



Exercise 1

- Open a New Word document (Click on **File tab** and select **New**)
- Select **Blank Presentation**
- Return to the **File tab** and choose **Save As**
- Name your document *Pet Talent Contest Poster* so you can find it again
- Once it is saved then look on the top of the screen – note the change
- Now you are on the **Home tab**
- Look for the group called “paragraph” and check line spacing 
- On the first line put in *Pet Talent Contest*
- Push “enter” two times so you have a new line
 - (you should still be on the **Home tab**)
- Type *Saturday, November 2nd, 3 PM*
- Push “enter” two more times and then type the word *at*
- Push “enter” once and then type *Pampered Pets*
- Push “enter” two more times and then type:
 - *Can your pet sing?*
 - *Can your pet dance?*
 - *Can your pet tell jokes or do tricks?*
 - *Bring them along! Winners and consolation prizes.*
- Now go to the **Insert tab** and find the **Illustrations group** and then click on Clip Art and search for “dogs”
- Click on the image you want and it will now move to your document
- Now return to the **File tab** and “Save As” *Pet Talent Contest Poster*
- Let’s add a border together

Exercise 2 – Try to make a new document but use a **Template** instead of a **Blank Document** (start at the beginning of the steps in Exercise 1)

Exercise 3 – Insert a picture or clip art from the **Insert Tab** and play with the **Formatting** that appears.




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