

Intro To Computers Word #7 – Movie Ratings

Objective: Lining up text using tabs not only helps the look of a document, but can also make creating the document easier. Hitting the space bar takes time and text probably won't line up properly. Use the ruler bar to quickly set left, center, or right aligned tabs, or use the tab setting dialog box for more precision.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_7*.
2. Open a NEW document in Word. The font should be **12 point Times New Roman**.
3. 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 #7*. Right aligned in the header should be your FIRST LAST names.
4. Save the document in your *first_last_word_7* folder as *MovieRatings.docx*.
5. Set the page margins (not gutter) to 1" on all sides.
6. Open the paragraph dialog
 - a. Set the line spacing to be *Multiple at 1.15*
 - b. There should be 0 pts before and after each paragraph
7. Set the following tab stops:
 - a. Center aligned tab at 0.625"
 - b. Center aligned tab at 2.75"
 - c. Right aligned tab at 6.0"
8. Starting on the first line of the document, type the text: MOVIE RATINGS BY GROSS WORLDWIDE
 - a. The above text should be center aligned
 - b. The text should be bold
 - c. Hit ENTER 2 times at the end of the line
9. Type the rest of the document passed out to you in class. Separate the text in the columns using the TAB key.

**** Hit the TAB key before *typing* the text in the first column.**

The header row (describing the columns) should be bold and italic.
10. Make sure you have no extra paragraphs after the last row. (Turn on paragraph markers (¶) to see this.)
11. Select all the text in the document and center it **vertically** on the page.
12. Carefully proofread the document for spelling errors.
13. Resave the document and exit out of Word.

14. Zip up your *first_last_word_7* folder. Turn in your *first_last_word_7.zip* file.