

What is word?

- Word is a tool that allows you to write text a little bit like a typewriter
- It is often used to:
 - ✓ Write a letter
 - ✓ Write a document with a lot of text
 - ✓ Copy and paste text from the internet
 - ✓ Create pretty tables



What am I going to produce?



A document containing information about something that you like (information retrieved from the internet pack could be used for this exercise) so that a friend can learn a little more about it.

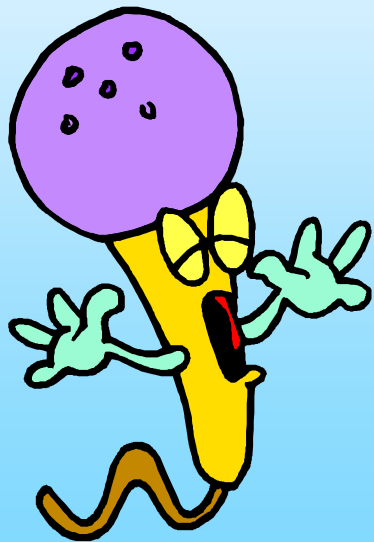


Activity time!

Choose a topic that interests you. From the internet **copy and paste** at least 2 pages of text relating to this topic in to a word document. **Format** the text so that it is the same everywhere and **save** it. Add a title (using **Word Art**) to your document and **insert a picture** that relates to the text.



Change your page to **landscape** (you might have to reposition your picture). Read the text; add some subtitles in **bold, underlined** and make them a different **colour**. **Delete** repeated or irrelevant information from the text you copied.



Add a subtitle called: “My own opinion” (Ensure that the subtitle has the same font as the other subtitles by using the **paintbrush**). **Type** a few lines explaining what you like about the topic you chose. Insert the **page numbers** at the bottom of the pages and **spell check** your document.