

Microsoft Word Unit Organizer

- (/1) Exercise 1
- (/2) Exercise 2ab
- (/2) Exercise 3ab
- (/2) Exercise 4ab
- (/4) Exercise 5abcd
- (/2) Exercise 6ab

Please note

You will be responsible for making sure you have shown each individual practice assignment.

When you are finished each, **make a point** of showing your work for checking off. Otherwise you will not get the marks!

If there is a lineup, continue working but return when the line is empty!

List of useful Shortcuts :

Description	Method
To select a word	Double click on the word
To select a picture	Single click on the picture
To select a line	Single click in the left margin
To select several lines	Click & drag (left margin).
To select a full sentence	<Ctrl + clic> anywhere inside the sentence
To select a paragraph	Double click (left margin) or triple click anywhere inside the paragraph
To select several paragraphs	Click & drag (left margin)
To select all of the document	Triple click in the left margin
Save	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Find	Ctrl+F
Spell check	F7
Select a text with the arrow keys	F8
Page break	Ctrl+Enter

Microsoft Office

EXERCISE 1 – A BASIC DOCUMENT

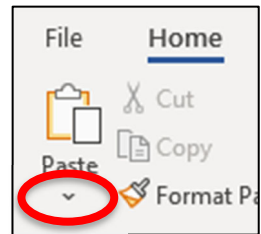
A. In your “My Documents” folder, create a “BAT30” folder.
In your “BAT30” folder, create a “Unit 1 – Documents” folder (a.k.a. your ‘docs folder’).

B. Open a new Word document and  Save it as **ex1.docx** in your docs folder.

C. Write your name at the top of the document. Hit enter twice.

D. Visit <http://www.lipsum.com/feed/html> and copy the first two paragraphs.
In Word: Make sure you are on the Home Tab (or “Ribbon”), and choose the little arrow under Paste, choose “Paste Special...”

i. *Home → Paste Special → Unformatted Text → OK*



Choose “Unformatted text” and click OK.

(Curious why? Try pasting it normally instead! See the different format?)

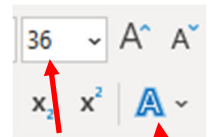
E. In this same document (ex1.docx), we will use fancy text effects on your name on top of the document. We will make sure your title is **centered**, and there is a **space afterwards** before the paragraph below begins. Then add text effects.

i. Highlight your name (click and drag to select your whole name)

ii. Again, in the Home tab, click the “align center” button.

iii. Change the font size to 36

iv. Click on the glowing blue A and choose an interesting text effect.



F. Highlight the whole text (click and drag the entire thing, or press CTRL-A)


i. *Right click, choose Paragraph, under ‘Line spacing’ chose double*

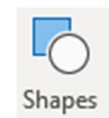
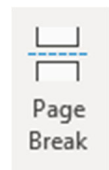
ii.  Save

G. Click below your last paragraph and then...

i. *Add a page break (hit CTRL-ENTER, or choose the Insert tab and click*

ii. On this new page, you will be inserting a shape. On the Insert tab, click

iii. Once you have selected one, draw it on your empty page and  Save



H. Lookup the lyrics to one of your favorite songs, double click on your shape and paste them into the it

Experiment with a few different shapes

 **Save and make sure to show the work!**