
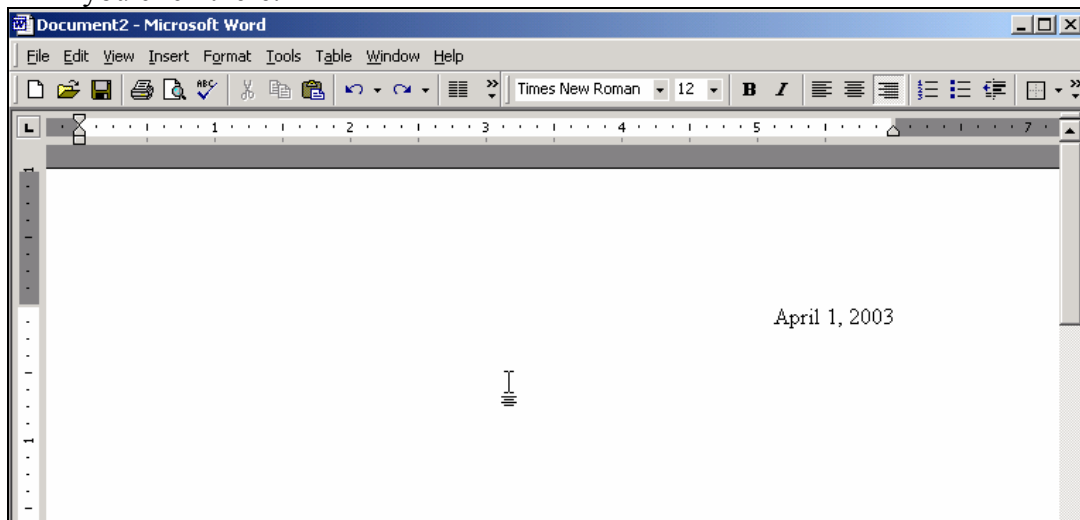



Microsoft Word: Exercise 9

In this exercise:

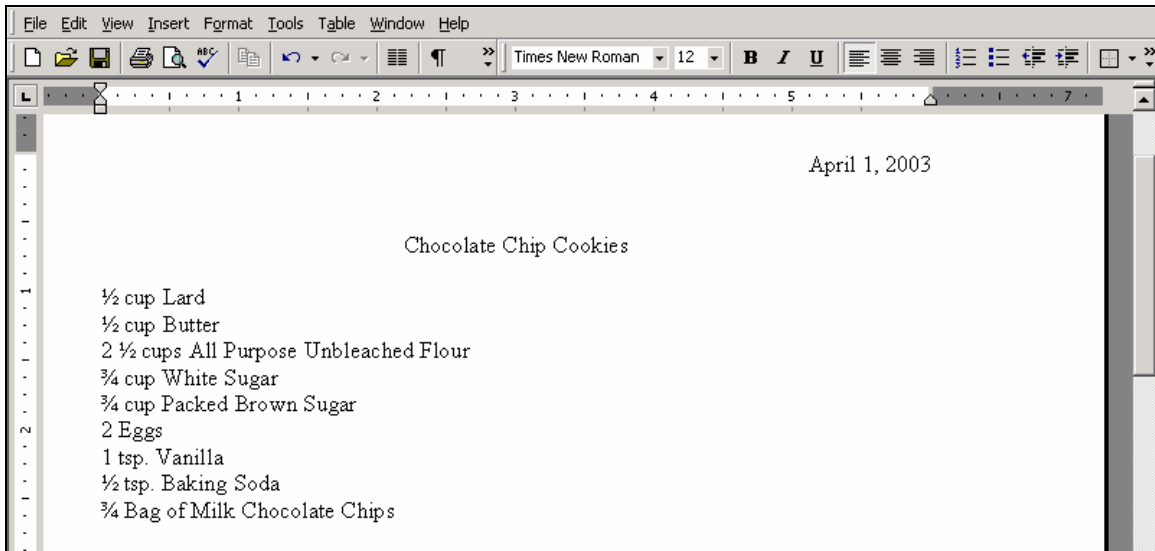
- Changing alignment
- Columns
- Indenting

1. **Open** a new Microsoft Word document.
2. **Click** on the right alignment button on the toolbar. 
3. **Type** today's date.
4. Now **Move the cursor** to the center of the page a few lines below the date. The cursor should have several small lines next to it. As you move the cursor from the right to the left the lines will change to show how the program will align the text if you click there.



