

INF117 and INF233
Introduction to Computers
Class Work – 2

Formatting:

- a. Open the partially completed document **CW 2 Practice 1**.
- b. Follow the instructions within the document in a variety of ways—by clicking the appropriate button on the Formatting toolbar, by pulling down the Format menu and executing the indicated command, or by using a keyboard shortcut.

Moving text, displaying in columns, inserting the Date and Time:

- a. Open the document **CW 2 Practice 2**.
- b. Type your name and your instructor's name on the first two lines. Move these two lines after the last paragraph.
- c. Select the second paragraph and by using the Format – Columns command to display the paragraph in two columns with a line between.

Using Format Painter:

- a. Open the document in **CW 2 Practice 3**. Format the various tips in the document in an attractive fashion (for example use Red as font color, 16 for font size). You are to apply uniform formatting throughout the document. Use one set of specifications for the heading of each tip (e.g., Arial 10-point bold, red). Use the Format Painter to copy formatting within the document.
- b. Insert your name and the Date at the heading of the document.
- c. Insert Page Numbers at the footer of the document.