To: AM Intermediate Class
From: Diane Marshall
Reference: Class Assignment for Monday
Date: June 15, 2020

Dear Class:

As we grow older, things change within the computer world. We shall update ourselves more often to make sure we are able to complete these tasks. Before I started this computer class, my use of the computer was limited while working at Palmetto Health hospital. This class has helped me learn different skills beyond my work at the hospital. Some tasks I've learned were on PowerPoint and Microsoft Word. I also became more familiar with the use of Excel and the access of the internet thanks to Deacon Walker. On Microsoft Word, I learned the use of icons alignment, bulleting and numbering as well as underlining, italicizing, and bold print. I also learned how to format a letter, change the size of the font, and save a document. I learned the difference between, "save" and "save as."

In order to save a document, you would click **'File'** and press the **'Save'** button. The save button is used for documents that have already been saved. The **'saved as'** button is used for saving new documents or to replace the name of an old document that you have edited. It is important to name your documents for easier and faster access.

Each one of us was given an assignment to write a short letter. I am going to demonstrate in Word Processor on how to use bullets, numbering and alignment.

A **bullet** - is used to make a list and are often used in outlines.

Numbering tabs - are bullets used with numbers to indicate possibly a list of steps, or checklist.

The alignment tab - has four formats for paragraphing, which are left default, center, right and justified. This tab is used to align the paragraphs in the text.

Here is an example of bulleting and numbering:

- Bullets
- Numbering Tab
- Alignment Tab

1. Bullets
2. Numbering Tab
3. Alignment Tab

Default left:

"The mission of the Trinity Baptist Church is to lead people to accept Jesus Christ as their Lord and Savior and to build up the Body of Christ to a position of strength and maturity."

Center:

1. "The mission of the Trinity Baptist Church is to lead people to accept Jesus Christ as their Lord and Savior and to build up the Body of Christ to a position of strength and maturity."

Right:

"The mission of the Trinity Baptist Church is to lead people to accept Jesus Christ as their Lord and Savior and to build up the Body of Christ to a position of strength and maturity."

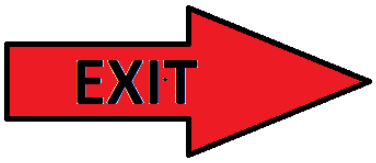
Justify:

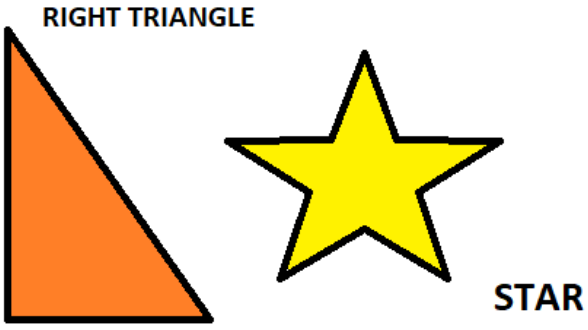
"The mission of the Trinity Baptist Church is to lead people to accept Jesus Christ as their Lord and Savior and to build up the Body of Christ to a position of strength and maturity."

In the Font box, it shows a list of fonts, how to change the font size, as well as **bold print**, underlining, *italicizing*, highlighting and changing the color of the font.

I also learned how to use the internet to check my email, connect with my classmates and teacher through video chat. We used Google and Gmail to communicate with one another about assignments. In order to make a new email, you would click **"Compose"** and type in the email address of the person you desire to connect with. I also learned how to put attachments in the email by simply clicking the paperclip.

Moreover, I have learned ways to include shapes in my assignment using the Paint icon.





Adding Page Numbers:

To add page numbers to a document, you click Insert and then click page numbers. Next, you select where you want the page numbers to be. For example: Top/Bottom Left, Top/Bottom Right, or Center.

Overall, this class has taught me a great deal of information that I was unaware of before starting this class. Deacon Walker was very patient and helpful through this experience. My classmates and I worked diligently together to accomplish this class and overcame every obstacle. Thanks for giving us the opportunity to step into the world of technology. God Bless everyone! Thanks, and be safe!

Sincerely,

Diane Marshall

AM Intermediate Class