

Microsoft Word Exercise 1: Introduction to Word

In this exercise you will practice:

- Opening and closing Microsoft Word
- Navigating the Ribbon, the Home tab and different Groups
- Highlighting text with the mouse or keyboard
- Using common keyboard keys
- Using Copy and Paste commands
- Changing Font and Font Size
- Making text Bold, Italic, and Underlined

1. Double-click the Microsoft Word 2010 icon on the desktop. It is a blue W.



2. Microsoft Word should open. It should look like this:



3. Type: **The quick brown fox jumped over the lazy dog.**

4. Click and Drag over the sentence from right to left. This is called **highlighting** or selecting text. When the sentence is highlighted, take your finger off the mouse.



5. Click anywhere on the page to remove the highlighting. Practice highlighting with the mouse again. You can start highlighting at the beginning or end of the sentence.

6. You can also highlight text with the keyboard. Click **before: The quick brown...** Hold down the **Shift** key on the keyboard. Press the **right arrow** key until all the letters are highlighted.

7. On the **Home** tab in the **Clipboard** group, click the **Copy** command. The copy command tells the computer to remember the text you have highlighted so you can use it again.



8. Click after: **...the lazy dog.** to put the cursor there, and press **Enter** on the keyboard. The cursor will move down below the sentence.

9. On the **Home** tab in the **Clipboard** group, click the **Paste** command. A second sentence should appear. The paste command tells the computer to put the text you copied where the cursor is.



Microsoft Word 20lesson Exercise Answer Key

J Ma



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