

Student Name	Sebastian Alferts
Working period	8.3.2010 - 12.3.2013
Presentation	13.3.2013

Relevant documents	01_intro_all.pdf
	02_cold_water.pdf
	03_basic_word.pdf
	04_working_1.pdf
	04_working_2.pdf

Content	Introduction	30 Words*
	Cold Water	30 Words*
	Basic Word	30 Words*
	Working with word	50 Words*

*To see, how many words a paragraph has, just select it and have a look to the status bar.

Project Name **Homework Project 1**

Notes For the non-laptop users: use the account we created

Required Preparations

- Display the "**formatting marks**" (!)
- Show the ruler
- Zoom to 110%
- Set the document view to "Print Layout"
- Add an auto-correction from "Seb" to "Sebastian"

Quick Access Toolbar:

- Add the buttons: bold, underline, text align left, center and right

Ribbon:

- Add a new tab with your name
- Add a new group with the name of this project
- Add the buttons to change the font family (type of font), the font size and the "formatting marks"

Actions

Task:

- Write a short comprehension about each document that I introduced this week. The required pdf documents are listed above.

Conclusion:

- Save the Word document as PDF
- Save the Word document as HTML
- Remove all errors

Target of this exercise:

- Practice typing
- Basic working with Word
- Rework and comprehension of the first week

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Introduction

The document "01_intro_all.pdf" was about...

Cold Water

The document "02_cold_water.pdf" was about ...

Basic Word

The document "03_basic_word.pdf" was about ...

Working with word

The documents "04_working_1.pdf" and "04_working_2.pdf" were about ...

*To see, how many words a paragraph has, just select it and have a look to the status bar.