






Make a workout plan!









No use just sitting around while at home! Let's make a quick work out plan! Using your Word skills, create a chart like the on the last page. You can use the text given below or make up your own exercises!

Here's a reminder of the skills you know:

-  Open and Save a document
-  How to use proper fingering to type!
-  How to change the font size, font color, font face (don't forget to highlight!)
-  How to horizontally center across the page
-  How to skip lines

DIRECTIONS:

-  Open a new Word document. Change to Arial, Size 12
-  Change the alignment to CENTER. (Alignment icons at the top of the screen in the menu bars.) **READ THROUGH THE DIRECTIONS BEFORE CONTINUING!**
-  In a list form, type the words on the left side where it says "What to Type". Use Upper and Lower case letters as shown in the sample. Press the ENTER key at the end of each line (twice when a blank line is indicated.) Blank line means to skip a line. **DO NOT TYPE THE WORDS "BLANK LINE"!!!**
-  Change the font sizes and special formats as shown in the right column. Check the sample on the back side frequently.
-  Now you have a 3-day workout chart! Add Thursday and Friday on your own!
-  Save your work and come back next week and we will make some changes!
- (If you wonder what Superman pose is, lay on stomach and lift arms and legs – flying like superman!)

WHAT TO TYPE:

HOW TO TYPE IT

EXERCISES

Size 24 point, bold, all caps.

Blank line

Monday

Size 20, underline

Blank line

Cardio

Size 16, italic and bold

Blank line

Jump Rope

Size 14

Play with a Frisbee

Size 14

Dancing

Size 14

Blank line

Abdomen

Size 16, italic and bold

Blank line

Swinging-no pushing!

Size 14

Superman pose

Size 14

Sit ups

Size 14

Blank line

Wednesday

Size 20, underline

Blank line

Legs

Size 16, italic and bold

Blank line

Cartwheels

Size 14

Handstands against wall

Size 14

EXERCISES

Monday

Chest

Jump Rope
Play with a Frisbee
Dance

Abdomen

Swinging-no pushing!
Superman Pose
Sit ups

Wednesday

Legs

Cartwheels
Handstand against wall