Word Processing CF1

1. Load Microsoft Word.
2. Set left and right margins to 3cm. (Layout menu Tab)
3. Enter the following text. Ensure the heading is underlined.

Cry Freedom

Someone phoned Woods in the night and told him Biko was dead. Perhaps it was one of the black prison officers, or a black worker at the police hospital. At first, Woods did not believe it. Then he received another call, from his night editor: the government had just ordered that any article on the police must be approved by the central police office.

Woods got dressed and went to the office. On the way he tried to convince himself that it was not true. The government needed black leaders to talk to. Biko was a big name and he was known as a leader who believed in non-violence.

By the time he got to the office there was a message. It was true.

BIKO DIES IN CUSTODY! This was on the front page of the Daily Dispatch the next morning. The news was taken up by every newspaper in the country. Woods spent hours on the phone talking to friends outside South Africa so that the story was printed in almost every country in the world.

4. Check through your work for errors. Add your name to the footer. Save as CF1. Print your work.
5. Delete the red sentence.
6. Insert the following new text so that it becomes the final sentence of the second paragraph.

    Besides, he had been in prison and had come out unhurt.

7. Fully justify the whole text.
8. Move the blue sentence, so that it becomes the last sentence of the final paragraph.
9. Reduce the width of the whole text by increasing both the left and the right margins by 1.5 cm.
10. Centre the heading. Save and print your work.
A Pain in the Neck

David Leaf was new to the school. He had lived in Australia for the last ten years. Now here he was in my class. He was odd in many ways. Odd to look at. Odd to talk to. Odd to sit with.

David was short for his age. He had dark curly hair and deep brown eyes. He was slim, but not fit. What made him odd to look at was his neck. On the left side was a lump. Not a small lump, but a big lump. A lump the size of a golf ball. On the top of the lump was a red scab. When David spoke the lump moved! Sometimes when he did not speak the lump moved! It was even more frightening to see the lump move by itself. It was as if there was something alive inside it.

1. Underline and centre the title.
2. Change the font to *Century Gothic* size 14.
3. Make the word ‘David’ bold.
4. Increase the right margin by 2cm.
5. Justify the text.
6. Set the line spacing of the second paragraph to 1.5 lines.
A Pain in the Neck

'Sir... Sir, have you seen David's neck?' I had to tell Mr Green again. The lump was moving faster. It was beating like a heart. In, out, in, out.

Mr Green looked up from his papers and said, 'Get on with your work, Mandy Cooper.'

I looked at David Leaf. He was messing about with his pen. He looked sleepy. He looked white. In fact he looked very ill. His neck was pounding.

Then it happened. David fell forward on to his desk. The red scab on his neck was ripped open. I closed my eyes. When I opened them again, I screamed. Out of David's neck were tumbling hundreds of little spiders. His desk was covered in them.

David was out cold. The lump had gone. All that was left was pink flesh. The last spider crawled out and landed on me. I ran out of the room.

1 Change the line spacing of the text to double.
2 Change all the names to italic.
3 Put a page number in the centre at the bottom.
4 Set the line spacing of the third paragraph to 1.5.
5 Increase the left and right margins by 2cm.
A Pain in the Neck

David was taken to hospital. Later, Mr Green told us what had happened.

In Australia there is a rare insect called the Love Spider. David had been camping in the bush. One night he did not sleep very well. When he woke up in the morning, his neck was a bit red. It was as if he had been bitten by something. It was only a little mark. David was not bothered by it.

A week later he flew to England. The change in the temperature made the lump on his neck grow. Inside his neck the eggs of the Love Spider were beginning to hatch. The lump started to move. When David fell in class, the tiny spiders escaped.

It was two weeks later that I began to feel odd. One night I started to get ready for bed. I took off my t-shirt and there it was. A lump! Not a small lump but a big lump. A lump the size of a golf ball. On top of the lump was a red scab. I lifted my arm up and looked at it. It started to move. Slowly at first and then like a heart. In, out, in, out. I screamed.

