**Activity**

This activity will give you practice in using the following quick ways to select text and apply character formatting:

* Select a word by double-clicking on the word
* Select a line by clicking left of the line in the margin
* Select a paragraph by triple-clicking in the paragraph (or by double-clicking in the left margin)
* Press <Ctrl><B> to make text ***b****old*
* Press <Ctrl><U> to ***u****nderline* text

The following teams are part of the South African Premier Soccer League:

Ajax

Arrows

Black Aces

Celtic

Chiefs

Chippa Utd

Cosmos

FS Stars

Maritzburg

Pirates

Plat Stars

Polokwane

SS Utd

Sundowns

Tuks

Wits

Start on the next page and see how many of the following changes you can make within 60 seconds (you may ‘zoom’ before you start):

* Change all the names of soccer teams to bold. (*Hint:* They all start with capital letters.)
* Underline all the blue text

Ask your friend to keep time and then swop places.

Cosmos abbey abbreviation Ajax abroad Pirates abrups Chiefs ability able aboard

about above Ajax bless blind blink Plat Stars bait Ajax bake Pirates blizzard Chiefs

Sundowns Sundowns Sundowns Sundowns Sundowns Sundowns Sundowns Sundowns

Sundowns bless blind Plat Stars bait Ajax bake Pirates baker balance Pirates

balcony bald Wits bale bail Tuks ballerina ballet Chiefs Cosmos board boast

corrode granny encode encore endorse decade symbol cosmic starsign word memory letters depth horrid piratical fish back bash hoplite centipede chiefly folksong cement

bless blind blink Chippa Utd blister block blond blood blossom blot Polokwane netbook

board boast boat Ajax body bodyguard bog boil boiler bold bold Pirates bolt

cake tugs Tuks calamity Sundowns calculator Black Aces calendar Ajax calf calliper

bush limousine crab starlight straight singular frenzy heavy crib cottage cringe cell phone letters hurry hasten number platonic platitude paltry chicken heavy holt handsome creature crumb tuxedo virus protect adore adult funny fur pixel mother point rock steel drilling hill seaside colour stand sand

call calm calves Celtic word processing windows icon FS Stars netbook Arrows

computer keyboard monitor key word processing Celtic spreadsheet memory

screen resolution Wits type speakers scanner network Tuks laptop netbook Arrows

notebook cellphone Arrows text graphics cell number date graph presentation

Pirates database web internet spacing margins portrait landscape protect virus

website hyperlink Maritzburg browse search find format font page indent FS Stars

carrot carry cart carton Plat Stars cartoon Celtic cartridge Ajax carve cascade Chiefs Arrows

admit FS Stars adopt adore adult Wits advance Pirates advantage SS Utd adventure

candle candlestick Wits cane Chiefs cannon canteen Maritzburg canter canvas capable

competition Chiefs complain complete Cosmos compower computer conceal Chippa Utd

jumbo perform beach pebbles seven shoulder stand giant partial paltry calves merino mustard mundane marvel mentor Maritzburg sporting soccer united fly verge grass post hide further chips wit blacken broadside

centigrade centimetre centipede centre century Wits ceremony Black Aces

Chiefs Chiefs Chiefs Chiefs Chiefs Chiefs Chiefs Chiefs Chiefs Chiefs Chiefs Chiefs Chiefs

aircraft air force, air, gun, Arrows air, hostess, Sundowns airport, air, tight, ahead

computer SS Utd keyboard monitor key word UPS processing spreadsheet memory

Chiefs windows icon browse page Polokwane search find browse search find

screen Tuks resolution type speakers scanner Celtic network Pirates laptop netbook

text graphics FS Stars cell number date graph Chiefs presentation web internet

browse search find format font page indent spacing margins Wits portrait landscape

Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic criers cellular cringe colt care convex centre car caravan cedar crony crumb cap carbide Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic Celtic