

Lab 2 Activity 1 - Paragraph Writing and Alignment

Objective - Introduce students to writing and aligning paragraphs effectively in MS Word 2016.

1. Open MS Word 2016 and create a new document.
2. Create Write three short paragraphs on a topic of your choice (e.g., your favorite hobby).
3. Practice aligning each paragraph differently: left, center, right, and justify.
4. Adjust line spacing and paragraph spacing to 1.5 and 12 pt respectively.
5. Use bulleted and numbered lists to organize content within one of the paragraphs.

Solutions:

Task 1 - 5:

One of my favorite hobbies is reading. There's something incredibly calming about immersing myself in a good book and escaping into different worlds. Whether it's fiction or non-fiction, each story or subject teaches me something new and sparks my imagination. I particularly enjoy reading mysteries and science fiction, as both genres keep me on the edge of my seat, always wondering what will happen next.

Another reason I love reading is how it allows me to unwind after a busy day. When I get lost in a book, I can forget about any stress or distractions around me. It's a great way to relax before bed, and it often helps me fall asleep with ease. The feeling of finishing a book and reflecting on its themes or characters can also bring a sense of accomplishment.

Lastly, reading helps me broaden my perspectives. Through books, I can explore diverse cultures, historical events, and different viewpoints that I might not encounter in everyday life. It's a way for me to stay curious, constantly learning and evolving. Whether I'm reading about the latest advancements in technology or a story set in a distant past, it keeps my mind engaged and eager to know more. Some of the books I have read are:

- Harry Potter
- Lords of The Rings
- Matilda

Steps:

Task 1:

- Open Microsoft Word 2016 on your computer.
- Once the program opens, click on Blank Document to create a new file.

Task 2:

Type the text into the document:

Task 3:

Highlight the first paragraph.

- In the Paragraph group, click on the Align Left button (this is the default alignment).
- In the Paragraph group, click on the Center button to center-align the text.
- In the Paragraph group, click on the Align Right button to right-align the text.
- In the Paragraph group, click on the Justify button to justify-align the text. This will make the text spread evenly across the page.

Task 4:

- Go to the Home tab and click on the Line and Paragraph Spacing button (the icon with up and down arrows).
- Select 1.5 from the list of options for line spacing.
- To adjust the paragraph spacing to 12 pt:
- In the Paragraph group, click the small arrow in the bottom right corner to open the Paragraph dialog box.
- In the dialog box, go to the Spacing section.
- Set Before and After to 12 pt. Click OK.

Task 5:

In Paragraph 3, organize the content using a bulleted list:

- Highlight the sentence starting with "I like trying out..."
- Go to the Home tab and click on the Bullets icon in the Paragraph group to convert the list to a bulleted format.