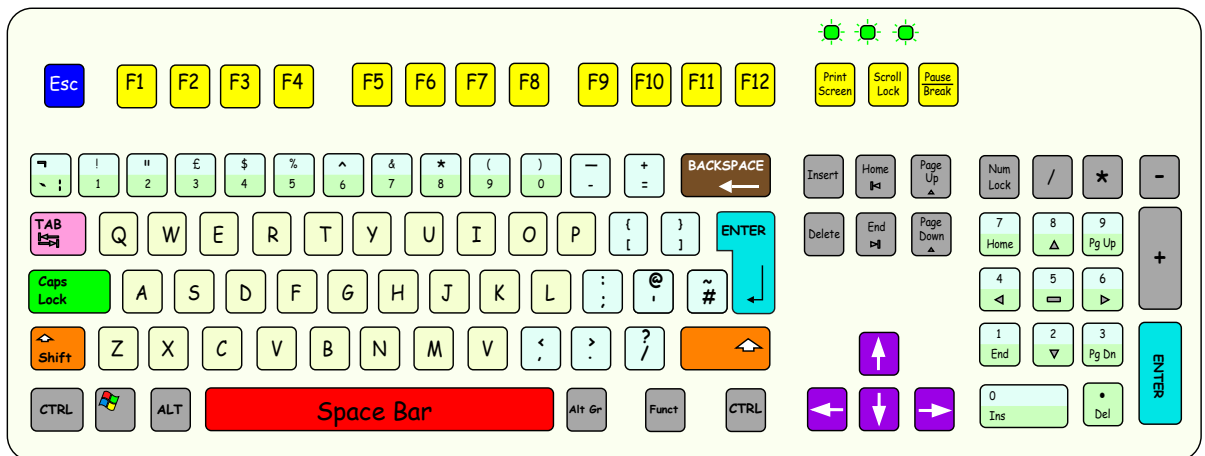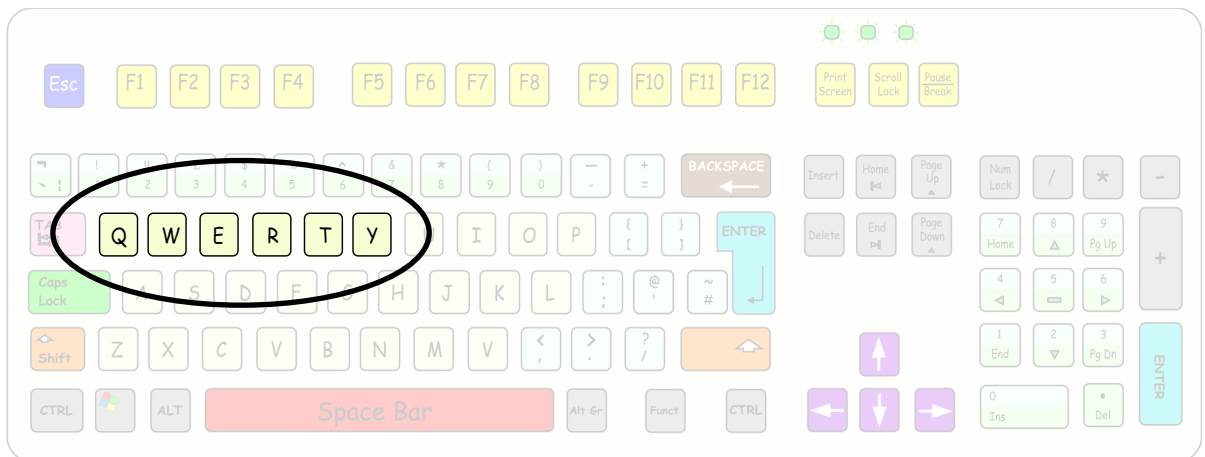# Parkhill Secondary

Phs

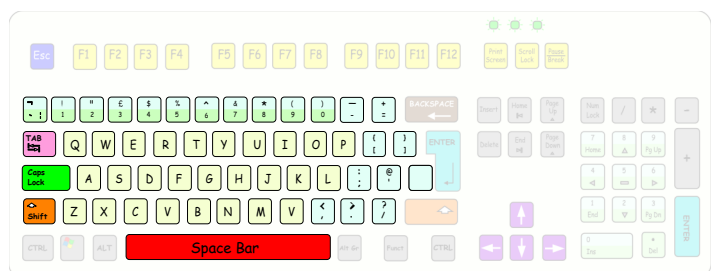# Microsoft

Word

Here is a drawing of a simple keyboard

This is known as a Q.W.E.R.T.Y. keyboard

All computer keyboards are almost exactly the same.

These keys are in the same place as original typewriters.

Test 1

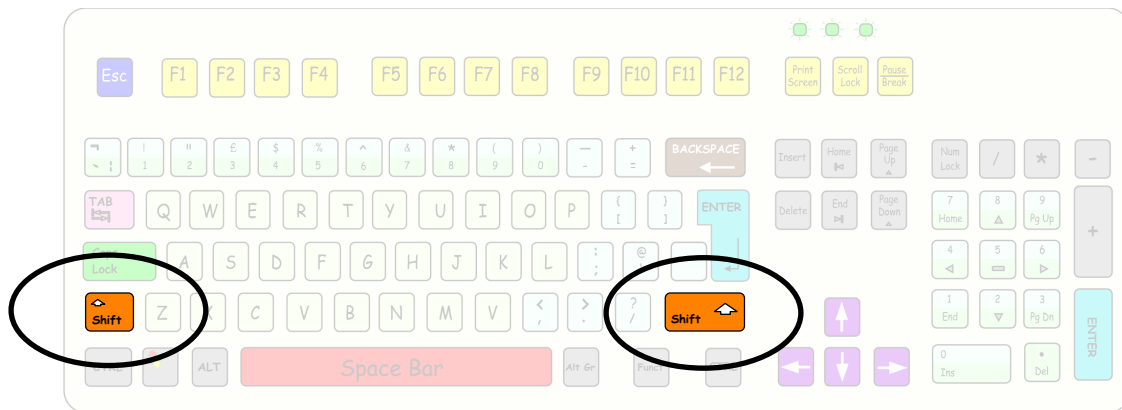1) What is the name given to the keyboard Layout we use?

_____

2) Do keyboards and old fashioned typewriters have their letters, numbers and symbols in the same place?

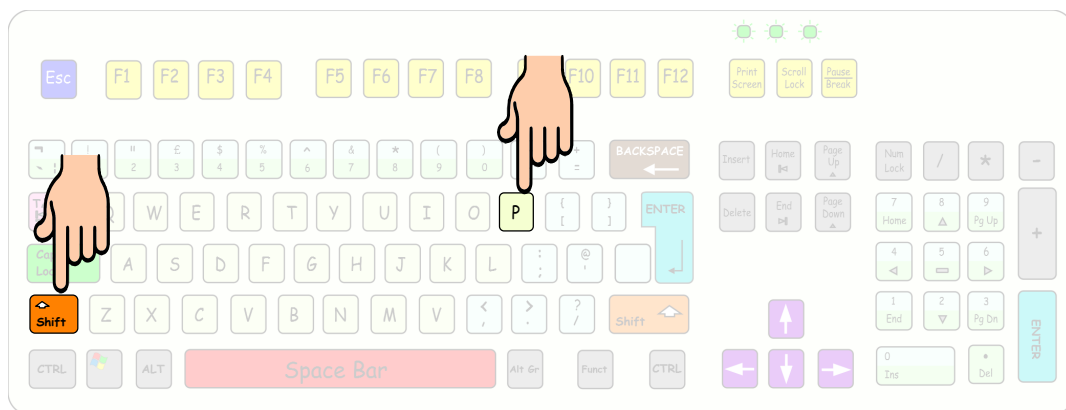_____

Always use your BEST writing!
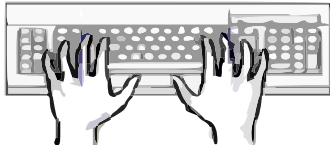
Date _____

Using the SHIFT key.

These keys are to give you **SINGLE** capital letters, like at the beginning of a sentence or the name of a person.

Both a SHIFT key and the letter are held down at the same time to make a CAPITAL letter.

Open
Microsoft WORD

Type what you see in the yellow box.
ONLY use the **SHIFT** key.

1	2	3	4	5	6	7	8	9	10	11	12

Aa Aa Aa Aa Aa Aa Aa Aa Aa Aa Aa Aa

Bb Bb Bb Bb Bb Bb Bb Bb Bb Bb Bb Bb

Cc Cc Cc Cc Cc Cc Cc Cc Cc Cc Cc Cc

Remember to
Save your work!

