

Microsoft Word – Directions to Oceans template

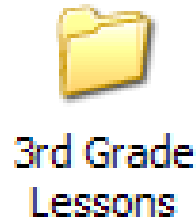
- Click into My Computer



- Click into Technology Lessons



- Click into Grade 3



- Click into Oceans.doc



(Note: Do not open ~\$Oceans.doc)

Microsoft Word – Oceans 1 of 8

1) Highlight title

Oceans – Alive and In Movement

2) In the Font box change the font name from Times New Roman to Trebuchet MS

14

5)

3) Select Bold

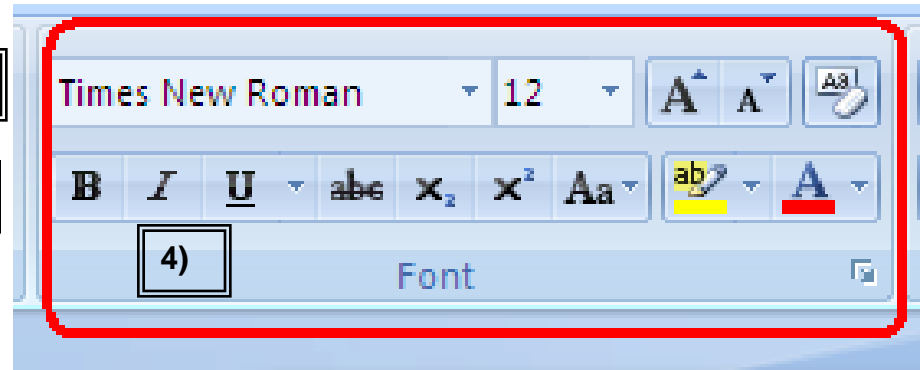
2)

3)

4) Select Italic

5) Change Size to 14

6) Change Font Color to Blue



Microsoft Word – Oceans 1 of 8

- 1) Click at the end of the title and press enter

Oceans – Alive and In Movement



- 2) Type your own name

My Name

- 3) Save file to your F folder on the network

Microsoft Word – Oceans 2 of 8

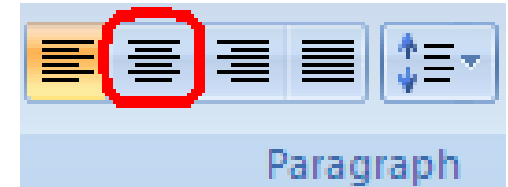
- 1) Highlight title and your name.

1)

Oceans - Alive and in Movement
My Name

- 2) In the Paragraph box, click on the “Center” icon)

2)



- 3) Click before the word Arctic and press the Tab key to indent.

3)

4)

→ Arctic
Atlantic
Indian
Pacific



- 4) Continue to indent the other 3 oceans.

Microsoft Word – Directions to Oceans file already started

- Click into My Computer



- Click into your folder on the F drive



CCuratel on 'cb-res' (F:)

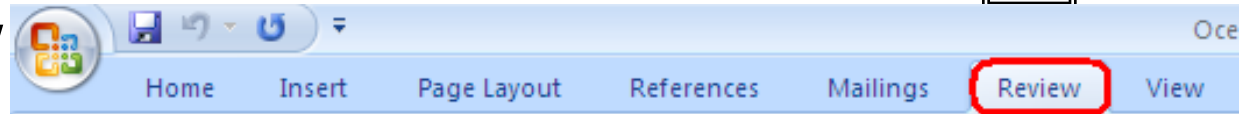
- Click into Oceans.doc



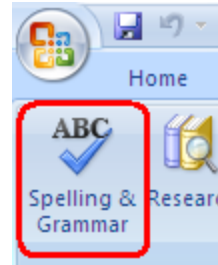
Microsoft Word – Oceans 3 of 8

1)

1) Click into Review



2) Click into Spelling and Grammar

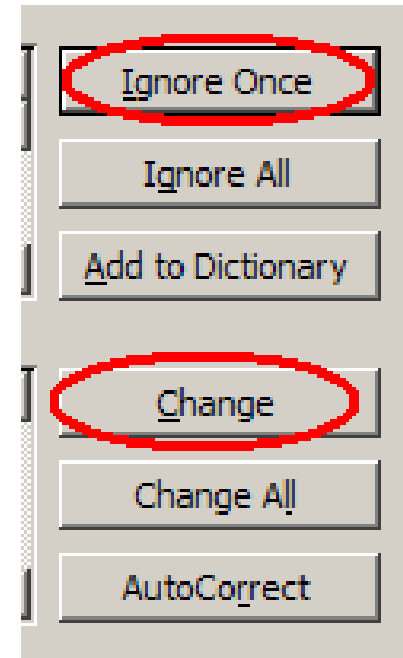


3) Find the correct spelling of “beach” and click on it. Then click on Change.

