

Table of Contents

Section One: Creating Documents

Start Microsoft Word_____	17
Some Common Bars_____	18
Parts of a Microsoft Word Window_____	19
Exercise (Start Microsoft Word, Parts of Microsoft Word Window)___	20
Buttons, Features, and Functions of the Standard Toolbar_____	22
Buttons, Features, and Functions of the Formatting Toolbar_____	24
Maximize and Minimize a Window_____	25
Maximize a Window_____	25
Minimize a Window_____	25
Switch Between Documents_____	26
Close a Document and Microsoft Word_____	27
Close a Document_____	27
Close Microsoft Word_____	27
Create and Open Documents_____	28
Create a Document_____	28
Open a Document_____	28
Enter Text in a Document_____	29
Enter Text_____	29
Correct Typing Mistakes_____	29
Move the Insertion Point by Keystroke_____	30
Save a Document_____	31
To Save a File For the First Time_____	31
To Save a File After It's Been Altered_____	31

Preview and Print a Document_____	32
To Preview a Document_____	32
To Print a Document_____	32
Shut Down the Computer System_____	37
Get Help from Office Assistant_____	38
Check Spelling and Grammar_____	40
To Correct Spelling Errors Caught By Word_____	40
To Correct Grammatical Errors Caught By Word_____	40
Count Number of Words_____	40
Exercise (Create a New Document, Spell Checks, Save a Document)_____	43
Exercise (Open, Close a File Without Saving Changes)_____	44
Exercise (Enter Text ~ One Paragraph)_____	45
Exercise (Enter Text ~ Two Paragraphs)_____	46
Exercise (Enter Text ~ Multi Paragraphs)_____	47
Thesaurus_____	48
Exercise (Thesaurus)_____	49
Exercise (Thesaurus)_____	50
Exercise (Thesaurus)_____	51

Section Two: Edit and Format Documents

Highlight to Make Changes	53
Use the Keyboard	53
Use the Mouse	53
Use the Mouse Shortcut	54
Undo Changes	55
To Undo the Last Change	55
To Undo More Than One Action	55
To Reverse an Undo	55
Cut, Copy, and Paste Text	56
Cut Text	56
Copy Text	56
Paste Text	56
Apply Bold, Italic or Underline	60
Command Options	62
Set Alignments	63
Exercise (Create a Document)	64
Exercise (Edit a Document)	65
Exercise (Edit a Document)	66
Exercise (Enter a Letter)	67
Exercise (Cut, and Paste)	68
Exercise (Cut and Paste)	70
Exercise (Cut, Copy, and Paste)	74
Change Font, Font Sizes, and Colours	77
To Change Font	77
To Change Font Size	77
To Change Font Colour	78
Drop Cap	79
To Apply Drop Cap	79
To Remove Drop Cap	79

Exercise (Matilda Continued)	80
Exercise (Thesaurus, Word Count, Spell Checks, Copy, Paste, and Drop Cap)	82
Indent Paragraphs	83
Indent Using the Ruler	83
Indent Using the Paragraph Dialogue Box	84
Left Indent By Using the Toolbar	85
Line or Paragraph Spacing	86
Exercise (Line Spacing)	88
Create Paragraph Border	89
To Create a Paragraph Border	89
Exercise (Create Paragraph Border)	90
Create a Page Border	92
Exercise (Create a Page Border)	93
Apply Shading	96
Exercise (Apply Shading)	97
Bullets	98
Create Bulleted Listings	98
Remove Bullets	99
Numbers	100
Create Numbered Listings	100
Remove Numbers	101
Exercise (Bullets)	102
Exercise (Numbers)	105
Exercise (Bullets and Numbers)	107

Outline Numbers_____	109
Create an Outline Numbered Listing_____	109
Exercise (Outline Numbered List)_____	110
Exercise (Customize Outline Numbered List)_____	113
Exercise (Outline Numbered List)_____	116
Exercise (Bullets) _____	119
Format Painter_____	120
Exercise (Format Painter)_____	121
Change Page and Margin Settings_____	124
To Change Margin Settings_____	124
To Change Page Orientation_____	125
To Change Paper Size_____	126
To Change Vertical Alignment_____	127
Page Numbers_____	128
Header and Footer_____	129
Create Header or Footer_____	129
Creating Different Headers and Footers on Odd and Even Pages	130
Exercise (Create a Header and Footer)_____	131

