



Obedience Lessons

Autumn 2014

Session 6 – Formatting Continued

Reminder - Rule 1

Enter Text First

Your Name
4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

Date

Dear Sir or Madam,

Complaint about faulty goods

I bought a sewing machine from you on 25th September 2013. I paid £229.99.

I now find the goods have the following fault:

The machine stops working after half an hour and won't work again for at least an hour.

Under the Sale of Goods Act 1979 (as amended) goods you supply must be fit for purpose.

As there was a problem with the goods when I bought them, I request that you repair the goods at no cost to me.

I have enclosed a copy of the receipt in support of my claim.

Please respond within 14 days of receiving this letter.

Yours faithfully

Your Name

Then Format it

Andrew Tregoning
4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

12/10/2013

Dear Sir or Madam,

Complaint about faulty goods

I bought a sewing machine from you on 25th September 2013. I paid £229.99.

I now find the goods have the following fault:

The machine stops working after half an hour and won't work again for at least an hour. Under the Sale of Goods Act 1979 (as amended) goods you supply must be fit for purpose. As there was a problem with the goods when I bought them, I request that you repair the goods at no cost to me.

I have enclosed a copy of the receipt in support of my claim.

Please respond within 14 days of receiving this letter.

Yours faithfully

Andrew Tregoning

Reminder - Rule 2

Use Shortcut Keys Whenever Possible

Microsoft Office Shortcuts

- **CTRL+B:** **B**old
- **CTRL+U:** **U**nderline
- **CTRL+I:** **I**talic
- **CTRL+]]** Increase the font size by 1 point.
- **CTRL+[[** Decrease the font size by 1 point.
- **CTRL+M:** **M**argin (Hold SHIFT to decrease)
- **CTRL+E** **C**entre a paragraph.
- **CTRL+J** **J**ustify a paragraph.
- **CTRL+R** **R**ight-align a paragraph.
- **CTRL+L** **L**eft align a paragraph.
- **CTRL+1** Single-space lines. (**1** x)
- **CTRL+2** Double-space lines. (**2** x)
- **CTRL+5** Set **1.5**-line spacing.
- **CTRL+0 (zero)** Add or remove one line space preceding a paragraph.
- **Shift+F3** Change Capitalization (Upper / Lower / Sentence)

Using Existing Templates

The screenshot displays a software interface with a left-hand navigation pane and a main content area. The navigation pane includes the following options: Save, Save As, Open, Close, Info, Recent, **New** (highlighted in blue), Print, Save & Send, Help, Options, and Exit. The main content area is titled "Available Templates" and features a breadcrumb trail: Home > Sample templates. Below the breadcrumb, there is a grid of 15 template thumbnails, each with a caption underneath. The templates are arranged in three rows and five columns. The "Urban Letter" template, located in the third row, fourth column, is highlighted with a yellow border. The other templates are: Oriel Fax, Oriel Letter, Oriel Merge Fax, Oriel Merge Letter, Oriel Report, Oriel Resume, Origin Fax, Origin Letter, Origin Merge Fax, Origin Merge Letter, Origin Report, Origin Resume, Urban Fax, Urban Letter, and Urban Merge Fax.

Available Templates

Home > Sample templates

Oriel Fax

Oriel Letter

Oriel Merge Fax

Oriel Merge Letter

Oriel Report

Oriel Resume

Origin Fax

Origin Letter

Origin Merge Fax

Origin Merge Letter

Origin Report

Origin Resume

Urban Fax

Urban Letter

Urban Merge Fax

Using Existing Templates



[Type the recipient address]
[Type the recipient name]

[Pick the date]

[Type the salutation]

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

[Type the closing]

Andrew
[Type the sender company name]

Moving Paragraphs

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

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Highlight – then move with mouse

Moving Paragraphs

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Moving Paragraphs

Aproned nurses softly sped.
Augured ill, for Janet died.
Decorated Janet's bier.
Febrile trouble came her way.
Janet was quite ill one day.
Juleps, too, though freely tried,
Junket would be beneficial.
Martyr-like, she lay in bed;
Maybe, said the leech judicial
Novices with many a tear
Octaves pealed and prayers were said.
Sepulchre was sadly made.

