

WORD PROCESSING ACTIVITY 1

What you will learn:

- Changing font and size
- Changing alignment
- Using bold and underlining
- Typing using word wrap (soft return)



DIRECTIONS:

1. Open a blank Word document.
2. Change to Arial style font, size 14. (Font style and size are located in the upper tool bar.)
3. Type your name (first and last). Hit ENTER once.
4. Type Activity 1. Press ENTER key two times.
5. Type the name of your school in a different font and use size 18 point. Press ENTER key two times.
6. Change the font to Times New Roman size 16.
7. Type the following paragraph using word wrap. **Word wrap means you DO NOT hit the enter key at the end of a line. Let the computer move to the next line when it is ready.** Do not indent. At the end of each paragraph, press the ENTER key two times.

Master Yoda says that fear is the path to the dark side. Fear leads to anger. Anger leads to hate. Hate leads to suffering. Master Yoda is very smart.

Emperor Palpatine said that a Jedi gains power through understanding and a Sith gains understanding through power.

8. Type your name once again. Underline it. *Italicize* it. **Bold** it.
9. Change the first paragraph to right alignment. (Alignment icons are to the right of **B** / U series.) Hold your cursor on top of them to read which one is which.)
10. Change the second paragraph to justified alignment.
11. Center your name at the bottom using the centering alignment icon.
12. Make the school name Bold. (Use the **B** icon.).
13. Turn page over and proofread your assignment with the sample on the back. The margins may be different so length of lines might vary.
14. Save as Activity 1. (FILE – SAVE AS. Click on the down arrow next to My Documents. Click on your log in name. Type Activity 1 under File Name. Click on Save.)
15. Open **Edmodo.com** and log in to your account. Find Word Activity One on the list of assignments. Click “turn it in”. You will need to browse in your network files and find Activity 1, click on it, and then click TURN IN ASSIGNMENT. In a few days you will find the grade posted. If you click on the grade, the comments made by the teacher can also be read. **Be sure to read these comments as they will give you helpful information in completing additional work.**
16. **You will NOT print unless directed by your instructor.** If asked to print, go to FILE – PRINT. Make sure one copy only is marked. To make sure you print ONLY the page you currently typed, click CURRENT PAGE. Then click OK.

Teacher Sample
Activity 1

Baker Middle School

Master Yoda says that fear is the path to the dark side. Fear leads to anger. Anger leads to hate. Hate leads to suffering. Master Yoda is very smart.

Emperor Palpatine said that a Jedi gains power through understanding and a Sith gains understanding through power.

Teacher Sample

WORD PROCESSING ACTIVITY 2

What you will practice:

- Creating a centered list
- Using the horizontal centering command
- Using bold, italic, and underline features
- Changing font and font size

Jedi Knights
must have
good
computer
skills!



DIRECTIONS:

1. Open a new Word document. Change to Arial, Size 12, and type your name. Hit ENTER one time.
2. Type Activity 2. Hit ENTER two times.
3. Change the alignment to CENTER. (Alignment icons at the top of the screen in the menu bars.) **READ THROUGH THE DIRECTIONS BEFORE CONTINUING!**
4. In a list form, type the words on the left side where it says "What to Type". Use Upper and Lower case letters as shown in the sample. Press the ENTER key at the end of each line (twice when a blank line is indicated.) DO NOT TYPE THE WORDS "BLANK LINE"!!!
5. Change the font sizes and special formats as shown in the right column. Check the sample on the back side frequently.
6. Save as Activity 2 and submit using Edmodo. If you have trouble using Edmodo, check the directions in Activity 1.

WHAT TO TYPE:

EXERCISES

Blank line
Monday
Blank line
Chest
Blank line
Bench Press
Push-ups
Flies
Blank line
Abdomen
Blank line
Negative sit-up
Crunch
Hip lift
Blank line
Wednesday
Blank line
Back
Blank line
Lateral raise
Rowing

HOW TO TYPE IT

Size 24 point, bold, all caps.

