

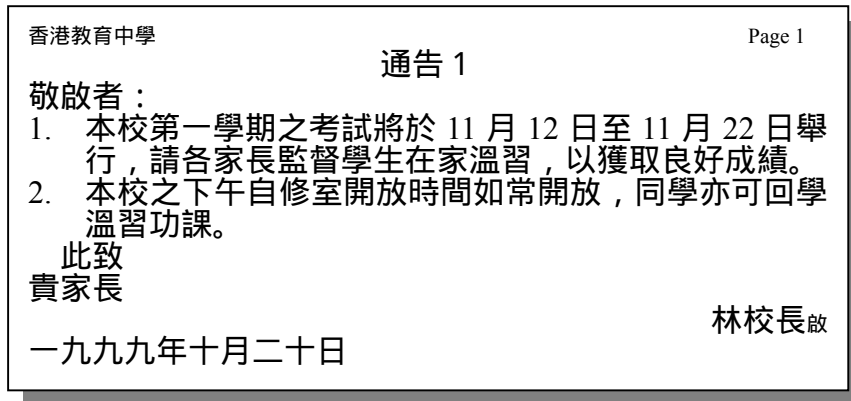
Shatin Tsung Tsin Secondary School

S1. Computer and Technology

Word Processing

Word97-Memo Design

In this exercise, you will learn how to do format setting, font properties setting, header, footer and paragraph setting of a document. The sample of the memo is as follows.

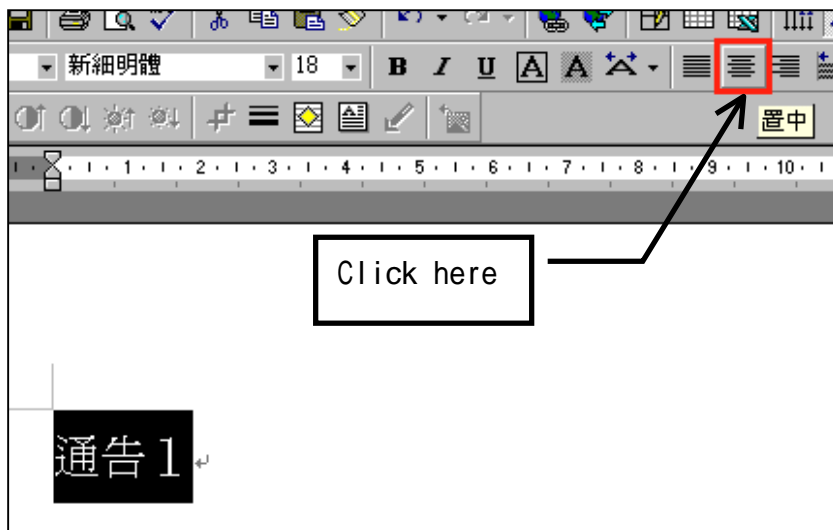


1. Open a new document by clicking the [New] button.

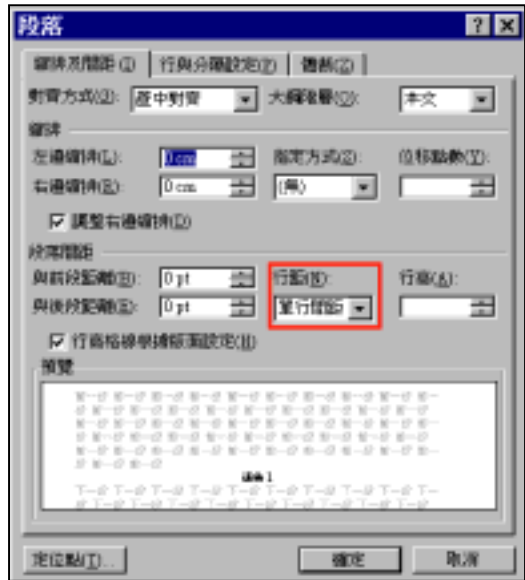


2. Type “通告 1” behind the cursor.

3. Use the mouse to select the text “通告 1”, and then click [center] (置中) button.

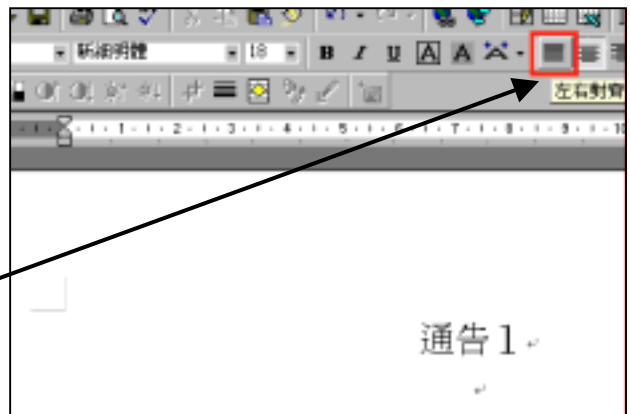


4. Select [Format] (格式) and then [Paragraph...] (段落), a paragraph setting window will be showed. The default setting of the [line spacing] (行距) is [Single] (單行間距)

