The objective of this exercise is to familiarize students with the tools available in the Home tab of Microsoft Word and their respective functionalities.

**Instructions:**

1. Open Microsoft Word.
2. Create a new blank document.
3. Follow the instructions for each exercise below.
4. Save your document with an appropriate name.

**Exercise 1: Basic Text Formatting**

1. Type the following text:

Welcome to Microsoft Word Exercise Document!

1. Select the text "Microsoft Word" and make it bold.
2. Select the entire text and change the font to Arial.
3. Change the font size of the entire text to 14.
4. Underline the word "Exercise".

**Exercise 2: Paragraph Formatting**

1. Press Enter to create a new line.
2. Type the following paragraph:

Microsoft Word is a powerful word processing application developed by Microsoft. It is widely used for creating various types of documents such as letters, resumes, reports, and more.

1. Align the paragraph to the center.
2. Apply double-line spacing to the paragraph.

**Exercise 3: Text Styles**

1. Press Enter to create a new line.
2. Type the following text:

Text Styles Exercise

1. Apply Heading 1 style to the text.
2. Press Enter to create a new line.
3. Type the following text:

This is an example of a subheading.

1. Apply Heading 2 style to the text.

**Exercise 4: Bulleted List**

1. Press Enter to create a new line.
2. Type the following text:

Things to remember:

1. Press Enter to create a new line.
2. Create a bulleted list with the following items:
   * Save your document frequently.
   * Use spell check before finalizing your document.
   * Format your document for readability.

**Exercise 5: Numbered List**

1. Press Enter to create a new line.
2. Type the following text:

Steps to Save a Document:

1. Press Enter to create a new line.
2. Create a numbered list with the following steps:
   1. Click on the "File" tab.
   2. Select "Save As" from the menu.
   3. Choose the location where you want to save the document.
   4. Enter a name for the document.
   5. Click the "Save" button.

**Exercise 6: Clear Formatting**

1. Press Enter to create a new line.
2. Type the following text:

Clear Formatting Exercise

1. Apply bold and italic formatting to the text.
2. Use the Clear Formatting tool to remove all formatting from the text.

**Exercise 7: Undo and Redo**

1. Undo the last action you performed.
2. Redo the undone action.

**Exercise 8: Find and Replace**

1. Press Ctrl + H to open the Find and Replace dialog box.
2. Find all instances of the word "Exercise" and replace it with "Task".
3. Close the Find and Replace dialog box.

**Exercise 9: Clipboard**

1. Copy the text "Microsoft Word Exercise Document" from the document.
2. Paste it below the last exercise.
3. Cut the text "Task 9" and paste it after "Task 8".