Student Name Sebastian Alfers

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](#basic) 30 Words\*

[Cold Water](#cold) 30 Words\*

[Basic Word](#basic) 30 Words\*

[Working with word](#working) 50 Words\*

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

**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 …