

MS Word Practice Exercise

- 1) Select the Comic Sans MS font.
- 2) Center the top line.
- 3) Enter today's date and make it center.
- 4) Press the Enter key and go to the next line.
- 5) Type a short paragraph.

"I am learning Microsoft Word. I hope to learn at least one new thing in this training session. If I have any questions (and I know I will), I will ask the teacher to answer them so I will not get stuck."
- 6) Highlight the phrase "Microsoft Word".
- 7) Italicize a word "least".
- 8) Underline a phrase "and I know I will".
- 9) Double space the lines in your paper.
- 10) Add page numbers to your document.
- 11) Change your margins "the top, bottom, left, and right margins to 1.5".
- 12) Go to the next line and change the alignment to Left Justification
- 13) Type a short paragraph.

"I have a paper to write, and I have to use footnotes. I don't know how to do them, but after this example I will."
- 14) Create a footnote (A footnotes appear at the bottom of the page and they are numbered. Footnotes are used for references and to define unfamiliar words.)

Type the footnote:" My teacher will be happy to see footnotes in my paper."
- 15) Add another footnote.

Type the footnote: "Or at least try" (Notice that the footnote number for the second footnote has changed.)
- 16) Create a header (A header is a line that runs along the top of every page of your document)

Type: "Microcomputer Applications Area

- 17) Create a footer (A footer is a line that runs along the bottom of every page of your document)
Type: [Your Name]
- 18) Create a blank page with existing document.
- 19) Spell Check your paper. (Word will stop on any words it doesn't recognize from its dictionary, and you may choose to ignore the Spell Check or have it replace your word with the correct spelling.)
- 20) When Microsoft Word doesn't recognize the spelling of a word, it underlines the word in red.
 - Watch for those red underlines and correct those that are wrong.
 - The red underline will not appear on your printed copy.
 - Also, remember Word isn't always right.
 - Word also misses real words that are used improperly.
 - So you will need to read over your own work carefully.
- 21) Save your document.