



*Exercise 4A and 4B will be done on the same document*

## **EXERCISE 4A:**

### **BORDERS, NESTED INDENTS, SPACING AND PICTURES**

- In your “Unit 1 - Documents” folder, create a folder called pictures
- Go to the Internet on a site of your choice (images.google.ca, perhaps?)
- Find a nice picture of a bird to save into your new folder:
- Place your cursor over the selected picture and right click on your mouse.
- When a dialogue box open, choose: **Save image as .....**
-  Save it to your BAT30/Unit 1 - Documents/Pictures folder.

- Close all files you have open and Open a New Blank Document.
-  Save as **ex4.docx**
- Title your document:

### **Exercise 4A BORDERS, NESTED INDENTS, SPACING AND PICTURES**

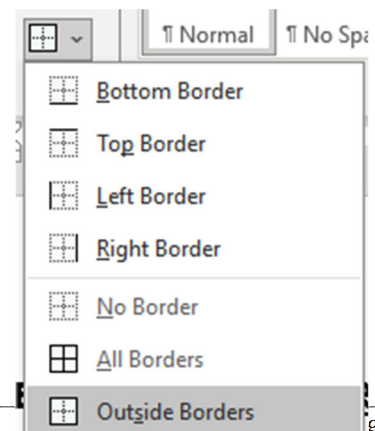
- Press the Enter Key 3 times to create some room for the box you are about to make.

**Note: This is necessary so that you don't get stuck in the border.**

- Type your full name. Press the Enter key.
- Type the name of your previous school. Press the Enter key.
- Type the name of your ideal vacation spot. Press the Enter key.
- Press the Enter key 3 times to create some space below the box.

**Note: Again, this is necessary so that you don't get stuck in the border.**

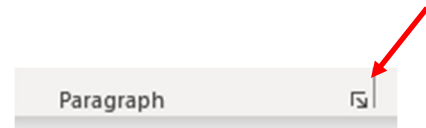
- Highlight all three lines of text (not the blank lines).
- **Important: Keep these highlighted until you are done this example.**
- Click Centre alignment on the toolbar.
- Also on the **Home Tab**, click Borders → Outside Borders



If we want to adjust the sides of our box, instead of using the page margins to adjust your document, you can use “nested indents” to modify only a part of your document.

**Nested Indents** have both a left and right indent.


- From the **Home Tab**, select the Paragraph option
- Under **Indentation**
- For *Left*, type 1. Press the Tab key.
- For *Right*, type 1. Click ok, or press the Enter Key.



**See what happened there?**

- Using the mouse pointer, on the ruler, grab and drag the bottom box of the left indent set at 1" to 1.5".
- Using the mouse pointer, on the ruler, grab and drag the right indent set at 5.5" to 5".

**Note: Changing margins affects the entire document. Changing indents only affects that part of the document.**

- From the File Menu or shortcut,  Save


## **EXERCISE 4B BORDER WITH PICTURES**

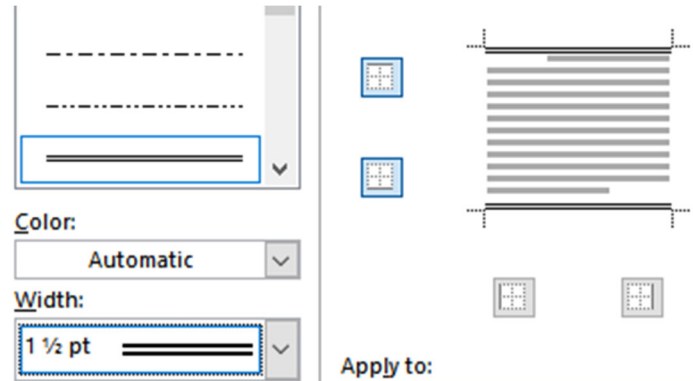
- Click somewhere below your box
- Press Enter 3 times
- Type the title: **Exercise 4B BORDER WITH PICTURES**
- Below type the text: **Borders with Pictures.**
- Centre, bold, and change the text to size 24.
  
- Move the cursor to the left of the text.
- From the **Insert Tab**, select the Picture option.
- Select **Pictures** and **find the picture you downloaded.**
  
- The picture will come in quite large sometimes.
- Right-click on the picture and select **Size and Position**
- Ensure that **Lock Aspect Ratio** is checked so your picture doesn't get distorted when you change size

## Document Assignments

- For Width, type 0.8 (for inches) and click ok.

**Note:** You may have to try manually different sizes until the picture looks right.

- Copy and Paste the picture on the right side of the title. (CTRL-C & CTRL-V)
- Click and drag to highlight both pictures with the text in the middle
- From the **Borders** menu, select **Borders and Shading**
- For Style, choose a double line
- For Width, choose 1½ pt
- Click on the left and right sides of the paragraph to turn off the borders on the sides. You should only have this double-line border on the top and bottom.
- With the text & pictures still highlighted, move the left and right indents (on the ruler, you saw this in 4A) in, so that the border is just aligned with your text. Similar to the example above.
- The border should just be on the top and bottom of your text.
- Compare with the image at the top of this assignment.
-  **Save**



Ideally it looks something like this product (using your picture, rather than the checkmark):

