






**Cerritos College - Instructional Support Center (ISC)**  
**High Tech Center (HTC)**  
**Lab Exercise # 1 - Loading “MS Word” and Editing a File**

In this exercise you will log onto the computer, open **Word** and type text into a new file. You will use the **Arrow, Delete, Backspace, Shift, Caps Lock, and Enter** keys. You will also use the mouse or key strokes to enter MS Word, enter and edit text and exit MS Word. You will then close your file, exit **Word** and return back to the desktop.

You will practice the following skills:






- Log on the computer
- From the Desk Top, start (load) Word
- Start to become familiar with the parts of the screen
- Type a paragraph into the Document Windows
- Experiment with the use of the Caps Lock, Shift and Enter keys.
- Use the Arrow keys to move your cursor within your file.
- Exit your file - without saving it.
- Exit Word.
- Log off the computer

**TO START WORD USING THE MOUSE:**

1. From the Desktop, **Left** click with the mouse on the  **start** button in the lower left corner of your screen.  
A selection menu appears.
2. Using the mouse, place the pointer over  Programs **Programs**.  
A second selection box appears.
3. Using the mouse, place the pointer on  Microsoft Office **Microsoft OFFICE**.  
A third selection menu appears.
4. Using the mouse, place the pointer on  OFFICE 2007 **OFFICE 2007**.  
A fourth selection menu appears.
5. Using the mouse, **Left** click on  Microsoft Office Word 2007 **Microsoft Office Word 2007** and press the **Enter** key.

Congratulations! You have opened Microsoft Word and are ready to start a new file.

### TO START WORD USING KEY STROKES:

1. Log on to the computer.
2. From the Desktop, press the  **Windows** key at the bottom left corner of the keyboard.  
A selection menu appears.
3. Use the “↓” or “↑” to highlight  Programs **Programs**.  
A second selection menu appears.
4. Use the “↓” or “↑” to highlight  Microsoft Office **Microsoft OFFICE**.  
A third selection menu appears.
5. Use the “↓” or “↑” to highlight  OFFICE 2007 **Office**.  
A fourth selection menu appears.
6. Use the “↓” or “↑” to highlight  Microsoft Office Word 2007 **WORD** and press the **Enter** key.

Congratulations! You have now opened Microsoft Word and are ready to start a new file.

### Type in the following paragraph:

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above and its two ends apparently beyond the horizon. There is, according to legend, a pot of gold at one end. People look but no one ever finds it. When a man looks for something beyond his reach, his friends say he is looking for the pot of gold at the end of the rainbow.




### Notice that:

1. The “**Cursor**” is the blinking vertical line on the screen. It is like the tip of your pen. When you type something on the keyboard, it will appear at the point where your cursor is located.
2. The **Arrow** keys (←→↑↓), located on the bottom right of the keyboard, will move the cursor in the direction of the arrow.




3. The **Delete** key erases the character to the right of the cursor.
4. The **Backspace** key erases the character to the left of the cursor.
5. The **Shift key** will capitalize all the alphabetic keys. It is known as a “**Pressure Sensitive**” key because you must hold down the **Shift** key and the **alphabetic** key at the same time. The **Shift** key can also be used to access the special character keys (~!@#\$%... Etc.) located on the top half of the keys on the keyboard.
6. The **Caps Lock** key will only affect the **alphabetic** keys. Once pressed, all the **alphabetic** keys will appear in capital letters. You only need to press the **Caps Lock** key one time. It is known as a “**Toggle switch**”. Once you turn it on, it stays on until you press it again.
7. When you are typing text in a document and a word extends beyond the right margin, let the computer use “**Automatic Word Wrap**” to start the next line. The only time you want to press the **Enter** key is at the end of a paragraph (to start a new line) or to place a blank line into your document.

In this exercise, you will not be saving or printing your file.

### TO EXIT YOUR FILE USING THE MOUSE:

1. Using the mouse, **Left** click on the  **Start** button which is located in the upper left corner of the screen.  
A selection menu appears.
2. **Left** click on  **Close**  
A  caution box appears.
3. Since you do not want to save this file, **Left** click on the **No** button  
Your current file will disappear forever!!!

### TO EXIT YOUR FILE USING KEY STROKES:


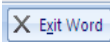
1. Press **Alt/F**  
The  **Office** Selection menu appears.
2. Since the  **“C”** of **Close** is underlined, press “**C**”.  
A  caution box appears.

3. Since you do not want to save this file and the “N” of **No** is underlined, press “N”.

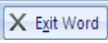
Your current file will disappear forever!!!

You have exited your file. However, you are still in the program called **Word**.

#### TO EXIT WORD USING THE MOUSE:

1. Using the mouse, **Left** click on the  **Office** button.  
A selection menu appears.
2. Using the mouse, **Left** click on the **Exit Word**  Button.  
You will exit **Word** and return to the **Desktop**.

#### TO EXIT WORD USING KEY STROKES:

1. Press **Alt+F**  
A selection menu appears.
2. Press the **X** key.  
Since the **X** of **Xit Word**  is underlined, you will exit **Word** and return to the **Desktop**.

#### LOG OFF THE COMPUTER.

## Cerritos College - Instructional Support Center (ISC) High Tech Center (HTC) Lab Exercise #2 - Saving and Printing a New File

In this exercise you will log onto the computer, open **Word** and type text into a **New** file. You will **Print** the file and **Save** it on your **Flash Drive**. You will then **close** your file, exit **Word** and log off of the computer.




You will practice the following skills:

- Log on to the computer
- From the Desk Top, start (load) Word
- Become more familiar with the parts of the screen
- Type a paragraph into the Document Window
- Print your file.
- Give this new file a name and save it to your flash drive.
- Exit your file
- Exit Word
- Log off the computer

1. **PLACE YOUR FLASH DRIVE IN THE USB PORT.**
2. **LOG ONTO THE COMPUTER**
3. **FROM THE DESK TOP, START WORD**
4. **TYPE THE FOLLOWING TEXT INTO YOUR NEW DOCUMENT**

Successful people weren't born successful. True, some people may have been born into wealth and had the advantages of good educational opportunities. Even so, they still needed to work at developing their skills. Successful athletes constantly have to practice in order to hone their skills. Excellence takes hard work and determination. The best place to start is to have a good understanding of your own skills. You wouldn't start climbing a mountain without taking stock of your tools and skills. How do you take stock of your educational tools and skills?

### TO PRINT THIS FILE USING THE MOUSE:

1. **Left** click on the  **Office** button located on the upper left corner of the screen.  
A selection menu appears.
2. **Left** click on  **Print**  
A dialogue box appears.
3. **Left** click on the  **OK** button.  
Your entire document is sent to the printer.






## TO PRINT THIS FILE USING KEY STROKES:

1. Press **Ctrl+P**.  
A **Dialogue** box appears on the screen.
2. Press the **Enter** key.  
Your entire document is sent to the printer.





Whenever you save a file for the first time you must always do two things:

1. Give the file a name.
2. Tell the computer where you want to save the file.

## TO SAVE THIS NEW FILE USING THE MOUSE:

1. **Left** click on the  **Office** button located in the upper right corner of the screen.  
The **Office** drop down menu appears.
2. **Left** click on  **Save As**.  
The **Save As** dialogue box appears. Your cursor is located in the  **File name:** drop-down box.
3. Type a name for this new file. Name it **Success**.  
The word **Success** appears in the **File name:** drop-down box.
4. **Left** click in the  **Save in:** drop down box.  
A selection menu appears.
5. **Left** click on the (F) drive  
Your flash drive is now selected.
6. **Left** click on the  **Save** button in the lower right corner of the dialogue box.  
Your file is saved to your **flash drive** with the name of **Success**.

## TO SAVE THIS NEW FILE USING KEY STROKES:

1. Press **Ctrl+S**.  
The  **Save As** dialogue box appears. Your cursor is located in the  **File name:** drop-down box.
2. Type a name for this new file. Name it **Success**.  
The word **Success** appears in the  **File name:** drop-down box.
3. Press **Alt+I**.  
Your cursor jumps to the  **Save in:** drop-down box.
4. Press the **Up** (or **Down**) arrow key to highlight the (F:) drive and press the **Enter** key.  
Your **flash drive** is selected.
5. Press the **Enter** key again.  
Your file is saved to your **flash drive** with the name of **Success**.

