

## Microsoft Word Exercise

The object of this exercise is to demonstrate you with some of the important commands associated with using Microsoft Word to produce standard papers.

This exercise will cover how to create a line of text, how to insert today's date, and the difference between "left" and "right" margins. You'll practice using bold, italic, and underline features. You'll change the line spacing from single to double spaced. You'll change the margins and add page numbers, headers and footers, and illustrate with a bulleted list.



If you'd like some extra help while doing this exercise (or using Word at any time), select Help from the menu bar and click Microsoft Office Word Help from the pull-down menu. A column of advice will appear on the right-hand side of the screen. You can also access help from the F1 key.

Keep this document as a reference page. It is also posted on my website: [www.cheffood.org/learn](http://www.cheffood.org/learn). The linked number is what you will be doing and the bulleted instructions are the steps that are needed to do the command.

### I. Select the Create New MS Word

- Select Format from the menu bar
- Click Word from the pull-down menu
- Select the Create New MS Word Item
- Select an 8.5 page font size
- Click the OK button

### II. Create the top line

- Select Format from the menu bar
- Click Paragraph from the pull-down menu
- Select the Indent and Spacing tab
- Select Center from the Alignment options
- Click OK
- Type: Microsoft Word Training Document
- Press the Enter key

### III. Create today's Date

- Select Format from the menu bar
- Click Paragraph from the pull-down menu
- Select the Indent and Spacing tab
- Select Center from the Alignment options
- Click OK
- Select Insert from the menu bar
- Click Date and Time from the pull-down menu
- Select a Date/Time format of your choice
- Click OK

# Fun Microsoft Word Activities

**Pankaj Kumar Verma,Dhrupal R  
Shah,Khushbu Chauhan,Devi M**



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**How to Work with Fractions, Decimals & Percents, Grades 5-8** Charles Shields,2000-10 Workbook for students grades 5 8 including math problems concerning fractions decimals and percents Microsoft Word for Kids Susan C. Woodward,Peter Dublin,1994 This unique language activities book will give children a love of language and the computer through fun filled activities Dozens of creative projects foster self esteem stimulate imagination and encourage family interaction Compatible with Windows and Mac versions of Word this book is written for children to use with their parents help **Activities, Games, and Assessment Strategies for the Foreign Language Classroom** Amy Buttner,2007 This book provides easy to use resources to help you write fun lesson plans With over 100 activities and games this book also includes rubrics spreadsheets materials lists and templates *Boot-Click-Enter* □ 3 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD **The Activities for Word Processing** Minta Berry,Mary Alice Eisch,1997-10-30 The Pathways Series contains everything needed for generic computer activities Flexibly organized from simple to complex these activities are designed to support lessons involving software instruction *Computer Activities Across the Curriculum* Heidi Stirm,2001 **Word 2013 ELearning Kit For Dummies** Lois Lowe,2014-04-28 Whether you've used other versions of this popular

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