Save

Practice1

Date _____

NAME AND DATE PLEASE

PRACTICE **2**

Open

Microsoft WORD

Type what you see in the yellow box.
ONLY use the **SHIFT** key.

The quick brown fox jumps over the lazy dog.

We promptly judged antique ivory buckles for the next prize.

How quickly daft jumping zebras vex.

Remember to
Save your work!

Save   Practice2

Date _____

NAME AND DATE PLEASE

PRACTICE **3**

Open
Microsoft WORD

Type what you see in the yellow box.
ONLY use the **SHIFT** key.

My grandfather picks up quartz and valuable onyx jewels.

Fred specialised in the job of making very quaint wax toys.

A quick movement of the enemy will jeopardise six gunboats.
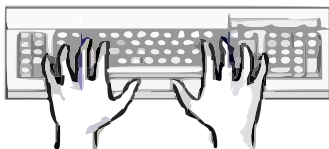
Remember to
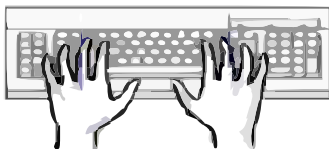Save your work!

Save Practice3

Date _____

NAME AND DATE PLEASE

PRACTICE **4**

Open
Microsoft WORD

Type what you see in the yellow box.
ONLY use the **SHIFT** key.

Hick Jed wins quiz for extra blimp voyage.

Quick wafting zephyrs vex bold Jim.

Grumpy wizards make toxic brew for the evil Queen and Jack.

Remember to
Save your work!

Save

Practice4

Date _____

NAME AND DATE PLEASE

Using the CAPS LOCK key.

This key gives you **ALL** capital letters, and should only be used when you need a lot of capitals.

On your keyboard will be a CAPS LOCK indicator.
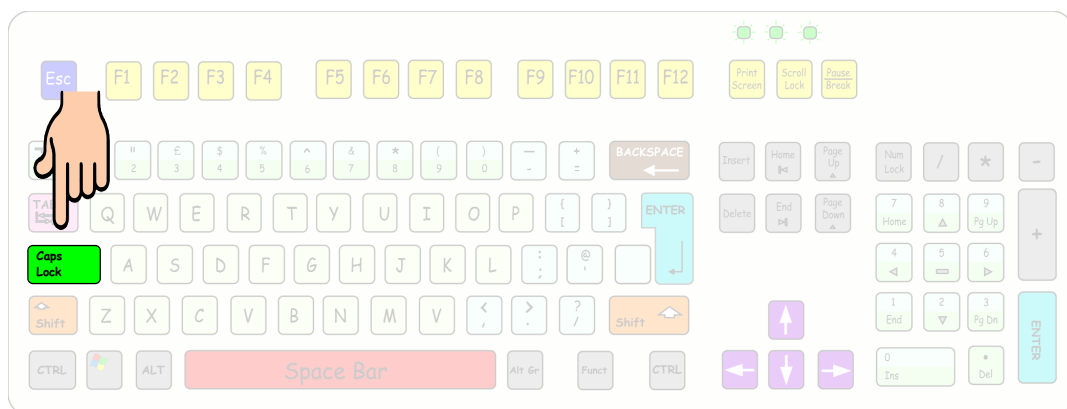
One press of the CAPS LOCK button will make your keyboard type ALL capitals.
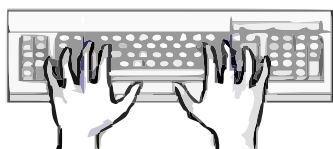
PRACTICE **5**

Open
Microsoft WORD

Type what you see in the yellow box.
ONLY use the **CAPS LOCK** key.

ABCDEFGHIJKLMNOPQRSTUVWXYZ

A MAIN HEADING

MAKE SOMETHING STAND OUT

Save

Practice5

Date _____

Test 2

1) What key is used to make a **SINGLE** capital letter?

_____

2) What key is used to make **MANY** capital letter?

_____

Always use your
BEST writing!

Date _____

Word Space Invaders

and   but   here   me   just

Space Bar Invaders

Strange creatures are wiggling their way down from outerspace. Type the word or group of letters under the creature before they reach the bottom of the game.   Bonus points for UFOs!

Lesson   *9 Letters only
Difficulty   Beginner
Turn off sound ☑

Start

http://www.freetypinggame.net/ play9.asp

Sentences 1

All sentences begin with a capital letter and end in a :-

- **Full Stop/Period**

! Exclamation Mark

? Question Mark

1

Space Bar

Space Bar

Space Bar

Space Bar

Space Bar

Space Bar

Space Bar

The SPACEBAR is pressed ONCE between words.
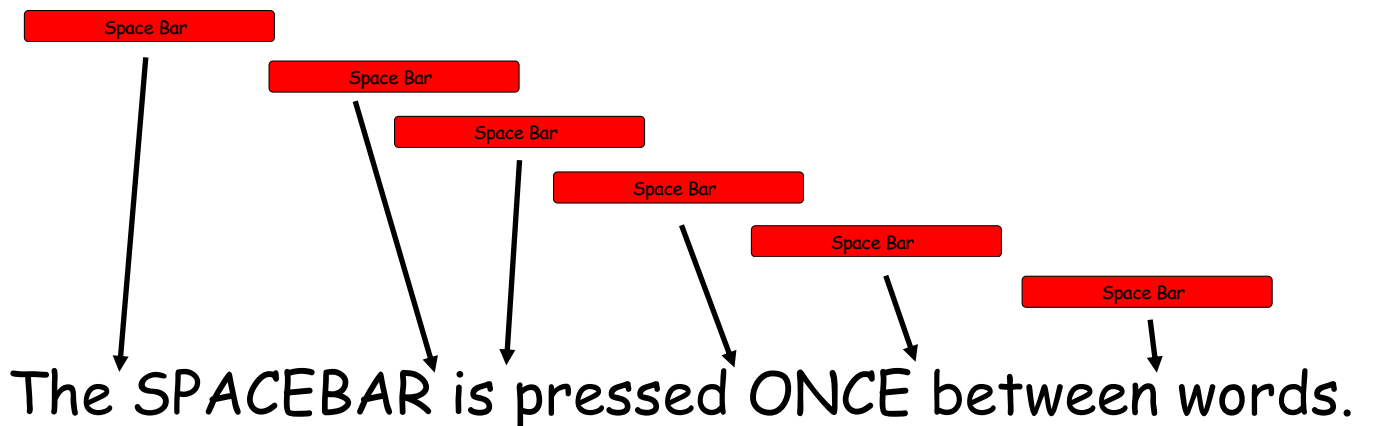
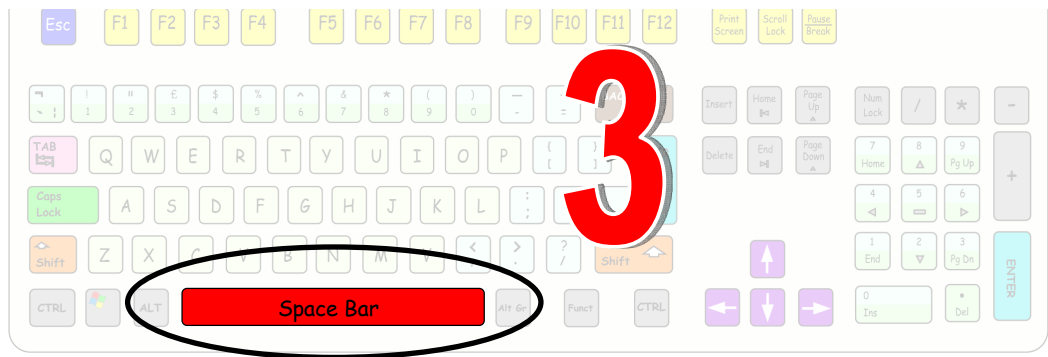**ONE space between words in a sentence.**

Sentences 2

Between sentences there should be 3 spaces.

Here are two sentences.   There should be 3 spaces between each sentence.

3 spaces between each sentence.

PRACTICE 6

Open

Microsoft WORD

Type these sentences.

Mrs. Dursley was thin and blonde and had nearly twice the usual amount of neck which came in very useful as she spent so much of her time craning over garden fences, spying on the neighbours.   The Dursleys had a small son called Dudley and in their opinion there was no finer boy anywhere.

Remember to
Save your work!

Save

Practice6   Date _____

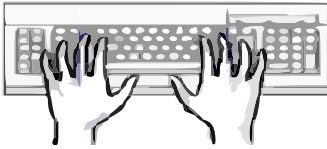NAME AND DATE PLEASE

Open

Microsoft WORD

Type these sentences.