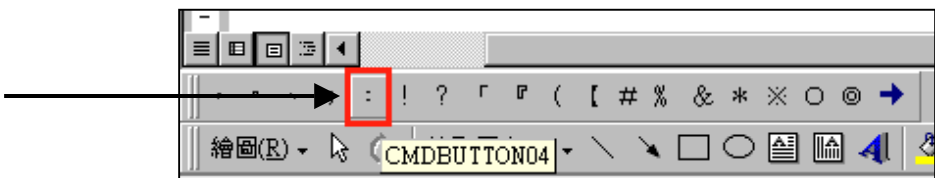


5. Change the setting of [Line spacing] to be [Fixed] (固定行高), and then set the value in [At] (行高) to be 24 and then click [OK].

6. Click at the end of first line and then press [Enter] to next line. Click [Justify] (左右對齊) button to input the text in justified format.

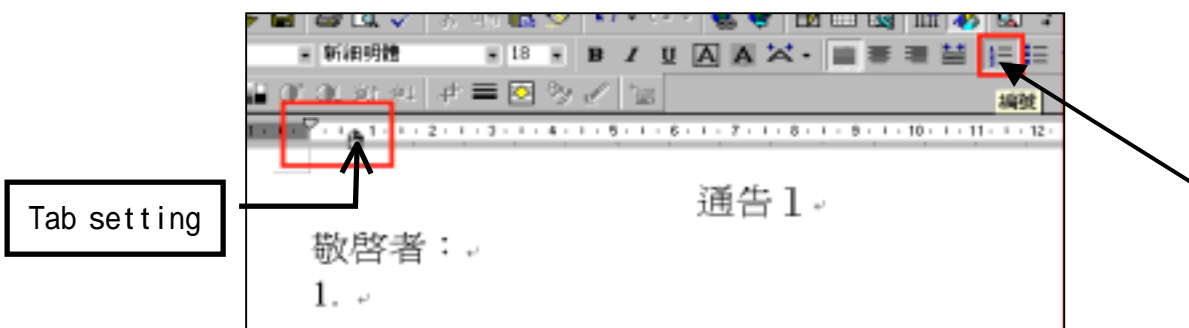


7. Type “敬啟者：”，the symbol “：” can be key in by clicking the symbol in symbol toolbar. (Hints: you may hold the [Ctrl] and [Shift] buttons together in keyboard and then press [;] button, or key in [z x a h] in Tsangjei input method.



Lastly, press [Enter] to next line.

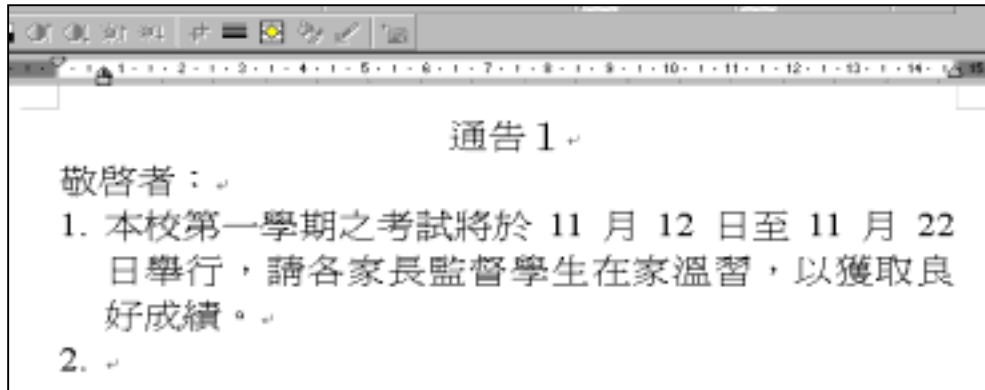
8. Click [Numbering] (編號), the auto-number “1.” will be generated. Also the [Tab] format set. This setting will indent the text to display the message in “point form”.



9. According to the sample, type the message of the memo.

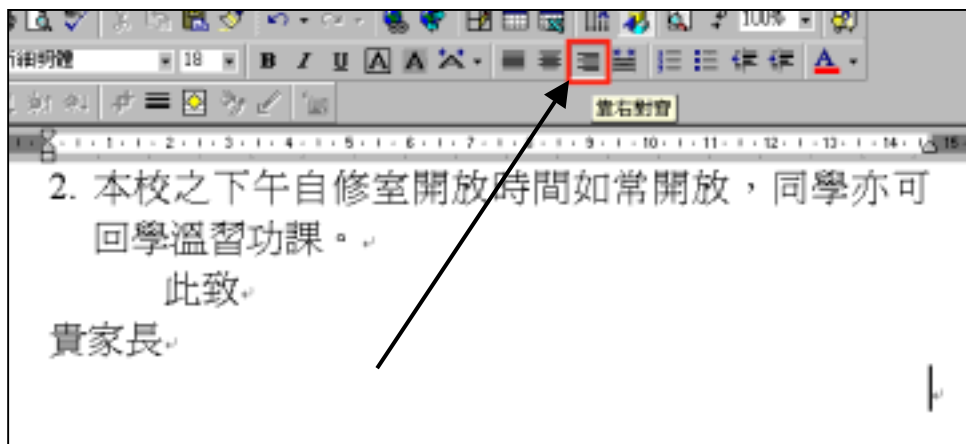
Note: When you type to the end of the line, don't press enter to go to next line. You should type in the text continuously. The cursor will go to another line with "Justified format" automatically.

