



Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

Objectives

- Navigate the Word environment
- Identify and describe elements of Word's interface
- Create, open, and save documents
- Enter and edit text
- Format text, paragraphs, and lists
- Convert text into hyperlinks
- Insert, edit, and arrange pictures
- Insert and format tables
- Check spelling and grammar

Equipment Required

- Notebook computer
- Microsoft Word 2013
- Internet connection

Introduction

In this lab, you will demonstrate your ability to navigate Microsoft Word and perform fundamental skills to construct, edit, format, and proof documents which include paragraphs, lists, pictures, tables, and hyperlinks (links to web pages or e-mail addresses). These skills are necessary to create a variety of business and personal documents in Word such as letters, reports, resumes, flyers, and calendars.

In order to perform the lab Procedure, you should know how to:

- Find and open Microsoft Word 2013
- Navigate and explain the Word environment
- Create blank or template-based documents
- Open existing documents and save documents with a new name
- Enter, edit, and format text
- Indent paragraphs, and create bulleted- and numbered-lists
- Insert, re-size, and arrange pictures relative to text
- Insert a new table and convert existing text into a table
- Use Table Styles to apply formatting to a table





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

Procedure

WORD INTERFACE

1. Review Diagram 1 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the interface descriptions below
 - a. _____ Command Group: each group contains a series of different command buttons
 - b. _____ The Ribbon contains all of the commands you will need to perform common tasks
 - c. _____ Account Access: from here you can access Microsoft account information
 - d. _____ Ruler is located at the top and to the left of an open document
 - e. _____ Document Views include Read Mode, Print Layout, and Webpage Layout
 - f. _____ The insertion point is where text will appear when you start typing
 - g. _____ Quick Access Toolbar lets you access common commands no matter which tab is selected
 - h. _____ Scroll Bar: click, hold, and drag to scroll up and down pages
 - i. _____ Page Number Indicator helps keep track of the number of pages in a document
 - j. _____ Word Count displays the number of words in your document
 - k. _____ Zoom Control: click, hold, and drag the slider to zoom-in or –out

2. Review Diagram 2 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the interface descriptions below
 - a. _____ Change Word settings such as spell check, AutoRecover, and language preferences
 - b. _____ Create a blank document or choose a template
 - c. _____ Close Backstage view and return to the document
 - d. _____ Show information about the current document
 - e. _____ Preview the document, adjust settings, and output to a printer
 - f. _____ Access recent documents saved on your computer or OneDrive
 - g. _____ Store a new document or revised document on your computer or OneDrive
 - h. _____ Exit the current document
 - i. _____ Allow others to view and collaborate on a document
 - j. _____ Convert a document into a PDF format
 - k. _____ Access your Microsoft profile, modify theme and background settings, and sign out





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

CREATING, SAVING, and OPENING DOCUMENTS

3. Launch Microsoft Word 2013
4. Create a new blank document
5. Create a new document based on any template of your choice
6. Save the resume to your Documents folder as “MyTemplate1.docx”
7. Close the document
8. Within Word, **browse your computer** to locate and open “MyTemplate1.docx”
9. Save the document as “MyTemplate2.docx”
10. Pin “MyTemplate2.docx” to the Backstage view
11. Export “MyTemplate2.docx” in a PDF format
12. Close all documents

ENTERING and EDITING TEXT

13. Open the document “Word2013_TextBasics.docx” (enable editing if necessary)
14. Use the mouse to position the insertion point at the beginning of the first paragraph
15. Use the keyboard to insert a new paragraph line
16. Insert one space after each color in the contact information section
17. Select and delete the text “the company” in the first sentence of the second paragraph
18. Complete the following steps while being observed by the lab instructor:
 - a. Copy “TTI” and paste it between the words “with” and “since” in the first line, second paragraph
 - b. Select the second sentence in the first paragraph, “She began as a researcher ...” and move it immediately after the first sentence in the second paragraph “... for local arboretums.”
 - c. Use Find and Replace to change “Wallace” to “Watson” throughout the entire document





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

FORMATTING TEXT

19. Open the document “Word2013_FormatText.docx” (enable editing if necessary)
20. Format the text “Team Building Retreat” as follows:
 - a. Font-type: Cooper Black
 - b. Font-size: 26pt
 - c. Font-color: a shade of green
 - d. Alignment: center
21. Apply a bold format to the text “Dawson Park”
22. Highlight the text “Need to get park’s address” in green
23. Complete the following steps while being observed by the lab instructor:
 - a. Use the Change Case command to capitalize “Dawson Park”
24. Open the document “Word2013_Hyperlinks.docx” (enable editing if necessary)
25. Format the following text as hyperlinks:
 - a. “www.techxpertssolutions.com” link to: www.techxpertssolutions.com
 - b. “free website design”(first paragraph) link to: www.techxpertssolutions.com/freewebsite
 - c. “rflukerii@techxpertssolutions.com” link as an e-mail address
26. Test the hyperlinks. When you click the web page links, your default web browser should open and automatically navigate to web page. When you click the e-mail link, your default e-mail program should open and pre-populate the “To:” line

