Word & Docs Assignment ## - WD-PRACTICE - *OVERVIEW*

Understanding Word Processing Software:
Basics of Microsoft Word (2016) and Google Docs

Instructions: (25-points)

1. **Type the following paragraph with Microsoft Word:**
   a. **– Use the Default Font Type & Size – tell me what they are in these two blanks.**

      Font Type: _____ / Font Size: _____

   Microsoft Word 2016

   Microsoft Office Word 2016 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in the new Microsoft Office Fluent userinterface. Rich review, commenting, and comparison capabilities help you quickly gather and manage feedback from colleagues. Advanced data integration ensures that documents stay connected to important sources of business information... Your ability to follow directions, key information provided and presented to you, make changes and adjust the overall look and appearance of a document in crucial in the business world. You must beable to work quickly,. yet efficiently, accurately, yet effectively, complete, yet properly when preparing the information presented to you..

2. **Make the following changes to the above typed document, follow the directions exactly as they are typed and do as they explain.**

   a. **Indent the paragraph – (tab key)**

   b. **Center the title "Microsoft Word 2016"**

   c. **Bold, Underline, Italicize, and font size 30 the title: "Microsoft Word 2016"**

   d. **Underline "professional looking documents"**

   e. **Change the font style of "**Microsoft Office Fluent**" to Comic Sans MS.**

   f. **Change the font size of "**Microsoft Office Fluent**" to size 24.**

   g. **Change "gather and manage feedback" to Impact – 20pt – Italic.**

   h. **Change "business information" to a dark orange & bold text.**

   i. **Bold "Microsoft Office Word 2016", in the first line.**

   j. **Italicize "*Word 2016*" in "Microsoft Office Word 2016".**

   k. **Underline: quickly, efficiently, accurately, effectively, complete, properly.**

   l. **Change the phrase: "preparing the information" to a red & bold.**

   m. **Add a header (Name, Date, Hour, and Assignment - Number).**

      (Assignment name is: Word ## 7)