After finished the first message, press [Enter], the auto-number "2." will be generated automatically.

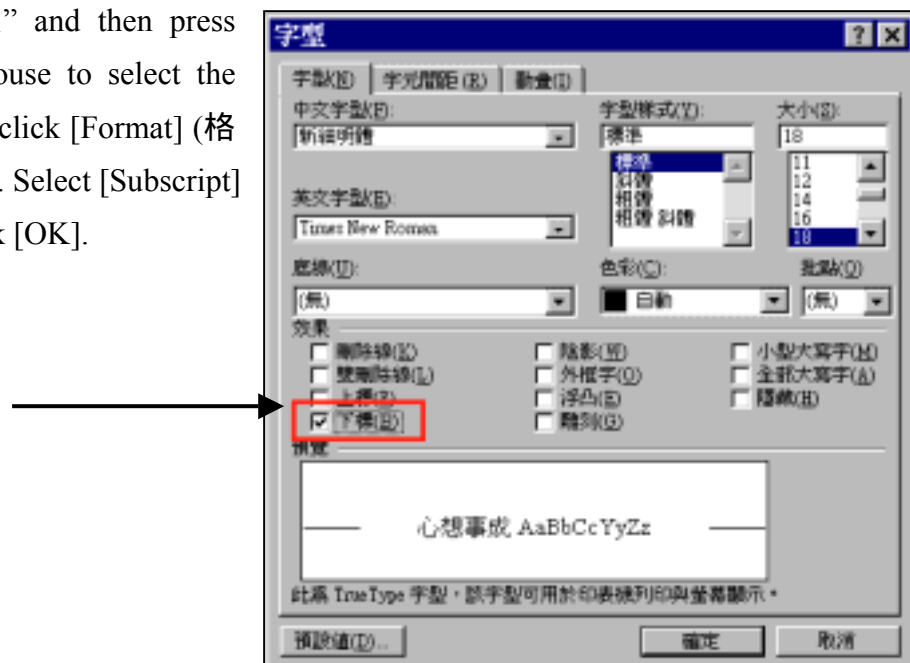


10. Type the second message continuously and then press [Enter] at the end. An auto-number "3." will be generated automatically. To delete it, press [Backspace].

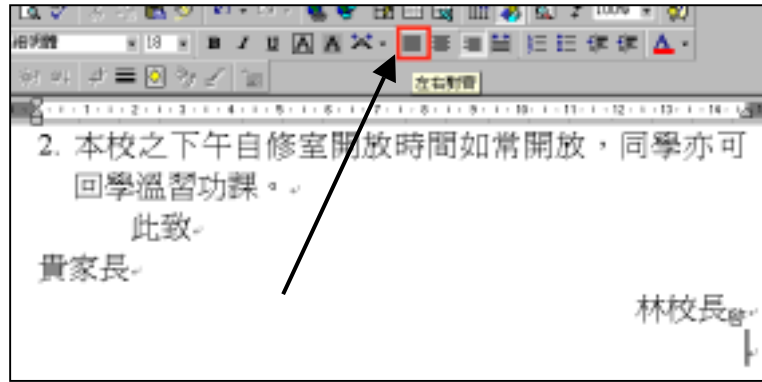
11. Press some spaces and then type "此致". Press [Enter] to next line and type in "貴家長" and press [Enter] again. Next line should be typed at the most right hand side. So press [Align Right] (靠右對齊) button.



12. Type in "林校長啟" and then press [Enter]. Use the mouse to select the word "啟" and then click [Format] (格式)→ [Font] (字型). Select [Subscript] (下標) and then click [OK].



13. Click the mouse at the last line and then click [Justify] (左右對齊) button.



14. Lastly, key in the date. After this, click [View] (檢視)→ [Header/Footer] (頁首/頁尾). A Header/Footer toolbar comes out. Now, the document will be dimmed and the cursor appears in the header area bounded by dotted line. Key in “香港教育中學”.



15. Press [Tab] Key 2 times to move the cursor to the most right hand side. Type in “Page ” and then click [Insert page number] (插入頁碼). The page number will be generated automatically.



16. To switch to footer, click the [Toggle Header/Footer] button (切換頁首及頁尾) and click the button again to switch to header.



17. Click [Close] (關閉) to close the Head/Footer setting and return to the document.

18. The memo is finished. Click [Print] (列印) or select [File] (檔案) → [Print], a print window will come out. Select the printer and click [OK] to print out the document.

