

Microsoft Word: Editing and Formatting a Document

For this assignment, you will copy text from this document and paste it into a new Microsoft Word document for revision and editing, as directed in the Assignment Instructions below.

Copy the following text into a new Word document (from the title until you reach the **Assignment Instructions**):

The Intellectual and Relational Benefits of Reading to a Child

Reading holds a significant place in the lives of educated adults. Being read to by loving parents early in life, naturally leads to children wanting to learn to read for themselves. It also helps to broaden their vocabulary. While any time spent reading to a child will have some benefit, choosing age appropriate books is key to getting a child interested in taking the first steps that will eventually lead them to become active readers themselves.

Three Types of Books for Young Children

Board Books

4-14 pages

Ages 0-3

Picture Books

12-36 pages

Ages 2-5

Easy Reader Books

12-50 pages

Ages 5-8

Tips for selecting books:

Choose books that have interesting artwork.

Choose books with words that rhyme or have interesting sounds.

Choose books with textured pages or interactive flaps and sliding parts.

When you find an author or illustrator you like, look for more books by the same author or illustrator.

Always follow your child's lead. Although reading the same book 50 times may be monotonous, go with it. At the very least, you're making memories!

The earliest bonds children form are with their parents. Children naturally crave their parents' focused attention. It follows, therefore, that if parents invest time reading to and with their children, their children will begin to associate the act of reading with the good feelings they experience from spending

time with mommy and daddy. This positive attitude toward reading will encourage its development into a lifelong habit.

Reading for its own sake provides children with untold hours of entertainment. But, it also helps them in virtually every other area of their educational development. Nearly all subjects in school require that a child be able to read in order to learn. Reading introduces children to proper grammar and spelling, which is critical to the development of solid writing skills. Good writers are always good readers! Reading also develops a child's imagination and creativity, which helps with writing, art, music, and any number of other creative subjects.

With all of these many short and long-term benefits, there is really no way to fully calculate the return on investment that comes from reading to a child. While the educational and developmental benefits are numerous, the real value is to be found in the strong relationships that result simply from parents spending substantial amounts of quality time interacting with their children.

Assignment Instructions:

1. Copy and paste the text provided above into a blank Microsoft Word document.
2. Make the following changes to the title "The Intellectual and Relational Benefits of Reading to a Child."
 - a. Make the font bold
 - b. Center the text horizontally
 - c. Change the font to "Arial"
 - d. Set the font size to 14 point
 - e. Change the font color to a color of your choice
3. Change the line spacing to 1.5 lines for the entire document.
4. Change the margins to "Moderate."
5. Use Find and Replace to replace all instances of ". " [a period followed by two spaces] with "." [a period followed by one space], which is correct for electronic documents.
6. Insert a 3 x 4 table below the first paragraph.
7. Text for the table is shown in red (carefully cut and paste into the table)
 - a. Merge and Center the top row of the table
 - b. Title for top row is: "Three Types of Books for Young Children."
 - c. Bold the title
 - d. Carefully cut and paste the rest of the table content into the table in appropriate columns
 - e. Change the font color to black (entire table)

- f. Bold the column headings “Board Books, Picture Books, and Easy Reader Books”
 - g. Center all of the text in the table, including the title and each column.
 - h. Apply an appropriate table style (coordinate with the font color in the page title)
8. Bold the text reading “Tips for selecting books.” Change font color to black.
9. Make a bulleted list from the five lines shown in blue under “Tips for selecting books.” Change the font color to black.
10. Indent the first line of all four paragraphs to 0.5" using the Special First Line Indent.
11. Insert a Header with the class name (Computer Essentials) at the left margin.
12. Insert a Page Number at the bottom center.
13. In the Header design tools, check the box in front of “Different first page”
14. Insert a Cover Page of your choosing with the information below as the design:
 - a. For the Title type “The Intellectual and Relational Benefits of Reading to a Child.”
 - b. Delete the Subtitle, Abstract, and Author
 - c. Select today’s date
15. Perform a Spelling and Grammar Check: make sure all spelling and grammar errors are corrected.
16. Save your completed Word document as your last name in all lowercase letters. (For example, Janet Learner would save her file as “learner.docx”) Attach your completed file to the appropriate spot in MyHills and **submit by the due date provided in the Course Schedule.**