Size 20, underline

Size 16, italic and bold

Size 14

Size 14

Size 14

Size 16, italic and bold

Size 14

Size 14

Size 14

Size 20, underline

Size 16, italic and bold

Size 14

Size 14

EXERCISES

Monday

Chest

Bench Press
Push-ups
Flies

Abdomen

Negative Sit-up
Crunch
Hip lift

Wednesday

Back

Lateral raise
Rowing

WORD PROCESSING ACTIVITY 3

What you will learn or practice:

- Setting Margins
- Changing font size
- Changing alignment
- Using bold print
- Typing a paragraph with word wrap
- Spell checking
- Copy and paste



DIRECTIONS:

1. Open a Word document. Click on FILE- PAGE SET-UP. Change the margins to the following: top and bottom = 2 inches, left and right = 2 inches. Click on OK.
2. Change the font to Lucida Console, size 14 point, and type your name.
3. Change your name to bold print.
4. Center your name horizontally between the margins. (CENTER ALIGN)
5. Press the ENTER key once. Take OFF bold print.
6. Type Activity 3. Press the ENTER key twice.
7. Change the font to Times New Roman, size 12 point.
8. Change to LEFT ALIGN.
9. Type the paragraph below, with errors included, using word wrap (Do not hit enter at end of line). The computer may automatically correct some of your errors. That's ok. Hit ENTER when you are all done with the paragraph.

Did you spel this correctly? The spell checker may notice double words. Proper names such as as George, Tom, and Leessa may cause the spell checkr to display a message. You may be able to use a suggest buton so that you do not have to type each corection.

10. Use the spell checker to check for errors. Every red underlined word shows a potential error. Place the cursor on the word and right click. The computer will give you suggestions for changes. Click on the correct change. Another way to spell check is to click on the ABC icon on the Menu Bar with the checkmark OR click on Tools-Spelling and Grammar from the Menu Bar. Put cursor at end of paragraph. Hit ENTER twice.
11. Change to size 14 point. Type your first, middle, and last name.
12. Select your name. Copy and paste your name four MORE times, so you end up with a LIST of five times. There are three ways to copy and paste:
 - Edit – Copy – Paste.
 - Control-C for Copy and Control-V for paste.
 - Mouse Right click – copy, mouse right click –paste.
13. Change each verson of your name in the list to a different font and a different size.
14. Save as Activity 3 and submit using Edmodo. Do NOT print unless directed.

Teacher Sample Activity 3

Did you spell this correctly? The spell checker may notice double words. Proper names such as George, Tom, and Lisa may cause the spell checker to display a message. You may be able to use a suggest button so that you do not have to type each correction.

Teacher Sample Baker

Teacher Sample Baker

Teacher Sample Baker

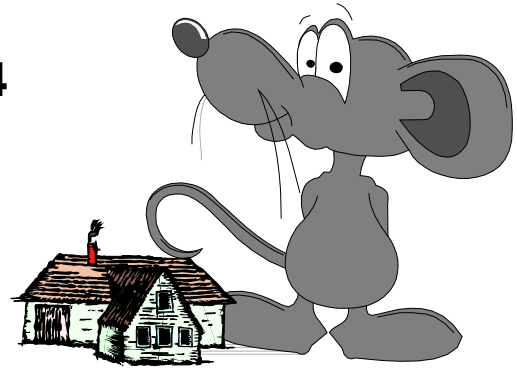
TEACHER SAMPLE BAKER

Teacher Sample Baker

WORD PROCESSING ACTIVITY 4

What you will practice:

- Inserting and deleting words
- Copy and Pasting blocks of words
- Changing margins
- Changing font and size
- Drag and drop method



DIRECTIONS:

1. Open Microsoft Word. Change the margins to top and bottom margins at 2.5". (FILE – SETUP – MARGINS)
2. Go to a basic font (NO CURSIVE) and set the size to 14 point.
3. Type your Name. Hit Enter Once. Type Activity 4. Hit Enter twice.
4. Type the following paragraphs using word wrap. Do not indent.



