**Word Assignment**

Here is your assignment to learn all the fun things you can do in Microsoft Word. You will type in these two paragraphs exactly as you see it here. You should not do any formatting as you are typing. All formatting will be done after. You should remember the following rules as you are typing; always double space after each period and always tab at the beginning of each paragraph.

It is helpful to learn how to format Word documents because you will be using Word or another word processing program to type papers through high school, college and in your career. In this assignment, you will learn to change the following things; font, font size, font style, line spacing, document margins, line justification. You will make a bulleted list. You will also learn how to insert an image from the Word clip art library, and wrap text around it. You are now done typing these paragraphs. Do not type any more.

**Instructions**

Under the View menu, click on “Toolbars” and make sure the following is checked; Standard, Formatting, Picture

After you are done typing the above paragraphs, you will copy the paragraphs and paste duplicates below it to format. This is how:

* Place your cursor in front of the first word in the first paragraph
* Click your mouse and drag to the end of the 2nd paragraph to highlight
* Click in the edit menu and highlight “Copy”
* Click your cursor below the 2nd paragraph
* Go back up to the edit menu and click “Paste”

You will format the paragraph so that it will match the paragraphs below. (hint; the font is Comic Sans MS)

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* Font
* font size
* font style
* line spacing
* document margins
* line justification.

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You will find most of the formatting tools on the Formatting toolbar. You can “copy” and “paste” using icons from the Standard toolbar, rather than going to the Edit menu. Also notice that when you go up to the Edit Menu, it will show you the keyboard shortcut equivalent. For example to copy, you can click on the “apple” and “c” key together, and to paste you can click on the “apple” and “v” key.

You will change the font color and highlight color, font size, font style. You will also change part of your paragraph to a bulleted list and change the line justification to centered.

To format double spacing, you will go into the Format menu and click on paragraph; change the line spacing to “double”

To insert an image, click on Insert menu, go to “Picture” & “Clip Art”. I have inserted the “happy” clipart listed under “emotions”. You may insert a clip art of your choice. To get your text to “wrap” around your image; Double click on the image; the Format Picture should pop up. Choose “Layout” and click on “tight”

Please also format the document to the following specifications

Top Margin =1

Bottom Margin=.5

Left Margin=1.5

Right Margin=.75

Your finished product should look like the last page in this packet.

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