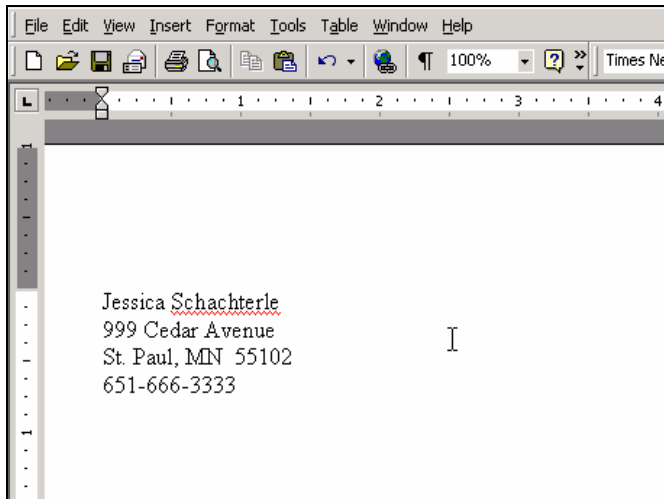


## Microsoft Word: Exercise 2

**In this exercise:**

- Basic keyboard keys
  - Formatting text
  - Cut and Paste
  - Saving to a disk
  - Using the undo button
1. **Click** on the **START** menu. Then **Click** on **PROGRAMS**. Then **Click** on **MICROSOFT WORD**.
  2. **Type** your first and last name in the blank document. Capitalize the first letter of your first and last name using the **SHIFT** key.
  3. **Press** the **ENTER** key to move down one line.
  4. **Type** your street address.
  5. **Press** the **ENTER** key to move down one line.
  6. **Type** your city, state, and zip code.
  7. **Press** the **ENTER** key to move down one line.
  8. **Type** your phone number. Your document should look something like this:



9. **Select** all your text. (**Click** on **EDIT** and **click** on **SELECT ALL**).
10. Change the font size to 18.

11. Change the font style.



12. **Highlight** just the phone number.

13. **Click** on the Cut button on the Standard toolbar. . .  
Your phone number will disappear.



14. **Click** just after your name.

15. **Click** the **PASTE** button. (Or **click** on **EDIT** and **click** on **PASTE**). Your phone number should be right after your name.

16. **Click** between your name and phone number.

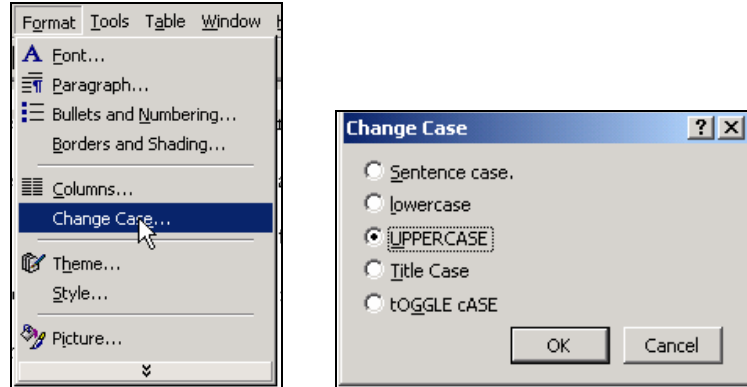
17. **Press** the **TAB** key to put a space between your name and phone number.



18. **Click** at end of the first line.

19. **Press** the **ENTER** key. This will put a space between the first and second line.

20. **Highlight** your full name. **Click** on the **FORMAT** menu. You will see a dropdown menu.



21. **Click** on **CHANGE CASE** from the dropdown menu and click on the circle next to the word **UPPERCASE**. **Click** on **OK**.



22. **Click** on the **UNDO** button on the toolbar. This button will let you go back one step. It is a good way to correct your mistakes.



23. **Click** the **REDO** button on the toolbar. This button will let you go forward one step after you have used the undo button.

24. **Click** before your phone number and **Press** the **ENTER** key.

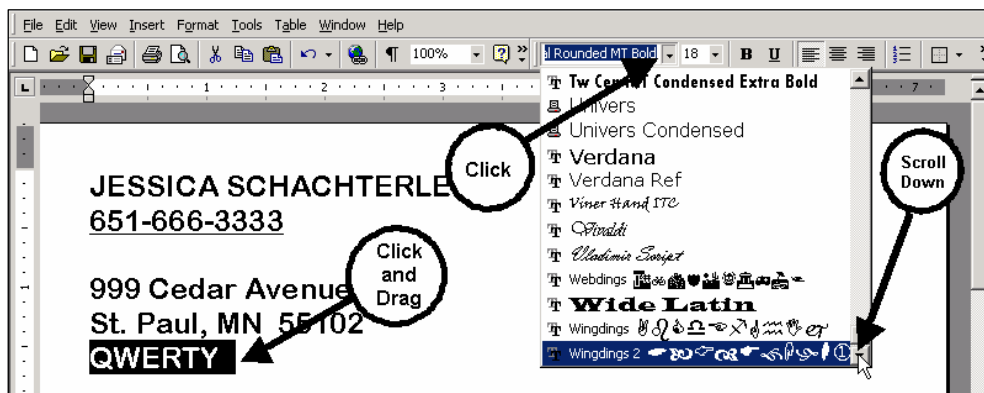
25. Now, **Highlight** your phone number.

26. **Click** on the **U** key on the formatting toolbar. This will underline your phone number.

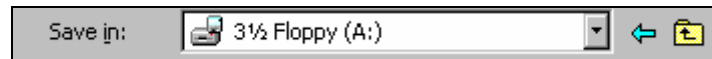
27. **Double Click** below your address.

28. Now, **Type** QWERTY using your **CAPS LOCK** key. Don't forget to turn off your Caps Lock when you are done.

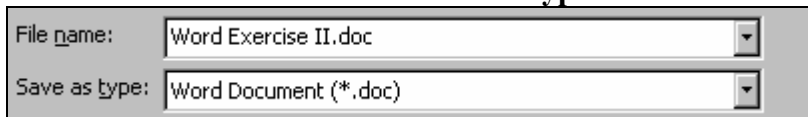
29. Change the font of QWERTY to **Wingdings**. Your letters should look like pictures when you are done.



30. While QWERTY is still selected, **click** the **COPY** button on the Standard toolbar.
31. **Click** just after QWERTY, and **click** the **Paste** button on the Standard toolbar.
32. Repeat this step so that you now have it three times in a row.
33. Now select all the text. **Click** on the **EDIT** menu. **Click** on **SELECT ALL** from the dropdown menu.
34. Center all the text using the **Center** button on the Formatting toolbar.
35. Change the font size of your name to 22.
36. **Bold** your first and last name.
37. **Italicize** your address by highlighting it and clicking on the **I** on your standard toolbar.
38. **Follow the** Directions to Save this document on your disk. Make sure your disk is in the computer.
39. **Click** on the **FILE** menu.
40. **Click** on **SAVE AS**.
41. **Select** the **3<sup>1/2</sup> Floppy (A:)** drive. This is the disk drive. We will always use the disk drive in class.



42. **Click** in the **File Name** box and **Type** a name for this document.



43. **Click** on **OK**.
44. Have your teacher check your work before you close the document.