

# 4

## Step 4 - PC Format

Learning to write in Microsoft Word is like learning to drive in a Ferrari. You have to be very careful which buttons you press, or you can end up in a big mess! Follow these steps, and you can make a document that will be easy to edit later. Watch the video on Writing Step 4.

- ✓ ALWAYS use the toolbar buttons to align the cursor and text.
- ✗ NEVER use the space bar to move the cursor more than a few spaces.
- ✗ NEVER use the return key to make double spacing.

Don't change the margins; standard 3cm is fine.

1. Set the font size.
  2. Put your name and the date in at the left side and place the cursor between them.
  3. Use the TAB KEY to move the date across to the right side.
  4. Use the BACKSPACE and SPACE BAR to ADJUST the date completely to the right.
  5. Put the cursor to the right of the date and press the RETURN KEY. Now put in the title.
  6. Click and hold the mouse button and drag it over everything to select it.
  7. Go to the LINE SPACING BUTTON in the toolbar and choose 2.
  8. Select the title, and use ALIGNMENT BUTTON in the toolbar to move it to the center.
  9. Put the cursor at the end of the title and press RETURN.
  10. Use the LEFT ALIGN BUTTON to move the cursor to the left.
  11. Press the TAB KEY once to make your indent.
  12. Right-click on red or green lines to check spelling and grammar. Change if you NEED to. Be careful, Microsoft Word sometimes suggests things that you may not want.
- Always check carefully and think for yourself.

Justin Time

19 May 2015

### Start Writing in PC Format

Learning to write using Microsoft Word is like learning to drive in a Ferrari. If you press lots of buttons that you don't really understand, you can end up in a big mess that you can't fix. However, if you are careful and start the document in the correct way, it will be easy to edit and save you a lot of time later.