

Working with Bullet Points

1. *Create a new word processing document.*
2. *Add a header and use it so that it shows the filename.*
3. *Switch to "footer" and insert autotext of author's name, page number and date. Change the author's name to your name.*
4. *Enter the following text into your document. Use **Arial font**, set at size 12.*

Punctuation and Spacing

No space should be left before a full stop but one space should be left after it – e.g. Today is Tuesday. It is the day I go to computer class.

The same rule applies to commas – e.g. On Saturday I went shopping and bought a new coat, a pair of black shoes, a green jumper and a yellow scarf.

This would also apply to exclamation marks (!) and question marks (?) - no space before, one space afterwards.

When an apostrophe appears in the middle of a word, do not leave a space on either side – e.g. Mary's cat; The boy's dog.

Be very careful around dashes and hyphens. When a dash is used for effect, you need to leave a space on both sides – like this. However, if it is a hyphenated word you don't leave a space e.g. well-being.

The most important thing is to be very careful when you are copying text. Look and see where the spaces are around the punctuation and do the same. This is what the examiners are expecting you to do.

5. *Embolden the heading **Punctuation and Spacing***
6. *Centre the heading **Punctuation and Spacing**.*

7. *Change the font size of the heading **Punctuation and Spacing** to size 16.*
8. *The first part of the text would look better as bullet points. Highlight from **No space should be left...** until (and including) **...you don't leave a space** e.g. **well-being**. Change this to bullet points.*
9. *It would be easier to read the examples if they were different from the rest of the sentences. Put the following examples into italics; if you find it helpful, embolden them as well.*
 - Today is Tuesday. It is the day I go to computer class
 - On Saturday I went shopping and bought a new coat, a pair of black shoes, a green jumper and a yellow scarf.
 - Mary's cat; The boy's dog.
 - both sides – like this
 - well-being.
10. *The final paragraph is very important. Add a border to it and shade to a pale grey colour.*
11. *Add your name, centre number and today's date a few lines below the bottom of the text.*
12. *Save your document in your folder **WP PRACTICE**, giving it the filename **Punctuation and Spacing**.*
13. *Preview your document to see how it looks on the page. Print one copy. Close down your file and word processing system.*



Why do I need bullets to pass a computer exam?