

Lesson 11 **Practice Exercise: Intermediate Word Processing** update 4/11/19 v7

1. Open a Blank MS Word Document, then save this document to your **WORD** folder as: **11 Preamble**
2. **Layout:** Click the LAYOUT TAB, click the MARGINS BUTTON and select NARROW, to set your margins to 0.5. You will see nothing happen. [You may observe your cursor move closer to the left of your page's edge.]
3. **Alignment:** Press [CTRL+R] or use the proper Alignment Tool in the Paragraph Section of the Ribbon/Toolbar. (Right Margin) to align Right. Your cursor will move to the right side of the page.
4. **Single Space:** Set the Line Spacing to **Single Spacing**. **How?** Click the *Line Spacing Tool*, scroll to *Line Spacing Options*, in the Spacing Section, select Spacing to 0 (zero) before and after and in Line Spacing Section - select Single.
5. **Heading:** On line 1 of your document, **(not in the header)**. Prepare a heading that includes your name, date and class day/period on three separate lines. **How?** Type your full name, press ENTER, Type the date, press ENTER, type the class day/period, press ENTER TWICE, then press {CTRL + L} to move your cursor back to the left side of the page.
6. **Copy:** the text of the Human Rights Code Preamble from the electronic directions (downloaded from the [Lesson 11 webpage](#)). Then paste the Preamble into the Blank New Word Document under your Name, Date, Day and Period (on line 5). Use CTRL V to paste. If you right click use the KEEP SOURCE FORMATTING Button. Make sure the passage is Aligned Left [CTRL + L]. Save this document (CTRL +S).
7. **Editing:** Separate the words Ontario Human Rights Code (enter) November 26, 2002 (enter) Preamble (enter twice) 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. **Spacing After the Subtitle:** Preamble, hit the Enter Key once to skip a line before the passage begins.
13. **Body Text:** The passage (not title, date or subtitle) will be set to Times New Roman, point size 12 and double spaced ****See next step****.
14. **Double Space:** Highlight the body of the document, set spacing to Double (2.0) Always highlight text first. *Shortcut Tip:* [CTRL+2]
15. **Use Justify:** Highlight the body of the paragraph, set Justify [CTRL + J] *HINT: Whereas – down to disability.*
16. **Editing:** Separate this passage into 5 paragraphs (See the exemplar on the electronic instructions) or on the [Lesson 11 web page](#) for a reference. **How?** Use the Enter Key to apply one blank line between each paragraph (There are 5 Paragraphs). Ask if confused.
17. **Italics:** Highlight the last paragraph and set the font to *italics* (CTRL +I).
18. **Indent:** Press the Tab Key for the first line of each paragraph to indent the first 4 paragraphs. Do not indent the last paragraph. If the Preamble formatting is messed up, call over the teacher!
19. **Add an image:** Google Search Flag of Ontario. Copy/Paste from Google to your document.
20. **Format the image:** Right click, select **WRAP TEXT**, click **THROUGH**. Move the image as seen in the exemplar.
21. **Resize the image:** Use the **Picture Tools Menu**. Click image, locate Picture Tools at the TOP of WORD in the ribbon. On the left, using the Size Section select the **Height is 1.15 & width is 2.29**. Measurement may not be exact.
22. **Image:** Drag your image in the bottom right of the document. (See Exemplar on page 3 of this document).
23. **Add A Footer: How?** Click the INSERT TAB, click the FOOTER BUTTON, scroll through and select **Blank Three Column** from the list. **Section 1 (Left):** Your full name **Section 2 (Middle):** Class Day & Period **Section 3 (Right):** current date.
24. 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.

Name
Date
B2

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