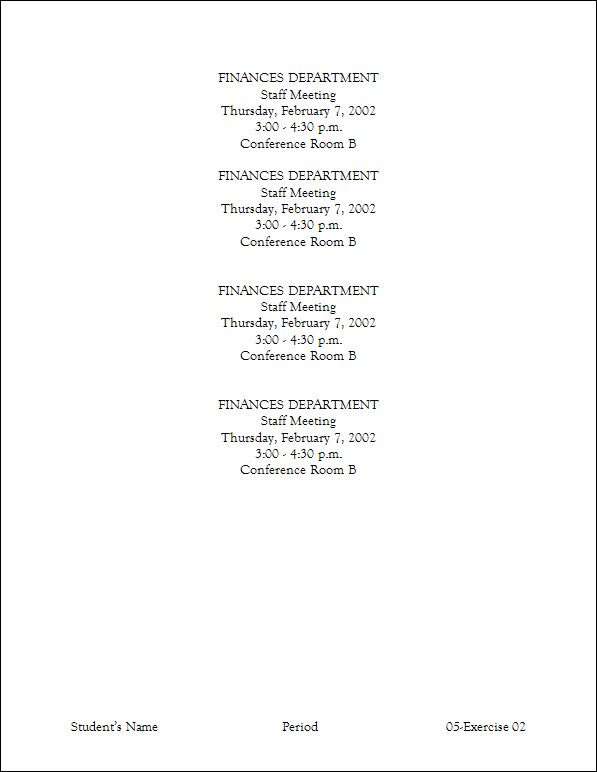
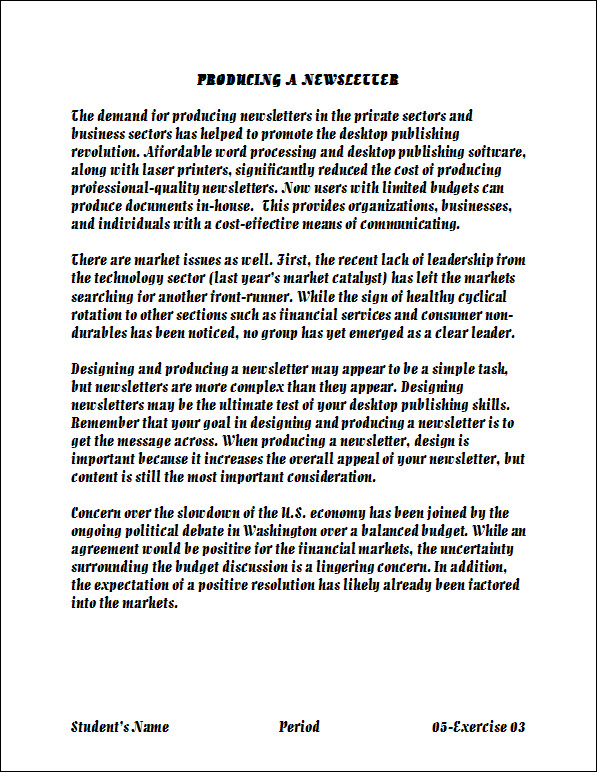
Exercise 1 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Strength.
* Save as My Documents\CTech\Word\5-1.
* Change the margins to “Wide”.
* Create a left and right indent of 0.5” in the 3rd paragraph.
* Cut the 2nd paragraph and paste it above the 1st paragraph.
* Hints:
* Select the 2nd paragraph
* Click the Cut button on the Quick Access Toolbar
* Move to the beginning of the 1st paragraph
* Click Paste on the Home tab, Clipboard group
* Be sure there is a blank line after the paragraph just pasted
* Copy the 3rd paragraph and paste it above the 2nd paragraph.
* Hints:
* Select the 3rd paragraph
* Click the Copy button on Quick Access Toolbar
* Move to the beginning of the 2nd paragraph
* Click Paste on the Quick Access Toolbar
* Be sure there is a blank line after the paragraph just pasted *(see example below)*
* Add a Blank (Three Column) Footer with your name, period, and “5-1”.
* Save again and close the document.

