1. **Cut and Paste Exercise**

Format the following lines of text as per the instruction column.

**Directions:**

1. **Use the** Cut **feature on the text in Paragraph 4 (Dennis’ CD’s and tapes will also be available for purchase.), then Paste it in Paragraph 4 where it reads** (paste here).
2. **Once you cut and paste the line of text as instructed, delete** (paste here) if you did not paste over it, **then** **turn all font of the letter to the color black.**

Dear Sir / Madam:

Please find enclosed posters advertising the ‘**Dennis Marsh and Guests**’ concert. Dennis is a well-known Maori Entertainer.

This will be a wonderful evening, with a variety of excellent entertainment offered. There will be 4 door prizes to be won on the night. Light refreshments will also be available for sale, with homemade sweets and biscuits.

Dennis’ CD’s and tapes will also be available for purchase.

We would be grateful if you would advertise this concert to be held on **Saturday 23rd February 2008**, at 7:30 pm. (paste here) Tickets will be on sale from November 1st, 2007.

*Tickets can be obtained by having a ‘Block Booking’ for which a form is enclosed; by phoning Sally Dale on Ph 525-7859; or by writing to Dennis Marsh Concert c/- 5/63 Oranga Avenue, Onehunga.*

This concert has been arranged as a Fundraising function for Otahuhu United Association Football Club.

Thank you for your support, and we hope to see you there.

Kind Regards,

M Dale

On behalf of Otahuhu United A.F.C.

1. **Copy and Paste Exercise**

Format the following lines of text as per the instruction column.

**Directions:**

1. **Use the** Copy **feature & copy the blue text in at the bottom of the passage (,and a price list will be available on the night), then Paste it after the word 'purchase' in  Paragraph 4 (Dennis’ CD’s and tapes will also be available for purchase).**
2. **Once you copied and pasted the line of text as instructed, delete** (paste here) **and turn all font to the color black. Also delete the text “and a price list will be available on the night” which was at the end of the document.**

Dear Sir / Madam:

Please find enclosed posters advertising the ‘**Dennis Marsh and Guests**’ concert. Dennis is a well-known Maori Entertainer.

This will be a wonderful evening, with a variety of excellent entertainment offered. There will be 4 door prizes to be won on the night. Light refreshments will also be available for sale, with homemade sweets and biscuits.

Dennis’ CD’s and tapes will also be available for purchase (paste here).

We would be grateful if you would advertise this concert to be held on **Saturday 23rd February 2008**, at 7:30 pm. Tickets will be on sale from November 1st, 2007.

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, and a price list will be available on the night

1. **Alignment Tools in the Font Tool Bar Ribbon to Format a Passage**

Focus on Left, Center, Right, and Justify Exercise – Using Alignment Tools

**Directions:** Format the following passages as per the instruction column. Correct any misspellings too.

|  |  |
| --- | --- |
| **Instruction Column:** | **Edit this Column** |
| 1. **Left Align** the text in the Edit Column to the right 🡺 CTRL +L
 | This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly.  Print the following page on a Laser printer on use a copy machine set to the darkest setting.  Then cut the double-sided printed circuit board to the proper size.  Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board.  Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on.  Then toss it in water for a while.  Then gently rub the paper off leaving the printing attached to the board.  Any line that comes off can be painted back on with some enamel paint.  Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved.  You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards. |
|  1. **Center Align** the text in the Edit Column to the right 🡺 CTRL + E
 | This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly.  Print the following page on a Laser printer on use a copy machine set to the darkest setting.  Then cut the double-sided printed circuit board to the proper size.  Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board.  Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on.  Then toss it in water for a while.  Then gently rub the paper off leaving the printing attached to the board.  Any line that comes off can be painted back on with some enamel paint.  Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved.  You can do multiple boards at once if you string boards together with small cheep plastic beads between the boards. |
| 1. **Right Align** the text in the Edit Column to the right 🡺 CTRL + R
 | This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly.  Print the following page on a Laser printer on use a copy machine set to the darkest setting.  Then cut the double-sided printed circuit board to the proper size.  Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board.  Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on.  Then toss it in water for a while.  Then gently rub the paper off leaving the printing attached to the board.  Any line that comes off can be painted back on with some enamel paint.  Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved.  You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards. |

1. **Alignment Tools in the Font Tool Bar Ribbon to Format a Passage (Continued)**

Focus on Left, Center, Right, and Justify Exercise – Using Alignment Tools

|  |  |
| --- | --- |
| 1. Justifythe text in the Edit Column to the right 🡺 CTRL + J
 | This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly.  Print the following page on a Laser printer on use a copy machine set to the darkest setting.  Then cut the double-sided printed circuit board to the proper size.  Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board.  Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on.  Then toss it in water for a while.  Then gently rub the paper off leaving the printing attached to the board.  Any line that comes off can be painted back on with some enamel paint.  Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved.  You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards. |