

Activity 3: TOP 5

New Skills Reinforced:

In this activity, you will practice how to:

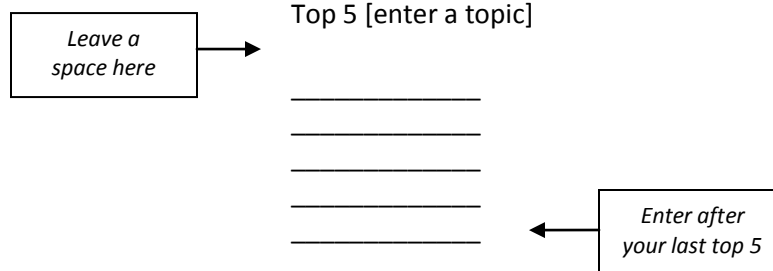
1. create a bulleted list.
2. customize a bulleted list.
3. create a numbered list.
4. increase and decrease indent.
5. set paragraph and line spacing.
6. display show/hide codes.

Activity Overview:

Whether you are creating a to-do list for yourself or typing an outline for a school project, adding bullets or numbering to the list can be helpful. A list is much easier to read if each item is separated by a bullet or a number. Word allows you to easily add customized bullets and numbers so that you can enhance the look of any list in a document. In this activity, you will insert bullets and numbering into a “Top 5 ...” list.

Instructions:

1. **Create** a NEW blank document in Word.
2. Insert a **header**: Name Top 5 Date
3. In body of document, set **spacing after** to **0 pt** and **line spacing** to **single**.
4. Starting on the first line of the document, create a Top 5 list on a topic of your choice. Use the format shown below.

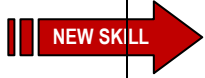


5. **Select** the title **Top 5 [topic]** and format to **Arial, 16 point**, and **bold**.
6. **Select** the **remaining text** and format to **Arial, 12 point**.
7. Turn on the **Show/Hide** codes to view paragraph marks and other hidden formatting symbols in your document.
8. Select all the text and **copy** and **paste it three times** on your page. This will give you a total of four duplicate “Top 5 Vacation Destinations” on your page. See Figure 3-1 as a guide.
9. **Separate each** of the lists with **three blank lines** (ENTER) ¶ as shown in Figure 3-1.
10. Select only the list portion of the **second** “Top 5 [topic]”. Format it as a **numbered list** using the numbering feature. **Decrease Indent**. See Figure 3-1.

Activity 3: TOP 5 Continued



11. Select only the list portion of the **third** “Top 5 [topic]”. Format it as a bulleted list using the bullets feature. Use the **standard bullet style (•)**. **Decrease indent**. See Figure 3-1.



12. Select only the list portion of the **fourth** “Top 5 [topic]”. Format it as a bulleted list using the bullets feature. Use a **bullet style of your choice**. **Decrease indent**. See Figure 3-1.

13. Carefully **proofread** the document for spelling, grammar, and accuracy.

14. **Save** the document as **TOP 5** to your Computer Sharedrive folder.

15. **Turn into Edmodo** – Be sure to **attach** the file.

Figure 4-1

Top 5 Vacation Destinations¶

- ¶ Caribbean¶
- ¶ France¶
- ¶ Rome, Italy¶
- ¶ Hawaii¶
- ¶ Las Vegas, Nevada¶

¶
¶
¶

Top 5 Vacation Destinations¶

- ¶
- 1. Caribbean¶
- 2. France¶
- 3. Rome, Italy¶
- 4. Hawaii ¶
- 5. Las Vegas, Nevada¶

¶
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¶

Top 5 Vacation Destinations¶

- ¶
- Caribbean¶
- France¶
- Rome, Italy¶
- Hawaii ¶
- Las Vegas, Nevada¶

¶
¶
¶

Top 5 Vacation Destinations¶

- ¶
- ☞ Caribbean¶
- ☞ France¶
- ☞ Rome, Italy¶
- ☞ Hawaii ¶
- ☞ Las Vegas, Nevada¶