Exercise 2 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Block.
* Save as My Documents\CTech\Word\5-2.
* Change the font to 14-point Goudy Old Style for the whole document.
* Copy all of the text in the document.
* Hints:
* Select the document
* Click the Copy button on the Home tab, Clipboard group
* At the end of the document, paste 3 times.
* Hints:
* Move to the end of the document (Press Cmnd + End)
* Click Paste on the Home tab, Clipboard group
* Click Paste on the Home tab, Clipboard group
* Click Paste on the Home tab, Clipboard group
* Add a Blank (Three Column) Footer with your name, period, and “5-2”.
  + Change the font of the footer to 14-point Goudy Old Style.
* Save again and close the document.

Exercise 3 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Concern.
* Using the Clipboard, copy the 1st and 2nd paragraphs and the space below the paragraph.
* Hints:
* Click the Scrapbook from the Toolbox
  + - Click Delete any files in the Scrapbook
* Select the 1st paragraph and the space below the paragraph
  + - * Click the Add button, or drag the paragraph to the Scrapbook
* Select the 2nd paragraph and the space below the paragraph
  + - * Click the Add button, or drag the paragraph to the Scrapbook
* Close “05-Concern”
* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Newsletter.
* Save as My Documents\CTech\Word\5-3.
* If necessary, view the Scrapbook.
* Hints:
* View Menu, Scrapbook
* Paste the 2nd paragraph (There are market…) in between the original paragraphs.
* Hints:
  + - Click on Paragraph 2 (There are market…) to paste.
* Paste the 1st paragraph (Concern over the…) at the end of the document.
* Hints:
  + - Click on Paragraph 1 (Concern over the…) to paste.
* Change the font to 14-point Apple Chancery for the whole document.
* Add a Blank (Three Column) Footer with your name, period, and “5- 3”.
  + - * + Change the font of the footer to 14-point Apple Chancery.
* Save again and close the document.

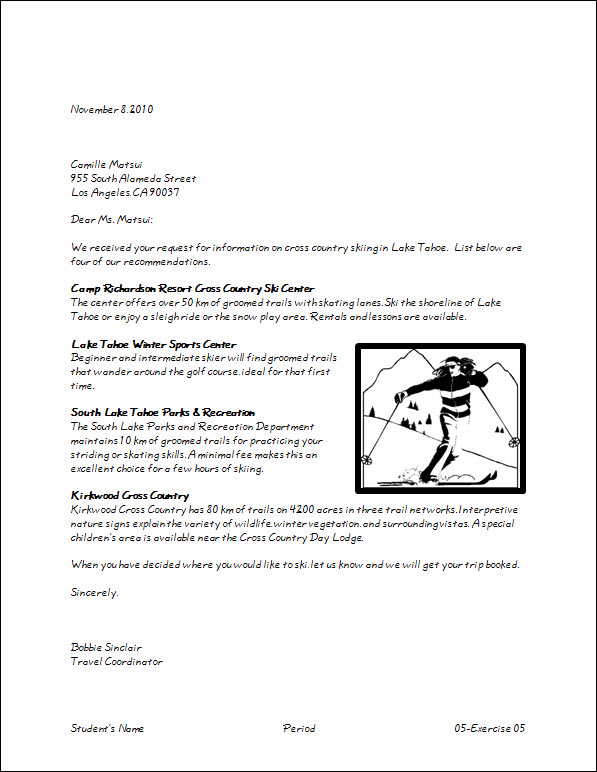
Exercise 4 {5 points}

* At a Blank Document, Insert this clip art image of a Tree Frog.
* Hints:
* Insert Menu, Clip Art, Clip Art Gallery
  + - * Search Animals, or Click Animals on the left side menu

Click the Tree Frog, then Insert

* Change the width of the picture to 4”.
* Hints:
* Select the graphic by clicking on it
* Click in the Width box on the Format Picture Tab, Size Group
  + - * Key in 4” and click on the graphic
* Rotate the picture 90° to the Right.
* Hints:
* Select the graphic by clicking on it
* Click Rotate (Circular Arrow) on the Format Picture Tab, Arrange Group
  + - * Click Rotate Right 90°
* Position the picture in Middle Center with Square Text Wrapping.
* Hints:
* Select the graphic by clicking on it
* Click Position on the Format Picture Tab, Arrange Group
  + - * Click Position in Middle Center with Square Text Wrapping
* Add a Blank (Three Column) Footer with your name, period, and “5-4”.
* Save as My Documents\CTech\Word\5-4.
* Save and close the document.