Once upon a time, in the World of Wonder, there lived a little mouse in a small tiny house. Everything was shiny and new in this house and it was the pride and joy of the little mouse.

One day, a mean cat sauntered through the yard and spied the little house. "What a bother," he thought. Why did the mouse get that house? The cat couldn't believe that he deserved a house.

5. Hit Enter 4 times. Copy the entire block of paragraphs and paste them below the original paragraphs.
6. Now do the following to the second set of paragraphs (Leave the top set alone!):
 - a. Move** the word **mean** from the second paragraph to in front of the first **little** in the first paragraph.
 - b. Move the word **tiny** to describe the cat.
 - c. In the last sentence, delete **cat** and insert **mouse**.
 - d. Delete the word **spied** and put **invaded** in its place.
 - e. Delete the word **couldn't**.
 - f. Insert a **d** at the end of the word **believe**.
 - g. Move the last sentence in the first paragraph to the last sentence in the last paragraph.
7. Check that your paragraphs match the ones on the back of this paper.
8. Save as Activity 4 and submit using Edmodo. Do not print unless directed.

** An easy way to move a block of text: Select it, then click and drag it to the new location. A vertical line will appear to indicate exactly where the new beginning of the text will be located. OR you can select – CUT & PASTE. (Same 3 techniques as COPY & PASTE.)

Teacher Sample

Activity 4

Once upon a time, in the World of Wonder, there lived a little mouse in a small tiny house. Everything was shiny and new in this house and it was the pride and joy of the little mouse.

One day, a mean cat sauntered through the yard and spied the little house. "What a bother," he thought. Why did the mouse get that house? The cat couldn't believe that he deserved a house.

Once upon a time, in the World of Wonder, there lived a mean little mouse in a small house.

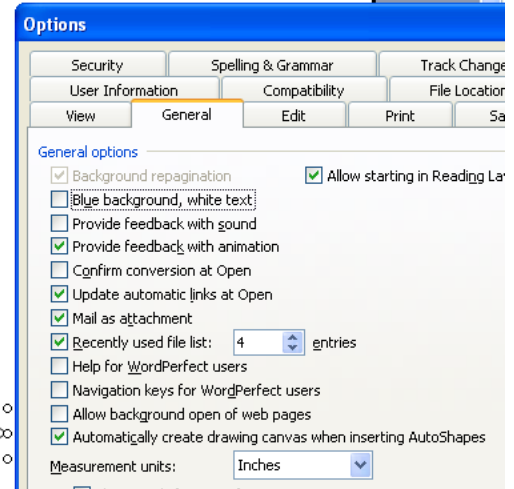
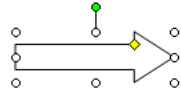
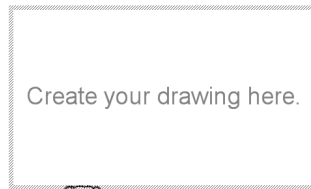
One day, a tiny cat sauntered through the yard and invaded the little house. "What a bother," he thought. Why did the mouse get that house? The mouse believed that he deserved a house. Everything was shiny and new in this house and it was the pride and joy of the little mouse.

