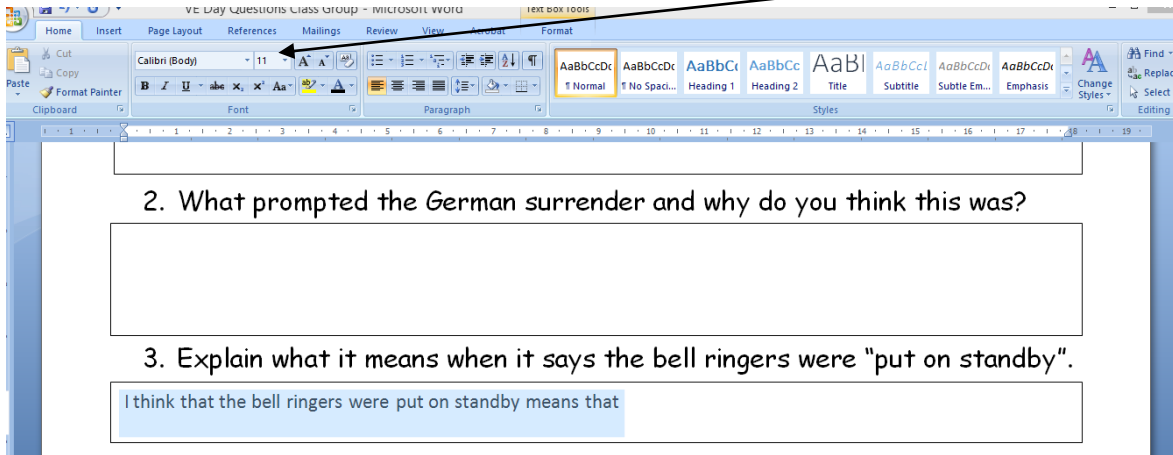


Using Microsoft Word to complete Home Learning

Most of the time, there will be text boxes for you to type answers directly into. Click in the box where you want to put your answer and type away!

If the text box is not big enough, you can make your font smaller. Try to avoid resizing the text boxes as you may hide other questions.

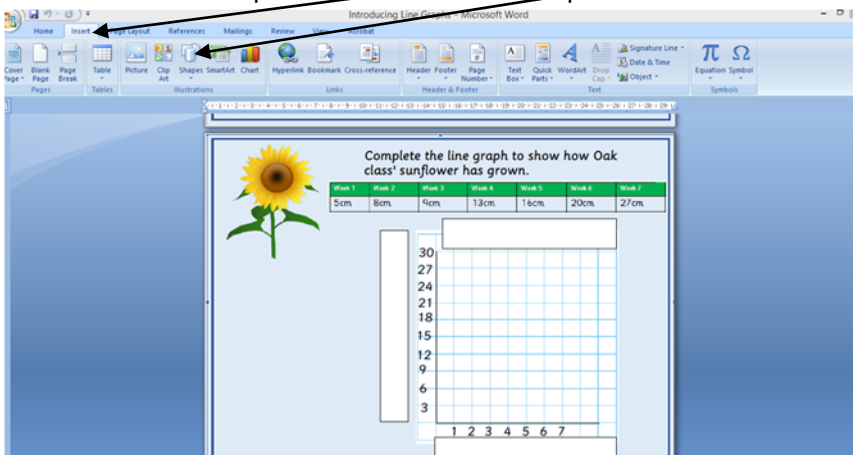
To change the size of your font, highlight the section to be resized and click here.



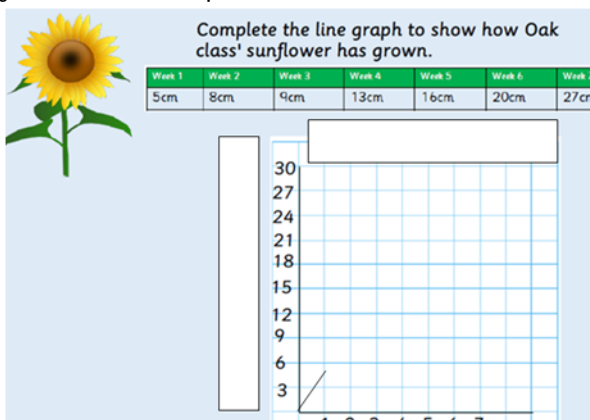
You can also change your font type, underline certain words or make them bold or italic from this tool bar.

Inserting lines or shapes

To insert lines or shapes click insert, choose shapes.



Chose the line or shape you want. Click where you want the line to start and drag your mouse to the place you want it to stop.



Q7. Draw a line to match each word with its synonym.

