

## • MICROSOFT WORD PRACTICAL EXERCISE

Type the following short paragraph.

I am learning Microsoft Word. I hope to learn at least one new thing in this training session. If I have any questions (and I know I will), I will ask the teacher to answer them so I will not get stuck.

1. Bold a phrase

- ❖ Highlight the phrase "Microsoft Word"
- ❖ Click the left mouse button and drag it across the words "Microsoft Word" to highlight the words in black.)
- ❖ Click the B button in the toolbar at the top of the screen. If the B button is not in view use the keyboard by holding down the CTRL key and pressing the B key.

2. Italicize a word.

- ❖ Double click the word "least" and the word will highlight in black.
- ❖ Click the I button in the toolbar at the top of the screen. If the I button is not in view use the
- ❖ keyboard by holding down the CTRL key and pressing the I key.

3. Underline a phrase.

- ❖ Highlight the phrase "and I know I will."
- ❖ Click the U button in the toolbar at the top of the screen. If the U button is not in view use the
- ❖ keyboard by holding down the CTRL key and pressing the U key.

4. Double space the lines in your paper.

- ❖ Go to the "Home" tab in the toolbar at the top of the window.
- ❖ Look for the "Line and Paragraph Spacing" icon, which looks like lines with arrows pointing up and down.
- ❖ Click on the small arrow next to the icon to open the line spacing menu.
- ❖ From the menu, select "2.0" or "Double" to apply double spacing to your document.

# Microsoft Word 20lesson Exercise Answer Key

**Yijin Wang**



**Microsoft Word 20lesson Exercise Answer Key:**

Learn Word 2002 Comprehensive John Preston, Sally Preston, Robert Ferrett, 2002-04 For courses in Microsoft Office Professional 2002 and Word 2002 This text is highly visual and skills based delivering the steps in a screen by screen format Learn edu methodology gives quick framework for success in Office XP and the series is certified to the core level of Microsoft XP     **The Software Encyclopedia 2000** Bowker Editorial Staff, 2000-05     Library Journal Melvil Dewey, Richard Rogers Bowker, L. Pylodet, Charles Ammi Cutter, Bertine Emma Weston, Karl Brown, Helen E. Wessells, 1962 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Issued also separately     **Word Power 1500; Answer Key** Hill, L. A., 1983

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