

Hide menu

Entry-level: Getting started with Word

- ✓ **Video:** Module Introduction - Getting Started with Word 1 min
- ✓ **Video:** Identify the components of the Word interface 9 min
- ✓ **Reading:** Exercise: Identifying the elements of the Word interface 10 min
- ✓ **Video:** Create a Word document 6 min
- Reading:** Exercise: Creating a Word document 10 min
- Video:** Create a document using a template 5 min
- Reading:** Exercise: Creating a document using a template 10 min

Work Smarter with Microsoft Word > Module 2 > Exercise: Creating a Word document

< Previous Next >

Exercise: Creating a Word document

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.

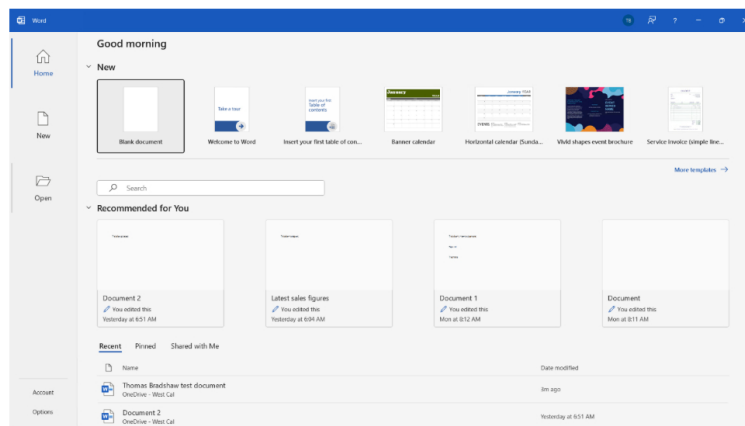
Access Microsoft Account

[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!

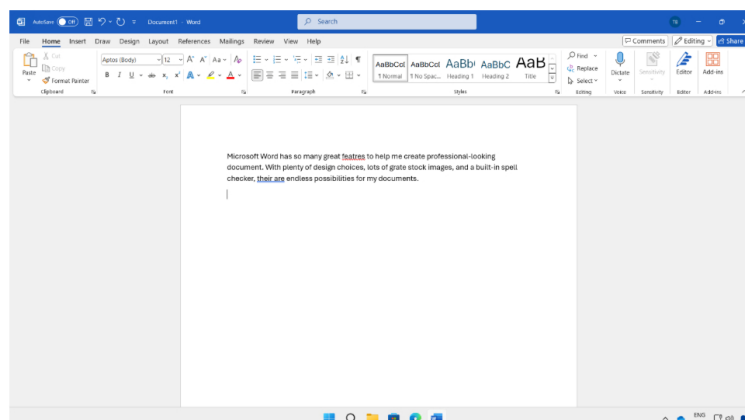
In this exercise, you will create a basic Word document.

1. Open Microsoft Word on your computer.
2. On the Home page, select **Blank document**:

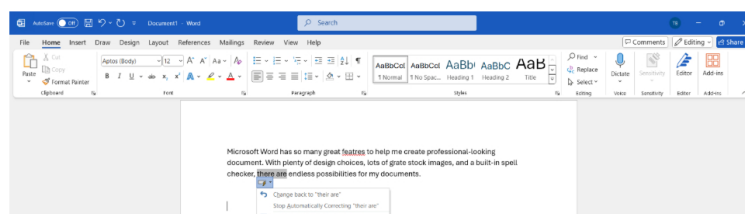


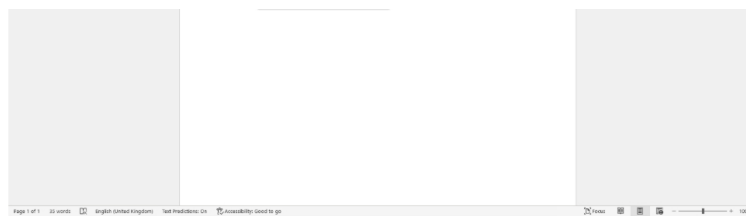
3. Enter the following paragraph in the new open Word document (as show in the screenshot):

Notice how Word wraps your text to the next line when necessary and automatically capitalizes the first word in the sentence. Notice that Word corrected the contextual error “their” for you:

