

# Microsoft Word

## Basic

## Demonstrations

## and

## Exercises

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## **Demonstration 1 – Entering and Editing Text (Part A)**

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Explain and demonstrate to the learners how to enter and edit text as stipulated below.

1. Enter the text below exactly as shown including capitals.  
**'The Cat Sat on the Mat'**
2. Demonstrate how to move left and right through the text using the **Cursor** keys on the keyboard.
3. Demonstrate how to delete characters to the left of the cursor using the **Backspace** key on the keyboard.

## Exercise 1 – Entering and Editing Text (Part A)

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Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced all the features of entering and editing text.

1. Enter the following text below exactly as shown below getting the learners to carry out this task also.

**'Today I am on a Word workshop'**

2. Using the **Cursor** keys and the **Backspace** key delete the words **'on a'** and replace with the word **'attending a'**.

## **Demonstration 1 – Entering and Editing Text (Part B)**

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Explain and demonstrate to the learners how to enter and edit text as stipulated below.

1. Demonstrate how to delete characters to the right of the cursor using the **Delete** key on the keyboard.
2. Using the **Find and Replace** facility, demonstrate how to change the word '**Cat**' to '**Dog**'.
3. Demonstrate to the learners the use of the **Undo** and **Redo** feature available.

## **Exercise 1 – Entering and Editing Text (Part B)**

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Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced all the features of entering and editing text.

1. Using the **Find and Replace** facility, change the word **'workshop'** to the word **'course'**.
2. Using the facility available, **Undo** the changes you have just made.

## Demonstration 2 – Selecting Text and Paragraphs (Part A)

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Explain and demonstrate to the learners the different types of selection technique available to use when creating documents.

1. Open the data file provided called '**Word Demo1.docx**'.
2. Demonstrate how to select text in a variety of different ways including highlighting single words, multiple single words, a single line, multiple non-consecutive single lines, a block of consecutive single lines, a paragraph and sentence within a paragraph.

## **Exercise 2 – Selecting Text and Paragraphs (Part A)**

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Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced all the available selection techniques.

1. Open the data file provided called '**Word Ex1.docx**' and perform the following selection techniques.
2. Select the first line in the first paragraph of the document.
3. Select the third line in the first paragraph whilst keeping the first line selected.
4. Select the entire first paragraph.
5. Select the second word on each line of the first paragraph.
6. Select the second sentence in the first paragraph only.



## Demonstration 3 – Formatting Text and Paragraphs (Part A)

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Explain and demonstrate to the learners the different text formatting technique available to use when creating documents.

1. Using the data file provided called '**Word Demo1.docx**', format the document in the following way.
2. Demonstrate how to select the heading '**Monkey Habitat**' and change the **Font Size** to 20, change the **Alignment** to **Centre**, change the **Font Colour** to **Blue**.
3. Demonstrate how to select the first paragraph and change the **Alignment** to **Justify**, change the **Font** to **Times New Roman**.

## Exercise 3 – Formatting Text and Paragraphs (Part A)

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Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced many of the available formatting techniques that can be applied to documents.

1. Using the data file provided called '**Word Ex1.docx**', format the document in the following way.
2. Select the heading '**Lion Habitat**' and change the **Font Size** to 22, change the **Alignment** to **Centre**, change the **Font Colour** to **Red**.
3. Select the first paragraph and change the **Alignment** to **Justify**, change the **Font** to **Bookman Old Style**.

## Demonstration 3 – Formatting Text and Paragraphs (Part B)

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Explain and demonstrate to the learners the different text formatting technique available to use when creating documents.

1. Demonstrate how to select the first sentence in the second paragraph and change the text to **Bold**, **Italic** and **Underlined**.
2. Demonstrate how to select the first paragraph and change the **Line Spacing** to **Double**.
3. Demonstrate how to select the types of monkey listed at the bottom of the document and change the list to a **Bullet** list.

## Exercise 3 – Formatting Text and Paragraphs (Part B)

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Using the instructions stipulated below, complete the following exercise so that after the completion of the exercise you will have practiced many of the available formatting techniques that can be applied to documents.

1. Select the first sentence in the second paragraph and change the text to **Bold, Italic** and **Font Colour** of **Green**.
2. Select the second paragraph and change the **Line Spacing** to **1.5**.
3. Select the types of lions listed at the bottom of the document and change the list to a **Bullet** list.

## **Demonstration 4 – Cut, Copying and Pasting (Part A)**

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Explain and demonstrate to the learners the various ways in which text can be selected and manipulated, moved or duplicated within a document.

1. Using the data file provided called '**Word Demo1.docx**', demonstrate the following data manipulation activities.
2. Demonstrate how to select the last two sentences of the first paragraph, and using the mouse **Cut** them out and **Paste** them back in at the bottom of the document.

## **Exercise 4 – Cut, Copying and Pasting (Part A)**

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Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced many of the available methods, using the keyboard or the mouse, to manipulate text within a document.

1. Using the data file provided called '**Word Ex1.docx**', carry out the following data manipulation activities.
2. Select the last sentence of the first paragraph, **Cut** it out and **Paste** it back in at the bottom of the document.