He had on a madras shirt.   I can still see it.   Blue madras.   One of them laughed then cussed me out in a low voice.   I could not think of anything to say.   There just is not a whole lot you can say while waiting to get mugged so I kept my mouth shut.

Remember to
Save your work!

Save   Practice7

Date _____

NAME AND DATE PLEASE

Test 3

1) How many spaces are between words in a sentence?

_____

2) How many spaces are between sentences?
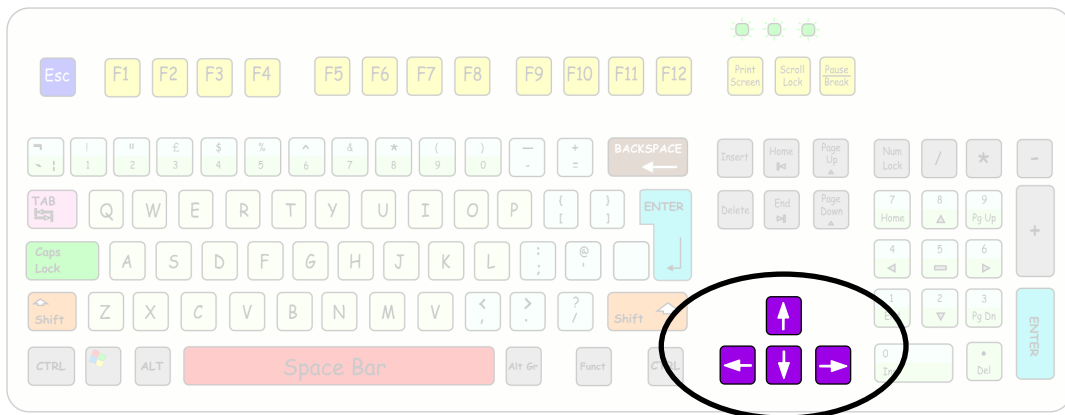
_____

Always use your BEST writing!

Date _____

The Cursor

The CURSOR is that small vertical line that shows the user where on the page he is typing.   It is the FLASHING vertical line you see on your screen.

It looks like this:-

It looks like this

You can move the cursor by using the cursor keys or the mouse.

PRACTICE 8

Open

Microsoft WORD

Type these sentences.

Evening of a hot day started the little wind to moving among the leaves.   The shade climbed up the hills toward the top. On the sand banks the rabbits sat as quietly as little grey sculptured stones.   And then from the direction of the state highway came the sound of footsteps on crisp sycamore leaves.

Remember to
Save your work!

Save

Practice8

Date _____

The Cursor 2

Use the cursor keys and the mouse to move the cursor around the words.
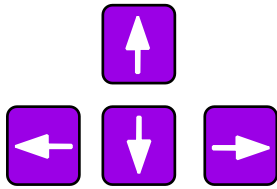
Evening of a hot day started the little wind to moving among the leaves.   The shade climbed up the hills toward the top. On the sand banks the rabbits sat as quietly as little grey sculptured stones.   And then from the direction of the state highway came the sound of footsteps on crisp sycamore leaves.

I have used the
Mouse and cursor keys

Date _____

The BACKSPACE Key

Evening of a hot day started the little wind to moving among the leaves.   The shade climbed up the hills toward the top. On the sand banks the rabbits sat as quietly as little grey sculptured stones.   And then from the direction of the state highway came the sound of footsteps on crisp sycamore leaves.

Use the CURSOR keys to place the cursor behind the word sculptured.   Press the BACKSPACE KEY until it is deleted.

Remember

I have used the Backspace key

Deletes backwards
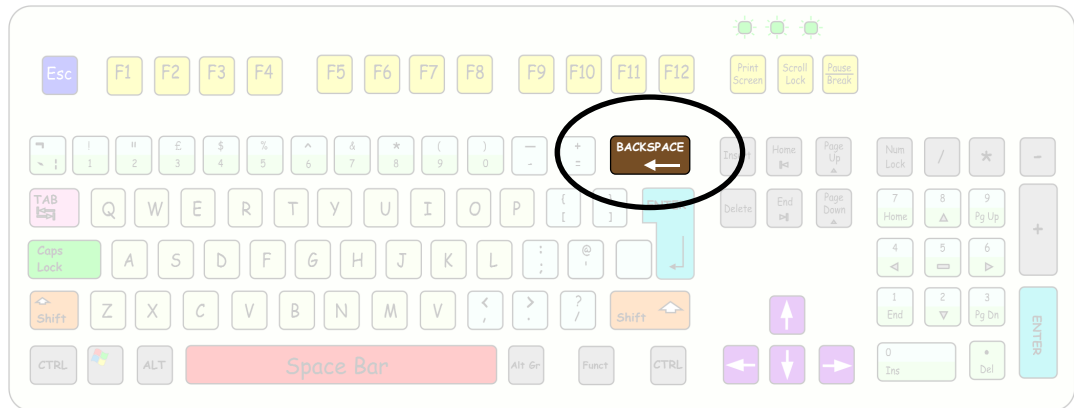
Date _____

The DELETE Key
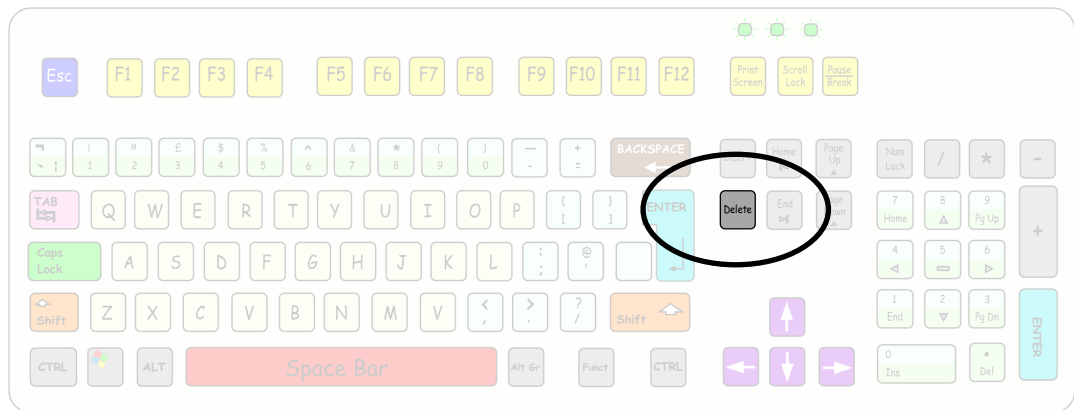
Evening of a hot day started the little wind to moving among the leaves.   The shade climbed up the hills toward the top. On the sand banks the rabbits sat as quietly as little grey stones.   And then from the direction of the state highway came the sound of footsteps on crisp sycamore leaves.

Use the CURSOR keys to place the cursor infront of the word grey.   Press the delete KEY Delete until it is deleted.

Remember

I have used the Delete key

Deletes forwards

Date _____

BACKSPACE
←

Open
Microsoft WORD

But Lennie watched in terror the flopping little man whom he held. Blood ran down Lennie's face, one of his eyes was cut and closed. George slapped him on the face again and again and still Lennie held on to the closed fist.

Use the BACKSPACE key to delete the RED words.

Remember to
Save your work!

Save

Practice9

Date _____

NAME AND DATE PLEASE

Delete

Open
Microsoft WORD

Curley sat down on the floor looking in wonder at his crushed hand.
Slim and Carlson bent over him.
Slim straightened up and regarded Lennie with horror.

Use the DELETE key to delete the RED words.

Remember to
Save your work!

Save

Practice10

Date _____

NAME AND DATE PLEASE

Test 4

1) Name two things you can use two things to move the CURSOR.

_____

2) Does the DELETE key remove letters in front or behind the cursor?

_____

2) Does the BACKSPACE key remove letters in front or behind the cursor?

_____

Always use your
BEST writing!

