

# 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



Open a blank page in Word

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 .....              | Tiffany Hoggle   |
| Baker .....                  | Jeremiah Rose    |
| Baker's Wife .....           | Genevieve Green  |
| Cinderella .....             | Bethany Taylor   |
| Jack .....                   | Jason VanBueren  |
| Little Red Riding Hood ..... | Clara Espinoza   |
| Cinderella's Prince.....     | Clarke Jefferson |

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 .....           | Melanie Nichols | Lucinda .....           | Hannah Rauchberger |
| The Steward .....        | Carson Lander   | <u>The Wolf</u> .....   | 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
  - a. Insert an art border of your choice
- 12. Text Watermark
  - a. Insert a text watermark that says "Green Room Copy"
- 13. Save and print.

Summerton High School's



March 15-19, 2014

## Cast List

|                             |                  |
|-----------------------------|------------------|
| The Witch.....              | Tiffany Hoggle   |
| Baker.....                  | Jeremiah Rose    |
| Baker's Wife.....           | Genevieve Green  |
| Cinderella.....             | Bethany Taylor   |
| Jack.....                   | Jason VanBueren  |
| Little Red Riding Hood..... | Clara Espinoza   |
| Cinderella's Prince.....    | Clarke Jefferson |

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

### Chorus

|                   |                |                   |
|-------------------|----------------|-------------------|
| 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   |

### Ticket Prices

|                     |                     |                    |
|---------------------|---------------------|--------------------|
| Sections A-D        | Sections C-E        | Sections F-G       |
| Adult: .....\$16.00 | Adult: .....\$12.00 | Adult: .....\$8.00 |
| Child: .....\$14.00 | Adult: .....\$10.00 | Child: ..... \$.00 |