

These are some of the skills that you need to be able to perform in Microsoft Word.

Save this file in your Documents or OneDrive folder.

Change the font

Change the size

Change the colour

Make this bold

Make this underlined

Make this italics

Put this writing in the centre of the page (NOT with the space bar!)

Put this writing on the right side of the page (not with the space bar!)

Take the paragraph below and put a border around it.

Take the paragraph below and SHADE it in (NOT the same as highlighting)

Del Barber is an independent folk, folk rock, Americana, and alt- country singer-songwriter, musician, and record producer. Barber was nominated for a 2011 Juno Award for his Love Songs of the Last Twenty in the category of Roots & Traditional Album of the Year.

Take the paragraph below and put it in a TEXT BOX.

Put a DIFFERENT border around it.

Take the paragraph below and SHADE it in with a DIFFERENT colour

Barber began recording music while attending Covenant Bible College. From there he would start playing shows all across North America. During his one year at North Park University, he would continue to write music.

Add a PAGE BORDER around this page. Use one of the fancy artwork styles.

Draw some shapes below:



Change the border (line) around those shapes

Change the colour that they are FILLED in with

Insert a page break, so that everything below this is on page two. (Do NOT just hit enter a whole bunch of times!)

Take this document and change the layout, so that it is LANDSCAPE (wide and short), not PORTRAIT (tall and narrow)

Change the margins so that they are Narrow

Indent the entire paragraph below (not just the first line!) (without using the space bar!)

Barber was born on October 14, 1983, in Winnipeg, Manitoba, Canada. He cites some of his influences as Townes Van Zandt, Greg Brown, John Prine, Emmylou Harris, Steve Earle, Wilco, Bruce Springsteen, Neil Young, Gram Parsons, Bob Dylan, Lucinda Williams, Loretta Lynn, Mississippi John Hurt, Ramblin' Jack Elliot, Merle Haggard, The Band, and Ryan Adams. Del is also influenced by authors such as Farley Mowat, Wendell Berry, Jack Kerouac, and Kathleen Norris.

Take the paragraph below and insert a HANGING indent (everything will be indented EXCEPT the first line)

After the release of two early albums, Barber went back into the studio to record his eleven track album "Where the City Ends." With many positive reviews of this album, he continued to tour extensively in support of the album. In 2010, Barber released what would be considered his fourth entitled Love Songs for the Last Twenty. Once again, Barber had critical success with the album and continued to tour extensively. In August 2010, Barber was nominated for a Western Canadian Music Award for Roots Solo Album of the Year for Where the City Ends. The album also received a second nomination for Best Album Design of the Year which album designer Brooke Nelson was nominated. In 2011, he was nominated for a Juno Award for Roots & Traditional Album of the Year for "Love Songs of the Last Twenty." On April 11, 2011 Barber appeared as the musical guest and interview on CBC Q with Jian Ghomeshi. The show was taped live as a part of The Winnipeg Comedy Festival. Barber performed "Miles & Years" and "As Far As I Can Tell.

Find the website for the following, and make their names into a hyperlink (so you can click on it and go directly to the website. DO NOT show the address! It should be hidden.:

[St. James Collegiate](#)
[George Waters Middle School](#)
[Mister Robson's site](#)

Take this text, and make it

Word Art



Find a photo of your favourite musician. Place it below. Make sure that you put a hyperlink to the photo's source (where you got it from. If your link says the word GOOGLE in it, it is WRONG)

Take the photo above and change its LAYOUT so that it is TIGHT or SQUARE.

Find another photo (either clip art or from the Internet) and put it on this page. Change the LAYOUT so that it is BEHIND TEXT. Change the colour effect, so it is WASHOUT.

Insert a TABLE below. It should be 4 columns wide, and 4 rows high. The headings for your table

