#### Vocabulary 1. **Microsoft Word** 33. paste spell check 2. 34. word processing 3. hardware 35. change 4. software 36. ignore 5. operating system 37. ignore all 6. laptop 38. Microsoft PowerPoint 7. 39. desktop slide PC 40. 8. text box 9. Mac 41. animation 10. 42. clipart mouse 11. 43. CD-R monitor 12. **Central Processing Unit** 44. **CD-RW** rile foldet en page 3 of 3 Soument minimize maximize 45. 13. **USB** drive DVD-R 14. 15. 16. 17. skimming 18. 19. main idea D Coument business letter 21. 22. 23. **Microsoft Windows** 7. flyer 24. 8. delete advertisement 25. 9. backspace story 26. 10. enter essay 27. font 11. poem 28. bold 12. report 29. italic 13. schedule 30. align right 14. assignment envelope 31. 15. copy 32. 16. mailing label cut

## **Mavis Beacon Teaches Typing**

### Open the Program

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



Exit 2. Click on Run Mavis, Beacor Run Mavis Mavis Beacon for alm Powe Uninstall 13 OF T 6 3. Click on your name, from preview parts Sign In CREATE A NEW USER CLICK ON YOUR NAME You might need to click on the arrow to see all the Chalt gahe names in the list. hamdi harun abdi Hussein \* If your name is not on the list, read the instructions on Help Description the next page to make a new account. Before clicking on 'Enter Classroom', make sure to have your name or click the 'Create New User' button. 4. Click on Enter Classroom.



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 otesale.co.u right after your name.

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Format Tools Table Window

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OK.

? ×

Cancel

A Font... 🔄 Paragraph...

III <u>⊂</u>olumns…

🕼 Theme...

🥍 Picture...

Change Case

Style...

Change Cas

- 17. Click between your name and phone number.
- humber. 18. **Press** the **TAB** key to put a space he u name and



- 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 <b>UPPERCASE</b> . Click on	C Sentence case.
	C <u>l</u> owercase
UK.	C UPPERCASE
	C <u>T</u> itle Case
	C toggle case

# **Microsoft Word: Exercise 4**

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.







Spelling and Grammar: Engl	ish (U.S.)		? ×
Not in Dictionary:			
I want to stady comput	ers. My defficu	lty is that 💻	Ignore
I have never used a con	mputer <b>beffor</b> f	]	Ignore All
			0.dd
J Suggestions:		Ŀ	<u>— — — — — — — — — — — — — — — — — — — </u>
before		<u> </u>	⊆hange
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		$\overline{}$	AutoCorrect
			- uK
Checkgrammar		ale.C	,0.0.
2	Options	lesa	Close
	rom	of 76	
Spelling and Granical Ling	lish (U.S.) 44	0.	? ×
Not in Dictionary <u>:</u>	223		
We come from NewD	<mark>Elhi</mark> India;	4	Ignore
			Ignore All
		-	bdd
Suadestions:		<u> </u>	<u> </u>
New Delhi		<u> </u>	⊆hange
			Change All
		•	AutoCorrect
🔽 Chec <u>k</u> grammar			
	Options	Undo	Cancel

Spelling and Grammar: English (U.S.)		? ×
Capitalization <u>:</u>		
he studied economics at Macalester		<u>I</u> gnore
College in St. Paul, Minnesota.		Iapore Rule
	-	Ne <u>xt</u> Sentence
Suggestions:		,
He		<u>C</u> hange
	$\overline{\mathbf{v}}$	N
		o.uk
Check grammar	le.	
	6	Close
ioW 110		
sk a teacher to check your work they will sign in thi	shov	
	3 007.	

#### 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!



## **Microsoft Word: Exercise 10**

- 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.

	—
- 194	
- 10	

- 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 balles. CO.UK
  7. Click on OK.
  8. Click on the FORMAL menu again. CO to be 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.



- 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.





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

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L · · · · · · · · · · · · · · · · · · ·	
Jessica-Schachterle¶ 430 North-Dale Street¶ StPaul,-MN55103¤	33 34 34

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