

Word-processing task

'Ronaldo fails to make the cut'

In this lesson you will learn:

- That spell-checkers cannot always be relied upon.
- Proof reading is important in creating documents.
- A range of ways of presenting text effectively.



Task One: Making corrections

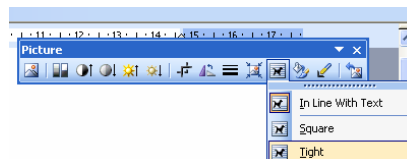
Find and open the file 'Ronaldo fails to make the cut'.

There are 15 mistakes in the document that the spell checker has not found. Everything that the spell checker is highlighting (e.g. names) is actually right.

Find and correct all 15 mistakes.

Task Two: Improving presentation

- Change the heading so that it is a larger font, bold, underlined and centred.
- Format the paragraph style of the main text so that it is line spacing 1.5 and a 6 point gap after paragraphs. To do this in Word highlight the text and then press **Format** then **Paragraph**.
- Change the text so that it is in two columns. To do this highlight the text and then press **Format** then **Columns**.
- Add the FIFA World Cup 2010 logo and a picture of Ronaldo to your work. Change the layout of these to **Tight** and position them in amongst the text.



Finally, add your name in a header by pressing **View** then **Headers and Footers** and print out your completed work.



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