Using Word

SAM Word 2019: Getting Started Project 1a



Entering Text

# GETTING STARTED

* Open the file **SAM\_GS\_WD19\_1a\_*FirstLastName*\_1.docx**, available for download from the SAM website.
  + SAM will automatically add your first and last name to the filename. If the filename does not display your first and last name, delete the file and download a new copy from the SAM website.
* Rename the start file to **SAM\_GS\_WD19\_1a\_*FirstLastName*\_2.docx** by using the Save As option to change the “1” to a “2”.

If you do not see the .docx file extension in the Save As dialog box, do not type it. The program will add the file extension for you automatically.

* With the file **SAM\_GS\_WD19\_1a\_*FirstLastName*\_2.docx** still open, ensure that your first and last name is displayed in the footer.

If the footer does not display your name, delete the file and download a new copy from the SAM website.

# GOOD TO KNOW

* Always use the start file from the SAM website to complete your project. Using other files may cause SAM to reject your project or grade it incorrectly.
* Read each project step before attempting it. Some steps include multiple parts. Be sure to complete each part as instructed.
* Do not edit your project file in ways that are not specified in the instructions.
* Do not copy and paste any part of your project unless instructed to do so.
* PROJECT STEP

1. SAM Projects begin with a brief scenario to give real world context to the steps you perform. You are a learner working on your first SAM Project. You will complete a simple sample step by entering text into a Word file. You will then submit your file for grading through the SAM website.

In the first blank paragraph of the document, type the following text:  
**Hello**

Your document should look like the Final Figure on the following pages. Save your changes, close the document, and then exit Word. Follow the directions on the SAM website to submit your completed project.

SAM will grade your submitted file automatically. Depending on your instructor’s preference, you may receive a grade right away, or at a predetermined time.

* Final Figure

