

A Cleaner Environment Word Processing

You will need the Word document called **A CLEANER ENVIRONMENT**.

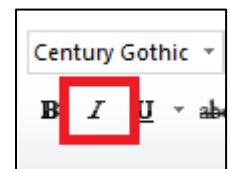
1. Change the Word user name to Jane Heald
 - a) Go to the **File** tab on the ribbon > click **Options**
 - b) Find the **User name** box and type *Jane Heald* > click **OK**

2. Change the document orientation to Portrait
 - a) Go to the **Page Layout** tab on the ribbon
 - b) Click **Orientation** > choose **Portrait**

3. Zoom the document to 110%
 - a) Go to the **View** tab on the ribbon
 - b) Click **Zoom** > in the **Percent box**, type 110% > click **OK**

4. At the bottom of the document, insert a copyright symbol © to the left of Jane Heald
 - a) Click the left of the J of Jane at the bottom of the document
 - b) Go to the **Insert** tab on the ribbon
 - c) Click **Symbol** (on right)
 - d) Click the Copyright symbol in the drop-down list
 - e) If the copyright symbol is not in the list click More symbols and find it

5. Apply italic formatting to the heading *A CLEANER ENVIRONMENT*
 - a) Select the words *A CLEANER ENVIRONMENT*
 - b) On the **Home** tab, click the **Italic** button

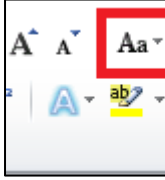


6. Centre the heading *A CLEANER ENVIRONMENT*
 - a) Highlight the words *A CLEANER ENVIRONMENT*
 - b) On the **Home** tab, click the **Centre** button



7. Apply a font colour of your choice to the heading *A CLEANER ENVIRONMENT*
 - a) Highlight the words *A CLEANER ENVIRONMENT*
 - b) On the **Home** tab, click the arrow next to the **Font Colour** button
 - c) Select a suitable colour

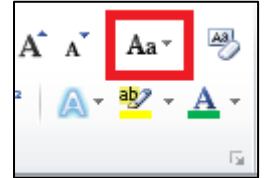


8. Apply **Capitalise each word** to the heading *A CLEANER ENVIRONMENT*
- Highlight the words *A CLEANER ENVIRONMENT*
 - On the **Home** tab, click the **Change Case** button
 - Click the **Capitalise each word** option
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9. Apply a ¾ point black box outside border to the heading *A CLEANER ENVIRONMENT*
- Highlight the words *A CLEANER ENVIRONMENT*
 - Go to the **Home** tab on the ribbon
 - Click the Gridlines dropdown arrow
 - Choose **Borders and Shading**
 - Change the **Width** to ¾
 - Click **Box** on the left > click **OK**
10. Change the font size of the paragraph beginning *Noise pollution...* to 12 point
- Highlight the entire paragraph starting *Noise pollution...*
 - On the **Home** tab, change the **Font size** to 12
11. Apply a first line indent of 1 centimetre to the paragraph beginning *Noise pollution...*
- Select the paragraph beginning *Noise pollution...*
 - Right click** > **Paragraph**
 - In the **Indentation** section, use the **Special** list to select **First line**
 - Change the **By** box to 1 > click **OK**
12. Apply an 18 point Before spacing to the paragraph beginning *Pollution is not something new!*
- Highlight the paragraph beginning *Pollution is not something new!*
 - Right click** > **Paragraph**
 - Click the **Indents and Spacing** tab
 - Change the **Spacing – Before** box to **18** > click **OK**
13. Apply a 36 point After spacing to the paragraph beginning *Pollution is caused when...*
- Select the paragraph beginning *Pollution is caused when...*
 - Right click** > **Paragraph**
 - Click the **Indents and Spacing** tab
 - Change the **Spacing – After** box to **36** > click **OK**
14. Set a Left tab at 5.5 centimetres in the paragraph beginning *Many local councils...*
- Select the paragraph beginning *Many local council...*

- b) **Right click** > **Paragraph**
- c) Click **Tabs** at the bottom of the dialogue box
- d) Under **Alignment**, make sure the **Left** option is set
- e) Type **5.5** in the **Tab stop position** box
- f) Click the **Set** button > click **OK**
- g) Click in front of the paragraph > press the **Tab** button on the keyboard (above Caps Lock)

15. Apply Sentence case to the words *householders, businesses and factories* at the bottom

- a) Highlight the list of words starting householders
- b) On the **Home** tab, click the **Change Case** button
- c) Click the **Sentence case** option



16. Apply bullets of your choice to the words *householders, businesses and factories*

- a) Select the words specified
- b) Go to the **Home** tab on the ribbon
- c) Click the **Bulleted list** button



17. Change the text in the footer to A Cleaner Environment

- a) **Double click** in the footer at the bottom of the page
- b) Change the wording
- c) **Double click** in the main document to exit the footer

18. Apply a Date field to the left hand side of the document header. The date should be automatically updated

- a) **Double click** at the top of the page to open the header
- b) Go to the **Design** tab on the ribbon
- c) In the Insert section, click **Date & Time**
- d) In the **Available Formats** list, click the format in which you want the date to appear
- e) Make sure the **Update automatically** box is ticked > click **OK**
- f) Make sure the text is aligned to the left
- g) **Double click** somewhere on the main page to exit the header area

19. Change the left margin to 2 centimetres

- a) Go to the **Page Layout** tab on the ribbon

- b) In the **Page setup** section, click **Margins**
- c) Click **Custom Margins** at the bottom of the dialogue box
- d) In the **Left** box enter **2.0** > click **OK**

20. Apply the automatic page numbering function. The page numbers should be right aligned in the footer

- a) Go to the **Insert** tab on the ribbon
- b) In the **Header & Footer** section, click **Page Number**
- c) Click **Bottom of Page** > Choose a page number design on the right (e.g. Plain number 3)
- d) **Double click** to get out of the footer

21. Use the appropriate command to find all occurrences of the word litter. Find out how many times the word appears in the document

- a) Go to the **Home** tab on the ribbon
- b) In the Editing section on the far right, click **Find**
- c) In the **Navigation** box on the left type *litter*
- d) The number of found words is displayed
- e) Close the Navigation box
- Ctrl + F is the keyboard shortcut to do this

22. Use the appropriate command to automatically replace all occurrences of the word litter with garbage

- a) Go to the **Home** tab on the ribbon
- b) In the Editing section, click **Replace**
- c) In the **Find what** box type *litter*
- d) In the **Replace with** box type *garbage*
- e) Click **Replace All** > click **OK** if necessary to go back to the beginning > **OK**
- Ctrl + H is the keyboard shortcut for Replace

23. Show non-printing formatting marks in the document

- a) Go to the **Home** tab on the ribbon
- b) Click the **Show/Hide** button
- This shows you every time Return (or Enter) has been pressed and where every space is (the dots). It's really helpful to know about this when you're editing a really precise document
- c) Click the Show/Hide button again to hide the non-printing formatting marks

