

Student Practice 6.8

1. Place a border - red, double line, around the words "You can move the mouse" in the first paragraph below the line.
2. Place a border - blue, dashed line, around the second paragraph
3. Place a border of your choice around the entire table. Notice what happens to the grid lines.

You need to be aware of your insertion point when you start to select text. You can move the mouse pointer around within the document area, but this does not change the insertion point, which is where text or an item is inserted.

The insertion point displays as a blinking vertical bar and can also be called the cursor. An easy way to move the insertion point is to move the mouse pointer to another place in the document and press the left button on the mouse.

Class Schedule

Location	Day	Time	Class	Level
CTC	Tuesday	7:00 p.m.	Word	Intermediate
DG	Wednesday	7:00 p.m.	Excel	Intermediate
CTC	Friday	8:00 a.m.	Windows Fundamentals	Beginning