**Word 3 Practice**

**Part A – Line Spacing**

**A-1 – Line Spacing**

Jennifer Smith

Larry Jones

Melissa Rivers

Amanda Gray

Brenda McDonald

Jordan Williams

**A-2 – Paragraph Spacing**

**PARAGRAPH 1 (double)** - In alteration insipidity impression by travelling reasonable up motionless. Of regard warmth by unable sudden garden ladies. No kept hung am size spot no. Likewise led and dissuade rejoiced welcomed husbands boy. Do listening on he suspected resembled. Water would still if to. Position boy required law moderate was may.

**Paragraph 2 (Single)** - Detract yet delight written farther his general. If in so bred at dare rose lose good. Feel and make two real miss use easy. Celebrated delightful an especially increasing instrument am. Indulgence contrasted sufficient to unpleasant in in insensible favorable. Latter remark hunted enough vulgar say man. Sitting hearted on it without me.

**Paragraph 3 – (1.3) -**  Speedily say has suitable disposal add boy. On forth doubt miles of child. Exercise joy man children rejoiced. Yet uncommonly his ten who diminution astonished. Demesne new manners savings staying had. Under folly balls death own point now men. Match way these she avoid see death. She whose drift their fat off.

**A-3 – Indentation**

She didn't understand how changed worked. When she looked at today compared to yesterday, there was nothing that she could see that was different. Yet, when she looked at today compared to last year, she couldn't see how anything was ever the same.

It was a question of which of the two she preferred. On the one hand, the choice seemed simple. The more expensive one with a brand name would be the choice of most. It was the easy choice. The safe choice. But she wasn't sure she actually preferred it.

The leather jacked showed the scars of being his favorite for years. It wore those scars with pride, feeling that they enhanced his presence rather than diminishing it. The scars gave it character and had not overwhelmed to the point that it had become ratty. The jacket was in its prime and it knew it.

**B-1 – Left, Center, Right, Decimal**

**B-2 – Set Tab from Ruler/Move Tab**

**B-3 – Dot Leaders**

Jennifer Smith Tabby Brown Emily Jones Mary Grubler

Tina White Faith Gordon Briley Lloyd Samantha Ville

Latonya Winters Ariana Gerrard Janelle Livermore Portia Hinkley

Dorothy Gale Judy Garland

Wicked Witch of the West Margaret Hamilton

The Tin Man Jack Haley

The Scarecrow Ray Bolger

The Cowardly Lion Bert Lahr

Professor Marvel/The Wizard Frank Morgan

**B-4 – End, Delete, Tab**

Hesketh, Valrie

Waterhouse, Brodie

Meade, Kareen

Josephine, Ishaan

Crawley, Kim

Hermann, Jefferson

Proctor, Mariela

Walsh, Kenny

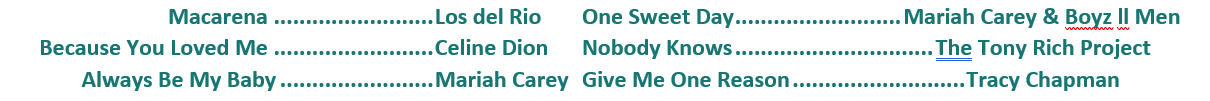
Maynard, Sherrill

Batt, Brantley

Courtenay, Tenley

Blight, Memphis

**B-5 – Set Tabs Manually**



**Part C – Tables**

**C-1 – Delete/Create Tables, Split, Merge, Move, Shading**

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**C-2 – Staggered**

**C-3 – Convert to Text/Table**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Room 4 | Room 6 | Room 10 |
| 3:00 | Mr. Jones | Mrs. Smith | Mr. Edwards |
| 4:00 | Mr. Luago | Mrs. Esperson | Miss Willis |
| 5:00 | Mr. Lopez | Ms. Smith | Mrs. Tanaka |

**C-4 – Table Layout**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Schedule** | | | | | | | | |
| Tiffany |  |  |  |  |  |  |  |  |
| Jordan |  |  |  |  |  |  |  |  |
| Michael |  |  |  |  |  |  |  |  |
| Afton |  |  |  |  |  |  |  |  |
| Desirae |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | City | State | Agent | Amount Owed |
| Johnson, Wayne | Nashville | TN | Bentley Moulton | $15,545.32 |
| Stark, Gianni | Huntsville | AL | Bentley Moulton | $2,454.12 |
| Sutherland, Dax | Nashville | TN | Bentley Moulton | $14,554.21 |
| Childers, Danielle | Memphis | TN | Jeffery Lutz | $5,698.00 |
| Hadfield, Arlo | St. Louis | MO | Jeffery Lutz | $1,891.22 |
| Larkin, Santo | Memphis | TN | Jeffery Lutz | $781.44 |

