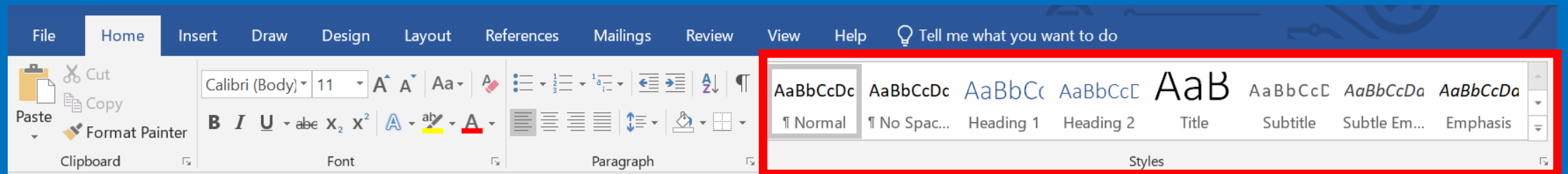


2/2/2021

T: To change the look of text
within a document.



Now that you have learnt how to insert images into your word documents we are going to move on to adding text.



When you open word you should see a section at the top labelled 'styles'.

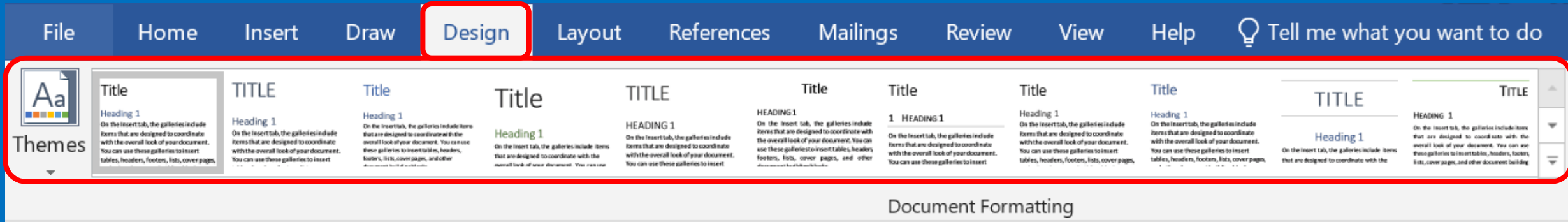
On an Ipad,tablet or online version it may look like this and will be found in the home tab.



It is useful to use a style set when creating a document for several reasons:

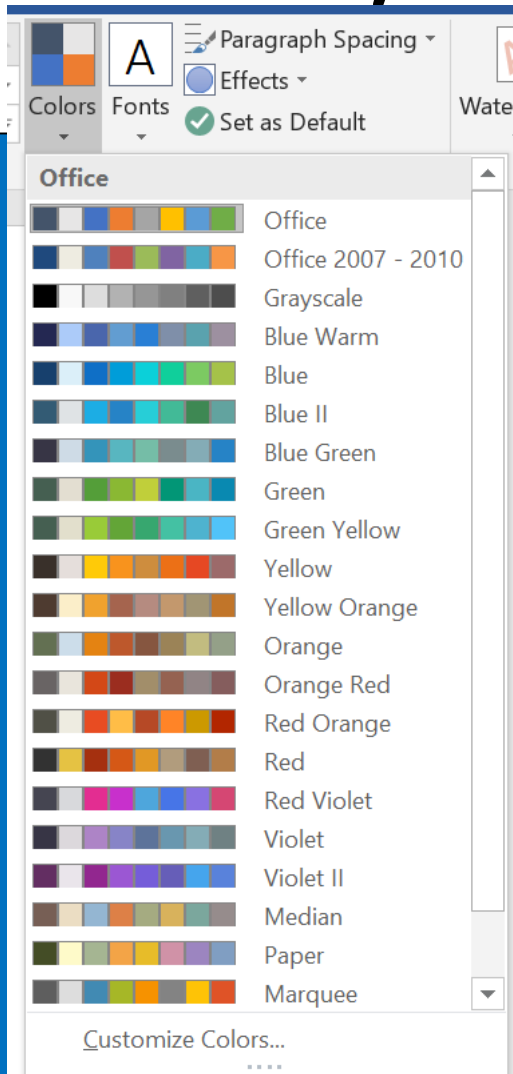
- All headings, lists and text will be formatted consistently making your document easier to read.
- To format text, you simply select it and then choose the style, you will not have to choose the size, underlining and paragraph options each time.
- If you want to change the style of something e.g. you want the main text to be a different font or size, you can change it once in the style set and it will update your document.
- You will be able to use the built-in navigation tool to find what you want in your document.
- You can automatically create a contents page for the document.

In the desktop version, there are lots of in-built styles to choose from or you can create your own. To see the styles, click on the Design tab, select the style that you like



In the tablet version you can only use the in-built style or open a document that you created with a style on the iPad and use this style. You cannot create or edit styles.

You can also click on the Colours choice in the Design tab and select a colour theme so all your text will be formatted in that colour theme as well:



Decide upon headings and sub-headings for your document, you can base it on anything you want

- Have a go at choosing a style and type these headings and sub-headings in with just the first sentence of each for now.
- Images can be placed in the appropriate section with appropriate text wrapping.

You will find some examples on the next few slides.

How to care for Guinea Pigs

Guinea Pigs make wonderful, amusing pets.



What you need to keep a Guinea Pig

The main thing that you need is another guinea pig! This is because Guinea pigs get very lonely when they are on their own.





Equipment

- A cage
- Run area – covered if outdoors
- Food bowl
- Water bottle
- Hidey huts



Consumables

- Hay
- Sawdust or other bedding
- Pellets
- Fresh vegetables and fruit
- Water
- Vitamin powder



How to Clean out a Guinea Pigs home

You should clean out your Guinea Pigs' home every week.

Step 1 – Make sure that the Guinea Pigs are safely in a different area so that they can't escape.

Step 2 – Remove any bowls, toys and water bottle from cage to clean separately.

Step 3 - Open the cage and empty the dirty hay and bedding into the bin.

Use a pet safe cleaner to clean the inside of the cage. for any slugs if the cage is outdoors.

Thouroughly dry the inside of the cage.

Add a layer of bedding/sawdust



the

Check