## EXIT THE FILE

## EXIT WORD

**REMOVE YOUR FLASH DRIVE AND LOG OFF THE COMPUTER**

**Cerritos College - Instructional Support Center (ISC)  
High Tech Center (HTC)  
Lab Exercise #2 - Saving and Printing a New File**

Successful people weren't born successful. True, some people may have been born into wealth and had the advantages of good educational opportunities. Even so, they still needed to work at developing their skills. Successful athletes constantly have to practice in order to hone their skills. Excellence takes hard work and determination. The best place to start is to have a good understanding of your own skills. You wouldn't start climbing a mountain without taking stock of your tools and skills. How can you take stock of your educational tools and skills?

Cerritos College - Instructional Support Center (ISC)  
High Tech Center (HTC)  
Lab Exercise #3 – Open & Edit an Old File

In this exercise you will **Log** onto the computer, open **Word** and open an **Old** file. You will save this file under a **New** name and edit this file by changing the text through the use of the **Delete**, **Backspace** and **Insert/Typeover** keys. You will save your file once again, print your file, close your file, exit Word and log off the computer.





You will practice the following skills:

- Log on to the computer
- From the Desk Top, start (load) Word
- Open an old file
- Save this file under a new name
- Type new text into your file
- Experiment with the use of the Delete, Backspace & Insert/Typeover keys
- Save your file
- Print your file
- Close your file
- Exit Word
- Log off the computer

#### **LOG ONTO THE COMPUTER**

#### **INSERT YOUR THUMB DRIVE INTO THE USB PORT START WORD**



#### **TO OPEN THE OLD FILE CALLED SUCCESS USING THE MOUSE:**

1. **Left** click on the  Office button.  
The **Office** drop down menu appears.
2. **Left** click on the  **Open** button  
The **Open** dialogue box appears.
3. **Left** click in the  **Look in** box.  
A Drop down menu appears.
4. **Left** click on the **(F:)** Drive.  
A list of files (or **directory**) appears on the screen. At this point, you only have one file saved to your **thumb drive**. It has a file name of **Success**.
5. **Left** click on the file called **Success**.  
The file called **Success** is highlighted.
6. **Left** click on the  **Open** button on the lower, right side of the dialogue box.  
The old file called **Success**, which has been saved on the **(F)** drive, appears on the screen.

#### **TO OPEN THE OLD FILE CALLED SUCCESS USING KEYSTROKES:**

(An Old file is a file that has been given a name and saved at least one time.)



1. Press **Alt/F**  
The  **Office** drop down menu appears.
2. Press **O**  
The  **Open** dialogue box appears.
3. Press **Alt/I**  
A Drop down menu appears and your cursor is now on a selection list
4. Press **Up/Down** arrow to **(F:)** drive. This is your **flash drive**.  
**(F:)** drive is highlighted.
5. Press the **Enter** key one time.  
The **(F:)** drive is selected. At this point, you should only have one file saved to your **thumb drive**. It should have a file name of **Success**.
6. Press the **Tab** key three times.  
The file **Success** is highlighted. If you have more than one file name, you can use the **Up/Down** arrows to highlight the file called **Success**.
7. Press the **Enter** key  
The old file called **Success**, which has been saved on the **(F)** drive, appears on the screen.

The first thing you are going to do is save this file under the new name of “**Overtyp**”. You do this by following the same process as in exercise #2. The only difference is that you change the file name from **Success** to **Overtyp**. This will allow you to have the old file called **Success** and another file called **Overtyp**. Save this old file under a new name of **Overtyp**

1. Using the **Delete** key, remove the word **True** from the first line, second sentence. Place your cursor in front of the word **True** and press the **Delete** key four times. Notice how the cursor does not move and the letters to the right of the cursor are sucked into it. Also notice how Word Wrap realigns all of your line endings. Now remove the comma, extra space and capitalize the word **some** because it is now the first word of a sentence.
  2. Using the **Backspace** key, remove the word **constantly** from the third line, fourth sentence. Place the cursor after the **y** of constantly and press the backspace key 11 times. This will remove the word **constantly** and the extra space. Notice that when you press the backspace key the cursor actually moves to the left, erasing the characters and once again, all your line endings are realigned.
  3. Insert the word **large** in front of the word **mountain**, fifth line, seventh sentence. Place the cursor in front of the word **mountain** and type the word **large**. Also make sure that you press the **Space Bar** one time after the word **large** to put a space between **large** and mountain. Remember, the **Insert mode** is the default setting. Notice how the sentence opens up to accept the new word and once again, your line endings are realigned.
1. **Print** your file.
  2. **Save** your file with a new name of **Overtyp** to your **flash drive**.
  3. **Close** your file.
  4. **Exit** word.
  5. **Remove** your **flash drive** and **Log Off** of the computer.

Ray Lovell  
Lab Exercise #3

Successful people weren't born successful. Some people may have been born into wealth and had the advantage of good educational opportunities. Even so, they still needed to work at developing their skills. Successful athletes have to practice in order to hone their skills. Excellence takes hard work and determination. The best place to start is to have a good understanding of your new skills. You wouldn't start climbing a large mountain without taking stock of your tools and skills. How can you take stock of your educational tools and skills?

## Cerritos College - Instructional Support Center (ISC) High Tech Center (HTC) Lab Exercise #4 – Changing Margins

In this exercise you will **Log** onto the computer, open Word, save the file under a **new** name and type text into this file using the **Default Margins**. You will **Change the Margins**, **Print** the file, **Save** the file one more time, **Close** your file, **Exit** Word and **Log Off** of the computer.

You will practice the following skills:

- Log on to the computer
- From the Desk Top, start (load) Word
- Save the file under a new name
- Type new text into your file
- Change the margins of your file (Top, Bottom, Left and Right)
- Save your file
- Print your file
- Close your file
- Exit Word
- Log off the computer

### LOG ONTO THE COMPUTER

### START WORD

### SAVE THIS EMPTY FILE TO THE (F) DRIVE AND GIVE IT A NEW NAME OF MARGINS

#### Type the following text:

The safety of employees in business and industry places a tremendous responsibility on supervisors. It also presents a challenge for supervisors to show initiative in the prevention of accidents.

Safety can never be taken for granted. No organization attains a good safety record through luck or chance. Behind every good safety record that a company achieves you will find much planning and a great deal of hard work.

You promote and communicate safety by creating an awareness of it in the minds of your people. You accomplish this by setting up a safety program and carrying it out conscientiously and thoroughly.

### TO CHANGE YOUR MARGINS USING THE MOUSE:

1. **Left** click on the  **Page Layout** tab.  
The page layout ribbon appears on the screen.
2. **Left** click on the  **Margins** button.

- Your cursor becomes frozen and control is given to the drop down **Margins** selection menu.
3. **Left** click on the  **Customs Margins** button at the bottom of the menu.  
The **Page Setup** dialogue box will appear. Notice that the **Margins** tab is up front and that the cursor is currently active in the box that sets the **Top** margin. You could now change the top margin by simply left clicking on the up or down arrow on the right side of the box. The number in the box will increase by 1/10<sup>th</sup> of an inch. Set the top margin to **3.0"**.
  4. **Left** click in the **Bottom** text box.  
The cursor jumps to the **Bottom** text box..Using the same method as described above, change the **Bottom** margin to **3.0"**, the **Left** margin to **3.5"** and the **Right** margin to **2.0"**.
  5. **Left** click on the  **OK** button to activate the new margins.  
The **dialogue box** will disappear and your file will appear on the screen with the new margins.

### TO CHANGE YOUR MARGINGS USING KEYSTROKES:

Remember, the default settings are 1" on top and bottom and 1.25" on left and right.

