

Basic Computer Skills: Formatting Exercise

In order to be successful in college, students need to have basic computer skills. A functional level of formatting skills is critical. This activity is designed to help you explore your level of proficiency with commonly used formatting procedures in college assignments.

Complete the formatting exercises below. When you finish, write a brief summary of your results, the challenges, and how you can work on getting faster and more efficient.

Complete the following formatting tasks in Microsoft Word:

- Open a new blank document and change the page orientation from portrait to landscape
- Set custom-size margins of 2” on the left and right and 0.5” on the top and bottom
- Insert a header that says “Word Formatting Exercise”
- Insert a footer that automatically lists the page number
- On page 1, type three sentences about anything you want. Then press enter until you reach the second page of the document.
- Cut and paste one of your sentences from page 1 to page 2 using either the mouse (right-click and select cut/paste) or the keyboard shortcuts (Ctrl-x and Ctrl-v).
- Change the font size of the first sentence to at least 24.
- Change the font color of the second sentence to something other than the default.
- Change the font/typeface of the third sentence to something other than the default.
- Choose a few key words in your sentences and apply one of the following emphases to each: bold, underline, italics, and highlight.
- On page 2, insert a clip art illustration. Resize it to fit on the page while still leaving room for your sentence. Center the clip art and center the sentence on that page.
- On page 1, insert a table that is 5 cells wide and 3 cells tall.

In Microsoft PowerPoint, create a new presentation that meets the following criteria:

- At least 3 slides: 1 title slide, 1 title & content slide, and 1 content with caption slide
- Uses a design other than the default
- Includes a clip art/picture and a caption associated with it, a bulleted list, an animation or transition, a title, a subtitle, and something written in the notes section for each slide.
- Switch the view to see your presentation in the Slide Sorter and Notes Page views, and then switch it back to normal.
- Enter Print Preview and set it to print the presentation as a handout with 3 slides per page. (You do not have to actually print the presentation.)

