

Activity 4: SYMBOLS

New Skills Reinforced:

In this activity, you will practice how to:

1. Use common symbols and special characters in a document.

Activity Overview:

A symbol is a character that is not a letter or number. Many symbols cannot be inserted by using the keyboard. Word comes equipped with a wide variety of symbols that can be used to enhance the readability of a document. Common symbols include currencies, arrows, mathematical operators, and bullets. If you are looking for a special character, such as the currency sign for a different country, you can find it in Word's Symbol dialog box. Word can also automatically convert some commonly used symbols as you type them. For instance, numeric fractions such as $\frac{1}{2}$ or $\frac{1}{4}$ appear correctly when typed as 1/2 or 1/4. Even frequently used emoticons like :) will appear as ☺. In this activity, you will use symbols to insert characters that do not appear on the keyboard.

Instructions:

1. Open **SYMBOLS** from the class website.
2. Insert a **header**: Name Symbols Date
3. Select all the text and change the font to **Arial** and the font size to **12** point.
4. Using Figure 4-1 on the next page as a guide **insert** the correct symbols and special characters where shown by the shading. There are a total of 10 symbols to be inserted.
5. **Save** the document as **SYMBOLS** to your Sharedrive.
6. **Turn into Edmodo** – Be sure to **attach** the file.

NEW SKILL

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Figure 4-1

To: ptomembers@fakewebsite.edu

From: <Insert your e-mail address>

Subject: England bargain shopping

Date: <Insert current date>

I just wanted to send a quick note to let you know that, while on a recent vacation to England, my family and I came across a new book called Secret Shopping for the American Tourist (Copyright © 2010, Friends Publications), which included many coupons and ideas on how to travel through England. The book not only explained how to change the American \$ to the English £, but it also listed a fabulous Web site that I wanted to share with all of you (www.notatruesite.com) where you can find many bargains and, best of all, the shipping is free.

By consulting our book, we discovered a huge shopping outlet. The outlet was filled with an ∞ of stores. My son had a great time shopping in the Nike® outlet and my daughter found many great bargains in the GAP® outlet. She found a lot of clothing not available in the states, and we noticed the quality to be ≥ the clothing found at home for 50% of the price.

Although the weather was quite rainy ☔, as it always is in England, we had a wonderful vacation 😊. The biggest disappointment was that when we returned home, only $\frac{3}{4}$ of our luggage came home with us and the other $\frac{1}{4}$ was sent to us the next day.

P.S. If any of you are planning a trip to England and would like to purchase a copy of the book prior to your vacation, you can mail a check in the amount of \$10.95 to:

The England Bookmakers
c/o Old London Square
10 Prince Charles Blvd.
Buckinghamshire, England