

# Microsoft Word: Writing a grant

Tuesday February 8, 2022

- Review
  - What can you find in the “Start” menu?
  - How would you open the application “Chrome”?
  - When might you use the “Task Manager”?
  - When might you use the “File Explorer”?
  - What is the purpose of the bumps on “F” and “J” on the keyboard?
  - What is copy/paste and why might you use it?
- A short tour of Word
  - Font
  - Font size
  - **Bold / Italic / Underline**
  - Alignment
  - Indentation
  - Paragraph spacing
  - Save
  - Open
  - Print
  - New
- Practical application: Writing a grant application
  - Go to <https://bit.ly/tikondane>
  - Highlight the whole page with Ctrl-A
  - Copy the highlighted text with Ctrl-C
  - Open up a new Word doc
  - Paste text from the clipboard with Ctrl-V
  - Respond to all questions
  - Copy/Paste your responses from the Word doc back to the form
  - Submit the form!

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