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# Exercise: Modifying 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 learn how to modify text using a variety of tools.

1. Click on the link below to open the Microsoft Word exercise document. To complete this exercise, navigate to the last page in the document.

[Exercise: Modifying text](#)

2. Select the first sentence and the bulleted list:

Proposals should include the following:

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

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).

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

3. Drag and drop the text to the location shown here:

Proposals should include the following:

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

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).

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

4. The selection will be moved. Click the Paste Options button and review the choices:

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)

Paste Options:

- Paste as Plain Text
- Paste as Rich Text
- Set Default Paste...

5. Now, scroll to the previous page. Select the "Target Canadian Communities" heading and paragraph. Press **Ctrl + X** to cut the text:

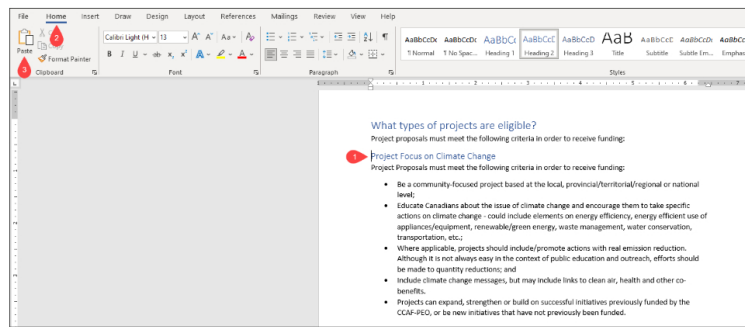
Target Canadian Communities

Proposals must target Communities -- a collection of individuals within a prescribed geographic area (e.g. cities, towns, neighbourhoods, region, rural municipalities, aboriginal communities)

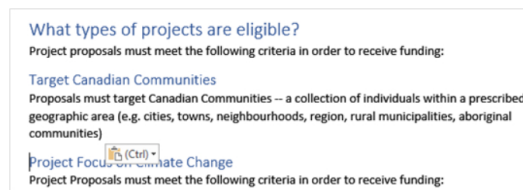
Leverage Resources and Promote Partnerships

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.

6. Click to place your cursor at the start of the "Project Focus on Climate Change" heading. Click **Home** → **Paste**:

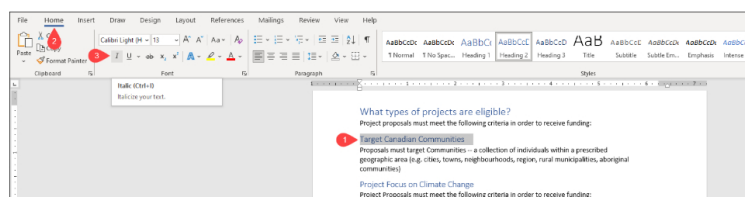


7. The content will be inserted:

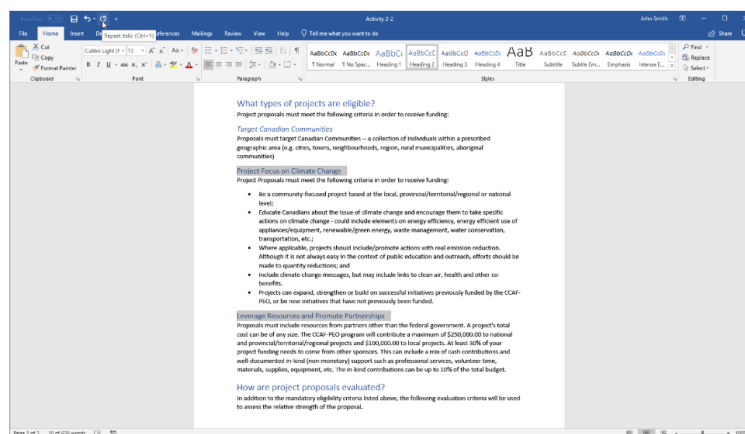


Which method of moving text did you find easier?

8. Select the Target Canadian Communities heading. Click **Home** → **Italic**:



9. Select the other two headings in this section. (Remember, you can hold down the Ctrl key to select non-adjacent items.) Click the Redo/Repeat arrow on the Quick Access toolbar to repeat the italicized formatting:



10. Save your document as **Activity 2-2 Complete**. Close Microsoft Word 365 to complete this exercise.

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

[Completed Exercise: Modifying text](#)

Mark as completed