Date _____

Insert and Overtype
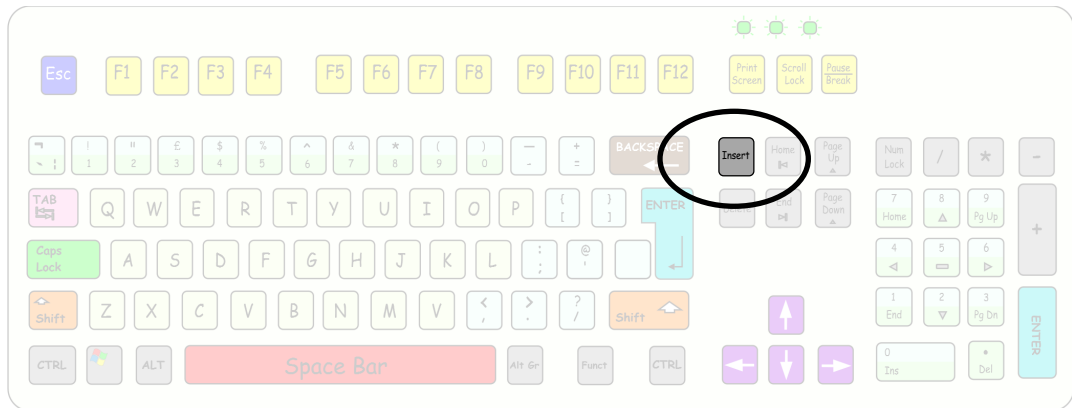
The INSERT key changes the way the keyboard puts letters on the screen.

INSERT mode   :- Always adds new
                        letters.

OVERTYPE mode   :- Writes new letters
                        on the top of the
                        old ones.

Every time you press [Insert] you jump from one mode to the other.

This one button switching from one to an-other is called TOGGLING.

Open

Microsoft WORD

October arrived spreading a damp chill over the grounds and into the castle.   Madam Pomfrey the nurse was kept busy by a sudden spate of colds among the staff and students. Her Pepperup potion worked instantly though it left the drinker smoking at the ears for several hours afterward.

TYPE aaa

You are in INSERT Mode

aaaOctober arrived spreading a

You are in Overtype Mode

aaaober arrived spreading a
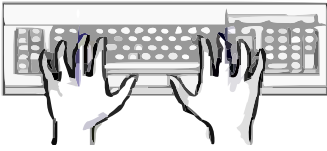
October arrived spreading a damp chill over the grounds and into the castle.   Madam Pomfrey the nurse was kept busy by a sudden spate of colds among the staff and students. Her Pepperup potion worked instantly though it left the drinker smoking at the ears for several hours afterward.

In INSERT mode add :-

arrived quickly spreading

kept very busy

the upset drinker

Remember to
Save your work!

Save

Practice10   Date _____

NAME AND DATE PLEASE

October arrived quickly spreading a damp chill over the grounds and into the castle.   Madam Pomfrey the nurse was kept very busy by a sudden spate of colds among the staff and students. Her Pepperup potion worked instantly though it left the upset drinker smoking at the ears for several hours afterward.

In OVERTYPE mode change :-

castle to houses

colds to busy

hours to days

Remember to
Save your work!

Save

Practice11   Date _____

NAME AND DATE PLEASE

Test 5

1) When a single press of a key on the keyboard switches something from one thing to another it is called :-

_____

2) Is the keyboard in INSERT or OVERTYPE mode if new letters are added at the cursor?

_____

2) Does the BACKSPACE key remove letters in front or behind the cursor?

_____

Always use your BEST writing!

Date _____

Special Characters
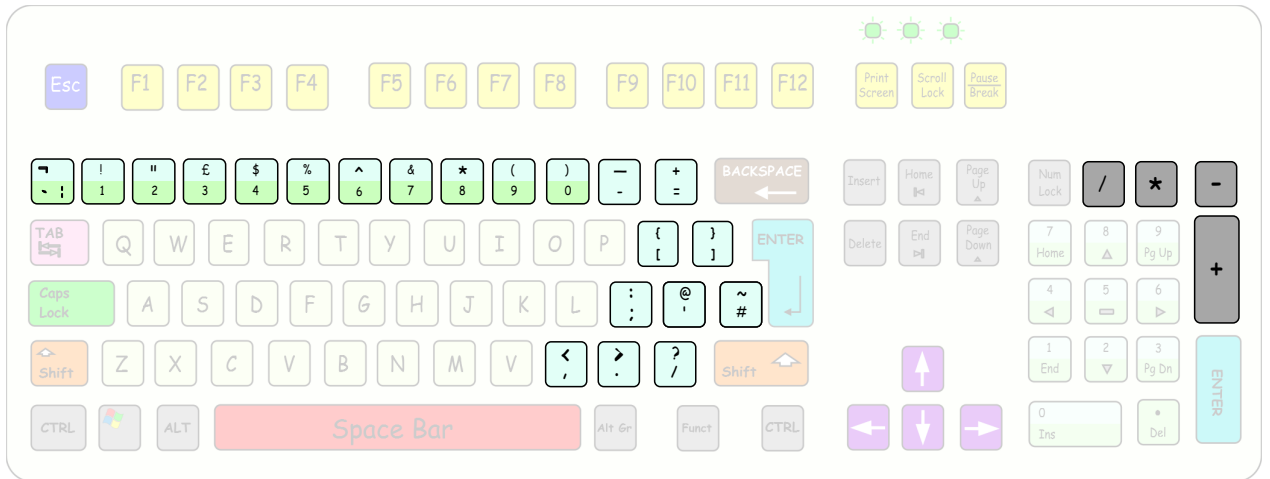
To get some of the characters you need to use the SHIFT key.

?/ = **/**

?/ **and** **Shift** = **?**
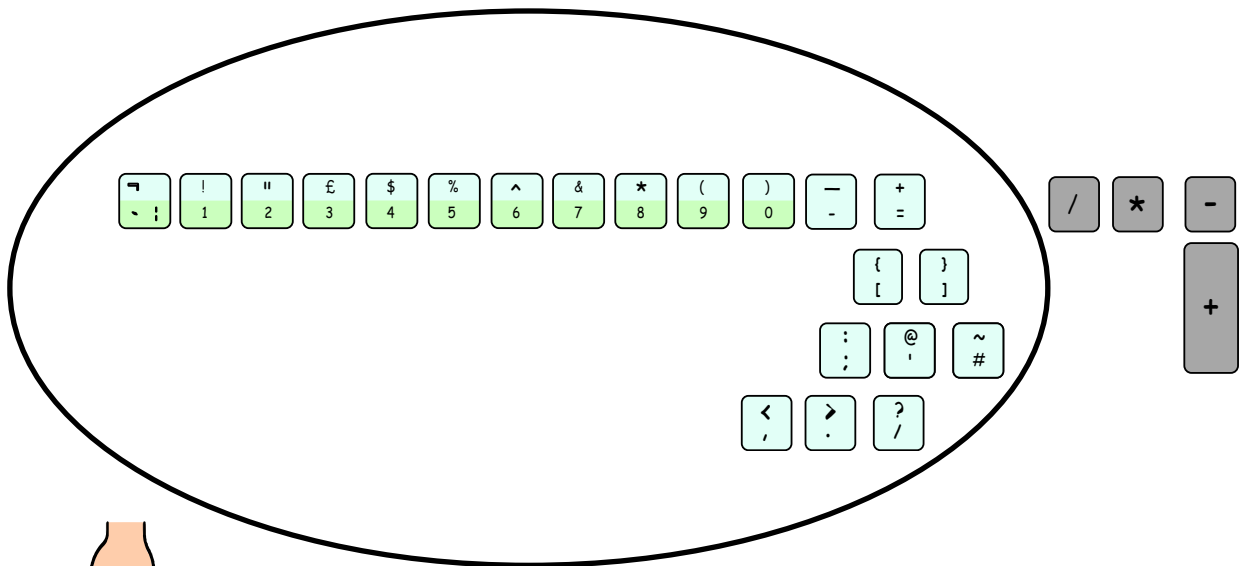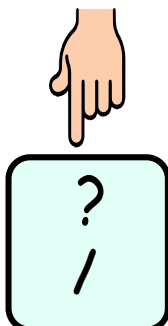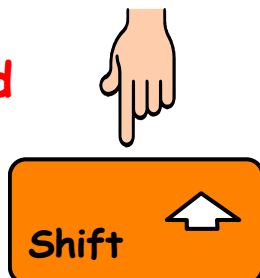
Open
Microsoft WORD

?/?/?/?/?/?/?/?/?/?/?/?/?/?/?/?

=+=+=+=+=+=+=+=+=+=+=+=+=+=+=+

()()()()()()()()()()()()()()()()

&%&%&%&%&%&%&%&%&%&%&%&%

[]{}[]{}[]{}[]{}[]{}[]{}[]{}[]{}[]{}[]{}[]

Remember to
Save your work!