will be:
Age
Favourite Song
Favourite Musician/Band

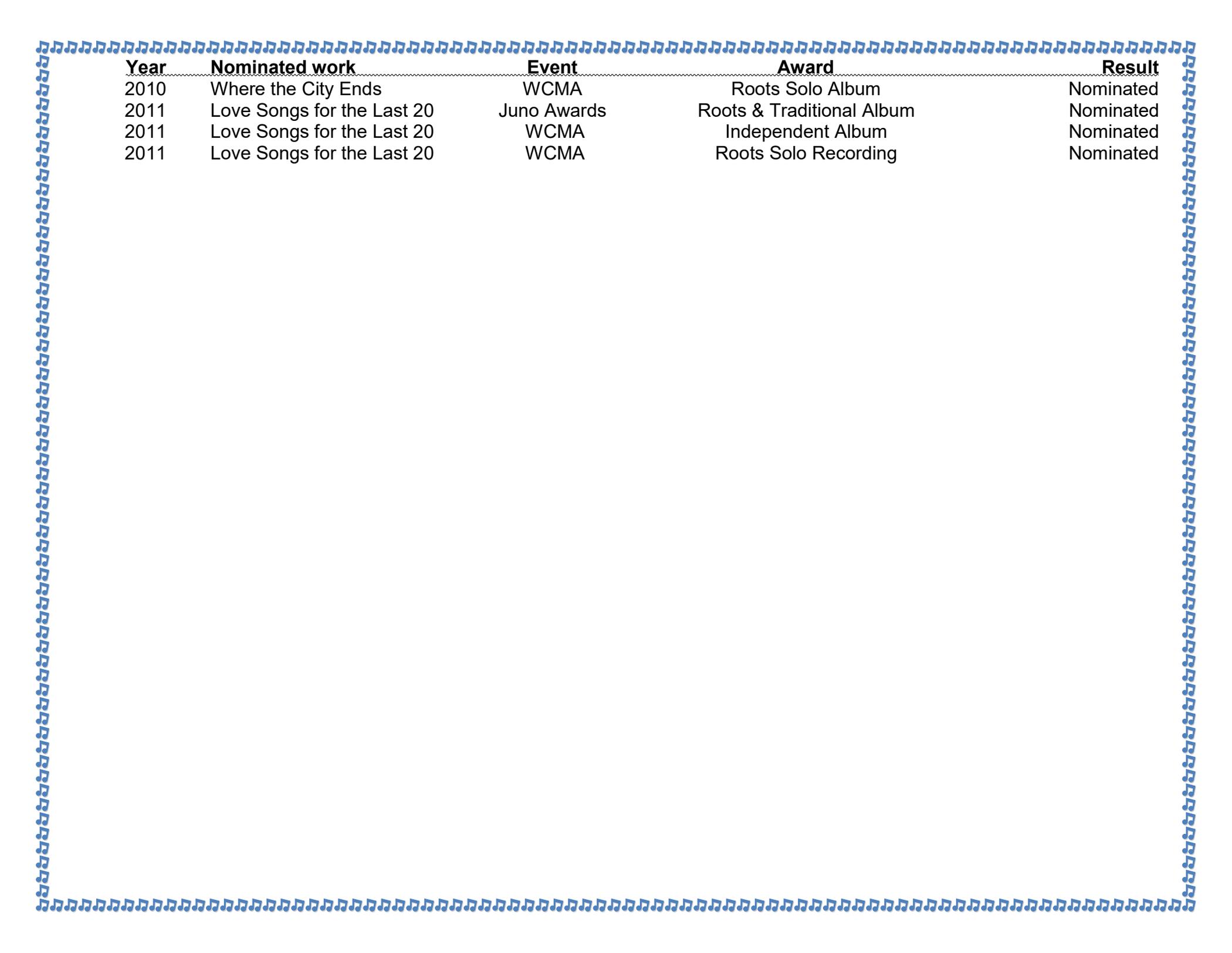
Shade in the headings.
Centre the headings

Name	Age	Favourite Song	Favourite Musician/Band
Jeremy	11	Happy Birthday	Van Halen
Carter	19	Jingle Bells	Fontaines DC
Elysha	22	Twinkle Twinkle	Jim Bryson

Fill out the information in each of the cells with friends, family members, or people you make up.

Below, you will be creating a different kind of table. Instead of lining it up in the boxes, Mr. Robson will show you how to set tabs to make things line up properly.

The first column (Year)	should have a DECIMAL tab
The second column (Nominated Work)	should have a LEFT tab
The third column (Event)	should have a CENTRE tab
The fourth column (Award)	should have a CENTRE tab
The fifth column (Result)	should have a RIGHT tab



Year	Nominated work	Event	Award	Result
2010	Where the City Ends	WCMA	Roots Solo Album	Nominated
2011	Love Songs for the Last 20	Juno Awards	Roots & Traditional Album	Nominated
2011	Love Songs for the Last 20	WCMA	Independent Album	Nominated
2011	Love Songs for the Last 20	WCMA	Roots Solo Recording	Nominated