



LESSON

Practice It Activities

Step-By-Step

- 1 Create a new Word document. Save your document as: **w1rev-[your first initial and last name]1**. Ask your teacher where to save the file.
- 2 Choose **Home>Paragraph>Show/Hide ¶**.
- 3 Key: **The Word Screen**.
- 4 **iCHECK** Your screen should look like Figure 1.33.
- 5 On the **Ribbon**, on the **Home** tab, in the **Paragraph** group, roll your pointer over each button to read the **ScreenTip**.
- 6 Roll over and display the **ScreenTip** for the **Shading** command.
- 7 **iCHECK** Your screen should look like Figure 1.34. Click Save .
- 8 Click **Office>Close** to close the document.
- 9 Click **Close**  to exit Word.

1. Explore the Word Screen

Follow the steps to complete the activity.

FIGURE 1.33 The Word screen with text inserted

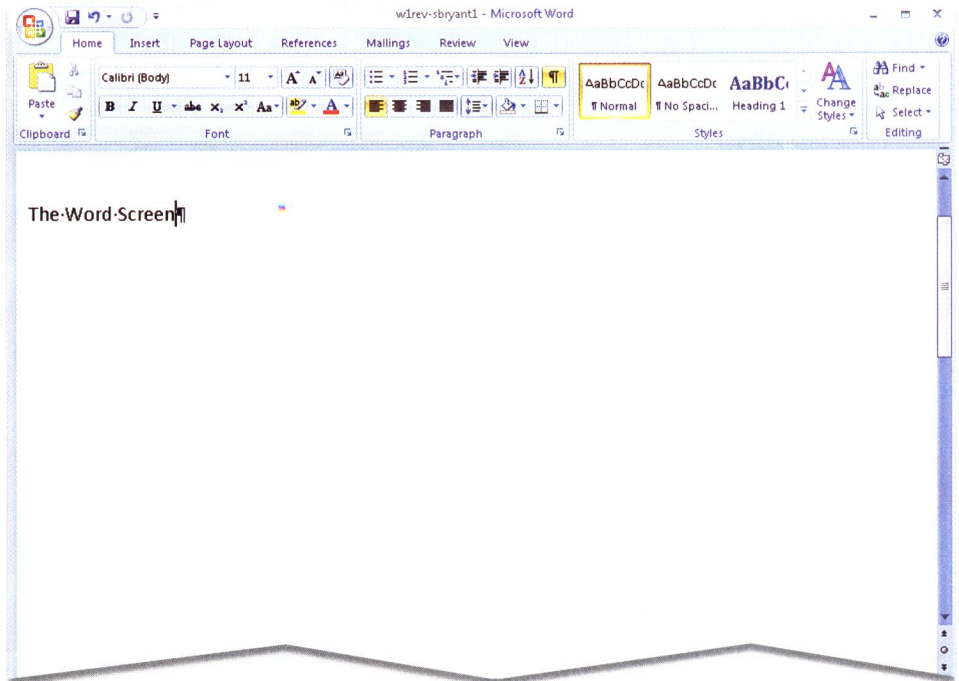
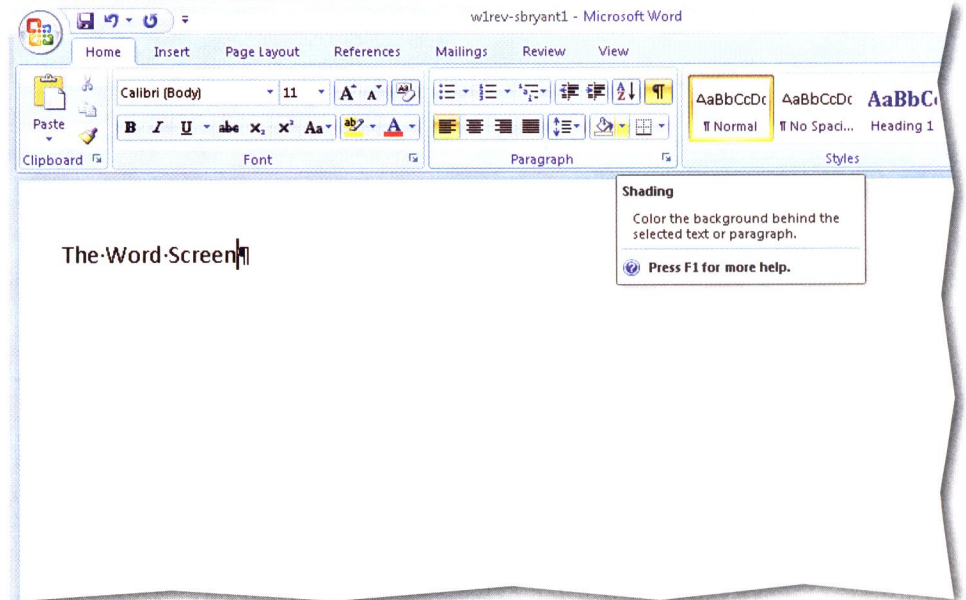