Open “Janet was quite ill one day”

Moving Paragraphs

JANet was quite ill one day.
FEBrile trouble came her way.
MARtyr-like, she lay in bed;
APRoned nurses softly sped.
MAYbe, said the leech judicial
JUNket would be beneficial.
JULeps, too, though freely tried,
AUGured ill, for Janet died.
SEPulchre was sadly made.
OCTaves pealed and prayers were said.
NOVices with many a tear
DECorated Janet's bier.



Aproned nurses softly sped.
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Maybe, said the leech judicial
Novices with many a tear
Octaves pealed and prayers were said.
Sepulchre was sadly made.

Arrange your poem in “month order”

Bullets and Numbering

Annual Parish Meeting Agenda
Present:-

Vestry Meeting
Election of Clerk to the meeting
Election of Church Wardens

Annual Parish Council Meeting
Apologies
Adoption of Electoral roll
Reports
Annual Report
Treasurer's Report
Vicar's Report
Fabric Report
Church
Churchyard
Deanery Synod report
Deanery Synod representative
Elections
Election of the PCC
Appointment of Sidesmen
Appointment of Independent Examiner
Any other business

PCC Meeting After the APCM
Elections
Election of Vice-chair of the PCC
Election of the Hon. Secretary
Election of Hon. Treasurer
Election of the standing committee
Election of the Electoral Roll officer
Appointment of Health and Safety officer
Confirmation of Child Protection Officers
Completion of PCC officers forms
Any other Business

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Election of the Electoral Roll officer
Appointment of Health and Safety officer
Confirmation of Child Protection Officers
Completion of PCC officers forms
Any other Business

Open the file “Annual Parish Meeting Agenda”

Highlight all but the top 2 lines

Bullets and Numbering

- Annual Parish Meeting Agenda
Present:-
1. Vestry Meeting
 2. Election of Clerk to the meeting
 3. Election of Church Wardens
 4. Annual Parish Council Meeting
 5. Apologies
 6. Adoption of Electoral roll
 7. Reports
 8. Annual Report
 9. Treasurer's Report
 10. Vicar's Report
 11. Fabric Report
 12. Church
 13. Churchyard
 14. Deanery Synod report
 15. Deanery Synod representative
 16. Elections
 17. Election of the PCC
 18. Appointment of Sidesmen
 19. Appointment of Independent Examiner
 20. Any other business
 21. PCC Meeting After the APCM
 22. Elections
 23. Election of Vice-chair of the PCC
 24. Election of the Hon. Secretary
 25. Election of Hon. Treasurer
 26. Election of the standing committee
 27. Election of the Electoral Roll officer
 28. Appointment of Health and Safety officer
 29. Confirmation of Child Protection Officers
 30. Completion of PCC officers forms
 31. Any other Business

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 - h. Confirmation of Child Protection Officers
 - i. Completion of PCC officers forms
 - j. Any other Business

Select "Start a multilevel list"



Indent the items below each heading



Bullets and Numbering

<p>Annual Parish Meeting Agenda Present:-</p> <ol style="list-style-type: none">1. Vestry Meeting<ol style="list-style-type: none">a. Election of Clerk to the meetingb. Election of Church Wardens 2. Annual Parish Council Meeting<ol style="list-style-type: none">a. Apologiesb. Adoption of Electoral rollc. Reports<ol style="list-style-type: none">i. Annual Reportii. Treasurer's Reportiii. Vicar's Reportiv. Fabric Reportv. Churchvi. Churchyardvii. Deanery Synod reportd. Deanery Synod representativee. Electionsf. Election of the PCCg. Appointment of Sidesmenh. Appointment of Independent Examineri. Any other business 3. PCC Meeting After the APCM<ol style="list-style-type: none">a. Electionsb. Election of Vice-chair of the PCCc. Election of the Hon. Secretaryd. Election of Hon. Treasurere. Election of the standing committeef. Election of the Electoral Roll officerg. Appointment of Health and Safety officerh. Confirmation of Child Protection Officersi. Completion of PCC officers formsj. Any other Business