Exercise 5 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\ 05-Skiing
* Save as My Documents\CTech\Word\5-5.
* Insert the picture “skiing”
* Hints:
* Insert Menu, Photo…,Picture From File
  + - * At the Insert Picture dialog box, go to HandInOut\C-Nielsen\Hand-Out\CTech\Word
        + Click on “Skiing”

Click Ok

* Change the height to 2” for the picture
* Add a 6-point Border to the picture.
* Hints:
* Select the graphic by clicking on it
* Click Picture Border on the Format Picture Tab, Picture Styles Group
  + - * Click on Border, then Weight

Click on 6 pt

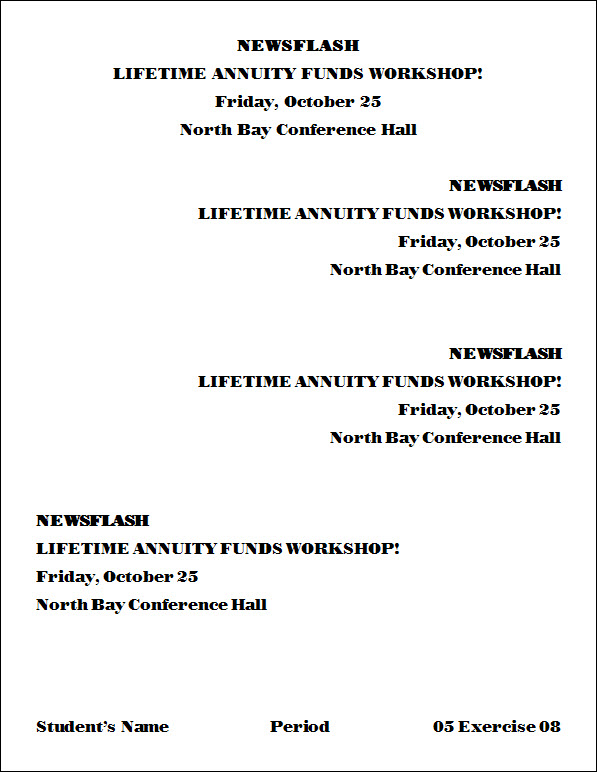
* Position the picture in Middle Right with Square Text Wrapping.
* Change the font of the document to one of your choice
  + Make sure the document stays on one page
* Add a Blank (Three Column) Footer with your name, period, and “5-5”.
  + Change the font of the footer to 12-point **matching** font to above
* Save again and close the document.

Exercise 6 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Computers.
* Save as My Documents\CTech\Word\5-6.
* Insert this clip art image of a boy on a computer.
* Change the height to 2” for the picture.
* Add a Double Frame Black Border to the picture.
* Hints:
* Select the graphic by clicking on it
* Click Double Frame Black on the Format Picture Tab, Picture Styles Group
* Position the picture in Top Left with Square Text Wrapping.
* Change the document to the font of your choice.
* Add a Blank (Three Column) Footer with your name, period, and “5-6”.
  + Change the font of the footer to 14-point matching font of your choice.
* Save again and close the document.

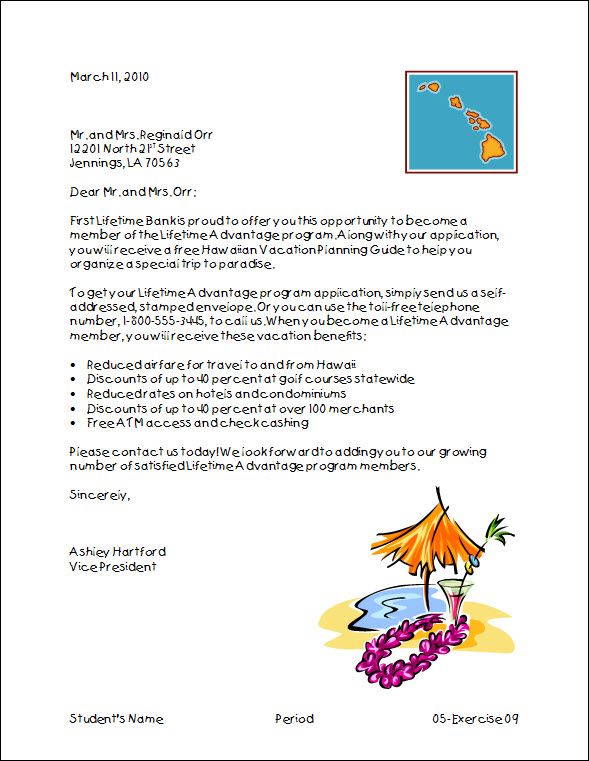
Exercise 7 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Preparing.
* Save as My Documents\CTech\Word\5-7.
* Change the margins to “Moderate”.
* Cut the 1st paragraph (Until recently…) and paste it as the 4th paragraph.
* Hints:
* Count the paragraphs starting with the 1st (below the title)
* Cut the 3rd paragraph (Your house…) and paste it as the 1st paragraph.
* Hints:
* Count the paragraphs starting with the 1st (below the title)
* Copy the 2nd paragraph (Living longer…) and paste it as the 5th paragraph.
* Hints:
* Count the paragraphs starting with the 1st (below the title)
* Change the document to the font of your choice.
* Add a Blank (Three Column) Footer with your name, period, and “5-7”.
  + Change the font of the footer to 12-point matching font of your choice
* Save again and close the document.