BEGINNING IMAGES AND PICTURES

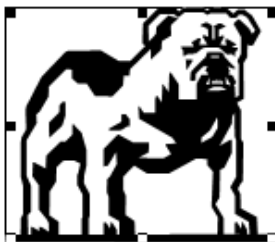
Activity 5

1. Open a new document.
2. Type your name. Hit ENTER. Type Activity 5. Hit ENTER two times.

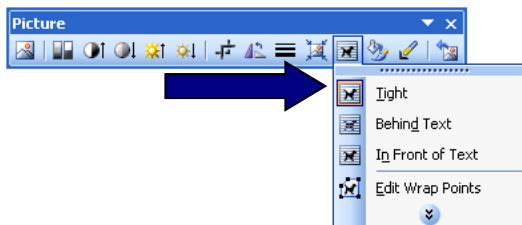
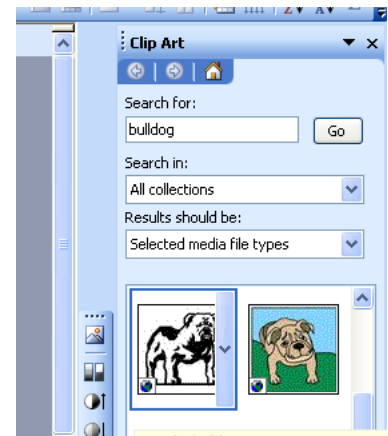
3. If necessary, remove the "drawing frame" from view by going to TOOLS, OPTIONS, GENERAL, & UNCLICK drawing frame (bottom square "automatically insert drawing canvas". Hit OK.



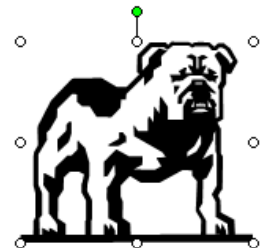
4. Be sure your drawing toolbar is showing. It usually shows up at the bottom of the monitor screen. If it isn't, go to VIEW, TOOLBARS, and DRAWING.
5. Insert an animal picture from the clip art. (INSERT – PICTURE – CLIP ART). You will type the name of the desired animal in the little box. (Spelling counts!)



The picture will be framed with a square with little black boxes in the corners. You can adjust the size, but cannot MOVE the picture with these black boxes. To remove them.....

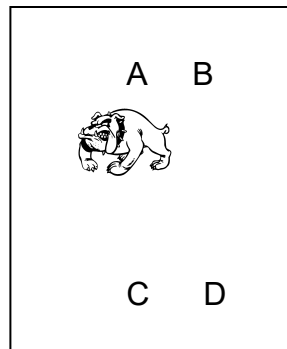


6. Using the picture tool bar and the text box (doggie), click on TIGHT. If you forget this part, you will not be able to move the picture around or



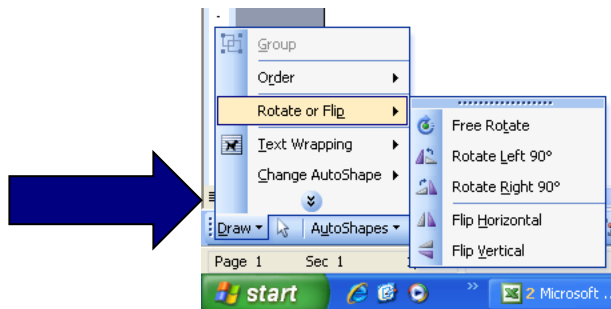
change it. You should now have small circles in the corners. If the picture toolbar does not appear when you click on the picture, go to VIEW-TOOLBARS-PICTURE.

7. COPY (easiest way is to right click, copy, then right click, paste) the picture 3 times and move to the following format: (You do not have to type the letters – that is just to identify each copy.)



8. Change the pictures in the following ways:

- In space B make the picture MUCH smaller by dragging inward one of the **corner** circles. This keeps the proportions of the picture correct.
- In space C, **DISTORT** the picture by dragging or pulling outward on one of the **side** circles.



- In space D you are going to flip the direction of the picture. GO TO DRAW (far left hand corner), click on ROTATE OR FLIP, click on FLIP HORIZONTAL.

9. When you have all your pictures arranged as shown, SAVE AS Activity 5 and submit using Edmodo.

Teacher Sample
Activity 5

Note: you do not need the text boxes with the letters in them. Just make sure your pictures match up in the same way.



**A: Original
Picture**



B: Smaller Size



C: Distorted image



**D: Flipped
horizontally**

WORD PROCESSING ACTIVITY 6

HELP ME JEDI
KNIGHTS! Fairy
Tale creatures have
disassembled me!