INDENTS, TABS and LISTS

27. Open the document “Word2013_IndentsTabs.docx” (enable editing if necessary)
28. Indent text as follows; your final document should look like Diagram 3 (at the end of this Procedure)
 - a. Move the left-indent for the salutation, body text, and signature lines to 0.5”
 - b. Indent the first line of each paragraph in the body text
29. Open the document “Word2013_Lists.docx” (enable editing if necessary)





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

30. Format the agenda items as bulleted- and numbered-lists as follows:

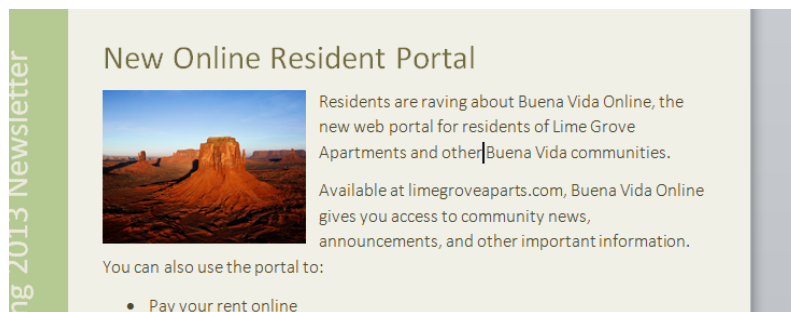
- Call to order
- New member introduction
- Treasurer’s report
- News and events
 1. Announcement of Chair’s retirement
 2. Oak Park dedication
 3. “Plant Life” Arbor Day campaign
 4. International Arborists Association
 5. IAA Conference July 14-17
 6. Membership dues \$130
- Communications
- Community Service
 1. J. Pelham Urban Garden
 2. Volunteer service day – Grove Memorial
 3. Montrose Arboretum education project

PICTURES

31. Open the document “Word2013_PicturesTextWrap.docx”

32. Insert a picture of your choice at the beginning of the first paragraph.

33. Resize the picture and apply text wrapping to achieve the following layout:



34. Insert a picture of your choice at the beginning of the first paragraph under “Memorial Day Barbecue”





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

35. Resize the picture and apply text wrapping to achieve the following layout:

Spring 2

Memorial Day Barbecue

Mmmm! It's that time of the year again! Time to gather up the kids and come on down to the pool for our annual Memorial Day Barbecue. This year, our Memorial Day buffet will be catered by Ralph's Simmerin' Barbecue and Slaw.



This year's barbecue is scheduled on **May 27th** from **12:00 – 4:00**. Come hungry!

TABLES

36. Open the document “Word2013_Tables.docx”

37. Convert the text to a table (separate text at Tabs)

38. Apply a Table Style to format the table *similar* to the following (not required to be exactly alike)

Category	Amount
Menu Food Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Labor cost (3 servers and 1 preparer)	\$192.00
Service Fee (18% of menu items ordered)	\$149.12
Total	\$1,897.97





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

39. Insert a new table and add text as follows:

Day	Hours at Location	Items Sold	Total Receipts
Monday	4	62	\$374.28
Tuesday	3	28	\$115.19
Wednesday	2	32	\$202.87
Thursday	2	21	\$85.85
Friday	5	115	\$624.39
Saturday	5	228	\$1,401.03

CHECK SPELLING & GRAMMAR

40. Open the document “Word2013_CheckSpelling.docx”

41. Use the “Spelling & Grammar” command to correct all spelling and grammar errors in the document. NOTE: you **must** use the command button or a context menu to make corrections; no credit will be given if you correct errors by re-typing the text