1. Press **Alt/P**  
The **Page Layout** tab is highlighted and the **Page Layout** ribbon appears. Your cursor becomes frozen and control is given to the **Page Layout** ribbon.
2. Press the **M** key.  
A drop down selection menu appears.
3. Press the **A** key.  
The **Page Setup** dialogue box appears.  
Notice that the **Margins** tab is up front and that the cursor is currently active in the box that sets the **Top** margin. You could now change the top margin by simply typing in a new number. Set the **Top** margin to **3.0"**.
4. Press **Alt/B**  
The cursor appears in the **Bottom** Margin box. Set the bottom margin to **3.0"**.
5. Press **Alt/L**  
The cursor appears in the **Left** margin box. Set the left margin to **3.5"**.
6. Press **Alt/R**
7. The cursor appears in the **Right** margin box. Set the right margin to **2.0"**.
8. Press the **Enter** Key.  
The dialogue box disappears and your file appears on the screen with the new margins.

**Print** your file.

**Save** your file one more time to the **(F)** drive using the current name of **Margins**.

**Close** your file.

**Exit** word.

**Remove** your flash drive and **Log Off** of the computer.

Ray Lovell  
Lab Exercise #4

The safety of employees in business and industry places a tremendous responsibility on supervisors. It also presents a challenge for supervisors to show initiative in the prevention of accidents.

Safety can never be taken for granted. No organization attains a good safety record through luck or chance. Behind every good safety record that a company achieves you will find much planning and a great deal of hard work.

You promote and communicate safety by creating an awareness of it in the minds of your people. You accomplish this by setting up a safety program and carrying it out conscientiously and thoroughly.

# Cerritos College - Instructional Support Center (ISC)

## High Tech Center (HTC)

### Lab Exercise #5 – Double Space & Hidden Codes

In this exercise you will create a new file and save it under the name of **Double Space**. You will type in two paragraphs, **select** the second paragraph and change it to **Double Spacing**. You will also learn how to turn on and off your **Hidden Codes**.

You will practice the following skills:

- Give a new file a name and save it.
- Type text into a new file.
- Select the second paragraph
- Change the second paragraph to double space.
- Turn your hidden codes on and off.
- Save the file under the old name.
- Print the file.
- Exit Word.
- Log off of the computer

1. Log on to the computer
2. Start Microsoft Word

Type in the following text:

While there are many different ways to get information into the computer, the keyboard is the most common. Think of the screen on the monitor as a blank sheet of paper. The cursor or insertion point is a blinking vertical line that appears on the screen and can be compared to the tip of your pen. When you type something on the keyboard, that character will appear on the screen at the location of your cursor.

Windows is a program that makes it easier for you to communicate with the computer. When you run a Windows program, like Microsoft Word, think of the screen on your monitor as the top of your desk. The typing area on your monitor, which is called the "Document Window," is like a pad of paper. This is where you will type or input your text.

**Save** this file to your **(F:)** drive and give it a name of **Double Space**.

Before you can double space any or all of your file, you must first tell **Word** what part of the file you want to double space. In this case, you want to double space just the **second** paragraph. You first have to **select** the **second** paragraph.

#### **TO SELECT TEXT USING THE MOUSE:**


1. Using the mouse, place your cursor at the beginning of the **second** paragraph.  
This is where you want to start selecting the text.
2. Hold down the **Left** mouse button and **Drag** the mouse in the direction that you want to select.  
The selected text becomes highlighted in blue.

## TO SELECT TEXT USING KEY STROKES:

1. Using the **Arrow** keys, place your cursor at the beginning of the **second** paragraph.  
This is where you want to start selecting the text.
2. Hold down the **Shift** key and press the **Right Arrow** key until the **second** paragraph is completely selected.  
The selected text becomes highlighted in blue.

Now that the text has been selected, you are ready to double space it.

## TO DOUBLE SPACE THE SELECTED TEXT USING THE MOUSE:

1. **Left** click on the  **Line Spacing** button in the **Paragraph** section of the **Home** ribbon.  
A selection menu appears.
2. **Left** click on the line spacing that you wish to set. In this case click on 2.0.  
The selected text is in double space.

## TO DOUBLE SPACE THE SELECTED TEXT USING KEY STROKES:

1. **Select** the text you wish to double space.
2. Press **Ctrl/2** to double space the text or **Ctrl/5** for 1½ spacing. Press **Ctrl/1** to return the text to single space. Place the second paragraph in double space.

Any time you press the **Tab**, **Space Bar** or **Enter** key, an invisible code is placed in your file. These invisible codes will not print to the printer. They are on the screen only to help you understand how your document is formatted. The **Tab** will appear as a “→” in your document. The **Tab** key will move your line over to the right ½ inch or to the next **Tab** marker. **Tab** markers are automatically set at every ½ inch. The **Space Bar** will place a “•” in your line which represents a space and the **Enter** key will place a “¶” at the end of your line. The “¶” is called Paragraph Ending Code. When your document is behaving strangely, turning the codes on may help you to diagnose the problem.

## TO TURN THE CODES ON & OFF USING THE MOUSE:

1. **Left** click on the **Show/Hide** button in the **Paragraph** section of the **Home** ribbon.  
It looks like a ¶. This is called a paragraph ending code and it is a toggle switch.  
It turns your **Hidden Codes** on/off.

## TO TURN THE CODES ON & OFF USING KEY STROKES:

1. Press **Ctrl+Shift+8**  
This is a toggle switch. It turns on/off your hidden codes.

**Save** your file to your flash drive.

**Print** your file.

**Close** you file.

**Exit** Microsoft Word.

**Remove** your flash drive and **Log off** the computer.

**Ray Lovell**

## **Lab Exercise #5**

While there are many different ways to get information into the computer, the keyboard is the most common. Think of the screen on the monitor as a blank sheet of paper. The cursor or insertion point is a blinking vertical line that appears on the screen and can be compared to the tip of your pen. When you type something on the keyboard, that character will appear on the screen at the location of your cursor.

Windows is a program that makes it easier for you to communicate with the computer. When you run a

Windows program, like Microsoft Word, think of the screen on your monitor as the top of your desk.

The typing area on your monitor, which is called the “Document Window,” is like a pad of paper. This is where you will type or input your text.



# Cerritos College - Instructional Support Center (ISC)

## High Tech Center (HTC)

### Lab Exercise #6 – Print Preview, Select, Delete & Undo

In this exercise you will open an existing document that you created last week. You will then use Print Preview to view your document before you send it to the printer. You will also select some text, delete it and then, using the undo feature, cause it to magically reappear in your document.

You will practice the following skills:

- Open an old file that you have stored on your flash drive
- View the file as if you had sent it to the printer
- Select a given amount of text and delete it
- Un-delete the text and have it reappear in your document
- Delete the text one more time
- Print Preview your file one more time
- Print your file
- Saving your file to your thumb drive
- Close your file
- Exit Microsoft Word
- Log off of the computer

Start Microsoft Word.

1. Open the old file called **Double Space** that you save on your flash drive.
2. Save it under a new name of **Print Preview**.

Remember to change the lab number.

The way your document appears on the screen may not be the same when you send it to the printer. For one thing, you may not be able to see an entire page at one time.

#### To access Print Preview using the mouse:

1. Left click on the **Office** Button.  
The **Office** drop down menu appears.
2. Place the mouse pointer over “print”.  
A sub menu will appear.
3. Left click on “Print Preview”  
Your document will now be placed in the “Print Preview” mode.
4. Left click on the red “**X**” to place your document back in the standard mode.

## To access Print Preview using key strokes:

1. Press **CTRL/Alt/I**.  
Your document will appear in the **Print Preview** mode. To exit the **Print Preview** mode press the “Escape” key. Your document will now be back in the standard mode.

Notice that when your document is in the **Print Preview** mode, it is viewed as a full page and your cursor has changed to a magnifying glass. To increase magnification **left** click somewhere on the document. Click again to reduce the magnification.

There may be times when you want to delete a large section of text but you don't want to take the time to hold down the **Delete** or **Backspace** key. To delete a large section of text would be a two step process. First you would tell the computer what amount of text you want to delete and then tell the computer to delete it.

1. Select the text that you wish to delete. In this case it will be the second sentence, starting with the word **Think**. You can select text by holding down the **shift** key and pressing the appropriate **arrow** key. Using the mouse, you can select text by placing the **I Beam** at the start of the text you want to select, hold down the **left** mouse button and drag the mouse across the text. In either case your text will be selected.
2. You now need to tell the computer what you want to do with that selected text. Press the **Delete** key and the selected text will disappear. Using the mouse, you could delete the text by **left** clicking on the **Cut** button in the **Clipboard** grouping of the **Ribbon**. This will also remove the selected text from your document.

