# Introduction to Word Processing

## Activity Pack

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*Now, go on and get to processing those documents!*

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# Activities

## Section A - Creating a Series of Files

### *Activity 1*

1. Open a new word document
2. Type the names of 10 colors into your document
3. Type one on each line using the enter key
4. Save the file to your Digital Portfolio (DP). The file name is "Colors"
5. Close

### *Activity 2*

1. Open a new word document
2. Type the names of the numbers one to twenty, one on each line.
3. Save this file to your DP. The file name is "Numbers"
4. Close

### *Activity 3*

1. Open a new word document
2. Type five kinds of animals, one on each line.
3. Save this file to your DP. The file name is "Animals"
4. Close

### *Activity 4*

1. Open a new word document
2. Type the days of the week, one on each line.
3. Save this file to your DP. The file name is "Days"
4. Close

### *Activity 5*

1. Open a new word document
2. Type the months of the year, one on each line.
3. Save this file to your DP. The file name is "Months"
4. Close

## Section B - Opening and Editing Files

### *Activity 1*

1. From your DP, open the file named "colors".
2. Under the colors, type five question about colors (for example, "What color is a …?)
3. Save
4. Close

### *Activity 2*

1. From your DP, open the file named "numbers"
2. Under the numbers, type the names of the numbers twenty-one to fifty with one on each line.
3. Save
4. Close

### *Activity 3*

1. From your DP, open the file named "animals"
2. Under the animals, type five animals that are pets.
3. Save
4. Close

### *Activity 4*

1. From your DP, open the file named "months"
2. For each family member, type their name beneath the month of their birth.
3. Save
4. Close

## Section C - Font Types

### *Activity 1*

1. From your DP, open the file named "days"
2. Select Monday
3. Change the font to Monotype Corsiva
4. Deselect Monday
5. Select Thursday
6. Change the font to Georgia
7. Deselect Thursday
8. Select Sunday
9. Change the font to Verdana
10. Deselect Sunday.
11. Save
12. Close

*Activity 2*

1. From your DP, open the file named "days"
2. Select Tuesday
3. Change the font size to 48
4. Deselect Tuesday
5. Select Wednesday
6. Change the font size to 26
7. Deselect Wednesday
8. Select Sunday
9. Change the font size to 8
10. Deselect Sunday
11. Save
12. Close

*Activity 3*

1. Create a new blank document.
2. Type your first and last name.
3. Type your street address
4. Select your name
5. Change the font color to blue
6. Change the font to Lucinda Handwriting
7. Change the font size to 72.
8. Deselect your name
9. Select your address
10. Change the font color to red and the size to 18
11. Change the font to Tahoma
12. Deselect your address
13. Save the file to your DP. The file name is "Personal"
14. Close

## Section D - Font Styles

*Activity 1*

1. From your DP, open the file named "personal"
2. Select your name
3. Change the font to Impact
4. Change the size to 48
5. Underline your name.
6. Save and close

*Activity 2*

1. From your DP, open the file named "personal"
2. Beneath your address, add the name of your country.
3. Select your country
4. Change the font to Monotype Corsiva
5. Change the font color to purple
6. Change the name of your country to Italics
7. Bold the name of your country.
8. Deselect, save and close.

## Section E - Undo and Redo

*Activity 1*

1. From your DP, open the file named "months"
2. Select the month of your birth
3. Change the font color to green
4. Deselect your birth month
5. Select October
6. Change the font color to Orange
7. Deselect
8. Select April
9. Change the font color to Yellow
10. Click Undo
11. Save and close

*Activity 2*

1. From your DP, open the file named "personal"
2. Select your name.
3. Press Delete
4. Click Undo
5. Change the font to Bauhaus 93
6. Select the City and State from your address
7. Change the font color to pink
8. Click Undo
9. Click Redo
10. Save and close

## Section F - Alignment

### *Activity 1*

1. Open a new word document
2. Type the four seasons, one on each line.
3. Change each word to a different font, size and color
4. Center the words
5. Save the file to your DP. The file name is "Seasons"
6. Close

### *Activity 2*

1. Open a new word document
2. Type 10 items of clothing, one on each line
3. Change each word to a different font, size and color.
4. Right align the words
5. Save the file to your DP. The file name is "Clothing"
6. Close

## Section G - Cut, Copy and Paste

### *Activity 1*

1. Open a new word document
2. Type the numbers you see below, one on each line.
    a. 6 5 1 2 9 10 3 7 4 8
3. Beside each numbers, type the word name for the number
4. Cut and paste to put the numbers and their names in order from 1 to 10
5. Save the file to your DP. The file name is "Cut and Paste"
6. Close

