Word Processing – moving text

1.   Start up your word processing system and open a file.

2.   Set the margins as follows:

   - Left/right at 3cm
   - Top/bottom at 3.5cm

3.   Add a header and use it so that it shows the filename.

4.   Switch to "footer" and insert autotext of Author's name, page number and date. Change the Author's name to your name.

5.   Enter the following text. Do not (at this stage) use bullet points or numbers.

   My favourite desserts

   Bananas and custard
   Mandarin cheesecake
   Ice cream
   Bread and butter pudding
   Apple pie
   Peach melba
   Banoffee pie
   Spotted dick
   Strawberries and cream
   Chocolate cake
   Christmas pudding
   Black Forest Gateau

6.   Add two or three desserts that you enjoy to the bottom of the list.

7.   Save your file in a new folder called "**FOOD**". Give the document the filename "**Puddings**".

8. Print one copy of the document.

9. On this "hard" copy (the printed document), write numbers down the side putting the puddings into alphabetical order.

10. You are now going to put the puddings in this order on the computer. Do this by using the drag and drop method.

11. Add bullet points to the list.

12. Save your file, in the **FOOD** folder, keeping the same file name.

13. Print one copy.

14. On this "hard" copy , write numbers by the side of the puddings in order of your preference. Your favourite will be number 1; your second favourite number 2 etc.

15. You are now going to put the puddings into this order on the computer. Do this by using the cut and paste method. Which method of moving text did you prefer?

16. Change the bullet points so that the list is numbered.

17. Insert an appropriate clipart picture.

18. Save your file, in the "**FOOD**" folder, giving it the new file name "**Puds-I-like**".

19. Print one copy.

20. Close your document and word processing system.