

Create an Outline

An outline is a type of enumeration (list). An outline is prepared prior to a speech or report and is very helpful in organizing thoughts.

Directions:

1. *Create a new document.*
2. *Use 1" side/bottom margins. Use 1 ½" top margin.*
3. *Activate the outline feature, if available. If not, use tabs to align text.*
4. *Using a header, right align your name.*
5. *Using a footer, center the page number.*
6. *Save as **Activity D403-05** to your unit 4 folder. Email a copy to your instructor as an attachment.*

Using a Word Processing Program

- I. Getting Started
 - A. Comparing the Keyboard to a Typewriter
 - B. Using the Arrow Keys, Enter Key, Space Bar, Page Down Key, Page Up Key to Move the Cursor on Screen
- II. Creating a Document
 - A. Keying the Document
 - B. Saving Text to a Disk
 1. Indicating the disk drive
 2. Naming a file
- III. Printing a Document
 - A. Printing from the Screen
 - B. Printing from the Disk
- IV. Exiting from the Word Processing Program
 - A. Saving the Document
 - B. Exiting the Program

Word Processing

Use word processing software with alternative input devices.