

Microsoft Word Exercise

The object of this exercise is to familiarize you with some of the important commands associated with using Microsoft Word to produce academic papers.

This exercise will cover how to center a line of text, how to insert today's date, and the difference between "soft" and "hard" returns. You'll practice using bold, italic, and underline features. You'll change the line spacing from single to double spaced. You'll change the margins and add page numbers, headers and footers, and footnotes and endnotes.



If you'd like some extra help while doing this exercise (or using Word at any time), select Help from the menu bar and click Microsoft Office Word Help from the pull down menu. A column of advice will appear on the right-hand side of the screen. You can also access help hints from pressing the **F1** key.

Keep this handout as a reference page. It is also posted on my website, www.stratford.org/harris. The bolded number is what you will be doing and the bullets underneath are the steps that are needed to do the command.

1. Select the Comic Sans MS font

- Select Format from the menu bar.
- Click Font from the pull down menu.
- Select the Comic Sans MS font face.
- Select an 11 point font size.
- Click the OK button

2. Center the top line.

- Select Format from the menu bar.
- Click Paragraph from the pull down menu.
- Select the Indents and Spacing tab.
- Select Center from the Alignment option
- Click OK
- Type: Microsoft Word Training Session
- Press the Enter key.

3. Center today's date

- Select Format from the menu bar.
- Click Paragraph from the pull down menu.
- Select the Indents and Spacing tab.
- Select Center from the Alignment option
- Click OK
- Select Insert from the menu bar.
- Click Date and Time from the pull down menu.
- Select a Date/Time format of your choice.
- Click OK

Exercise Files For Word Office 2013

Lois Lowe



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