

Computer Applications I Word

LAP 1- Project 1: Creating and Editing a Word Document



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆PT2a Engage in higher order thinking and will apply problem-solving strategies in purposeful ways, both in situations where the problem and desirable solutions are clearly evident and in situations requiring a creative approach to achieve an outcome.
- ◆PT5d Manage and direct one's own learning.

Objectives

- ◆ Start Word
- ◆ Describe the Word window
- ◆ Zoom page width
- ◆ Change the default font size of all text
- ◆ Enter text into a document
- ◆ Check spelling as you type
- ◆ Scroll through a document
- ◆ Save a document
- ◆ Select text
- ◆ Change the font of selected text
- ◆ Change the default font size of selected text
- ◆ Bold selected text
- ◆ Right-align a paragraph
- ◆ Center a paragraph
- ◆ Undo commands or actions
- ◆ Italicize selected text
- ◆ Underline selected text
- ◆ Insert clip art into a document
- ◆ Resize a graphic
- ◆ Print a graphic
- ◆ Print a document
- ◆ Open a document
- ◆ Correct errors in a document
- ◆ Use Microsoft Word Help
- ◆ Quit Word

Resource

Title: Office 2000 Introductory Concepts and Techniques
 Author(s): Shelly/Cashman/Vermaat
 Chapter 1: Project 1: Creating and Editing a Word Document

Time Frame 6 hours

Introduction

Project 1 introduces you to starting Word and creating a document. Before entering any text in the document, you will learn how to change the font size, save and print a document, use Word's check spelling, format paragraphs and characters, insert and resized clip art, move the insertion point so you can insert, delete, and modify text and use Word Help.

Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.
Turn in completed activities as directed by instructor.**

_____ **Read:** p. WD 1.3 Objectives for the Microsoft Word 2000 project 1

_____ **Read:** pp. WD 1.4 About Wobbling Words

_____ **Read:** pp. WD 1.6 -1.58

_____ **Read and Complete:** pp. WD 1.59

_____ **Complete:** p. WD 1.59 Apply Your Knowledge

_____ **Complete:** pp. WD 1.60-1.62 select 1 of the 3 *In The Lab problems*

_____ **Complete:** pp. WD 1.63-1.64 from *Cases and Places* select one case study from each difficulty level

Self Assessment - "I/I can . . . "

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Please ask instructor for additional instructions or assessment materials