Welcome to Getting started with Word

This document lists the practical exercises you can use to practise the things you'll learn as you make your way through each lesson.

### List of exercises included in this document

1. Findng and opening Word
2. Exploring tabs and ribbons
3. Saving your document
4. Adding text to your document
5. Changing the appearance of your text
6. Creating lists and text justification
7. Adding extra content to your document
8. Printing your document
9. Closing your document and exiting Word

Exercise 1: Findng and opening Word

To find and open Word:

1. Locate the bar across the bottom of your screen.
2. Select the Windows **Start** button or place your cursor in the **Search** field. The Search window displays.
3. In the 'Search' field at the top of that window, type **Word**.
4. Select the Word symbol to open Word.
5. Under New in the top left corner of your window, select 'Blank document' to open a new blank document, ready for our next exercise!

A new blank document in Word should look something like this:
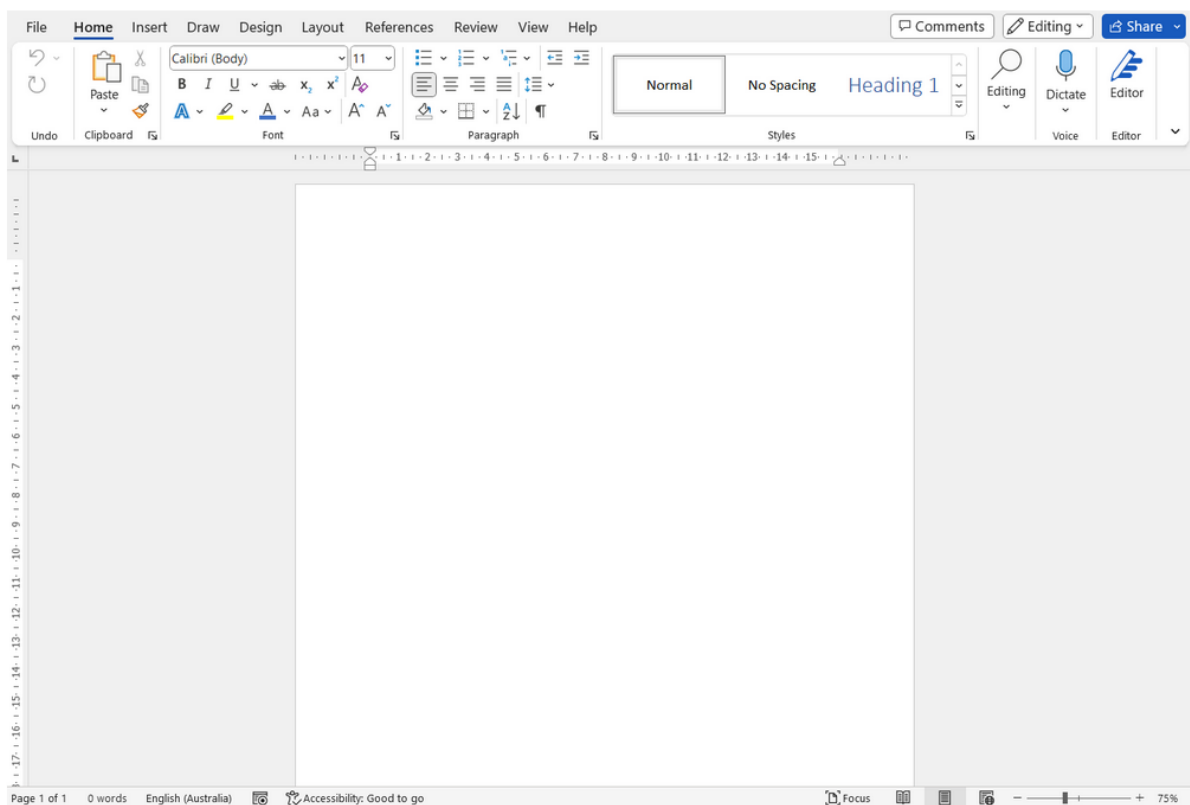
Tip: Keep Word open as you will be coming back to explore different features, functions and controls as you work through each lesson in this module.

Exercise 2: Exploring tabs and ribbons

Take some time to get to know the main Word menu. Follow the instructions below and/or explore the tabs and the associated ribbons on your own.

