

Primary five works

1. What is a page margin?
2. Give the steps for creating a page margin
3. What is page orientation
4. Name and draw the two types of page orientation
5. Give the steps for setting page orientation

Activity two:


Read the steps and complete the assignment.

DROP CAP

1. What is Drop cap?

This is a large letter at the beginning of a paragraph.

2. Mention the steps for creating a drop cap.

1. Open Microsoft office word
1. Type data
2. Put the cursor on the paragraph where you want the letter to appear.
3. Click insert
4. Click on Drop cap icon 
5. Click on drop cap options
6. Choose the position ,lines to drop and the distance from text
7. Click ok.

Exercise

Type the following text and put it into two columns and put “I” as a drop cap.

BANJO AND FRIEND SUSPENDED

It was Friday when banjo and his three friends escaped to attend a campaign rally near the school and were seen by the headmaster. That

afternoon, the headmaster did not return to school .the boys thanked God for the miracle and spent the weekend praying that by Monday, the headmaster would have forgotten about them.

On Monday morning, the headmaster inspected the assembly as usual and addressed all the pupils, asking them to study hard and be at their usual behavior.