

## **Lesson 6: Practice Exercise: Intermediate Word Processing** updated 3.29.17

1. Open a Blank MS Word Document
2. Save this document to your class folder as: **6 Preamble**
3. Prepare a heading that includes your name, date and class period on three separate lines.
4. Highlight the three lines and set the Line Spacing to Singles Space & use the Paragraph Setting Menu to select Spacing to 0 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. Copy the text of the Human Rights Code Preamble (below) & paste into the blank New Word document then follow the next steps.
7. Re-Save this document to your class folder & makes sue the file is named **6 Preamble**
8. Use Word Tools to correct spelling errors. (Spelling & Grammar found under the Review Tab or F7 Key)
9. Title: Ontario Human Rights Code is Arial 16, Bold (CTRL+B), centered (CTRL+E) and Underlined (CTRL+U)
10. Date: November 26, 2002 Arial 12, right aligned
11. Subtitle: Preamble Arial 14, bold, centered, underlined (as found in number 3)
12. Single Space your heading, Title, Date and Subtitle. Same as mentioned above in Step5.
13. Hit Enter only once, after your Title Preamble.
14. Body Text: Times New Roman 12 (Body Text is the Paragraph itself.)
15. Separate this passage into 5 paragraphs (see exemplar as a guide)
16. Highlight the body of the paragraph and set Justify [CTRL + J]
17. Last paragraph on the body: italics
18. One blank line between each paragraph (There are 5 Paragraphs)
19. Indent each first line of each paragraph. (Using the TAB KEY)
20. Double Space the body of the document using 2.0 Line Spacing. Always highlight text first. [CTRL+2]
21. Add an image of the Flag of Ontario. Place it as desired on the document.
22. Format the image, by right clicking, select WRAP TEXT, the click THROUGH, to move the image around.
23. Place your image in a desired location. If you need assistance, ask the teacher.
24. In the Footer, add your full name, Day/Period & current date on separate lines as done in past lessons.
25. Have a classmate proofread your work to ensure you've made all spelling and grammar changes.
26. Save this file to your class folder and do NOT change the file name.
27. Do not print unless asked to do so.

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 policie 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 developpment 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, enects as follows:

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