

Comp Tech - Alignment

Summary

Students follow along with a demonstration that portrays horizontal formatting applications. Students then compare, contrast, and label ten printed entries that show left, right, center, and justified alignment, as well as the use of expanded spacing and right tab with dot leaders.

Time Frame

1 class periods of 30 minutes each

Instructional Procedures

I have found that I cannot assume that all students have a clear understanding of these important formatting elements. I provide instruction through a projected demonstration, then have students complete the labeling sheet.

Authors

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