What you will practice or learn:

- Moving blocks of text using *drag and drop* or *cut and paste*
- Review of Fairytales!
- Adding clip art (find the text doggie!)
- Changing margins
- Line Spacing

DIRECTIONS:

1. Open a Word Document. Go to File - Page Set-up and change the margins to 1.5" on all sides.
2. Set the font size to 16 point.
3. Type your name. Hit Enter. Type Activity 6. Hit Enter twice.
4. Type the following mixed-up quotes from fairytales as shown below:
(If you type the **a.** to begin the first sentence, the computer will automatically letter each one as you go.) Don't forget to use quotation marks (Left of the Enter key)
 - a. Little Red Riding Hood said, "I am bruised all over from that bed."
 - b. The giant said, "Grandmother, what big eyes you have!"
 - c. The princess said, "Not by the hair of my chinny chin chin."
 - d. The fairy godmother said, "Fe Fi Fo Fum. I smell the blood of an Englishman."
 - e. The little pig said, "Someone's been sleeping in my bed."
 - f. Papa Bear said, "You must be home by midnight."
5. Now take each quote and put the correct saying with the correct person who said it. Use drag and drop or cut and paste. (To drag, select words to move, left click on it and HOLD it down while dragging the words to a new location.)
6. Select the whole block of quotes. Go To Format – Paragraph. In the middle of the window, find LINE SPACING. Hit the down arrow, and click on Double. There is also a Line Spacing Icon on the row of buttons. Can you find it?
7. Add a piece of clip art to illustrate each one of the fairytales. Insert the clipart next to the appropriate fairytale text in either the right or left margin. The pictures will have to be sized smaller. You must remember to "text doggie" or "behind text" from the picture toolbar or you won't be able to move the picture after inserting it. Using "Behind Text" means the picture will not disrupt the writing.
8. Save as Activity 6. Submit using Edmodo. Do not print unless directed.

WORD PROCESSING ACTIVITY 7

What you will practice or learn:

- 1) Font Effects
- 2) Alignment
- 3) Line Spacing
- 4) Numbering

DIRECTIONS:

1. Open a Word Document. Type your name. Hit ENTER once. Type Activity 7. Hit ENTER twice.
2. Change to any BASIC font (no cursive), size 14 point.
3. Type the following title and paragraphs as written (use word wrap).

Amelia Island

While a remote tropical isle may be the ultimate winter escape, you need only head to the northeasternmost tip of Florida for an unspoiled, unpretentious refuge. Framed by 40-foot dunes, Amelia Island's white sand beaches are remarkably uncrowded in mid-winter, in contrast to their more southerly counterparts.

You'll also find plenty of fishing – on the island and offshore – bird watching, and horseback riding, and about 120 holes of that famous Sunshine State golf. At sunset, make your way to the downtown docks for the shrimp fleet's return to Fernandina Harbor.

4. Hit ENTER twice. Type the following **list** of big words used in these paragraphs:

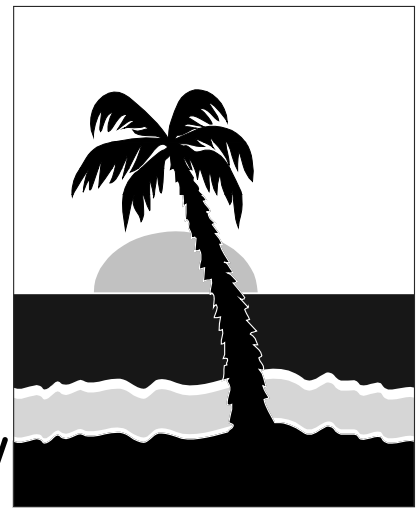
Remote
Unpretentious
Contrast
Counterparts
Southerly

5. Center the title Amelia Island and increase it to size 18 font. Hit ENTER again.
6. RIGHT Align the first paragraph. (You must highlight the paragraph first)
7. JUSTIFY the alignment in the second paragraph.
8. Highlight both paragraphs. Go to FORMAT – PARAGRAPH. Find LINE SPACING in the middle of the window and change from single space to 1.5 spacing.
9. Go to FORMAT – FONT. Change the font effects of each word in the list as follows: (Effects are found in the middle of the window. Effects are NOT the font style!)

