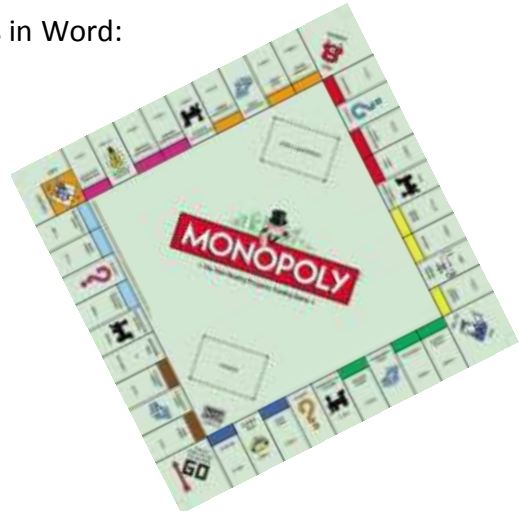# Computer Technology
Microsoft Word 2010
Lesson 1

Lesson 1:

In this lesson you will master the following concepts in Word:

- Inserting a Header
- Center
- Font and font size
- Margins
- Orientation
- Line spacing
- Find and replace
- Bullets
- Border
- Insert Picture
- Watermark

Pull up Lesson 1 from Desktop/Computer Tech/Student Common/Rees Computer Tech/Word Processing/Lesson 1
Resave the file as Lesson 1-YOUR NAME

1. Insert a Header – create a header with:
   a. Name on the left
   b. Lesson 1 on the right
   c. Filename in the center (Quickparts, field, filename)
2. Insert a Centered Title
   a. Press enter twice and then go back to the top of the page
   b. Type "The Game of Monopoly" and center it. (do not include quotes)
   c.
3. Font Settings
   a. Change the font to 20 and a font of your choice
   b. Highlight all the text below the title (it will be on two pages) and change the font to Times New Roman, size 12.
4. Orientation & Margins
   a. Change the orientation to Portrait (page layout)
   b. Change the margins to Normal
5. Double Spacing
   a. Highlight the full text without the title. Do CTRL+2 to double space it.
6. Find & Replace
   a. Replace "Derrow" with "Darrow" (no quotes)

7. Bullets
    a. Do CTRL+F and type "Over 200" (no quotes)
    b. Press enter and add a bullet
    c. Go to the next sentence, "More than…" and press enter to add another bullet. Do this for each following sentence until you have 5 bullets. The last bullet should be the sentence about 99 hours.
    d. Press enter one more time (creates a new bullet) then press BACKSPACE three times to get rid of the bullet and pull the paragraph back to the margin.
8. Borders
    a. Add a simple line border to the page from Page Layout. Make sure you add a PAGE border and not a paragraph border.
9. Insert a Picture
    a. Insert the picture "Gotojail.jpg." It can be found in Desktop/Computer Tech/Student Common/Rees Computer Tech/Word Processing/gotojail.jpg
10. Change the Wrap
    a. Click on the picture and change the wrap to TIGHT.
    b. Move the picture to wherever you think it looks nice.
11. Watermark
    a. Do an internet search for a picture related to Monopoly and save it. This will become your watermark—a light picture in the background.
        i. You can instead just use the "dog token" picture already saved in Student Common
    b. Add a watermark (Page layout)
    c. Make sure you choose a CUSTOM PICTURE watermark
12. Save, and ensure the document fits on ONE PAGE. If it doesn't, you have done something incorrectly.
    a. If there is a second, blank page, put your cursor at the very bottom of the last sentence and press DELETE (not backspace) until it goes away.
13. Print