Save Practice12 Date _____

NAME AND DATE PLEASE
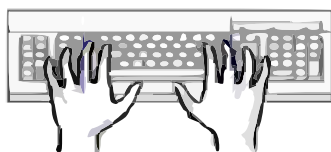
Open

Microsoft WORD

"Dung," he muttered furiously, "great sizzling dragon bogies . . . frog brains . . . rat intestines . . . I've had enough of it . . . m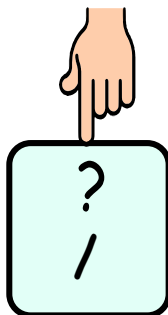ake an example . . . where's the form . . . yes . . ."   He retrieved a large roll of parchment from his desk drawer and stretched it out in front of him, dipping his long black quill into the ink pot.   "Name . . . Harry Potter. Crime . . ."   "It was only a bit of mud!" said Harry.

Remember to
Save your work!

Save

Practice13   Date _____

NAME AND DATE PLEASE
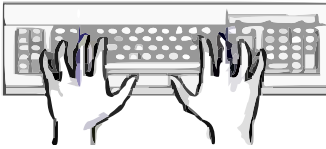
Open

Microsoft WORD

"I persuaded Peeves to crash it right over Filch's office," said Nick eagerly. "Thought it might distract him -" "Was that you?" said Harry gratefully. "Yeah, it worked, I didn't even get detention. Thanks, Nick!"
They set off up the corridor together. Nearly Headless Nick, Harry noticed, was still holding Sir Patrick's rejection letter.
"I wish there was something I could do for you about the Headless Hunt," Harry said.

Remember to
Save your work!

Save

Practice14   Date _____

NAME AND DATE PLEASE

Test 6

1) Give some examples of characters that are not letters.

_____

2) What key do you often have to use when typing characters that are NOT letters?

_____

Always use your
BEST writing!

Date _____
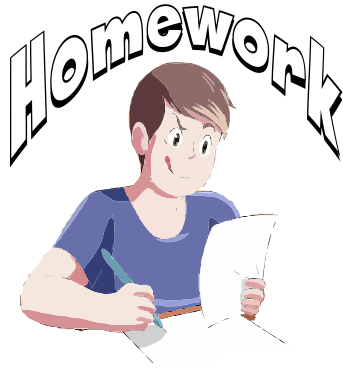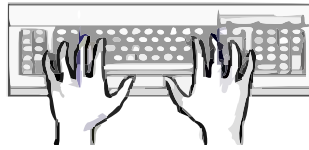
1)   What is the name given to ALL text keyboards?   _____

2)   Do keyboards and old fashioned typewriters have their letters, numbers and symbols in the same place?   _____

3)   What key is used to make a SINGLE capital letter?   _____

4)   What key is used to make MANY capital letter? _____

5)   How many spaces are between words in a sentence?   _____

6)   How many spaces are between sentences?   _____
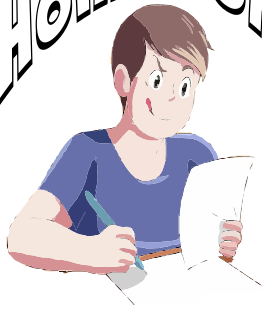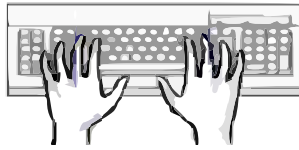
6) Name two things you can use two things to move the CURSOR.

_____

7) Does the DELETE key remove letters in front or behind the cursor?

_____

8) Does the BACKSPACE key remove letters in front or behind the cursor?

_____

9) Give some examples of characters that are not letters.

_____

10) What key do you often have to use when typing characters that are NOT letters? _____

A word processor is a program or machine for storing, altering, and formatting text entered from a keyboard and providing a printout.

Test 7

1)   What is a wordprocessor?

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Always use your
BEST writing!

Date _____

Open

Microsoft WORD

Curley sat down on the floor, looking in wonder at his crushed hand. Slim and Carlson bent over him. Slim straightened up and regarded Lennie with horror. 'We got to get him in to a doctor,' he said. 'Looks to me like ever' bone in his han' is bust.'

Open

Microsoft WORD

Crooks leaned forward over the edge of the bunk. 'I ain't a southern negro,' he said. 'I was born right here in California. My old man had a chicken ranch, 'bout ten acres. The white kids come to play at our place, an' sometimes I went to play with them, and some of them was pretty nice. My ol' man didn't like that. I never knew till long later why he didn't like that. But I know now.' He hesitated, and when he spoke again his voice was softer.

Remember to
Save your work!

Save   Practice16   Date _____

NAME AND DATE PLEASE

Open
Microsoft WORD

The Boy Who Lived

Mr. and Mrs. Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much. They were the last people you'd expect to be involved in anything strange or mysterious, because they just didn't hold with such nonsense.

Alignment Buttons

Home | Insert | Page Layout | References | Mailings | Review | View

Calibri (Headings) | 12

Font | Paragraph

Left | Centre | Right | Justified
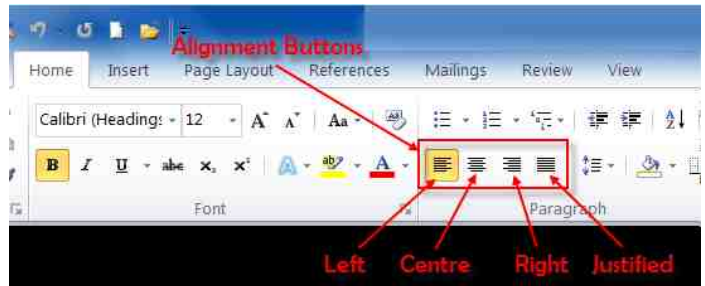
The Boy Who Lived

Mr. and Mrs. Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much. They were the last people you'd expect to be involved in anything strange or mysterious, because they just didn't hold with such nonsense.

Use the mouse to HIGHLIGHT the heading and click the CENTRE JUSTIFY button.
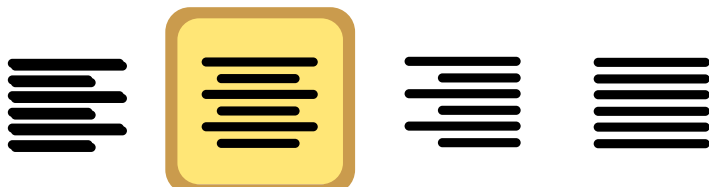
The Boy Who Lived

Mr. and Mrs. Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much. They were the last people you'd expect to be involved in anything strange or mysterious, because they just didn't hold with such nonsense.

Open
Microsoft WORD

Mr Walker

Parkhill School

375 Cumbernauld Road

Glasgow

G31 3LP

Dear sir

Could you please give me a good mark in this course as I have tried very hard.

Yours sincerely

Put your name here!!

Mr Walker
Parkhill School
375 Cumbernauld Road
Glasgow
G31 3LP

Dear sir

Could you please give me a good mark in this course as I have tried very hard.

Yours sincerely

Put your name here!!

Use the mouse to HIGHLIGHT the address and click the RIGHT JUSTIFY button.
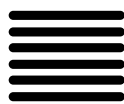
Mr Walker

Parkhill School

375 Cumbernauld Road

Glasgow

G31 3LP

Dear sir

Could you please give me a good mark in this course as I have tried very hard.

Yours sincerely

Put your name here!!

Remember to
Save your work!

Save

Practice18

Date _____

NAME AND DATE PLEASE

Justification 3

Newspapers

Look how the columns of words are ALL the same width in a newspaper.

This is called :-

FULLY JUSTIFIED

Open
Microsoft WORD

Mr Wonka himself had suddenly become even more excited than usual, and anyone could see that this was the room he loved best of all. He was hopping about among the saucepans and the machines like a child among his Christmas presents, not knowing which thing to look at first.

Mr Wonka himself had suddenly become even more excited than usual, and anyone could see that this was the room he loved best of all. He was hopping about among the saucepans and the machines like a child among his Christmas presents, not knowing which thing to look at first.

Use the mouse to HIGHLIGHT the WHOLE TEXTand click the FULLY JUSTIFY button.

Mr Wonka himself had suddenly become even more excited than usual, and anyone could see that this was the room he loved best of all. He was hopping about among the saucepans and the machines like a child among his Christmas presents, not knowing which thing to look at first.

Remember to
Save your work!

Save

Practice19

Date _____

NAME AND DATE PLEASE

Test 8

1) What type of justification is this :-

▤ ▦ ▤ ▤ _____

2) What type of justification is this :-

▤ ▤ ▤ ▦ _____

3) What type of justification is this :-

▤ ▤ ▦ ▤ _____

4) What type of justification is this :-

▦ ▤ ▤ ▤ _____

Always use your
BEST writing!