Remote – Change to red font color
Unpretentious – ~~Strikethrough~~
Contrast – SMALL CAPS
Counterparts – Outline
Southerly – Underline with a dotted line

REMEMBER! You will have to highlight the word first!

10. Highlight the whole list of words. Go to FORMAT – BULLETS & NUMBERING. Click on Numbering and select a style of numbering for your list.
11. SAVE as Activity 7 and submit using Edmodo. Do not print unless directed.



Amelia Island

While a remote tropical isle may be the ultimate winter escape, you need only head to the northeasternmost tip of Florida for an unspoiled, unpretentious refuge. Framed by 40-foot dunes, Amelia Island's white sand beaches are remarkably uncrowded in mid-winter, in contrast to their more southerly counterparts.

You'll also find plenty of fishing – on the island and offshore – bird watching, and horseback riding, and about 120 holes of that famous Sunshine State golf. At sunset, make your way to the downtown docks for the shrimp fleet's return to Fernandina Harbor.

- 1) Remote
- 2) ~~Unpretentious~~
- 3) CONTRAST
- 4) Counterparts
- 5) ~~Southerly~~

WORD PROCESSING ACTIVITY 8

I WISH I HAD LEARNED ALL THIS
COOL STUFF ABOUT MICROSOFT
WORD WHEN I WAS JUST A BABY
CALCULATOR!



- What you will learn or review:
- Font Effects
- Underlining Options
- Line Spacing
- Clip Art
- Center Alignment

1. Open a new document. Use font Courier New, size 14.
2. Type your name. Hit Enter. Type Activity 8. Hit Enter twice.
3. Type the following words in **LIST form (see below)**: Eraser, Pencil, Ruler, Notebook, Scissors, and Paper.
4. Change the line spacing for the whole list to double spacing. (FORMAT-PARAGRAPH)
5. Change the font size to 24 point for each word.
6. To place a bullet in front of each word – highlight all the words in the list. Go to FORMAT-BULLETS. Select a bullet style and click on it. Hit OK.
7. Underline the first three words, using a different underline effect on each. (You must go to FORMAT – FONT and look for underline.)
8. Use a different Font Effect on the bottom three words (NOT style of font, but effect). Go to FORMAT-FONT, and select three different effects from the bottom.
9. Highlight the list again. Center it in the middle of the page.
10. To the right and left of the list, add a picture of a pair of scissors and a ruler. So that the pictures don't mess up the center alignment of your list, when you "text doggie" the picture, click on "Behind Text" instead of "Tight".
11. Proofread against the sample on the back, Save as Activity 8, and submit using Edmodo. Do NOT print unless directed.

List form: Eraser
Pencil
Ruler
Notebook
Scissors
Paper

Teacher Sample
Activity 8

❖ Eraser

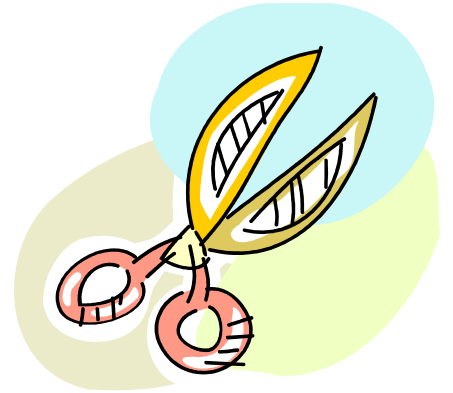
❖ Pencil

❖ Ruler

❖ Notebook

❖ ~~Scissors~~

❖ PAPER



WORD PROCESSING ACTIVITY 9



Skills to review or learn:

- Using the TAB key
- Setting margins
- Changing font size, style
- Using bold, italic, and underline
- Adding clip art

1. Open a new Word document. Change the margins to .5" on both sides. (That's ½", NOT 5 inches!) Change the font size to 16 point.

