

PROJECTS

PROJECT 1-1

Match the key or keys in the first column to the description in the second column.

Column 1

1. Right arrow
2. Left arrow
- 3. Down arrow
- 4. Up arrow
- 5. End
- 6. Home
- 7. Page Down
8. Page Up
- 9. Ctrl+right arrow
- 10. Ctrl+left arrow
- 11. Ctrl+End
- 12. Ctrl+Home

Column 2

- A. Moves to the previous page
- B. Moves to the end of the line
- C. Moves to the next word
- D. Moves to the end of the document
- E. Moves left one character
- F. Moves to the beginning of a line
- G. Moves to the previous word
- H. Moves to the previous line
- I. Moves to the beginning of the document
- J. Moves right one character
- K. Moves to the next page
- L. Moves to the next line



PROJECT 1-2

Create a flyer announcing an upcoming program at the planetarium.

1. Start Word. Open the **Lecture.docx** Data File.
2. Save the document as **Cosmic Lecture** followed by your initials.
3. Scroll down so you can see the lines of text below the drawing. Place the insertion point at the end of the first sentence, press the spacebar, and then type: **Dr. Jasmine Davis will present a program entitled "Cosmic Connections."**
4. Place the insertion point after the word *Park*, and then use the Backspace key to delete that word and the extra space.
5. Create a new paragraph after *Green Hills Planetarium*. Type the following: **Thursday, May 6, 7 p.m. to 8 p.m.**
6. Change the view to Full Screen Reading.

Insertion point (View / Orientation / Previous)

7. Close Full Screen Reading view.
8. Change the orientation of the document to landscape.
9. Preview the document.
10. In Print Layout view, press the Ctrl+End keys, press the Enter key, and then type your name.
11. Save, print, and close the document. Exit Word.

PROJECT 1-3

New / Wordwrap / View / Zoom

Write a letter thanking Dr. Davis for the presentation.

1. Start Word. Click the Office Button, and then click New. The New Document dialog box opens. In the middle pane, make sure Blank document is selected. In the lower-right corner of the dialog box, click Create. A new, blank Word document opens.
2. Type the following text:

Dear Dr. Davis,

Thank you for participating in our lecture series. Your presentation was interesting as well as informative. Those who attended now understand much more about the origins of the galaxy. Because of your involvement, our lecture series continues to be a great success.

Sincerely,
3. Press the Enter key twice to insert enough blank space after *Sincerely* for you to sign your name, and then type your name.
4. Change the document to Full Screen Reading view.
5. Close Full Screen Reading view.
6. Change the zoom to One Page.
7. Open the Save As dialog box. Navigate to the drive and folder where you want to save the file. Create a new folder in this location. Name the folder **Letters**.
8. Make sure the Letters folder is the current folder. Save the document as **Thank You Letter** followed by your initials.
9. Print and close the document. Exit Word.

PROJECT 1-4

You are creating an advertisement for a department store sale. Before printing the advertisement, you need to add some text and change the orientation.

1. Open the **Sale.docx** Data File.
2. Save the document as **Holiday Clearance** followed by your initials.
3. Change the Zoom percentage to 110%.

4. Scroll down, and then position the insertion point in front of the sentence starting with *These great bargains*. Type: **Hurry down now to Seymour's for clearance prices on all holiday merchandise**. Press the spacebar.
5. Position the insertion point before the word *now* in the sentence you just typed, and then use the Delete key to delete that word and the space after it. Position the insertion point to the right of the word *Now* in the second line in the document. Use the Backspace key to delete that word and the space before it.
6. Press the Ctrl+End keys to move the insertion point to the end of the last sentence. Press the spacebar, and then type: **Don't miss out!**
7. Press the Enter key, and then type your name.
8. Change the orientation of the document to **portrait**.
9. Preview the document.
10. Save, print, and close the document. Exit Word.



PROJECT 1-5

The Career Placement Center is preparing an informational pamphlet as a resource for people seeking employment. You need to revise a page in the pamphlet.

1. Start Word. Open the **Interview.docx** Data File. Save the document as **Interview Tips** followed by your initials.
2. Change the zoom to Page Width.
3. Change to Full Screen Reading view.
4. Read the document to become familiar with it.
5. Close Full Screen Reading view.
6. Press the Ctrl+Home keys to position the insertion point at the beginning of the document, if necessary.
7. Press the Ctrl+right arrow keys eight times to move the insertion point after the word *job* and before the comma. Press the spacebar, and then type **interview**.
8. Press the Ctrl+End keys to position the insertion point at the end of the document. Press the spacebar, and then type: **Third, prepare a list of questions about the position. Do not ask about salary at this point.**
9. Start a new paragraph and type: **After the interview, write a thank you note to the person who conducted the interview. In addition to being good manners, it reminds the interviewer who you are and sets you apart from the other candidates.**
10. Proofread the document. Use the Backspace or Delete keys to correct any errors.
11. Jump to the end of the document, insert a new paragraph, and then type your name.
12. Save, print, and close the document. Exit Word.