

## Practice Activity: Competency 2.1

Word processing using Microsoft Word

Directions: Open Microsoft Word

Open Word and then **Minimize** it.

Create a new folder in your My Documents folder in which you will save your practice activity documents.

Name the folder Tech Practice followed by your initials (you may have created this folder in an earlier activity).

EXAMPLE: Tech Practice jln

**Maximize** Word and use **Save As** to save your document in the folder you just created. Name it Practice 2.1, Your Username, date (no spaces)

EXAMPLE: **Practice2.1jnauert02-22-07**

Change the **Page Setup** and make: 2 inch side margins, 1.5 inch top margin, and .8 inch bottom margin

Type your name and work site on the first line of the document. **Format** this first line as follows:

Change the font to Arial, 20 pt.

Change the font style to bold.

Center the text on the first line.

Press return twice to create space below the first line

Type at least three sentences describing how you might use some of the advanced features of Word in a work-related project. Align Left these sentences (not centered) and change them to a font and font-size of your choice.

**Format** your 3-sentence paragraph into three columns. Make sure that you aren't formatting the entire document into columns.

Press return twice to create space after your columns.

**Insert** a graphic below your paragraph. You may use a graphic from the Web, your "My Pictures" folder or another source other than the Clip Art Gallery.

**Resize** the graphic so that it is approximately two inches tall (keeping the relative aspect ratio), and change the layout to “in front of text”.

**Crop** the graphic so that half of it is removed

**Insert** a table with 2 columns and 4 rows below the graphic.

**Merge** the cells of the top row into one cell and add the heading “What a Fun Table”.

**Center** and **Bold** the text “What a Fun Table”.

**Add** the name of a place in each cell and change the alignment to Align Right your text in each cell

Using the **Table Properties** option (in the table section in the menu or right click on the table), change the cell vertical alignment to “bottom” and change the outside border to 4 ½ pt.

Press return twice to add space below the table and add a **text box** below the table. Type your name, the date, and a caption for your graphic in the text box. Change the font to Comic Sans, 18pt. Change the font style to italics, and give the text box a 3 pt. double line border.

**Center** the text box under the table


**Add** one row to the top of your table, leave the cell blank

**Shade** the top two rows of you table any color.

**Enter** your name, date, and building in the footer of the document.

**Arrange** your graphic so that you can to overlap the graphic in front of part of your text box.

EXAMPLE:

<i>Jon L. Nauert 2/22/07</i>	
<i>Mr. Allen sings karaoke at the CTE Awards breakfast</i>	

**Group** the text box and graphic and move your grouped text box and graphic to the bottom of your document (you may need to move the table up a bit to fit everything on one page).

**Save** the changes to your document and **print** a copy to bring with you when you test.

**If you are unable to complete this activity on your own, sign up for a Competency 2.2 Training time by emailing [jnauert@lwsd.wednet.edu](mailto:jnauert@lwsd.wednet.edu). If you are able to complete this activity on your own, you are ready to test. Again, email [jnauert@lwsd.wednet.edu](mailto:jnauert@lwsd.wednet.edu) to sign up for testing.**

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