Tasks:

1. Add an indent at the beginning of the paragraph using the tab key.
2. Take out the indent you just made.
3. Add an indent using the Increase indent button.
4. Remove the indent using the decrease indent button.
5. Highlight the lines to indent and slide the arrows on the ruler.
6. Select the paragraph and change the **font** to **Comic Sans** and **size** to **16pt.**
7. Make the subheadings – Ghana, **font Comic Sans**, **bold** and size **18pt.**

Ghana

In Ghana and many other African countries, there are people have to eat edible insects to survive. The bugs they eat include termites, grasshoppers and dung beetles. But there it is one edible bug that is becoming more popular in Ghana whether you are poor or not. Aspire, a food company, is teaching people how to farm and sell the palm weevil larvae which is full of protein and iron. Anaemia is very common in Ghana, so these nutritious bugs are helping many people. Families in Ghana like to fry them or eat them in a soup.

|  |  |  |
| --- | --- | --- |
| MARK YOURSELF | | |
|  | Check I did it | Looks same as Example |
| Indent with tab key |  |  |
| Remove indent |  |  |
| Indent with Increase indent button |  |  |
| Remove Indent with Decrease indent button |  |  |
| Add indent with arrows on the ruler |  |  |
| Paragraph font Comic Sans |  |  |
| Paragraph size 16pt |  |  |
| Subheadings font Comic Sans |  |  |
| Subheadings font bold |  |  |
| Subheadings size 18pt |  |  |
| no space between each subheading and its paragraph |  |  |