

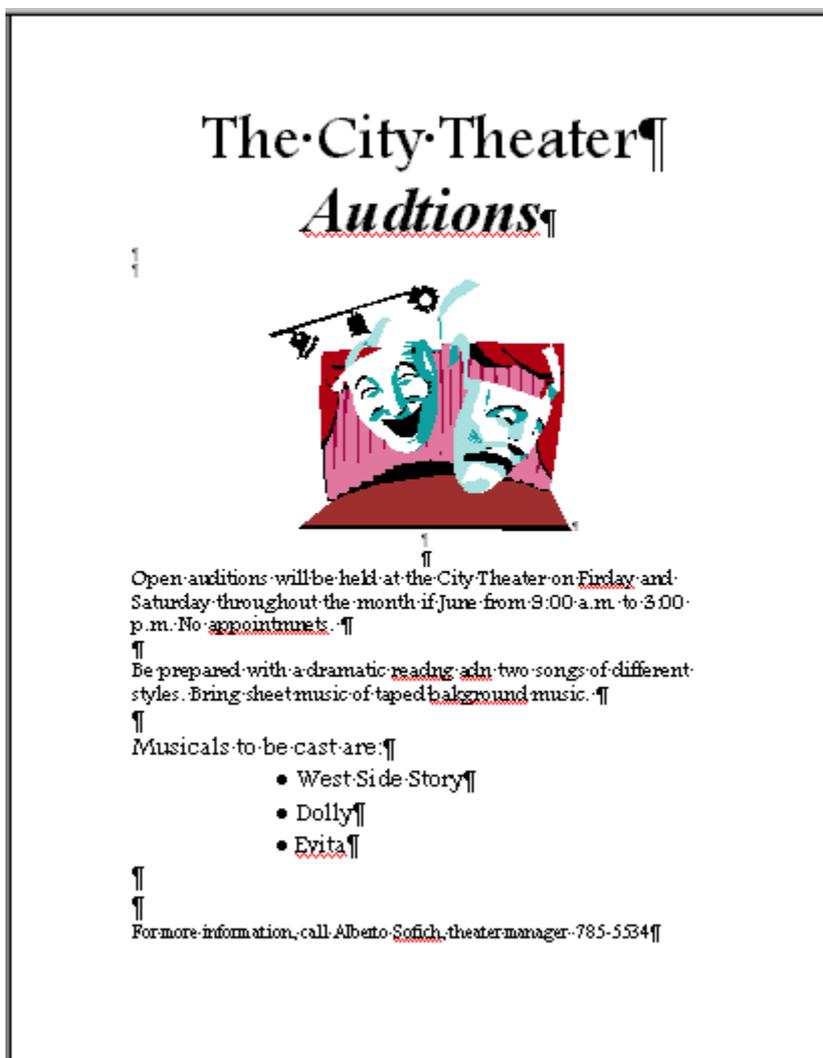
Exercise Word 1-1: Spell Check

correct spelling and grammar errors with method of your choice

What you will do: create a header
insert a date field

Start with: *theater.doc* from the **resource files**

1. Open the file **theater.doc** in the words resources folder in the resources folder.
If necessary, click the button to Enable Editing.
2. **Correct** the misspellings that Word finds with the method of your choice.



You should see a wavy red line underneath some of the words. If you don't, you'll have to turn on the automatic spelling check feature in Word Options.

Word will likely mark "Evita" and "Sofich" as possible errors. They are correct. Do **not** add to the dictionary these names that Word marks as possible spelling errors.

3. **Look** for errors that Word missed- there are at least two. Word can't tell when you've just typed the wrong word!
4. Open the header and **type** your name, two spaces, insert the date, press TAB twice, and type Exercise Word 1-1
5. **Save** in the new file format (.docx) as **flyer-TheCityTheater-Lastname-Firstname.docx** in a new folder named **WordOne**.
6. Check the **Print Preview**. (Should be one page!) Make corrections, if necessary. Save again if you made changes.

Exercise Word 1-2: Soccer Sign-up

type in text
 select font, font size, and alignment
 add shading and borders
 create bulleted list

What you will do: change default bullet
 add clipart and resize it
 create a header
 do pre-print steps
 print