1. Return to your new Word document.

2. If it's not already selected, select the **Home** tab.

3. Take a minute or two to look through the different elements displayed on the Ribbon. The controls and functions are grouped. You may see groups like Undo, Clipboard, Font, Paragraph, Styles, Editing, Voice and Editor. You may also have other options, such as Adobe Acrobat, depending on your version and configuration of Word. We will explore some of these in more detail in a later lesson.

4. Take note of the elements that display a down arrow below, or next to, the option.

   o Selecting the down arrow will display further options or the ability to use the full functionality associated with that option.
   Take, for example the icon that looks like a paint tin tipped on its side. Selecting the down arrow will display colours that can be used for shading.

   o Let's look at another example on the Review tab. Within the Comments group, you should be able to see the Show Comments option with a down arrow at the bottom right of the command button. Selecting the down arrow displays two options you can choose from – 'Contextual' and 'List'. If your version of Word does not show this option, find another command that has a down arrow and select it to explore the options that display.

5. Explore the remaining tabs and experiment by selecting different options within the groups displayed for each tab.

   If you want to, use the questions below to help make your exploration more targeted:

   • Select the **Insert** tab. What is the name of the group that allows you to insert pictures, shapes, icons, 3D models, and charts into your document?

   • Which tab allows you to save your document?

   • Which tab includes an option that shows you how many words your document includes?

   • Which tab allows you to switch between different views and layouts of the document you're working on.

Exercise 3: Saving your document

To save your document:

1. Select the **Save** button at the top of the document. The **Save this file** window displays.

2. In the **File name** box, enter a name for the document. You can call it 'My first document'

3. If the folder displayed in the 'Choose a Location' drop-down menu is correct, leave it as is. If you want to save the document elsewhere, select the down arrow and choose (or create) a different folder.

4. Select **Save**.

Take note of the:
- file name at the top of your document
- file extension at the end of the file name.

Exercise 4: Adding text to your document

To add text to your document:

1. At the insertion point, type the words 'About my dog'

2. After the word 'dog', press Enter so that the insertion point is on the next line

3. On the new line, type the following text:

   We recently got a new pet. Her name is Luna and she is a small white puppy. She is 8 months old. She loves treats, playing fetch, going for walks and snuggling up to us on the couch. She is the cutest thing I have ever seen!

4. Save your document by selecting the Save button in the top left corner of the document.

**Your document should look something like this:**
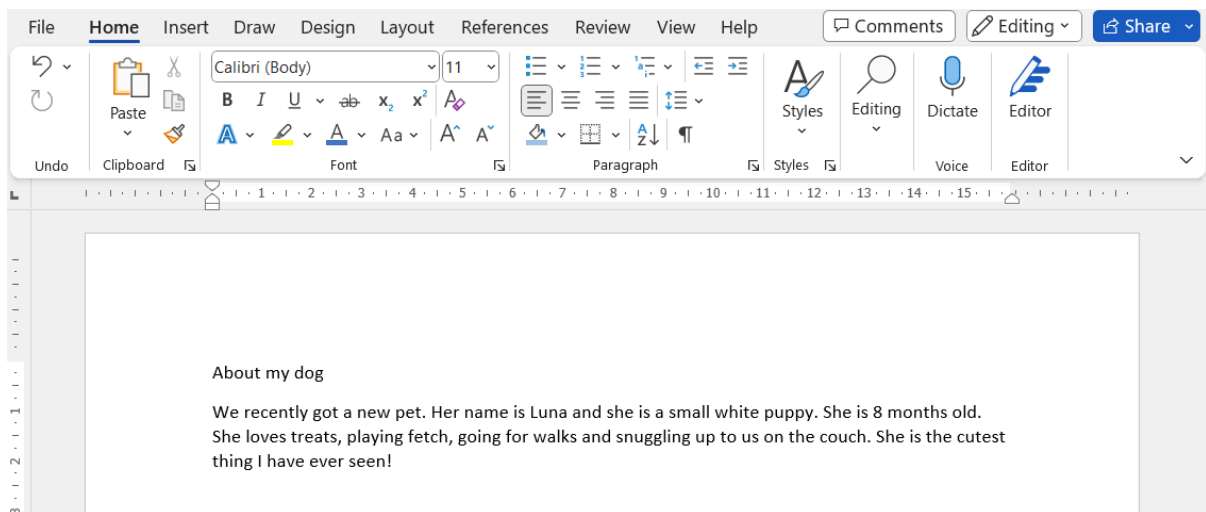
Exercise 5: Changing the appearance of your text

Return to your document and complete the following tasks. The formatting tasks can all be completed by using the tools in the Font group within the Home Ribbon.