Suppose you change your mind and you want that text to be placed back into your document. Simply **left** click on the **Left Facing Arrow** in your **Quick Access Toolbar**. The keystrokes for this would be **Ctrl+Z** to “undo” your last change. The computer will remember the order of your last keystrokes and reverse the order accordingly. Using this feature, you can edit your file and then reverse the process and return your file to its original condition. If you change your mind again wish to take it out again (or redo the last change), press the **Right Facing Arrow** on the **Quick Access Toolbar**. The key strokes for this would be **Ctrl+Y** to “redo” your last change.

At this point, the second sentence, starting with the word **Think** should be deleted from your file.

1. **Print** the file.
2. **Save** this file one last time to your **Thumb Drive**.
3. **Close** the file.
4. **Exit** Microsoft Word
5. **Log off** of the computer.

Ray Lovell  
**Lab #6**

While there are many different ways to get information into the computer, the keyboard is the most common. Think of the screen on the monitor as a blank sheet of paper. The cursor or insertion point is a blinking vertical line that appears on the screen and can be compared to the tip of your pen. When you type something on the keyboard, that character will appear on the screen at the location of your cursor.

Windows is a program that makes it easier for you to communicate with the computer. When you run a

Windows program, like Microsoft Word, think of the screen on your monitor as the top of your desk.

The typing area on your monitor, which is called the “Document Window,” is like a pad of paper. This is where you will type or input your text.

**Cerritos College - Instructional Support Center (ISC)**  
**High Tech Center (HTC)**  
**Lab Exercise #7 \*\*\* REVIEW\*\*\***

**LOG INTO THE COMPUTER**

**START WORD**

**SAVE THIS EMPTY FILE TO THE (F) DRIVE AND GIVE IT A NEW NAME OF REVIEW 1**

**Type the following text:**

The Cerritos College Library is hosting its bi-annual Book Fair that runs from Tuesday thru Thursday 9:00a.m. to 3:00p.m. The Book Fair is sponsored by the Library and Books are Fun, a Reader's Digest Company. It is a fundraiser with all proceeds going to the Library.

Four racks of books, as well as two tables will display many types of literature and gifts will line the library entrance. The genres will include books for readers of all ages, from kid's stories to cookbooks, to sports almanacs and everything in between.

The Book Fair will also be carrying holiday books to cater to the upcoming holiday shopping season, as well as gift packs, which tend to be the best deals. The Book Fair has been held at the Cerritos College Library for the past eight years and is held twice a year.

**Print** the file and save it one more time as **REVIEW 1**

1. Using the **Delete** key, remove the word **all** from the third line, first paragraph.
2. Using the **Backspace** key remove the word **bi-annual** from the first line, first paragraph.
3. **Replace** the word **two** with the word **five** in the first line, second paragraph.
4. **Insert** the word **always** between the words **has** and **been** in the second line, third paragraph.
5. **Change the margins** of the entire document to **2"** on the left and **2.5"** inches on the right.
6. **Double Space** the second paragraph.
7. **Select** and **delete** the last sentence of the third paragraph.
8. **Save** the document to the (F) drive and give it a new name of **REVIEW 2**
9. **Print** the document one more time.
10. Exit Word.
11. **Log off** the computer.

12. Turn in **both** printouts to the instructor.

Ray Lovell  
Lab Exercise 6

The Cerritos College Library is hosting its Book Fair that runs from Tuesday thru Thursday 9:00a.m. to 3:00p.m. The Book Fair is sponsored by the Library and Books are Fun, a Reader's Digest Company. It is a fundraiser with proceeds going to the Library.

Four racks of books, as well as five tables will display many types of literature and gifts will line the library entrance. The genres will include books for readers of all ages, from kid's stories to cookbooks, to sports almanacs and everything in between.

The Book Fair will also be carrying holiday books to cater to the upcoming holiday shopping season, as well as gift packs, which tend to be the best deals



# Cerritos College - Instructional Support Center (ISC)

## High Tech Center (HTC)

### Lab Exercise #8 – Font Style and Size

In this exercise you will open an old file and save it under a new name. You will change the font style and size of selected text and save your file one more time.

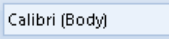
You will practice the following skills:

- Open an old file.
- Give the file a new name and save it.
- Change the font style of selected text.
- Change the font size of selected text.
- Save the file one more time.
- Print the file.
- Exit Microsoft Word.

1. Start Microsoft Word.
2. Open the file called **Bold, Underline, Center and Italicize** which is located on your thumb drive.
3. Save this file under a new name of **Font Style and Size**.
4. Replace the title (Bold, Underline, Center and Italicize) with **Font Style and Size**.


There may be times when you want to change the font style and/or size of a given amount of text. Once again, this is a two step process. You first tell the computer the amount of text you want to change and then indicate the change you want to make. In this exercise you will be changing the font style and size of the title of your document.

#### TO CHANGE THE FONT STYLE USING THE MOUSE:

1. Select the title (**Font Style & Size**).  
The title will be highlighted in blue.
2. **Left click** on the **Down Arrow** to the right of the  **Font** style button in the Font portion of the Home tab.  
A selection menu appears. **Calibri** is the default font style in Word 2007.
3. **Scroll** through the menu and select (**Left click**) the font style called **Impact**. Your selected text will be in this style of font. The Dialogue Box will disappear and the cursor will be placed back into your document.




## TO CHANGE THE FONT STYLE USING KEY STROKES:


1. Use the **Shift+Arrow** keys to select the title (**Font Style & Size**).  
The title will be highlighted in blue.
2. Press **Ctrl+Shift+F**.  
The  **Font Dialogue Box** appears.
3. Press the **Down Arrow** to select the font style that you want (**Impact**).  
**Impact** font style will be highlighted in blue.
4. Press the **Enter** key  
Your selected text will be in this style of font. The Dialogue Box will disappear and the cursor will be placed back into your document.

You can also change the font size of selected text. The size of font is measured in points. Point size refers to the height of the letters. 11 point has been set as the default. One point is approximately 1/72 of an inch. This would mean that 11 point font is approximately 1/6 of an inch high. 22 point is twice the size of 11 point or 1/3 of an inch high.

## TO CHANGE THE FONT SIZE USING THE MOUSE:

1. Using the mouse, Select the title (**Font Style & Size**).  
The title will be highlighted in blue.
2. **Left** click on the **Down Arrow** to the right of the  **Font Size Box** on the **Font** section of the home **Ribbon**.  
A Selection Menu appears.
3. Scroll down the menu and select **48**.  
Your selected text is now in **48** point type... four times larger than normal.

## TO CHANGE THE FONT SIZE USING KEY STROKES:

1. Using Keystrokes, select the title (**Font Style & Size**).  
The title will be highlighted in blue.
2. Press **Ctrl+Shift+P**.  
The  **Font Dialogue box** appears
3. Type the font size that you want... **48** point.  
**48** will become highlighted in the **Size** selection box.
4. Press the **Enter Key**.  
Your selected text is now in **48** point type... four times larger than normal.

The title of your paper is now in a font style called Impact and a font size of **48 point**.

**Print** your file

**Save** your file one more time using the name of **Font Style & Size**.

**Close** your file.

**Exit** Microsoft Word.

**Remove** your flash drive and **Log off** the computer.

Ray Lovell

Lab Exercise #8

## Font Style and Size

The Cerritos College Library is hosting its bi-annual Book Fair that runs from Tuesday thru Thursday 9:00a.m. to 3:00p.m. The Book Fair is sponsored by the Library and Books are Fun, a Reader's Digest Company. It is a fundraiser with all proceeds going to the Library.

Four racks of books, as well as two tables will display many types of literature and gifts will line the library entrance. The genres will include books for readers of all ages, from kid's stories to cookbooks, to sports almanacs and everything in between.