Start with: a blank Word document

City-Soccer-League¶

Team-Sign-ups¶

¶

Aug.1-in-the-City-Hall-at-10:00-am¶

Skills-clinics-by-professional-players¶

Free-uniforms-and-equipment¶

Lots-of-fun!¶

Free-soccer-ball-to-first-50-to-sign-up¶

Teams-will-be-arranged-by-Aug.-15-with-practice-to-start-Aug.-21.¶

A-schedule-of-practice-and-game-dates-will-be-mailed-to-each-team-member.¶

Membership-in-the-City-Soccer-League-is-required.\$30-per-player.¶

See-you-there!¶

1. **Type** in all the words and the blank line as shown above.
2. Format line 1 with Font = **Impact**; Size = **28**, **Center**, **Shadow**
3. Line 2: Font = **Impact**; Size = **20**. **Center**
4. Line 4: Font = **Impact**; Size = **22**. **Center**, Space After = **24** pt
5. Lines 5 - 8: Font = **Calibri**; Size = **18**.
6. Lines 9 -11: Font = **Calibri**; Size = **14**.
7. Line 12 (last line of text): Font = **Calibri**; Size = **28**, **Bold**, **Italics**; **center**, Space Before = **18** pt.
8. Select lines 1 and 2 and apply **shading** of White, Background 1, Darker 15% applied to the paragraph.
Apply an **Outside Border** with the default settings.
9. Select line 4 and apply a **shading** of White, Background 1, Darker 15% applied to the paragraph.
Apply an **Outside Border** with the default settings.
10. Make lines 5 - 8 a **bulleted list** with a checkmark for the bullet shape.
Double-space the list.
Select the list and click the  **Indent** button twice to indent the list two tab stops.
11. Insert a **clip art image** on **line 3** - search on "soccer" -man kicking a soccer ball. If you can't find this picture, use another soccer-related picture.
12. **Center** the image.
13. **Size** the image to be about as wide as the title, but keep all the text on one page. (Use the bottom corner handles. If you drag the upper handles, the picture may move above the title lines.)
14. Create a **header** with your name, two spaces, the date, tab twice, type **Exercise Word 1-2** .
15. **Spell check**.
16. Check the **Print Preview** and make any necessary changes to keep the document as **1 page**. You may need to size the image smaller.
17. **Save as flyer-CitySoccerLeague-Lastname-Firstname.doc** in a new the **WordOne** folder.

City Soccer League

Team Sign-ups



Aug. 1 in the City Hall at 10:00 am

- ✓ Skills clinics by professional players
- ✓ Free uniforms and equipment
- ✓ Lots of fun!
- ✓ Free soccer ball to first 50 to sign up

Teams will be arranged by Aug. 15 with practice to start Aug. 21.

A schedule of practice and game dates will be mailed to each team member.

Membership in the City Soccer League is required. \$30 per player.

See you there!

Exercise Word 1-3: Computers Today Subscription

enter text and format it

NEW SKILL Use More Colors... to select shading

What you will do: insert an image from a file and resize it
add a header
prepare for print & print

Start with: a blank Word document

Computers Today ¶

A newsletter for PC Users ¶

¶

Keep up with all the news in the world of computers ¶

Advances in hardware ¶

Reviews of software and hardware ¶

Guidelines for purchasing ¶

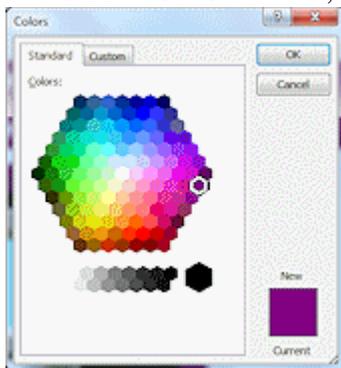
Tips and Tricks for your software including Windows and MS-Office ¶

Only \$24 per year for 12 issues. ¶

Don't delay. Subscribe now! ¶

Call Angel Montefiore at 865-3248. We accept VISA and MC for phone orders. Or write Subscriptions,
Computers Today, Corrientes 1123 Buenos Aires 1340 ¶

1. **Type** in the words and blank line as shown above.
2. Format Line 1 with Font = **Britannic Bold**; Size = **48**; Color = **White**. **Center**.
It disappears! Don't worry. It's not really gone. You'll find it again in a few steps.
3. Line 2 - Font = **Britannic Bold**; Size = **22**; Font Style = **Bold Italic**, Color = **White**.
Center
4. Line 4 - Size = **18**; **Bold**
5. Lines 5 - 8 - Size = **16**; **Bold**
6. Line 9 - size = **18**; **Bold**; **Center**
7. Lines 10 - Size = **24**; **Bold**; **Center**
8. Lines 11 - 13 - Size = **12**; **Bold**



9. Select lines 1 & 2 (yes, they are white on white right now!).
NEW SKILL Click on the Shading button and select More colors at the bottom. In the Standard Colors, select the fuchsia that is on the right at the end of the row that is one row down for the widest row.
Now the white text shows up against the dark shading!
10. Make lines 5 - 8 a **bulleted list** using the Bullets button - solid circles for the bullets.
Indent the list twice with the Increase Indent button.

11. **Move** the cursor to line 3.
12. **Insert** an image: Insert > Picture. Select **computer.wmf** in your **words** folder of your resources files, and click on the **OK** button.
13. **Center** the image.
14. **Resize** the image, if necessary, to be just a little wider than the second line of text, but keep the document to one page.
15. Create a **header** containing your name, 2 spaces, the date on the left, tab twice, and type Exercise Word 1-3 on the right.
16. **Spell check**. Note that the two names aren't in the dictionary. So look at the spelling very carefully. Do not add these names to the dictionary.
17. Check **Print Preview** and make any needed changes. Use the context Help button to check the formatting.
18. **Save** as flyer-ComputersToday-Lastname-Firstname.doc in the **WordOne** folder
19. **Close** the document once you have checked the printed copy.