2. Type your name. Hit ENTER once. Type Activity 9. Hit ENTER twice.

3. Type the word Character. Hit TAB three times. Type the word Movie. Hit TAB five times. Type the word Description. Hit ENTER twice.

4. Using the same format as in #3, type in the following information using the TAB key between sections. Hit ENTER only once between each line (single spacing).

You may have to adjust the number of times you hit TAB to line up each column.

Yoda	Return of the Jedi	Jedi Master
Luke Skywalker	A New Hope	Son of Darth Vader
Hans Solo	Return of the Jedi	Intergalactic Smuggler
Padme Amidala	The Phantom Menace	Queen of Naboo

5. Underline and **Bold** the words Character, Movie, and Description.

6. *Italicize* the Movie Titles in the center column.

7. Add a clip art picture of a space ship at the bottom of the page.

8. Use spellcheck. Proofread to be sure your paper appears as the sample on the back.

9. Save as Activity 9. Submit using Edmodo. Do not print unless directed.

Teacher Sample
Activity 9

<u>Character</u>	<u>Movie</u>	<u>Description</u>
Yoda	<i>Return of the Jedi</i>	Jedi Master
Luke Skywalker	<i>A New Hope</i>	Son of Darth Vader
Hans Solo	<i>Return of the Jedi</i>	Intergalactic Smuggler
Padme Amidala	<i>The Phantom Menace</i>	Queen of Naboo



WORD PROCESSING

ACTIVITY 10

Review of Essential Skills

- Font Style, Size
- Line Spacing
- Margins
- TAB key
- Clip Art
- Bullets and Numbering
- Spell Check
- Alignment: Center & Right
- Word Wrap
- Font: Bold, Italics, Underline
- Copy & Paste, Drag & Drop

1. Open a Word document. Change the margins to 2" on each side. Change the font style to Arial, size 16 point.

2. Type your name. Hit ENTER. Type Activity 10. Hit ENTER twice.

3. Type the following paragraphs. Use word wrap. Type the list of characters under the second paragraph. Use TAB to indent the first sentence of each paragraph.

Respect

I respect, a good work ethic. I respect, the values on which this country was founded. I respect, those who would champion the under privileged. I respect, those of differences, who seek common ground. I respect, the great talents of the entertainment world. I respect, thought provoking works, of the written word.

I respect, the unquenchable thirst of creativity. I respect, the farmers and workers that toil in the field. I respect, the good in man. I respect, the virtue in woman. I respect, the innocence of children. I respect, the generosity of mankind.

4. Hit Enter twice. Type these character traits in list form: Sincerity, Truthfulness, Integrity, Trust, Caring, Empathy.

5. Bold and underline the title. Center align the title. Hit enter once.

6. Change the line spacing on both paragraphs to 1.5 spacing. Leave the spacing on the list at single space.

7. Right align the first paragraph. Justify the second paragraph.

8. Italicize the word respect everywhere it appears in either paragraph.

9. Highlight the list of character traits. Use the numbering feature and number them.

10. Use drag and drop or cut and paste to move Sincerity from the top of the list to the bottom.

11. Add a clip art picture of a heart to the right of the list of characters.

12. Use spellcheck and make any corrections needed. Proofread and compare to sample on back. Save as Activity 10 and submit using Edmodo. Do NOT print unless directed.

Teacher Sample
Activity 10

Respect

I **respect**, a good work ethic. I respect, the values on which this country was founded. I

respect, those who would champion the under privileged. I **respect**, those of differences, who seek common ground. I

respect, the great talents of the entertainment world. I **respect**, thought provoking works, of the written word.

I **respect**, the unquenchable thirst of creativity. I **respect**, the farmers and workers that toil in the field. I **respect**, the good in man. I **respect**, the virtue in woman. I respect, the innocence of children. I **respect**, the generosity of mankind.

1. Truthfulness
2. Integrity
3. Trust
4. Caring
5. Empathy
6. Sincerity

