You have been asked to write an article for a newsletter about an environmental issue.

1. In a new document create the following article, allowing Word to wrap the text:

Lawn Sprinklers

We all know that fresh water is essential to our survival. Fresh water is needed to cook our meals, to drink, and to bathe. Many people do not realise that fresh water is a natural resource that needs too be used wisely. Although most of the earth is covered in water, only a very small percentage of that water is fresh water suitable for consumption.

One way you can help to conserve fresh water is to use lawn sprinklers efficiently. Lawn sprinklers should be set to ran only during early morning and late evening hours when the sun in not hot. Running sprinklers in the middle of the day leads to much of the water evaporating and not being absorbed into the ground. Also, when nature’s spinklers (rain) are on, make sure you’re sprinklers are not.

If each of us does a little, we can do a lot to conserve our fresh water suppley.

1. Check the document on screen for errors and misspellings and make any corrections.
2. Bold, center and increase the size of the document’s title to 18.
3. Justify the text in the first paragraph, right align the text in the 2nd paragraph and center the text in the 3rd paragraph.
4. Change the left and right margins to 1.25 inches. Change the top and bottom margins to 2 inches.
5. Insert two blank lines after the second paragraph which ends “sprinklers are not,” then add the text below, pressing Enter after each line:

Here are three more easy things you can do to conserve water:

Don’t leave the water running when you are brushing your teeth or washing your hair.

Only fill the bathtub up half way.

When you are washing your car, do not leave the hose running while you are not using it.

1. Format the last three sentences you just entered as a bulleted list.
2. Change the line spacing in paragraph 1 to double spacing.
3. Set a left and right indent of .5 for paragraph 1.
4. Insert the following table after the 3rd paragraph:

|  |  |  |
| --- | --- | --- |
| Water | | |
| On Earth | 1.4 billion cubic kilometers | 335 million cubic miles |
| Yearly Renewal | 41,000 cubic kilometers | 10,000 cubic miles |

1. Type your class header and footer. Instructions on board.
2. Save as Water Conservation, Word Folder in your path.
3. Show to me for a grade