

### 3 Word Tips – February 2007

#### Highlighting

Occasionally you may want to highlight a piece of text in the middle of a document to format, copy or cut. It can be difficult to select a piece of text without the highlighting spreading alarmingly!

**Hold down** the **Shift**, **Ctrl**, and **Alt** keys all at the same time

**Click** and **hold** down the **left** mouse button

**Drag** over the text you require

#### Break for lunch

Some common problems

- Problems students themselves may have in their own gardens
- Common problems often encountered in designing gardens

Surveying

- How to measure a site
- What specific information should be collected

#### Conclusion

At the end of day 1, all students should be able to:

- Understand the basic principles of garden design
- Apply some solutions to problems in their own garden
- Produce a rough plan of their own site

(If students do not have their own garden they can use a neighbour's or a friend's. Alternatively they will be given some information to allow them to produce a survey plan for day 2)

## Changing the Default Font

The **default** font is **Times New Roman**. To change this so that all new documents start with the font you require

**File/New/Blank Document** or Click on the toolbar



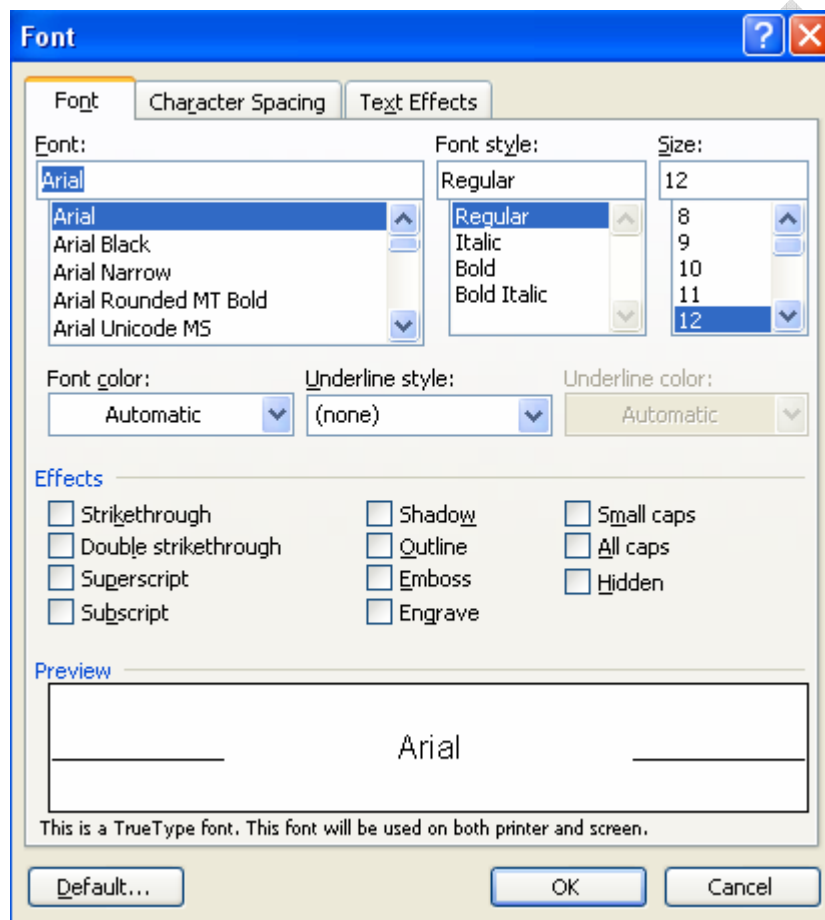
the **New Blank document** icon

New Blank Document

## Format/Font

Select the required font and size

Click the **Default** button at the bottom left



All new blank documents will have the required font.

## Format Painter

The format painter button, on your **Standard Toolbar**, is a very quick way of formatting a document.

Select the text which has the formatting you want to copy

Click on the **Format Painter**  button and the pointer changes to a paintbrush.

**Click** on the next piece which you want to format and it will pick up the formatting from the previous piece.

**One click** on the Format Painter button and the formatting will repeat once only. **Double click** and then you continue formatting for as many times as you like.

To **deselect** the Format Painter button either press the **Esc** key on your keyboard or click on the **Format Painter** button again, otherwise you will be formatting everything!

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