

Microsoft Word 2019

*Lesson 1 Application*

 *In this application you will also learn two shortcuts – CTRL -A and CTRL-F.*

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| **I Can…** |
|  **Part A - Text Management** | **Part B - Page Management** | **Part C - Insert** |
|[ ]  Emphasis (Bold, Italicize, Underline) |[ ]  Alignment |[ ]  Shapes |
|[ ]  Font, Size, Color |[ ]  Header & Footer |[ ]  Text Box |
|[ ]  Moving Text |[ ]  Margins |[ ]  Picture |
|[ ]  Copy & Paste (from online) |[ ]  Orientation |[ ]  Remove Formatting |
|[ ]  Cut & Paste |[ ]  Spell Check & Thesaurus |[ ]  Print |

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| **Directions:** |
|[ ]  Open the lesson 1 application starter in your folder. Save the file into your folder. |
|[ ]  Add a **Blank, three column header** with your name, period, and date. Add a **footer** with a page number in the bottom right corner. |
|[ ]  **Remove Formatting** – Select the entire document (Ctrl+A) and remove formatting. (Ensure that the red paragraph and the “in 2008” paragraph look like the rest of the document.) |
|[ ]  **Font Size** – Change the font size of the entire document to 10. |
|[ ]  **Alignment –** Change the alignment of the whole document to justify. |
|[ ]  **Orientation** – Change the orientation to Portrait |
|[ ]  **Margins** – Change the margins to narrow. |
|[ ]  Place your cursor at the beginning of the page and press enter once. In the first line, type “The Million-Dollar Murder Game.” **Center** it.  |
|[ ]  Change the **font to size** 22 and **underline** it. **Change the color** to red. Choose a different **font** for it. Press enter so there is a blank line between the title and the first paragraph. That blank line will be huge—remove the formatting for the blank line.  |
|[ ]  Add a blank line above the title. **Insert the picture** “Clue Logo” from your folder, and center it. If it is underlined, remove formatting. You may need to re-center. |
|[ ]  **Spell Check** – use spell check and grammar check throughout the document. Ignore the error on World War ll.  |
|[ ]  **Tabs –** Make sure all paragraphs are tabbed in. There should be six:1 – Clue, the board game…2 – Although the game…3 – When the game…4 – Pratt Patented…5 – In 2008…6 – Today, Clue and Cluedo… |
|[ ]  **Move Text** – Select the second paragraph “Although the game…” and move it so it is now the third paragraph. |
|[ ]  **Copy and Paste –** Open the file called “Paragraph” in your folder. Copy that paragraph into your starter so it is now after the paragraph that ends with “upbeat about it all.” |
|[ ]  **Find –** Do Ctrl +F and type Clue. This will highlight all the instances of the word Clue. Change them all to italics when referring to the game. Make sure to italicize the word Cluedo, too. |
|[ ]  **Find from Internet -**  Go to the link below. <https://www.independent.co.uk/arts-entertainment/mr-pratt-in-the-old-peoples-home-with-an-empty-pocket-1184258.html> Use CTRL+F again to find the word “Grumble”. This will help you find the direct quote form Anthony Pratt. Select and copy the entire quote, starting from “A letter came with…” all the way to “grumble?” |
|[ ]  **Paste from internet –** Back in your document, find the word “interview.” Place your cursor after that paragraph and add an Austin Quote text box. Paste the quote you got from the internet, making sure to choose Keep Text Only.  |
|[ ]  Change the font of the Austin quote to 9. Make sure that this quote always stays after the paragraph beginning with “In 1953”. It may move as you do future actions, so make sure to correct it. |
|[ ]  Go to paragraph 2. Copy the entire paragraph and **cut** it. Press enter and paste the following sentence, using keep text only to paste: When the game was finally produced, Pratt’s original design had been altered to include the following: |
|[ ]  Press enter five times. |
|[ ]  **Shapes** - In the blank area, use shapes, tabs and font size of 8 to make three shapes that look like the image below. Use the same colors, borders, and the rounded bevel. (copy and pasting can save time!) |
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|[ ]  **Thesaurus** – In paragraph one, find the word “well-to-do.” Use the thesaurus to choose a synonym. *\*There may be spelling errors in the new paragraph you pasted in—fix those as well!*  |
|[ ]  Bold the word you just changed. Find FOUR other words in the entire document to find synonyms for, and bold them as well. |
|[ ]  The entire document should easily fit on one page. Make sure there is not an extra blank page at the bottom—if there is, put your cursor at the very end of the first page and press DELETE until the second page disappears. You can also resize the Clue image smaller in order to make more room. |
|[ ]  Print this document and turn it in. |