

Bonus Activities

1. Text

- a. Character versus paragraph formatting – how can you find out how a character or paragraph is formatted? How do these differ?
- b. Aligning text in tables – how many options are there?
- c. Layout of pictures with text – how many options?
- d. Outline numbering – what can you control about the way outline numbering is done?

2. Customizing

- a. Programs – how do you get to the place where you can customize the way a program works?
- b. Start menu – what can you control about your start menu?
- c. Desktop Themes – how many choices are there?
- d. Explorer views for different folders – how many choices are there? Can each folder have a different “view” setting?
- e. Macros – what is a macro?

3. Find

- a. Search for text within a file
- b. Find files created today
- c. Where are icons stored on your computer? (*Hint: use file extension .ico*)
- d. How do you search for all MS Access files?

4. Properties of Images

- a. Digital Photo – can you alter its size? Can you alter the colors? Why or why not?
- b. Clip Art – can you alter its size? Can you alter the colors? Why or why not?
- c. Image pasted from the web – can you alter its size? Can you alter the colors? Why or why not?
- d. Screen Shot – can you alter its size? Can you alter the colors? Why or why not?
- e. Layout – what are the options for laying out text with an image?
- f. Group, Ungroup, Regroup – what does it mean to “group” objects?
- g. Order – why do you care about order of images with text?