

## **Intro To Computers**

### **Word #4 – Symbols**

Objective: Use *Insert Symbol* for special symbols.

1. In your *Intro to Computers* folder, create a folder titled *first\_last\_word\_4*.
2. Open a NEW document in Word. The font should be **12 point Times New Roman**.
3. Save your document as *Symbols.docx* in your *first\_last\_word\_4* folder.
4. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #4*. Right aligned in the header should be your FIRST LAST names.
5. On the first line of your document start typing the handout that was given to you in class. Make sure to use *Insert Symbol* for all characters you can't find on the keyboard.
  - a. Anything contained inside angle brackets <Insert ...> should be customized by you. You should type your LAUSD email address, today's date, and your first name without the angle brackets.
  - b. The first 4 lines starting with *To:* must line up. Use tabs to accomplish this.
6. Carefully proofread the document for errors and fix any that you find. Make sure it matches the handout.
7. Resave the document and exit out of Word.
8. Zip up your *first\_last\_word\_4* folder. Turn in your *first\_last\_word\_4.zip* file.