

Introduction to MS Word – Unit 1

Formatting Text

Home Tab

Unit 1 Skills:

- **Undo/Redo**
- **Select**
- **Copy/Paste:**
 - **Tool bar**
 - **Mouse**
 - **Keyboard Shortcuts**
- **Add text by typing at insertion point**
- **Font**
 - **Size**
 - **Case**
 - **Case Change**
 - **Bold**
 - **Italics**
 - **Underline**
 - **Text Effect**
 - **Highlight**
 - **Color**
- **Align and Justify**
 - **Left Align**
 - **Center**
 - **Right Align**
 - **Justify between margins**
- **Find/Replace**
- **Spell/Grammar Check**

Formatting Text – Home Tab

Task 1-1: Please create a Word document exactly like what appears in the box below.

The quick brown fox jumps over the lazy dog.

The *quick* brown fox jumps over the lazy dog.

The *quick* **brown** fox jumps over the lazy dog.

The *quick* **brown** **fox** jumps over the lazy dog.

The *quick* **brown** **fox** **jumps** over the lazy dog.

The *quick* **brown** **fox** **jumps** **OVER** the lazy dog.

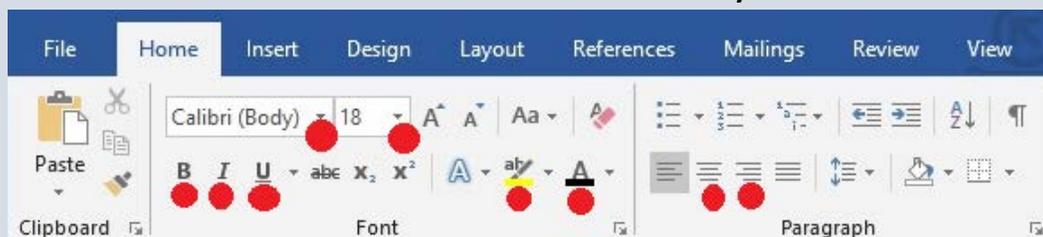
The *quick* **brown** **fox** **jumps** **OVER** the lazy dog.

The *quick* **brown** **fox** **jumps** **OVER** the lazy *dog*.

The *quick* **brown** **fox** **jumps** **OVER** the lazy *dog*.

The *quick* **brown** **fox** **jumps** **OVER** the lazy *dog*.

HINT: The red dots indicate the tools you'll need.



Find and Replace Text (or copy and paste) - Home Tab

Task 1-2: Please create a Word document **exactly** like what appears in the box below.

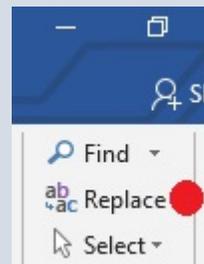
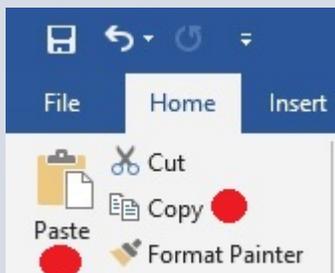
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown foxes jumped over the lazy dogs. The quick brown foxes jumped over the lazy dogs. The quick brown foxes jumped over the lazy dogs. The quick brown foxes jumped over the lazy dogs. The quick brown foxes jumped over the lazy dogs.

The quick grey wolf jumps over the sleeping bear. The quick grey wolf jumps over the sleeping bear. The quick grey wolf jumps over the sleeping bear. The quick grey wolf jumps over the sleeping bear. The quick grey wolf jumps over the sleeping bear.

The quick grey wolves jumped over the sleeping bears. The quick grey wolves jumped over the sleeping bears. The quick grey wolves jumped over the sleeping bears. The quick grey wolves jumped over the sleeping bears. The quick grey wolves jumped over the sleeping bears.

HINT: The red dots indicate tools you may choose.

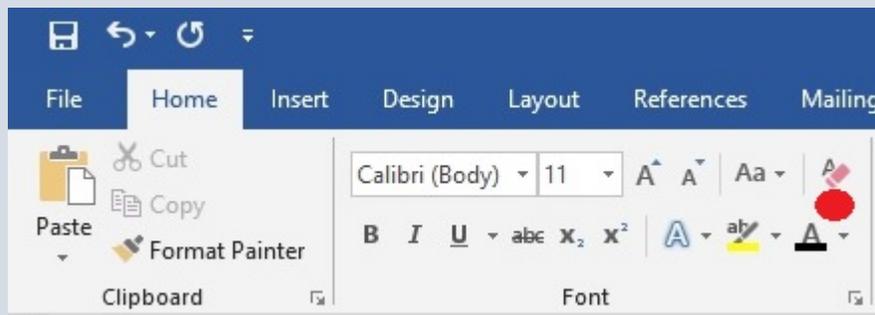
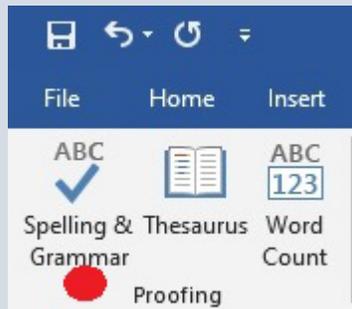


Proofing – Check Spelling – Home Tab

Task 1-3: Please fix the spelling errors and remove the ***bold and italics***.

The quick ***broun*** fox jumps over the ***lasy*** dog. The quick ***broun*** fox jumps over the ***lasy*** dog. The quick ***broun*** fox jumps over the ***lasy*** dog. The quick ***broun*** fox jumps over the ***lasy*** dog. The quick ***broun*** fox jumps over the ***lasy*** dog.

HINT: The red dots indicate tools you may choose.



Formatting Text, Review – Home Tab

Task 1-4: Format the text as indicated in each of the sentences below then use “File > Save As” to save a copy of this file to your desktop.

Please make this sentence bold.

Please italicize this sentence.

Please underline this sentence.

Please change the font of this sentence.

Please make the font size of this sentence larger.

Please make the font size of this sentence smaller.

Change this sentence to all upper case using the Case Change tool.

Please change the color of this sentence.

Please highlight this sentence in yellow.

Please add a text effect to this sentence.

Please center this sentence.

Please right align this sentence.

Please indent this sentence.

Please copy this sentence and paste it to the top of this page.

Adding Text – Home Tab

Task 1-5:

- Complete each of the proverbs below
- Delete the ellipsis, and add all necessary punctuation.
- Change the font of all text to “Times New Roman” and size to “14.”
- Then use “File > Save As” to save a copy of this file to your desktop.

“A bird in the hand is worth ...

“A picture is worth ...

“A watched pot never ...

“An apple a day ...

“Beauty is in the eye ...

“Don't count your chickens ...

“Honesty is ...

“If the shoe fits, ...

“Practice makes ...

“The early bird ...

“You can lead a horse to water, ...