Date _____

Tabulation

TAB
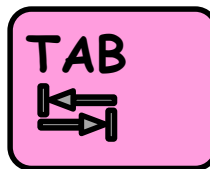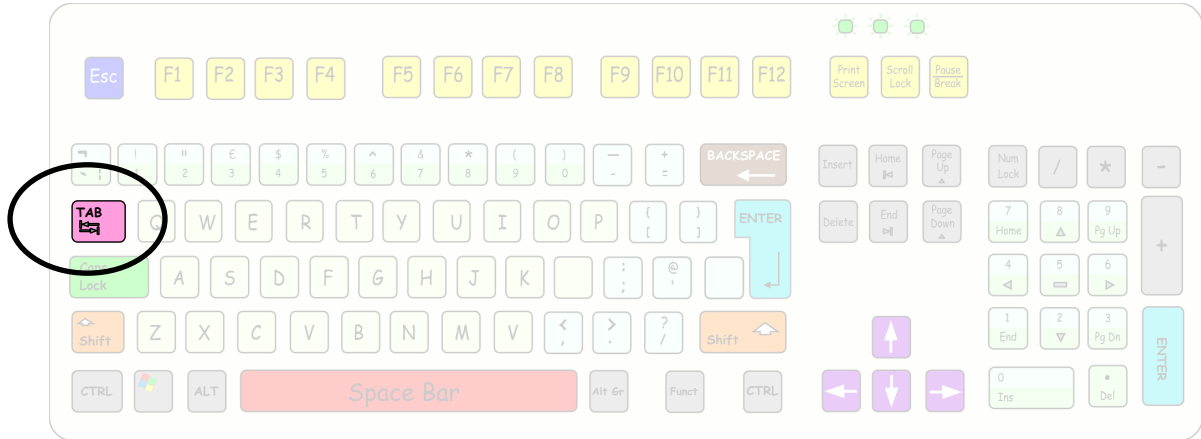
The TAB key is used to push words along a row to a specific place...like this.

Bread

Butter

Jam

Milk

Open
Microsoft WORD

Shopping List

Bread
Butter
Jam
Milk

Now use the mouse to place the cursor in front of the word BREAD and then press the **TAB** key.
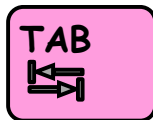
Shopping List

Bread
Butter
Jam
Milk

Shopping List

    Bread

Butter

Jam

Milk

Use the TAB key to move ALL the words along 1 tab.

Shopping List

    Bread

    Butter

    Jam

    Milk

Save

Remember to Save your work!

Practice20

Date _____

NAME AND DATE PLEASE

Buying List

[TAB] Nails [TAB] [TAB] [TAB] £3.24

Hammer   £12.23

Wood   £23.87

Screws   £3.67

Saw   £8.99

Drill   £34.87

Screwdriver   £5.69

Drill Bits   £8.00

Clamps   £6.99

Varnish   £5.99

Paint   £5.99

Brushes   £3.99

Use the TAB key once to move NAILS along and then 3 times for the price. Use the TAB key to line up all the others.

Save

Remember to Save your work!

Practice21   Date _____

NAME AND DATE PLEASE

Test 9

1) In what direction does the TAB key move words when pressed?

UP ☐

DOWN ☐

LEFT ☐

RIGHT ☐

2) How many TAB keys are on a computer keyboard?

_____

Always use your BEST writing!

Date _____

Open
Microsoft WORD

Tom Sawyer

"TOM!"

No answer.

"TOM!"

No answer.

"What's gone with that boy, I wonder? You TOM!"

No answer.

The old lady pulled her spectacles down and looked over them about the room; then she put them up and looked out under them.
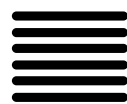
Centre the heading

Tom Sawyer

"TOM!"

No answer.

Goto HOME and change the Size to 24.
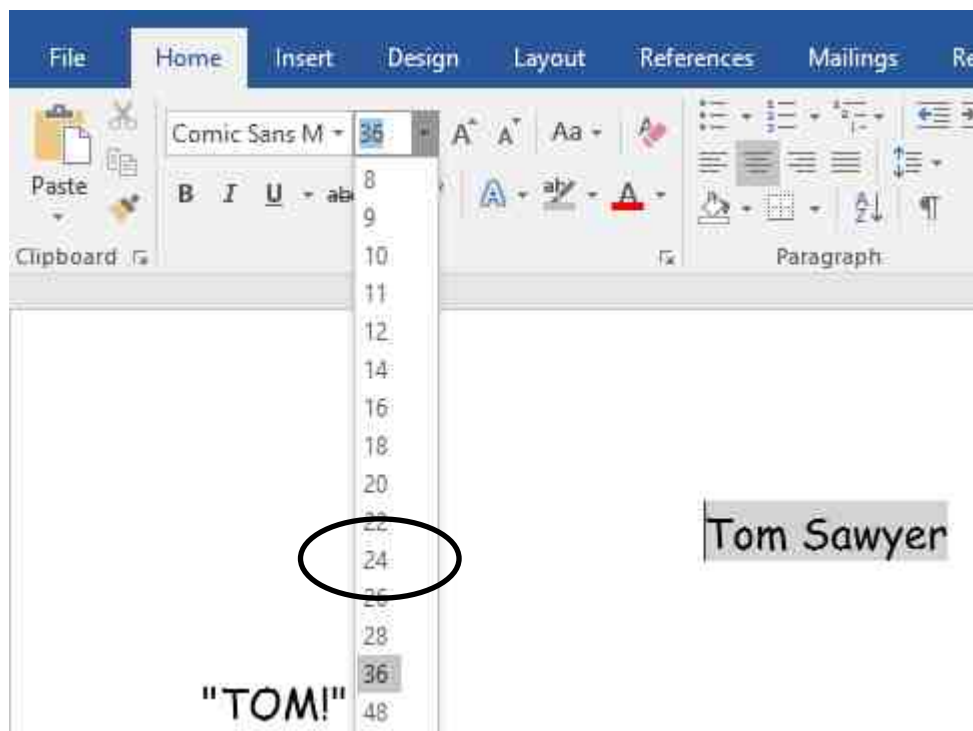
Tom Sawyer

"TOM!"

No answer.

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No answer.

"What's gone with that boy, I wonder? You TOM!"

No answer.

The old lady pulled her spectacles down and looked over them about the room; then she put them up and looked out under them.

Open
Microsoft WORD

James Kilt Makers

31 Main Street

Glasgow

G1 7AB

Dear sir

Thank you for the quick delivery of the new kilt.   I have received your invoice and will pay you by return.

Yours sincerely

Your Name

James Kilt Makers

31 Main Street

Glasgow

G1 7AB

Dear sir

Thank you for the quick delivery of the new kilt.   I have received your invoice and will pay you by return.

Yours sincerely

Your Name

Home   Insert   Design   Layout   References   Mailings   Review   View   IVONAReader   Tell m

Comic Sans M ▾ | 16 ▾ | A˄ A˅ | Aa ▾

AaBbCcDdE | AaBbCcDdE | AaBbCc
¶ Normal | ¶ No Spac… | Heading 1

Theme Fonts

Calibri Light   (Headings)

Calibri   (Body)

Recently Used Fonts

Comic Sans MS

Wingdings 2

Wingdings 3

Rage Italic

Haettenschweiler

Choose a sensible font
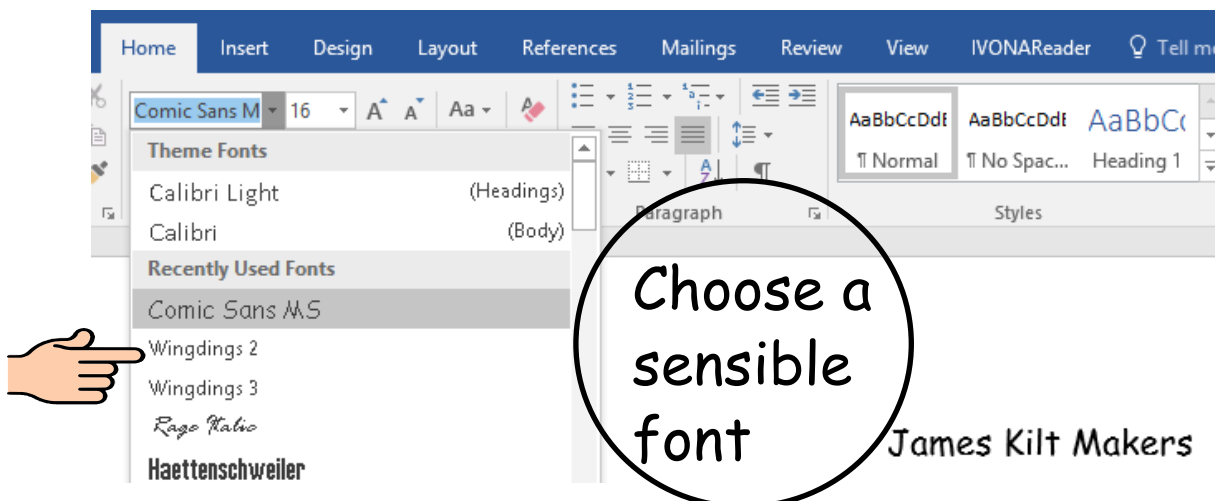
James Kilt Makers

James Kilt Makers

31 Main Street

Glasgow

G1 7AB

Dear sir

Thank you for the quick delivery of the new kilt.   I have received your invoice and will pay you by return.

