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## Exercise: Navigating and selecting text

**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!

In this exercise, you will use various elements of the Microsoft Word interface as well as your keyboard to find and select text.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Navigating and selecting text](#)

2. To start, click and drag the scroll bar. Scroll through the document until you see the table on the second page:

renewable/green energy, waste management, water conservation, transportation, etc.;

- Where applicable, projects should include/promote actions with real emission reduction. Although it is not always easy in the context of public education and outreach, efforts should be made to quantify reductions; and
- Include climate change messages, but may include links to clean air, health and other co-benefits.
- Projects can expand, strengthen or build on successful initiatives previously funded by the CCAF-PEO, or be new initiatives that have not previously been funded.

*Leverage Resources and Promote Partnerships*

Proposals must include resources from partners other than the federal government. A project's total cost can be of any size. The CCAF-PEO program will contribute a maximum of \$250,000.00 to national and provincial/territorial/regional projects and \$100,000.00 to local projects. At least 30% of your project funding needs to come from other sponsors. This can include a mix of cash contributions and well-documented in-kind (non-monetary) support such as professional services, volunteer time, materials, supplies, equipment, etc. The in-kind contributions can be up to 10% of the total budget.

*How are project proposals evaluated?*

In addition to the mandatory eligibility criteria listed above, the following evaluation criteria will be used to assess the relative strength of the proposal.

Criteria	Weight
Effective approach	40%
Experience/competence	20%
Promotion and Evaluation	20%
Funding and partners	20%

3. Once you reach the table, let go of your mouse button. Move your cursor to the icon in the top left-hand corner of the table. Click this icon:

Criteria	Weight
Effective approach	40%
Experience/competence	20%
Promotion and Evaluation	20%
Funding and partners	20%

4. The entire table will be selected:

Criteria	Weight
Effective approach	40%
Experience/competence	20%
Promotion and Evaluation	20%
Funding and partners	20%

5. Press the Page Down key to view the final page in the document:



#### What should my proposal include?

Proposals should be no more than 10 pages (not including attachments such as résumés, organizational profiles, and information about, or samples of, past projects and successes).

Proposals should include the following:

- Project Description
- Work Plan
- Budget
- Personnel and Organization

*Adapted from Climate Change Action Fund - Public Education and Outreach Program Call for Proposals (2003)*

6. Save your document as **Activity 2-1 Complete**. Leave Microsoft Word 365 open for the next exercise.

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

[Completed Exercise: Navigating and selecting text](#) 

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