

Microsoft Word Exercise

The object of this exercise is to demonstrate you with some of the important commands associated with using Microsoft Word to produce standard papers.

This exercise will cover how to create a line of text, how to insert today's date, and the difference between "left" and "right" margins. You'll practice using bold, italic, and underline features. You'll change the line spacing from single to double spaced. You'll change the margins and add page numbers, headers and footers, and illustrate with a bulleted list.



If you'd like some extra help while doing this exercise (or using Word at any time), select Help from the menu bar and click Microsoft Office Word Help from the pull-down menu. A column of advice will appear on the right-hand side of the screen. You can also access help from the F1 key.

Keep this document as a reference page. It is also posted on my website: www.cheffood.org/learn. The linked number is what you will be doing and the bulleted instructions are the steps that are needed to do the command.

I. Select the Create New MS Word

- Select Format from the menu bar
- Click Word from the pull-down menu
- Select the Create New MS Word item
- Select an 8.5 point font size
- Click the OK button

II. Create the top line

- Select Format from the menu bar
- Click Paragraph from the pull-down menu
- Select the Indent and Spacing tab
- Select Center from the Alignment options
- Click OK
- Type: Microsoft Word Training Document
- Press the Enter key

III. Create today's Date

- Select Format from the menu bar
- Click Paragraph from the pull-down menu
- Select the Indent and Spacing tab
- Select Center from the Alignment options
- Click OK
- Select Insert from the menu bar
- Click Date and Time from the pull-down menu
- Select a Date/Time format of your choice
- Click OK

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Xiang Xie



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