Yours sincerely

Your Name

Remember to
Save your work!

Save

Practice23   Date _____

NAME AND DATE PLEASE

James Kilt Makers

31 Main Street

Glasgow

G1 7AB

Dear sir

Thank you for the quick delivery of the new kilt. I have received your invoice and will pay you by return.

Yours sincerely

Your Name

Choose a colour.
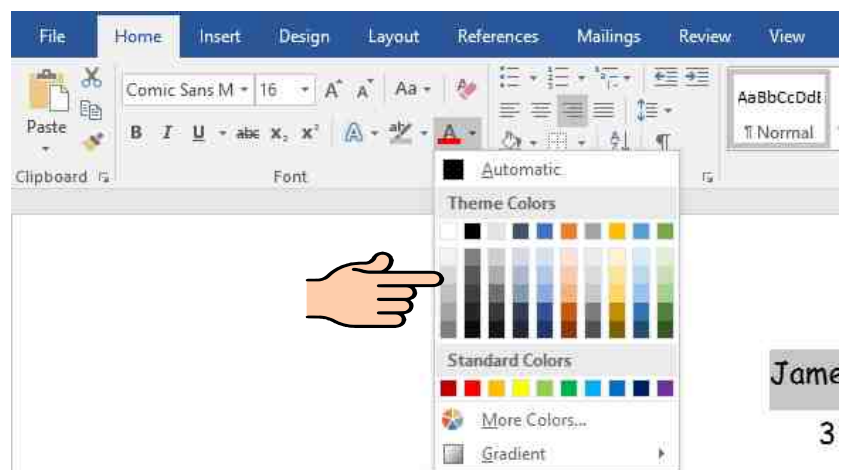
Font Colour

James Kilt Makers

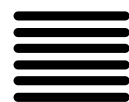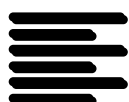**31 Main Street**

Glasgow

G1 7AB

Dear sir

Thank you for the quick delivery of the new kilt.   I have received your invoice and will pay you by return.

Yours sincerely

Your Name

Remember to
Save your work!

Save

Practice24   Date _____

NAME AND DATE PLEASE

Open
Microsoft WORD

BOLD

The Sweater Factory

6 West Street

Glasgow

G2 6AS

Dear sir

I purchased a jumper from your shop on 21/11/17.   I have discovered it is damaged.   Could you please advise me how to proceed?

Yours sincerely

Your Name

BOLD

The Sweater Factory

6 West Street

Glasgow

G2 6AS

Dear sir

I purchased a jumper from your shop on 21/11/17.   I have discovered it is damaged.   Could you please advise me how to proceed?

Yours sincerely

Your Name

Make your highlighted text **BOLD**

BOLD

The Sweater Factory

6 West Street

Glasgow

G2 6AS

Dear sir

I purchased a jumper from your shop on 21/11/17.   I have discovered it is damaged.   Could you please advise me how to proceed?

Yours sincerely

Your Name

Remember to
Save your work!

Save

Practice25   Date _____

NAME AND DATE PLEASE

Font Style

Underline

The Sweater Factory

6 West Street

Glasgow

G2 6AS

Dear sir

I purchased a jumper from your shop on 21/11/17. I have discovered it is damaged. Could you please advise me how to proceed?

Yours sincerely

Your Name

Make your highlighted text <u>Underlined</u>

Underline

<u>The Sweater Factory</u>

6 West Street

Glasgow

G2 6AS

Dear sir

I purchased a jumper from your shop on 21/11/17.   I have discovered it is damaged.   Could you please advise me how to proceed?

Yours sincerely

Your Name

Remember to
Save your work!

Save

Practice26   Date _____

NAME AND DATE PLEASE

Italic

The Sweater Factory

6 West Street

Glasgow

G2 6AS

Dear sir

I purchased a jumper from your shop on 21/11/17.   I have discovered it is damaged.   Could you please advise me how to proceed?

Yours sincerely

Your Name

Make your highlighted text *Italic*
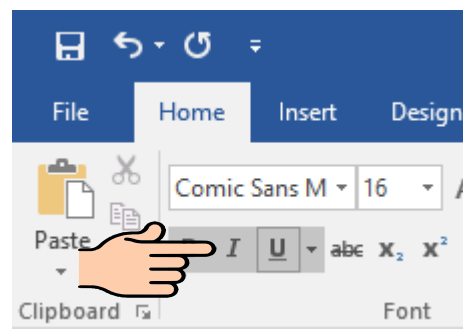
Italic

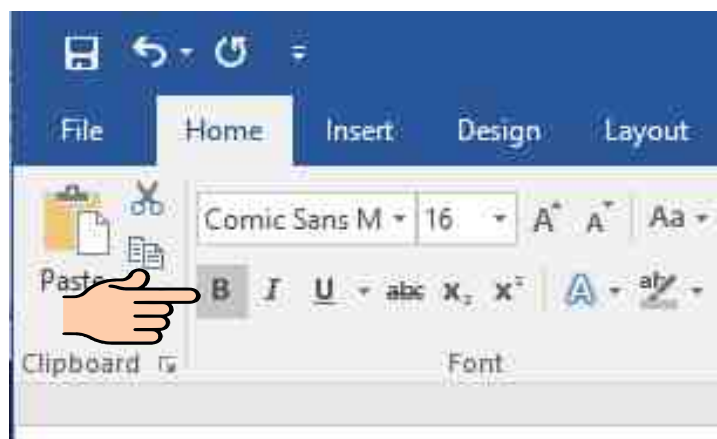<u>*The Sweater Factory*</u>

6 West Street

Glasgow

G2 6AS

Dear sir

I purchased a jumper from your shop on 21/11/17.   I have discovered it is damaged.   Could you please advise me how to proceed?

Yours sincerely

Your Name

Remember to
Save your work!

Save

Practice27   Date _____

NAME AND DATE PLEASE

Bold   *Italic*   Underline

Train _____

Yacht _____

Car _____

Bus _____

Bicycle _____

Moped _____

Motorbike _____

Tram _____

Cruise Ship _____

Airship _____

Always use your
BEST writing!

Date _____

Homework
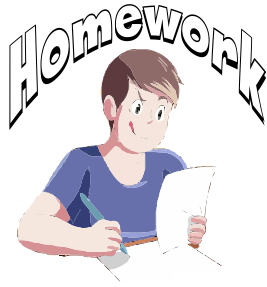
1) What key moves the cursor across the page from left to right? _____

2) What type of justification does this produce? _____

3) What type of justification does this produce? _____

4) What type of justification does this produce? _____

5) What does this do? Comic Sans M | 36 | A A
   _____

5) What does this do? Comic Sans M | 36 | A A
   _____

Always use your BEST writing!

Name _____

Date _____

Homework
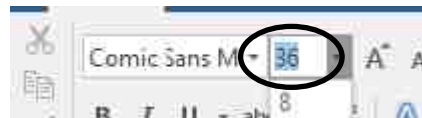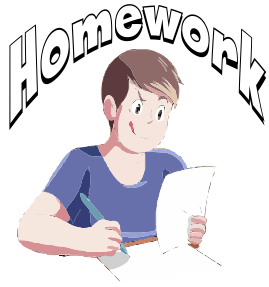
Bold   Italic   Underline

Lion	_____
<u>Tiger</u>	_____
Leopard	_____
Puma	_____
<u>Linx</u>	_____
Jaguar	_____
<u>Cheetah</u>	_____
Bobcat	_____
Ocelot	_____
Serval	_____

Always use your BEST writing!

Name _____

Date _____

Once upon a time there lived a lion in a forest. One day after a heavy meal. It was sleeping under a tree. After a while, there came a mouse and it started to play on the lion. Suddenly the lion got up with anger and looked for those who disturbed its nice sleep. Then it saw a small mouse standing trembling with fear. The lion jumped on it and started to kill it. The mouse requested the lion to forgive it. The lion felt pity and left it. The mouse ran away.

On another day, the lion was caught in a net by a hunter. The mouse came there and cut the net. Thus it escaped. There after, the mouse and the lion became friends. They lived happily in the forest afterwards.