The Book Fair will also be carrying holiday books to cater to the upcoming holiday shopping season, as well as gift packs, which tend to be the best deals. The Book Fair has been held at the Cerritos College Library for the past eight years and is held twice a year.

# Cerritos College - Instructional Support Center (ISC)

## High Tech Center (HTC)

### Lab Exercise #9 – Cut, Copy, Paste and Print

In this exercise you will start a new file, give it a name and type several paragraphs into the file. You will cut/paste, copy/paste and print a selected amount of text. You will also save this file one more time.

You will practice the following skills:

- Start a new file.
  - Give this new file a name and save it.
  - Type several paragraphs into the file.
  - Cut a selected amount of text to a new location in the file.
  - Copy a selected amount of text to a new location in the file.
  - Print the entire file.
  - Print a selected amount of text from the file.
  - Save the file one more time.
  - Exit Microsoft Word.
1. Start Microsoft Word.
  2. Start a new file. Save this file to your flash drive and give it a name of **Cut, Copy, Paste & Print**.
  3. Type in the following text exactly as it appears below. **Center** and **Bold** the title and press the **Tab** key at the start of each paragraph.

#### The Art of Reading


Most reading goes on inside your head. Your eyes see dark spots on paper and your brain makes meaning out of those spots. This is a lot of activity to keep straight inside your head. You often get and remember more meaning from reading if you do some of the work outside of your head.

Marking down the most important parts of your reading allows you to see more easily how these parts fit together. Writing down the main points about a reading selection can also refresh your memory about what you have read. Finally, the simple act of marking down the main points impresses that idea on your mind. To write something often means to know it.

There are many ways to mark down the main ideas from your reading. Most involve writing. Through your writing, the ideas you get from reading turn into words. Since these are your words, they may be even more meaningful to you.



There are several ways to take notes when you read. Underlining requires you to mark the main points of the text. Listing requires that you write these points down. Summarizing requires that you put the ideas together using your own statement about the selection. The skills you learn in underlining and listening help you to summarize.

**Save this file one more time.**

There may be times when you want to cut and move text in your document from one location to another. You can do this through **Cut & Paste**. First you **select** the text you want to **Cut** and then move it to the  **Clipboard**. The **Clipboard** is a temporary storage location inside the computer. When you

place material on the clipboard, the clipboard icon becomes highlighted. You may then **Paste** it back into your document at a new location. In this case you want to cut and move the second paragraph to the very end of your document. Whenever you cut or copy text, always remember to check your line spacing after you make the **Cut** or **Copy**.

## TO CUT AND MOVE TEXT USING THE MOUSE:



1. **Select** the second paragraph of your document.  
The second paragraph is highlighted in blue.
2. **Left** click on the **Scissors** button  located on the Clipboard portion on the home **Ribbon**.  
The second paragraph appears to have disappeared from your document. Actually, it has been cut from your document and is temporarily being held on the **Clipboard**.
3. Place your cursor at the very end of the last paragraph of your document and press the **Enter** key.  
The cursor moves to the beginning of a new blank line. This is where you want to paste the material on your **Clipboard** back into your document.
4. **Left** click the  **Paste** button located on the **Clipboard** portion on the home **Ribbon**.  
The material on the **Clipboard** is pasted back into your document at the point where the cursor is currently located. Notice that when you **Cut** text from a document it is removed from its' original position.

## TO CUT AND MOVE TEXT USING KEY STROKES:

1. **Select** the second paragraph of your document.  
The second paragraph is highlighted in blue.
2. **Press the Ctrl+X keys**  
The second paragraph appears to have disappeared from your document. Actually, it has been cut from your document and is temporarily being held on the **Clipboard**.
3. Place your cursor at the very end of the last paragraph of your document and press the **Enter** key.  
The cursor moves to the beginning of a new blank line. This is where you want to paste the material on your **Clipboard** back into your document.
4. Press the Ctrl+V keys.  
The material on the clipboard is pasted back into your document at the point where the cursor is currently located. Notice that when you **Cut** text from a document it is removed from its' original position.

There may be times when you want to copy and move text in your document from one location to another. **Copy** is different from **Cut** in that when you **Copy** something you do not remove it from its original location. As before, you can do this through **Copy & Paste**. First you **Select** the text you want to **Copy** and then **Copy** it to the clipboard. You may then **Paste** it back into your document at a new location. In this case you will want to copy the very first paragraph to the end of your document.

## TO COPY AND MOVE TEXT USING THE MOUSE:

1. **Select** the first paragraph of your document.  
The first paragraph is highlighted in blue.
2. **Left** click on the **Copy** button  located on the **Clipboard** portion on the Ribbon.  
It appears that the first paragraph has not changed at all. This is true. However, a copy of the first paragraph is now placed on the **Clipboard**.
3. Place your cursor at the very end of the last paragraph of your document and press the **Enter** key.  
The cursor moves to the beginning of a new blank line. This is where you want to paste the material on your **Clipboard** back into your document.
4. **Left** click the **Paste** button  located on the **Clipboard** portion on the home **Ribbon**. The material on the **Clipboard** is pasted back into your document at the point where the cursor is currently located. Notice that when you **Copy** text in a document it is **not** removed from its' original position.


## TO COPY AND MOVE TEXT USING KEY STROKES:

1. **Select** the first paragraph of your document.  
The first paragraph is highlighted in blue.
2. **Press the Ctrl+C keys**  
It appears that the first paragraph has not changed at all. This is true. However, a copy of the first paragraph is now placed on the **Clipboard**.
3. Place your cursor at the very end of the last paragraph of your document and press the **Enter** key.  
The cursor moves to the beginning of a new blank line. This is where you want to paste the material on your **Clipboard** back into your document.
4. Press the Ctrl+V keys.  
The material on the **Clipboard** is pasted back into your document at the point where the cursor is currently located. Notice that when you **Copy** text in a document it is **not** removed from its' original position.


Send your file to the printer.

Finally, there may be times when you want to print only a selected portion of text on a page. In this case you will print only the first paragraph of your document.

## TO PRINT SELECTED TEXT USING THE MOUSE:

1. **Select** the title and first paragraph of your document.  
The first paragraph is highlighted in blue.
2. **Left** click on the **Office** button  
The **Office** selection menu appears.
3. **Left** click on **Print**  
The  **Print** dialogue box appears.
4. **Left** click on the **Selection** button  
The **Selection** button becomes active.
5. **Left** click on the **OK** button  
The selected text is sent to the printer.

## TO PRINT SELECTED TEXT USING KEY STROKES:

1. **Select** the title and first paragraph of your document.  
The first paragraph is highlighted in blue.
2. Press **Ctrl+P**  
The  **Print** dialogue box appears.
3. Press **Alt+S**  
The **Selection** button is active.
4. Press the **Enter** key  
The selected text is sent to the printer.

**Save** your file to your flash drive.

**Close** you file.

**Exit** Microsoft Word.

**Remove** your flash drive and **Log off** the computer.

**Cerritos College - Instructional Support Center (ISC)  
High Tech Center (HTC)  
Lab Exercise #9 – Cut Copy, Paste and Print**

**The Art of Reading**

Most reading goes on inside your head. Your eyes see dark spots on paper and your brain makes meaning out of those spots. This is a lot of activity to keep straight inside your head. You often get and remember more meaning from reading if you do some of the work outside of your head.

There are many ways to mark down the main ideas from your reading. Most involve writing. Through your writing, the ideas you get from reading turn into words. Since these are your words, they may be even more meaningful to you.

There are several ways to take notes when you read. Underlining requires you to mark the main points of the text. Listing requires that you write these points down. Summarizing requires that you put the ideas together using your own statement about the selection. The skills you learn in underlining and listening help you to summarize

Marking down the most important parts of your reading allows you to see more easily how these parts fit together. Writing down the main points about a reading selection can also refresh your memory about what you have read. Finally, the simple act of marking down the main points impresses that idea on your mind. To write something often means to know it.

Most reading goes on inside your head. Your eyes see dark spots on paper and your brain makes meaning out of those spots. This is a lot of activity to keep straight inside your head. You often get and remember more meaning from reading if you do some of the work outside of your head.

