Students will complete the 5-page worksheet, completing all sections in this lesson on Alignment & Paragraph Tools

1. **Cut and Paste Exercise [ Shortcut: CTRL + X ]**

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

**Directions:**

1. **Use the** Cut **feature on the blue text in Paragraph 3** [ CTRL + X ]
2. **Scroll to the sentence & Cut:** (Dennis’ CD’s and tapes will also be available for purchase.),
3. **Paste this sentence it in Paragraph 4 where it reads** (paste here).
4. **Once you** cut and paste **the line of text as instructed above,** delete **the word and parenthesis** (paste here) if you did not paste over it, to remove it.
5. **Change all font of this letter to the** font color black.
6. **Proof the section for punctuation and spelling changes** (Use Spelling & Grammar Check)

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 671-525-7859; or by writing to Dennis Marsh Concert 522 Orange Avenue, Smithton, MA.*

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 [ Shortcut: CTRL + C ]**

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

**Directions:**

1. **At the bottom of this sample letter, locate the green text**: (, and a price list will be available on the night). Copy this **green** line of text – **[ CTRL + C ].**
2. **Paste this line of text after the word** 'purchase' **in Paragraph 4** *(Dennis’ CD’s and tapes will also be available for purchase).*
3. **Once you** copy and paste **the line of text as instructed, delete the words:** (paste here) **to remove them from the sample letter.**
4. **Turn all** font to the color black **of this sample letter.**
5. **At the bottom**, delete (remove**) the** green **text** “and a price list will be available on the night”**, which is at the end of the document.**
6. **Proof the section for punctuation and spelling changes** (Use Spelling & Grammar Check)

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.

*Tickets can be obtained by having a ‘Block Booking’ for which a form is enclosed; by phoning Sally Dale on Ph 671-525-7859; or by writing to Dennis Marsh Concert 522 Orange Avenue, Smithton, MA.*

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.

, 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. |

1. **Double Space & Single Spacing (Paragraph Tools)**

|  |  |
| --- | --- |
| 1. Double Space Shortcut:Select the text in the column to the right 🡺   Press CTRL + 2  This will set this section to Double Space. | 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. Single Space Shortcut:Select the text in the column to the right 🡺   Press CTRL + 1  This will set this section to Single Space. | 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. |