To: Ted Borys
From: <insert your name here>
Subject: First Microsoft Word 2000 or XP Assignment – 6 Points
Date: February 25, 2003

Please accept this memo, saved with the file name “asg_2.doc”, as a demonstration of my mastering many of the features of Microsoft Word 2000 or XP. For example, the top of this memo illustrates the proper use of left tabs. Also, I explicitly set the justification to “full” at the beginning of this document, just in case the default on my computer is “full”, but the default on the grader’s PC is “left”. Text appearance can be modified, such as:

1. *Italic*,
2. **BOLD**, 
3. *Bold italic*,  
4. Underline, 
5. Double underline,  
6. **Bold underline**, 
7. *Underline italic*, 
8. **Bold underline italic**, 
9. Shadow, 
10. Strikethrough, and  
11. Double strikethrough.

The ability to correctly print the above numbered list is dependent upon the available features of the printer being used. Using speed buttons can achieve the effects for most of the items numbered 1 to 11; the rest require the use of the “Format” command in the menu bar, followed by choosing “Font” in the drop-down list.

Text can be justified in several ways. The default on many machines is “left”. This paragraph is an example of left-justified text. This is determined by observing that the left-side vertical edge of this paragraph is smooth, and the right edge is ragged.

This paragraph demonstrates centered text. Notice that this sample actually takes up more than one line, even though centered text usually appears on just a single line, and is typically used for paragraph, page, or section headings.

This paragraph illustrates the use of right justified text. It looks strange when used with normal paragraphs, but it can be quite useful in headers and footers. It is easy to recognize as the right side, vertical edge of this paragraph is smooth and the left side, vertical edge is ragged.

Word 2000, as with many word processors, has the word wrap feature. Therefore, if you change the margins of this document, or change the tabs or indents of a paragraph, each line will be correctly reformatted. Note that the left and right margins in this document are 1¾ inch in length; and the top and bottom margins are 1 inch. Note that the footer is ½ inch from the bottom of the page, and the main body of text ends one inch above the
footer. You can check this out yourself by clicking on “File” on the menu bar, choosing “Page Setup” from the pull-down menu, and then clicking on the “Margins” tab. This dialog box can be used to format the pages in your document. The “Paper Size” tab is where you can change your physical paper size and page orientation.

Look carefully at the upper right corner of this page. The page number appears there, but not on the first page. Suppressing the page number on only the first page is an option that can be chosen in the “Page Numbers” dialog box. Also, the text at the bottom of this page is an example of a page footer with a “font size” of 10.

This is an example of a double-indented paragraph. This can be determined by observing that both the left and right edges are indented by one tab position. It is usually used when inserting long quotations in a paper. One way to change a paragraph’s indentation is to move the left indent and right indent icons that appear on the ruler bar.

On the other hand, this is an example of a left-indented (or simply, indented) paragraph. Note that only the left margin is indented by one tab stop. As you can see, the right margin is unchanged. Do not confuse indenting with changing the left or right margins. A margin change causes a “section break”, which means that the next piece of text will appear at the top of the next page. The scope of an indentation lasts until the next hard return, which signals the end of the current paragraph. The scope of a margin change is in effect until a subsequent margin change is made.

Remember, never insert a hard return whenever a soft return will suffice, and never use extra spaces to vertically line up text. Font and text changes will inflict havoc on a document that violates either of these two principles.

Depending on the printer driver I am using, my copy of this assignment may have a different number of words on each line. Also, the page break may occur on a different line compared to what you handed out in class on February 11, 2003. This document contains no hard page breaks, nor does it have any spelling errors. If you find either of these mistakes, you may deduct ¼ point from my grade for each infraction. Also, the space bar was never pressed twice in a row when creating this document. Evidently, the typeface you used was Times New Roman; it is proportionately spaced. The point size is 12. Naturally, a less professional appearance can be achieved by using a mono-spaced font, such as Prestige Elite.

Just for the heck of it, here’s an example of the Courier New typeface at 10 point with left justification turned on. As you can easily see for yourself, this is not as visually pleasing as Times New Roman. But, what price nostalgia?

Thank you for this opportunity to showcase my Word 2000 or XP skills.