Section Three: (Drawings, ClipArt and WordArt)

Draw Objects Using the Drawing Tools	135
Resize an Object	136
Move an Object	138
Delete an Object	138
Deselect an Object	138
Group Objects	138
Ungroup Objects	138
Arrange the Order of the Objects	138
 Exercise (Draw and Format Objects)	139
Exercise (Group Objects)	143
Exercise (Format and Move Objects)	145
Exercise (Arrange the Orders of the Objects)	149
 ClipArt	151
Insert ClipArt	151
Select ClipArt	151
Resize ClipArt	152
Move ClipArt	153
Delete ClipArt	153
Deselect ClipArt	153
 Watermark	154
 Exercise (Format text, Insert ClipArt, and Watermark)	155
 WordArt	157
Insert WordArt	157
Select WordArt	159
Buttons, Features, and Functions of the WordArt Toolbar	160
Resize WordArt	161
Move WordArt	162
Delete WordArt	162
Deselect WordArt	162

Wrap Text Around an Object_____	163
Wrapping Text Around an Object_____	163
 Exercise (Insert WordArt)_____	165
Exercise (WordArt and Drawings)_____	168
Exercise (Write a Story, Format Text, WordArt, Spell Checks)_____	176
Exercise (Completion of Red Velvet)_____	177

Section Four: Tabular

Tab Settings	179
Types of Tab Settings	179
Insert Your Own Tab Stops	180
Move or Remove a Tab Setting	185
 Exercise (Tabs)	186
Exercise (Set Tab Stops)	187
Exercise (Create Table Using Tabs)	189
Exercise (Create Tables Using Tabs)	192
Exercise (Enter Memo)	194
Exercise (Enter Memo)	196
Exercise (Enter Memo)	198
Exercise (Memo Assignment)	200

Section Five: Sections and Multi-Columns

Section Breaks_____	201
To Create a Section Break_____	201
To Delete a Section Break_____	201
Columns_____	202
Apply Columns_____	203
To Return the Document to One Column_____	203
Adjust Column lengths_____	204
Exercise (Sections and Columns)_____	205
Exercise (Sections and Columns)_____	207
Footnotes_____	209
To Add Footnotes _____	209
To Edit Footnotes_____	209
To Delete Footnotes_____	209
Exercise (Footnote)_____	210
The "Go To" Command_____	213

Section Six: Tables

Tables	215
To Create a Table	215
To Enter Text Into a Table	216
To Select a Column	216
To Select a Row	216
To Select the Entire Table	216
To Adjust Column Widths	217
To Adjust Column Widths Automatically	217
To Adjust Row Heights	218
To Insert Rows	219
To Insert Columns	219
To Delete Rows	219
To Delete Columns	219
To Merge Cells	219
To Split Cells	219
To Sort a Table	220
 Exercise (Create and Format a Table)	221
Exercise (Create and Format a Table, Merge Cells)	223
 Formatting a Table (Using Table Auto Format)	226
 Exercise (Sort and Format a Table)	227
Project (Create a Newsletter)	231

Section Seven: Bookmark & Hyperlink

Bookmark_____	233
To Insert a Bookmark_____	233
To Go To a Bookmark_____	234
To Delete a Bookmark_____	236
To Show Bookmarks In a Document_____	236
Hyperlink_____	237
To Create a Hyperlink_____	237
To Remove a Hyperlink_____	239
Exercise (Insert Bookmarks)_____	240
Exercise (Create Hyperlinks)_____	244

Section Eight: Mail Merge

Mail Merge_____	249
Create the main document_____	249
Create data source_____	252
Merge the data source and main document_____	254
Print Mailing Labels_____	257

