

Essential Skills – Lesson 18

Today we are going to continue with our Word Primer looking at some common formatting and adding a cover page, quote boxes, and pictures. Again, there are some exercises at the end for practice.

- 1. Margins can be adjusted both from the left and right margin. Indent the second paragraph by 1" from both the left and right margin. Press enter twice after the second paragraph and set the margins back to default positions. Using the Indent buttons will only indent from the left – the right margin still has to be adjusted manually. Fully justify the indented text only.**

Computers are wonderful machines that make many jobs easier. The following quotes seems to explain computers very well.

"To err is human – to really foul up requires a computer." OR "Men are from Mars, Women are from Venus, Computers are from Hell"

- 2. Create a list, either bulleted or numbered, by selecting the type of bullet and then typing the text, or by first typing in the text, selecting it, and applying the bullet. Note that there is generally a blank line before and after the list.**

Following is the Document Life Cycle. It is generally followed for any document.

- Prepare for a new document.
 - Enter / Edit test.
 - Save the document.
 - Print the document.
 - Close the document.
 - Prepare for a new document.
- 3. If you want to add extra spacing for certain text, type it in, select it, and change the spacing before or after as required using the Page Layout tab – or use the Line Spacing button in the Paragraph group. Recreate the list from Question 4 and change spacing to 1.5 or use the Layout tab and add spacing After to 10pt.**
- Prepare for a new document.
 - Enter / Edit test.
 - Save the document.
 - Print the document.
 - Prepare for a new document.

4. Create a tabbed list using the Paragraph Dialog Box (bottom right icon in the Paragraph group) and select Tab button on the bottom. Add tabs to 1", 2.5" and 3.5" and create the following. After the list press enter twice and clear the Tab settings.

Section A	23	John
Section B	36	Sarah
Section C	28	William

5. If you need a character / symbol not on the keyboard, use Insert / Symbols. Search through the list for the symbol you want – for more complex symbols change to the Wingding font.

© 1985 Keyin College
I ♥ my cat! (Make the heart red)
I call my grandmother Mémé.
What is $20 \div 5$?
You can reach me by ☎ at (709) 123-4567.

6. To add a Cover Page to a document, move the cursor to the beginning of the first page, use Insert / Cover Page and select from the alternatives provided. Click on the placeholders and enter the appropriate text. If there are placeholders you do not need, click to select and press the Delete key.

Go to the beginning of this document and add a cover page – add the title “Having Fun with Word”, and your name and group on the page. Remove any unwanted placeholders.

7. To break up pages of plain text, add a Simple Quote Text Box using Insert / Text Box, and Simple Quote from the list provided. Move it by dragging the border to the Left or Right margin – do not leave it in the middle of the page as the text wrapping will be unreadable. If you click on it you can then enter text inside the box. You can change the color by selecting the box / Format tab / Shape Fill and selecting your color. You can also set a Gradient fill in the same way using the Gradient option in the Shape Fill dropdown and selecting the desired effect.

Computer Quotes:

*To err is human...to really foul up requires
a computer.*

*Men are from Mars, Women are from
Venus, Computers are from Hell.*

Place the Simple Quote Text Box on this page and add the text as shown. Change the font size so the text fills the box.

8. To add pictures to a document, use Insert / On-Line Pictures to search for and insert a picture in your document – if the picture is stored on your computer, use Insert / Picture and navigate / select the picture using the Open Dialog box. Once the picture appears, click on it to resize – using the handles provided, and select the text wrap – generally Top and Bottom or Square.

The first pictures is set at the left margin with text wrapping Square. The second (larger) picture us centered with wrapping of Top and Bottom. The main heading is centered, bold and 16 pt.

Before you start this document, move to the top of the next page by inserting a Page Break (Insert / Page Break. Do not move to the next page by pressing Enter a bunch of times.

The Atlantic Puffin

Puffins are any of three small species of alcids (auks) in the bird genus *Fratercula* with a brightly coloured beak during the breeding season. These are pelagic seabirds that feed primarily by diving in the water. They breed in large colonies on coastal cliffs or offshore islands, nesting in crevices among rocks or in burrows in the soil. Two species, the tufted puffin and horned puffin, are found in the North Pacific Ocean, while the Atlantic puffin is found in the North Atlantic Ocean.



All puffin species have predominantly black or black and white plumage, a stocky build, and large beaks. They shed the colourful outer parts of their bills after the breeding season, leaving a smaller and duller beak. Their short wings are adapted for swimming with a flying technique under water. In the air, they beat their wings rapidly (up to 400 times per minute) in swift flight, often flying low over the ocean's surface.

