

MS WORD



ACTIVITY 6A

What you will practice or learn:

- 1) Font Effects
- 2) Alignment
- 3) Line Spacing
- 4) Numbering

DIRECTIONS:

1. Open a Word Document.
2. Type your name. Hit ENTER once.
3. Type Activity 6A. Hit ENTER twice.
4. Change to any BASIC font (no cursive), size 14 point.
5. Save your work as **Last Name, First Name, Activity 6A**. Type the following title and paragraphs as written (**use word wrap**).

First Job

The first day on a new job can be quite exciting. You are looking forward to meeting the different people you may be working with, as well as to finding out about the daily tasks and duties you will handle.

It is very important that you approach that first day in the right frame of mind. Think carefully about the way you dress. Be friendly to all people you meet. Show some enthusiasm and zest for the tasks and duties you will have.

6. Hit ENTER twice. Type the following **list** of words:
Communications
Interpersonal
Setting Priorities
Organization
Technical
Managing Time
Critical Thinking
7. Center the title First Job and increase it to size 18 font. Hit ENTER again.
8. RIGHT Align the first paragraph. (You must highlight the paragraph first)
9. JUSTIFY the alignment in the second paragraph.
10. Highlight both paragraphs. Go to PARAGRAPH dialog box. Find LINE SPACING in the middle of the window and change from single space to 1.5 spacing.
11. Go to FONT dialog box. Change the font effects of each word in the list as follows: (Effects are found in the middle of the window. Effects are NOT the font style!)
Communications – Change to red font color
Interpersonal – ~~Strikethrough~~
Setting Priorities – SMALL CAPS
Organization – Subscript
Technical – Underline with a dotted line
10. Highlight the whole list of words. Click on Numbering and select a style of numbering for your list.
11. SAVE as **Last Name, First Name, Activity 6A** and show your teacher your work. An example is in the answer key book.

REMEMBER! You will have to highlight the word first!