Section Nine: Templates

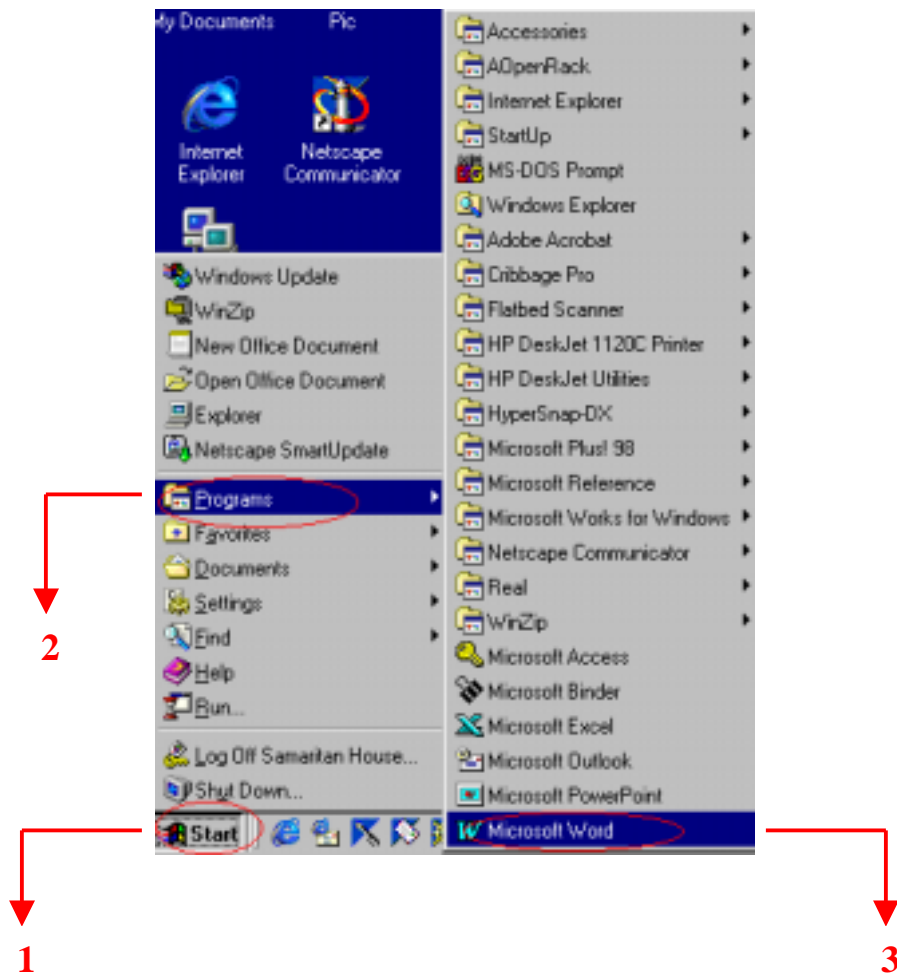
Templates	261
Exercise (Use a Template to Create a Cover Letter)	264
Exercise (Use a Template to Create a Resume)	267
Exercise (Create Letters)	272
Letter Wizard	273
Exercise (Use Letter Wizard to Create a Personal Letter)	274
Exercise (Use Letter Wizard to Create a Business Letter)	278
Vocabulary Assignments	283
Resources	284

Section One: Creating Documents

Start Microsoft Word

To start Microsoft Word:

Click the **Start**  button on your Taskbar.
Choose **Programs**, then **Microsoft Word**.



