

# INF117 and INF233 Introduction to Computers

## Class Work – 3

### Enhancing a document:

1. Open a new Word document
2. Type the following text:

New Years Costume Party  
December 31 2011  
17:00 – 21:00  
Student Cafeteria  
Lots of fun!!  
Food and soft drinks provided  
Bring a bottle

3. Change the sizes and fonts of the text, change the alignment of the text to make the best available space on the page (Page Setup: Landscape)
4. Put a border around the last line
5. Add a border around the whole page
6. Insert a picture to make the document more attractive
7. Save the document with the name: **Party Invitation** and close.

### Bulleted List:

1. Open a new Word document.
2. Type in the following text for a poster:

Pet Talent Contest

Saturday 11th May 3pm start  
at  
Pampered Pets

Can your pet sing?  
Can your pet dance?  
Can your pet tell jokes or do tricks?

Bring them along! Winners and consolation prizes

3. Just leave it as plain text until you have typed it all in.  
Using the formatting tools and the menu, change the poster so that it looks something like this:



4. Save the file with the name: **Pet Talent Contest Poster** and close.

### **Bullets and numbering:**

1. Open a new Word document
2. Type the following list as shown:

#### SHOPPING LIST:

Groceries:

Milk

Whole Milk

Diet Milk

Chocolate Milk

Bread

Salt

Soft drinks

Fruit:

Apples

Bananas

Oranges

Health and beauty:

Shampoo

Bath salts

Hand cream.

3. Change the line spacing to 1.5 lines
4. Change the list to a numbered list (outline numbered) as follows:

#### **SHOPPING LIST:**

A - Groceries:

1) Milk

I Whole Milk

II Diet Milk

III Chocolate Milk

2) Bread

3) Salt

B - Soft drinks

1) Fruit:

2) Apples

3) Bananas

4) Oranges

C - Health and beauty:

1) Shampoo

2) Bath salts

3) Hand cream

5. Save the document as **Shopping List** and close