FIGURE 1.34 Shading ScreenTip displayed



Step-By-Step

- 1 Create a new Word document. Save your document as: **w1rev-[your first initial and last name]2**.
- 2 Turn on **Show/Hide ¶**.
Key the text shown in Figure 1.35.
- 3 Click before the word **part**.
Key: **an important**. Press the **Spacebar** once.
- 4 Click before the word **new**. Hold down **CTRL** and press **DELETE**.
- 5 Hold down **CTRL** and press **BACKSPACE** to delete the word **insert**.
- 6 Key: **delete**.
- 7 Your screen should look like Figure 1.36.
- 8 In the **QAT**, click **Save**.
- 9 Click **Office>Close** to close the document.

2. Insert and Delete Text

Follow the steps to complete the activity.

FIGURE 1.35 Original text

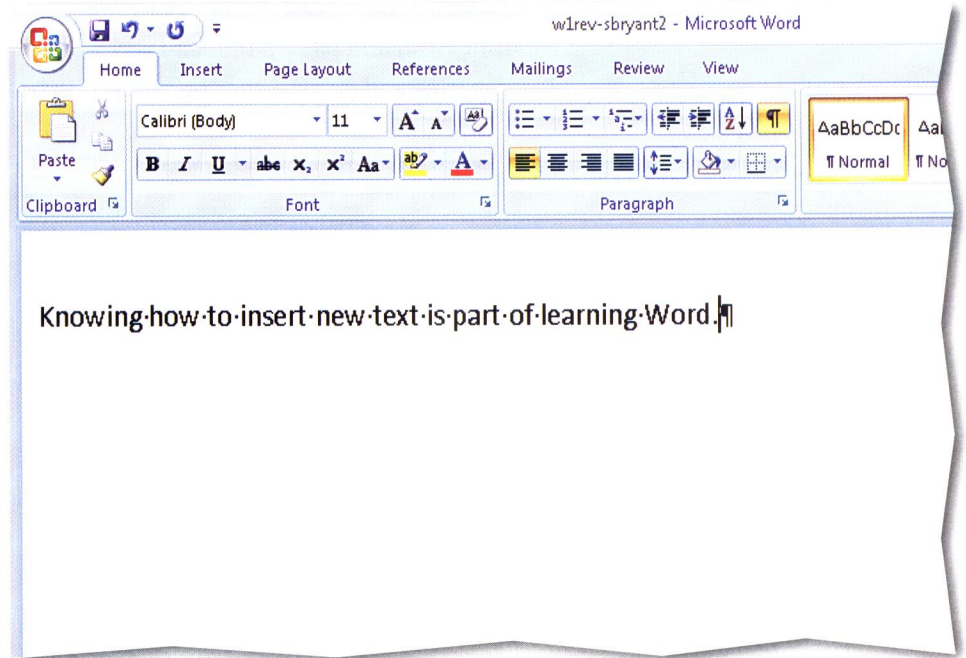
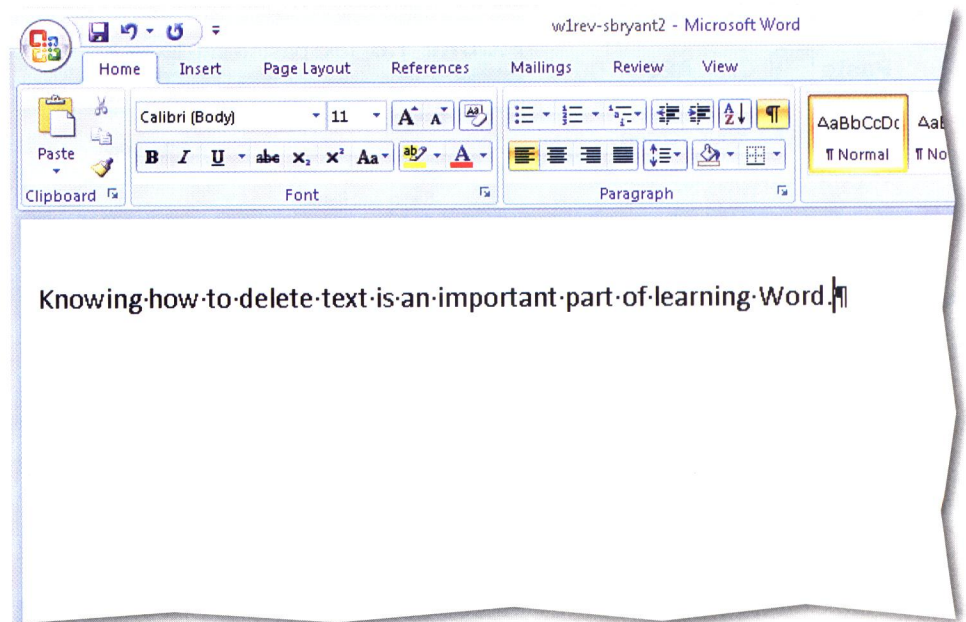