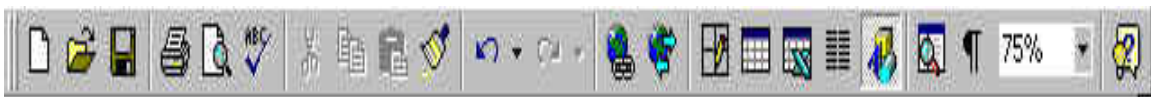
Some Common Bars



Title Bar



Menu Bar

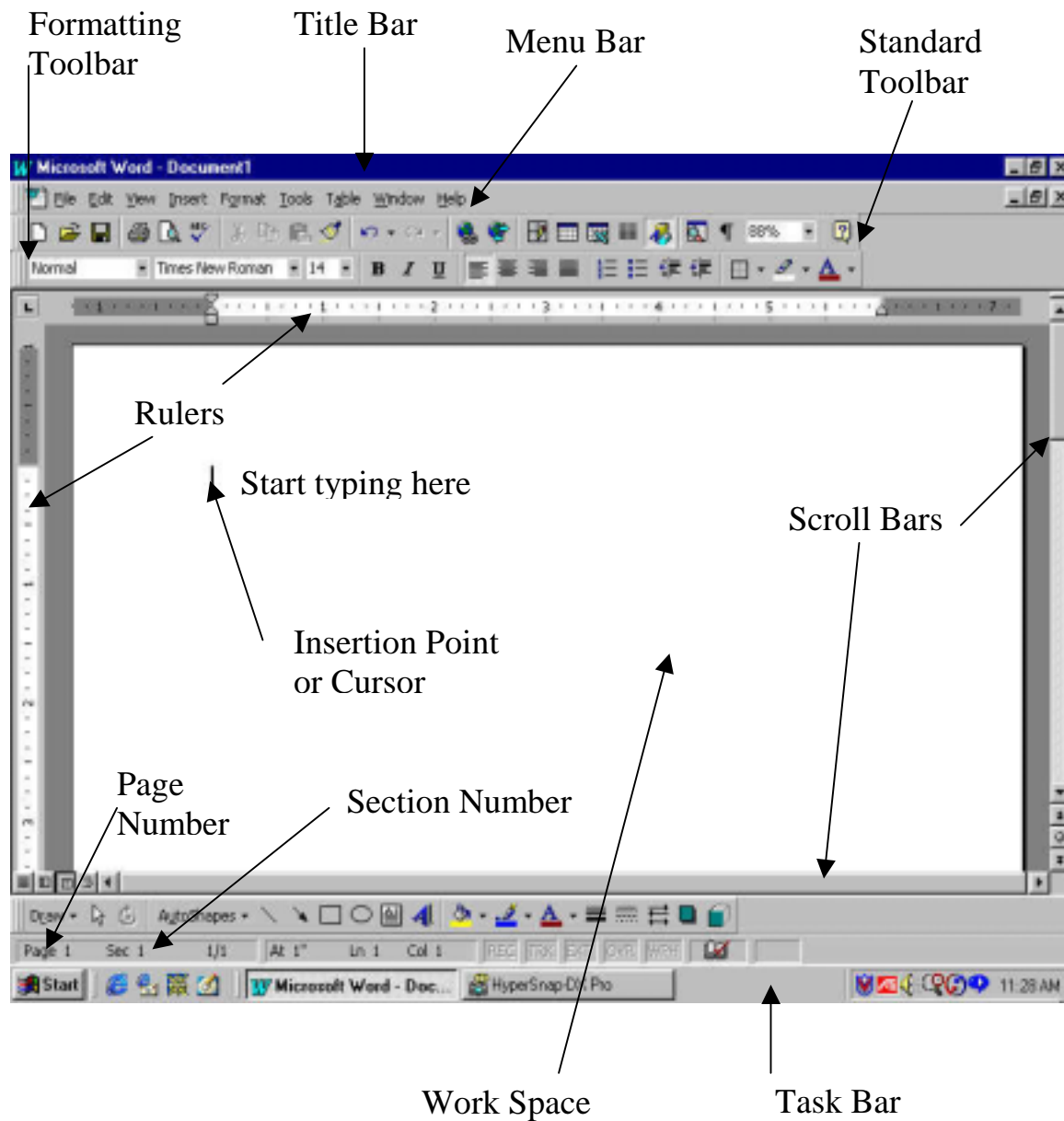


Standard
Toolbar



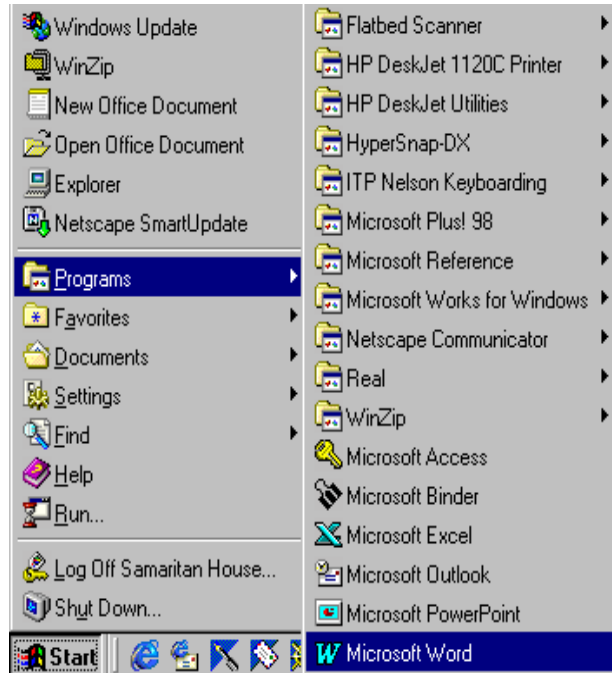
Formatting
Toolbar

Parts of a Microsoft Word Window



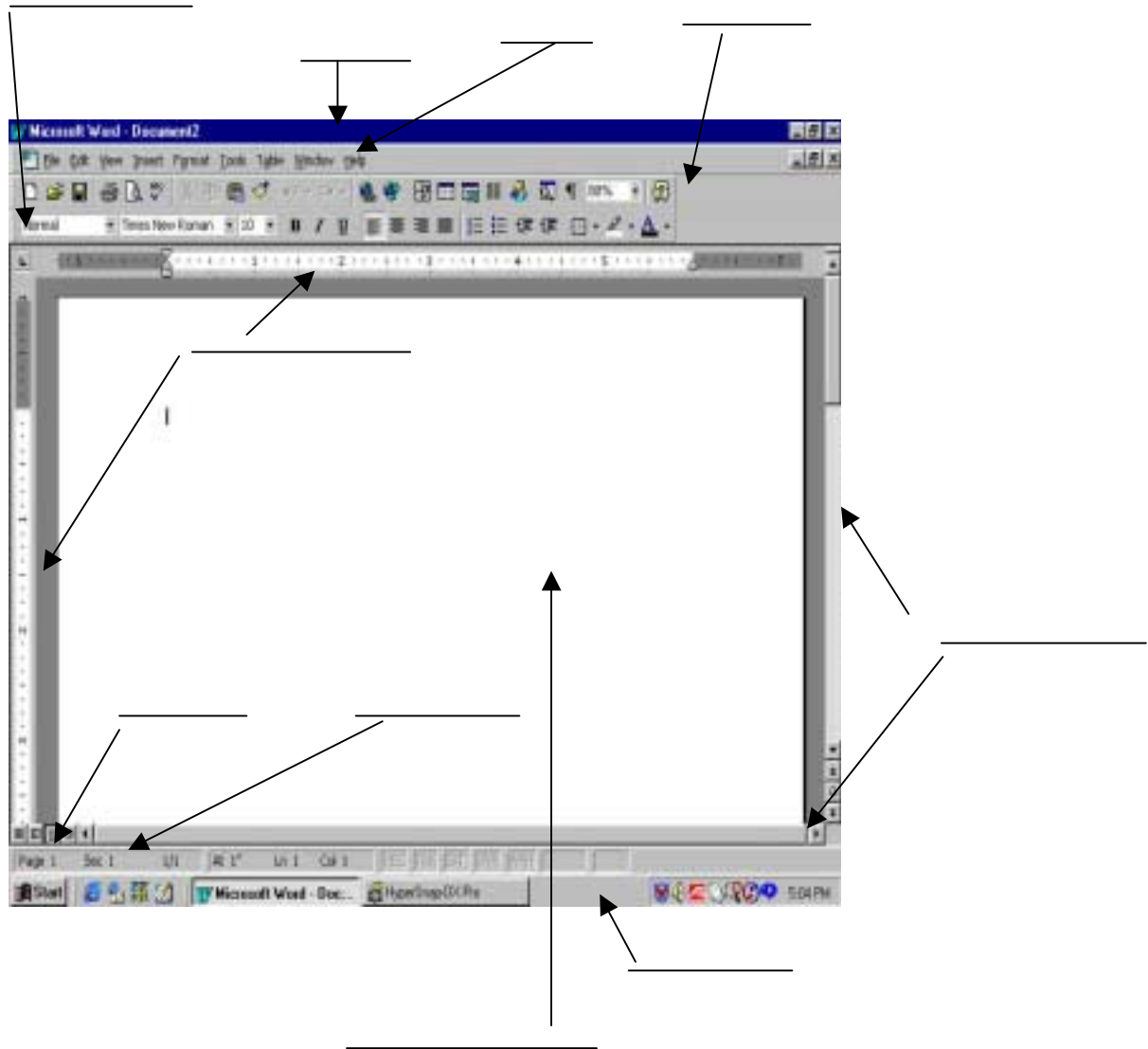
Exercise (Start Microsoft Word, Parts of Microsoft Word Window)

- 1). You are now at your Windows desktop, list the steps to open Microsoft Word.
























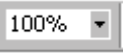

1. _____
2. _____
3. _____

2). Name the parts of the Microsoft Word window.

