

Practice Activity: Competency 1.2

Demonstrates Basic Operations & Concepts of Microsoft Word

Directions: Use Microsoft Word and Windows to complete the following tasks

1. Open the My Documents folder on your desktop and create a new folder called Tech Practice – your initials. If you are in the training lab, place this folder in the “Tech Practices” folder that’s already in the My Documents folder.

EXAMPLE: **Tech Practice – jln**

Note: You may have already created this folder if you have done other practice activities.

2. Create a new Microsoft Word document.
3. Save your document in this folder and name it Tech 1.2 Your Username date (no spaces)

EXAMPLE: **Tech1.2jnauert9-24-07**

4. Change the Page Setup and adjust side margins to 2 inches
5. Type the title MY WORD PRACTICE ACTIVITY centered on the first line of the document. Pick whatever font you want, but make sure the font size is at least 18 point.
6. Start a new paragraph with these sentences: *I am ready to take my WORD competency assessment. I have completed the practice activity.*
7. Insert a 3 column, 3 row table below the last line of text
8. Type the name of a food in each cell and center your text
9. Shade all the cells gray-20% (use Table Properties or the Tables and Borders toolbar)
10. Create a header: Type your name, WORD PRACTICE ACTIVITY, and the date.
11. Insert the word “now” between “am” and “ready” in the first paragraph.

12. Italicize the My Word Practice Activity title.
13. Search Help for information on bullets and numbering, select a subtopic, and copy and paste part of the entry (no more than 3 sentences) under your table.
14. Search Clip Art for a picture that has something to do with animals, and insert the picture above the table.
15. Resize the picture to approximately 1" by 1".
16. Use spell-check to check the spelling of the document and correct any errors.
17. View a Print Preview of your document.
18. Use Page Setup to adjust the margins of the document to a 1" left margin and 0.75" inch margins on the other sides.
19. Save your document and print a copy.
20. Close Word.

If you can successfully complete all of these steps, you are ready to take the Technology Competency 1.2 assessment.