End Procedure



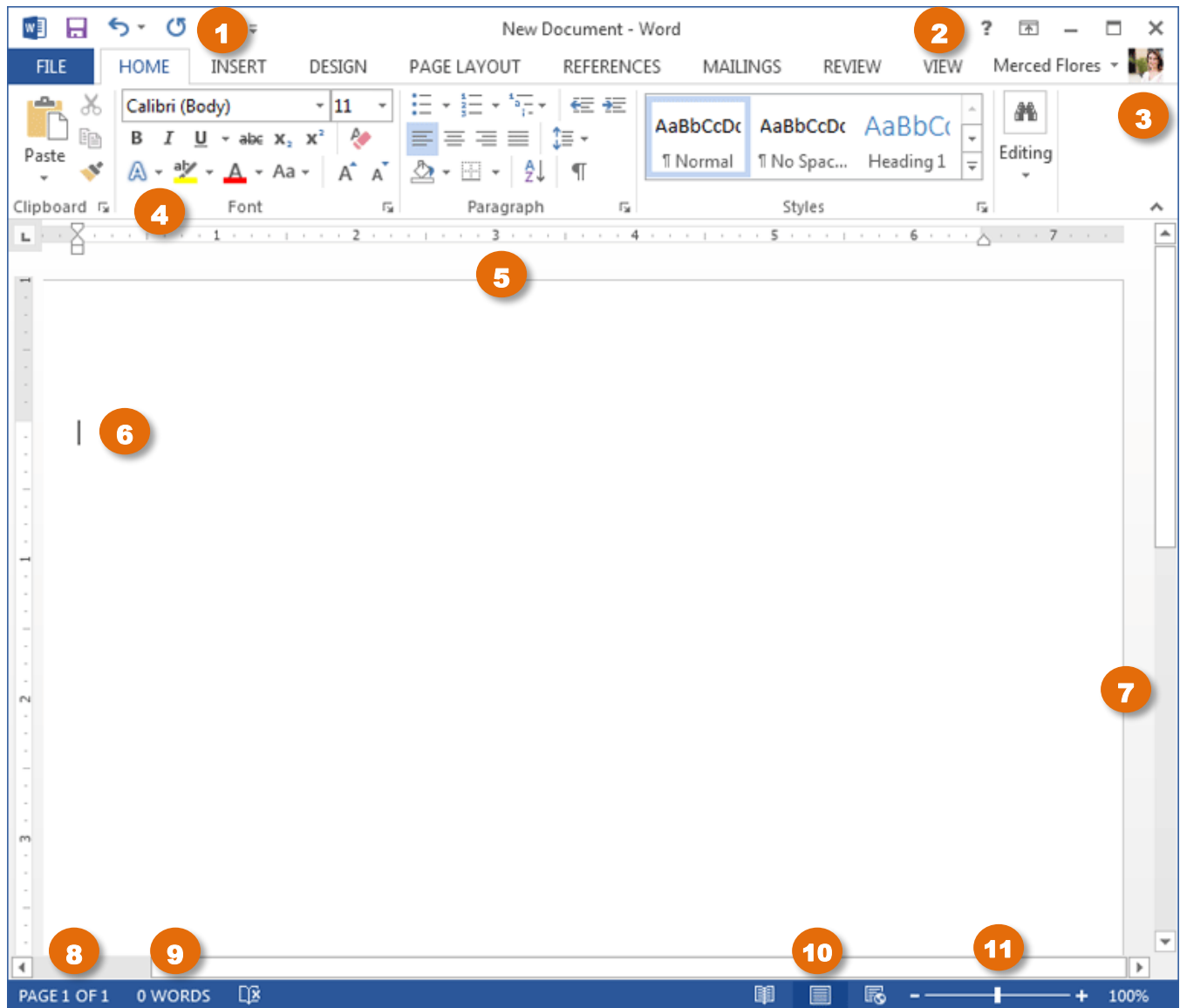


Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

DIAGRAM 1





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

DIAGRAM 2

New Document - Word

Merced Flores

Info

New Document

H: » Office 2013

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:
■ Document properties and author's name

Versions
There are no previous versions of this file.

Properties

Size	11.0KB
Pages	1
Words	0
Total Editing Time	90 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 4:08 PM
Created	Today, 2:35 PM
Last Printed	

Related People

Author	Merced Flores
Add an author	
Last Modified By	Merced Flores

Related Documents

Open File Location

Show All Properties





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

DIAGRAM 3

415 Bishop Street
Chicago, IL 60608

March 6, 2013

Mr. Nathaniel Joyner, CEO
Vesta Insurance Group
32101-11B West Michigan Avenue
Chicago, IL 60601

Dear Mr. Joyner:

Thank you so much for the time that you took yesterday to interview me for the Administrative Assistant position. It was great to meet you and learn more about your administrative needs at Vesta Insurance. On my tour of your building, you mentioned how important it is that your Administrative Assistant not only be the welcoming face and voice of the company, but also an integrated member of the staff willing to help problem-solve when issues arise. I completely agree with that philosophy and I know that my collaborative skills will be an asset to your company.

I am very enthusiastic about the position and am particularly thrilled that you are looking for someone specifically with website maintenance experience. I was also very impressed with how well maintained and thorough your company's client database is. As you upgrade to your new database system, I believe my experience troubleshooting database issues will make me an excellent candidate for Vesta Insurance Group's team.

Please feel free to call or email me if you have any further questions. I look forward to speaking with you, again.

Sincerely,

Adrienne Patel

312-555-6840
addie.patel@gmail.com





Digital Literacy II: Office Productivity

Unit 2 Word Processing

LAB 1 Word Fundamentals

SAFETY DISCLAIMER:

M-SAMC educational resources are in no way meant to be a substitute for occupational safety and health standards. No guarantee is made to resource thoroughness, statutory or regulatory compliance, and related media may depict situations that are not in compliance with OSHA and other safety requirements. It is the responsibility of educators/employers and their students/employees, or anybody using our resources, to comply fully with all pertinent OSHA, and any other, rules and regulations in any jurisdiction in which they learn/work.

M-SAMC will not be liable for any damages or other claims and demands arising out of the use of these educational resources. By using these resources, the user releases the Multi-State Advanced Manufacturing Consortium and participating educational institutions and their respective Boards, individual trustees, employees, contractors, and sub-contractors from any liability for injuries resulting from the use of the educational resources.

DOL DISCLAIMER:

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

RELEVANCY REMINDER:

M-SAMC resources reflect a shared understanding of grant partners at the time of development. In keeping with our industry and college partner requirements, our products are continuously improved. Updated versions of our work can be found here: <http://www.msamc.org/resources.html>.

