Activity 11: MOVIE RATINGS

Activity Overview:

Lining up text with the use of tabs not only helps in the look of the document, but can also enhance the efficiency of document creation. Hitting the space bar to line up text takes time and does not ensure that the text will be lined up correctly. Use the ruler bar to quickly set left, center, or right aligned tabs. To set more precise tabs, use the tab setting dialog box. Remember that tab sets take effect from that point on in a document. For instance, if tabs are set when your cursor is half way down a page, do not expect to use those same tabs on line one of the document.

The show/hide feature in Word allows you to see what's going on behind the scenes. Spaces display as . (periods), tabs as ➞ (arrows), and hard returns as ¶ (paragraph markers). Turning on show/hide can be very helpful when editing a document since it reveals spaces, tabs, and returns.

Instructions:

1. **Open** a NEW blank document in Word.

NEW SKILL 2. Set the **page margins** to 1" on all sides (Top, Bottom, Left, Right)

NEW SKILL 3. Turn on the **ruler**.

NEW SKILL 4. Turn on **Show/Hide** (¶). Home Tab, Paragraph Group.

5. Turn on your **CAPS Lock**.

6. **Type** the text MOVIE RATINGS BY GROSS WORLDWIDE and press **ENTER** two times.

NEW SKILL 7. Set the following **tabs**:

   a. Left aligned tab at .75"

   b. Center aligned tab at 2.88"

   c. Right aligned tab at 5.75"

8. **Type** the remaining text as shown in **Figure 11-1** on the next page.

   Separate each column using the **TAB key** as shown in Figure 11-1.
   Note: Hit the TAB key before typing the text in the first column.

9. **Select** MOVIE RATINGS BY GROSS WORLDWIDE. Format to **Center, 16** point, and **bold.**

10. **Underline** and **bold** the column headings "RANK," "MOVIE NAME," and "GROSS DOLLARS."

11. **Vertically center** the text on the page.

12. Insert a **header**:   Name   Movie Ratings   Date

13. Carefully **proofread** the document for spelling, grammar, and accuracy.

14. **Save** the document as **MOVIE RATINGS** to your Computer 6 folder and **print**.

Activity 11: MOVIE RATINGS Continued

Figure 11-1

MOVIE RATINGS BY GROSS WORLDWIDE

TAB → RANK	TAB → MOVIE NAME	TAB → GROSS DOLLARS
1	TOY STORY 3	$1,063,084,173
2	ALICE IN WONDERLAND (2010)	$1,024,299,722
3	INCEPTION	$823,368,082
4	SHREK FOREVER AFTER	$737,433,086
5	HARRY POTTER AND THE DEATHLY HALLOWS: PART 1	$716,636,701
6	THE TWILIGHT SAGA: ECLIPSE	$692,921,112
7	IRON MAN 2	$621,751,988
8	DESPICABLE ME	$534,687,065
9	CLASH OF THE TITANS	$493,214,993
10	HOW TO TRAIN YOUR DRAGON	$493,202,818