

Starting a Journal

Creating and Saving a Document

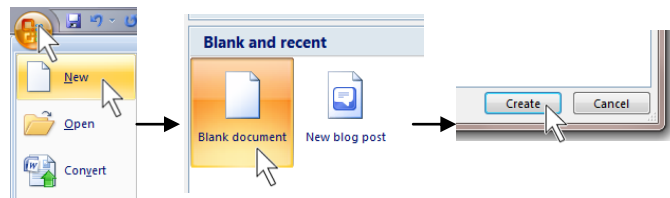
Follow these important word processing rules...

- Follow the directions for the assignment.
- Put **one space** after commas and between words.
- Put **two spaces** after periods and other closing punctuation.
- Do NOT type in all capital letters; Use the SHIFT keys for single capital letters.
- Keep typing! The computer will automatically go to the next line.
- Indent your paragraphs by pressing the Tab key once.
- Use BOTH HANDS when typing.

1. Review the Word Processing Rules at the top of the page.

2. Open a New Blank Document in Microsoft Word.

- Click the Office button,
- Click New,
- Click Blank Document,
- Click Create.

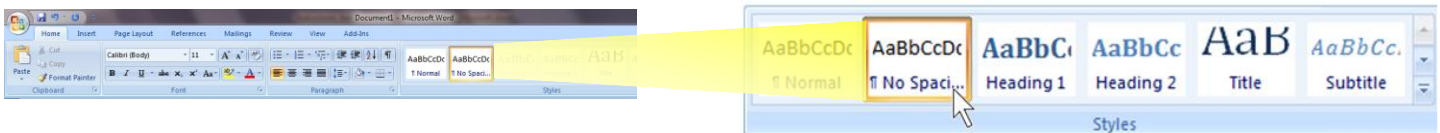


3. Save early, Save often!

- Click the Save button.
- Save to **your** directory and name the file **My Journal**
- Save your file after every 3 or 4 sentences.



4. In the Styles group under the Home tab, choose the No Spacing Style option.



5. Type the following heading...

- *Your name and section* <ENTER> ,
- **My Journal** <ENTER> ,
- *Today's date* <ENTER> ,
- **Me at School** <ENTER 2 times > .

6. For each journal entry, you are to have at least 2 paragraphs, with at least 5 sentences in each paragraph.

7. To start a new journal entry...

- At the end of your last journal entry, press ENTER twice,
- Type today's date,
- Type the name of the new journal entry,
- Press Enter twice,
- Indent the paragraph,
- Start the new journal entry.

Edward Gorey 6K9
My Journal
November 18, 2010
Me at School

I do many things at school. Last year I was in the 5th grade. All my friends is still in class with me. There is a new kid, his name is Binky, who is now in our class. It's not that he came from a different school or anything like that. Binky is repeating the 3rd grade. He told us that he just wasn't "ready" to go to the 4th grade. I think the teacher, Mr. Ratburn, didn't think Binky was ready to go to the 4th grade. But Binky is doing OK this year and I'm sure that he will be coming with us to 4th grade.

There are new subjects that I am learning in the middle school. I now have a computer class and a keyboarding class. I am also going to have art, swimming, family and consumer science, health, and tech ed. I am looking forward to the pep rallies and the party dances, where a DJ comes to play music. I hope their will be fun in the middle school.

December 2, 2010
In the Fall

I live in a house in Newville. We have two trees in our yard that are full of leaves.