

Word-processing – Practical Exercise 1

Page 2 is an important guide. It is a copy of the file "coconut.123". It has Reference Numbers down the side. These numbers match the Question Numbers.

Activity	Mark
a. Start the word-processing application	1
b. Open the file <i>coconut.123</i> into the word processor.	0
c. Save the file as a word-processor document on your examination diskette with the name FOLKLORE.doc	2
d. Set the font and font-size for the whole document to: Arial 12 pt <i>This will be changed individually for selected text.</i>	1 1
e. As a document footer insert a line with your FULL NAME and SCHOOL's name.	1
f. Insert a page number that will be automatically centered, and placed at the top of the page.	1

In the following activity, refer to page 2. The reference number matches the question number so that you can easily locate what is being asked.

1. Change the formatting for the title "Pacific Folklore" to:	
• BOLD	1
• CENTER	1
• Blue	1
• Font-size 14	1
2. Change the formatting for the title "Tales and Stories of the South Pacific" to:	
• Italic	1
• Center	1
3. Correct the spelling mistake, "moulding" must be changed to "molding"	1
4. Make these paragraphs a bulleted list (use a circle bullets) <i>The 12 island names are the paragraphs for this activity</i>	1
5. Indent this paragraph 0.75cm from the left and 0.5cm from the right.	1
6. Start a new paragraph at the beginning of the sentence which starts with "If you have any comments..."	1
7. Change the font color of the words "AT the FORUM" to Blue.	1
8. Change the paragraph formatting to BOLD	1
9. Join the paragraph that ends with "Name," and the paragraph that starts with " http://www.tonic.to easily..."	1



**Reference
Number**

- 1 Pacific Folklore
- 2 Tales and Stories of the South Pacific
- 3 Share in the stories and folklore that have
contributed to moulding the people of the Pacific
Islands.
- 4 Easter Island
French Polynesia
Hawaiian Islands
Kiribati
Mangareva
Marquesas Islands
New Zealand
Samoa
Tahiti
Tahuata
Tonga
Tuamotu
- 5 Please select the Pacific group you wish to view and
a list of collected stories will be displayed for
you.
The following pages of Pacific Legends and Oral
History have been initiated by the labours of Daniel
(Taniera) Longstaff and Tonga Online. In these pages
you will find stories passed from generation to
generation on the Pacific Islands and in the
retelling is engraved here. We hope you enjoy these
stories and from them learn a bit more about the
islands and people of the Pacific. If you have any
comments or have stories/references you consider
appropriate in these pages, please feel free to talk
it up AT the FORUM or contact us at samt@email.com.
- 6
- 7
- 8 Last Structural Revision: March 1, 1997
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