

Lesson 11 Practice Exercise: Intermediate Word Processing update 4/11/19 v6

1. Open a Blank MS Word Document, then save this document to your **WORD** folder as: **11 Preamble**
2. **Heading:** Prepare a heading that includes your name, date and class day/period on *three separate lines*. **How?** Press the Enter Key after each line to move your text to the next line. ↵
3. **Single Space:** Highlight those three lines and set the Line Spacing to **Single Spacing** & use the *Line Spacing Options Menu* to select Spacing to 0 (zero) before and after. Ask for help, if needed.
4. **Alignment:** Highlight the three lines again and align right the heading. [CTRL+R] or use the proper Alignment Tool in the Paragraph Section of the Ribbon/Toolbar. (Right Margin)
5. **Layout:** Click the LAYOUT TAB, click the MARGINS BUTTON and select NARROW, to set your margins to 0.5.
6. **Copy** the text of the Human Rights Code Preamble from the [lesson 11 webpage](#). Then paste the Preamble into the blank New Word Document under your Name, Date, Day and Period. Make sure the passage is **Aligned Left** [CTRL + L]. Save this document (CTRL +S).
7. **Editing:** Separate the words Ontario Human Rights Code November 26, 2002 Preamble using the Enter Key to push each of the words to a new line. ↵ **Ask if confused, see exemplar for visual assistance.**
8. **Spell Check:** Press the **F7** key to use **Spell Checker** or activate Spell Check found under the **Review Tab**, make corrections.
9. **Title:** Ontario Human Rights Code is Arial 16, Bold (CTRL+B), Underline (CTRL+U) & centered (CTRL+E).
10. **Date:** November 26, 2002 Arial 12, right aligned (CTRL + R)
11. **Subtitle:** Preamble Arial 14, Bold (CTRL+B), Underlined (CTRL+U) & centered (CTRL+E).
12. **Single Space** the Title, Date & Subtitle – making it single-spaced, same as mentioned above in Step 3. **How?** Highlight from the word: *Preamble* (the title) scrolling up to the first line of your document (your name). Follow the steps using line spacing as mentioned in Step 3.
13. **Spacing After the Subtitle:** Preamble, hit the Enter Key once to skip a line before the passage begins.
14. **Body Text:** The passage (not title, date or subtitle) will be set to Times New Roman, point size 12.
15. **Editing:** Separate this passage into 5 paragraphs (Use the exemplar as a guide to assist; found on my web page.)
16. **Use Justify:** Highlight the body of the paragraph, set Justify [CTRL + J] *HINT: Whereas – down to disability.*
17. **Last paragraph of the body:** highlight it and make it italicized (CTRL +I). Use the Enter Key to apply one blank line between each paragraph (There are 5 Paragraphs). Ask if confused.
18. **Indent:** Press the Tab Key for the first line of each paragraph to indent all 5 paragraphs. (Need help, ask!) If the formatting is messed up, call over the teacher!
19. **Double Space:** Highlight the body of the document, set spacing to Double (2.0) Always highlight text first. *Shortcut Tip:* [CTRL+2]
20. **Add an image** of the Flag of Ontario. Copy & Paste from Google or use Online Pictures Button.
21. **Format the image:** Right click, select **WRAP TEXT**, click **THROUGH**. Move the image as seen in the exemplar.
22. **Resize the image:** Use the Picture Tools Menu. Use the Size section and select the Height on 1.0. width 2.0
23. **Image:** Place your image in the bottom right of the document. (See Exemplar on page 3 of this document).
24. **Footer: Add A Footer: How?** Click the INSERT TAB, click the FOOTER BUTTON, scroll through the footer menu, select **Blank Three Column** from the list. **Section 1 (Left):** Your full name **Section 2 (Middle):** Class Day & Period **Section 3 (Right):** current date.
25. Have a classmate proofread your work to ensure you have made all spelling and grammar changes.

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Ontario Human Rights Code

November 26, 2002

Preamble

Whereas recognition of the inherent dignity and the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world and is in accord with the Universal Declaration of Human Rights as proclaimed by the United Nations;

And Whereas it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law, and having as its aim the creation of a climate of understanding and mutual respect for the dignity and worth of each person so that each person feels a part of the community and able to contribute fully to the development and well-being of the community and the Province;
And Whereas these principles have been confirmed in Ontario by a number of enactments of the Legislature and it is desirable to revise and extend the protection of human rights in Ontario;

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, same-sex partnership status, family status or disability.

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