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**Further indent the reports
And the elections**

Bullets and Numbering

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Present:-

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 - d. Any other Business

And then the items below the fabric report

Finally format the headings and fonts

Search and Replace

"A VERY SHORT STORY"

Ernest Hemingway

One hot evening in Padua they carried him up onto the roof and he could look out over the top of the town. There were chimney swifts in the sky. After a while it got dark and the searchlights came out. The others went down and took the bottles with them. He and Luz could hear them below on the balcony. Luz sat on the bed. She was cool and fresh in the hot night.

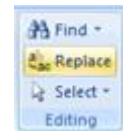
Luz stayed on night duty for three months. They were glad to let her. When they operated on him she prepared him for the operating table; and they had a joke about friend or enema. He went under the anaesthetic holding tight on to himself so he would not blab about anything during the silly, talky time. After he got on crutches he used to take the temperatures so Luz would not have to get up from the bed. There were only a few patients, and they all knew about it. They all liked Luz. As he walked back along the halls he thought of Luz in his bed.

Before he went back to the front they went into the Duomo and prayed. It was dim and quiet, and there were other people praying. They wanted to get married, but there was not enough time for the banns, and neither of them had birth certificates. They felt as though they were married, but they wanted everyone to know about it, and to make it so they could not lose it.

Luz wrote him many letters that he never got until after the armistice. Fifteen came in a bunch to the front and he sorted them by the dates and read them all straight through. They were all about the hospital, and how much she loved him and how it was impossible to get along without him and how terrible it was missing him at night.

Open the file “A Very Short Story”

Select “Replace” (or press **Ctrl H)**



Search and Replace

"A VERY SHORT STORY"

Ernest Hemingway

One hot evening in Padua they carried him up onto the roof and he could look out over the top of the town. There were chimney swifts in the sky. After a while it got dark and the searchlights came out. The others went down and took the bottles with them. He and Luz could hear them below on the balcony. Luz sat on the bed. She was cool and fresh in the hot night.

Luz stayed prepared

anaesthet

After he g

There wer

halls he th

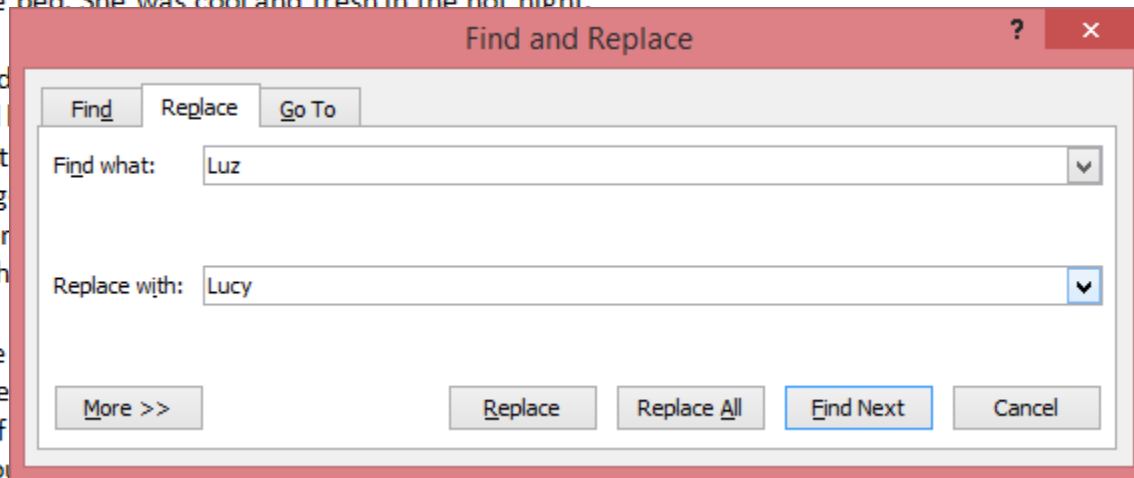
Before he

were othe

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know abo

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Replace all the words suggested on the handout

