# Optional Intro to Windows Exercises

## Calculator

#### Starting an App

#### Using Mouse

#### Entering Text

## Solitaire

# Word Teaching Points

## Starting Word

#### Cortana Search Box

#### Windows Key -> Start Menu

#### Click to open Start Menu

## Basic Text Entry

#### Enter Plain Text

#### Deleting Text Using Del, Backspace

## Undo and Redo

#### Undo

#### Redo

## Backstage Area

#### Create New File

#### Save File

#### Load a File

#### Working with Multiple Files

#### Printing

## Selection

#### Selecting Text with a Mouse

#### Selecting Text with Keystrokes: Arrow, Ctrl Arrow, Shift Arrow, Ctrl Shift Arrow, Double Click, Triple Click

#### Deleting Selected Text

## Cut and Paste

#### Cut

#### Paste

#### Copy

#### Paste as Text

## Formatting

### Font

#### Typeface

#### Size

#### Color

#### Bold, Italic, Underline

### Paragraph

#### Bullets, Numbering

#### Indent

#### Justification

#### Space Before, After

#### Border

## Discuss Tabs on Ribbon

#### Home

#### View

#### Insert

#### Page Layout

## Zoom

#### Zoom to Percent

#### View 100%

#### One Page, Two Pages, Page Width

## Search and Replace

#### Search

#### Replace

#### Select with Like Formatting

## Quick Parts

# Exercise

1. Enter a Recipe
2. Title, Picture, Bulleted Ingredients List with Header, Numbered Method with Header
3. Show to Class

# Exercise

1. Create a Table
2. Four Rows, Three Columns. Each column is Name, Phone Number, Email Address.