التدريب الثانى

PRACTICE TWO

Open the file named **Pract2**

A page describing courses for Microsoft Word 2000 should be visible on your screen.

Highlight the title [**Microsoft Word 2000**].

Change its font to **Arial** - **18pt** - **Bold** - alignment to **Centre**.

Highlight the words [**Beginning course**].

Change that heading to **Arial** - **12pt** - **Bold**.

To quickly apply that formatting to the other headings:

Make sure the heading is still highlighted.

Double-click on the **Format Painter** button.

Now format paint the heading [**Intermediate course**]

Then drag along the [**Advanced course**] heading to format paint that.

Now click on the **Format Painter** button again, to change your mouse pointer back to an arrow.

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Now highlight the THREE course descriptions lines just below the [**Beginning course**] heading. Then use a button to add bullets to the beginning of those items.

Also, change the other course descriptions, below the [**Intermediate**] and [**Advanced**] headings, into a bulleted list.

When you're through, scroll back to the top of the document.

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To automatically replace each occurrence of the word [**course**] with [**Course**]:

Click at the very beginning of the document, (just to the left of the **M** in the word **Microsoft**)

Then click **Edit** from the menu.

Then click **Replace**.

Now type [**course**] in the **Find What**: rectangle.

Press TAB.

Type [**Course**] in the **Replace With:** rectangle.