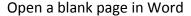
Computer Technology

Microsoft Word 2010 Lesson 2

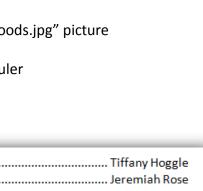
Lesson 2:

In this lesson you will master the following concepts in Word:

- Setting tabs (decimal, left, right, center)
- Dot leaders
- Format Painter
- Horizontal Line
- Watermark



- 1. Save as Lesson 2-FIRSTINITIAL, LASTNAME
- 2. Add a header. Remember to enter your name on the left, Lesson 2 on the right, and go to Quickparts, Field, and Filename to put the file name in the center.
- 3. Title Formatting
 - a. Enter "Summerton High School's" on the first line
 - i. Center it, and change the font to 18 Italics
 - ii. Press enter twice
 - b. Enter "March 15 19" and the current year
 - i. Highlight it and clear formatting using the icon
 - ii. Center it, and change the font to 14 bold
 - iii. Press Enter twice
 - c. Enter "Cast List"
 - i. Make it size 24 Bold
- 4. Insert picture
 - a. In the blank area between your titles, insert the "Intothewoods.jpg" picture provided.
 - b. Resize it so that the date is at about the 2" mark on your ruler
 - c. After "cast list", enter twice. Clear all formatting.
- 5. Setting Tabs Section 1
 - a. Set the following tabs:
 - i. 1.5", Left
 - ii. 4.5", Left, Dot Leaders
 - b. Press tab, and type in the following information. (You may change the names of the actors if you want throughout the assignment)
 - c. Press enter twice



The Witch	
Baker's Wife	
Cinderella	Bethany Taylor
Jack	Jason VanBueren
Little Red Riding Hood	Clara Espinoza
Cinderella's Prince	•

- 6. Setting Tabs Section 2
 - a. Clear all tabs
 - b. Set the following tabs:
 - i. 3", Right, Dot Leaders
 - ii. 3.5", Left
 - iii. 6.5", Right, Dot Leaders

The Narrator	Charles Clay	Rapunzel's Prince	Tyson Doyle
The Mysterious Man	Seth Tanner	Florinda	Kathy Pine
Rapunzel N	Ielanie Nichols	Lucinda	Hannah Rauchberger
The Steward	Carson Lander	The Wolf	Bart Josephson

- 7. Setting Tabs: Section 3
 - a. Press enter twice after last section. Clear all tabs.
 - b. Type "Chorus" and press enter twice. (Do not format it yet!)
 - c. Set the following tabs:
 - i. 1", Center
 - ii. 3.31", Center
 - iii. 5.44", Center
 - d. Enter the following information

Mary-Ann Anderson	Gregory Bryce	Emille Echeverria
Eden Faber	Zachary Gordon	Brian Holloway
Perry Jones	Valerie Jones	Andy Layne
Samantha Layne	Travis Morgan	Anna Pritchett
Debbie Quaid	Roger Smith	Emily Torgerson

- e. Enter Twice
- 8. Setting Tabs Section 4
 - a. Type "Ticket Prices"
 - b. Enter Twice
 - c. Clear all tabs
 - d. Set the following tabs
 - i. .5", Left
 - ii. 3.13", Center
 - iii. 5", Left
 - e. Enter the following information:

Sections A-D	Sections C-E	Sections F-G

- i. Press enter ONCE
- 9. Setting tabs Section 5
 - a. Clear all tabs
 - b. Set the following tabs:
 - i. 1.69", Decimal, Dot Leaders
 - ii. 2.13", Left
 - iii. 3.94", Decimal, Dot leaders
 - iv. 4.5", Left
 - v. 6.13", Decimal, Dot Leaders

Adult:\$16.00	Adult:\$12.00	Adult: \$8.00
Child:\$14.00	Child:\$10.00	Child:\$.00

c. Enter the following information:

10. Format Painter

- a. Highlight "Chorus"
- b. Center it, change the font to size 16 bold.
- c. Use Format Painter to copy the same formatting to "ticket prices."

11. Art Border

Insert an art border of your choice

12. Text Watermark

- a. Insert a text watermark that says "Green Room Copy"
- 13. Save and print.

