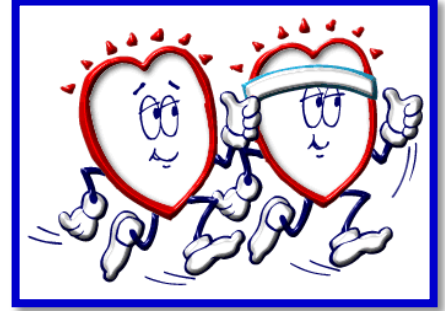


WORD: HEALTHY HABITS

Page Layout & Design



{New Skills}:

- A. **Page Layout>Page Setup:** Margins, Orientation, Columns, Breaks
- B. **Design>Page Background:** Page Borders

Instructions:

It is important to develop habits that will allow you to be healthy and productive. You will create a three-column handout that outlines some ideas to create a healthy lifestyle.

1. Open a blank Word document.
2. Insert a Header with the title Habits.
3. Save As LastName FirstInitial Habits
4. Key the text as shown in Figure A (next page)
5. Change the **Page Orientation** to **Landscape**. {A}
6. Change the **Page Margins** to **Narrow**. {A}
7. Click before the title, [Tips for Healthy Habits for Teens], and hit Enter.
8. Select the title and make the following changes:
 - a. Font size 18pt
 - b. Center align
9. Select the text body and format into **Three Columns**. {A}
10. Place the cursor to the left of [Limit Screen Time] and insert a **Column Break**. {A}
11. Place the cursor to the left of [Exercise] and insert a **Column Break**.
12. Select the text in each column and **Justify**. (Home>Paragraph>Justify)
13. Make the following changes to each column heading:
 - a. Bold
 - b. All Caps (use the Change Case command on the Font tab)
14. Select all of the text and change to **Times New Roman** font.
15. Apply a **Page Border**. {B}
 - a. Setting: Box
 - b. Choose a **Style** and **Color** of your choice.
 - c. Adjust the **Width** to 1 ½”
 - d. You can play around with the different settings until you find what you like.
16. Save

FIGURE A

Tips for Healthy Habits for Teens

Eating Right

Aim for a breakfast that includes three of the five main food groups. Try eggs + whole grain toast + mild. Or how about peanut butter + apple + cereal? Orange juice + lunchmeat + cheese?

Choose whole grain bread for your toast in the morning. A bowl of warm oatmeal is another good whole grain option.

Switch to 1% or skim milk. Buy low-fat, low-sugar yogurt (light yogurt) and cheese. If your body can't handle dairy, try fortified soymilk.

If you like cold cereals, stick to brands that have little or no added sugar, have at least 3 grams of fiber per serving, and have a whole grain first on the list of ingredients. Top off your cereal with fruits.

If you're in a hurry to get to school or work, take breakfast with you. Fresh fruit, light yogurt, a whole grain bagel, a hard-boiled egg, and a piece of leftover pizza – these all fit in a backpack, purse, or cargo-pant pocket.

Limit Screen Time

Take the TV, computer, and game consoles out of all bedrooms.

Make it a family rule that minutes of TV watching must equal minutes of physical activity. Want to watch that sitcom? First, go for a 30-minute walk. Looking forward to that weekly drama? Play outside for an hour, then kick back on that couch.

TV can be habit-forming. To keep from overdoing it, make a few house rules. Say "Don't watch TV on weekdays," or "No more than an hour each night – after homework." Set whatever limits work for you. The important thing is to have some limits, and stick to them.

One way to help limit your screen time is to use a timer. When the timer goes off, your screen time is up, no exceptions!

Decide in advance what programs you want to watch during the week. Turn the TV on ONLY when the show is on, and turn it off when the show is over.

Exercise

Try to make 20-30 minutes of your daily activity rigorous and aerobic. Get your heart beating faster, and work up a sweat.

Add strength training two to three times a week.

Use your own body weight – do push-ups, pull-ups, sit-ups, and knee bends.

Sign up for personal training or work with a coach to learn good techniques.

Try light weight (or even soup cans) and lots of repetitions. Teens and kids shouldn't use heavy weights unless a coach or other trained professional can help lift them safely.

You don't need to be a sports star. Pick up a game with friends and family.

Check out options at your local parks and recreation center or at a health club or school.

Tips for Healthy Habits for Teens

EATING RIGHT

Aim for a breakfast that includes three of the five main food groups. Try eggs + whole grain toast + mild. Or how about peanut butter + apple + cereal? Orange juice + lunchmeat + cheese?

Choose whole grain bread for your toast in the morning. A bowl of warm oatmeal is another good whole grain option.

Switch to 1% or skim milk. Buy low-fat, low-sugar yogurt (light yogurt) and cheese. If your body can't handle dairy, try fortified soy milk.

If you like cold cereals, stick to brands that have little or no added sugar, have at least 3 grams of fiber per serving, and have a whole grain first on the list of ingredients. Top off your cereal with fruits.

If you're in a hurry to get to school or work, take breakfast with you. Fresh fruit, light yogurt, a whole grain bagel, a hard-boiled egg, and a piece of leftover pizza – these all fit in a backpack, purse, or cargo-pant pocket.

LIMIT SCREEN TIME

Take the TV, computer, and game consoles out of all bedrooms.

Make it a family rule that minutes of TV watching must equal minutes of physical activity. Want to watch that sitcom? First, go for a 30-minute walk. Looking forward to that weekly drama? Play outside for an hour, then kick back on that couch.

TV can be habit-forming. To keep from overdoing it, make a few house rules. Say "Don't watch TV on weekdays," or "No more than an hour each night – after homework." Set whatever limits work for you. The important thing is to have some limits, and stick to them.

One way to help limit your screen time is to use a timer. When the timer goes off, your screen time is up, no exceptions!

Decide in advance what programs you want to watch during the week. Turn the TV on ONLY when the show is on, and turn it off when the show is over.

EXERCISE

Try to make 20-30 minutes of your daily activity rigorous and aerobic. Get your heart beating faster, and work up a sweat.

Add strength training two to three times a week.

Use your own body weight – do push-ups, pull-ups, sit-ups, and knee bends.

Sign up for personal training or work with a coach to learn good techniques.

Try light weight (or even soup cans) and lots of repetitions. Teens and kids shouldn't use heavy weights unless a coach or other trained professional can help lift them safely.

You don't need to be a sports star. Pick up a game with friends and family.

Check out options at your local parks and recreation center or at a health club or school.