

## Activity Title: Creating a Simple Report

Objective: To practice creating a simple report with paragraphs, organizing topics, and applying basic formatting in Microsoft Word.

### Instructions:

1. Open Microsoft Word:
  - Launch Microsoft Word on your computer.
2. Create a New Document:
  - Click on "Blank Document" to create a new, empty document.
3. Set Document Title:
  - Type the title "My Favorite Book" at the top of the document.
4. Change Font Style and Size:
  - Select the title text.
  - In the "Home" tab, change the font style to "Times New Roman" and the font size to "24."
5. Apply Bold and Underline:
  - Make the title text bold and underline it.
6. Insert a Blank Line:
  - Hit the "Enter" key to create a blank line below the title.
7. Write a Short Introduction:
  - Type a brief introduction about your favorite book. Include information about the author, genre, and why you love the book. Use 2-3 sentences.
8. Insert a Subheading:
  - Type the subheading "Plot Summary."
9. Change Font Style and Size for Subheading:
  - Select the subheading text.
  - In the "Home" tab, change the font style to "Arial" and the font size to "14."
10. Write a Paragraph for Plot Summary:
  - Write a short paragraph summarizing the plot of your favorite book. Use 3-4 sentences.
11. Insert a Subheading:
  - Type the subheading "Favorite Character."
12. Change Font Style and Size for Subheading:
  - Select the subheading text.
  - In the "Home" tab, change the font style to "Calibri" and the font size to "16."

13. Write a Paragraph for Favorite Character:

- Describe your favorite character from the book. Explain what you like about them. Use 2-3 sentences.

14. Save Your Document:

- Save the document with an appropriate name and in a location of your choice.

15. Print Preview:

- Go to the "File" tab and select "Print."
- Review the document in print preview mode.

16. Close Microsoft Word:

- Save any changes to your document, if prompted.
- Close Microsoft Word.

Assessment:

- The activity focuses on creating a simple report with paragraphs, subheadings, and basic formatting.
- It evaluates the ability to format text, organize content, and provide information about a favorite book.
- Verify that the document title is correctly styled, and each paragraph and subheading is appropriately formatted.

This activity is designed for beginners and provides practice in creating a structured report with paragraphs, subheadings, and basic formatting in Microsoft Word.

Here's a sample result of the "Creating a Simple Report" activity, along with a brief introduction, a plot summary, and other essential elements:

## **My Favorite Book**

**Introduction:** My favorite book is "To Kill a Mockingbird" by Harper Lee. It's a classic novel that explores themes of racial injustice, moral growth, and empathy. The book is set in the 1930s in a small Southern town and is told through the eyes of a young girl, Scout Finch.

**Plot Summary:** The story revolves around the trial of a black man, Tom Robinson, who is falsely accused of raping a white woman. Atticus Finch, Scout's father and a principled lawyer, defends Tom, and Scout, along with her brother Jem, witnesses the racism and social injustice prevalent in their community. The novel beautifully portrays Scout's coming-of-age journey and her growing understanding of the world around her.

**Favorite Character:** One of the most compelling characters in the book is Atticus Finch, Scout's father. He is a wise, kind, and principled man who serves as a moral compass for his children. Atticus's unwavering commitment to justice and his role in defending Tom Robinson make him an inspirational and beloved character.

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In this sample result:

- The document begins with the title "My Favorite Book," which is formatted in "Times New Roman," size 24, and made bold and underlined.
- The brief introduction provides information about the favorite book, "To Kill a Mockingbird," and why it's cherished.
- A subheading "Plot Summary" is inserted, which is formatted in "Arial" with a font size of 14.
- A short paragraph summarizes the plot of "To Kill a Mockingbird."
- Another subheading "Favorite Character" is added, styled in "Calibri" with a font size of 16.
- A brief description of the favorite character, Atticus Finch, is provided, explaining why he is admired.

This is a simplified example, and you can customize and expand the document based on your own favorite book and personal preferences.

## Activity Title: Basic Text Formatting Using the "Home" Tab

Objective: To practice basic text formatting and manipulation using the "Paragraph" group in the "Home" tab of Microsoft Word.

### Instructions:

1. Open Microsoft Word:
  - Launch Microsoft Word on your computer.
2. Create a New Document:
  - Click on "Blank Document" to create a new, empty document.
3. Set Document Title:
  - Type the title "Text Formatting Exercise" at the top of the document.
4. Change Font Style and Size:
  - Select the title text.
  - In the "Home" tab's "Paragraph" group, change the font style to "Arial" and the font size to "24."
5. Apply Bold and Italics:
  - Make the title text both bold and italicized.
6. Insert a Blank Line:
  - Hit the "Enter" key to create a blank line below the title.
7. Type a Paragraph:
  - Write a paragraph about your favorite hobby using at least three sentences.
8. Align the Paragraph:
  - Select the entire paragraph.
  - In the "Home" tab's "Paragraph" group, change the paragraph alignment to "Justify."
9. Change Line Spacing:
  - Select the entire paragraph.
  - In the "Home" tab's "Paragraph" group, change the line spacing to "1.5."
10. Insert a Bullet List:
  - Create a bullet list of your favorite hobbies.
  - Include at least three hobbies in the list.
11. Change Bullet Style:
  - In the "Home" tab's "Paragraph" group, change the bullet style of the list to a different symbol of your choice.
12. Save Your Document:
  - Save the document with an appropriate name and in a location of your choice.

13. Print Preview:

- Go to the "File" tab and select "Print."
- Review the document in print preview mode.

14. Close Microsoft Word:

- Save any changes to your document, if prompted.
- Close Microsoft Word.

Assessment:

- The activity assesses the ability to use the "Home" tab's "Paragraph" group for text formatting and alignment.
- It evaluates the application of font changes, bold and italics, paragraph alignment, line spacing adjustments, and bullet list creation.
- Verify that the document title is correctly styled, the paragraph is justified, line spacing is set to 1.5, and the bullet list uses a different bullet style.

This activity is designed to provide practice in using the "Home" tab's "Paragraph" group to format and manipulate text in Microsoft Word. It focuses on essential text formatting skills, such as alignment, spacing, and bullet lists.

Here's a sample result of the "Basic Text Formatting Using the 'Home' Tab" activity following the provided instructions:

## ***Text Formatting Exercise***

My favorite hobby is gardening. I love spending time outdoors, tending to my plants and flowers. It's a relaxing and fulfilling activity that allows me to connect with nature.

- Hobbies:
  - Gardening
  - Cooking
  - Painting

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In this sample result:

- The document title "Text Formatting Exercise" is styled with the "Arial" font, size 24, and is both bold and italicized.
- The introduction and hobbies sections are formatted with left-aligned text, and the introduction is justified
- The line spacing in the introduction is set to 1.5.
- A bullet list of favorite hobbies is created with a custom bullet style.

Please note that you can customize and expand the document based on your preferences and the content you want to include. This is a simplified example to demonstrate the formatting using the "Home" tab's "Paragraph" group as outlined in the activity.