Vocabulary

1. Microsoft Word
2. word processing
3. hardware
4. software
5. operating system
6. laptop
7. desktop
8. PC
9. Mac
10. mouse
11. monitor
12. Central Processing Unit
13. USB drive
14. headset
15. icon
16. start menu
17. drive
18. file
19. folder
20. document
21. minimize
22. maximize
23. Microsoft Windows
24. delete
25. backspace
26. enter
27. font
28. bold
29. italic
30. align right
31. copy
32. cut
33. paste
34. spell check
35. change
36. ignore
37. ignore all
38. Microsoft PowerPoint
39. slide
40. text box
41. animation
42. clipart
43. CD-R
44. CD-RW
45. DVD-R
46. DVD-RW

Related Vocabulary

1. skimming
2. scanning
3. main idea
4. business letter
5. memo
6. poster
7. flyer
8. advertisement
9. story
10. essay
11. poem
12. report
13. schedule
14. assignment
15. envelope
16. mailing label
Open the Program

1. Double-click on the icon for Mavis Beacon Teaches Typing.

2. Click on Run Mavis.

3. Click on your name. You might need to click on the arrow to see all the names in the list.

   * If your name is not on the list, read the instructions on the next page to make a new account.

4. Click on Enter Classroom.
15. Now, **look** at your Formatting Toolbar. **Click** on the little arrow next to “Times New Roman”.

16. **Click** on another font name to change the way the letters look.

17. **Change the font** 3 times for practice.

18. **Click** on the arrow next to the number 12. **Click** on a larger number. This will change the size of the letters.

19. **Click** between the “n” and “o” in the first alphabet to place the cursor there.

20. On your keyboard, **Press** the **BACKSPACE** key several times to erase everything before “o.”
12. Change the font style.

13. **Highlight** just the phone number.

14. **Click** on the Cut button on the Standard toolbar. Your phone number will disappear.

15. **Click** after your name to put the cursor there.

16. **Click** the PASTE button. (Or **click** on EDIT and **click** on PASTE). Your phone number should be right after your name.

17. **Click** between your name and phone number.

18. **Press** the TAB key to put a space between your name and phone number.

19. **Click** at end of the first line.

20. **Press** the ENTER key. This will put a space between the first and second line.

21. **Highlight** your full name. **Click** on the FORMAT menu. You will see a dropdown menu.

22. **Click** on CHANGE CASE from the dropdown menu.

23. Click on the circle next to the word UPPERCASE. **Click** on OK.
This is Azeb. She is an English student. You will help Azeb fix the mistakes in her homework. Follow the directions below to open her homework.

1. Open your Internet browser (like Internet Explorer).
2. Click on the website address.
3. Press the DELETE key.
4. Type this website address: www.teacherweb.com/mn/MLC/aces
5. Click on COMPUTER EXERCISE FILES.
6. Click on MY NAME IS AZEB.
7. Click on SAVE.
13. See the green lines. These might be grammar mistakes.

14. Right-click on the word “tipe”.

15. Find the correct spelling for this word: “type”

16. Click on the correct spelling.
I want to study computers. My difficulty is that I have never used a computer before.

Suggestions:
- before
- befog
- buffer

We come from New Delhi, India;

Suggestions:
- New Delhi

Check grammar
Ask a teacher to check your work. They will sign in this box.
10. Press the ENTER key two times.

11. Type these directions:

Directions: Mix the Lard and Butter until creamy. Mix in some of the flour (about half), the brown sugar, white sugar, eggs, vanilla, and baking soda. Stir until ingredients are thoroughly mixed, then blend in the remaining flour. Add chocolate chips and stir. Drop by spoonfuls onto an ungreased baking sheet. Bake at 375 degrees for 8-10 minutes, then enjoy!

12. Highlight just the ingredients.

13. Click on the FORMAT menu.

14. Click on COLUMNS.

15. Click on the picture of two columns.

16. Click on OK.

17. The ingredients should be in two columns. Like this:

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Chocolate Chip Cookies

¼ cup Lard
¼ cup Butter
2 ½ cups All Purpose Unbleached Flour
½ cup White Sugar
¼ cup Packed Brown Sugar

2 Eggs
1 tsp. Vanilla
½ tsp. Baking Soda
½ Bag of Milk Chocolate Chips

Directions: Mix the Lard and Butter until creamy. Mix in some of the flour (about half), the brown sugar, white sugar, eggs, vanilla, and baking soda. Stir until ingredients are thoroughly mixed, then blend in the remaining flour. Add chocolate chips and stir. Drop by spoonfuls onto an ungreased baking sheet. Bake at 375 degrees for 8-10 minutes, then enjoy!
1. **Open** a new Word Document.

2. **Type** the following sentences on three separate lines:

   This is a dog.
   This is a hog.
   This is a log.

3. **Highlight** all three sentences. **Click** on the bullet button on the toolbar.

4. Now you will change how the bullets look. **Click** on the FORMAT menu.

5. **Click** on BULLETS and NUMBERING.

6. **Click** on the BULLETED tab. **Click** on the picture of the square bullets.

7. **Click** on OK.

8. **Click** on the FORMAT menu again. Go to the bullet menu again.

9. **Click** on CUSTOMIZE.

10. **Click** on the BULLET button.

11. **Click** on any of the small pictures. When you find one you like **Click** on OK.

12. **Click** on the FONT button. **Change** the font size to **16**. This will only change the size of the bullet.

13. **Click** on OK. **Click** on OK again. Notice that the bullets are a different shape and size.

14. **Place the cursor** at the end of the first line and **Press** the ENTER key 4 times. Do this after the second line also.
23. **Check** your work. It should look like this:

24. **Click** below “This is a dog.”

25. **Click** on the little arrow next to the **Outside Border** button on the toolbar.

26. **Click** on the **Horizontal Line** button.

27. **Save** this document on your disk.

28. **Repeat** the steps you have learned. **Insert** pictures for “Hog” and “Log”.

29. **Insert** a line between each picture.

30. When you are done **Save** and **Print** one copy.

31. Ask a teacher to check your work. Your teacher will sign in this box.
22. Click on OK. Click on NEW DOCUMENT. You will see a page of blank labels.

23. Click in the first label. Type your address.

24. Press the TAB key 2 times to move to the next label. Type your friend’s address.

25. Type a few more addresses. Save this document.