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Using accessibility features

Set save options

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3 min

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✓ **Video:** Manage Additional File Types
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📖 **Reading:** Exercise: Managing additional file types
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15 min

Controlling page appearance

Controlling text flow

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Exercise: Managing additional file types

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

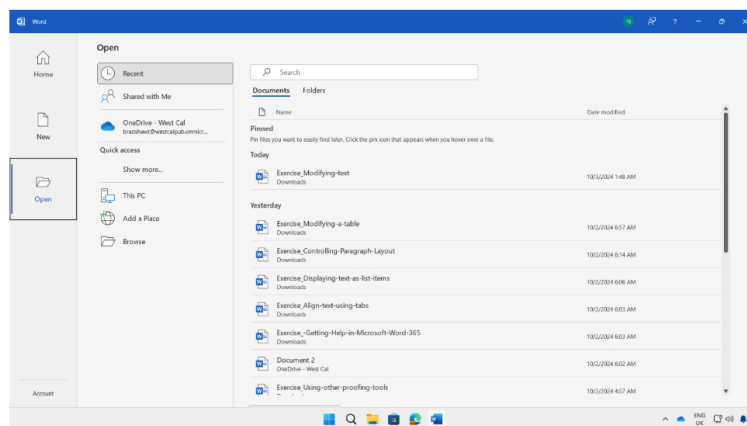
Let's get started!

You have been given a set of files that need to be combined together to create a workshop handout. You will use the tools that you learned about in this lesson to accomplish this task.

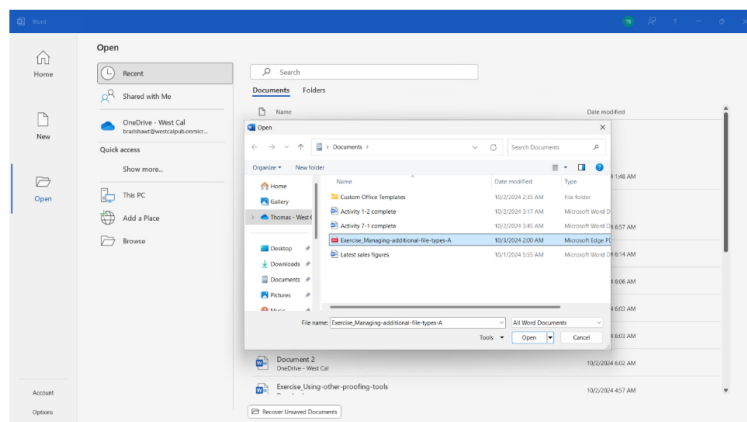
Note: Click on the links below to open and save the set of files in a folder that you can use to complete this exercise.

- [Exercise: Managing additional file types A](#)
- [Exercise: Managing additional file types B](#)

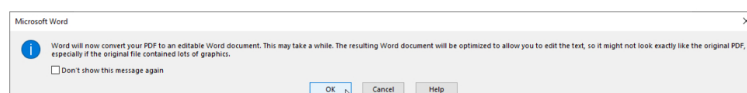
1. To begin, open Microsoft Word 365. At the Start screen, click Open:



2. Click Browse and then select "Exercise_Managing-additional-file-types-A" (which is a PDF file) from that folder and click "Open" Note: If you are not able to see the PDF file in your folder, you may need to change the file type drop-down in the bottom right to "All Files."

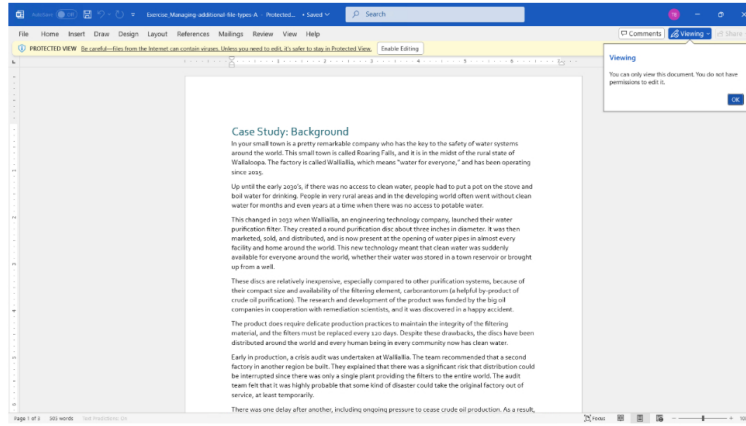


3. You will then see a dialog box about PDF conversion. Read the information and click "OK:"

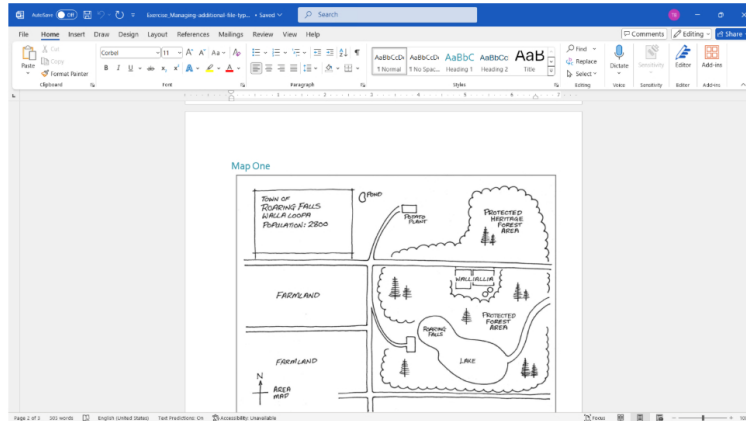


4. At the Viewing warning, click OK. Then Click Enable Editing in the banner below the ribbon. Click OK at the

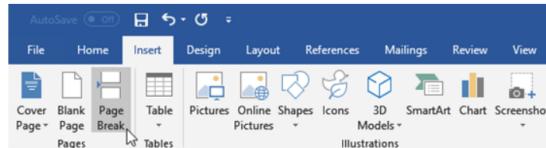
repeated conversion warning.