Search and Replace

FIND AND REPLACE EXERCISE

1. Open “A Very Short Story” by Ernest Hemingway
2. Change the following to the document (Edit/Replace).

FIND

REPLACE WITH

Luz

Lucy

Padua

Parma

Milan

Bologna

back

away

only

just

wanted

needed

3. Change the font style to “Monotype Corsiva”.
4. Change the font size to 14.
5. Save.

Complete all the remaining tasks

Borders and DropCaps

A Visit from St. Nicholas

By Clement Clarke Moore

'Twas the night before Christmas, when all through the house
Not a creature was stirring, not even a mouse;
The stockings were hung by the chimney with care,
In hopes that St. Nicholas soon would be there;
The children were nestled all snug in their beds;
While visions of sugar-plums danced in their heads;
And mamma in her 'kerchief, and I in my cap,
Had just settled our brains for a long winter's nap,
When out on the lawn there arose such a clatter,
I sprang from my bed to see what was the matter.
Away to the window I flew like a flash,
Tore open the shutters and threw up the sash.
The moon on the breast of the new-fallen snow,
Gave a lustre of midday to objects below,
When what to my wondering eyes did appear,
But a miniature sleigh and eight tiny rein-deer,

Open “A visit from St Nick”

Borders and DropCaps

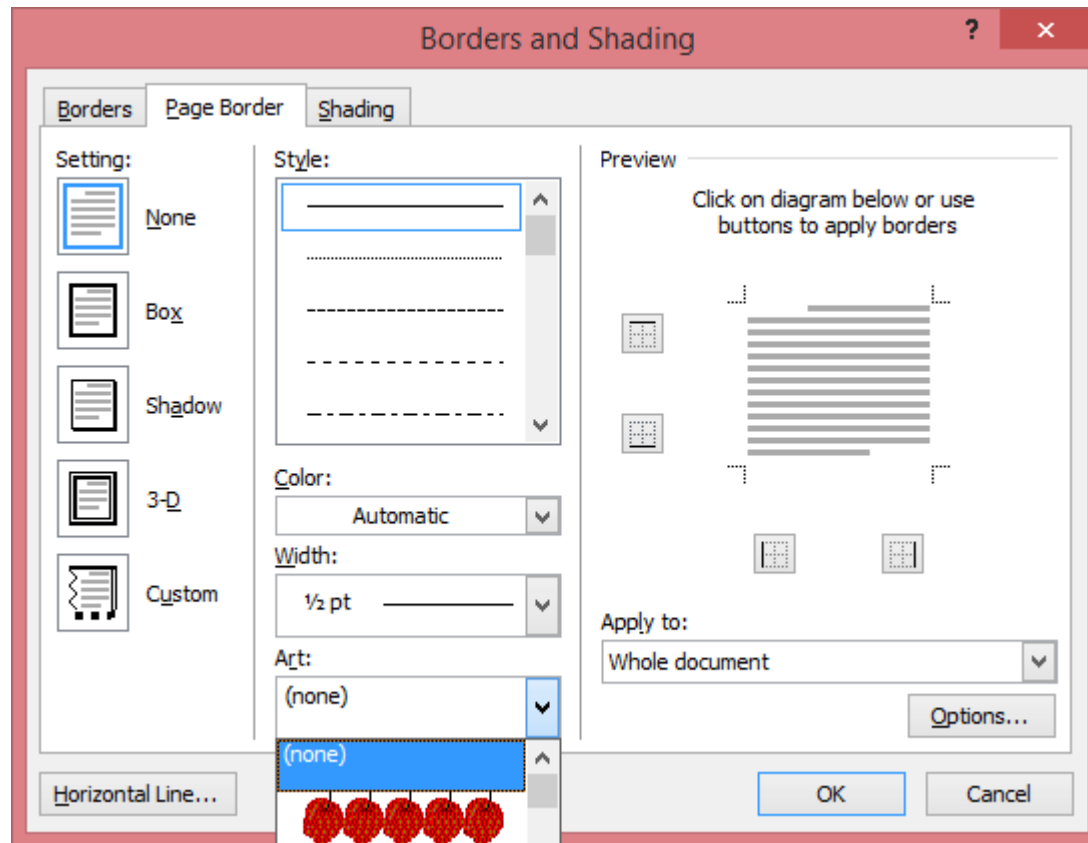
A Visit from St. Nicholas

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Not a creature was stirring, not even a mouse;
The stockings were hung by the chimney with care,
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And mamma in her 'kerchief, and I in my cap,
Had just settled our brains for a long winter's nap,*

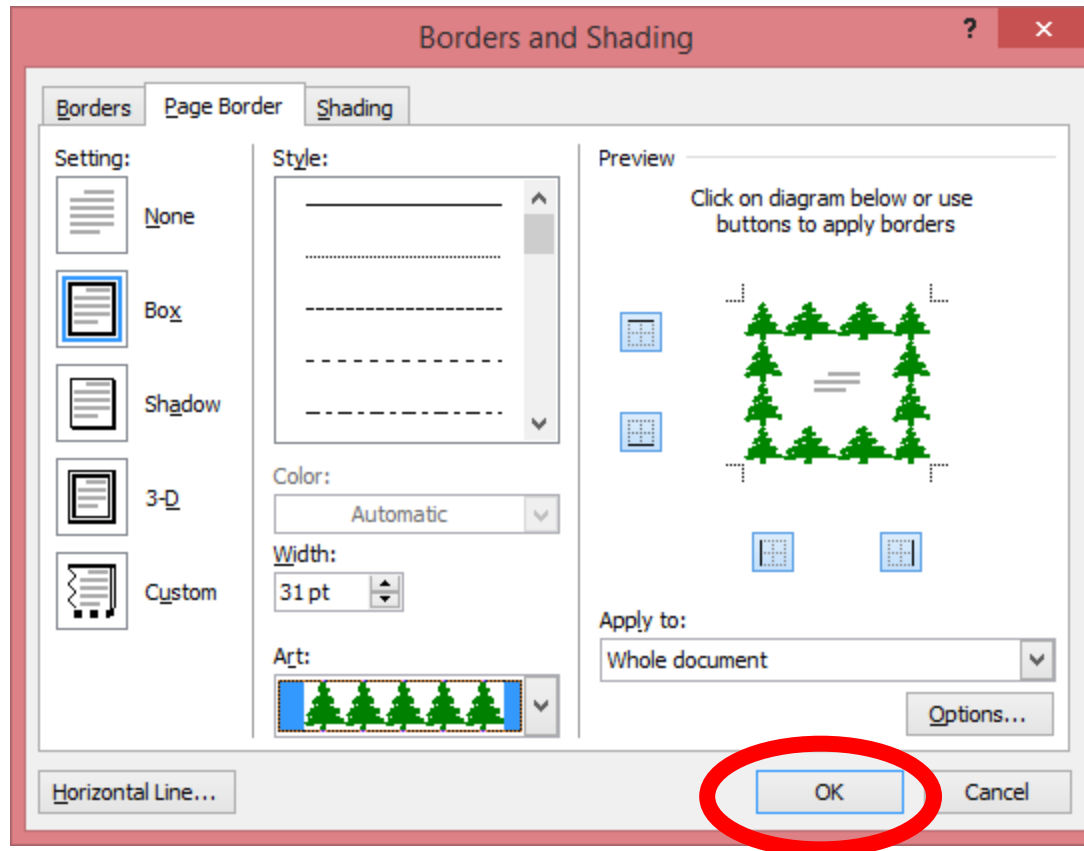
Select a script font and enlarge all the text

