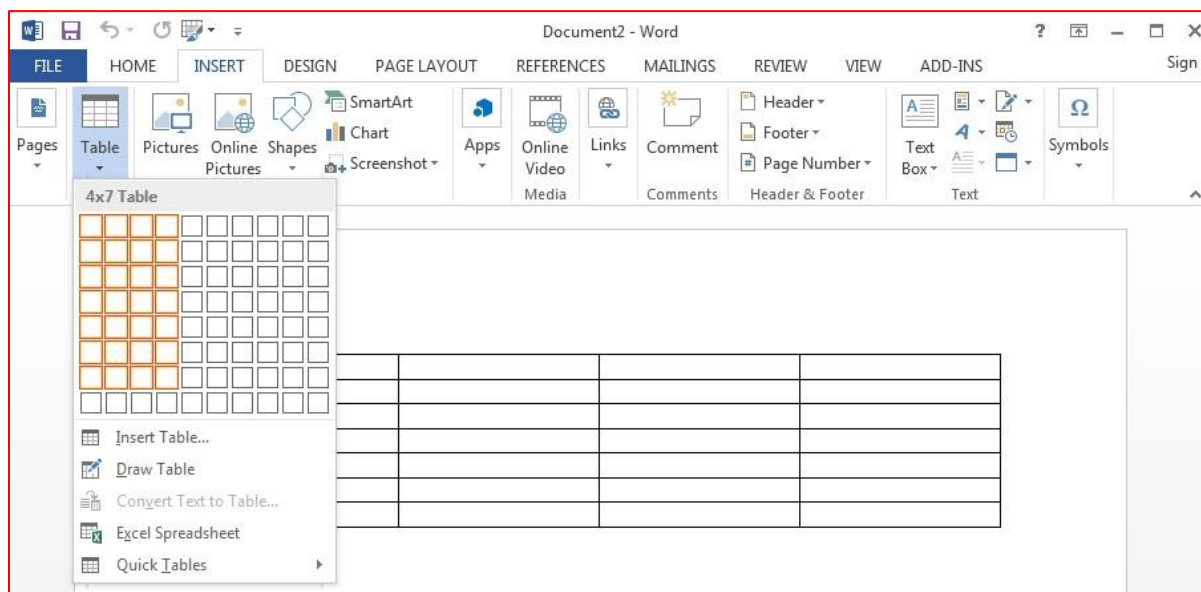


Instruction: working in MS Word

- Open the file they made in lesson 2: your list of relatives and friends, plus the extra information about the friend (named 'friends 2.doc'). Then students follow the next steps.
- Insert a table:** 3 columns and 5 rows. It is important to save your new file with another name, so you will not lose the original file: for example, 'friends 3.doc'

How? Go to 'insert' in the menu, click 'table', and then 'add table' and indicate the number of rows (horizontal bars) and columns (vertical bars). If you have a newer version of Word you can use your mouse to indicate the number of rows and columns by dragging (see example).



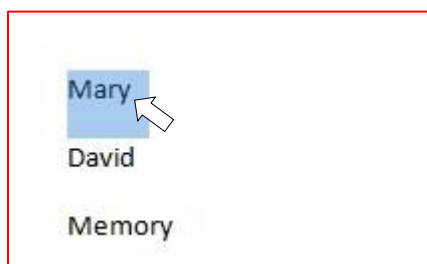
Example table

| My friends/family | More information | Main characteristic |
|-------------------|------------------|---------------------|
| Mary | My best friend | Sense of humour |
| Memory | My niece | Beautiful hair |
| David | Brother | Smart |

- Cut the names**, one by one, and paste them, one by one, in one of the cells in the first column until you have a list of names. Now cut the information for each person in the list and paste it in the second column next to the name to which it belongs.

How?

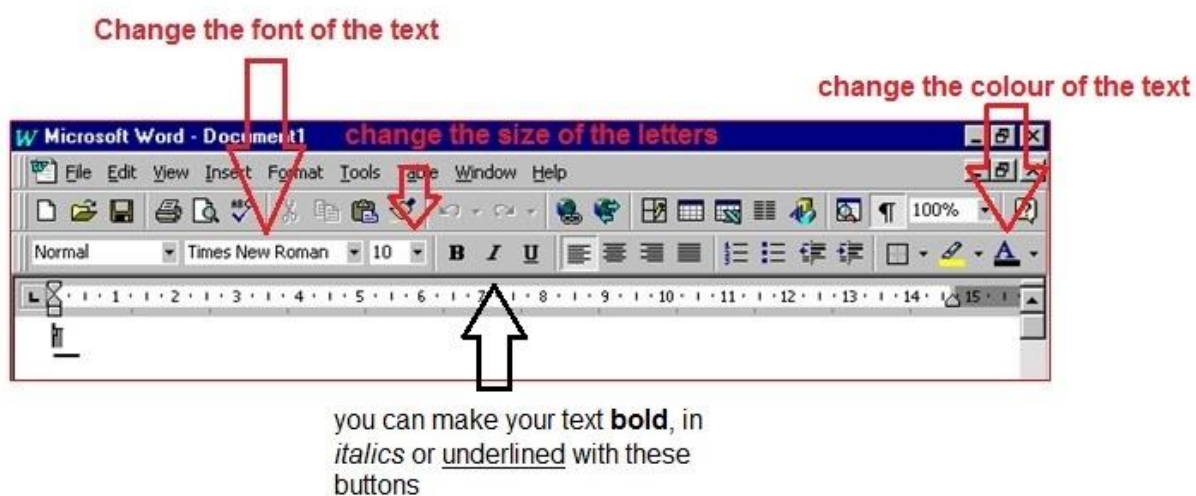
- Select the name by clicking and holding the left button of the mouse, and then dragging till the end of the name. The name will be marked with a colour, in most versions of Word that is blue (see below)



- Then click button 'ctrl' and the 'x-button' at the same time. Now the name has been 'cut'.

- Move your mouse to the cell of the table you want to insert the name, click there (you will see the cursor there) and then press ctrl+ the letter 'v'. The name will now appear again, you have 'pasted' it!
 - Continue for the other names.
- Add more information about these people in the third column: their **main characteristic**, e.g. funny, sad, smart, naughty, etc. Do not forget to save your file!
 - **Experiment with the typefaces and use of colours for the names.** If Mary is a very funny girl, for example, you may use this characteristic of Mary in your choice of font, size and colour. See below for instruction and an example.

Mary



Example table

| My friends/family | More information | Main characteristic |
|-------------------|------------------|---------------------|
| Mary | My best friend | Sense of humour |
| Memory | My niece | Beautiful hair |
| DAVID | Brother | Smart |

Find inspiration in <Examples>

TIP: use the factsheet: keys on the keyboard from lesson 2, if you want to learn how to use the keyboard.