1. Save this instructions page to your MS WORD folder, in your Com Apps Class Folder.
2. Leave the file name alone, do not rename.
3. You will edit the sample passage on this page (scroll to the bottom of this page, go to page 2) using Microsoft Word.
4. Focus on the tools found in the Paragraph Section of the Tool Ribbon.

**Instructions:**

**Editing the Paragraph below these instructions** (Scroll to NEXT PAGE), **do the following tasks (1-12)…**

1. [**Changing Line Spacing:**](https://support.office.com/en-us/article/video-line-spacing-c10f7fef-5b0d-4c24-8a19-0bf077fb0477)

 **How?** Highlight the Bicycle Paragraph Essay on Page 2. Click the Line & Paragraph Spacing Tool FOUND ABOVE. Click 2.0 to set LINE SPACING to Double Space or you can highlight the text and press the (CTRL + 2). [(Watch video for help.) 🖭](https://support.office.com/en-us/article/video-line-spacing-c10f7fef-5b0d-4c24-8a19-0bf077fb0477)

1. **Prepare a Numbered List:**

 You will make the list of the tools. Scan the document & find the sentence: *“Here are the most common tools you will need”* and turn each listed tool (item) into a numbered list. **How?** After the colon, press ENTER, after adjustable wrenches, press the ENTER. After each tool name press ENTER to move each tool (word) to the next line. Once all tools/items are on separate lines, highlight the list; then click the button ***number tool*** (in the Paragraph Section of the Tool Ribbon) to create a *numbered list*.

1. **Changing Font:**

 **How?** Select the Text in the essay from words “Bicycle to tube.” Change the font style to Bookman Old-Style & font point

 size 12 throughout the document.

1. **Inserting a Header:**

 **How?** Click the INSERT TAB, click the HEADER BUTTON. In the header find the style **Slice 1**. Replace the word “**page**” with **Computer Apps**” Do not delete the number 1. Then change “**Computer Apps 1”** to font style to Bookman Old-Style point size 12 & color of black.

1. **Prepare a Bulleted List:** Change the numbered list format to the bulleted list format.

 **How?** Select**/**Highlight the numbered list, then change the list from a numbered to a bulleted list using the ***bullets tool***

 Which is located above in the *Paragraph Section* of the *Tools Ribbon.* This will activate the bulleted list.

1. **Centering the Title:**

 **How? Select/**Highlight the Title Only *“Bicycle Maintenance”.* Then click the CENTERING TOOL in the Tools Ribbon or press

 the shortcut keys [CTRL +E]. Do not use the Spacebar or Tab Key to center text ever again.

1. **Paragraph Alignment:**

 **How?** Highlight the entire passage (4 paragraphs), not the title. Press [CTRL +J] for **Justify**; to extend text margin to margin.

 in a previous lesson we covered Alignment Tools. Examples: To Align Left [CTRL + L] and Align Right [CTRL +R].

1. **Editing Contractions:** Reverse/Change all contractions to the formal.

 **How?** Visually scan the document and physically edit the contractions. [TIP: Use CTRL + F and search the words you’ve and you’ll] Change each contract to the formal you have, and you will **Example: you’ve** to **you have & you’ll** to **you will.**

1. **Using the Word Count Tool:**

 **How?** Highlight the Bicycle Paragraph Essay, include the title. Do not select the directions. Activate the Word Count Tool found under the REVIEW TAB. Now, click the REVIEW TAB, then click the Word Count Button. ***Remember the number!***

1. **Insert a Comment:**

**How?** In the last sentence after the last word of the essay, find the word **“tube”** (at the end of entire essay). Click to insert your

cursor next to that word “tube” and then click the COMMENT BUTTON found in the REIEW TAB.

In the Dialog Box, type a COMPLETE sentence to state the number of words found in your document that Word Count

reported. Capitalization and punctuation count!

1. **Inserting a Footer:**

**How?** Click the INSERT TAB, click the FOOTER BUTTON, scroll through the header menu and select **Blank Three Column**

from the list. **Section 1 (Left):** Your full name **Section 2 (Middle):** Class Day and Period **Section 3 (Right)**: current date.

All this information will appear in a row in the Footer (bottom of the document).

Change ALL font to Bookman Old-Style size 12 (footer and header should be Bookman Old-Style 12, black)

1. **Editing the Final Document:**

Remove the Instructions portion of this document. Select Step A – through #13 on Page 1. **Ask if confused!**

Your final product will be a 2-page document. If you make a mistake, press [CTRL + Z] to un-do your last step.

Bicycle Maintenance

 Many people who own bicycles feel that the only way to have them properly cared for is to take them to a bike shop. However, even the most mechanically uninclined people can learn the skills necessary to perform the simple bicycle maintenance that can keep them on the road.

The first step is to make sure you have the right tools for the job. Here are the most common tools people will need: adjustable wrenches, metric Allen wrenches, flat-head screwdriver, Phillips-head screwdriver, bicycle pump, and tire levers.

 The most common problem for the bike rider is the flat tire. Luckily, it is also one of the easiest to fix. First, you remove the wheel from the bicycle, so that you can work with it more easily. To do this, you may need to use two adjustable wrenches, unless you have a quick-release system. Once the wheel is off the bike, use the tire levers to remove the tire from the wheel’s rim. This can be hard at first, but once the lever is under the tire, you should be able to slide it all the way around, prying the tire off as you go.

 After removing the tire, you can now access the tube, which is the part that contains the air. Depending on what type of flat you have, there are two things you can do at this point. The first is to patch the tube. To do this, pump the tube full of air so that you’ll be able to tell where the hole is. There will probably be a hissing sound, and you can feel the air escaping. You may need to fill a sink or bucket with water and submerge the tube so you can see the bubbles where the leak is. Once you’ve isolated the hole, you can apply a patch and put your wheel back together. If the hole is too big, you may need to replace your tube.