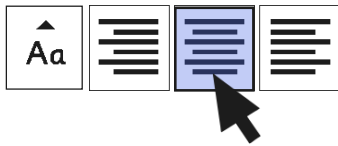


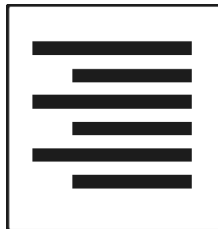


Computing

Word Processing Skills



Align Text



Align Text



Align Text



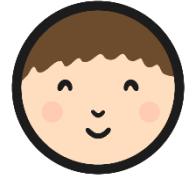
Aim

- I can align text.

Success Criteria

- I can use the menu buttons.
- I can align text left, centre, right or justified.
- I can use the Show all characters button to see where space and return are used.

Can You Centre?



Can you centre your title on the page.

You mustn't use the space bar!

When you've found out how to centre your title carry on with your text.



An Introduction to the Bronze Age

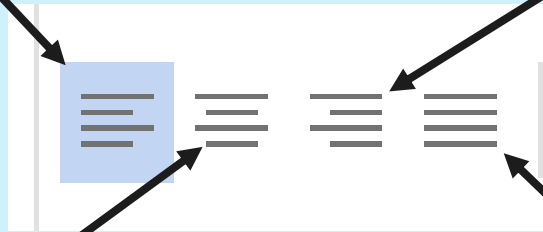
Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

Align Text

You can align text using the alignment buttons:

Text to the left (main body or writing).

Text to the right (address in a letter).



Centre text (for titles).

Justifies (line down the right and left like a book).

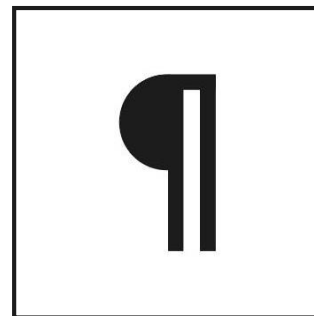
If you used the space bar to centre, you will need to delete the spaces.

Show All Characters

The 'show all characters' button shows all the non-printable characters:

It's especially helpful for seeing where *space* and *return* have been used.

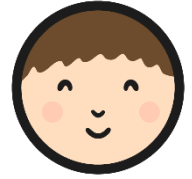
Can you see which symbols are used for space and return?



.....Title

You can see that the title for this text was centred using the space bar because there are lots of dots before the title. Can you also see what has been used at the end of the second line?

Let's Get Aligned!



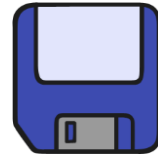
Centre and format your title (removing any spaces first!)

Add a subtitle for the introduction, format using **B** *I* or U

Write the next paragraph including a subtitle.

Save your work.

B *I* U

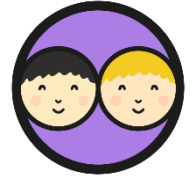


An Introduction to the Bronze Age

Why Bronze?

Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

Are We Aligned?

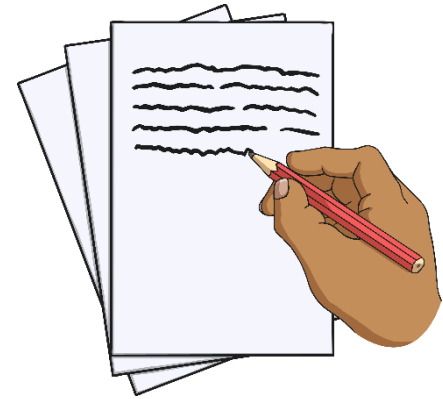


Review your writing with a partner and make improvements.

Look for what is good.

Suggest improvements.

Only the author is to make changes.



An Introduction to the Bronze Age

Why Bronze?

Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

Let's Have a Look



Let's review at some of your work.

Has the text been aligned properly?

Did anyone have to remove lots of spaces? I

What improvements did anyone make?

And for next week...

How would you add some bullet points?



Aim



- I can align text.

Success Criteria

- I can use the menu buttons.
- I can align text left, centre, right or justified.
- I can use the Show all characters button to see where space and return are used.

