Assignment 1 Edit My Puppy Story

Read the story *My Puppy*.

Format the **red** words to make them look like their meaning.

Sign In to Google Drive and Open the My Puppy Template

▷ Ask your teacher how to open the *My Puppy* template.
Read the story.

Rename the Story

▷ In the <u>top corner</u> click *my puppy.docx*.

▷ Edit the name to read **my puppy YOUR NAME**. Press ENTER.

SAMPLE

Triple Click to Select the Title

- View page one.
- Place the cursor in the words *My Puppy*.
- Triple click to select all the words.

Format the Font

- Click *Font*. Arial
  Pick a font from the list.

Format the Font Size

- Select the title.
- Click *Font size*. 11
  Pick a font size.

SAMPLE

Format the Text Color

▷ Select the title, Click *Text color*.

▷ Click *Highlight color*.
Pick a color.

Click and Drag to Select Student Name

▷ Place the cursor in front of *Student Name*.

▷ Click and drag to the right to select the words.

Replace Text with Your Name

▷ Type your **name**.

Find More Fonts

▷ Select your name.

▷ Click *Font*. Arial

▷ Click *More fonts...*

▷ Click on a new font you like. Click *OK*.

SAMPLE

Format the Font Size and Color

- ▷ Select your name.
- ▷ Click *Font size*. 11
  Pick a font size.
- ▷ Click *Text color*. A
  Pick a color.

Format the Words on Each Page

For example:

- ▷ Use the scroll bar to view each page in the document.
- ▷ Make the words look great!
  - Format the font. Arial
  - Set the size. 11
  - Change the color. A

Sign Out from Google Drive

SAMPLE