1. Make the heading 'About my dog' bold.
2. Increase the font size of your new heading to 18.
3. Change the colour of the heading to green.
4. Change the font of your heading to 'Lucinda Handwriting'.
5. Select the paragraph of text and increase the font size to 12.
6. Underline the word 'recently'.
7. Change the colour of the word Luna to any shade of blue.
8. Use the highlighter tool to highlight the sentence 'She is 8 months old' in yellow.
9. Make the word 'loves' bold.
10. Select the word 'cutest' and change the case so that it's all capital letters.
11. Save your document by selecting the **Save** button at the top of your document.

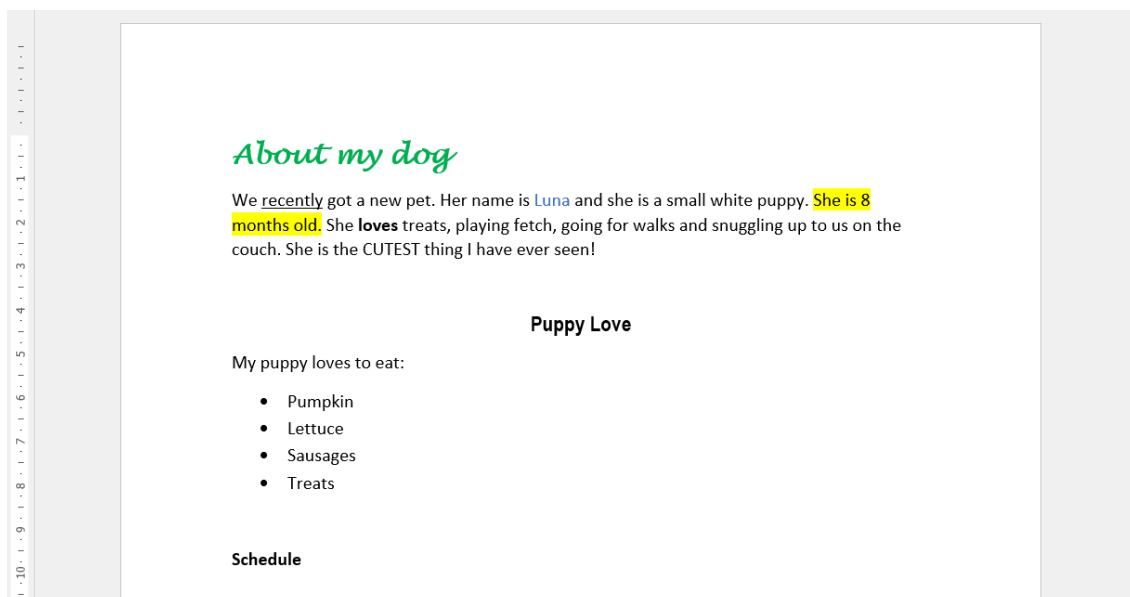**Your document should now look something like this:**
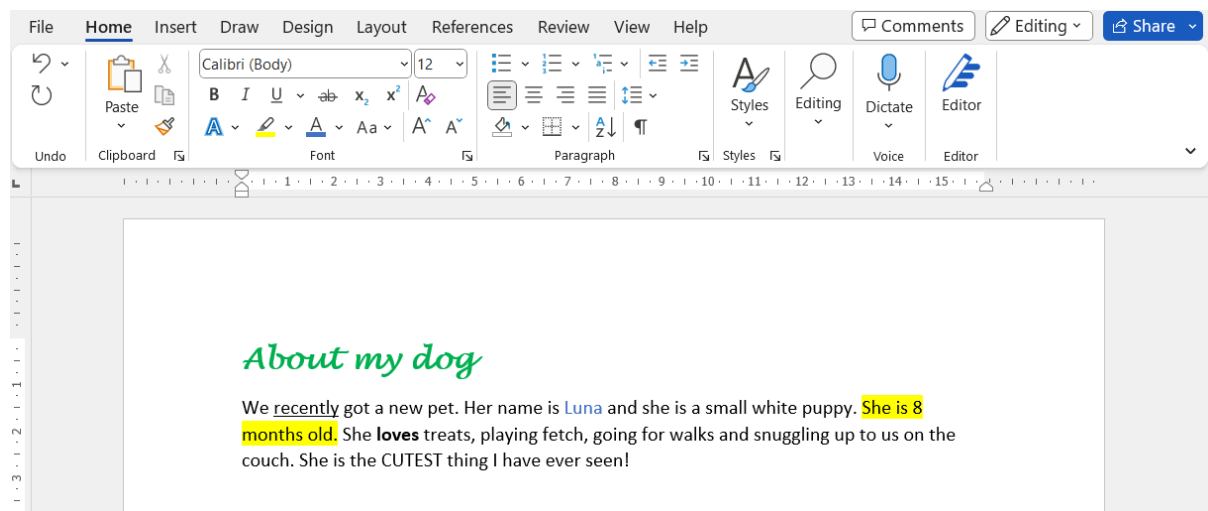
Exercise 6: Creating lists, justifying text and adjusting spacing

