MS WORD

ACTIVITY 1

What you will learn:
- Changing font and size
- Changing alignment
- Using bold and underlining
- Typing using word wrap (soft return)

DIRECTIONS:
1. Open a blank Word document.
2. Save your file in your Word Folder as **Last Name, First Name, Activity 1**.
3. Change to Arial style font, size 14. (Font style and size are located in the upper tool bar.)
4. Type your name (first and last). Hit ENTER once.
5. Type Activity 1. Press ENTER key two times.
6. Type the name of your school in a Lucida Handwriting font and use size 18 point. Press ENTER key two times.
7. Change the font to Times New Roman size 16.
8. Type the following paragraphs using word wrap. *Word wrap means you **DO NOT** hit the enter key at the end of a line. Let the computer move to the next line when it is ready.* **DO NOT** indent. At the end of each paragraph, press the **ENTER key two times**.

   Personnel departments have the responsibility of working with department supervisors to determine the specifications or requirements for a given position. Two common criteria often found in job specifications are education and experience.

   Some education beyond the secondary level is becoming more and more common when job openings are advertised. This post-secondary education can be at a private business school, a two-year community college, or a four-year college.

9. Type your name once again. <u>Underline</u> it. *Italicize* it. **Bold** it.
10. Change the first paragraph to right alignment. (Alignment icons are to the right of **B** *I* <u>U</u> series.) Hold your cursor on top of them to read which one is which.)
11. Change the second paragraph to justified alignment and indent the first line by pushing your tab key once.
12. Center your name at the bottom using the centering alignment icon.
13. Make the school name at the top Bold. (Use the **B** icon.).
14. Proofread your assignment and compare with the answer key book.
15. Save as **Last Name, First Name, Activity 1**.
16. Show your teacher your completed assignment on your computer.