**The Art of Reading**

Most reading goes on inside your head. Your eyes see dark spots on paper and your brain makes meaning out of those spots. This is a lot of activity to keep straight inside your head. You often get and remember more meaning from reading if you do some of the work outside of your head.

Cerritos College - Instructional Support Center (ISC)  
High Tech Center (HTC)  
Lab Exercise #10 – Spell Checker, Grammar Checker & Synonyms

In this exercise you will create a new file and give it a name of Spell Checker. This file has many spelling errors and improper grammar. You will correct the spelling and grammar errors through the use of a dialogue box. You will also replace a word with a synonym using a selection menu.

You will practice the following skills:

- Create a new file.
- Save the file to your flash drive.
- Run the file through the full spell checker/grammar checker.
- Replace a word using the Synonyms selection menu.
- Print the file.
- Save the file one more time.
- Exit Word.

1. Start Word.

Start a new file and type in the following text. Notice that there are several spelling and grammatical errors.

The day had finallie arrived. The last boxx was hauled away from the apartment where I had lived for the past five years. I was exsited. Finally, I had a place of my own. No more paying rent. No more repeated calls to the landlord to beg him to fix my sink. I was free at last. I had just moved into my newly purchased condominium and was happy to have more space and to live in a quieter neighborhoods.

Save this new file to your **Flash Drive**. Give it a name of **Spell Checker**.


Print one copy of the file.

Notice that there are several spelling and grammar errors. The words with the **red** underline are not in the dictionary and the **green** underlined words indicate a potential grammatical error. You could go back and place the **I Beam** on each of these errors and press the **right** mouse button to activate the spell/grammar checker. However, this is rather time consuming. This method will only check one error at a time. The **Automatic Spell Checker** will move through your entire document checking for **both** spelling and grammatical errors.

### TO SPELL CHECK YOUR ENTIRE DOCUMENT USING THE MOUSE:

1. **Left** click on the **Review** tab.  
The **Review Ribbon** appears on the screen.



2. **Left** click on the ABC  button in the **Proofing** section of the **Review** tab on the **Ribbon**.  
The **Spell Checker** dialogue box appears and indicates your first error.
3. **Left** click on the correct spelling of the word in the **Suggestions:** section of the dialogue box.  
The selected word is highlighted in blue.
4. **Left** click on the **Change** button.  
The selected word replaces the incorrectly spelled word and the computer searches for your next spelling or grammar error.

### TO SPELL CHECK YOUR ENTIRE DOCUMENT USING KEY STROKES:

1. Press the **F7** key.  
The **Spell Checker** dialogue box appears and indicates your first error.
2. Press the **Tab** key.  
The cursor is now in the first item in the **Suggestions:** section of the dialogue box..
3. Press the **Down** arrow key to highlight the correct spelling of the word in the **Suggestions:** section of the dialogue box.  
The selected word is highlighted in blue.
4. Press the **Enter** key.  
The selected word replaces the incorrectly spelled word and the computer searches for your next spelling or grammar error

As the **Automatic Spell Checker** moves through your document, it also checks for grammar errors. It is important to understand that the **Grammar Checker** is not perfect. It may not catch all the errors. There are just too many exceptions to the rules in the English language. However, the program will underline suspected grammar errors with a green underline. When a suspected grammar error is encountered, the program gives you the type of error and suggested solutions.

### TO CORRECT GRAMMER ERRORS USING THE MOUSE:

1. When the program stops on a suspected grammar error, a **dialogue** box appears. Your suspected error is identified in the top half of the box and suggested solutions in the bottom half. **Left** click on the best solution.  
The selected solution is highlighted in **blue**.
2. **Left** click on the **Change** button  
The selected text replaces the error in your document and the program automatically moves to your next spelling or grammar error.

### TO CORRECT GRAMMER ERRORS USING KEY STROKES:

1. When the program stops on a suspected grammar error, a **dialogue** box appears. Your suspected error is identified in the top half of the box and suggested solutions in the bottom half.
2. Press the **Tab** key.  
Control is given to the **selection** box.
3. Press the **Down** arrow key to select the proper grammar.  
Your selection will be highlighted in **blue**.

4. Press the **Enter** key.

The selected text replaces the error in your document and the program automatically moves to your next spelling or grammar error.

The **Synonyms** selection menu allows you to replace an identified word with another word that means the same but is spelled differently. **Be careful when you use this feature.** The same word can mean many different things, depending on how you use it. The word “**Table**” could mean a **desk** or **counter**, a **chart** with numbers on it or something that you are going to **postpone** until a later time.

### TO USE THE SYNONYM SELECTION MENU USING THE MOUSE:

1. **RIGHT** click anywhere on the word you wish you wish to look up. In this case you will **RIGHT** click on the word **Fix** (third line.)  
A selection menu appears.
2. **Left** click on **Synonyms**  
A drop down list of suggested synonyms appears.
3. **Left** click on the selection of your choice. Be careful! The original word in your document can have many meanings. Make sure the word you select has a similar meaning. In this case, **Left** click on the word **repair**.  
The selection menu disappears and the selected word **repair** replaces the original word **fix** in your document.

### TO USE THE SYNONYM SELECTION MENU USING KEY STROKES:

1. Press the **Arrow** keys to place the cursor anywhere on the word you wish you wish to look up.  
In this case you will place the cursor on the word **fix** (third line.)
2. Press the **Content Sensitive** key just to the left of the Ctrl key on the right side of the alphabetic keypad.  
A selection menu appears.
3. Press the **Down** arrow key and select **Synonyms**.  
**Synonyms** is highlighted in **yellow** and a selection list of synonyms appears.
4. Press the **Tab** key.  
Your cursor jumps to the top of the selection list.
5. Press the **Down** arrow key to highlight the word you wish to select. Be careful! The original word in your document can have many meanings. Make sure the word you select has a similar meaning. In this case, **Left** click on the word **repair**.  
The selected word is highlighted in **yellow**.
6. Press the **Enter** key.  
The selection menu disappears and the selected word **repair** replaces the original word **fix** in your document.

**Print** your file

**Save** your file using the name of **Spell Checker 2**.

**Close** your file.

**Exit** Microsoft Word.

**Remove** your flash drive and **Log off** the computer.

Cerritos College - Instructional Support Center (ISC)

High Tech Center (HTC)

Lab Exercise #10 – Spell Checker, Grammar Checker & Synonyms

The day had finallie arrived. The last boxx was hauled away from the apartment where I had lived for the past five years. I was exsited. Finally, I had a place of my own. No more paying rent. No more repeated calls to the landlord to beg him to fix my sink. I was free at last. I had just moved into my newly purchased condominium and was happy to have more space and to live in a quieter neighborhoods.

The day had **finally** arrived. The last **box** was hauled away from the apartment where I had lived for the past five years. I was **excited**. Finally, I had a place of my own. No more paying rent. No more repeated calls to the landlord to beg him to **repair** my sink. I was free at last. I had just moved into my newly purchased condominium and was happy to have more space and to live in a quieter **neighborhood**.

Ray Lovell  
Lab #11



Tom glanced over and Fred nodded. They were both thinking the same thing, wondering why Mary didn't want to give up her apartment even when she had no use for it. If Mary wasn't paying rent now and wasn't the occupant of record, they could legally enter and search the premises with the owner's permission. They contacted the current occupant, Mrs. Reager and received permission to enter the premises.

The guest house was musty and hot, revealing one large main room, a kitchenette, bath and bedroom. The furniture had long since been removed, except for a simple dinette table and chairs. The linoleum floor was discolored and dingy. Tom could not remember the last time he had seen linoleum. Mrs. Reager stood in the open door and explained that her husband had used the building as an office, while Tom and Fred went through the rooms checking the flooring and baseboards for secret cubbyholes.

After ten minutes of poking and prodding both Tom and Fred agreed that there was nothing to find. Tom felt disappointed. It looked as if the drive up to Bakersfield was a waste of time and the trail for the last clue to solve the murder had come to an end.

# Cerritos College - Instructional Support Center (ISC)

## High Tech Center (HTC)

### Lab Exercise #11 – Inserting Borders and Graphics

In this exercise you will create a new file and give it a name of Borders. You will insert a border along the edge of the page. You will also insert a graphic, centered at the top of the page.

