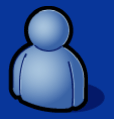
|  |  |
| --- | --- |
| **LABORATORY**  **ACTIVITY**  **No.1** | **Comp1**  Computer Fundamentals and Applications  **MS Word Basics with Keyboarding Part 1**  Lesson: Basic Microsoft Word 2010 |
| **Objectives** | The students should be able to:   * Familiarize themselves with the parts of the computer. * Familiarize themselves with the parts of the Microsoft Word Screen. * Practice keyboarding. * Open and explore the network.   Learn how to save files. |
| **Time to Complete** | 60 Minutes |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Start Here\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***



**Instructions:**

1. The students will be instructed to create a document and create a write-up choosing their own topic. They shall apply anything that they know about Microsoft Word.
2. Files must be saved in the directory provided by the instructor.

# Starting Word

1. Turn on your computer (cold boot) and wait for Windows to complete its loading. When it’s already turned-on, proceed to number 3.
2. You are then prompted to type in your user name and password. Press <ENTER> key. The Windows desktop screen appears.
3. <Click> on the Start button on the taskbar found at the lower left corner of the screen. A pop-menu will appear.
4. Move the mouse pointer over the Programs command on the menu. This will display the Programs menu.
5. <Click> on Microsoft Word option.
6. Windows will begin loading Microsoft Word.

# Displaying/Hiding Standard and Formatting Toolbars/Rulers/Zoom Option

1. **<Click> on View** from the menu bar.
2. **Deselect Ruler.** (Note the change in the screen).
3. <Click> on **Toolbars from the View menu.**
4. <Click> on **View and re-select Ruler** to return the ruler to the screen.
5. Make the following changes: **Deselect Ruler. Select Full Screen Reading**. (Note the changes.)
6. Restore the screen to the default view by clicking on the **close button.**
7. Type your name on the screen.
8. <Click> on View from the menu bar.
9. <Click> on Zoom.
10. <Click> on the 200% magnification option.
11. <Click> on the OK button. (Note the change)
12. Repeat steps 8-10 using the 75% option.
13. Repeat steps 8-10 and use the increment box to set the magnification at 150%.
14. Return to 100% magnification.
15. <Click> on the Zoom control box arrow on the toolbar and change to 25%.
16. Return to 100% magnification.

# Creating a New Document

1. Now, let us try to create a new document. <Click> on the File option in the menu bar. The File menu will pull down and display.
2. <Click> on the New option in the File menu. The New dialog box will appear on your screen.
3. <Click> The Blank Document icon appears on the dialog box.
4. <Click> on the Blank Document icon.
5. <Click> on the Create button on the left side.

# C:\Users\Kaj-Chan\Desktop\Misc\School\Comp1\enteringText.png

# Saving a Document

1. Save the text you just typed. <Click> on the File option on the menu bar. The File menu will pull down and display.
2. <Click> on the Save option in the File menu. The Save As dialog box will appear.
3. Type the filename OD#\_Title\_Last, Nickname in the File Name text box.
4. <Click> on the down-arrow button on the right side of the Save In combo box. A list of drives and folders will appear. Locate your own **Personal folder.** Make sure that you save your file inside your own personal folder
5. <Click> on the Save button to save your document.
6. Exit Word.

# Retrieving a Document

1. Let us try to close and then retrieve our document. From the File menu <Click> on the Close option.
2. To retrieve it, <Click> on the File option again in the menu bar. The File menu will pull down and display.
3. <Click> on the Open option in the File menu. The Open dialog box will appear.
4. From the Open dialog box, <Click> on the down-arrow in the right side of the Look in combo box. A drop-down menu will display. Click on the option.
5. <Click> on the Code\_Act1\_CompleteName file (the previous file that you have created) from the display window, then <Click> on the Open button. The upper portion of the document will be displayed.
6. Take a look at the red way underlined words; you will notice that some of these words are accidentally repeated and misspelled. To remove the red wavy underline on a misspelled word and correct it <Right-Click> on the misspelled word. A pop-up menu with a list of possible corrections to the misspelled word will appear.
7. In the pop-up menu, <Click> on the right word that you really intend to use from the list of possible corrections. It will automatically change your misspelled word with the selected word from the list. Or <Click> on Ignore to leave the word as is. Repeat steps 1 and 2 for all the misspelled words.
8. To deal with the repeated words, <Right-Click> on the green wavy underlined word. A pop-up menu will appear.
9. <Click> on the Delete Repeated Word option to delete the word.
10. After correcting misspelled and repeated words, you can move text on a different location. Move the cursor at the start of the first paragraph, “University of Saint Louis………..”. <Click> , <Press>, and <Drag> the mouse pointer towards the last character of the same paragraph. The text will be highlighted.
11. <Right Click> on the highlighted words.
12. <Click> on the Cut option. The selected text will disappear from the document; this is placed in a temporary storage called the Clipboard.
13. To display the clipboard, <Click on the Clipboard Arrow in the **Home Menu.**
14. Position the mouse pointer at the end of the last character of the second paragraph, “You have chosen………. “, then <Click>.
15. Press the <ENTER> key twice.
16. <Right Click > on the Paste option, choose **Keep Source Formatting** The block of text (the first paragraph) you cut will be inserted on the location of the insertion point.
17. From the first line, select the word “Hands-On”.
18. <Right Click> The Edit menu will pull down and display.
19. From the Edit menu, <Click> on the Copy option.
20. Move the insertion point to the blank line below the last paragraph, “This handbook……….”. <Click> to position the cursor. The insertion point should then be at that location.
21. <Right Click> The Edit men will pull down and display.
22. From the Edit menu, <Click> on the Paste option. A copy of the selected text will appear on the location of the insertion point.
23. You can unpaste or paste again the selected text that appears. To unpaste the text, <Click> **Undo** Button imageon the Quick Access Toolbar. **Keyboard shortcut**  Press CTRL+Z.



1. To redo an action that you undid, click **Redo** Button imageon the Quick Access Toolbar. **Keyboard shortcut**  Press CTRL+Y

# Using Find and Replace

1. <Click> on the start of the document.
2. Now, let’s try to find a block of text with the FIND feature.
3. On the **Home** tab, in the **Editing** group, click **Find**. Or press CTRL+F. The **Navigation** pane opens.



1. In the **Search Document** box, type the text “Hands-On”
2. On the **Home** tab, in the **Editing** group, click **Replace**.
3. If you don't see the **Format** button, click **More**.
4. Type “The USL Story” on the Replace text box.
5. Save your document