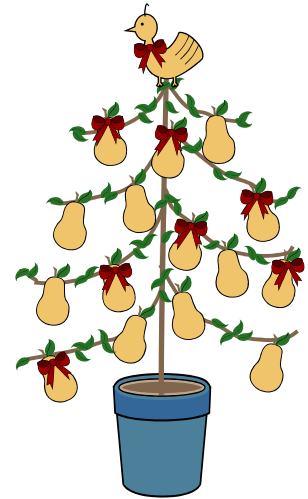




Days of Christmas MS Word Activity

Directions:

1. Open MS Word.
2. Add a page border (Format, Borders & Shading, Page Border, Style—Choose a border and change the color to red or green).
3. Change line spacing to 1.5 (Format, Paragraph, Line Spacing—1.5 lines).
4. Starting with the title, type the text just as it appears below (center title, indent lines as shown).
5. Change text font and text colors (choose Christmas colors).
6. Add clip art (Insert, Picture, Clipart). Be creative!
7. Don't forget to save often while working!



The Twelve Days of Christmas in the Computer Lab

On the 12th day of Christmas, the computer lab was filled with:

12 Drummers downloading documents,
11 Pipers preparing Power Points,
10 Lords lugging laptops,
9 Ladies logging-On,
8 Maids mingling around monitors,
7 Swans scanning spreadsheets,
6 Geese Googling graphics,
5 Golden gigabytes,
4 Browsing birds,
3 Hacking hens,
2 Digital doves,
And a partridge in a password-protected tree.

