

Microsoft Word

Basic

Demonstrations

and

Exercises

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Demonstration 1 – Entering and Editing Text

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 getting the learners to carry out this task also.

‘The Cat Sat on the Mat’

2. Demonstrate how to move left and right through the text using the **Cursor** keys on the keyboard getting the learners to carry out this task as well.
3. Demonstrate how to delete characters to the left of the cursor using the **Backspace** key on the keyboard getting the learners to carry out this task as well.
4. Demonstrate how to delete characters to the right of the cursor using the **Delete** key on the keyboard getting the learners to carry out this task as well.
5. Using the **Find and Replace** facility, demonstrate how to change the word ‘**Cat**’ to ‘**Dog**’ getting the learners to carry out this task as well.
6. Demonstrate to the learners the use of the **Undo** and **Redo** feature available, getting the learners to carry out this task as well.

Exercise 1 – Entering and Editing Text

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.

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

Demonstration 2 – Selecting Text and Paragraphs

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**' and get all the learners to locate and open this file also.
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, getting the learners to carry out this task as well.

Exercise 2 – Selecting Text and Paragraphs

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

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

1. Using the data file provided called '**Word Demo1.docx**', format the document in the following way getting the learners to carry out this task as well.
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**, getting the learners to carry out this task as well.
3. Demonstrate how to select the first paragraph and change the **Alignment** to **Justify**, change the **Font** to **Times New Roman**, getting the learners to carry out this task as well.
4. Demonstrate how to select the first sentence in the second paragraph and change the text to **Bold, Italic** and **Underlined**, getting the learners to carry out this task as well.
5. Demonstrate how to select the first paragraph and change the **Line Spacing** to **Double**, getting the learners to carry out this task as well.
6. Demonstrate how to select the types of monkey listed at the bottom of the document and change the list to a **Bullet** list, getting the learners to carry out this task as well.

Exercise 3 – Formatting Text and Paragraphs

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**.
4. Select the first sentence in the second paragraph and change the text to **Bold, Italic** and **Font Colour** of **Green**.
5. Select the second paragraph and change the **Line Spacing** to **1.5**.
6. 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

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, getting the learners to carry out this task as well.
3. 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, getting the learners to carry out this task as well.
4. 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, getting the learners to carry out this task as well.

Exercise 4 – Cut, Copying and Pasting

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.
3. Select the title '**Types of Lion**' and the list below it, **Copy** it and **Paste** it in between the first two paragraphs.
4. 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

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. View the **Ruler** if it is visible already, getting the learners to carry out this task as well.
2. Create a **Left** Tab at approximately 4 centimetres on the ruler, getting the learners to carry out this task as well.
3. Create a **Decimal** Tab at approximately 12 centimetres on the ruler, getting the learners to carry out this task as well.
4. Type in the data listed in the table below as seen using the **Tabs** just set, getting the learners to carry out this task as well.

Café Breakfast Menu

Sausages	£1.00
Eggs	£0.50
Beans	£0.75

Exercise 5 – Tabs

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. View 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.
6. 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

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, getting the learners to carry out this task as well.
2. Demonstrate how to add a column and a row getting the learners to carry out this task as well.
3. Demonstrate how to delete the column and row just added getting the learners to carry out this task as well.
4. Demonstrate how to widen a column getting the learners to carry out this task as well.
5. Demonstrate how to add text and move between cells getting the learners to carry out this task as well.
6. Demonstrate how to add text to a cell and move around the table using the table created, getting the learners to carry out this task as well.

First Name	Last Name	Age	Sex

Exercise 6 – Creating and Manipulating Tables

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.
4. 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

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**' and get all the learners to locate and open this file also.
2. Demonstrate how to activate the **Spelling and Grammar Check** facility, getting the learners to carry out this task as well.
3. Demonstrate how to correct any errors identified, getting the learners to carry out this task as well.
4. Demonstrate how to save the document to the folder named **Word Learner Folder**, getting the learners to carry out this task as well.

Exercise 7 – Grammar and Spell Checking and Saving

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**' and get all the learners to locate and open this file also.
2. Activate the **Spelling and Grammar Check** facility.
3. Correct any errors identified.
4. Save the document to the folder named **Word Learner Folder**.