1. Change the line spacing to 1.5 lines.
2. Increase the size of both margins by 1.5cm.
3. Fully justify the text.
4. Set the line spacing of the second paragraph to 1.5 lines.
5. Centre and underline the title and make it bold.
The BFG

One night at the witching hour, when everything was still, something very tall and very black began to creep towards a sleeping village.

All the children in the dormitory were asleep, except Sophie. She saw the owl settle on her skylight window. She tiptoed to look out more closely. Then a voice from downstairs shouted: “Get back to bed! Punishment in the morning!”

But Sophie was determined to look out on the shimmering moonlit street. She had never seen it so beautiful and still.

Then, just as she was closing the off-white curtains, something caught her eye. “What was that?” Suddenly the giant swung round. He had seen her! Sophie jumped quickly back into bed - too late.

1) Underline and Centre the title ‘The BFG’.

2) Tab the first line of each paragraph - 2cm.

3) Colour the speech red.

4) Add the following sentence to the end of the first paragraph - An owl screeched in fright and flew swiftly between the houses.

5) Increase the left margin by 2cm.

6) Save your work as WP BFG 1
Before she knew it, he had dragged her out, blankets and all, carried her through fields and forests and, with one enormous leap, up into the sky!

At last they landed in a strange, barren land. The Giant hurried into a cave inside a mysterious mountain.

"Now then, what has we got here?" roared the Giant.

"Please don't eat me," said Sophie.

"Of course I is not going to eat you," said the Giant. "I is eating snozzcumber." And he cut himself a slice of big, smelly, stripy vegetable.

"Don't Giants eat people then?" asked Sophie.

"Oh, yes!" shouted the Giant as he towered above her. "All the Giants round here is guzzling up yuman beans every night. They will swallow you up too if they catches one tiny glimp of you."

1) **Underline** and **Centre** the title 'Captured'.

2) **Tab** the first line of each paragraph - 2.5cm.

3) **Add** the following sentence to the end of the third paragraph - "I is hungry!"

4) **Increase** the left and right margin by 2cm.

5) **Save** your work as WP BFG 2
RUNNING WATER, WHATEVER THE WEATHER

One certainty about the weather is that it will never be ‘right’ too hot or too cold, too wet or too dry. Making sure that there is enough water for people and the environment, whatever the weather, is a difficult task. We look at the new water resources strategy for England and Wales and find out how the Agency is planning for the future.

During one of the wettest winters on record, the Agency’s water resources planners have been busy developing a new water resources strategy for England and Wales, water resources for the future. The strategy looks 25 years ahead, and is based firmly on the principles of sustainable development. Its aims seem simple enough water for people, and an improved water environment.

Water is taken from most of the rivers and water-bearing rocks (aquifers) in England and Wales. In some areas, the amount of water taken is posing a serious threat to the environment. For the first time, the strategy shows maps of the effects of this abstraction. These show that over most of England and Wales there is very little water available in the summer.

Scientists predict that over the next century, winters will become wetter and summers drier and hotter. It’s vital to plan far into the future, because it can take many years to develop new water resources.
5 In the paragraph beginning During one of the wettest ... delete the sentence:

The strategy looks 25 years ahead, and is based firmly on the principles of sustainable development.

6 Replace the word resources with the word assets wherever it occurs in the text (five times in all).

7 Insert the following new text so that it becomes the final sentence of the third paragraph.

The Agency believes that it needs to reduce the volume of water that can be taken in much of southern England.

8 Fully justify the whole text. Save and print the document.

9 Move the second sentence of the first paragraph:

Making sure that there is enough water for people and the environment, whatever the weather, is a difficult task.

so that it becomes the first sentence of the first paragraph.

10 Reduce the width of the whole text by increasing both the left and the right margins by 1.5 cm.

11 Save the file and exit.

12 Reload the file. Set the second paragraph of the text only in double line spacing.

13 Centre the heading. Print the document ensuring that it is fully justified and the heading is centred and underlined.

14 Close down the Word Processing program in the correct sequence making sure the data is secure.
Choose up to 5 words. Write a sentence for each.

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