

Exercise – Rules

Type the text below. Then work with the layout so that the document can be used as a poster. Note that you don't press ENTER to make a new line. When it's time to change the program will do so automatically. The only time you press ENTER is when you want a new paragraph.

Some advice: After the word *COMPUTER ROOM* you press enter to get a new paragraph and then you press ENTER again to get an empty line. Next time you press ENTER is after the exclamation mark after *work with!*

1. Type the text below!

RULES FOR COMPUTER CLASSROOM

A classroom with computers is a huge investment for the school, i.e. for you or for your parents as taxpayers. Since none of us are interested in paying a lot of tax it is important to keep the costs down. That's why we want you to feel a certain responsibility towards the equipment you work with.

When you are in the computer room we want you to follow these simple but important rules:

You are not allowed to erase or try to erase files from the hard drives.

Only programs available on the computers or distributed by our teacher can be used on the school computers. It is strictly forbidden to bring games from home or to use programs that might alter the system on the computer.

To make it nice for the next user we ask you to clean up your workspace before you leave it.

Obviously it's forbidden to try to sabotage the equipment by disconnecting cables or other equipment.

To avoid messy workspaces it's not allowed to eat or drink in the computer classroom. Soda or other beverages and food have no place around computers. We sincerely hope that you respect these rules. Then it's possible to have more freedom and openness in your use of the school computers.

Administrator

2. When you have finished writing you save the text in your own network catalogue.
3. Change the headline to Arial 20 dots and bold. Thereafter align it to the centre.
4. Select the rest of the text and choose the same font but use the size 16 dots.
5. Select the first two paragraphs from *A classroom with computers to important rules:*
These two paragraphs should have a 1.5 cm indentation. This is done by choosing **Format** and then **stycke...** Under **Indrag och avstånd** you select the headline **Indrag** and then after **special** the alternative **första raden**.
6. Since the rule "*Obviously it's forbidden to try to sabotage the equipment by disconnecting cables or other equipment*" is the most important we might want to put that first. Select it and put it first.

7. Make a numbered list for the five rules. There is a button for this in the tool bar. Look at the result below. That will give you a hint about the goals for your work. To give the five rules the hanging indentation you use the two arrow symbols to the left on the ruler. First select the five rules. Then grab the top arrow, which decides the position of the first line, and pull it back to the position 0 on the ruler. You then get all the figures at position 0 on the ruler. Then move the cursor to the arrow below and drag it till you get an appropriate distance between the figure and the text.
8. While you have the rules selected you put half an empty line between them. This is made by selecting **Format** and then **stycke...** In the dialog box you choose 14 pt **före varje stycke**.
9. There are several words that are highlighted in bold. Go through the text and make these changes.
10. The signature *Administrator* should be centred with the font Arial and size 20.
11. The borders around the poster are made by selecting the whole document and then **Format, kantlinjer och fyllning...** Find double lines and select a suitable size for them.
12. Take a good look at your result. If you want you can add some empty lines to make it more spacious. Don't forget to save the final changes you made.
13. Finally: Hand in the document to your teacher using Fronter.

RULES FOR COMPUTER CLASSROOM

A classroom with computers is a huge investment for the school, i.e. for you or for your parents as **taxpayers**. Since none of us are interested in paying a lot of tax it is important to keep the costs down. That's why we want you to feel a certain **responsibility towards the equipment you work with**.

When you are in the computer room we want you to follow these simple but important rules:

1. Obviously it's **forbidden to try to sabotage** the equipment by disconnecting cables or other equipment.
2. You are **not allowed to erase** or try to erase files from the hard drives.
3. **Only programs available on the computers or distributed by our teacher can be used on the school computers**. It is strictly forbidden to bring games from home or to use programs that might alter the system on the computer.
4. To make it nice for the next user we ask you to **clean up your workspace** before you leave it.
5. To avoid messy workspaces it's **not allowed to eat or drink** in the computer classroom. Soda or other beverages and food have no place around computers.

We sincerely hope that you respect these rules. Then it's possible to have more freedom openness in your use of the school computers.

Administrator

