Activity 1: MY FAVORITES



Activity Overview:

Using word processing software to create documents has

become a common task for millions of people. One of the simplest

tasks it can do is also one of the greatest benefits of using such software –

New Skills Reinforced:

**In this activity, you will practice how to**:

1. create and save a Word document.
2. retrieve a saved document.
3. save an edited document with a new name (save as).
4. Insert a header, footer, and page break.

saving an existing document with a new name. Before word processing software, one would have to re-create an entire document, even if it required just a few small changes from the original version. With programs like Microsoft Word, an entire document does not have to be re-created in order to make a copy with minor changes. The following activity illustrates how a Word document can be saved using one file name, editing that file, and saving it with a new file name.



Instructions:

* 1. **Create** a NEW Word document. The font should be **11** point **Calibri**.

**NEW SKILL**

**NEW SKILL**

**NEW SKILL**

**NEW SKILL**

**NEW SKILL**

**NEW SKILL**

**NEW SKILL**

* 1. Starting on the first line of the document, type your **first and last name**, then hit **ENTER**.
  2. Type the name of your **favorite snack food**, then hit **ENTER**.
  3. Type the name of your **favorite pizza topping**, then hit **ENTER**.
  4. Type the name of your **favorite movie**, then hit **ENTER**.
  5. Type the name of your **favorite song**, then hit **ENTER**.
  6. Type the name of your **favorite TV show**, then hit **ENTER**.

# Carefully **proofread** the document for spelling, grammar, and accuracy.

* 1. **SaveAs** the document as **class\_lastname\_Activity1** to your **desktop.**

# **Close** the file, saving changes upon exiting.

* 1. **Open** the document **class\_lastname\_Activity1** from your desktop.
  2. Change your favorite snack food to your **least favorite snack food**.
  3. Change your favorite pizza topping to your **least favorite pizza topping**.
  4. Change your favorite movie to your **least favorite movie**.
  5. Change your favorite song to your **least favorite song.**
  6. Change your favorite TV show to your **least favorite TV show.**

# Insert a **Header** – Name Dislikes Date (Header and Footer Under View Menu)

* 1. Insert a **Footer** – Page Number (Under View Menu)

# Insert a **page break** after your least favorite TV Show. (Under Insert Menu to Break and Page Break)

* 1. Carefully **proofread** the document for spelling, grammar, and accuracy.
  2. **Save** the document as **class\_lastname\_Activity1** to your desktop. Remember to name it class\_lastname\_Activity1 and then close the document. Drag to your blue home folder.