

Word Processing Activity

Activity Instructions

To practice word processing skills, create a new document by typing in the text from the content section below. Then using the check list, make the formatting changes. Create an ending for the paragraph. When finished, save the document as **my lucky day** to a diskette.

Activity Content

-- Key in a title--

This is your lucky day. You have just been granted 24 hours of pure enjoyment. You can go anywhere you want, and/or be anyone you want. What are you going to do? However, there are three limitations. First, you must remember you have a time limit. Second, you must go alone. And finally, you cannot bring anything back with you except for a foggy memory.

--Finish story--

Formatting Check-List

- _____ Create a *title* that is centered.
- _____ Change the *font* of the title.
- _____ Change the *font size* of the title.
- _____ *Underline* the title.
- _____ *Bold* the words 'pure enjoyment'.
- _____ Insert *three bullets* for: go anywhere you want, do anything you want, and/or be anyone you want.
- _____ *Cut and Paste* the question, What are you going to do?, as the last line of the paragraph.
- _____ Change the *line spacing* from single to either 1.5 or double.

Notes for Trainers

The participants should begin by typing in the above paragraph. To ensure their skills, they can go through the check-list and format the paragraph. If time allows, they can create their own ending and share it with others. Make sure that they all save the document as my lucky day on a diskette.

A Chance Of A Lifetime

This is your lucky day!! You have just been granted 24 hours of **pure enjoyment**. You can:

- go anywhere you want
- do anything you want, and/or
- be anyone you want

However, there are three limitations. First, you must remember you have a time limit.

Second, you must go alone. And finally, you cannot bring anything back with you except for a foggy memory. What are you going to do?