

ACTIVITY 10: TV SHOW RATINGS

New Skills Reinforced:

In this activity, you will practice how to:

1. set tabs in a document.
2. use the show/hide feature when looking at a document.
3. set page margins in a document.

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 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.

In this activity, you will set tabs for a list of ratings of popular TV shows.

Instructions:

1. Open a NEW document in Word.

Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.

NEW SKILL

3. Set the page margins to 1" on all sides.

NEW SKILL

4. Turn on Show/Hide (¶) on your standard toolbar.

NEW SKILL

5. Set the following tabs:

- a. Left aligned tab at .75"
- b. Center aligned tab at 3.25"
- c. Right aligned tab at 5.75"

To set tabs, double click on the top ruler to open up the "Tab Dialog" box. Type in the desired tab measurements, chose alignment, then hit set.

6. Starting on the first line of the document, type the text as shown in **Figure 10-1**. Center align and bold the title, then hit ENTER two times. Separate each column using the TAB key.

Note: Hit the TAB key before typing the text in the first column.

7. Select all text in the document and center it vertically on the page.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Save the document as | First & Last Name, RATINGS

10. | Email file to your instructor. Subject line should be the same as your document name.

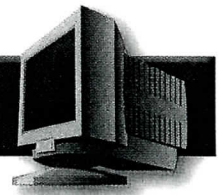


Figure 10-1

TV SHOW RATINGS					
<u>Tab</u> →	Lost	<u>Tab</u> →	ABC	<u>Tab</u> →	TV-MA
	Sesame Street		PBS		TV-Y
	24		Fox		TV-MA
	CSI		CBS		TV-PG
	The Daily Show		Comedy Central		TV-PG
	The Real World		MTV		TV-PG
	American Idol		Fox		TV-G
	The Simpsons		Fox		TV-PG
	The Tonight Show		NBC		TV-14