Borders and DropCaps



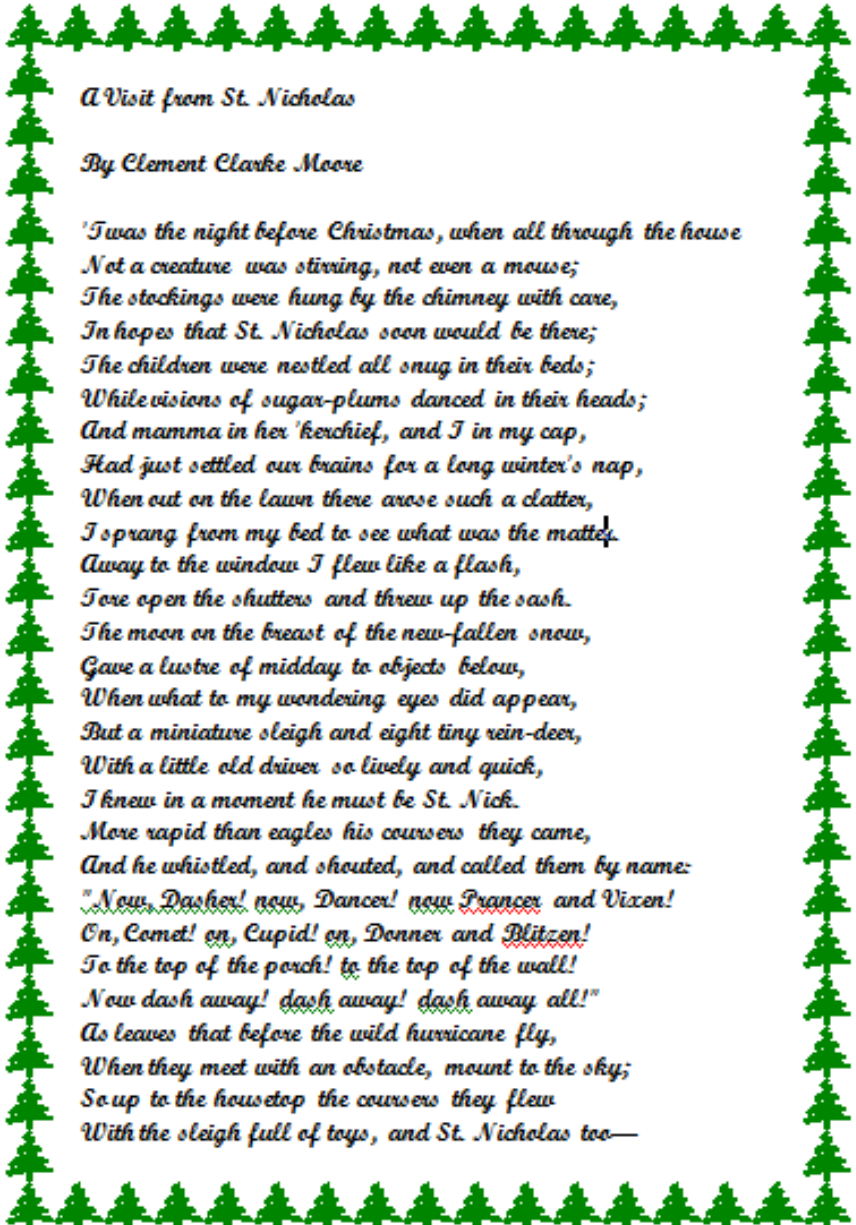
From Page Layout Select Page Borders and Art