You will practice the following skills:

- Create a new file.
- Save the file to your flash drive.
- Insert a page Border.
- Insert a graphic.
- Print the file.
- Save the file one more time.
- Exit Word.

1. Start Word.

Start a new file and type in the following text. Use the tab to indent each paragraph.

Tom glanced over and Fred nodded. They were both thinking the same thing, wondering why Mary didn't want to give up her apartment even when she had no use for it. If Mary wasn't paying rent now and wasn't the occupant of record, they could legally enter and search the premises with the owner's permission. They contacted the current occupant, Mrs. Reager and received permission to enter the premises.

The guest house was musty and hot, revealing one large main room, a kitchenette, bath and bedroom. The furniture had long since been removed, except for a simple dinette table and chairs. The linoleum floor was discolored and dingy. Tom could not remember the last time he had seen linoleum. Mrs. Reager stood in the open door and explained that her husband had used the building as an office, while Tom and Fred went through the rooms checking the flooring and baseboards for secret cubbyholes.

After ten minutes of poking and prodding both Tom and Fred agreed that there was nothing to find. Tom felt disappointed. It looked as if the drive up to Bakersfield was a waste of time and the trail for the last clue to solve the murder had come to an end.

Save this new file to your **Flash Drive**. Give it a name of **Border and Graphics**.

There may be times when you want to place a border around the entire page.

To place a border around an entire page:

1. Select the **Page Layout** tab  
The Page Layout **Ribbon** appears.
2. Select the **Page Borders** button on the ribbon  
The **Borders and Shading** dialogue box appears.
3. Notice that the **Page Border** tab is set as the default and there are several setting that you can select. Select the setting of **Shadow**.  
The **Preview** box on the right will give you a visual representation of that selection.
4. Select the **Style** that you wish to use. In this case you will be using **three dark lines**.  
The preview box on the right will once again give you a visual representation of that selection.
5. Select the **Color** that you want the box. Notice that the default color is **black**.  
The color you selected appears in the preview box. Since you will be printing this out in black only, maintain the default color of black.
6. Select the **Width** of the box. The width is measured in point size...  $\frac{1}{4}$  to  $4\frac{1}{2}$  points. Select a point width of **3points**.  
The selected point size appears in the preview box.
7. Select the OK button. The dialogue box disappears and the selected border will be applied to your document.

There may also be times when you wish to place a graphic (picture) in your document.

To accomplish this, place the cursor in your document at the point where you want the graphic to appear. In this case you want to center the graphic on a blank line above your text. Also, place a blank line between your cursor and the start of your text. Using the **Center** button, center your cursor.

1. Select the **Insert** tab.  
The **Insert** ribbon appears.
2. Select the **Clip Art** button on the **Illustration** grouping of your **Insert ribbon**.  
The **Clip Art Task Pane** appears on the left.
3. Type in the topic of the art you wish to search for in the **Search for:** field. In this case you want to use the search term of **House**. Select the **Go** button.  
The name of the appropriate graphic will appear in the box.



4. Select the graphic you wish to place in your document. Select this graphic:  
The graphic will appear in your document at a point where your cursor is located.
5. You can increase (or decrease) the size of the graphic by placing your pointer on the **lower right** corner of the graphic and drag down and to the right to enlarge it or up and to the left to decrease the size. Increase the size of your graphic to approximately **3 inches**.

**Print** your file

**Save** your file one more time using the name of **Boarder and Graphics**.

**Close** your file.

**Exit** Microsoft Word.

**Remove** your flash drive and **Log off** the computer.

There may be times when you want to **Delete**, **Rename** or **Move** a File from one drive to another. Before you do this, you need to understand how **Files** are organized in **Folders** on a drive.

Up to this point you have been saving all of your **Files** in the **Root Directory** of your flash. The more files you save, the more difficult it becomes keeping track of them. It is possible to group files according to some common theme or subject matter. You do this by establishing separate **Folders**.

Think of your flash drive as a filing cabinet. You could throw all of your files into the cabinet without any sense of organization. This is like putting all of your files into the **Root Directory** of your flash drive. However, you could also set up separate **Folders** in your filing cabinet and then file your material according to subject matter. The **Windows Explorer** in **Windows XP** enables you to electronically establish these separate **Folders** and manipulate your files accordingly on your drive.

The organization of the **Root Directory**, **Folders** and **Files** is called a **Directory Tree**. Think of the trunk of the tree as being the **Root Directory**. Branches leading off of the trunk could be considered separate **Folders**. It is even possible to establish **Folders** leading off of **Folders**. The sequence of one **Folder** leading to another, where a particular **File** is located is called the **Path** to that **File**.

Imagine you're taking three classes: **English**, **History**, and **Psychology**. You want to keep all your notes and work from these classes in a notebook. You could just dump everything in the notebook, but when you wanted to find a particular item, you would have to dig through pages and pages until you found what you needed.

Wouldn't it be better to organize your papers and place them in separate **Folders**? You could have a **Folder** for **English**, a **Folder** for **History**, and another for **Psychology**. Then you could put all your **English** papers in the **English Folder**, all your **History** papers in the **History Folder**, and all your **Psychology** papers in the **Psychology Folder**. But why stop there? Let's get even more organized!

Let's say for each class you take a lot of **Classroom** notes, **Textbook** notes, and **Library** notes. Why not make **Folders** for each of these? For example, inside the **English Folder** you could have a **Folder** called **Classnotes**, a **Folder** called **Textbooknotes**, and a **Folder** called **Librarynotes**. You could then do the same for your other two classes.

Now it would be easy for you to find any particular **File**. If you needed to find one of your **English Classnotes** files, you would open up the **English Folder**, then the **Classnotes Folder**, and then the specific **File** you needed.

Let's use this same organizational concept with your **Files** on your flash drive. Rather than dump all your work into the **Root Directory** (the original **Folder** that gets created whenever you **Format** a disk), why not make **Folders** for each of your classes. We'll list the exact steps you do later. Let's call the **Folders** **English**, **History**, and **Psychology**. Inside each **Folder**, let's make additional **Folders** called **Classnotes**, **Booknotes**, and **Librarynotes**.

While **Folders** are a big help in organizing your floppy disks, they are essential to organizing a hard disk with the thousands of **Files**. All of this is accomplished through the use of the **Explorer**.

TO OPEN EXPLORER AND CHOOSE YOUR FLASH DRIVE USING THE MOUSE:

You access the **Explorer** with the mouse by right clicking on the **Start** button and selecting **Explore**. The screen should now be split in half. On the left side is your **Directory Tree** (a listing of all **Drives** and **Folders**) and on the right side are the contents of the selected **Folder**. You can open your flash drive by simply **selecting** it on the **left** side with the mouse pointer.

TO OPEN EXPLORER AND CHOOSE THE FLASH DRIVE USING KEYSTROKES:

Press the **Win+E** keys to activate the **Explorer**. The default selection is **My Computer**. (If you are using a screen reader, you should change the **View** of your **Files** by pressing **Alt+V** and then **D** for Details.) To open your flash drive, press **F4** and then press the **Tab** key three times. This will place you on the **Folders** grouping. Then press the down arrow to **Up** or **Down arrow** to select your flash drive (F:). The contents of the flash drive will appear on the right side of the screen. At some point in the future, you may create a new **File** or **Folder**. To Refresh the display, press **F5**, which will place all **Folders** at the top of the screen followed by individual **Files**. As you move through the **Directory Tree** the **backspace** key will always move you **up** one level.

The following are some basic processes that can be accomplished through the use of the **Explorer**. The following instructions require that you have a flash drive. Using the instructions below to **Format** the drive and give it a **Label Name** of **HTC**. CAUTION!!! Any **You should now have the Explorer opened on the screen**.

TO FORMAT A FLASH DRIVE USING THE MOUSE:

1. **Right** click on your flash drive (F:) in the Folders section of the Explorer. You may need to scroll through the selection menu.
2. Select **Format** from the **Selection Menu** and a **Dialogue Box** will appear.
3. If desired, give the disk a **Label** (an electronic name that is placed on the flash drive).
4. Select the **Start** button in the **Dialogue Box** to start the **Format** process.
5. After the disk has been **Formatted**, left click on the **Close** button.
6. Select the **Close** button to close the **Format Dialogue Box**.

