

Microsoft Word Exercise # 1

- Go to a new document in Microsoft Word
- Key in the following paragraph, using home row keys, and relying on “word wrap” to position your words on a new line. Leave all spelling mistakes. Save your document regularly. Name your document **MS Word 1**:

Quite often, people are put in the precarious position where they are faced with a choice that puts them in somewhat of a moral dilemma. The situation goes something like this. They suddenly realize that they can get something that they want by doing something that is ethically and morally questionable. The dilemma for the Christian is even more disturbing. The Christian realizes that he or she can get something desirable, but only by sinning. The sin is not a heavy-hitter, mind you, but one of the “insignificant” sins, that either everyone else seems to be doing, or will never be discovered. For the non-believer, or for the Christian with a seared conscience, the choice is obvious: get what you want. For the believer (especially the believer with a vibrant relationship with Christ), however, thinking about the decision causes spiritual discomfort. Yes, no one will know --- except God. Yes, the sin that must be committed seems insignificant, but all sin is serious in God’s eyes. This often leads to thoughts based on “situation ethics,” a philosophy that says that sin is not always sin – it depends on the situation. Rationalization follows, and all too often the sin is committed, only to result in feelings of guilt by the offender, which leads to a feeble attempt to alleviate the guilt by running from God. What should the sinner do?

- Save your document, and name it MS Word 1
- Give your document a title: **The Temptation Dilemma**. Your title should be formatted in the following way:
 - Centered
 - Bold
 - Font: Verdana
 - Font Size: 20
- Leave a blank line between the title and the body of your document.
- Find the sentence, “get what you want.” Make that sentence bold and italic.
- Use the thesaurus to change the word “precarious” to a suitable replacement word.
- Change to spacing to double space.

- Create paragraphs by using the tab key for the first paragraph, then by pressing the enter key for subsequent paragraphs.
 - 1st paragraph = 1st sentence
 - 2nd paragraph = discovered. For the non-believer, or

Begin 2nd paragraph here

- Create a header, with your name aligned right, font size = 10, font = Times New Roman
- Do a spell check, using F7. Correct any misspelled words.
- Print your document, and hand it in, along with this document.

RUBRIC:

- | | |
|--|----------|
| <input type="checkbox"/> Header is correct <ul style="list-style-type: none"> ○ Aligned right ○ Font size = 10 ○ Font = Verdana | 3 points |
| <input type="checkbox"/> Title is correct <ul style="list-style-type: none"> ○ Centered ○ Bold ○ Font size = 20 ○ Font = Times New Roman | 4 points |
| <input type="checkbox"/> Blank line between title and body of document | 1 point |
| <input type="checkbox"/> Paragraphs are correct | 2 points |
| <input type="checkbox"/> “get what you want” is bold & italic | 2 points |
| <input type="checkbox"/> “precarious” is replaced with a suitable synonym | 1 point |
| <input type="checkbox"/> document is double spaced | 1 point |
| <input type="checkbox"/> document is handed in, along with this document | 1 point |

TOTAL POINTS = 12