FIGURE 1.36 Edited text



Step-By-Step

- 1 Create a new Word document. Save your document as: **w1rev-[your first initial and last name]3**.
- 2 Turn on **Show/Hide** . Key: **Microsoft Word is a word processing application. You can use Word to create memos, reports, and letters.**
- 3 Press . Key: **Knowing how to name and save a document is an important part of learning Word. You use the Save As dialog box to name a document.**
- 4 **iCHECK** Your screen should look like Figure 1.37.
- 5 Choose **Office>Print>Print Preview**.
- 6 Your screen should look like Figure 1.38. Click **Close Preview**.
- 7 Choose **Office>Print**. With your teacher's permission, click **OK** to print the document.
- 8 Click **Save** . Close the document.

3. Create, Save, and Print a Document

Follow the steps to complete the activity.

FIGURE 1.37 The document with keyed text

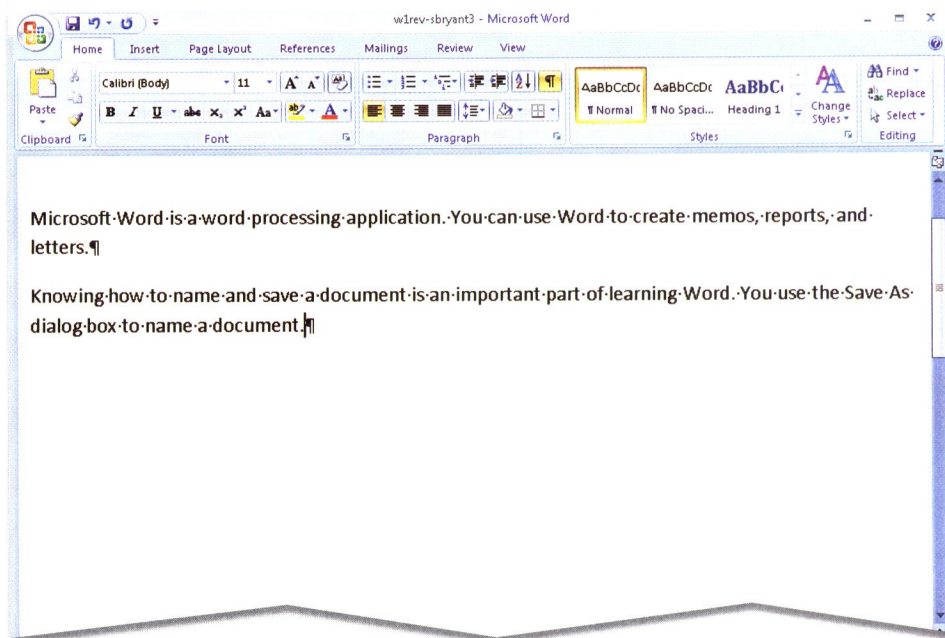
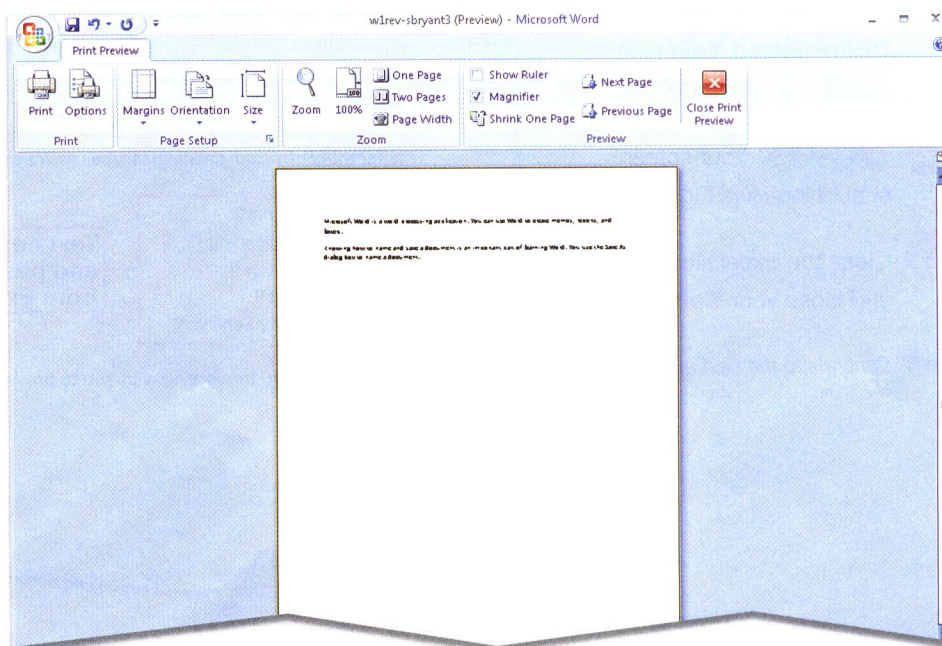


