

Creating signs

These are real signs

Please re-create the following signs - including at least one picture

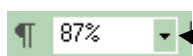
Setup your page in landscape

Landscape page....

Double click on the ruler on the left of your page - click on Landscape - press the Enter key to close the window

Change the page zoom so that you can see a whole page at once

Use Zoom....



Click on the arrow head of the zoom button (yours may not be currently set to the same as this one)

From the drop down list choose **Whole Page**

Type in the following text for a plumbing company: We repair what your husband fixed

Highlight the text (hold the **Ctrl** key down and press **A** to highlight all)

Make the text and picture cover the whole area by increasing the size of the text. (see below)

Increasing and decreasing text size...

Highlight the words that you want to change (**Ctrl + A**)

Hold down the **Ctrl** key and press the **]** key to increase the text

Hold down the **Ctrl** key and press the **[** key to decrease the text

Include at least 1 picture.

Now try these other signs....


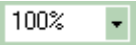
1. For a Fence: "Salesmen welcome! Dog food is expensive."
2. For a Car Dealership: "The best way to get back on your feet - miss a car payment."
3. Outside a Muffler Shop: "No appointment necessary. We hear you coming."
4. In a Veterinarian's waiting room: "Be back in 5 minutes. Sit! Stay!"
5. For a Restaurant window: "Don't stand there and be hungry, Come on in and get fed up."
6. For a front yard of a Funeral Home: "Drive carefully. We'll wait."
7. Sign at a radiator shop: "Best place in town to take a leak."

Admin in Word - student name list

Creating a table.....

To change your page layout to landscape - double click on the ruler on the right hand side of your screen – your page setup window will appear. Click on the **Margins** tab at the top of that window and then select **Layout** (you may need to click on the **Sheet** tab if you are using office 2000. Click on Landscape - OK


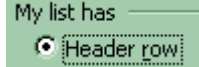

You now need to insert a table:

1. Click on the table button on the toolbar  drag over this until you have a table which is 10 rows and 8 columns
2. You will not be able to see the end of your table. Click on the arrow next to  and change the zoom to 75% - this will allow you to see all of your table clearly.
3. Type in the table below- you can use the **Tab** key to jump from 1 column to the next (above the Caps Lock key) or the arrow keys in the middle of your keyboard:

Name	Surname	Beginners Exercises	Computer Art	Signs	DTP	Handout Exercises
Jill	Penny					
Amanda	Burgess					
Jane	Evans					
Alan	Smith					
Janet	Dyer					
John	Burton					
Sandy	Steventon					
Sally	Jones					
June	Perkins					

4. Save the table as Name List to your disk
5. Centre the headings in columns 3 -7

The list which you have typed is not in alphabetical order.

6. Click anywhere in the table and go to **Table - Sort**  click on  My list has 
7. At the top of the window you will see sort by **Name** – click on the arrow next to this and select sort by **Surname**
8. Click on **OK** and the window will close and the table will be in Surname order as shown below:

Name	Surname	Beginners Exercises	Computer Art	Signs	DTP	Handout Exercises
Amanda	Burgess					
John	Burton					
Janet	Dyer					
Jane	Evans					
Sally	Jones					
Jill	Penny					
June	Perkins					
Alan	Smith					
Sandy	Steventon					

9. You now have another student who had joined the class Alex Miller who you need to add to this list
10. Click in the row containing Jill Penny - click on Table – Insert (follow the arrow) rows above – now type in the new student's name.




Admin in Word - student name list

Formatting a table.....

You are now going to split the columns under the headings into two – this will allow you to put a tick in to say that they have completed the exercise and also a space to insert the date or a mark


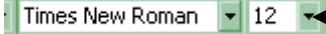



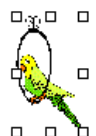



1. Drag over the blank cells in the column **Beginners Exercises** to select them – go to **Table – Split Cells** – you will now see the column split in two
2. Drag over the blank cells in the **Computer Art** column – this time press the F4 button on the top row of your keyboard – this is a really useful shortcut to know as it will repeat the last action that you have made again.
3. Now we are going to add some shading to the right hand side of the column that you have just split
4. Drag your mouse over the column as show below to highlight it
5. Go to Format – Borders and shading – click on pale yellow – click on OK
6. Now highlight all the columns as shown below and use the F4 key to repeat last action until all of them have been changed

You have made many changes to your original table.

