

Laboratory Results for Lab One

If you make a mistake, click on **EDIT, UNDO** or **Ctrl Z** (shortcut).

Submitted by: **Your Name**
Your Technology

Submitted to: **Your Instructor's Name**

Format, Paragraph, 1
Alignment: Centered, OK
(For all the lines)
Type **Enter** key three times after each line.

Format, Font,
Font: Times New Roman
Font Style: Bold - Italics
Size: 20
Font Color: Red, OK

Format, Font,
Font: Times New Roman
Font Style: Bold
Size: 16
Color: Blue



Insert, Picture, Clip Art,
Look on right side of screen. Search text: type in **Funnel**. Click on funnel clip art to get onto document. If you do not have this one, find one that is technical and click on it.

To **resize** clipart, Click and Drag on the corners.
To **move** clipart, Click and Drag on center of clipart to move it.

Insert, Date and Time
(Actually do this!)

Your City, Province

Format, Font, 12, Italics, Green

Format, Borders and Shading, Page Borders, Art, Select Stars, Width 30

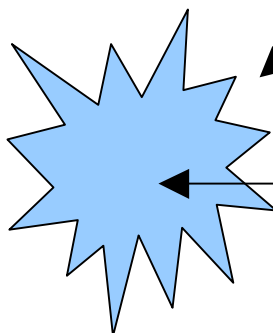
File, Page Setup, Margins:
Top: 1"
Bottom: 1"
Left: 1"
Right: 1"

File, Page Setup, Layout, Vertical Alignment: Center. **Do this last!**

File, Save As, Save In: 3.5 Floppy (A:) File Name: **A1 Lab Results**

File, Print Preview, Look at spacing etc. Click on **Close** button when done.

File, Print, OK



Insert, Picture, AutoShapes, Stars and Banners, Explosion 1, click and drag on screen.

To fill with color, select explosion then: Format, Borders and Shading, Colors and Lines, Fill, Color: Light Blue