

Activity #1

Complete the activity below.

1. Open a blank Microsoft Word document.
2. Name one of the groups on the **Page Layout** tab: _____
3. Name one of the buttons in the **Font** group on the **Home** tab: _____

Activity #2

Complete the activity below.

1. Type the following sentence into your document: *Learning Microsoft Word is fun!* How many words are in your document?
2. Change the document view to **Read Mode**: How many pages do you see? _____
3. At what % is the **Zoom Slider** set? _____
4. What is the title of your document? _____

Activity #3

Complete the activity below.

1. Which tab include commands to save, open, and print document? _____
2. How many groups are located in the **Home** tab? _____
3. Name one of the groups located in the **Insert** tab. _____
4. Name 3 of the 7 buttons located in the **Page Setup** group on the **Page Layout** tab.

5. Where do you go to bold a font? _____ tab > _____ group
6. Use the **Word Count** tool in the **Review** tab. How many words are in your document? _____

Activity #4

Fill in the blanks using the terms provided. Each term below will be used once.

Save As, File, Location, File Name box, **Save**

When you save a document for the first time, it is best to use the **Save As** feature. To do so, follow these steps:

1. Click on the _____ tab
2. Click on the _____ option
3. Double-click on the Computer icon to show all available drives and locations
4. Click on the _____ where you want to save your document
5. Click inside the _____ (if not already highlighted) and type in a name
6. Click on the _____ button

Activity #5

Complete the activity below.

1. Follow the process listed above to save your new Word document to the desktop. Name it PRACTICE.
2. Close your document and exit Microsoft Word.
3. Relaunch Microsoft Word and open your document.

Activity #6

Answer the questions below.

1. Which feature is located just above the **Print** option?
 - a. **File**
 - b. **Help**
 - c. **New**
 - d. **Save As**
2. When you print from the room you are in right now, where does your printed document go (printer name)?