5. When the cursor looks like the one above, **Double click**.
6. **Type** the words *Chocolate Chip Cookies*. **See** that the title is aligned to the center.
7. **Press** the **ENTER** key twice.
8. **Click** on the **LEFT ALIGNMENT** button on the toolbar. 

9. **Type** the list of ingredients below:



10. **Press** the **RETURN** key two times.

11. **Type** the directions written below:

Directions: Mix the Lard and Butter until creamy. Mix in *some* of the flour (about half), the brown sugar, white sugar, eggs, vanilla, and baking soda. Stir until ingredients are thoroughly mixed, then blend in the remaining flour. Add chocolate chips and stir. Drop by spoonfuls onto an ungreased baking sheet. Bake at 375 degrees for 8-10 minutes, then enjoy!

12. Now put all of the ingredients into two columns. The first step is to **Highlight** just the ingredients.

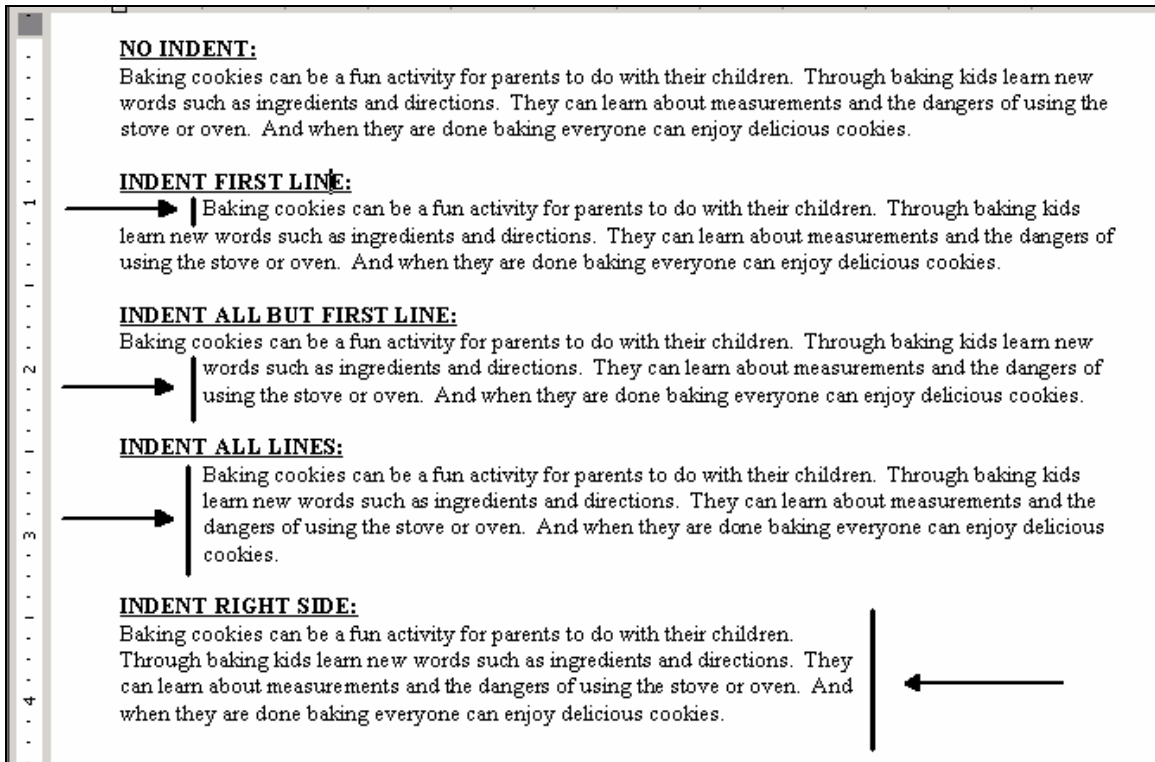
13. **Click** on the **FORMAT** menu.

14. **Click** on **COLUMNS**.

15. **Click** on the picture of two columns.