Word	Synonym
vast	dull
swift	busy
drab	huge
bustling	fast

Highlighting Words

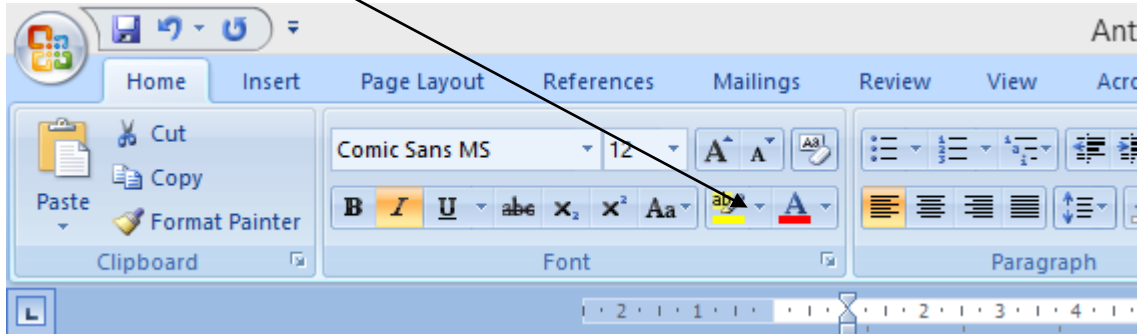
To highlight a word click and drag your mouse over the word you want to highlight.

Q9.

Highlight the two words in the sentence below that are **synonyms** of each other.

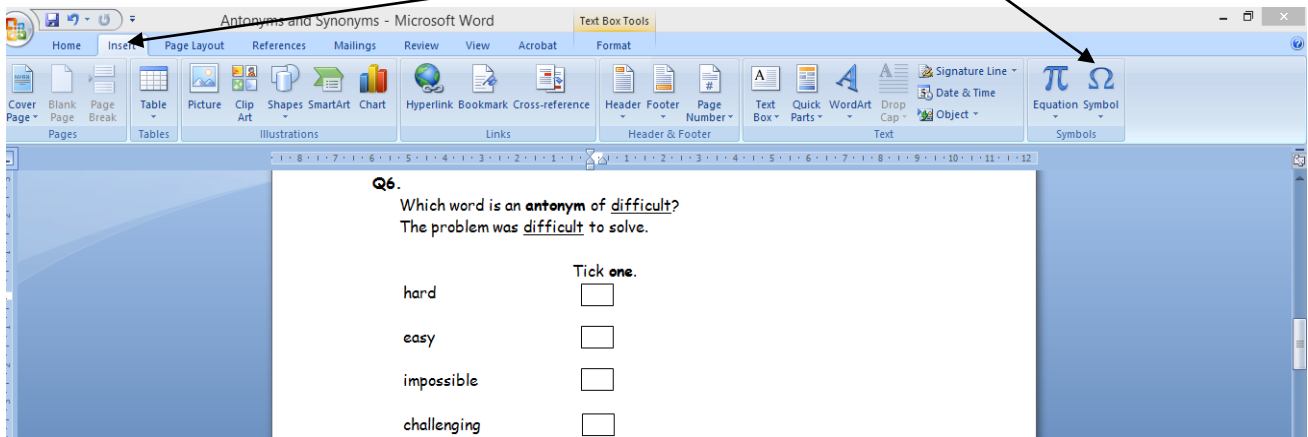
He was **lucky** to win first prize - he knew it was fortunate that his closest rival had decided not to take part.

Click here to highlight it.



Inserting a tick to a box

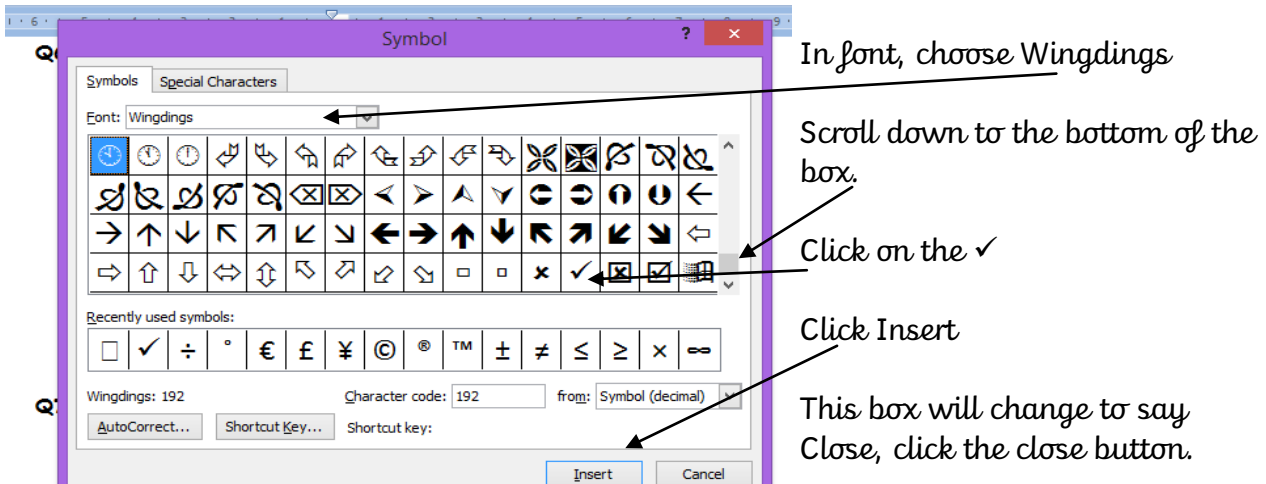
Click in the box you want to tick. Click insert, then choose symbol.



A drop down box will appear. If you have used a ✓ recently, it will be in your drop down box.

If you haven't used ✓ recently, choose 'more symbols' at the bottom of the drop down list.

This dialogue box will open:



You should only have to follow this step once. From now on the ✓ will appear in your recently used list.