In this lab you will be introduced to a word processing application. You can use any word processor, but it would be ideal to use one that you are not as familiar with. This will help you compare two separate word processing applications.

Your task is to create the document on the other side of this page, performing the formatting/replacement tasks outlined in the list below. A superscripted number in the document indicates where these changes should take place within the document. There are 10 items.

Create your document using the 11-point Cambria or 12-point Times font. Set your page margins to 1" on all sides.

Save your Assignment as FirstName.LastName and close the program and then send the file as an attachment for lab credit using your Bakersfield College student email account. Send an email to Edward.rangel@bakersfieldcollege.edu with your assignment attached.

1. List the name and version of the word processor you are using. Bold it and make the size 16 point.
2. List the date you created the document.
3. Indent this paragraph 1" from both the left and right default margins.
4. Underline the text.
5. Bold the text.
6. Italicize the text.
7. Create a numbered list using the bullet feature and insert your three (3) favorite features of the word processor.
8. Run the spell check on the document.
9. Insert your name.
10. Insert the lab day and time.

WORD PROCESSING EXERCISE
Using Open Office[1]

March 5, 2014[2]

Dear Eddie Rangel,

As you may have noticed this letter is not in my usual handwriting, nor was it typed on a typewriter. I am writing this letter on a computer using a word processing program called Microsoft Word. One of the best things about using a word processing program is that you don't have to press the carriage return key at the end of every line. The program does it for you! No more carriage return bell to distract me from my work.

The word processing program also allows me to correct my work without having to use correction fluid or tape; or, even worse, starting all over. I also can insert and delete entire words, characters, and lines; the word processing program will then adjust all of my lines to make sure that they fit the margins. Automatic word wrap is the name of the feature. In addition to being able to edit my work, I can also save my letters and documents as files on disk. Then I can come back later and correct or add to them.

> A nice feature of word processors is the ability to change the left and right margins for just a single paragraph. I have changed the margins for this paragraph by 1 inch on both sides to illustrate this feature. [3]

After editing and saving my work, I can change the way the text appears by using the program's formatting abilities. The formatting features are too numerous to mention, but one of the best features is the ability to <u>underline a block of text</u>[4] or **bold a block of text**[5] or *italicize a block of text* [6] to make it stand out from the rest of the document. The formatting capabilities can really make a paper look professional!

Next, I'll use the bulleting feature of the word processor to list the three things I like best about using a word processor.

1. List your item #1 here[7]
2. List your item #2 here
3. List your item #3 here

I'm sure that this experience with word processing will help make my typing chores much easier and, if I use it effectively, might even improve the quality of my work... especially when I check my spelling with the spell check feature![8]

Competently yours,

Your Name[9]
Your class day and time[10]