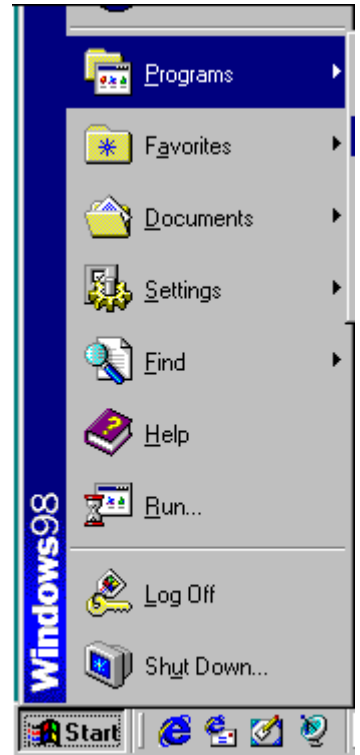


# Computer Technology

Year 4: Lesson 1

## Word Documents

1. Open a new document.
2. Type your name using different fonts, styles and sizes.
3. Print your document.
4. Save your document.



### 1. Open a new document

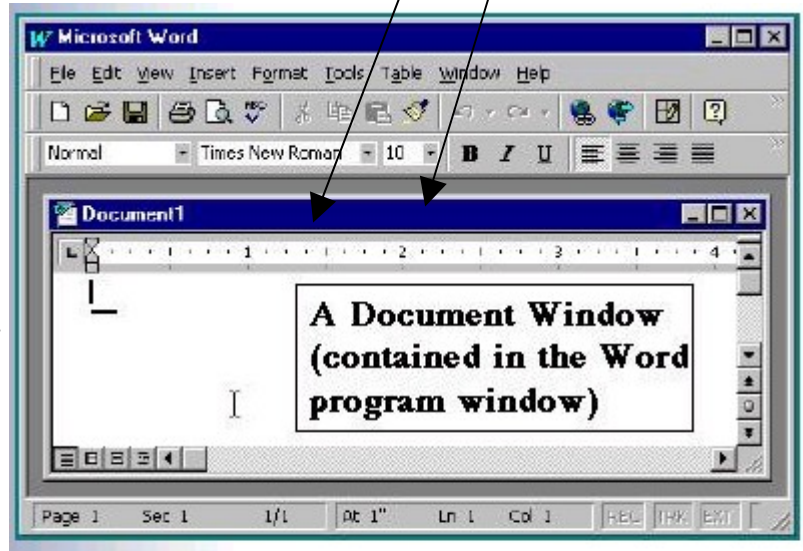
1. Left click on Start
2. Programs
3. Microsoft Word



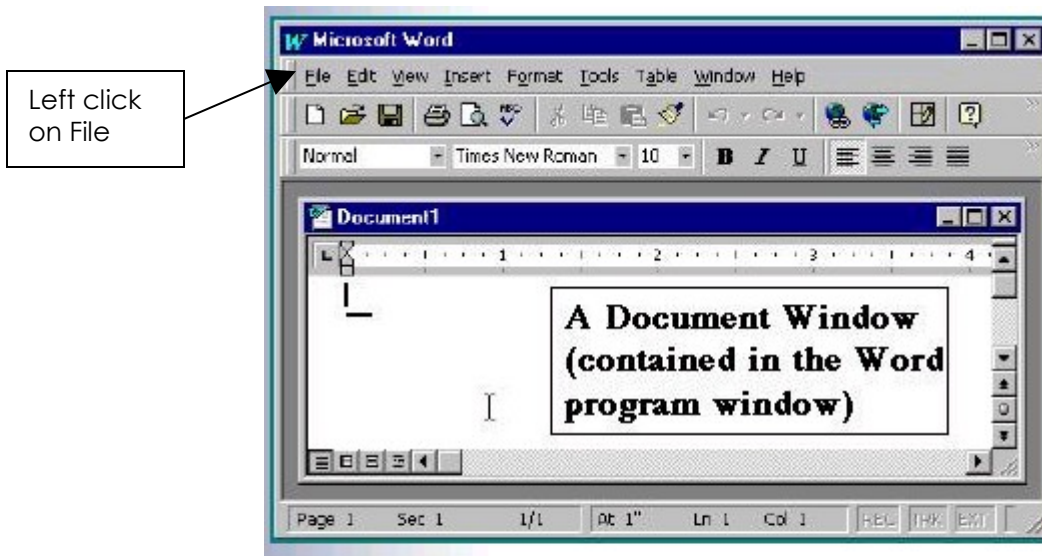
Type your name and surname followed by the font you are using and the font size.

### 2. Type your name using different fonts, styles and sizes.

- a) Type your name and surname followed by the font you are using and the font size.
- b) Type your name and surname again. Mark, then change the size of the font.
- c) Type your name and surname again. Change the font. Type the font you are using and the font size.
- d) Type your name in 5 more different ways. Include some of the following: bold, italics, different fonts, all capital letters.



### 3. Print your document.



Left click on File;                      Print;                      Check Printer;

Click page number;                      OK

### 4. Save your document.

File; Save As: (My Documents) **File Name:** (Your first name .doc)