## **Demonstration 4 – Cut, Copying and Pasting (Part B)**

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Explain and demonstrate to the learners the various ways in which text can be selected and manipulated, moved or duplicated within a document.

1. Demonstrate how to select the title '**Types of Monkey**' and the list of types below it, and using the mouse, **Copy** the text and **Paste** it in between the first two paragraphs.
2. Demonstrate how to select this list again, **Cut** it out and **Paste** it back in the position in the document where it came from, this time using keyboard techniques.

## **Exercise 4 – Cut, Copying and Pasting (Part B)**

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Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced many of the available methods, using the keyboard or the mouse, to manipulate text within a document.

1. Select the title '**Types of Lion**' and the list below it, **Copy** it and **Paste** it in between the first two paragraphs.
2. Select this list again, **Cut** it out and **Paste** it back in the position in the document where it came from, this time using keyboard techniques.



## Demonstration 5 – Tabs (Part A)

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Explain and demonstrate to the learners what **Tabs** are using a typewriter as an example. Explain what **Left**, **Right**, **Centre** and **Decimal Tabs** are used for. Then show them how to do the following.

1. Activate the **Ruler** if it is visible already.
2. Create a **Left** Tab at approximately 4 centimetres on the ruler.
3. Create a **Decimal** Tab at approximately 12 centimetres on the ruler.

## Exercise 5 – Tabs (Part A)

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Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced using and creating the **Tabs** feature of the software and be aware of all the different **Tabs** that can be used in a document.

1. Activate the **Ruler** if it is visible already.
2. Create a **Left** Tab at approximately 2 centimetres on the ruler.
3. Create a **Left** Tab at approximately 6 centimetres on the ruler.
4. Create a **Centre** Tab at approximately 10 centimetres on the ruler.
5. Create a **Decimal** Tab at approximately 14 centimetres on the ruler.

## Demonstration 5 – Tabs (Part B)

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Explain and demonstrate to the learners what **Tabs** are using a typewriter as an example. Explain what **Left**, **Right**, **Centre** and **Decimal Tabs** are used for. Then show them how to do the following.

1. Type in the data listed in the table below as seen using the **Tabs** just set.

### Café Breakfast Menu

Sausages	£1.00
Eggs	£0.50
Beans	£0.75

## Exercise 5 – Tabs (Part B)

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Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced using and creating the **Tabs** feature of the software and be aware of all the different **Tabs** that can be used in a document.

1. Type in the data listed in the table below as seen using the **Tabs** just set.

### Hotel Quality Rating

Hotel	Location	Rating	Cost
The Hilton	London	*****	£200.00
Holiday Inn	Coventry	***	£80.00
Wetherspoons	Harwich	**	£59.00
Premier Inn	Norwich	***	£90.00

## Demonstration 6 – Creating and Manipulating Tables (Part A)

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Explain and demonstrate to the learners how to create and manipulate a table getting the learners to work along with you.

1. Demonstrate how to **Insert** a **Table** with 4 columns and 4 rows.
2. Demonstrate how to add a column and a row and get the learners to also do it.
3. Demonstrate how to delete the column and row just added and get the learners to do it.
4. Demonstrate how to widen a column and get the learners to do it.

## Exercise 6 – Creating and Manipulating Tables (Part A)

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Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced creating and manipulating a simple table and adding text to specific cells.

1. **Insert a Table** with 4 columns and 3 rows into the document.
2. Add one column and one row.
3. Delete the column and the row just added.

## Demonstration 6 – Creating and Manipulating Tables (Part B)

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Explain and demonstrate to the learners how to create and manipulate a table getting the learners to work along with you.

1. Demonstrate how to add text and move between cells.
2. Demonstrate how to add text to a cell and move around the table using the table created.

First Name	Last Name	Age	Sex

## Exercise 6 – Creating and Manipulating Tables (Part B)

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Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have will have practiced creating and manipulating a simple table and adding text to specific cells.

1. Add the text to the relevant cells as shown in the **Table** below.

Resort	Hotel	Rooms	Rating
Bermuda	Elbow Beach	300	*****
Gambia	The Heights	204	****



## Demonstration 7 – Grammar and Spell Checking and Saving (Part A)

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Explain and demonstrate to the learners how to proof read a document to identify errors and how to correct them and then save a permanent copy of the document to local storage, getting the learners to work along with you.

1. Open the data file provided called '**Word Spelling and Grammar Demo1.docx**'.
2. Demonstrate how to activate the **Spelling and Grammar Check** facility.
3. Demonstrate how to correct any errors identified.
4. Demonstrate how to save the document to the folder named **Word Learner Folder**.

## Exercise 7 – Grammar and Spell Checking and Saving (Part A)

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Using the instructions stipulated below, complete the following exercise so that after completion of the exercise you will have practiced proof reading a document to identify errors and correcting them and saving a permanent copy of the document.

1. Open the data file provided called '**Word Spelling and Grammar Ex1.docx**'.
2. Activate the **Spelling and Grammar Check** facility.
3. Correct any errors identified.
4. Save the document to the folder named **Word Learner Folder**.