Once upon a time there lived a lion in a forest. One day after a heavy meal. It was sleeping

All paragraphs have a single space between them.   Do not colour your text.

came y on the lion. S nger and looked nice sleep. Then it saw a small mouse standing trembling with fear. The lion jumped on it and started to kill it. The mouse requested

One clear space here.

give it. The lion felt pity and use ran away.

On another day, the lion was caught in a net by a hunter. The mouse came there and cut the net. Thus it escaped. There after, the mouse and the lion became friends. They lived happily in the forest afterwards.

Remember to
Save your work!

Save

Practice28   Date _____

NAME AND DATE PLEASE

A Town Mouse and a Country Mouse were friends. The Country Mouse one day invited his friend to come and see him at his home in the fields. The Town Mouse came and they sat down to a dinner of barleycorns and roots the latter of which had a distinctly earthy flavour.

The flavour was not much to the taste of the guest and presently he broke out with "My poor dear friend, you live here no better than the ants. Now, you should just see how I fare! My larder is a regular horn of plenty. You must come and stay with me and I promise you shall live on the fat of the land."

A Town Mouse and a Country Mouse were friends. The Country Mouse one day invited his friend to come and see him at his home in the fields. The Town Mouse came and they [sat down to a] dinner of barleycorns and [roots, the latte]r of which had a distinctly earthy flavour.

> One clear space here.

The flavour was not much to the taste of the guest and presently he broke out with "My po[or friend, you live here no] better [than the ants. Now you shou]ld just see ho[w I live! My larder is a regul]ar horn of plen[ty. You must come and stay w]ith me and I promise you shall live on the fat of the land."

> All paragraphs have a single space between them.   Do not colour your text.

Remember to
Save your work!

Save

Practice29   Date _____

NAME AND DATE PLEASE

Mr. Atkinson
COMANY Bank
14 Edith Street,
Hackney West,
AB1 4AQ

This address is where you will be SENDING your letter.

Dear Mr. Atkinson

I request that you close the following accounts I have at your branch:

Accounts
Savings 2342342-234
Checking 2343433-432

Allow me to thank you in advance for your consideration.

Sincerely,

Your Name

Mr. Atkinson
COMANY Bank
14 Edith Street,
Hackney West,
AB1 4AQ

This can be made BOLD

Dear Mr. Atkinson

One clear space here.

... you close the following accounts I have at your branch:

Accounts
Savings 234...
Checking 234343 432

One clear space here.

One clear space here.

... nk you in advance for your consideration.

One clear space here.

Sincerely,

Your Name

Remember to Save your work!

Save

Practice30

Date _____

NAME AND DATE PLEASE

Performance Stripes Ltd

1 London Road

London

L1 2AL

Dear sir

Thank you for your recent correspondence regarding the purchase of our "Go Faster" stripes for the side of your Vauxhall Nova 1.1.   The cost of supplying and fitting this will be £300.00.

Please note your vehicle will not go any faster.

Your sincerely

I Swindle

Performance Stripes Ltd

1 London Road

London

L1 2AL

Dear sir

Thank you for your recent correspondence regarding the purchase of our "Go Faster" stripes for the side of your Vauxhall Nova 1.1.   The cost of supplying and fitting this will be £300.00.

Please note your vehicle will not go any faster.

Your sincerely

I Swindle

Goto INSERT and Picture

Choose the picture you want to insert.

Insert Picture

« Graphics › Go Faster   Search Go Faster

Organize ▾   New folder

This PC

Nova

File name: All Pictures

Tools   Insert   Cancel

As you move your picture around the screen, the words move.

There is a way to stop this.

Performance Stripes Ltd

1 London Road
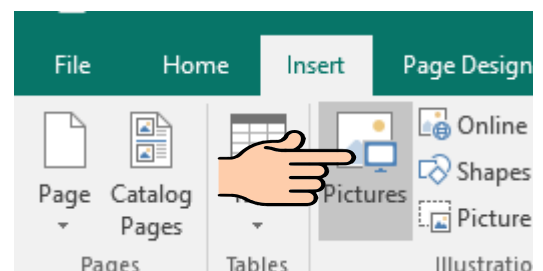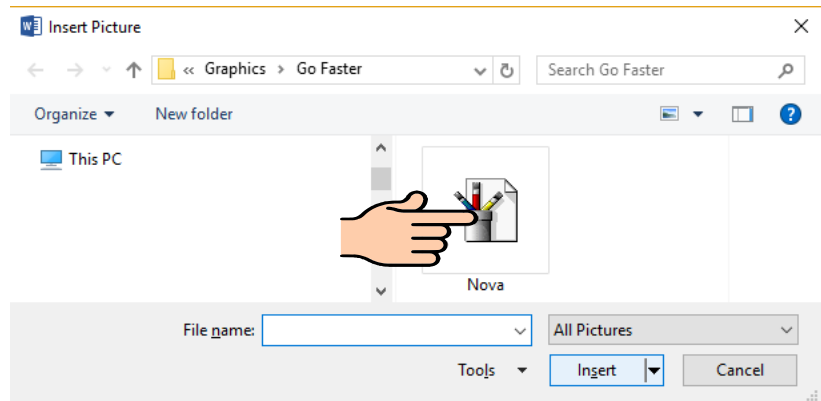
London

L1 2AL

Dear sir

Thank you for your recent correspondence regarding the purchase of our "Go Faster" stripes for the side of your Vauxhall Nova 1.1.   The cost of supplying and fitting this will be £300.00.

Please note your vehicle will not go any faster.

Your sincerely

I Swindle

Find LAYOUT and WRAP TEXT.   Then select IN FRONT OF TEXT.

Reader   Format   Tell me wh

Position

Wrap Text

Send Backw

Selection Pa

In Line with Text

Square

Tight

Through

Top and Bottom

Behind Text

In Front of Text

Edit Wrap Points

Performance Stripes Ltd

1 London Road

London

L1 2AL

Dear sir

Thank you for your recent correspondence regarding the purchase of our "Go Faster" stripes for the side of your Vauxhall Nova 1.1.   The cost of supplying and fitting this will be £300.00.
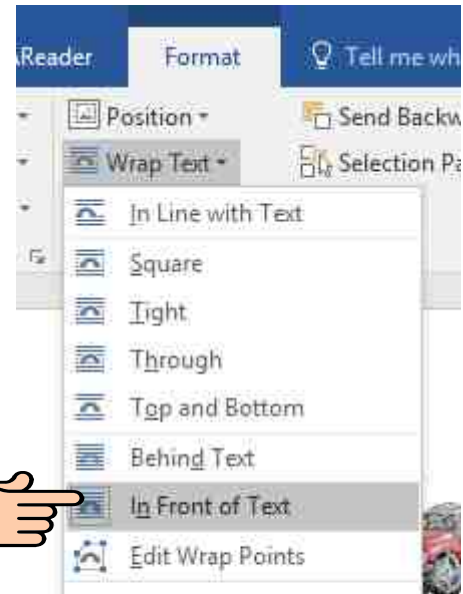
Please note your vehicle will not go any faster.

Your sincerely

I Swindle

Performance Stripes Ltd

1 London Road

London

L1 2AL

Finally, resize your picture and place it here!

Dear sir

Thank you for your recent correspondence regarding the purchase of our "Go Faster" stripes for the side of your Vauxhall Nova 1.1.   The cost of supplying and fitting this will be £300.00.

Please note your vehicle will not go any faster.

Your sincerely

I Swindle

Performance Stripes Ltd

1 London Road

London

L1 2AL

Dear sir

Thank you for your recent correspondence regarding the purchase of our "Go Faster" stripes for the side of your Vauxhall Nova 1.1.   The cost of supplying and fitting this will be £300.00.

Please note your vehicle will not go any faster.

Your sincerely

I Swindle

Remember to
Save your work!

Save

Practice31

Date _____

NAME AND DATE PLEASE

Well done in graduating from the Business Studies Course using Word.   Good luck using these skills in other classes in the school.

Your Name

Date - Todays Date

Inserting Pictures

32

End of Course

Well done in graduating from the Business Studies Course using Word.   Good luck using these skills in other classes in the school.

Your Name

Date - *Todays Date*

End of Course

Well done in graduating from the Business Studies Course using Word.   Good luck using these skills in other classes in the school.

Your Name

Date - *Todays Date*

Test 11

1) How many spaces are between paragraphs :- _____

2) When typing a simple letter, the letters address is put on which side of the paper? _____

3) Circle the icon which control how a picture behaves on the screen?

Pictures   Wrap Text ▾

Always use your BEST writing!

Date _____