Name:

Microsoft Word Show ‘n’ Tell

Use the menus and toolbars to follow the directions below. Make sure to read and follow all directions carefully!! Insert your name above. When you are done, Save as yournameShownTell in your H Drive and then put the file in the drops folder (U Drive) under Media Center in the appropriate class period folder when you are completely finished.

1. Change the margins to .25.
2. Make sure the page orientation is Portrait.
3. Center the title of this page and change the size to 18. Choose a font of your choice for the title. Change the font to a color of your choice.
4. Change the size of all the rest of the text on this page to 14. Choose a different font of your choice for the rest of the document. Make sure it is easy to read. The font should be black.
5. Correct the spelling of the words below by using the spell check feature. To use the spell check feature, either:
6. Right click on any word that has a red line under it and choose the right spelling.
7. Click on the Review Tab and then click on Spelling & Grammar. You can choose the correct spelling by selecting the correct spelling of the word and then pressing change on the screen on the window that pops up.

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1. Insert a table that has 3 columns and 5 rows in the space below. Change the shading color to your favorite color. Add a border to all of your cells that is 3 pts wide and has a style other than solid. Make the border a different color that the shading.
2. Fill in the table as follows:A. Row 1, Column 1=Your first name in a different font
3. Row 1, Column 2= Your last name. **Bold** and Underline.
4. Row 1, Column 3=Type in your favorite hobby. **Bold** and *Italicize*.
5. Row 2, Column 1=Type in what you would like for your next birthday. Change font to red
6. Row 3, Column 2=Type in your birthday (MM/DD/YYYY).
7. Row 4, Column 3= Type in the name of your best friend.
8. Merge Row 1, Column 1 and Column 2.
9. Make a bulleted list below of 5 of your favorite bands/singers. To do this type one thing on each line. Then highlight your list and click on the button on the Home tab. To personalize your bullet, click on the down arrow beside the icon. Choose one from the list.
10. Make a bulleted list below of your favorite 5 Actors/Actresses. This time personalize your bullet by pressing the down arrow beside the icon and choose Define New Bullet. Click on Symbol on the window. Change the font to either Symbol or Wingdings 1, 2, or 3. Click on a symbol to select and click OK. Then click OK until you are out of the Bulleted List window.
11. Pick your favorite actor/actress from your list, and underline it and change it’s color.
12. Pick your favorite band/singer from your list, and **bold** it and change it’s color.

13. Use the thesaurus to find one synonym for each of the words below. Type the synonym next to the word.

Sad

Sweet

Long

Jump

Say

Funny

Different

Annoying

Crazy

Bright

1. Use the word count feature to tell me how many words are on this page. To use the word count feature, click the Review tab and choose Word Count. The number can be found beside the Words Row.
2. In the Rectangle below, use Shapes to Draw your name using shapes.

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1. Using WordArt, create the name of your favorite teacher in the box below:

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1. Using ClipArt, insert a picture of your favorite animal in the box below:

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1. Go out on the internet and find a picture of your favorite sports team. Insert a picture in the box below:

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