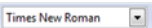










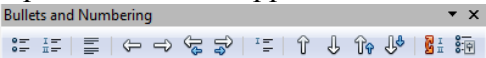




Word Processing Practice

Greetings! You get to play with the word processing tools now. You get points for playing. This form was designed for use with Open Office Writer. Here's what you do:

1. At the beginning, change the word "Name" to your first and last name.
2. Change the font of the words "Big Title" to Impact or a fancy font.
Use this: 
3. Center the words "Big Title".
Use this: 
4. Change the size of "Big Title" to 16.
Use this: 
5. Indent the first paragraph. (Hit "Tab").
6. Make the first "griffins" italic.
Use this: 
7. Make that same word red.
Use this: 
8. Find the words "lion" and "eagle" and highlight them yellow.
Use this: 
9. Right click on the picture, and anchor it to the paragraph.
10. Right click on the picture, and change the wrap to "Optimal Page Wrap".
11. Move the picture to the right side of the paper. (Drag it with your mouse.)
12. For the paragraph next to the picture, change the alignment to right-align.
Use this: 
13. For the next paragraph, indent, and then fully justify.
Use this: 
14. Underline the word "Uses" (on its own line).
Use this: 
15. Make "Uses" bold.
Use this: 
16. Change the list under "Uses" to a Roman numeral list.
Select the whole list by clicking the left mouse button and dragging it over all.
Select this button at the top of the page: 
A pop-up toolbar should appear. If it doesn't call Ms. Lowe. It looks like this:

Select the button on the far right.
Select the tab that says "Numbering type"
Select the one that has I. II. III. showing.
17. Change the background of the entire document to light gray.
Highlight the entire document.
Use this: 
Select a light gray color.
18. Change the line spacing of the entire document to 2.
Highlight the entire document.
Use this: 

Once you have finished, go back to Expedition 6 Stage 2 and submit it according to the directions.

If lost: <http://science.pageofmystery.com/comptech/e6p2.html>