3), 4) & 5)

4) Correct “shimp” to “shrimp”.

5) Select Ignore Once if the word is spelled correctly.
(Note: Names do not need to be changed.)



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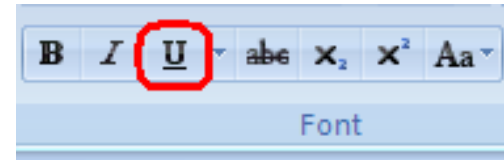
1) Highlight the book title “Oceans”.

1)

Oceans by Holly Cefrey.

2) Click into Underline

2)



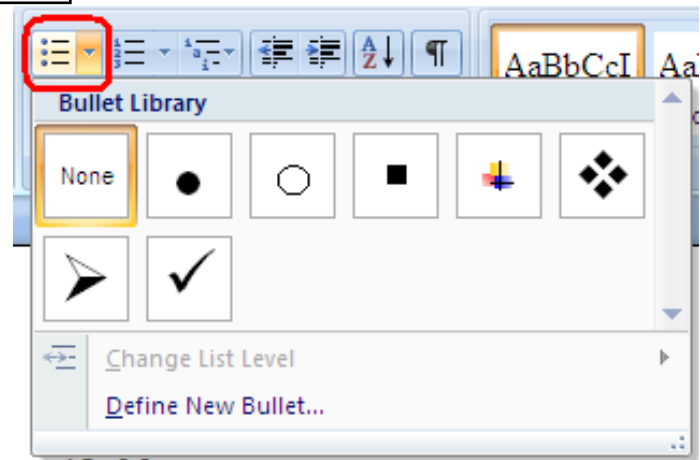
3) Highlight names of oceans

3)

Arctic
Atlantic
Indian
Pacific

4) Click into the arrow next to the bullets icon

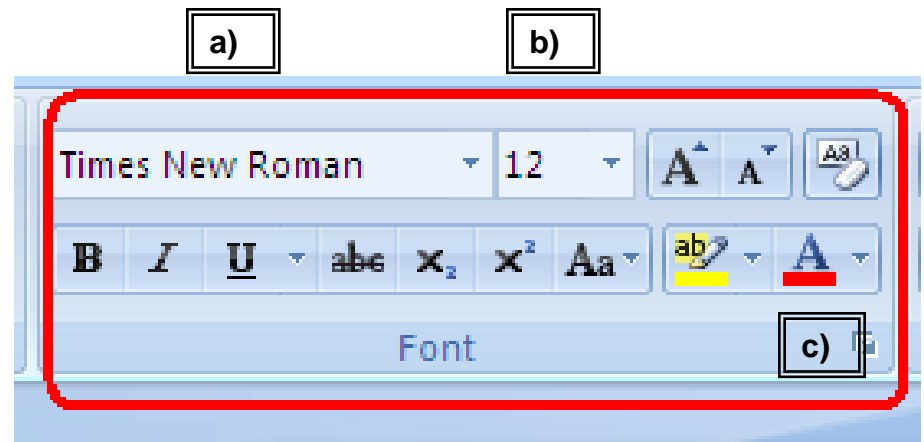
4)



5) Select a bullet choice

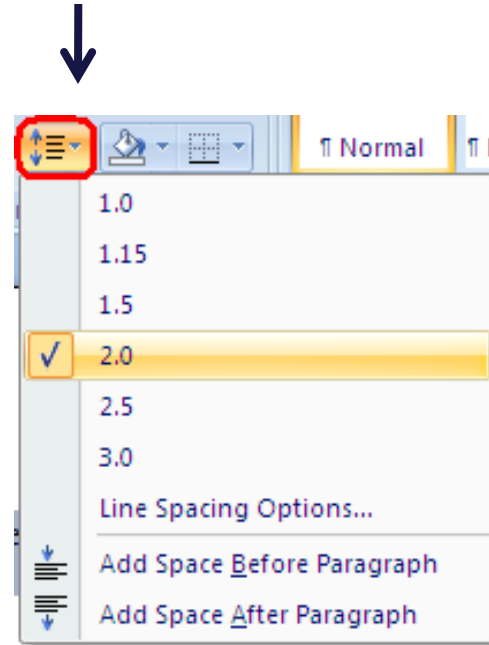
Microsoft Word – Oceans 5 of 8

- 1) Highlight everything but the title and your name
- 2) In the Font box, select the following:
 - a) Font: Arial
 - b) Size: 12
 - c) Font color: Blue-Grey



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- 1) Keep document highlighted.
- 2) Click into arrow next to the Line Spacing icon
- 3) Select 2.0
- 4) Indent the first sentence of the paragraph using the Tab key.



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1. Click into the Office button at the top corner of the document
2. Go down to Print and then select Print Preview.
3. If satisfied with document, click into the Print icon.

