3. Choose a foreground, background colour and a pattern.
4. Click OK



### To Add a Border to a Full Page

1. Click on Format and then on Borders and Shading.
2. When the pop up box appears, click on the third tab, Page.
3. Choose Colour, Line style and whether you want a border on just the first page or on each page.
4. Press OK.



# Border and Shading Exercises

## Exercise 1

1. Click on format and then border and shading.
2. Click on the border tab and choose a type of line.
3. Click on outline with a shadow.
4. Choose a colour that you like for your border.
5. Press OK.
6. Type your name in the box.

## **\*\*NOTE\*\***

The preview page will show you how your choices will make the page look.

## Exercise 2

1. Click on Format and then Borders and Shading.
2. Click on the second tab, Shading.
3. Choose a pattern, foreground and background colour.
4. Click OK.
5. Type your name in the box.

# Page Parameters

Most software programs have been set up to print documents onto 8 ½ x 11 sheets of paper. Microsoft Works is one of those programs. The page layout and paper size can be easily changed to suit your needs.

## **To Change Paper Size**

1. Click on File on the Menu Bar.
2. Click on Page Setup. (A pop up box will appear with 3 tabs: margins, source, size and orientation and other options).
3. Click on the Source, Size and Orientation tab.
4. Click on the down arrow beside the word SIZE,
5. Scroll down till you find the paper size you want.
6. Click OK.

Printing from Top to bottom of the page is called Portrait printing. Printing from side to side is called Landscape.

## **To Change Printing Style**

1. Click on File on the Menu Bar, then on Page Setup.
2. Click on the Source, Size and Orientation Tab.
3. Click on the radio dot beside the word Landscape.
4. Click OK.

### **\*\*Note\*\***

The sample page will display your changes.

## **To Change Page Layout**

1. Click on File then Page Setup.
2. Click on the Margins tab.
3. Use the up or down arrows to change page margins.
4. Click OK.

## **To Number Pages**

1. Click on File then Page Setup.
2. Click on the Other Options tab.
3. Insert starting page number beside where it says "Start Page Number".
4. Click OK.

## **To Return to Original Page Settings**

1. Click on File, then Page Setup.
2. Pop up box appears, click on Reset.
3. Click OK.

**\*\*Note\*\***

Most software programs will go back to their original settings once the program has been closed and then re-opened.

# Page Parameter Exercises

## Exercise 1

1. Double click on the Microsoft Works Icon.
2. When the pop up task wizard appears, click on Work Tools, then Word Processor.
3. Click on File on the Menu Bar.
4. Click on Page Setup.
5. Click on Margins Tab.
6. Use the up or down arrows to make the Side Margins 4.5" each and the top and bottom margins 3.5" each.
7. Go on to Exercise 2.

## Exercise 2

1. Click on the Size, Source and Orientation tab.
2. Change Page style to Landscape instead of Portrait.
3. Click OK.
4. Go on to Exercise 3.

## Exercise 3

1. On the blank screen, type your name 10 times.
2. When done, leave the page there while we explore the printer.

# The Printer

The printer can be a very valuable tool to have hooked up to your computer. It allows us to print any of the documents that we create on it. We have a couple of icons on the Tool bar that are shortcuts to previewing and printing our work.

## Print Preview

Print preview allows us to look at the document as it will be layed out on the paper that is to be printed, before actually printing it.

The print preview button on the Tool bar looks like this: 

1. Click on the print preview icon.
2. Move the arrow onto the page until it becomes a magnifying glass. (1 click will magnify it, 2 clicks will maximize viewing, 3 clicks will restore it to it's original size).
3. Click Close to return to working document.

## Printing your Work

To print your document, click on the print icon on the tool bar. 

1. Click once on the printer icon.
2. Document is sent to printer.
3. Printer starts. (If printer has a pop up box- select number of copies then OK).

### **\*\*Note\*\***

You can also access the printer by using Print listed under File on the Menu bar.

## To Locate your Printer

1. Click on Start, then on Settings.
2. Then click on Printer.
3. Double click your printer icon.

## Printer Properties

When your printer icon opens.

1. Click on the word Printer on the pop up menu bar.
2. Click Properties.
3. A pop up box will display the settings of your printer.
4. Click on the various tabs to check the settings.
5. Click OK when done.

**\*\*Note\*\*** Each printer is different - although each printer will have a properties settings which tells all about the printer, the carriages it uses and the paper types it can accommodate.

# Printing Exercises

You should still be looking at the page with your name typed on it, from the previous exercises on Page Parameters.

## Exercise 1

1. Click on Print Preview on the Tool bar.
2. When it opens, move the mouse onto the page so it becomes a magnifying glass.
3. Click once to enlarge the picture.
4. Click once more to maximize the viewing area.
5. Click once more to restore to original size.
6. Click Close.

## Exercise 2

1. Click on Printer icon on the Menu bar.
2. Print your work.

### **\*\*Note\*\***

If a properties box appears, select 1 copy and then OK.

## Exercise 3

1. Click on Start, then Settings.
2. Click on Printers.
3. Double click on the printer that is hooked up to your computer.
4. Click once on printer on the Menu Bar and then on Properties.
5. Explore the various tabs and setting of your printer.
6. Click OK when finished.

## Outcomes Lesson #2

1. Can apply Tabs and Bullets.
2. Able to create paragraphs and can add borders and shading to document.
3. Understands how to change paper and page parameters.
4. Will know the basics of using a printer.
5. Speak and listen effectively.
6. Write clearly to express ideas.
7. Read with understanding for various purposes.