

## School Schedule Instructions

- 1) Have students name document where it says untitled document
- 2) Spell check is under tools
- 3) To make a page boarder: Format, Paragraph and Styles, Borders and Shading
- 4) To adjust margins: File, Page setup (also you will find on this dialog box page color Portrait vs landscape.
- 5) You can show ruler under view: View, Show ruler
- 6) Tools, word count, page count...
- 7) For wordArt use : Insert, drawing, Actions, Word art Or use: Font Type, Font size, Font color, Highlight tool (all of these are on the standard tool bar.
- 8) To insert a table: Insert, table. Inserting a table will split the table border in two. This is ok. Stretch out the table to match the page border. Right mouse click on table and select table properties