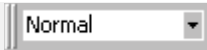


















Buttons, Features, and Functions of the Standard Toolbar

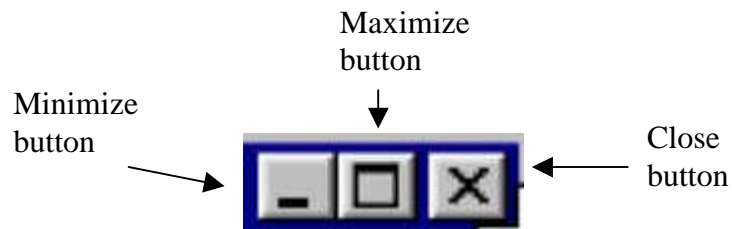
<u>Button</u>	<u>Feature</u>	<u>Function</u>
	New	Creates a new, blank document
	Open	Opens the Open dialogue box
	Save	Opens the Save As dialogue box
	Print	Prints the current document
	Print Preview	Print Previews the current document
	Spelling and Grammar	Performs Spelling and Grammar check
	Cut	Erases the highlighted section and stores it in the clipboard
	Copy	Makes a copy of highlighted section and stores it in the clipboard
	Paste	Creates a copy of the clipboard contents at the insertion point
	Format Painter	Copies character and paragraph formats of selected text to apply to other text
	Undo	Reverses last action(s)
	Redo	Reapplies the last undo action(s)
	Insert Hyperlink	Creates a hyperlink to an existing place in a document, a file or a web page
	Web Toolbar	Displays the Web Toolbar
	Tables and Borders	Displays the Tables and Borders toolbar
	Insert Table	Defines Table structure

<u>Button</u>	<u>Feature</u>	<u>Function</u>
	Insert Microsoft Excel Worksheet	Inserts Microsoft Excel Worksheet
	Columns	Defines number of columns of text
	Drawing	Displays the Drawing Toolbar
	Document Map	Displays the Document Map
	Show/Hide	Displays non-printing characters. e.g. spaces, tabs, paragraph marks
	Zoom	Controls the magnification
	Office Assistant	Displays the Microsoft Word Help


Buttons, Features, and Functions of the Formatting Toolbar

<u>Button</u>	<u>Feature</u>	<u>Function</u>
	Style	Applies style to selected text
	Font	Applies font style to selected text
	Font size	Applies font size to selected text
	Bold	Applies bold to selected text
	Italic	Applies italic to selected text
	Underline	Applies underline to selected text
	Align Left	Aligns text to left margin
	Centre	Aligns text to centre of page
	Align Right	Aligns text to right margin
	Justify	Aligns text to left and right margins
	Numbering	Applies numbered list
	Bullets	Applies bullets
	Decrease Indent	Decreases indent by one tab stop
	Increase Indent	Increases indent by one tab stop
	Outside Border	Applies borders to selected text
	Highlight	Highlights selected text
	Font Colour	Applies colour to selected text

Maximize and Minimize a Window



Maximize a Window

If you want your window to fill your screen, click on the **Maximize**  button.

Click the **Maximize** button again to return your window to the previous size.

Minimize a Window

Click the **Minimize**  button to minimize your window.

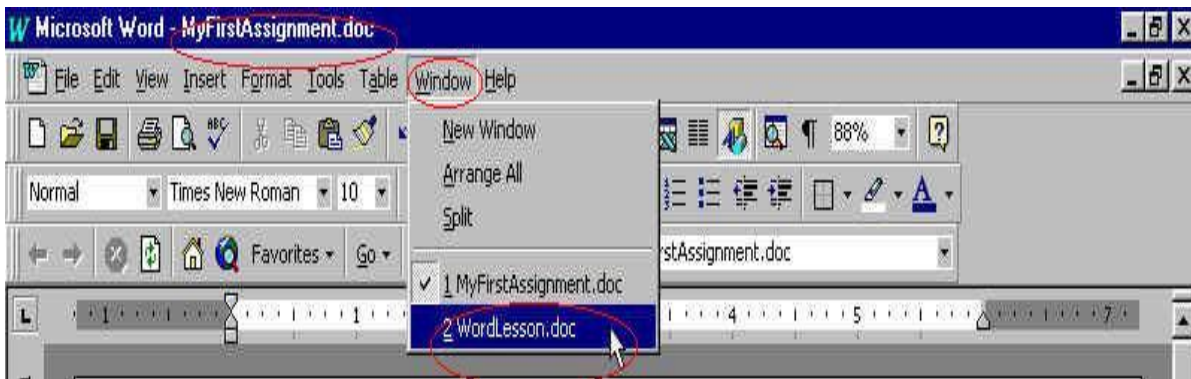
To restore the window, click its button on the Task bar.