TO FORMAT A FLASH DRIVE USING KEYSTROKES:

1. Press the **Tab** key until the cursor moves to the **Folders** section of the explorer on the left side of the screen.
2. **Down** arrow through the selection menu until you highlight your flash drive (F:).
3. Press the **Content Sensitive Menu** key and a selection menu will appear.
4. Press the **A** key to select **Format**.
5. If desired, give the disk a **Label** by pressing **Alt+L** and typing in the new **Label**.
6. Press **Alt+S** to start the **Format** process.
6. After the disk has been **Formatted**, press **Escape** to close the **Format Results Dialogue Box**.
7. Press **Escape** to close the **Format Dialogue Box**.



The process of **Formatting** a disk, only establishes a **Root Directory**. The disk will not have any individual **Folders**. You, as the user of the disk will determine what **Folders** are needed. Let's go back to the original example of developing **Folders** for your three classes: **English, History and Psychology**. We will then create three **Folders (Classnotes, Booknotes and Librarynotes)** inside each of the previously created **Folders**. If you look at the **Directory Tree** of your newly formatted floppy disk you will see that it only has the **Root Directory** with no separate **Folders**. Ask a Lab assistant for a **Windows Explorer Demo Disk**. Notice that it has many **Files** placed in the **Root Directory**. Using the directions below, create separate **Folders** for your **English, History and Psychology** classes. Make sure the **Root Directory** of the 3½" Floppy is selected when you create these additional **Folders**. To create these new **Folders** you would:

TO CREATE A NEW FILE FOLDER USING THE MOUSE:

1. Select the 3½" **Floppy Drive**.
2. Select **File** from the **Menu Bar**.
3. Select **New**.
4. Select **Folder**.
5. A new **Folder** will appear on the **right** side of the screen. Type in the **new** name of the **Folder (English)** and press the **Enter** key. You will now have a **new (empty) Folder**, in the **Root Directory** of the floppy disk located in drive **A**.

TO CREATE A NEW FILE FOLDER USING KEYSTROKES:

1. Press the **Tab** key until you select the 3½" **Floppy** in the **Tree View**.
2. Press **Alt+F** to **Open** the **File** menu.
3. Press **W** to **Open** the **New** menu.
4. Press the **Enter** key one time to create a **new Folder**.
5. Type in the name of the new **Folder (English)** and press the **Enter** key one time. You will now have a new (empty) **Folder** called **English** in the **Root Directory** of the floppy disk located in drive **A**.
6. Press **F5** to refresh the **View**.

You should now have three class **Folders** in the **Root Directory**. You could now create three additional **Folders (Classnotes, Booknotes and Librarynotes)** inside each of your class **Folders**. Using the directions below create three **Folders (Classnotes, Booknotes, and Librarynotes)** for each of your classes. To accomplish this you would:

TO CREATE A FOLDER IN A FOLDER USING THE MOUSE:

1. Make sure the **English Folder** is open.
2. Select **File**.
3. Select **New**.
4. Select **Folder**.
5. Type in the **new** name of the **Folder (Classnotes)** and press the **Enter** key. This will create a **Folder** called **Classnotes** in the previously created **Folder (English)** in the **Root Directory** of the floppy disk in drive **A**. You should now create the other two **Folders (Booknotes and Librarynotes)** inside the **English Folder** and then do the same for your **History and Psychology** classes.

TO CREATE A FOLDER IN A FOLDER USING KEYSTROKES:

1. Make sure that the **English Folder** is open.
  - A. Press the **Tab** key until you select the **3½" Floppy** in the **Tree View**.
  - B. Press the **Tab** key one more time to move the cursor to the **right** side of the screen.
  - C. Press the **Arrow** keys to select the **English Folder** and press the **Enter** key to open it.
2. Press **Alt+F** to open the **File** menu.
3. Press **W** to open the **New** menu.
4. Press the **Enter** key to create a new **Folder**.

Type in the name of the **new Folder (Classnotes)** and press the **Enter** key. You will now have a new (empty) **Folder** called **Classnotes** inside the **English Folder** on the floppy disk located in drive **A**. You should now create the other two **Folders (Booknotes and Librarynotes)** inside the **English Folder** and then do the same for your **History** and **Psychology** classes.

There may be times when you want to **Move** or **Copy** a **File** or **Folder** from one **Folder** to another. Using the directions below, **Move** all of your **Files** into the appropriate **Folders**. To accomplish this, you would:

TO MOVE OR COPY A FILE OR FOLDER USING THE MOUSE:

1. Select the **File** or **Folder** on the right side of the screen that you wish to **Move**.
2. Select the **Cut** or **Copy** button from the **Standard Toolbar**.
3. Open the **Folder** you wish to **Move** or **Copy** it to.
4. Select the **Paste** button from the **Standard Toolbar**. Your **File** will now be in the new **Folder**. You can **Move** or **Copy** a **File** or **Folder** to another disk by selecting the **destination** disk on the left side of the screen.

TO MOVE OR COPY A FILE OR FOLDER USING KEYSTROKES:

1. Select the **File** or **Folder** on the **right** side of the screen that you wish to **Move**.
2. Press **Ctrl+X** to **Cut** or **Ctrl+C** to **Copy** the **File** to the **Clipboard**.
3. Open the **Folder** you wish to **Move** or **Copy** the **File** to.
4. Press **Ctrl+V** to **Paste** the **File** into it's new location.

TO RENAME A FILE OR FOLDER USING THE MOUSE OR KEYSTROKES:

**Renaming a File (or Folder)** is really quite simple. You need to understand that when you **Rename a File**, you are not creating a **New File...** you are just giving a **New** name to an **Old File**. Using the directions below, **Rename** all of your **Classnotes Folders** to **Classroomnotes**. To accomplish this, you would:

1. Select the **File** on the right side of the screen to **Rename**.
2. Press the **F2** key.
3. Type in the new name of the **File (Classroomnotes)** and press the **Enter** key. The computer will automatically **save** the **File** (or **Folder**) under the **New** name.

There may be times when your floppy disk crashes and you lose everything on the disk. This can ruin your whole day! For this reason it is a good idea to make a **Backup** of those floppy disks that you cannot afford to lose. It is important to understand that when you **Copy** a disk, you are making an exact duplicate of the entire disk... replacing everything on the **destination** disk.

The following directions assume that you are using the **A** drive to make a duplicate copy of a **3½" Floppy Disk**. When you **Copy** a disk, you will **Copy** all **Files** and **Folders** as they exist on the **source** disk. Using the directions below, get a blank disk from a Lab Assistant or use the one you created earlier and make a **Copy** of your **Demo Disk**. To accomplish this you would:

TO COPY A DISK USING THE MOUSE:

1. Insert the **Source** disk in drive **A**. This is the original disk that you wish to copy.
- 2 **Right**-click on the **3½" Floppy drive**.
3. Select **Copy Disk**.
4. A **Dialogue Box** will appear. Select the **Start** button.
5. The computer will start **Copying** the entire disk to the **C** drive. It will then pause and ask you to insert the **Destination** disk in the appropriate drive. After doing so, select the **OK** button. The computer will proceed to complete the **Disk Copy** process. When finished, the computer automatically removes the data from the **C** drive. Select **Close** to close the **Dialogue Box**.

TO COPY A DISK USING KEYSTROKES:

1. Insert the **Source** disk in drive **A**. This is the original disk that you wish to copy.
- 2 Press the **Tab** key until you select the **3½" Floppy** in the **Tree View**.
3. Press the **Context Menu** key.
4. Use the **Down** arrow to select **Copy Disk...** and then press the **Enter** key.
5. A **Dialogue Box** will appear. Press **Alt+S** to start the **Copy** process.
6. The computer will start **Copying** the disk to the **C** drive. It will then pause and ask you to insert the **Destination** disk in the appropriate drive. After doing so, press the **Enter** key. The computer will proceed to complete the **Disk Copy** process. When finished, the computer automatically removes the data from the **C** drive. Press **Alt+C** to close the **Dialogue Box**.