Borders and DropCaps



Find the Christmas Tree Artwork

Borders and DropCaps



A Visit from St. Nicholas

By Clement Clarke Moore

*'Twas the night before Christmas, when all through the house
Not a creature was stirring, not even a mouse;
The stockings were hung by the chimney with care,
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The children were nestled all snug in their beds;
While visions of sugar-plums danced in their heads;
And mamma in her 'kerchief, and I in my cap,
Had just settled our brains for a long winter's nap,
When out on the lawn there arose such a clatter,
I sprang from my bed to see what was the matter.
Away to the window I flew like a flash,
To open the shutters and throw up the sash.
The moon on the breast of the new-fallen snow,
Gave a lustre of midday to objects below,
When what to my wondering eyes did appear,
But a miniature sleigh and eight tiny rein-deer,
With a little old driver so lively and quick,
I knew in a moment he must be St. Nick.
More rapid than eagles his coursers they came,
And he whistled, and shouted, and called them by name:
"Now, Dasher! now, Dancer! now Prancer and Vixen!
On, Comet! on, Cupid! on, Donner and Blitzen!
To the top of the porch! to the top of the wall!
Now dash away! dash away! dash away all!"
As leaves that before the wild hurricane fly,
When they meet with an obstacle, mount to the sky;
So up to the housetop the coursers they flew
With the sleigh full of toys, and St. Nicholas too—*

Borders and DropCaps

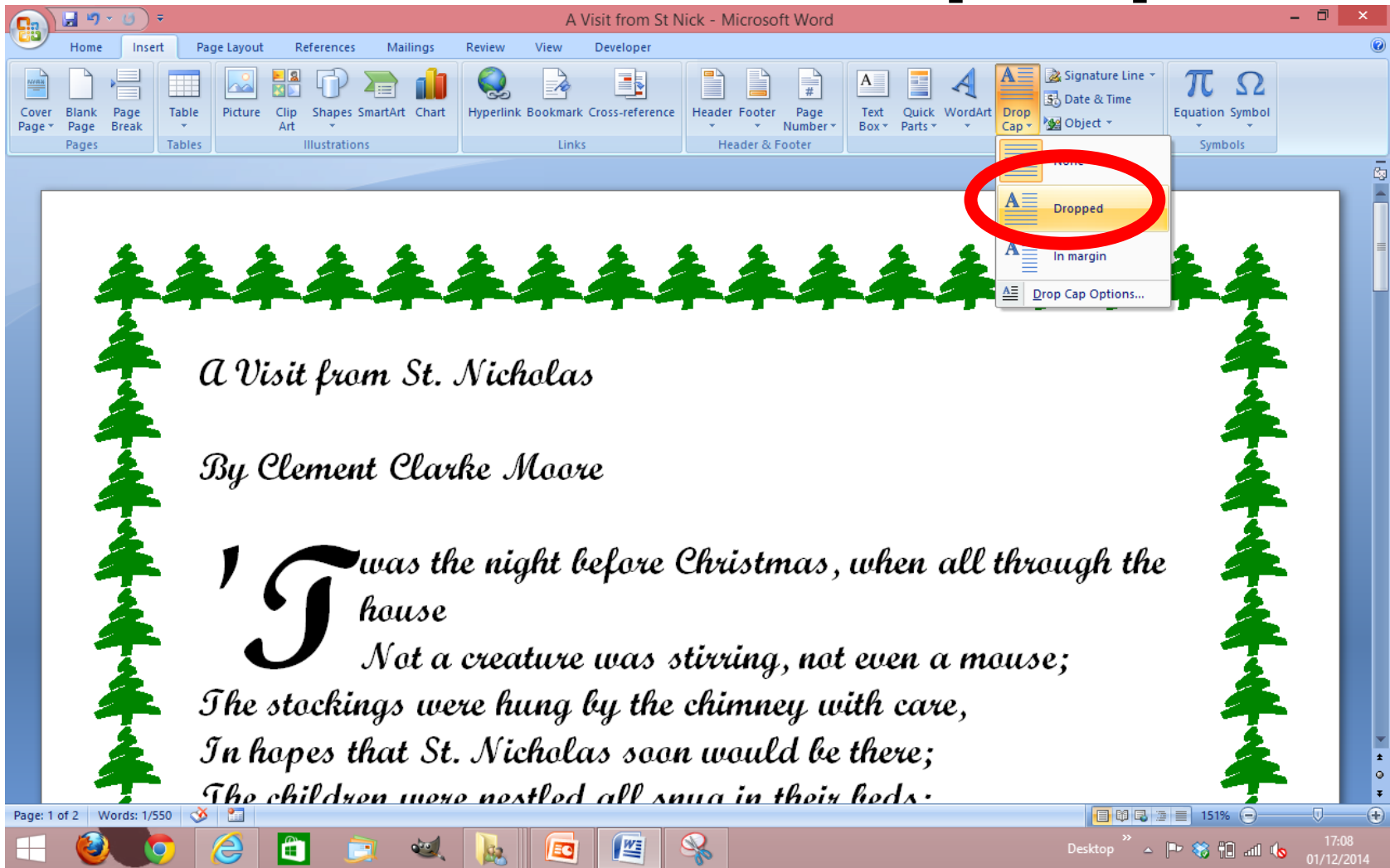
The screenshot shows the Microsoft Word interface for a document titled "A Visit from St Nick". The ribbon is set to the "Insert" tab, and the "Drop Cap" button is circled in red. A task pane titled "Drop Cap" is open on the right, providing instructions: "Create a large capital letter at the beginning of a paragraph." The document content is framed by a border of green Christmas trees. The text is in a cursive font and reads:

