

## Lab exercise 2

*Type the text below as it is*

Ephesian Chapter 6 (10-12)

10 Finally, my brethren, be strong in the Lord, and in the power of his might.

11 Put on the whole Armour of God that ye may be able to stand against the wiles of the devil.

12 For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high *places*.

- a) Format the title bold and italic
- b) Format the font 14pt Cambria
- c) Change the title to upper case (capital letters)
- d) Format the font color blue in color
- e) Wave Underline the title with blue underline
- f) Highlight the word devil with red highlight color
- g) Align the title center and the whole document Justified
- h) Glow the word God in the second line
- i) Strike through the last line
- j) Format the line spacing double
- k) Indent the first line 0.5 left and 0.6 right
- l) Shade the first line black, second line yellow and third line red
- m) Create border around the title
- n) Insert a paragraph mark
- o) Double strike through the word "blood" in line three

**Qn. 2 Type the following text as it appears in a word processor document and answer the following questions? 2 marks**

#### WORD PROCESSORS

"Today's classrooms need to prepare students to become citizens of the information age. Students must think critically, analyze and synthesize information to solve technical, social, economic, political, and scientific problems, and work productively in groups" (Mills & Roblyer, 2002). This paper will summarize two articles that discuss technology productivity tools and apply the information to a teaching situation. The two tools are word processing and Excel spreadsheet.

#### **Advantages of word processors:**

Allow you to enter, manipulate and store text

Now, you can also embed graphics, audio, video, tables

Desktop Publish

Convert to HTML and put on web

Checks your spelling and grammar, use outlining or thesaurus

- (a) Change the font type to **ARIAL?** **2 marks**
- (b) Change the font size to **14?** **2 marks**
- (c) Copy the first paragraph below the document two times? **4 marks**
- (d) Run spell checker to correct your work? **2 marks**
- (e) Assign the UPPERCASE lettering to sub title ***advantages of word processors*** **1 mark**
- (f) Format the advantages with any bullet style? **4 marks**
- (g) Insert your Combination name centered **2 marks**
- (h) Save your document with your last name. **1 mark**

***Total Marks = 20 marks***