5. The document will open. Go to the second page. Change the text from “Map One” to “Area Map:”



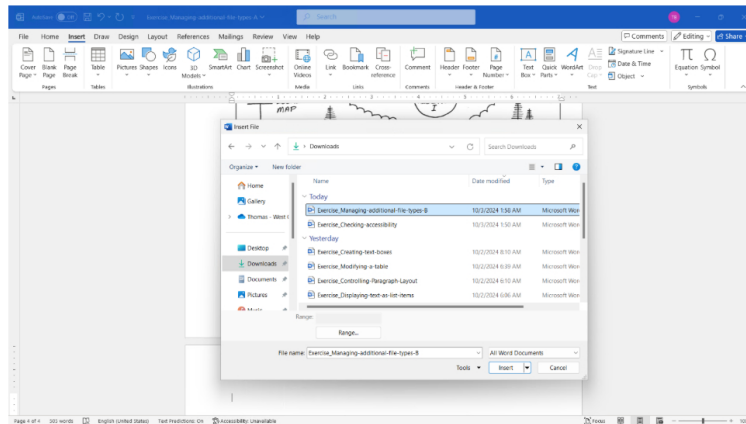
6. Now, go to the end of the document. Click Insert → Page Break:



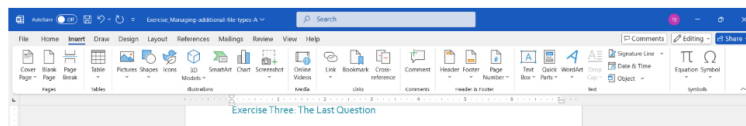
7. Click Insert → Object → Text from File:

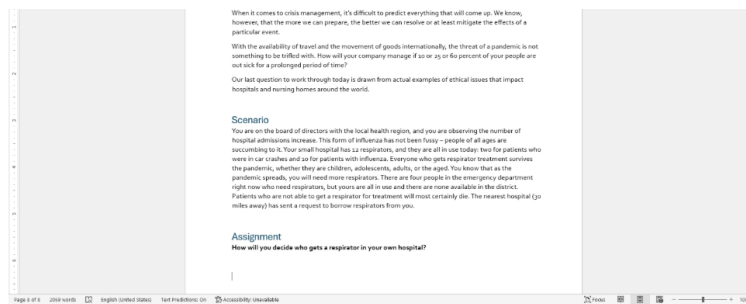


8. Navigate to the folder where you saved the documents for this exercise. Select the **Exercise: Managing additional file types B** document. Click “Insert:”

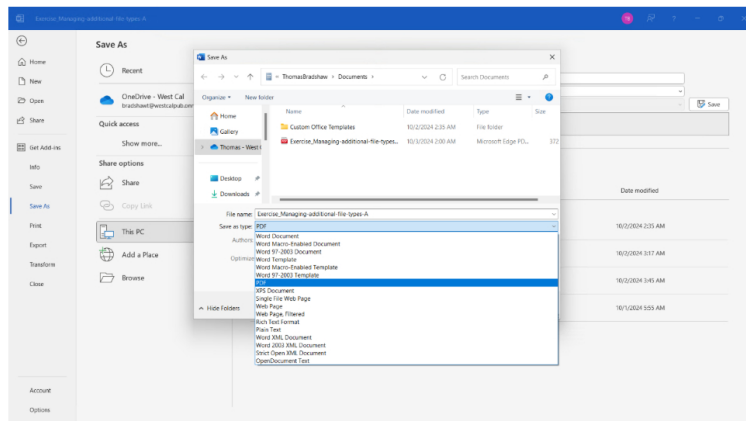


9. The text will now be added to the document:

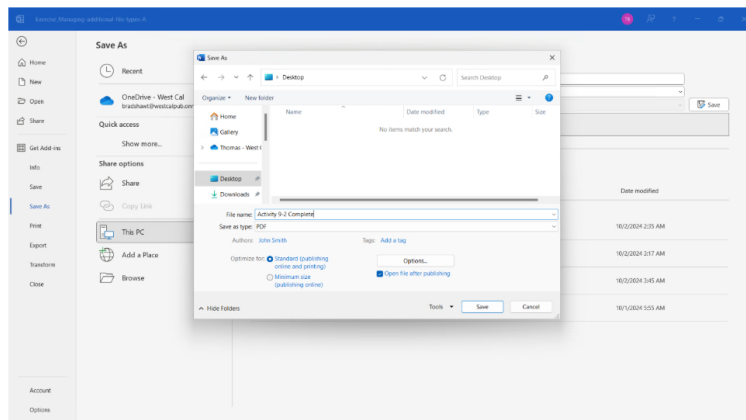




10. Now, let's save the document as a PDF file. Click File → Save As → Browse, and in the Save as type list, select PDF:



11. Navigate to your desktop. Change the file name to "Activity 9-3 Complete." Finally, choose PDF as the file type. Click "Save:"



12. Close Microsoft Word 365 to complete the activity.

13. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Managing additional file types](#)

Mark as completed

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