WORD PROCESSING 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. Change to Arial style font, size 14. (Font style and size are located in the upper tool bar.)
3. Type your name (first and last). Hit ENTER once.
4. Type Activity 1. Press ENTER key two times.
5. Type the name of your school in a different font and use size 18 point. Press ENTER key two times.
6. Change the font to Times New Roman size 16.
7. Type the following paragraph 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.

Master Yoda says that fear is the path to the dark side. Fear leads to anger. Anger leads to hate. Hate leads to suffering. Master Yoda is very smart.

Emperor Palpatine said that a Jedi gains power through understanding and a Sith gains understanding through power.

1. Type your name once again. Underline it. *Italicize* it. **Bold** it.
2. Change the first paragraph to right alignment. (Alignment icons are to the right of **B** *I* U series.) Hold your cursor on top of them to read which one is which.)
3. Change the second paragraph to justified alignment.
4. Center your name at the bottom using the centering alignment icon.
5. Make the school name Bold. (Use the **B** icon.).
6. Save as Activity 1 on the H: Drive