

Activity 11: TOP 10 BILLBOARD SONGS

New Skills Reinforced:

In this activity, you will practice how to:

1. set tabs in a document.
2. use the show/hide feature when looking at a document and displaying the ruler.
3. set page margins in a document.

Activity Overview:

Lining up text with the use of tabs not only helps in the look of the document, but can also enhance the efficiency of document creation.

Hitting the space bar to line up text takes time and does not ensure that the text will be lined up correctly. Use the ruler bar to quickly set left, center, or right aligned tabs. To set more precise tabs, use the tab setting dialog box.

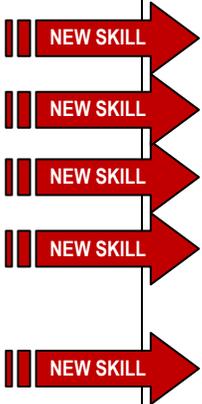
The show/hide feature in Word allows you to see what's going on behind the scenes. Spaces display as.....(periods), tabs as (arrows), → and hard returns as ¶ (paragraph markers). Turning on show/hide can be very helpful when editing a document since it reveals spaces, tabs, and returns. In this activity, you will set tabs for a list of songs.

Instructions:

1. **Open** a NEW blank document in Word.
2. Set the **page margins** to 1" on all sides (Top, Bottom, Left, Right)
3. Turn on the **ruler**.
4. Turn on **Show/Hide** (¶). Home Tab.
5. Turn on your **CAPS Lock**.
6. **Type** the text TOP 10 BILLBOARD SONGS (2013) and press **ENTER** two times.
7. Set the following **tabs**:
 - a. Left aligned tab at .5"
 - b. Center aligned tab at 3.25"
 - c. Right aligned tab at 6.25"
8. **Type the remaining text** as shown in **Figure 11-1 on the next page**.

Separate each column using the **TAB** key as shown in Figure 11-1.

Note: Hit the TAB key before typing the text in the first column.
9. Select the title TOP 10 BILLBOARD SONGS (2013). **Center, 16 point, and bold.**
10. **Underline** and **bold** the headings RANK, SONG, ARTIST.
11. **Vertically center** the text on the page (up and down).
12. Insert a **header**: Name Billboard Date
13. Carefully **proofread** the document for spelling, grammar, and accuracy.
14. **Save** the document as **Billboard** to your sharedrive folder and **Turn into Edmodo** – Be sure to **attach** the file.



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Figure 11-1

TOP 10 BILLBOARD SONGS (November 2013)

| <i>Tab</i> → <u>RANK</u> | <i>Tab</i> → <u>SONG</u> | <i>Tab</i> → <u>ARTIST</u> |
|--------------------------|---------------------------|----------------------------|
| 1 | ROYALS | LORDE |
| 2 | THE MONSTER | EMINEM |
| 3 | WRECKING BALL | MILEY CYRUS |
| 4 | ROAR | KATY PERRY |
| 5 | WAKE ME UP! | AVICII |
| 6 | HOLD ON, WE'RE GOING HOME | DRAKE |
| 7 | COUNTING STARS | ONEREPUBLIC |
| 8 | DOPE | LADY GAGA |
| 9 | DEMONS | IMAGINE DRAGONS |
| 10 | APPLAUSE | LADY GAGA |