

## Unit 3: Formatting Paragraphs & Editing Text

# Powderpuff Football

## Changing Paragraph Line Spacing

### New Skills

- Changing Paragraph Line Spacing
- Using Show/Hide

### Lesson Overview

Fall brings the time-honored tradition of Powderpuff Football to Jackson High School. Each November, the girls from all four classes assemble to see who can look the best while winning the coveted flag football trophy. You are in charge of promoting the Powderpuff Football game this year; however, before you start planning, you have to do a little research about the history of Powderpuff Football.

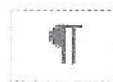
*In this lesson, you will type some background information about Powderpuff Football to help explain the concept to new participants. Once you have completed your research, you will change your paragraph line spacing for easier reading.*

### Tools & Terms You'll Use

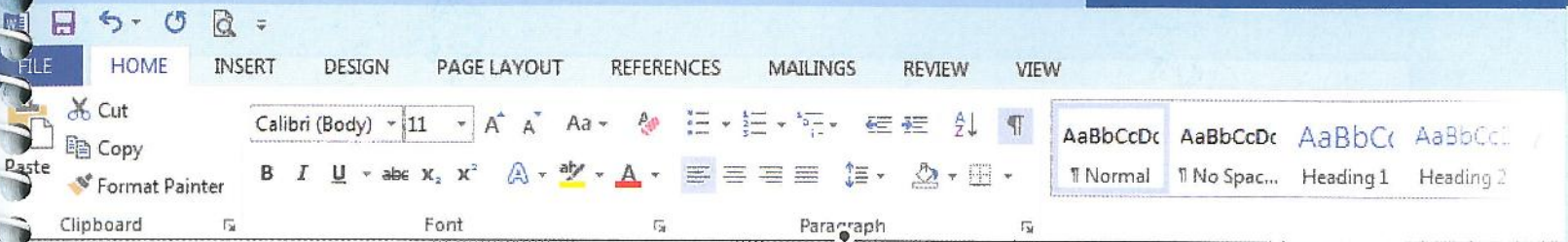
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Line and Paragraph Spacing:**


Use this icon to choose how much space appears between lines of text or between paragraphs.

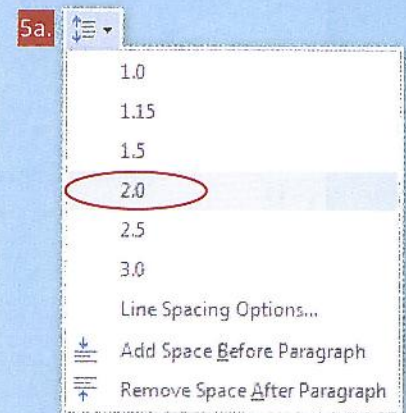
**Show/Hide:**

Use this icon to show/hide paragraph marks and other hidden formatting symbols.



### Instructions

1. Using Microsoft Word 2013, create a new Blank document.
2. Save the file as *3.1 Powderpuff Football* in your **My Word Projects** folder.
3. At the top of the document, key the text as shown in *3.1 Source Doc. A*.  
Ⓜ *Note: Use the tab key to separate the coaches' names on the last line.*
4. Make the following formatting changes to the title [Powderpuff Football] on the first line:
  - a. Change the font size to 24
  - b. Apply bold
  - c. Apply a pink text effect (of your choice)
5. From the **HOME** tab, **Paragraph** group, do the following:
  - a. Select all of the body text in the document (excluding the title) and change the **Line Spacing** to **2.0**
  - b. Use the tab key to indent each paragraph
  - c. Click the **Show/Hide** button to view the hidden formatting symbols 
6. Proofread your document for accuracy and format, then resave the file.
7. Print preview. Your document should look similar to *3.1 Source Doc. B*.
8. Print a copy if required.



## 3.1 Source Doc. A

## Powderpuff Football

Powderpuff is a reference to the division of a traditionally male sport reserved for females regardless of the age of the participants.

Powderpuff football games are an annual tradition at many high schools and universities in the United States and Canada. The game usually puts girls from the junior class up against girls in the senior class or cross-town school rivals in a flag football or touch football contest. Boys from the classes, usually athletes, will be the cheerleaders. Funds from the ticket and concession sales for the game typically go to charity, the senior class, or toward a school dance.

The term originates from the powderpuff used in cosmetics for powdering. Typical female behavior at the time and in the place the term originated included repeatedly taking out a powderpuff and a small mirror to powder themselves in public. Many schools will create T-shirts that will be worn at different times during the school year. The games usually occur before homecoming.

This year's coaches will be as follows:

Mr. Ahn, Seniors → Mr. Burns, Juniors → Ms. Sanchez, Sophomores → Ms. Baxter, Freshmen

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