

ACTIVITY 6: SYMBOLS

New Skills Reinforced:

In this activity, you will practice how to:

1. insert commonly used symbols and special characters in a document.

Activity Overview:

A symbol is a character that is not a letter or number. Many symbols cannot be inserted by using the keyboard. Word comes equipped with a wide variety of symbols that can be used to enhance the readability of a document. Common symbols include currencies, arrows, mathematical operators, and bullets. If you are looking for a special character such as the currency sign for a different country, you can find it in Word's Symbol dialog box. Word can also automatically convert some commonly used symbols as you type them. For instance, numeric fractions such as $\frac{1}{2}$ or $\frac{1}{4}$ appear correctly when typed as 1/2 or 1/4. Even frequently used emoticons like :) will appear as ☺. In this activity, you will use symbols to insert characters that do not appear on the keyboard.

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.
3. Starting on the first line of the document, type the e-mail text exactly as shown in **Figure 6-1**.
Insert the correct symbols and special characters where shown in the e-mail.
4. Select all the text and change the font to Verdana or Arial, the font size to 12 point.
5. Carefully proofread the document for spelling, grammar, and accuracy.
6. Save the document as First & Last Name, Symbol
7. Email file to your instructor. Subject line should be the same as your document name.

NEW SKILL

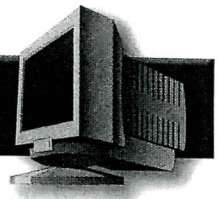


Figure 6-1

To: ^{Tab} → mcrabtree@notanactualwebsite.edu
From: <Insert your e-mail address>
Subject: Catching up
Date: <Insert current date>

Hello Ms. Crabtree,

I just wanted to send a quick e-mail to let you know what I've been up to this school year. I am currently completing a student exchange program in England made possible by Rotary International®. The Rotary Youth Exchange® program offers student exchanges for high school students worldwide. As much as this has been a culture shock to me, I still feel at home here. The experience is more than exchanging \$100 for £54. This trip has reminded me where more than ½ of my ancestors migrated from. The weather is pretty rainy, just like people think, and I don't think it's gotten any higher than 55° F each day ☺. I'm still a big math buff and have decided that this trip can be summed up in a formula. This experience is \geq the best time I've had in ∞ !

Feel free to send me an e-mail, or better yet, a real letter to:

<Insert your name>
% England Host Family
21 Swallows Barn
Derbyshire, England

P.S. - Can't wait to hear from you ☺.