MS WORD

What you will practice or learn:
➢ Moving blocks of text using *drag and drop* or *cut and paste*
➢ Review of Fairytales!
➢ Adding clip art
➢ Changing margins
➢ Line Spacing

DIRECTIONS:
1. Open a Word Document. Go to Layout Tab and change the margins to 1.5" on all sides.
2. Save your document as **Last Name, First Name, Activity 5**.
3. Set the font size to 16 point.
4. Type your name. Hit Enter.
5. Type Activity 5. Hit Enter twice.
6. Type the following mixed-up quotes from fairytales as shown below: (If you type the **a.** to begin the first sentence, the computer will automatically letter each one as you go.) Don't forget to use quotation marks (Left of the Enter key)

   a. Little Red Riding Hood said, "I am bruised all over from that bed."
   b. The giant said, "Grandmother, what big eyes you have!"
   c. The princess said, "Not by the hair of my chinny chin chin."
   d. The fairy godmother said, "Fe Fi Fo Fum. I smell the blood of an Englishman."
   e. The little pig said, "Someone's been sleeping in my bed."
   f. Papa Bear said, "You must be home by midnight."

7. Now take each quote and put the correct saying with the correct person who said it. Use drag and drop or cut and paste. (To drag, select words to move, left click on it and HOLD it down while dragging the words to a new location.)

8. Select the whole block of quotes. Go To Format – Paragraph. In the middle of the window, find LINE SPACING. Hit the down arrow, and click on Double. There is also a Line Spacing Icon on the row of buttons. Can you find it?

9. Add a piece of clip art to illustrate each one of the fairytales. Insert the clipart next to the appropriate fairytale text in either the right or left margin. The pictures will have to be sized smaller. You must remember to set your image to "behind text" from the picture toolbar or you won't be able to move the picture after inserting it. Using "Behind Text" means the picture will not disrupt the writing.

10. Save as **Last Name, First Name, Activity 5**. Show your teacher your completed work for marking.