# Microsoft Word Exercise Three

## Page Settings

### Margins

Using File | Page Setup, change the settings for this document to 1 inch on the top and bottom margin and 1.5 inches on the left and right margins.

### Page Numbering

Add page numbers in the bottom right of both pages of this document. Go to Insert | Page Numbers and select the **Position**: Bottom Of Page and **Alignment**: Right.

### Headers and Footers

Add a header on both pages of this document including your name and the date. Also create a footer with the file name.

### Working with Columns

Alter the following paragraph to be displayed in 3 columns with fully justified alignment so that it resembles a newspaper column.

Bill Gates introduced Microsoft's newest multimedia software in Hollywood, promoting his company's bid to make its technology central to tomorrow's digital home entertainment center. The Microsoft chairman on Wednesday took the wraps off a preliminary version of Windows Media 9, whose technical improvements make online video look more like television and boost audio quality. The launch is the latest salvo in an intensifying battle for control of the market for multimedia players, software that runs and organizes entertainment files on consumer PCs. The upgraded product represents Microsoft's latest attempt to win the support of the entertainment industry and dethrone Seattle-based RealNetworks as the leading provider of media player software. RealNetworks held a slim lead in the market with 30.8 million home users in June, compared with 30.1 million home users of Microsoft players, according to the research firm comScore Media Metrix. The numbers do not include media players embedded in Web browsers. "This is a hugely significant release, but it's not game over yet for anyone," said Michael Gartenberg, research director of Jupiter Research in New York. "RealNetworks is not going home."

### Indents

An indent is the space between the margin and the text. Word offers a handful of ways to change the indentation of paragraphs.

Identify the following 4 items in the diagram below:



A.

B.

C.

D.

### Tab Settings

A tab stop is a point on the ruler around which or against which text is formatted. When you press the Tab key, you advance the text cursor by one tab stop. Tab stops are set at half-inch intervals on the ruler, but you can change that if you want to. Clicking on the box at the far left of the window will change the type of tab stop desired. By default, the tabs are left aligned, but they may also be right-aligned and centered. Simply click in the ruler to add your tab stop. Use the tab stops to align the following columns of text:

**Left Aligned Centered Right Aligned**

Dave 55 Main St. 905-555-1234

Steve 6 Maple St. 905-555-9876

Craig 1537 King St. 416-555-6543

George 100 Wilson Ave. 519-555-4567

## Questions

1. How do you have Word NOT number the first page of a document?
2. How do you remove a tab stop from the ruler?