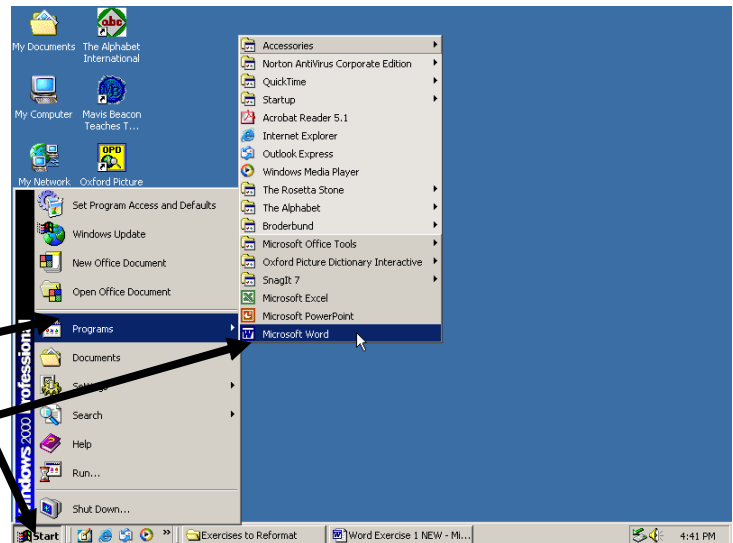


# Microsoft Word: Exercise 1

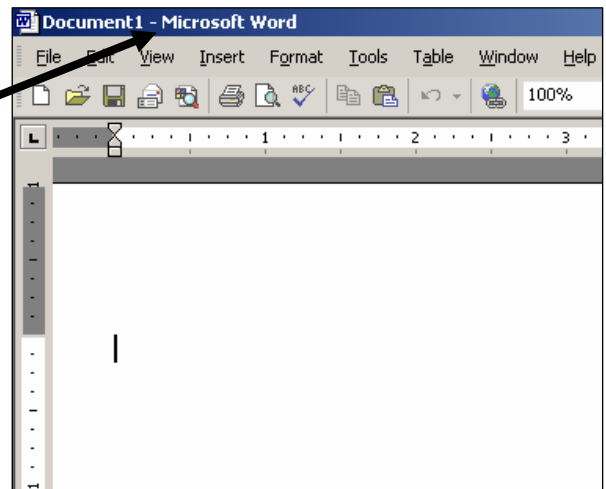
## In this exercise:

- Using the toolbar
- Highlighting text
- Copy and Paste functions
- Font and Font size
- Common keyboard operations
- Bold, Italics, Underline

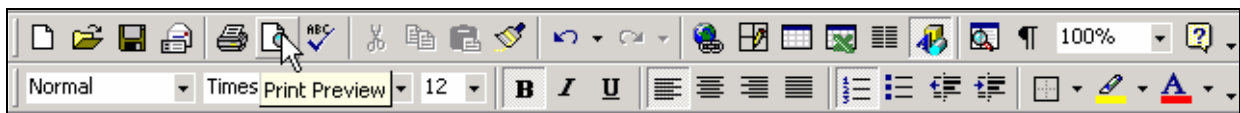
1. Click on the **START** menu.
2. Click on **PROGRAMS**.
3. Then Click on **MICROSOFT WORD**.



4. Now the program, Microsoft Word, is open. **Look** at the screen. Are the words **Microsoft Word** at the top of the screen?



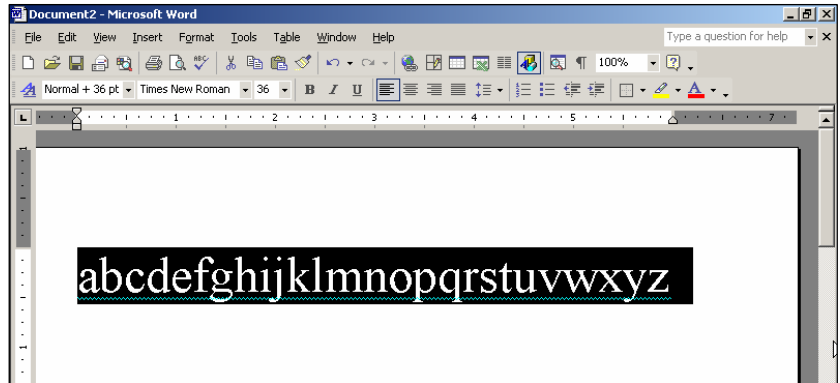
5. Slowly **Move the Cursor** across the Standard Toolbar. It looks like this:



**Don't Click.** When you point to a picture you will see the name for that picture or tool.

6. **Type** the alphabet in lower-case letters. No spaces.  
Like this: **abcdefghijklmnopqrstuvwxy**z

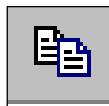
7. **Click and Drag** from the “a” to the “z”. This is called Highlighting. When all the letters are highlighted. Take your finger off the mouse. Practice this a few times.



