Microsoft® Word: Practice 1

### Create a Business Letter

**Type the company name and address**

Open a blank Microsoft Word document. Type the following information:

Lighthouse Christian Academy

1289 Parkdale Drive

Victoria, BC,V9B 4G9

(250) 474-5311

Select All of the text and use the Font options to format the type:

Tahoma, 12 point, bold, centered, and dark red

Select the first line of type and make it 14 point.

**Insert a Picture from ClipArt**

Search for a photo or cartoon of a lighthouse

Select an images and Download it.

**Use one of the pictures for a company logo**

Resize the picture

Center it above the Company name and address

**Insert the Date and Time**

Remember, the default Date and Time updates automatically. This option is not appropriate for medical or legal documents that must be date/time stamped, but is fine for this exercise.

**Type a sample business letter:**

Dear Mr. Chalifour,

Write in complete sentences and in paragraph form 10 things you like about Lighthouse Christian Academy.

Sincerely,

Your Name

Google search "sample business letters" format your letter to look similar to a business letter.

**Save your practice document** and name it: **Beginning Word Practice 1 <your name>**

Beginning Microsoft® Word: Practice 2

# Working with Pictures

**Open** a blank Microsoft Word document. You can use Microsoft ClipArt, or Clips Online, to do the following practice exercises.

**Insert a picture** of a sun or sunset.

Use **Format->Size** to resize the picture to 1.5" wide

Use In-Line **Text Wrapping**

Next to the picture **type**: The weather is great!

**Insert a picture** of a camera.

Change the Text Wrapping to Tight

Resize the picture to be 2.5 inches tall

Place the picture to the bottom of the page

**Insert a picture** of a beach.

Format Text Wrapping to Tight

Place the picture into the center of the page

Add a thick BLUE border around the picture

Crop the picture .5 inches from the left

**Save your practice document** and name it: Beginning Word Practice 2<your name>

**Beginning Microsoft® Word: Practice 4**

**Objectives:**

**The Learner will be able to:**

**1. Format text color, bold, and size at least 75% of the time**

**2. Insert a file INTO an existing Word document**

**3. Format text into columns**

**4. Insert a picture from Clip Art and the Design Gallery Live at least 75% of the time**

**5. Change text wrapping around a picture at least 75% of the time**

**6. Apply borders and shading to a whole page using the Format Borders and Shading command**

# Create a Flier

#### Make the headline for the flyer

Type the words: Choose a topic to write a flyer about

Format the headline big, bold, centered and dark red

Enter two blank lines after the headline

Type: Sample text

Does the Formatting stay big, bold, centered and dark red?

Change the formatting to Arial, 11 pt, aligned left, black

**Briefly research your topic**

Write out a 5-10 sentence about your research

**Create two columns of text**

Select all of the text EXCEPT the headline

Go to Page Layout -> Columns

Select the option for 2 columns

#### Add pictures

Insert a Picture from ClipArt

Look for pictures of which enhance your paragraph

You can use the Google images for pictures

For each picture, change the text wrapping to be tight

#### Format Borders and Shading

Before you add borders and shading, notice what you have selected on your document. If the picture is selected, then you will be adding borders to it. If you have text selected, then the border will be added to your word(s). To add Borders and Shading to an entire page, make certain you have NOTHING selected!

The default is NONE. Select a Box, Shadow, etc from the right hand side.

To change line style, choose a format from the middle Style window.

To have little pictures instead of a line, select Art and browse through the options.

Width indicates how thick the line (or art) can be.

Click OK to complete this action.

**Save your practice document** and name it: Beginning Word Practice 3