

Microsoft Word 2019

*Lesson 1 – Universal Microsoft Basics*

*(this page is off center on purpose—it will be fixed as you complete the assignment!*

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| --- | --- | --- | --- | --- | --- |
| **I Can…** | | | | | |
| **Part A - Text Management** | | **Part B - Page Management** | | **Part C - Insert** | |
|  | Emphasis (Bold, Italicize, Underline) |  | Alignment |  | Shapes |
|  | Font, Size, Color |  | Header & Footer |  | Text Box |
|  | Moving Text |  | Margins |  | Picture |
|  | Copy & Paste (from online) |  | Orientation |  | Icons |
|  | Cut & Paste |  | Spell Check & Thesaurus |  | Remove Formatting |
|  |  |  | Find and Replace |  | Print settings |

**Instructions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New Window**: In order to be able to read your instructions and work on the lesson at the same time, go to View, New Window. This will open a second version of the same document. You can now see both at the same time. Changes to one will affect the other. Closing one will still keep the changes saved on the other. Arrange your screen so you can see both.  **Split Screen**: Another option is to go to view: Split. This will allow you to see both at the same time as well. Watch the video to see a demonstration of both. Try both methods, and then pick the one that works best for you. | | | | |
| **Part A: Text Management** | | | | |
|  | Use **Save A**s to save this document in your folder with your initials in the title. | | | A-1 |
|  | **Emphasis** – in Part 1, look at the paragraph about Jeanine. Use **BOLD** on every name in the paragraph. Use Underline on every year, and use *Italics* on every place. | | |
|  | **Font Size & Color** - In A-2, select the first “This is a title”. Change the font to size 26 and change the font to Times New Roman. | | | A-2 |
|  | Next, change the color of the font to any color of your choice. | | |
|  | For the second instance of This is a Title, change the font, color, and size to whatever you choose, making each different. Do the same for the third instance, choosing your color, font, and size. | | |
|  | **Moving Text** - In A-3, you will see three names. Use your cursor to move the text, dragging the name Mary Grant to be on the top and Emily Jones to be on the bottom. | | | A-3 |
|  | Next, rearrange the paragraphs so they are in the right order. Don’t use copy and paste—just highlight and drag to move the text. Make sure there is a blank line between each paragraph. | | |
|  | **Copy & Paste** - In A-4, select “copy this sentence” and copy it. Press enter. Paste it three times, each on it’s own line. | | | A-4 |
|  | **Cut & Paste** - Select the third copy. Cut it out entirely. | | |
|  | Next, select the first paragraph (in blue) and cut it. | | |
|  | **Clipboard** - Go to your clipboard to ensure that the paragraph is there, waiting to be pasted. Also notice that the “copy this sentence” that you cut is also on the clipboard. | | |
|  | Go to <https://randomwordgenerator.com/paragraph.php>. Click on the blue button to generate a random paragraph. Or use this site: <http://watchout4snakes.com/wo4snakes/Random/RandomParagraph> | | |
|  | Select the paragraph and copy. | | |
|  | **Keep Text Formatting** - Go back to word and place your cursor above the paragraph about the chair. Right click and paste Keep text only. | | |
|  | Now go to your clipboard and find the first paragraph you copied, still waiting to be pasted. Paste it as the third paragraph. | | |
| **Part B: Page Management** | | | | |
|  | **Alignment** - In B-1, Align each paragraph as it is labeled—Right, Left, Justify, and Center. | | | B-1 |
|  | Next, go back to section A-3. Align the first paragraph center. Align the second paragraph justify. Align the third paragraph right. | | |
|  | Create a **Header and Footer** for this page. In the footer, do Three Blank Columns. Enter your name, period, and the date. | | | B-2 |
|  | For the header, add a page number in the upper left corner. | | |
|  | Go to **Margins**. Change the margins to narrow for this page. | | | B-3 |
|  | Go to **Orientation**. Change the orientation to landscape, then back to portrait. | | |
|  | In B-4, use **Spell check** to fix all spelling and grammar errors in the document. | | | B-4 |
|  | Use Find (Ctrl+F) to find the word *patiently* in the paragraph. | | |
|  | Then, use the **thesaurus** to change it to a synonym. Bold the new word. | | |
|  | Now do the same for the following words: *plonking, senseless, meaningful, grateful.* | | |
| **Part C: Insert & Miscellaneous** | | | | |
|  | **Shapes** - In C-1, Select the first shape and change the fill color and outline as you desire. Change the weight of the outline. | | | C-1 |
|  | Select the second shape and type your name inside it. Change the fill to a texture. Add a shadow. | | |
|  | In the third shape, change the fill to a gradient you design yourself. Remove the outline. | | |
|  | Below the shapes, draw a new shape of whatever type you want. Remove the fill entirely, change the border to black, and type “This is a button” inside. Change the font and color of the words. | | |
|  | Finally, draw a circle shape and make it look exactly like the example to the right: (hint: Start with a normal circle, and check out 3-D rotations!) |  | |
|  | **Textboxes** - In C-2, select the paragraph and cut it. Insert a simple text box. Paste the paragraph into the box. | | | C-2 |
|  | Change the size of the text box so that it is wide and goes across the whole page. | | |
|  | Shade the box a different color and change the text color to contrast. Change the outline color. | | |
|  | Below the text box, insert a new text box, choosing the style called “Austen quote” from the list. | | |
|  | Enter into the box a quote from your favorite movie or famous person. | | |
|  | **Insert images** - In C-3 in the first box, insert a picture from file. The picture is called “image” and it’s saved in the Lesson 1 folder. Grab the corner and resize it smaller. | | | C-3 |
|  | In the second box, go to the internet and search for any picture you like. Copy it, then paste it in that box. You may need to resize. | | |
|  | In the third box, go to Insert Online Pictures and select any picture you search. Place it in the box and resize if necessary. (Some labs block the ability to use online pictures—if that is the case, just copy another picture from the internet for this box) | | |
|  | In the final box, select an Icon from the insert menu and place in the box. Feel free to change the color of the icon. | | |
|  | **Remove Formatting** - Select the paragraph under C-4 and remove all formatting. | | | C-4 |
|  | Select “This is the title” and do the following: Center it, change it to size 36, change the font to a font of your choice, Change the color of the font. | | |
|  | Next press enter and type “the formatting hasn’t changed.” | | |
|  | Press enter again and remove formatting. Type. “Now it has changed because I know how to fix it.” This sentence should be in the normal default font. | | |
|  | \*\*Ask your instructor if you are printing or turning it in digitally. If you are printing, follow the directions below. | | | |
|  | Go to file, Print. This file is 5-6 pages long. DO NOT PRINT as it is! But toggle through each page on the print preview. | |  | C-5 |
|  | Next, pay attention to which pages are the practice section and not the instructions. In the setting section, type in which pages you want to print. | |
|  | Before pressing print, change the page set up to FOUR PAGES PER SHEET, so you are only actually printing one page. | |
|  | Print and turn in to the basket. Then move on to the Application section of Lesson 1. | |

