

Activity 1: MY FAVORITES

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.

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 – 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. **NEW SKILL** Create a NEW Word document. The font should be **11** point **Calibri**.
2. Starting on the first line of the document, type your **first and last name**, then hit **ENTER**.
3. Type the name of your **favorite snack food**, then hit **ENTER**.
4. Type the name of your **favorite pizza topping**, then hit **ENTER**.
5. Type the name of your **favorite movie**, then hit **ENTER**.
6. Type the name of your **favorite song**, then hit **ENTER**.
7. Type the name of your **favorite TV show**, then hit **ENTER**.
8. Carefully **proofread** the document for spelling, grammar, and accuracy.
9. **NEW SKILL** Save the document as **LIKES** to your **Sharedrive** folder.
10. **Close** the file, saving changes upon exiting.
11. **NEW SKILL** Open the document **LIKES** from your Sharedrive folder.
12. **Delete** your name from the top line.
13. Change your favorite snack food to your **least favorite snack food**.
14. Change your favorite pizza topping to your **least favorite pizza topping**.
15. Change your favorite movie to your **least favorite movie**.
16. Change your favorite song to your **least favorite song**.
17. Change your favorite TV show to your **least favorite TV show**.
18. **NEW SKILL** Insert a **Header** – Type **Your Name Dislikes Today's Date**
19. **NEW SKILL** Insert a **Footer** and then insert a **Page Number** (in the footer)
20. **NEW SKILL** Insert a **page break** after your least favorite TV Show (CTRL + ENTER or Insert Tab, Pages Group, Page Break)
21. Carefully **proofread** the document for spelling, grammar, and accuracy.
22. **NEW SKILL** Save As the document as **DISLIKES** to your Computer Sharedrive and Close.