

INTRODUCTION TO WORD

DAY 2 ACTIVITY

1. Select Arial 12 pt font.
2. Center the top line.
3. Press the Enter key four times
4. Type the following paragraph.

Microsoft Word is the most popular word processing software used today. A word processor is essentially a computerized version of the standard typewriter. However, the computer adds features typewriters never dreamed of having like spell check, the ability to save and store documents, copy and paste functions, the ability to add images and shapes to documents, and many more. When attached to an email, electronic documents, created by MS Word can be delivered in seconds. Another benefit is that it helps the user to type faster and more accurate.

This software is used to create, edit, and format written documents in the workplace, at school, and at home. Examples include personal and formal business letters, memos, reports, newsletters, resumes, cover letters, among other documents. Intermediate and advanced level knowledge of this software could lead to job opportunities since MS Word is used a lot in the workplace.

5. Highlight the phrase “Microsoft Word” then add bold font.
6. Highlight the words “word processor” then add the italic font.
7. Highlight the sentence “This software is used to create.....” then add the underline font
8. Use the format painter to copy the formatting from “Microsoft Word” to the word “Examples” in the second paragraph.
9. Change the following words to the corresponding colors
 - a. Letters to Pink
 - b. Memos to Green
 - c. Reports to Orange
 - d. Newsletters to Purple
 - e. Resumes to Red
 - f. Cover letters to Blue
10. Save your Document as ‘*Microsoft Word Overview*’ in ‘My Documents’ or on your USB