### *Activity 2*

1. Open a new word document
2. Type the following into your document:
    What color is a blue bird? Twelve
    What is the 1st day of July? Seven
    How many days in a week? Canada Day
    How many months in a year? Blue
3. Cut and paste to mate the right answers with the right questions.
4. Save the file to your DP. The file name is "Answers"

## Assessment 1

**Complete the assessment and submit via e-mail with subject: Submission Test 1**

## Bonus Opportunity 1

**Complete the bonus opportunity project for 15 added points to your lowest grade.**

## Section H - Bullets

### *Activity 1*

1. From your DP, open the file named "months"
2. Add the following names to the months/names you already have listed.
   Jan: Julie, Samantha, Todd
   Feb: Michael, Lucy
   March: Nancy, Robin
   April: JJ
   June: Tanner, Louis, Maxwell, Joan
   August: Billy
   September: Brad, Thomas, Spencer
   October: Derek, Reid, Hotch
   December: Garcia, Mary
3. Change the font size of each month to 28
4. Change the font size of each name to 12
5. Add bullets for all the names listed under each month.
6. Save and close

### *Activity 2*

1. Open a new word document
2. Type these words, one on each line.
   Large
   Small
   Happy
3. Look for another word that means the same thing in the Thesaurus
4. Insert the new words for each.
5. Bullet the words
6. Change font size to 16, Times New Roman
7. Save the document to your DP. The file name is "Thesaurus".
8. Close

## Section I - ABC Order and Numbering

### *Activity 1*

1. Open a new word document
2. Type the names of five flowers, one on each line (You may need to use a search engine to find the spellings of some flowers)
3. Put the names in ABC order using the sort key
4. Save the document to your DP. The file name is "Flowers in Order"
5. Close

### *Activity 2*

1. Open a new word document
2. Type your name
3. Leave a space
4. Make a title at the top of the page that says Names.
5. Leave a space
6. Make a list of 10 people that you know
7. Select all 10 names
8. Click on sort to put those names in ABC order
9. Add bullets to those names
10. Center the names
11. Select the title Names
12. Change the font size to 36
13. Underline the title
14. Save the document to your DP. The file name is "Sort Names"
15. Close

## Section J - Making Columns

### *Activity 1*

1. Open a new word document.
2. Type the 5 types of weather, one on each line
3. Type 5 flowers, one on each line
4. Type 5 vegetables one on each line
5. Change the font size to 16
6. Change the font to Comic Sans
7. Change the font color to blue
8. Copy these 15 words and paste them
9. Copy these 30 words and paste them
10. Split the 60 words into two 30-word columns
11. Save the document to your DP. The file name is "Columns"
12. Close

### *Activity 2*

1. Open a new word document.
2. Type the information at the end of this activity.
3. Save the document to your DP. The file name is "Health Columns A"
4. Close

Protecting your health
This time of year many viruses can pass from person to person. They can be contagious. We all have to try not to pass germs or colds along when we have them. We also need to protect ourselves from catching the virus.
A virus spreads mostly through coughing, sneezing and touching. People can have a mild dose of virus but these germs can also be very serious, especially for people over 65, children under 6, and pregnant women.
H1N1 is an example of a serious virus. It was first reported in April 2009. It was called the "swine flu". Here are some tips on how you can cope with flues and colds:
Wash your hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand gel. Avoid touching your eyes, nose, or mouth. Germs spread this way. Try to avoid close contact with sick people. Cover your mouth when you cough or sneeze. Stay home when you are ill.

### *Activity 3*

1. From your DP, open the file named "health columns A"
2. Select the title and center it
3. Change the title font size to 36, bold and underlined
4. Read the article and determine where the paragraphs should be separated.
5. Use the enter key to place a blank line between each paragraph.
6. In the final paragraph, determine where each 'tip' should be separated.
7. Select the 'tips' and bullet them.
8. Select the entire article and split it into 2 columns.
9. Save the document to your DP. The file name is "Health Columns B"
10. Close

## Section K - Page Borders

### *Activity 1*

1. Open a new word document
2. Type all the computer words you know, one on each line.
3. Add a page border.
4. Pick a style for the page border
5. Center the text
6. Save the document to your DP. The file name is "Borders"
7. Close

