

# Word Processors - Practice

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## 1. Creating and Naming a New Document

- ☐ Create a new document in either Google Docs or Microsoft Word.
- ☐ Name it "Frogs". In Word, you'll have to go to File > Save as... to name the document.

## 2. Text Entry and Editing

- ☐ Copy the following paragraph and paste it into your document.

Frogs are a unique and diverse group of amphibians. They have smooth skin, bulging eyes, and powerful hind legs adapted for jumping and swimming. They're found all over the world, from tropical rainforests to dry deserts. They're highly adaptable and play a vital role in ecosystems by controlling insect populations and serving as both predator and prey, making them a crucial link in the food chain.

- ☐ Use Ctrl + A to highlight all of the text in your document. Change the font to Georgia and the size to 14.

## 3. Indenting, Spacing, Alignment

- ☐ Indent the first line of the paragraph.
- ☐ Set your entire document to have 1.5 line spacing and "Justified" alignment.

## 4. Paragraph Styles

- ☐ Use Ctrl + A to select all text. Update the "Normal text" paragraph style to match the text you have so far.
- ☐ Insert a line above the paragraph by moving the cursor before the word "Frogs" and hitting Enter. Type the word "Frogs" in this first line and apply the Title paragraph style. Delete the indentation and align the text to the center. Select the title. Change the color to green and then use Ctrl + B to bold the word. Update "Title" to match the style.

## 5. Bulleted Lists

- ☐ Copy the following, and paste it (Ctrl + V) below your first paragraph by moving your cursor to the end of the paragraph and hitting Enter. Select the text you just pasted and apply the “Normal text” style to it. It should now match the style of the rest of your document. Alternatively, you can do a paste-without-formatting (Ctrl + Shift + V) and the text will automatically match the style of the text before it.

Some well-known species include:

Green Tree Frog

American Bullfrog

Poison Dart Frog

Goliath Frog

Northern Leopard Frog

- ☐ Select the last five lines representing different frog species and make them a bulleted list (Ctrl + Shift + 8).

## 6. Headers

- ☐ Insert a header. Align the text to the right and change the font size to 11. Type your name, and on a second line type the current date.

## 7. Find and Replace

- ☐ Use the Find and Replace tool (Ctrl + H) to change both instances of “They’re” to “They are”. Replace “dry” with “arid”.

## 8. Hyperlinks

- ☐ Highlight the word “Frogs” (the first word of the paragraph text, not the title) and insert a hyperlink (Ctrl + K) to the following URL: <https://en.wikipedia.org/wiki/Frog>

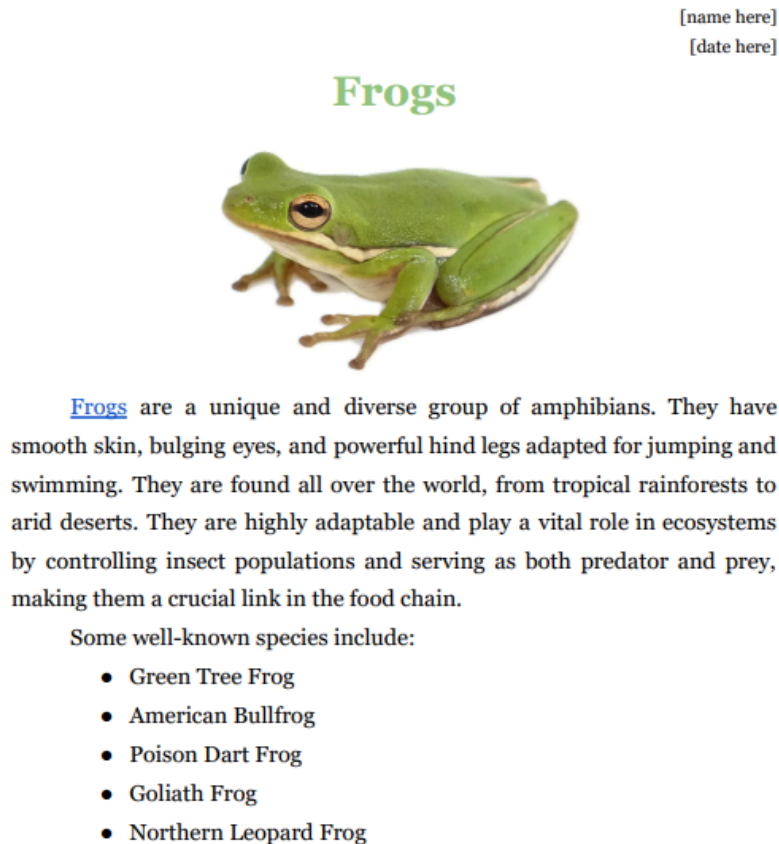
## 9. Images



- ☐ Copy the above image and paste it between the title and the paragraph text.
- ☐ Center-align the image and change its height to 2 inches.

## 10. Sharing

- ☐ Your completed document should look something like this:



- ☐ If something looks off, review the instructions and see what you might have missed. Reach out for help if you get stuck.
- ☐ Once it looks right, share your document with the tech coach at [hayden@techieforlife.com](mailto:hayden@techieforlife.com).