

Word Processing Tutorial – Starting Up Your Computer

In this exercise you will create a document consisting of:

- a main title
- three paragraphs text.

First you will type all of the text in plain format, then you will change the font, the size and the colour of the text.

Note

In order to do this you should know how to select text. If you're not sure you should first read the handout “**Microsoft Word – Selecting Text**”.

Step 1: Input the text

Open Microsoft Word and type the text below. Do not try to type the ¶ symbol – it is there to indicate where you should press Return.

Starting Up Your Computer¶

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Like all electronic devices, the computer has an ON-OFF switch to bring power into it. You will find either a pushbutton switch located on the front of the CPU housing, or a toggle switch located on the back of the CPU housing.¶

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Chances are that the monitor and the computer are not powered by the same switch. If the monitor has an ON-OFF switch, it should be on before the CPU is brought to life. The same is true for any peripherals that the computer will be using. It is best to have them turned on so that the computer can find them as it runs through its start up instructions.¶

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The operating system of a modern PC is very complex and may take over a minute or two to completely prepare itself for use. Be patient. Once the computer has completed the startup procedure, it is ready to take orders from its master....you!

Step 2: Format the Main Heading

Select the main title “Starting Up Your Computer”.

Click the Centre Text button on the Formatting toolbar to centre the title.



With the title still selected use the Font Size button on the Formatting toolbar to change the size to 18 point.

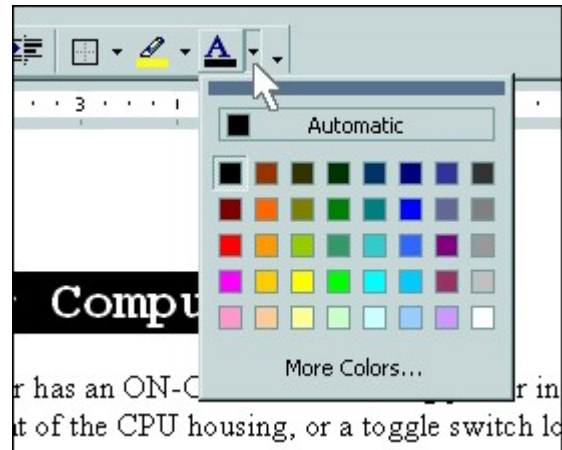


With the title still selected use the Font button to change the font to Courier New. (The list of fonts is in alphabetical order; you will probably need to scroll the list to find Courier New.)



With the title still selected change its colour as follows:

Click on the small black arrow beside the Colour button. A palette of colours should drop down. Select a colour from the palette.



Finally click anywhere in the document to remove the selection from the title.

Step 3: Format the Paragraphs

Select all three paragraphs (do not select the title).

Use the Size button to change the size to 16 point.



Use the Font button and choose any font you think appropriate.



Click anywhere in the document to remove the selection.

Compare your result with the example on the next page.

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