We do a lot of work in Computer Science 101. We cover quite a bit of material in this class. The Excel knowledge, for example, will look good on your résumé. We have learned how to insert pictures into a document. Notice that the picture below has a thick line around it. The font in this document is Arial, by the way.

This brochure uses two columns, a little like in a newspaper in which there are several columns on a page.

This is a new paragraph that is getting to the end of the column. Hit Enter several times to space the next text into the second column.

Why use columns anyway? “Numerous readability studies show that people are more likely to read text carefully when the widths of the lines are short.”

---

1 Microsoft Office Word 2003: Core Skills, 2004
Here is a list of **a few things we have learned about Word**. The list below is formatted as a numbered list and uses 6 pt. spacing after each line.

1) Adding text  
2) Bold font  
3) Italics font  
4) Aligning text  
5) Rearranging text  
6) Previewing  
7) Printing  
8) Changing margins  
9) And much more!

We also might list a few more concepts in tabular form.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Concept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Artificial Intelligence</td>
</tr>
<tr>
<td>2</td>
<td>Security</td>
</tr>
<tr>
<td>2</td>
<td>Big Data</td>
</tr>
</tbody>
</table>

**Testimonial:** Research shows that 90% of all computer scientists think that CS 101 is an excellent course.

This evidently is a course that is essential for your well-being, especially if you seek to be a well-rounded human being.

**IF YOU SEARCH AFTER NEW KNOWLEDGE THAT YOU WILL TREASURE FOR A LIFETIME, DO NOT NEGLECT COMPUTER SCIENCE 101!**

The text in the paragraph above uses a text effect.