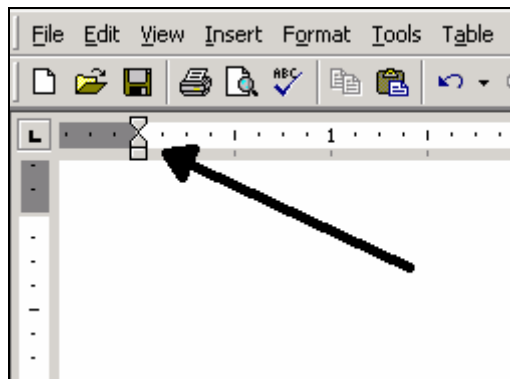
16. **Click** on **OK**.

17. Now you will indent the paragraph of directions. First **Look** at the picture below to see what an indent looks like.



18. **Highlight** the paragraph of baking directions.

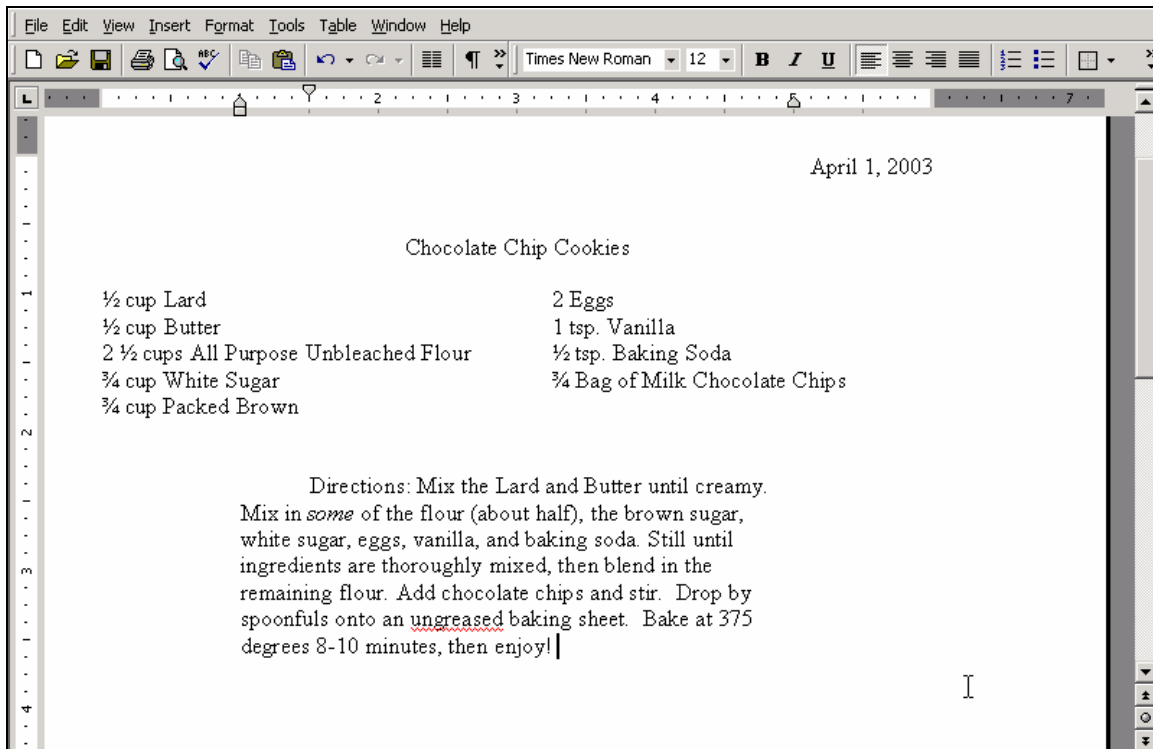
19. **Look** for the indenting symbols in the top left corner of the screen. They look like this:



20. **Click and Drag** the top triangle until it is over the number **1** on the ruler. See how the paragraph changed.

21. **Click** on the undo button.

22. Now **Click and Drag** the bottom triangle until it is under the number **1** on the ruler. **See** how the paragraph changed.
23. **Click** on the UNDO button.
24. Now **Click and Drag** the bottom square until it is under the number **1** on the ruler. **See** how the paragraph changed.
25. **Look** on the right side of the ruler for another triangle. **Click and Drag** this triangle until it is under the number **5** on the ruler.
26. Now **Click and Drag** the top triangle on the left until it is between the number **1** and number **2** on the ruler.
27. **Check** your work. Your document should look like this:



28. **Highlight** the title *Chocolate Chip Cookies*. **Bold** and **Underline** the title.
29. **Save** this on your disk.