8. There is another way to highlight the letters. Use your left hand to **Hold Down** the **SHIFT** key. Use your right hand to **Press** the **Right Arrow Key** many times until all the letters are highlighted.



9. Now, **Click** on the Copy button.



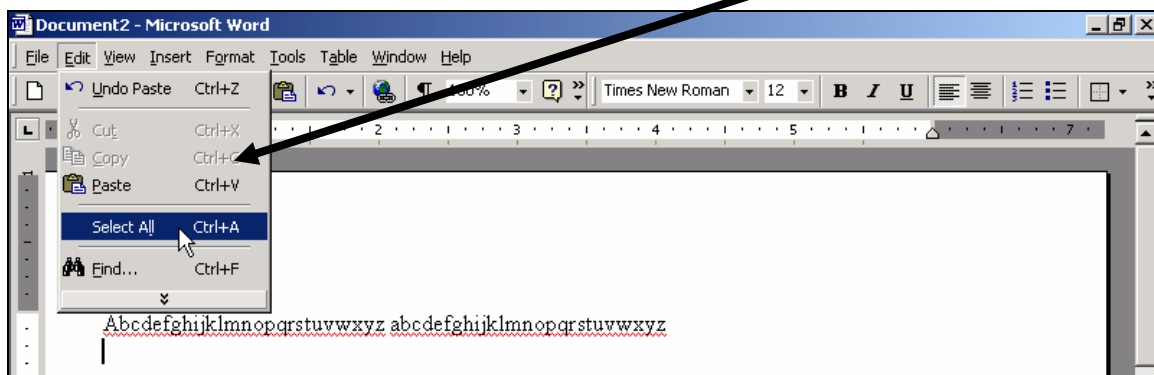
10. **Click** after the “z” to put the cursor there.

11. Now **Click** the Paste button.

**Look** at what happened. You should now have two alphabets.



12. **Click** on the **EDIT** menu. You will see a drop down menu.



13. **Click** on **SELECT ALL**. This is another way to highlight all the words on the page.

- 14. Now, **look** at your Formatting Toolbar.  
**Click** on the little arrow next to “Times New Roman.”



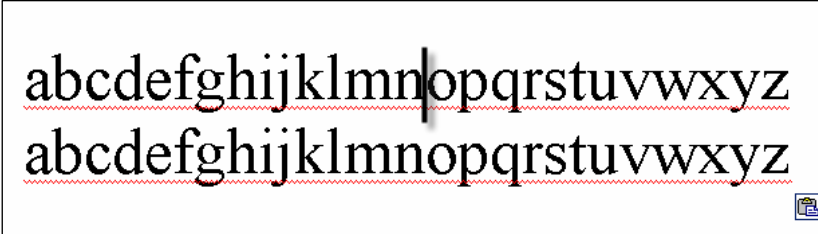
- 15. **Click** on another font name to change the way the letters look.

- 16. **Change the font** 3 times for practice.

- 17. **Click** on the arrow next to the number 12.  
**Click** on a larger number.  
 This will change the size of the letters.



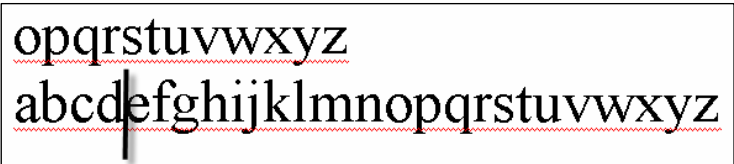
- 18. **Click** between the “n” and “o” in the first alphabet to place the cursor there.



- 19. On your keyboard,  
**Press** the **BACKSPACE** key several times to erase everything before “o.”



- 20. **Click** just after “d” in the second alphabet to place your cursor there.



21. On your keyboard, **Press** the **Delete** key several times to erase everything between “d” and “o.”

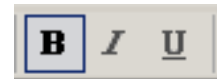


22. **Highlight** all of the text. (**Click and drag** across the letters).

23. **Click** on the Center button from the Formatting Toolbar.



24. When the text is highlighted, **Click** on the **B** to make the text bold.



25. **Click** on the **I** button on the Formatting Toolbar to make the text italic.



26. **Click** on the Underline button to add a line under the words.



27. Now you are done. **Click** on **FILE**. Then **Click** on **CLOSE**. Do not save.