Microsoft Word – Exercise 1

**Activity Overview:**

Using word processing software to create documents has become a common task for millions of people. One of the simplest tasks it can do is also one of the greatest benefits of using such software – saving an existing document with a new name. Before word processing software, people would have to re-create an entire document, even if it needed just a few small changes from the original version. With programs like Microsoft Word, an entire document does not have to be re-created in order to make a copy with minor changes. The following activity illustrates how a Word document can be saved using one file name, edited, and saved again with a new file name.

New Skills Reinforced:

**In this activity, you will practice how to:**

1. Create and save a Word document.

2. Retrieve a saved document.

3. Save an edited document with a new name (save as).

4. Insert a header, footer, and page break.

5. Email the file as an attachment

*New Skills will be marked with a:*

**Instructions: After Opening Microsoft Word**

1. **Create** a NEW Word document. The font should be **11** point **Calibri**.

2. Starting on the first line of the document, type your **first and last name**, then hit **ENTER**.

3. Type the name of your **favorite snack food**, then hit **ENTER**.

4. Type the name of your **favorite pizza topping**, then hit **ENTER**.

5. Type the name of your **favorite movie**, then hit **ENTER**.

6. Type the name of your **favorite song**, then hit **ENTER**.

7. Type the name of your **favorite TV show**, then hit **ENTER**.

8. Carefully **proofread** the document for spelling, grammar, and accuracy.

9. **Save** the document as **LIKES** to your **“My Documents”** folder.

10. **Close** the file, saving changes upon exiting.

**Email the file LIKES to Mr. Trevors as an attachment – doug.trevors@nbed.nb.ca**

11. **Open** the document **LIKES** from your “My Documents” folder.

12. Change your favorite snack food to your **least favorite snack food**.

13. Change your favorite pizza topping to your **least favorite pizza topping**.

14. Change your favorite movie to your **least favorite movie**.

15. Change your favorite song to your **least favorite song.**

16. Change your favorite TV show to your **least favorite TV show.**

17. Insert a **Header** – with the following -- Name, Dislikes, Date

18. Insert a **Footer** – Page Number

19. Insert a **page break** after your least favorite TV Show.

20. Carefully **proofread** the document for spelling, grammar, and accuracy.

21. **Save** the document as **DISLIKES** to your “My Documents” folder and Close.

**Email the file DISLIKES to Mr. Trevors as an attachment – doug.trevors@nbed.nb.ca**