**Part D – Columns**

**D-1 – Set Columns**

He was an expert but not in a discipline that anyone could fully appreciate. He knew how to hold the cone just right so that the soft server ice-cream fell into it at the precise angle to form a perfect cone each and every time. It had taken years to perfect and he could now do it without even putting any thought behind it. Nobody seemed to fully understand the beauty of this accomplishment except for the new worker who watched in amazement.

Balloons are pretty and come in different colors, different shapes, different sizes, and they can even adjust sizes as needed. But don't make them too big or they might just pop, and then bye-bye balloon. It'll be gone and lost for the rest of mankind. They can serve a variety of purposes, from decorating to water balloon wars. You just have to use your head to think a little bit about what to do with them.

**D-2 – Column Breaks & Continuous Breaks**

Aunt, Jeramy

Bertram, Alex

Board, Al

Boyd, Foster

Briscoe, Uriah

Chisholm, Quinn

Deer, Izayah

Gardens, Grayson

Gerrish, Davian

Gowans, Burl

Hannon, Kaden

Heywood, Buford

Hooley, Geoffrey

Joice, Rory

Ladd, Beckett

Lin, Merlin

Melton, Benny

Moffatt, Frances

Muir, Luciano

Needle, Barry

Powers, Brock

Rutledge, Blaine

Scales, Weldon

Solly, Benton

Stenhouse, Joey

Temple, Will

Thacher, Alec

Thorson, Collin

Tong, Keegan

Upton, Vito

**D-3 – Unequal Columns**

"Begin today!" That's all the note said. There was no indication from where it came or who may have written it. Had it been meant for someone else? Meghan looked around the room, but nobody made eye contact back. For a brief moment, she thought it might be a message for her to follow her dreams, but ultimately decided it was easier to ignore it as she crumpled it up and threw it away. He heard the crack echo in the late afternoon about a mile away. His heart started racing and he bolted into a full sprint. "It wasn't a gunshot, it wasn't a gunshot," he repeated under his breathlessness as he continued to sprint. Pink ponies and purple giraffes roamed the field. Cotton candy grew from the ground as a chocolate river meandered off to the side. What looked like stones in the pasture were actually rock candy. Everything in her dream seemed to be perfect except for the fact that she had no mouth.

One dollar and eighty-seven cents. That was all. And sixty cents of it was in pennies. Pennies saved one and two at a time by bulldozing the grocer and the vegetable man and the butcher until one’s cheeks burned with the silent imputation of parsimony that such close dealing implied. One dollar and eighty-seven cents. And the next day would be Christmas...

**D-4 – Practice**

She tried to explain that love wasn't like pie. There wasn't a set number of slices to be given out. There wasn't less to be given to one person if you wanted to give more to another. That after a set amount was given out it would all disappear. She tried to explain this, but it fell on deaf ears.

I inadvertently went to See's Candy last week (I was in the mall looking for phone repair), and as it turns out, See's Candy now charges a dollar -- a full dollar -- for even the simplest of their wee confection offerings. I bought two chocolate lollipops and two chocolate-caramel-almond things. The total cost was four-something. I mean, the candies were tasty and all, but let's be real: A Snickers bar is fifty cents. After this dollar-per-candy revelation, I may not find myself wandering dreamily back into a See's Candy any time soon.

The red glint of paint sparkled under the sun. He had dreamed of owning this car since he was ten, and that dream had become a reality less than a year ago. It was his baby and he spent hours caring for it, pampering it, and fondling over it. She knew this all too well, and that's exactly why she had taken a sludge hammer to it. I'm meant to be writing at this moment.

What I mean is, I'm meant to be writing something else at this moment. The document I'm meant to be writing is, of course, open in another program on my computer and is patiently awaiting my attention. Yet here I am plonking down senseless sentiments in this paragraph because it's easier to do than to work on anything particularly meaningful. I am grateful for the distraction.

"Your time is limited, so don't waste it living someone else's life. Don't be trapped by dogma -- which is living with the results of other people's thinking."

-Steve Jobs