

## MS WORD



### ACTIVITY 8 – Part A

#### Skills to review or learn:

- Using the TAB key
- Setting margins
- Changing font size, style
- Using bold, italic, and underline
- Adding clip art

1. Open a new Word document. Choose the Normal Template. Change the margins to .5” on both sides. (That’s ½”, NOT 5 inches!) Change the font size to 16 point.
2. Type your name. Hit ENTER once. Type Activity 8A. Hit ENTER twice. Save your work as **Last Name, First Name, Activity 8A**.
3. Type the word Character. Hit TAB three times. Type the word Movie. Hit TAB five times. Type the word Description. Hit ENTER twice.
4. Using the same format as in #3, type in the following information using the TAB key between sections. Hit ENTER only once between each line (single spacing). See example in the Answer Key Book.

**You may have to adjust the number of times  
you hit TAB to line up each column.**

Yoda	Return of the Jedi	Jedi Master
Luke Skywalker	A New Hope	Son of Darth Vader
Han Solo	Return of the Jedi	Intergalactic Smuggler
Padme Amidala	The Phantom Menace	Queen of Naboo

5. Underline and **Bold** the words Character, Movie, and Description.
6. *Italicize* the Movie Titles in the center column.
7. Add a clip art picture of a space ship at the bottom of the page.
8. Use spellcheck. Proofread to be sure your paper appears as the sample on the back.
9. Save as **Last Name, First Name, Activity 8A**. Show your teacher your work when completed.