7. To update the changes and still keep the **SAME** filename click on 
8. Add another row in to the table and add your own name and surname
9. Add the text ICT Basic IT Skills to a header - click on  to move to the footer
10. Click on - click on this will add your current filename and update it if you change it at a later date manually type in today's date
11. Change the text in the footer to size 8 and close the header
12. Highlight the first row of your table and change the fill colour to pale green
13. Change the text in your table to size 18
14. Resave your work at this stage by clicking on 
15. Print out 1 copy

Name	Surname	Beginners Exercises	Computer Art	Signs	DTP	Handout Exercises
Amanda	Burgess					
John	Burton					
Janet	Dyer					
Jane	Evans					
Sally	Jones					
Jill	Penny					
June	Perkins					
Alan	Smith					
Sandy	Steventon					

DeskTop Publishing – Using Word XP

<p>1. Centre the text</p>	<ul style="list-style-type: none"> ➤ Highlight text that you wish to centre by holding down the Ctrl key and pressing A to select entire text ➤ Click on toolbar button 
<p>2. Change text size</p>	<ul style="list-style-type: none"> ➤ Highlight the section of text that you wish to change by clicking and without letting go of the mouse button dragging your mouse over it or ➤ Highlight a whole page by hold down the Ctrl key and press the letter A on the keyboard, your page will now be highlighted in black <p> Click here</p> <ul style="list-style-type: none"> ➤ Click on the arrow on the toolbar next to 12 and you will see a list of numbers. Click on the size that you require (the higher the number the larger the size).
<p>3. Change writing style</p>	<ul style="list-style-type: none"> ➤ Highlight the text that you wish to change ➤ On the toolbar click on Format – on the drop down list click on Font (a window will appear) - the current font Times New Roman will be highlighted in blue. ➤ Using the up and down arrow keys on your keyboard move through the different styles until you find a style that you like appear in the preview window – click on OK to change to that style
<p>4. Insert a picture</p>	<ol style="list-style-type: none"> 1. Click on  to see Drawing toolbar at the bottom of your screen <ul style="list-style-type: none"> ➤ Click on  ➤ The Clip Art Gallery will now appear click in the section at the top of this window where you see the words Search text – click underneath and type in a word that describes what you are looking for and press the Enter key – pictures will now appear. ➤ Click on the arrow on the side-right to see more pictures ➤ Choose a picture by clicking on it to select it and then click on the first button. If the picture is not available the you will get a message click on OK and choose another picture ➤ Click on the black cross above this section to close the gallery
<p>5. Resize the picture</p> 	<p>To change the size of a picture:</p> <ul style="list-style-type: none"> ➤ Move your mouse to the CORNER handles until you see a double-ended arrow ➤ Click your mouse button (it will then change to a black cross) ➤ To make the picture smaller push the handles into the centre of the picture ➤ To make the picture larger drag the handles out
<p>6. Change the text wrapping and move the picture into position</p> 	<p>When you see the picture it will have a black line around it – this means that you will not be able to move it</p> <ul style="list-style-type: none"> ➤ Double click on the picture and a window will appear ➤ Click on the Layout tab and change the style to in front of text ➤ Click on OK <p>You will now be able to move your picture around the page</p>
<p>7. Save your work</p>	<p>Press the F12 key – type in your filename – click on Save or press the Enter key</p>
<p>8. Print one copy</p>	<p>Print one copy by clicking on the printer button ONCE </p>
<p>9. Close the page</p>	<p>Click on File at the top right of your screen, you will get a drop down menu click on Close</p>
<p>10. Change text colour</p>	<p>Highlight text go click on </p>
<p>11. Get a new page</p>	<p>To get a new page click on </p>
<p>12. Change linespacing</p>	<p>Hold down Ctrl key and press 2 for double – Hold down Ctrl key and press 5 for 1.5</p>