

## **Lesson 6: Practice Exercise: Intermediate Word Processing** updated 12.7.17

1. Open a Blank MS Word Document
2. Save this document to your WORD folder as: **6 Preamble**
3. Prepare a heading that includes your name, date and class day/period on three separate lines.
4. Highlight the three lines and set the Line Spacing to Single Space & use the Line Spacing Option Menu to select Spacing to 0 (zero) before and after. Ask for help, if needed.
5. Highlight the three lines again and Right Align the heading. [CTRL+R] or use the proper Alignment Tool in the Paragraph Section in the toolbar.
6. Click the LAYOUT TAB, click the MARGINS BUTTON and select NARROW, to set your margins to 0.5.
7. Copy the text of the Human Rights Code Preamble (below) or from [lesson webpage](#) & paste into the blank New Word document then follow the next steps.
8. Re-Save this document to your class folder & make sure the file is named **6 Preamble**
9. Use Word Tools to correct spelling errors. (Spelling & Grammar found under the Review Tab or F7 Key)
10. Title: Ontario Human Rights Code is Arial 16, Bold (CTRL+B), centered (CTRL+E) and Underlined (CTRL+U)
11. Date: November 26, 2002 Arial 12, right aligned
12. Subtitle: Preamble Arial 14, bold, centered, underlined (as found in number 3)
13. Single Space your heading, Title, Date and Subtitle. Same as mentioned above in Step 5.
14. Hit Enter only once, after your Title Preamble.
15. Body Text: Times New Roman 12 (Body Text is the Paragraph itself.)
16. Separate this passage into 5 paragraphs (Use the exemplar as a guide; found on my web page lesson 6)
17. Highlight the body of the paragraph and set Justify [CTRL + J] *HINT: Whereas – down to disability.*
18. Last paragraph on the body: highlight it and make it italicized (CTRL +I)
19. Apply one blank line between each paragraph (There are 5 Paragraphs) - (Use the ENTER KEY)
20. Indent each first line of each paragraph. (Using the TAB KEY)
21. Double Space the body of the document using 2.0 Line Spacing. Always highlight text first. [CTRL+2]
22. Add an image of the Flag of Ontario. Copy & Paste from Google or use Online Image Button.
23. Format the image: Right click, select WRAP TEXT, click THROUGH. You are now able to move the image.
24. Resize the image: Use the Picture Tools Menu. Use the Size section and select the Height on 1.0. width 2.0
25. Place your image in the bottom right of the document. If you need assistance, ask the teacher.
26. Add a Footer: Place your heading in the footer too. Copy and paste from above, then set it aligned left. Highlight the heading, press (CTRL + L).
27. Have a classmate proofread your work to ensure you have made all spelling and grammar changes.
28. Save this file to your class MS WORD folder and do NOT change the file name.

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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.