Typing Paragraphs
(50 points)

Activity #1

Instructions: Type the following paragraph and save it to your file as **Practice paragraph.** You will be using this paragraph to then make changes and learn different features in MS Word. (When typing a paragraph don't press Enter unless you are finished with the paragraph and make sure you indent the first line of the paragraph.)

We will use this paragraph to illustrate several Microsoft Word features. It will be used to illustrate Space Before, Space After, and line spacing. Space Before tells Microsoft Word how much space to leave before the paragraph. Space After tells Microsoft Word how much space to leave after the paragraph. Line Spacing sets the space between lines within a paragraph.

We will use this paragraph to illustrate some additional more Word features. It will be used to illustrate first-line indent. With first-line indent, you can indent the first line of your paragraph. We will also look at Indentation. Indentation enables you to indent from the left and/or right margins of your document.

1. Typing Paragraph (10 points)
2. Place your name in the header (5 points)
   a. View
   b. Header/Footer
   c. Type your first and last name
   d. Press Tab
   e. Type your hour

Activity #2

Instructions: Make sure the file practice paragraph is open. In this activity you will be learning about changing alignment, delete, backspace, select and delete or backspace, undo/redo, and the ruler.

1. Place the cursor in front of the first word in the first paragraph (We).

2. Press Enter one time

3. Type a title for your paragraphs (Sample Paragraphs) (3 points)

Alignment Keys

4. Make sure the cursor is on the same line as the title.

5. Using the Center Alignment key center the title (2 points)

6. Use the right alignment key to right align the last paragraph (1 point)

7. Place your cursor in front of the word **more** in the first line of the last paragraph.

   a. Press the delete key on your keyboard. (2 points)

   b. Notice the delete key erases letters to the right of the cursor.

8. Place your cursor after the period of the fourth sentence in the last paragraph.

   a. Press the backspace key on your keyboard. (2 points)

   b. Notice the backspace key erases letters to the left of the cursor.

9. Select the first paragraph.

10. Press backspace or delete. (Note the entire paragraph is erased)

11. Press the Undo key ➡️

Edit	View	Insert	Format
↶ Undo Typing			Ctrl+Z
↻ Repeat Typing			Ctrl+Y

12. Press the Redo key

13. Press Undo again

14. Locate the ruler on your screen. If you don't see it, go to the View menu and ruler.

15. You are finished with the first activity.
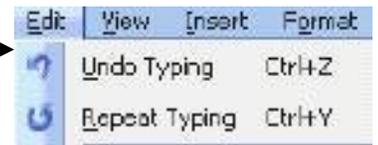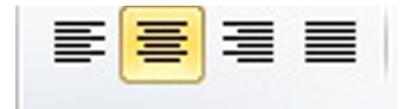
Activity #3

Instructions: Make sure the file practice paragraph is open. Follow the steps in order to learn more about different features in MS Word. In this activity you will be learning about the difference between line spacing and paragraph spacing, as well as, the show/hide icon, and automatic numbering and bullets.

1. Select the last paragraph and change the line spacing to double. (5 points)

   a. Format

   b. Paragraph

   c. Line Spacing

   d. Double

   e. OK

2. Place the cursor within the first paragraph

3. Change the paragraph spacing to 24 points before and after the paragraph. (Notice a larger space between the title and first paragraph and between the first paragraph and last paragraph.) (5 points)

   a. Format

   b. Paragraph

   c. Spacing

   d. Before: 36

   e. After: 36

   f. OK

4. Click on the Show/Hide Icon (2 points) ~ **Show instructor**

   a. The dots between words are showing every time you hit the space bar

   b. The paragraph markers show each time you press enter.

   c. Erase any extra enters that might be at the end of your document
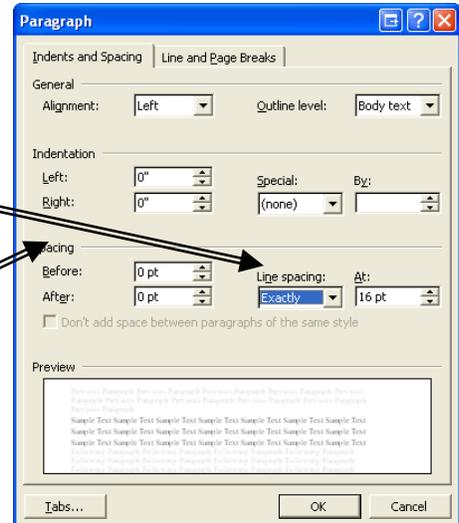
5. Press Enter one time after the last paragraph (You should see one paragraph symbol.)

6. Change the alignment back to left (2 points)

7. Turn off the Show/Hide button by clicking on it again.

8. Click on the numbered list icon (5 points)

   a. Create a list of three things to do.

      b. Type the first item, press enter one time

      c. Type the second item, press enter one time

      d. Type the third item, press enter one time

      e. Press backspace once to get rid of the numbers.

9. Click on the bulleted list icon (5 points)

      a. Create a list of three items you want to buy from the grocery store.

      b. Type the first item, press enter one time

      c. Type the second item, press enter one time

      d. Type the third item, press enter one time

      e. Press backspace once to get rid of the numbers.

*When you are finished with this activity, print it to the black and white printer. Raise your hand and I will get it from the printer. (2 points)