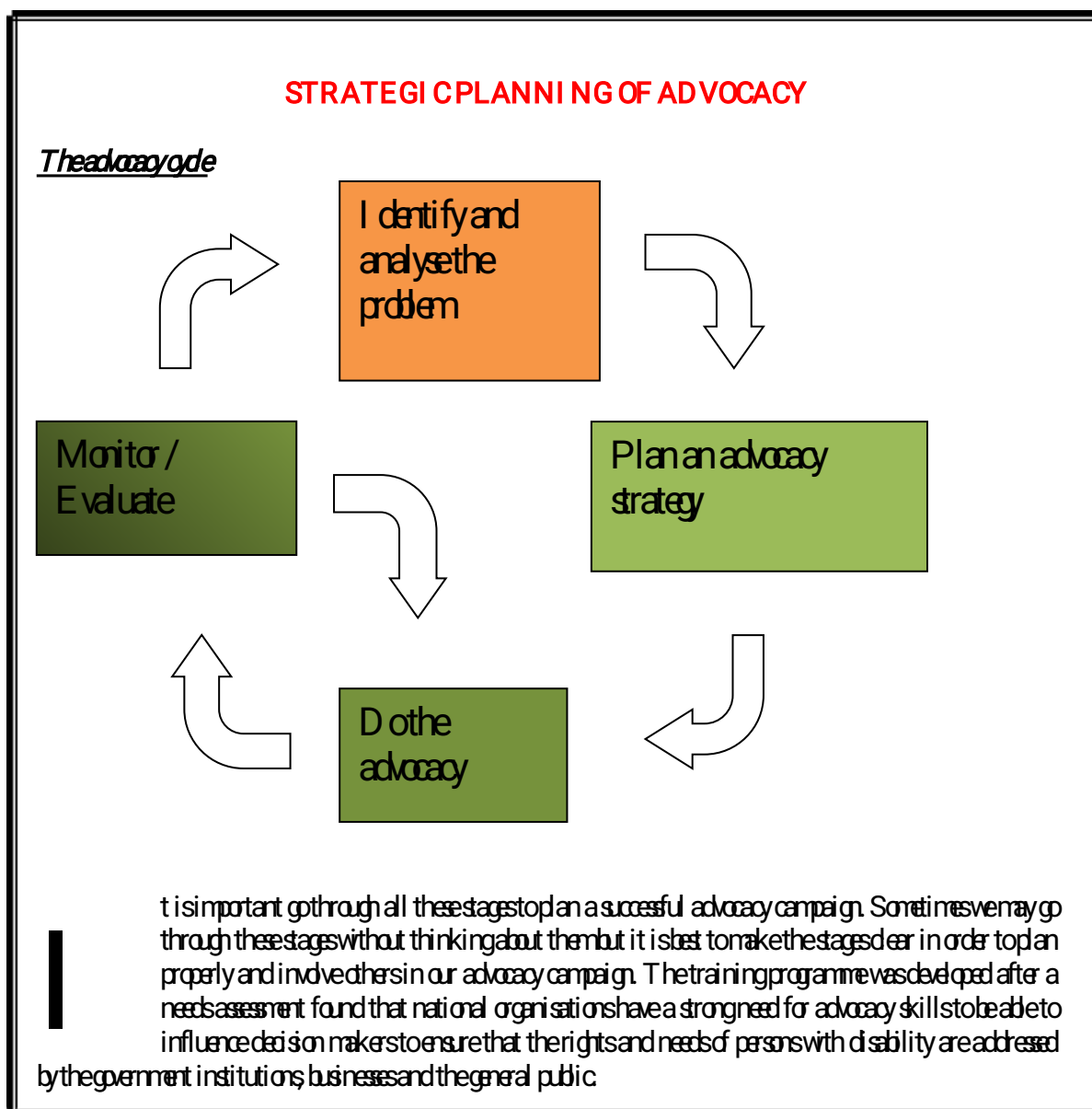






Microsoft Word - Practical Exercise

Exercise 2:

This is an exercise in formatting paragraphs. Before you start you may need to change the ruler from inches to centimetres. You can do this by selecting **Options** from the **Tools** menu and then selecting the **General** tab. Then select **centimetres** from the **measurement units** drop down list. (Remember to use **Edit / Undo** if you make a mistake) Produce the framed document exactly the way it is. Ensure it fills one page of size A4. Group your diagrams so that it moves as a group when dragged.



We want to format this paragraph in the following ways (a) The left and right margins are to be brought in by 1 cm from the page margins. First of all click somewhere in this paragraph (to make sure you are in the correct paragraph). The easiest way to do this is to move the lower triangular shape  on the left hand side of the ruler in to 1 cm and the triangle on the right into 13.6 cm (b) Now set a hanging indent by either (i) moving the upper left triangle  on the ruler. (c) Now justify the paragraph so that it has nice smooth edges by using the **Justify** button  on the toolbar. (You may need to use the "More Buttons"  button on the right.)

Save this exercise as **Word Exercise 2**.