A Visit from St. Nicholas
By Clement Clarke Moore
'Twas the night before Christmas, when all through the house
Not a creature was stirring, not even a mouse;
The stockings were hung by the chimney with care,
In hopes that St. Nicholas soon would be there;
The children were nestled all snug in their beds;
While visions of sugar-plums danced in their heads.

The first letter 'T' in the first line of the poem is highlighted with a blue selection box and circled in red. The status bar at the bottom indicates "Page: 1 of 2" and "Words: 1/550". The system tray shows the time as 17:07 on 01/12/2014.

Highlight the first letter – **Insert > Drop Cap**

Borders and DropCaps



A Visit from St Nick - Microsoft Word

Home Insert Page Layout References Mailings Review View Developer

Cover Page Blank Page Page Break Table Picture Clip Art Shapes SmartArt Chart Hyperlink Bookmark Cross-reference Header Footer Page Number Text Box Quick Parts WordArt Drop Cap Signature Line Date & Time Object Equation Symbol

A Visit from St. Nicholas

By Clement Clarke Moore

T*was the night before Christmas, when all through the house
Not a creature was stirring, not even a mouse;
The stockings were hung by the chimney with care,
In hopes that St. Nicholas soon would be there;
The children were nestled all snug in their beds.*

Page: 1 of 2 Words: 1/550 151%

Desktop 17:08 01/12/2014

Select “**Dropped**” from the menu

More Search and Replace

Personalize This Poem Using Search and Replace

	Replace
Objects, Plural:	aaa
Part of a House:	bbb
A Food, Plural:	ccc
Item of Clothing:	ddd
Place:	eee
Your First Name:	fff
Something you can open:	ggg
Object to ride in:	hhh
A Friend's Name:	iii
Tall Object:	jjj
Objects, Plural:	kkk
Flowers, Plural:	lll
Colour:	mmm
Something Fast, Plural:	nnn
Part of the body:	ooo

Open the file “Personalize this poem”

Replace the letters as suggested

That's it folks!



You can all go for a lie down in a darkened room now!