Switch Between Documents

If you opened more than one document, the active document (the one you are working on) is always on top of the others. The Title bar shows the name of the active document. To switch between documents, click **Window** on the Menu bar, then click on the corresponding document which you want to be the active document.

Example:

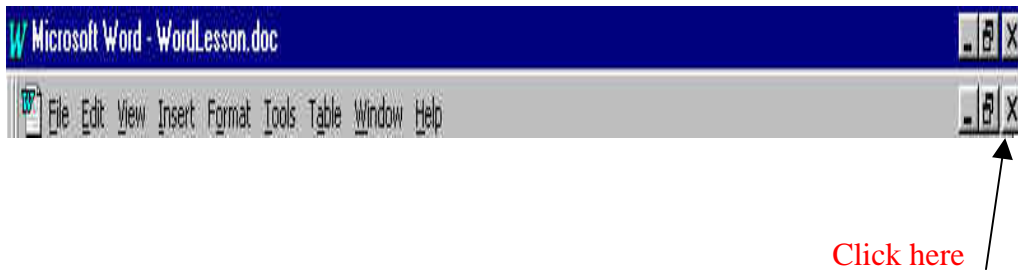
The picture below shows that "MyFirstAssignment" is the active document. If you click **Window** on the Menu bar, choose "WordLesson", then "WordLesson" will become your active document and it will be on top of "MyFirstAssignment".



Close a Document and Microsoft Word

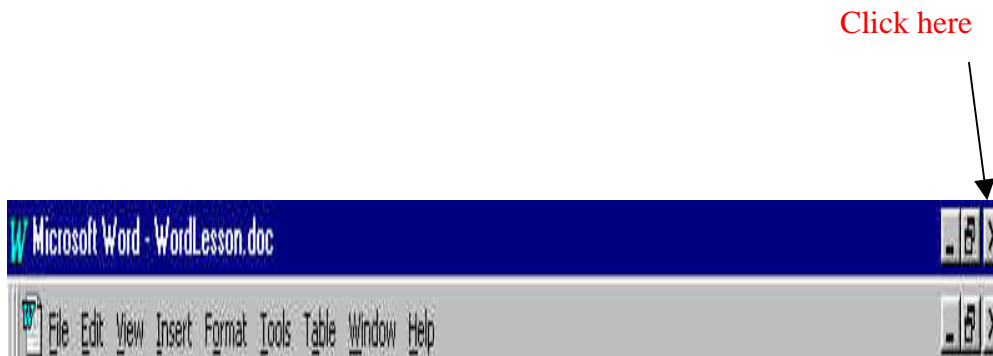
Close a Document

Once you have finished working with your document, you can close it by clicking on the **Close** button on the **Menu** bar.



Close Microsoft Word

If you want to exit Microsoft Word, Click the **Close** button on the **Title** bar.




Create and Open Documents

Create a Document

There are different ways to create a new document:

1). Using the **New** button:

If you want to create a new document by using the Standard toolbar then click the **New**  button on the Standard toolbar. A new document window will appear.

