MSWORD

ACTIVITY 3

What you will learn or practice:
- Setting Margins
- Changing font size
- Changing alignment
- Using bold print
- Typing a paragraph with word wrap
- Spell checking
- Copy and paste

DIRECTIONS:
1. Open a Word document. Click on the Layout tab and click the down arrow on Margins and choose Custom Margins. Change the margins to the following: top and bottom = 2 inches, left and right = 2 inches. Click on OK. Save as **Last Name, First Name, Activity 3**.
2. Change the font to Lucida Console, size 14 point, and type your name.
3. Change your name to bold print.
4. Center your name horizontally between the margins. (CENTER ALIGN)
5. Press the ENTER key once. Take OFF bold print.
6. Type Activity 3. Press the ENTER key twice.
7. Change the font to Times New Roman, size 12 point.
8. Change to LEFT ALIGN.
9. Type the first paragraph below using word wrap (**Do not hit enter at end of line**). Type the second paragraph. The computer may automatically correct some of your errors. That's ok. Hit ENTER when you are all done with the paragraph.

   > Our legal system defines to a sizable degree what we who work at a business can and cannot do. But it is also true that the customs, mores, and values of our culture play a part. The joining of these factors in the business world can be thought of as a business ethics.

   > Questions of ethical behaviors might be raised in this example: A receptionist accepts gifts from a new client, one whom she knows would like to have privileged access to the manager.

10. Use the spell checker to check for errors. Every red underlined word shows a potential error. Place the cursor on the word and right click. The computer will give you suggestions for changes. Click on the correct change. Another way to spell check is to click on the ABC icon on the Review Tab with the checkmark.
11. Put the cursor at the end of paragraph. Hit ENTER twice.
12. Change the font to Lucida Handwriting and size 14 point. Type your first, middle, and last name.
13. Save as **Last Name, First Name, Activity 3** and show your teacher your completed assignment for marking.