

Creating handouts - multiple choice questions

This exercise will cover:

- ◆ Adding bullets
- ◆ Setting tabs
- ◆ Adding tick boxes
- ◆ Changing text size
- ◆ Centring text
- ◆ Using footers and automatic filename codes

1. Type in the exercise below and save it as food facts.

Food Facts

Tick one or more boxes to answer each question below:

Food that is good for you









Apple
Cheesecake
Prawns
Porridge

Food that is good for lunch boxes

Orange
Rice
Ham
Cereal bar

Foods which are lowest in calories









Banana
Rhubarb
Low fat Yoghurt
Prunes

2. Highlight the four possible answers to each question and change them to a bulleted list by clicking on 
3. Click on the ruler at the top of the window on number 5 – a black L will appear this will set a tab at 5cms
4. Go to **View** – **Toolbars** click on **Forms** – the form toolbar will appear
5. Click after the word apple in the first question and press the tab key (this is above the Caps Lock key on the left hand side of the keyboard) the cursor will now align itself at the tab setting that you have made
6. On the **Forms** toolbar click on  this will add a box
7. Click beside all of the answers to all three questions of and repeat this procedure
8. Click on  to update the changes that you have made
9. Highlight the heading Food Facts and click on  to centre it
10.  Click on the arrow beside 12 and select 26 to enlarge the font size
11. Highlight the first question **Food that is good for you** and change this to size 14
12. Repeat this for all of the other questions
13. Click on  to update the changes that you have made
14. Add your name to a header - click on  to move to the footer
15. Click on  - click on this will add your current filename and update it if you change it at a later date
16. Add an appropriate picture from clipart
17. Click on  to update the changes that you have made
18. Print one copy and close the document

Creating handouts – labelling exercise

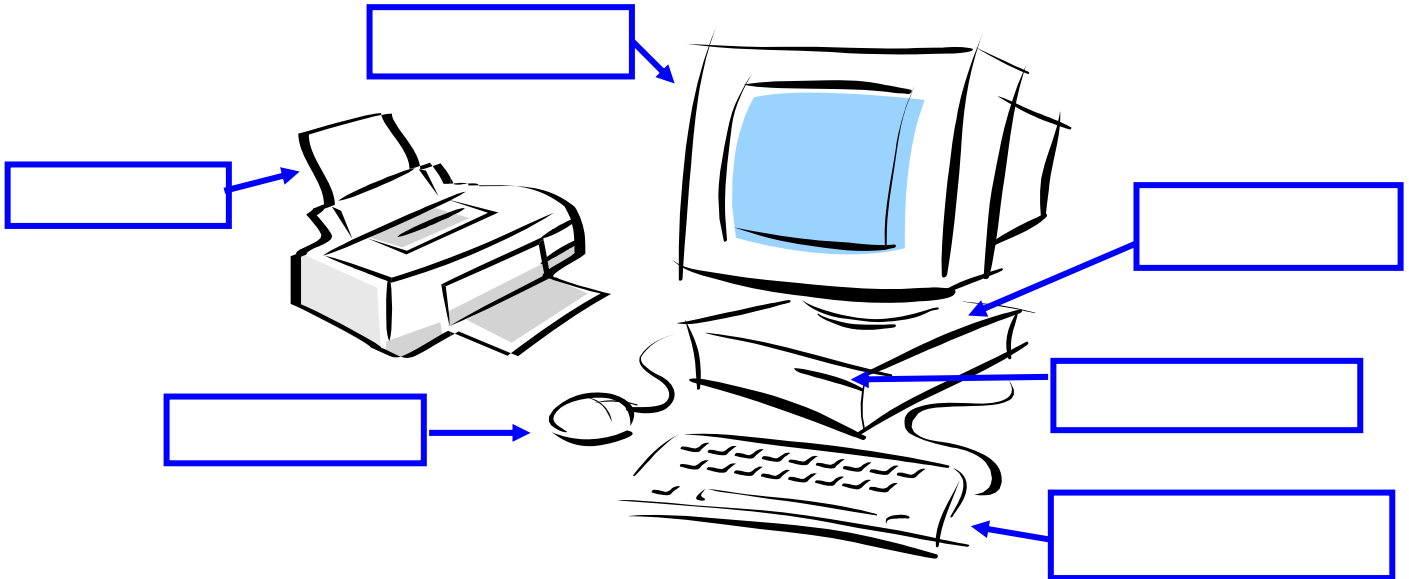
This exercise will cover:

- ◆ Changing text size
- ◆ Centring text
- ◆ Inserting images from file
- ◆ Manipulating picture size
- ◆ Creating text boxes
- ◆ Adding arrows from drawing toolbar
- ◆ Using footers and automatic filename codes
- ◆ Adding bullets

1. You are going to produce the handout shown on page 3
2. Type in the heading **Parts of a Computer** – centre this heading and change the text to Comic sans ms and make the heading stretch across the width of the page
3. To Insert the image computer diagram from your disk go to Insert – Picture – from file
4. You need to find the picture on your disk – double click to insert it
5. Resize the picture if necessary and move it into the centre of the page
6. Click  on the toolbar to turn on your drawing toolbar – this will appear at the bottom of your screen
7. Click on  this is your text box tool – move your pointer onto the page and you will see a cross
8. Draw some empty text boxes as shown below
9. Click  on the drawing toolbar and draw an arrow starting from the text box pointing towards the relevant object – do this for all text boxes
10. Click on one of the arrows and change the colour to blue by clicking on 
11. Click on  and change the line thickness to 3pt
12. Double click  on the toolbar at the top of your screen and now click on all of the other arrows in turn to paste the formatting
13. Following the instructions above change the text boxes so that they appear in the same format as the arrows
14. Click once more on  to turn the format painter off
15. Double click your mouse on the left hand side of your page on a line below this picture – this will move your insertion point to below the picture
16. Type in the words **Label the different parts of a computer system using the list below:**
17. Now click on  and type in the list below:
 - ◆ Monitor
 - ◆ Central processing unit
 - ◆ Mouse
 - ◆ Printer
 - ◆ Keyboard
 - ◆ Disk drive
18. Change the text that you have added below the diagram to Comic sans ms size 20
19. Below the bulleted list you need to add a space for the students name (as shown in the diagram on page 3)
20. Take care that that the presentation of your document is OK and that it fills the page
21. Save as Computer labelling exercise
22. Add your name to a footer and also add an automatic filename
23. Print one copy and close the document

Creating handouts – labelling exercise

Parts of a Computer



Label the different parts of a computer system using the list below:

- ◆ Monitor
- ◆ Central processing unit
- ◆ Mouse
- ◆ Printer
- ◆ Keyboard
- ◆ Disk drive

Student name _____