Follow the instructions below to apply what you've learned about creating lists, justifying text and adjusting spacing.

1. Place your cursor at the end of the last sentence (after the exclamation mark) and press Enter twice.
2. On the new line, type the words Puppy Love.
3. Change the font of Puppy Love to Arial Narrow.
4. Make the text bold and increase the font size to 14.
5. Justify Puppy Love so that it's centred on the page and then press Enter.
6. The cursor will still be centred. Select the Left Justify button to place the cursor to the left of the page.
7. On the new line, type the following text: My puppy loves to eat:
8. The text will have taken on the style of the Puppy Love heading so select 'My puppy loves to eat:' text and change it so that the font size is 12 and the text is not bold.
9. After the word eat, press Enter so that the cursor is on a new line.
10. Select the Bullets button to create your first bullet.
11. At the insertion point, type the word pumpkin and then press Enter.
12. On the new line, type lettuce and then press Enter.
13. On the new line, type sausages and then press Enter.
14. On the new line, type treats and then press Enter three times.
15. Type the word Schedule and make it bold. (We'll come back to this in the next exercise!)
16. Go back and select the four bullet points in your list, as well as the lead in sentence 'My puppy loves to eat'.
17. Change the spacing to be 1.5.
18. Save your document.

Your document should now look something like this:

About my dog

We recently got a new pet. Her name is Luna and she is a small white puppy. She is 8 months old. She loves treats, playing fetch, going for walks and snuggling up to us on the couch. She is the CUTEST thing I have ever seen!

Puppy Love

My puppy loves to eat:

- Pumpkin
- Lettuce
- Sausages
- Treats

Schedule

Exercise 7: Adding extra content to your document

Follow the instructions to practise adding extra content to your document

1. Select the word Schedule and increase the font size to 14.
2. Change the colour of the word Schedule to blue.
3. Place your cursor at the end of the word Schedule and press Enter.
4. Insert a table that has 7 columns and 2 rows.
5. In each cell of the first row, type in the days of the week.
6. Select the first row and change the font size to 11 and change the colour of the days of the week to deep red.
7. In the cell below Monday, type Dog park.
8. Copy the words Dog park and paste them in the cells below Wednesday, Friday and Sunday.
9. In the cell below Tuesday, type Go to vet.
10. In the cell below Thursday, type Beach.
11. In the cell below Saturday, type Have a rest!
12. Select the activities in the second row and change the font size of the text to 10.
13. Ensure the font of all activity text is black – but not bold.
14. Select all the text in the table (both the days of the week and the activities) and centre the text.
15. With the information still highlighted, change the spacing to be 1.5.
16. Go back and change the spacing of the words 'My puppy loves to eat' and the associated bullets underneath to be single spacing (1.0).
17. Place your cursor below the table and press Enter.
18. Insert a picture of a white puppy from Stock Images (once you select Stock Images, type white puppy into the search bar, select a picture and select the Insert button at the bottom of the window)
19. Save your document.

Your document should now look something like this – but note that your picture of the puppy may be different!

Exercise 8: Printing your document

Note: If you don't have a printer connected to your computer, you can skip this exercise.

To print your document:

1. From the Menu, select **File**. This displays the **backstage** view.
2. Select **Print** to display the Setup options and Preview Pane.
3. Select the **Print button** to print your document.

Exercise 9: Closing your document and exiting Word

Let's have a go at closing your document and exiting Word as your last instruction in this module!

To close your document:

1. Select the **File** tab to display the **Backstage** view
2. Save the document.
3. Select **Close** to shut down the document.

To exit Word:

1. Select the **Close** button in the top right hand corner of the document.
2. Congratulate yourself on a job well done!