Name: _____   Section: _____

CS 103 Introduction to Computers
Microsoft Word – Chapter 1

All exercises refer to the Hands-On Exercises in the class textbook Microsoft *Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due September 19th for Section 3 (MW) and September 21st for Section 4 (F). Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 16 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. When the book specifies drive A:, instead use your USB removable disk drive. Save all documents for these exercises to the folder path <u>USB:\ cs103\Exploring Word\</u>.

Hands-On Exercise 1: My First Document (pp. 82 – 86)

[ ] Step 1.   Logon to Windows XP

[ ] Step 2.   Do these steps to copy course files from Instructor's Computer.
1. Insert your USB Drive and open your **CS103** folder.
2. Open **Network Neighborhood** and click on View Workgroup Computers.
3. Select **W2-01 Instructor** computer.
4. Open the **SharedDocs** folder and then the CS103 folder.
5. Copy **Exploring Word** folder to your USB drive by dragging to **CS103** folder.

[ ] Step 3.   Create a document   [Separate the Toolbars]

[ ] Step 4.   Save the document to the folder USB:\cs103\Exploring Word

[ ] Step 5.   Do not print for this step Help with Word

Hands-On Exercise 2: Modifying an Existing Document (pp.90 – 95)

[ ] Step 1. Open the document from previous Hands-On Exercise 1

[ ] Step 2. Troubleshooting

[ ] Step 3. Modify the document   [Moving within a Document]

[ ] Step 4. The <u>Undo</u> and <u>Redo</u> commands

[ ] Step 5. Format the document   [Formatting at the Paragraph]

[ ] Step 6. **Print Document**

Hands-On Exercise 3: Spell Check, Thesaurus, and Grammar (pp. 102 – 108)

[ ] Step 1. Open file <u>Language Tools.doc</u>   [Change the File Type]
and Save As <u>Language Tools Solution.doc</u>

[ ] Step 2. The Spell Check   [Automatic Spell and Grammer]

[ ] Step 3. The Grammar Check

[ ] Step 4. The Thesaurus

[ ] Step 5. **Print Document** after finishing all parts of AutoCorrect section
                                   [Read Create your own shorthand]

You may skip steps 6 and 7

[ ] Practice Exercise 1: The Basics of Word Processing (p. 112)

Open the document **Chapter 1 Practice 1.doc** and immediately save the document as **Chapter 1 Practice 1 Solution.doc.**

Perform all the edits described in parts a. through h.

Print this document and staple the final result to this handout.

I completed all parts of this assignment

Signature: _____   Date completed: _____