9. To add pictures in a collage as shown below, set text wrapping to Square – then size and position pictures as required.. Use the Format tab to add effects and features such as borders and effects. You can use the Crop tool to pick just a portion of a picture – for example the picture on the top right was much larger than shown above and below – but was cropped to include the portion shown. Add your choice of pictures in the orientation below.

Before you start this document, move to the top of the next page by inserting a Page Break (Insert / Page Break. Do not move to the next page by pressing Enter a bunch of times.

Add text about a museum above and below the pictures



Add another collage of pictures on the topic of your choice with the following orientation.

1. Open Brick Rancher XX and make the following changes.

- Adjust the left and right margin by 1 inch so the text is set up in the middle of the page.
- Add a picture of a brick rancher below the price. Adjust the size and position so that the document does not extend past one page.
- Add non-breaking spaces between the words “Clovelly Golf Course” and place a symbol relating to golf after it (Use Wingdings).
- Save the document as **Brick Rancher XX**.

2. Open the document Forsyth Flyer XX and make the following changes

- Apply bullets to the lists after the Business and Home Services headings.
- Add a symbol of a trophy or medal after the items “Lawn and garden design” in both the business and Home Services sections. After the last line in the document include a line that reads “⌘ indicates Award Winning Service”. Format this line to make it stand out.
- Add a small collage of pictures to the right of the Home and Business Services sections.
- Add a Simple Quote textbox right of the first two paragraphs. Change the fill color to green. Add the text “A local company providing quality service since 1985.” Adjust the size of the text box and the font size to fit nicely.
- Save the document as **ForsythFlyerX**.

3. Enter the following document. Save the document as Poe XX where XX are your initials.

Edgar Allan Poe

A Brief History

Edgar Allan Poe, son of Actress Eliza Poe and Actor David Poe Jr., born 19th of January 1809, was mostly known for his poems and short tales and his literary criticism. He has been given credit for inventing the detective story and his psychological thrillers have been influences for many writers worldwide. In 1827 Edgar published his first book, "Tamerlane and other poems" anonymously under the signature "A Bostonian". The poems were heavily influenced from Byron and showed of a youthful attitude.

The Cask of Amontillado.

The Pit and the Pendulum.

The Raven.

The Tell-Tale Heart.

The Poe Museum

The Poe Museum provides a retreat into early nineteenth century Richmond where Edgar Allan Poe lived and worked. The museum features the life and career of Edgar Allan Poe by documenting his accomplishments with pictures, relics, and verse, and focusing on his many years in Richmond. Opened in 1922, in The Old Stone House, the museum is only blocks away from Poe's first Richmond home and his first place of employment, the Southern Literary Messenger.

Quotes of Edgar Allan Poe

The following quotes from Poe shows his true genius.

This maiden she lived with no other thought,
Than to love and be loved by me.

I would define, in brief, the Poetry of words as the Rhythmical Creation of Beauty.
Its sole arbiter is Taste.

Deep into that darkness peering, long I stood there, wondering, fearing,
Doubting, dreaming dreams no mortal ever dreamed before.

The Death of Edgar Allan Poe

Poe suffered from bouts of depression and madness, and he attempted suicide in 1848. In September of the following year he disappeared for three days after a drink at a birthday party on his way to visit his new fiancée in Richmond. He turned up in a delirious condition in a Baltimore gutter and died on October 7, 1849.

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- The main heading is centered, 22 pt and bold. The remaining headings are 14 pt and bold – font of choice. Background color and text color are combinations of red, white and black.
- All paragraphs should be fully justified.
- The 4 quotes should be centered and italicized with a font of your choice and a size of 12.
- Try and format the line at the end of the paragraph as shown, with a background color of red, and a text color of white. Bold the text to make it stand out.

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- Use a bulleted list, and line spacing of 1.5, for the poems in the Brief History section.
- Add a picture of Edgar Allan Poe to the left margin in the first paragraph. Between the Quotes and Death paragraphs, add a small collage of pictures organized like the following:

- Add a cover page with the title “Edgar Allan Poe – A Brief History”. Add your name and group. Remove any unwanted placeholders. If your cover page includes a picture, Right Click / Change Picture and replace it with a picture that reflects Edgar Allan Poe.
- Find a quote about Edgar Allan Poe and place it in a simple quote textbox in your document. Adjust fonts and colors so the text box fits nicely in the document.
- Save the document as **Poe XX**.