Unit 3: Formatting Paragraphs & Editing Text

25 Best iPhone Apps of 2013

Using Indents and Lists

Lesson Overview

There are hundreds of thousands of cell phone applications in existence today. Creating a new app can be both easy and lucrative if you have an original idea. Your assignment in class today is to brainstorm ideas for creating an app. App is short for applications.

In this lesson, you will put together a list of the 25 Best iPhone Apps of 2013 to help you come up with an idea for your own app. Hopefully, yours will make the 2014 list. You will learn to use indents and create lists in this assignment.

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.
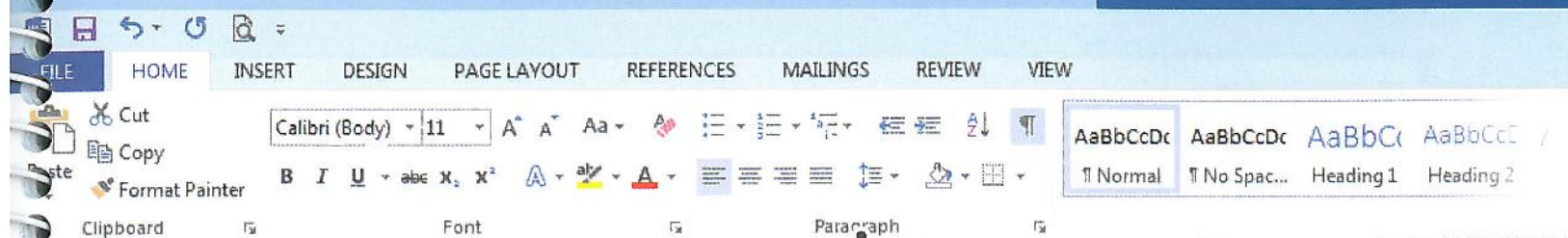
Decrease Indent:
Use this icon to move your paragraph closer to the margin.

Increase Indent:
Use this icon to move your paragraph farther away from the margin.
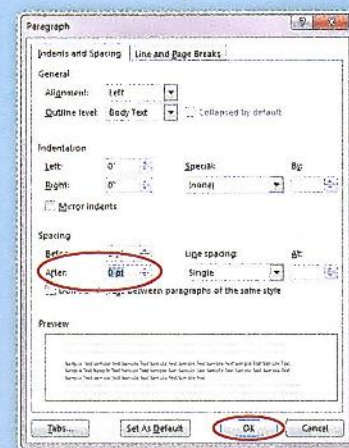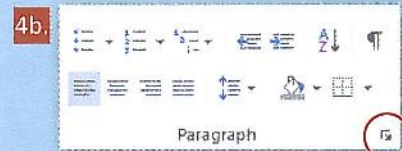
Spacing Between Paragraphs:
Use this icon to launch the Paragraph group dialog box. This option allows you to choose how much space appears before and after paragraphs.

Instructions

1. Using Microsoft Word 2013, create a new Blank document.

2. Save the file as *3.3 25 Best iPhone Apps of 2013* in your **My Word Projects** folder.

3. At the top of the document, key the text as shown in *3.3 Source Doc. A*.

4. From the **HOME** tab, **Paragraph** group, do the following:

   a. Select the list and **Increase Indent** by .5 inches (click the Increase Indent icon only one time)

      ⊙ *Note: Do not select the title for this list*

   b. Select only the list and, using the **Paragraph group dialog box launcher**, apply **0 pt [After]** spacing and click **OK**

5. Make the following formatting changes:

   a. Change the font of the title to Arial, 16, and bold

   b. Italicize the text [iPhone] in the title

   c. Center align the title

   d. Change the font of the list to Arial, 12

6. Proofread your document for accuracy and format, then resave the file.

7. Print preview. Your document should look similar to *3.3 Source Doc. B*.

8. Print a copy if required.

3.3 Source Doc. A

25 Best iPhone Apps of 2013

Waze

Songza

Mailbox

Zeebox

IFTTT

Great Food Nearby

Lumosity Mobile

Umano

Burner

Bump

LogMeIn

Shopular Coupons

Happier

Google Maps

RunKeeper

Catalog Spree

Redfin Real Estate

Springpad

Yelp

DuckDuckGo

Find My iPhone

Instagram

Team Stream

Kayak

MyPermissions

Source: Techland.time.com

25 Best *iPhone* Apps of 2013

Waze
Songza
Mailbox
Zeebox
IFTTT
Great Food Nearby
Lumosity Mobile
Umano
Burner
Bump
LogMeIn
Shopular Coupons
Happier
Google Maps
RunKeeper
Catalog Spree
Redfin Real Estate
Springpad
Yelp
DuckDuckGo
Find My iPhone
Instagram
Team Stream
Kayak
MyPermissions