

Indent & Align

Directions: Follow the steps below to complete your assignment.

1. Start MS Word.
2. Open the document saved as children on your flash drive.
(if you do not have this file on your flash drive, retype it with full heading using text on back of sheet).
3. Insert the date and time in your heading (delete old date) using the insert date tool.
 - a. Use the format: 9/16/2010 10:18:07 AM
 - b. Make sure the “update automatically” box is checked
4. Change the assignment name to the name of today’s handout.
5. Change the name ‘Dennis Nolan’ to the name (first and last) of the person to your left.
6. Change all occurrences of the word ‘seat’ to ‘fruitcake’.
7. Change all occurrences of the word ‘vehicle’ to the word ‘government’.
8. Change all the font size to 16.
9. Underline and bold the assignment name.
10. Replace all the occurrences of the word ‘child’ (only the exact word) with the word ‘moldy’.
11. Replace all the occurrences of the word ‘children’ (only exact word) with the words ‘green beans’.
12. Replace all the occurrences of ‘safety’ with the word ‘apple’.
13. Move the second paragraph down so that it is the last paragraph.
14. Change the font to Comic Sans MS.
15. Justify the first paragraph.
16. Right align the second paragraph.
17. Center the third paragraph.
18. Indent the first paragraph to 3”.
19. Set the line spacing for the first paragraph to 1.5 lines.
20. Indent the right margin of the last paragraph to the 2 inch mark on your ruler.
21. Change the page orientation to landscape.
22. Proof read & spell check your document to fix any spelling errors.
23. Using the **Save As** command, save to your flash drive with the new filename **fruitcake**.
24. **Print** your document to the front printer and hand in.
25. Close MS Word.

Spearheaded by Sen. Dennis Nolan, the bill proposes that children up to age 9 or who weigh up to 80 pounds should be restrained in booster seats.

As the law stands, children up to age 5 or who weigh 40 pounds are required to be in child-safety seats.

The bill draft also addresses the need to have the child safety seat fastened to the vehicle's seat and increases the fine to \$100.

The current law does not require the safety seat be secured to the vehicle and the fine is between \$35 and \$100."