*Activity 2*

1. From your DP, open the file named "Colors"
2. Change the font to Comic Sans MS
3. Change the font color to green
4. Center the text
5. Add an Art page border
6. Save the document to your DP. The file name is "Art Border"
7. Close

## Section L - Tables

*Activity 1*

1. Open a new word document
2. Create a table with 3 rows and 5 columns with a Calibri font size 16
3. Title the table as Volunteer Schedule
4. In the first column, create time slots for 9-12 and 1-5 using correct time format.
5. Title columns 2-5 for Monday – Thursday
6. On the second row, under Monday, type food bank.
7. Place 5 dashes in Tuesday and Wednesday
8. Place the word Food Bank under Thursday
9. On the third row, under Monday, type Meals on Wheels
10. Tuesday, type L'il Tots Daycare
11. Wednesday, type Fire Dept.
12. Place 5 dashes for Thursday
13. Save the document to your DP. The file name is "Table"
14. Close

*Activity 2*

1. Open a new word document.
2. Make a table with 6 rows and 3 columns
3. In the rows in the first line, write the titles for your columns:
   Name, Phone Number, Address
4. Shade the top row with your titles green
5. Highlight table and center
6. Choose 5 people to go under the names heading and fill out the table
7. Highlight the names you have chosen and shade that column yellow.
8. Save the document to your DP. The file name is "Information Table".
9. Close

## Section M - Text Boxes, Shapes, and WordArt

### *Activity 1*

1. Open a new word document.
2. Use WordArt to write your name
3. Save the document to your DP. The file name is "Word Art Name"
4. Close

### *Activity 2*

1. From your DP, open the file named "word art name"
2. Beneath your name, insert a text box.
3. Type your address in the box.
4. Change the font size of your address to 16.
5. Click on the text box and widen it, so your street address is on the first line, and your city, state and zip code are on the next line.
6. Save the document to your DP. The file name is "Address Text Box"
7. Close

### *Activity 3*

1. Open a new word document
2. Use the insert tab of your word program to insert a star.
3. Change the color to the star to yellow.
4. Insert three more shapes.
5. Change the size of each shape.
6. Change the color of each shape.
7. Save the document to your DP. The file name is "Yellow Star"
8. Close

## Assessment 2

**Complete the assessment and submit via e-mail with subject: Submission Test 2**

## Bonus Opportunity 2

**Complete the bonus opportunity project for 10 added points to your lowest grade.**

## Section N - Pictures

### *Activity 1*

1. Open a new word document
2. Type the word computer
3. Change the font Blue, Harrington, size 28
4. Underline the word
5. Click on clipart
6. Search for computer
7. Double click on a picture of a computer
8. Center the picture
9. Recolor the picture: Greyscale
10. Use the height and width to make the picture larger
11. Save the document to your DP. The file name is "Grey Picture"
12. Close

### *Activity 2*

1. Open a new word document
2. Click on picture
3. Click on Sample pictures
4. Choose picture form sample pictures
5. Click on picture
6. Add blue border
7. Change border weight to 6 pt.
8. Save the document to your DP. The file name is "Picture Border"
9. Close

### *Activity 3*

1. Type your name
2. Leave a space
3. Type the word House
4. Center the word
5. Change the color to green
6. Change the font to Arial
7. Change the size to 36
8. Leave a space
9. Search clipart for house to do this activity
10. Double click on picture of house
11. Recolor to sepia
12. Add an orange border to picture
13. Make border 3 pt weight
14. Enlarge the picture
15. Center the picture
16. Save the document to your DP. The file name is "House Picture"
17. Close

## Section O - Lines, Numbers, Headers, & Footers

### *Activity 1*

1. Open a new word document
2. Type about what you have learned so far.
3. Spell and grammar check it
4. Give your writing a title
5. Center your title
6. Underline your title
7. Select what you have written by highlighting it
8. Change the line spacing to 2.0
9. Add a picture from clip art
10. Position the picture to the bottom center of your page
11. Save the document to your DP. The file name is "Line Spacing"
12. Close

### *Activity 2*

1. From your DP, open the file "Line Spacing"
2. Add page numbers
3. Save
4. Close

### *Activity 3*

1. From your DP, open the file "Grey Picture"
2. Add a header that says Picture
3. Add a footer that says Microsoft Word 2007
4. Save
5. Close

## Assessment 3

**Complete the assessment and submit via e-mail with the subject: Submission Test 3**

## Bonus Opportunity 3

**Complete the bonus opportunity project for 5 added points to your lowest grade.**