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help

Entry-level: Getting Entry-level: Use

document views and

Entry-level: Editing a

Reading: Exercise: Navigating and selecting

Video: Modify text

Reading: Exercise:

Modifying text 10 min

▶ Video: Find and replace

Reading: Exercise: Finding and replacing text

Practice Assignment:

7 min

Video: Navigate and select text



Work Smarter with Microsoft Word > Module 2 > Exercise: Navigating and selecting text

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.

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!

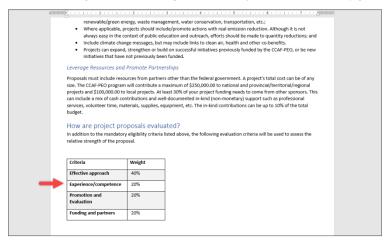
Let's get started!

In this exercise, you will use various elements of the Microsoft Word interface as well as your keyboard to find and $\frac{1}{2}$

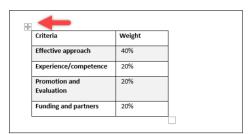
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

Exercise: Navigating and selecting text [2]

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



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:



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

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

- $\textbf{6. Save your document as } \textbf{Activity 2-1 Complete}. \ \textbf{Leave Microsoft Word 365 open for the next exercise.}$
- 7. Now, you can check out an example of a completed document in the link below:

Completed Exercise: Navigating and selecting text [2]

Mark as completed

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