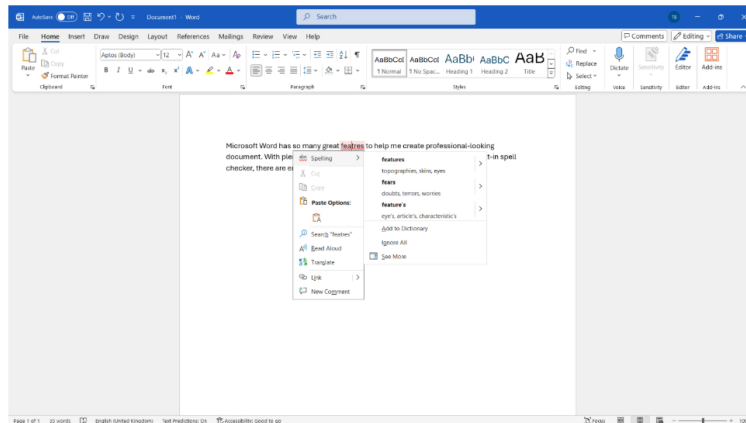


4. As mentioned, Word fixed the contextual error “their” for you. Move your mouse over this word. You should see a blue line appear. Click this line and then click the **AutoCorrect Options** button that appears. Select this button. You can see a drop-down list appear with options:

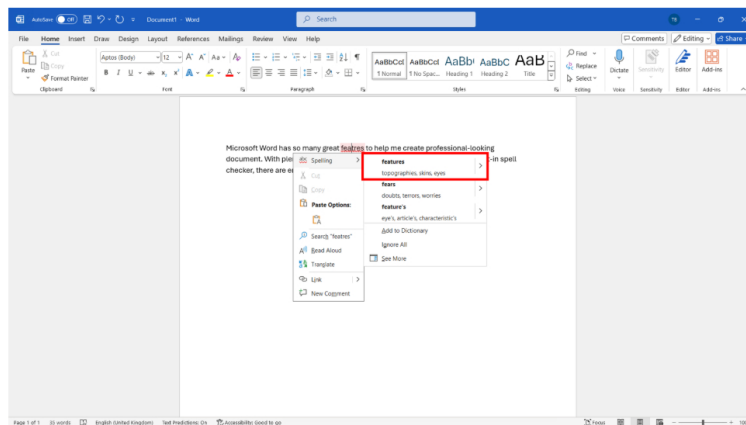




5. Click anywhere in the text to close this menu. Notice how the typo in the first line ("features") has a red underline. Right-click it to view spelling suggestions:



6. Click the correct spelling to fix this word:



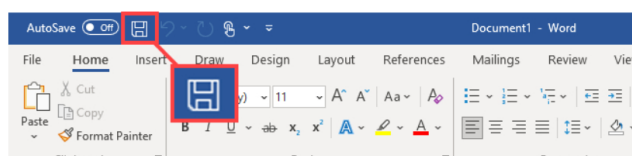
7. Read through what you typed. Notice that there are two typos that Word did not identify, so always proofread your work!:

Microsoft Word has so many great features to help me create professional-looking document. With plenty of design choices, lots of grate stock images, and a built-in spell checker, there are endless possibilities for my documents.

8. Fix the two errors by adding an "s" to "document," and changing "grate" to "great:"

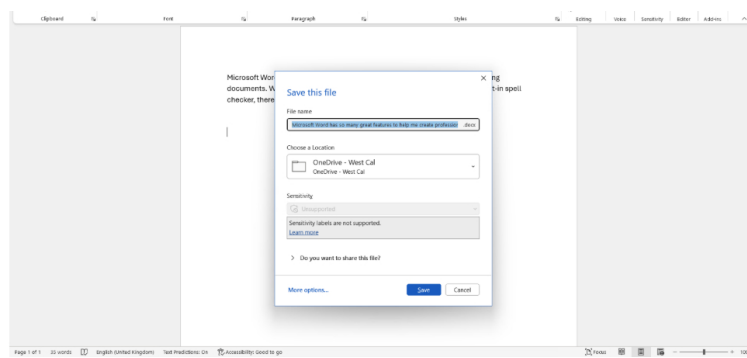
Microsoft Word has so many great features to help me create professional-looking documents. With plenty of design choices, lots of great stock images, and a built-in spell checker, there are endless possibilities for my documents.

9. Now, let's save your document. Click the **Save** icon on the **Quick Access** toolbar:

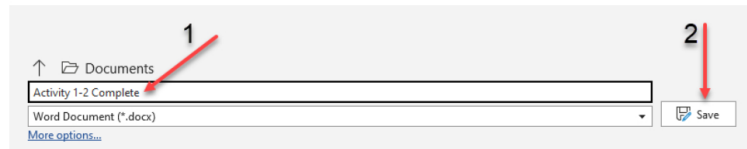


10. The **Save this file** dialog box opens. Click **More** options, then click **This PC**:

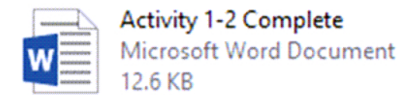




11. The **Documents** folder should be selected by default. Enter "Activity 1-2 Complete" for the file name and click **Save**:



12. If you look at your **Documents** folder, you should see an icon for your document:



13. Close Microsoft Word 365 to complete this exercise.

Mark as completed

Like Dislike Report an issue