FIGURE 1.38 Print Preview



 Step-By-Step

1 Open the data file **Letter.docx**. You will see the text shown in Figure 1.39.

2 Save the file as: **w1rev-[your first initial and last name]4**.

In the text:

3 Change **Alic** to **Alice**.

4 Combine the first line with the line that begins with **working**.

5 Change the question mark at the end of the first sentence to a period.

6 Change **too** to **to**.

7 Change the colon to a comma after **said**.

8 Change the single quotation marks to double quotation marks (two times).

9 Add a space between the closing quotation mark and **We**.

10 Your letter should look like Figure 1.40. Save and close your document.

4. Edit a Business Letter

Your boss has asked you to edit a business letter. Part of this letter is shown below. The letter contains some keying mistakes that you need to fix before it can be sent out.

FIGURE 1.39 Unedited letter

Dear Alic:

I am happy that we are going to be working together on the new project? I think we should get together as soon as possible to discuss how we plan too complete the project. As you know our supervisor, Mr. Jones, said: 'This is the most important new project our company has had in years.' We definitely need to decide how to finish the project on time and within budget.

FIGURE 1.40 Edited letter

Dear Alice:

I am happy that we are going to be working together on the new project. I think we should get together as soon as possible to discuss how we plan to complete the project. As you know, our supervisor, Mr. Jones, said, "This is the most important new project our company has had in years." We definitely need to decide how to finish the project on time and within budget.

Step-By-Step

- 1 Create a new document. Save it as: w1-rev[*your first initial and last name*]5.
- 2 Key the first four lines of information in Figure 1.41. Press **ENTER** after each line.
- 3 Key a paragraph that explains why your coworker needs to know Word and how he or she might use Word at work. Press **ENTER**.
- 4 Key a second paragraph that lists the steps needed to perform one of the following tasks:
 - open a document
 - print a document
 - save a document
 - insert text
 - delete text
 Press **ENTER** after each step.
- 5 Key a concluding paragraph that tells your coworker how to use the Help feature.
- 6 Save and print your document. Close the file and exit Word.

5. Create a “How to” Guide

You have a new coworker who does not know anything about Word. Your supervisor has asked you to teach your new coworker how to open a Word document, key text, print a document, and save a document.

FIGURE 1.41 Sample document

Your First and Last Name ↓1X

Your Teacher's Name ↓1X

Class ↓1X

Current Date ↓1X

Introductory Paragraph: Why it is important to know Word. ↓1X

Second Paragraph: How to perform a specific task in Word. Steps needed to complete task: ↓1X

Step 1: ↓1X

Step 2: ↓1X

Step 3: ↓1X

Step 4: ↓1X

Concluding Paragraph: How to use the Help feature.