**Word 1 Practice**

**Part A – Text Management**

**A-1 – Bold, Italics, Underline**

**Jeanine** moved to St. Petersburg in 1965. Her father, John, had immigrated to Nice, France back in 1912 from his home country of Ireland, bringing with him his wife, Martha, Jeanine, and her little brother Bobby. But Jeannine decided to leave France and go to St. Peterserburg so she could marry her fiancé, George. They had three children: Melissa, James, and Martha. In 1979 the family moved to Iceland, where George ran a fish and chips shop until 1986.

**A-2 – Font, size, color**

This is a Title

This is a Title

This is a Title

**A-3 – Moving Text**

Jennifer Smith

Emily Jones

Mary Grant

Finally, finish the essay with your concluding paragraph. This relates back to the original thesis, reminds the reader of how it was supported in the body paragraphs, and makes an effective final statement.

Next, begin your body paragraphs. Each paragraph should begin with a topic sentence, and should support and justify your thesis.

First, write the introductory paragraph. It should capture the reader’s intent, suggest the importance of the topic, and end with a thesis statement.

**A-4 – Cut, Copy, Paste (Keep Text Only Paste)**

Copy this sentence.

There wasn't a bird in the sky, but that was not what caught her attention. It was the clouds. The deep green that isn't the color of clouds, but came with these. She knew what was coming and she hoped she was prepared.

The chair sat in the corner where it had been for over 25 years. The only difference was there was someone actually sitting in it. How long had it been since someone had done that? Ten years or more he imagined. Yet there was no denying the presence in the chair now.

**Part B – Page Management**

**B-1 – Alignment**

**Center** – make this paragraph formatted centered across margins. You can do it! It’s easy!

**Justify** – make this paragraph formatted equally across margins. You can do it! It’s easy!

**Left** – make this paragraph formatted on the left margin. You can do it! It’s easy!

**Right** – make this paragraph formatted on the right margin. You can do it! It’s easy!

**B-2 – Header & Footer**

Enter your header and footer as directed in the instructions above.

**B-3 – Margins & Orientation**

Change the margins and orientation as directed.

**B-4 – Spell Check & Thesaurus**

I'm meant to be writing at this momnt. What I mean is, I'm ment to be writing something else at this moment. The documnt I'm meant to be wrtiing is, of course, open in another progrm on my comuter and is patiently awaiting my atention. Yet here I am plonking down senseless sentiments in this paragraphs because it's easier to do than to wrk on anything particularly meaningful. I am grateful for the distraction.

**Part C – Insert & Miscellaneous**

**C-1 – Insert Shapes**

**C-2 – Insert Text Box**

Her eyebrows were a shade darker than her hair. They were thick and almost horizontal, emphasizing the depth of her eyes. She was rather handsome than beautiful. Her face was captivating by reason of a certain frankness of expression and a contradictory subtle play of features. Her manner was engaging.

**C-3 – Insert Pictures**

|  |  |  |  |
| --- | --- | --- | --- |
| **From File** | **Copy from Internet** | **Online Pictures** | **Icon** |
|  |  |  |  |

**C-4 – Remove Formatting**

Sitting in the **sun**, away from everyone who had done him harm in the past, he quietly listened to those who roamed by. He felt at peace in the *moment, hoping* it would last, but knowing the reprieve would soon come to an end. He closed his eyes, the sun beating down on face and he smiled. He smiled for the first time in as long as he could remember.

This is the title