Lab Activity 2

* Typing and formatting texts

* Getting used to Microsoft Word features:

Go to your start menu, click once with the LEFT mouse button, and scroll up to 'Programs', click once with the LEFT again. Look For Microsoft Word, It is a blue ‘W’. Click once with the left to start it.

You will be faced with a new window, the window that Contains Microsoft Word.

Look around, you will see lots of things:
- Menus – Top rows
- Toolbars – These contain buttons that have pictures on them.
- Writing Area – This is where you are going to type.
- Status – On the bottom, tells you how many pages you have, what page you are on, in what column you are typing, etc.

And on the left side...

On the left side there should be an area called ‘New Document’. If there isn’t, LEFT click on ‘File’, and LEFT click on ‘New’. It should appear.

This is where you can do ‘pre-formatted’ work. Things such as letters, resumes, memos, etc.

We will use some of these later, for now we are going to do it the old fashioned way...

Lab Exercise 2

You are going to type a letter, It can be to anyone you want. You can make up the address and phone number, as long as you use your name (so I know who to give credit to). It **MUST** look like this:

- Your Name (make bold)
- Your Address (make bold)
- Your Phone Number (make bold)
- Recipient Name (make bold)
- Recipient Address (make bold)
- Recipient Phone Number (make bold)
(Make the body a larger font size)

Dear Person;

Make up a paragraph or two here, it can be about a job, a friendly letter, a complaint, anything you want. Just make sure it is at least 4 sentences.

Sincerely;
Your Name (make italic)

Use an interesting font as well; just don't use "Times New Roman". This is supposed to be a personal expression, so make it look nice.