

# COMPUTER LITERACY

## MICROSOFT WORD – EXERCISE 1

Name: \_\_\_\_\_

### Microsoft Word: A Modern “Printing Press”

Microsoft Word is more than simply an improvement on the typewriter – it is document design and creation software. A better comparison would be to the **printing press**. Printing presses used **moveable type** – little blocks of letters and punctuation in different styles and sizes (*see right*) – to lay out a document.



Once everything was set up, the printer would add ink to the type, lay down blank paper, and “press” the paper onto the type, stamping the document onto the paper. This could be repeated for as many copies as needed. Not only was this much faster than hand-copying, it allowed a printer to wait until everything was set up just-right before putting ink on paper. If something wasn’t right, you simply had to move the little blocks of letters around until you were satisfied. Skilled artists could even carve engravings that could be used to print pictures (*like the one to the left*) which could be included along with the text.

All of the handouts that have been given out in class this year were set up and designed by Mr. Peyton using Microsoft Word. In this mini-unit, you will be learning how to go beyond simply typing papers to turn in for a grade. You will learn how to create and improve documents, incorporating your own tastes and style in fonts and layout.

### Exercise 1 – The Ten Commandments

For this exercise, you will be creating a full-page poster displaying the Ten Commandments. Rather than simply typing out a title and list of the commandments, you will need to arrange them so that they “fill the page” (so you don’t have big, unused parts of the page). You will also be searching the internet for images to help your poster really have an impact. When you are done, you will print your poster out and turn it in to Mr. Peyton for a grade.



## Step 1 – The Commandments

The first thing you are going to need to do is type out the Ten Commandments. They can be found in Exodus 20, or you can simply type them out using the ESV translation version below.

And God spoke all these words, saying, I am the Lord your God, who brought you out of the land of Egypt, out of the house of slavery.

1. **You shall have no other gods before me.**
2. **You shall not make for yourself a carved image, or any likeness of anything that is in heaven above, or that is in the earth beneath, or that is in the water under the earth.** You shall not bow down to them or serve them, for I the Lord your God am a jealous God, visiting the iniquity of the fathers on the children to the third and the fourth generation of those who hate me, but showing steadfast love to thousands of those who love me and keep my commandments.
3. **You shall not take the name of the Lord your God in vain,** for the Lord will not hold him guiltless who takes his name in vain.
4. **Remember the Sabbath day, to keep it holy.** Six days you shall labor, and do all your work, but the seventh day is a Sabbath to the Lord your God. On it you shall not do any work, you, or your son, or your daughter, your male servant, or your female servant, or your livestock, or the sojourner who is within your gates. For in six days the Lord made heaven and earth, the sea, and all that is in them, and rested on the seventh day. Therefore the Lord blessed the Sabbath day and made it holy.
5. **Honor your father and your mother,** that your days may be long in the land that the Lord your God is giving you.
6. **You shall not murder.**
7. **You shall not commit adultery.**
8. **You shall not steal.**
9. **You shall not bear false witness against your neighbor.**
10. **You shall not covet** your neighbor's house; you shall not covet your neighbor's wife, or his male servant, or his female servant, or his ox, or his donkey, or anything that is your neighbor's.

## Step 2 – Design and Layout

- *Word* will, by default, start you out with 1-inch margins. Give yourself more room by going to the **PAGE LAYOUT** tab, clicking the drop-down **Margins** button, and selecting **Narrow**.
- Insert a title at the top: *The Ten Commandments*. Select a font that you like, then adjust the size so the whole title fits across the top of the page, centered. It does not have to be in italics or bold, unless you want it to be.
- Space out the commandments. You may include the whole text of each commandment, or just the parts that are **bold**. That is up to you. Make sure the commandments are spaced out evenly, and adjust the font size so that they go all the way to the bottom of the page without going onto another page.

## Step 3 – Adding Images

Medieval monks used to spend hours and hours not only copying scripture, but doing it in a way that was beautiful – spending extra time “illuminating” the beginnings of chapters with artistic letters and images. You will begin each of your commandments with an “illuminated letter.”

- Search Google Images for “illuminated letters” and look at what is available. Most of the commandments start with “Y” (for “You shall...” if you are using a newer translation), or “T” (for “Thou shalt...” if you are using the King James). Choose a style you like and save it to your computer.
- Replace the first letter of each commandment with a picture of the illuminated letter. To do this, backspace the first letter with the cursor, then click on the **INSERT** tab. Click the **Pictures** button, and find the picture file you downloaded.
- You will probably need to adjust the size and position. Right click the picture, select **Wrap Text**, and then **Tight**. Click and drag your picture so the size/position is where you want it.

## Step 4 – Print and Submit

When you are happy with your poster, save the file to your flash drive, print it out, and hand it in to Mr. Peyton.