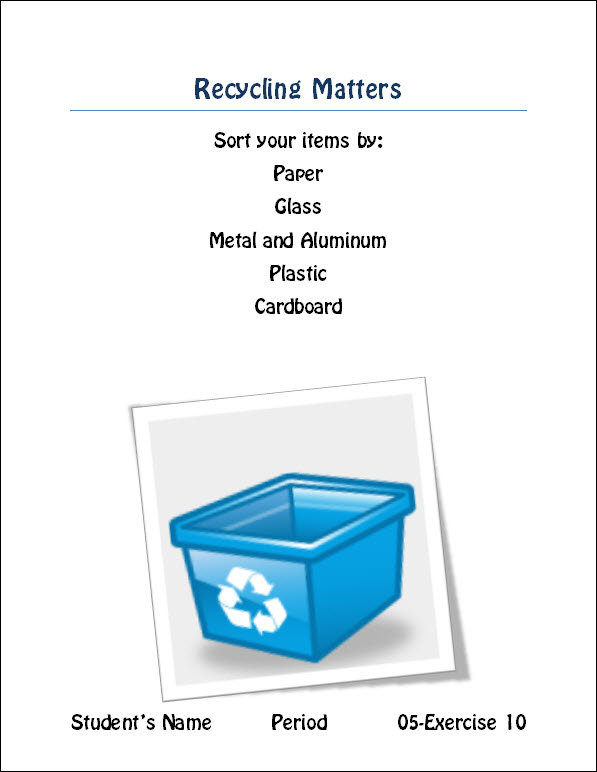
Exercise 8 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Workshop.
* Save as My Documents\CTech\Word\5-8.
* Copy all of the text in the document.
* At the end of the document, paste 3 times.
* Change the horizontal (⬄) alignment of all the 2nd and 3rd groups of text to right.
* Change the horizontal (⬄) alignment of the 4th group of text to left.
* Change the font of your document.
* Add a Blank (Three Column) Footer with your name, period, and “5-8”.
  + - * + Change the font of the footer to 16-point matching font of your choice.
* Save again and close the document.

Exercise 9 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Letter.
* Save as My Documents\CTech\Word\5-9.
* Insert a clip art image that goes with the letter.
* Change the height to 1.5” for the image.
* Position the picture in Top Right with Square Text Wrapping.
* Change the height to 3” for the Flowers of Hawaii picture.
* Position the picture in Bottom Right with Square Text Wrapping.
* Change the font of the document.
* Add a Blank (Three Column) Footer with your name, period, and “5-9”.
  + Change the font of the footer to 12-point matching font of your choice
* Save again and close the document.

Exercise 10 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\05-Recycling.
* Save as My Documents\CTech\Word\5-10.
* Insert this clip art image of something to do with Recycling.
* Change the width to 4” for the picture.
* Add a Rotated, White Border to the picture.
* Hints:
* Select the graphic by clicking on it
* Click Rotated, White on the Format Picture Tab, Picture Styles Group
* Position the picture in Bottom Center with Square Text Wrapping.
* Change the font of the document.
* Add a Blank (Three Column) Footer with your name, period, and “5-10”.
  + Change the font of the footer to 20-point font of your choice.
* Save again and close the document.

Put all assignments in your named folder in the Hand-In for your period