


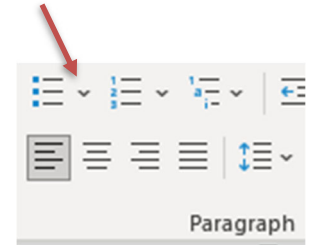
Exercise 5A, 5B, 5C and 5D will be done on the same sheet

EXERCISE 5A BULLETS

- Open a new document and  Save it as **ex5.docx**
- Type the heading: **Exercise 5A BULLETS**

Note: Use bulleted lists to mark lists when the order of items doesn't matter.

- Type the title: Searching for a New Job
- Press the Enter key 1 time .
- From the Home Tab, select the arrow next to the **Bullets** icon
- Select the **Bullets** tab. Select the *check mark*.



Note: The default bullet is the black dot.

- Type the bulleted list below.




-  Save

EXERCISE 5B NUMBERED LISTS

- Press Enter 3 times
- Type **Exercise 5B NUMBERED LISTS**

Note: This is a numbered list. Use numbered lists when the order of items DOES matter.

- Type the **title** “Here is a list of the most popular pets:”
- Press the Enter key 1 time.
- Click numbered list icon to start a new list 
- Enter the following list. Notice that it automatically increases the numbers for you as you press enter to finish each line.

Here is a list of the most popular pets:

1. Dogs
2. Cats
3. Fish
4. Birds
5. Reptiles


-  Save

EXERCISE 5C FIRST LINE INDENT

- Press Enter 3 times
- Type in the title: **Exercise 5C FIRST LINE INDENT**
-  Save

Note: A first line indent has just the first line of each paragraph indented.

- Select **Paragraph Settings**
- Under **Special**, choose “First Line”
- Make sure it says “By: 0.5”

Paragraph 

S pecial:	B y:
First line	0.5"

Notice that the top part of the left indent is now at 0.50”.


- Type the following two paragraphs.

People have different values because every one of us experiences the world in a unique way. Your values might be right for you but completely wrong for someone else. Everyone has different concerns.

By understanding what your own values are and where they come from, you are better able to make decisions that are right for you. You get the most you can from life when you are careful about the choices you make.

-  Save

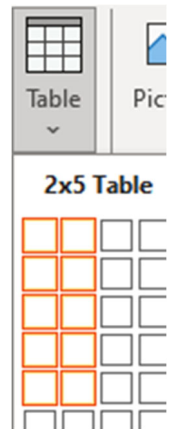
EXERCISE 5D TABLES

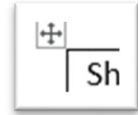
- Press Enter 3 times
- Type **Exercise 5D TABLES**
-  Save
- Click on Table/ Insert Table.
- Choose 2 columns, 5 rows. Click OK
- Type the following. Use the Tab key or an Arrow key to move to the next cell.

Shoe Size	Percentage of Population
6	10%
7	45%
8	25%
9	20%

- Move the mouse pointer to the middle of the two columns (the column border – the line between both columns). Mouse pointer changes to a double-vertical line with arrows pointing left and right. Click and drag the left mouse button and drag the border left to adjust the column width to fit the text.
- Repeat this to resize the right column (drag left the last vertical line).

Note: *This can also be done using the AutoFit option in the Layout tab for an optimal fit.*






- Using the mouse, click the four-way arrow icon to highlight the table
- Select center from the toolbar.
- Go to the **Table Design** tab and choose a style that you like.

○ For example:

Shoe Size	Percentage of Population
6	10%
7	45%
8	25%
9	20%

- Hover the mouse over the top of the “Shoe Size” column and look for the mouse to change to a downward arrow. When it does, click to select the column.
- Do this again for the Population column.

Shoe Size	Percentage of Population
6	10%
7	45%
8	25%
9	20%

- Select center alignment from the toolbar.
- Adjust the margins of your page to make sure all four exercises fit onto one page. If you are unable to do this, make sure that 5D is completely on a second page, rather than partly on the first, and partly on the second.
-  Save.