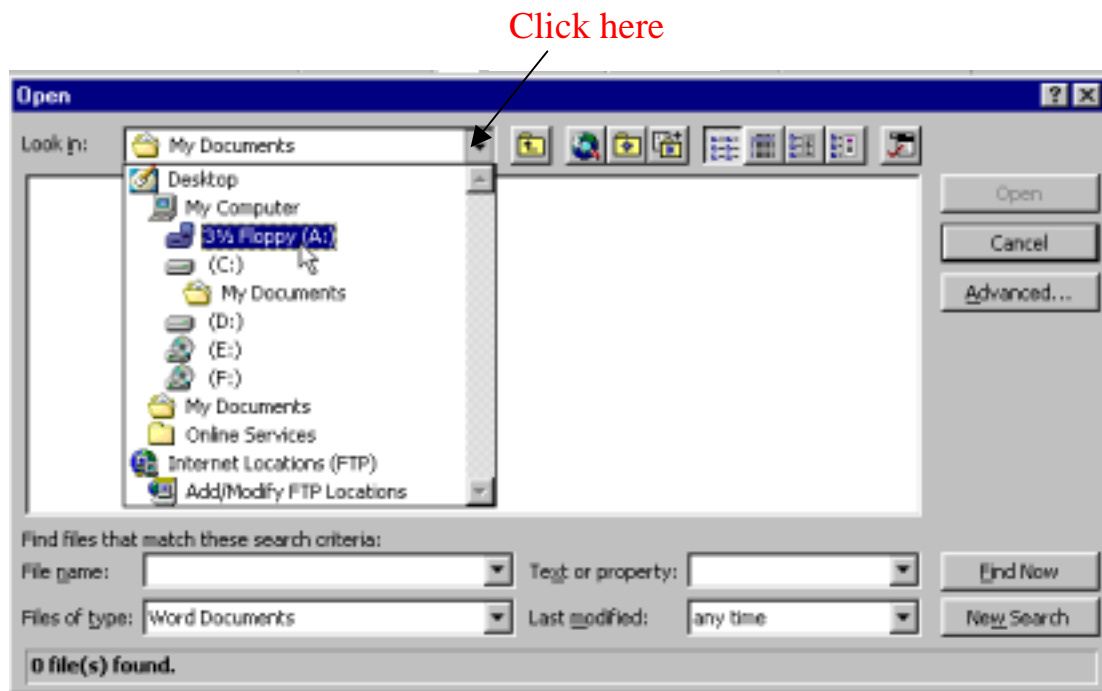
2). Using the **File** menu:

If you click **File** on the Menu bar, choose **New**, click **OK** and a new document window will appear.

Open a Document

To open an existing document:

- ◆ Click the **Open**  button on the toolbar.
- ◆ In the **Look In** box, click the drop-down arrow.



- ◆ Choose the location where your file is stored. (A drive, C drive, or My Documents etc.)
- ◆ Select the file you want to open.
- ◆ Click the **Open** button.

Enter Text in a Document

Enter Text

- ◆ To enter text in a document, move your insertion point to the place where you want your text to be shown, and start typing.
- ◆ To make a capital letter, hold down the **Shift** key while you press the letter you want.
- ◆ To type the top character on a key, hold down the **Shift** key while pressing that key.
- ◆ The computer will automatically go to a new line if there is not enough space to complete a word.
- ◆ The **Enter** key is used to send the cursor to a new line.
- ◆ The **Tab** key is used to indent a new paragraph.

Correct Typing Mistakes

- ◆ To correct a typing mistake using the mouse or arrow keys, move the cursor to the space directly before the wrong letter, extra space or line. When the cursor is in the correct place, press **Delete** to erase the mistake.
- ◆ To add a missing letter, place the cursor in the correct spot and type the letter.
- ◆ To add a space, place the cursor in the correct spot, and press the space bar.
- ◆ To delete the character to the left of the insertion point press the **Backspace** key.

Move the Insertion Point by Keystroke

To move the insertion point to	Keystroke use
The beginning of the document	Ctrl + Home
The end of the document	Ctrl + End
The top of the next page	Ctrl + Page Down
The top of the previous	Ctrl + Page UP
The previous line	Up arrow
The next line	Down arrow
The previous character	Left arrow
The next character	Right arrow
Up one screen	Page Up
Down one screen	Page Down
The beginning of the current line	Home
The end of the current line	End

Save a Document

When a document is displayed in the document window, it is saved only in the computer's memory. If your computer loses power, you will lose all the information you have entered. Therefore, you should save your document to a disk to store it for future use. When you save your file for the first time, it is good idea to give the file a meaningful name so that you can easily remember its contents.


To Save a File For the First Time

- ◆ Click **File** on the Menu bar.
- ◆ Choose **Save As**.
- ◆ In the **Save In** box, click the drop-down arrow.



- ◆ Choose the location which you want to save your file. (A drive, C drive, or My Documents, etc.)
Choose **3 ½ Floppy (A:)** if you want to save your document to your floppy disk.
Choose **(c:)** if you want to save your document to your computer's hard drive.
- ◆ Enter a file name in the **File Name** box.
- ◆ Click **Save**.

To Save a File After It's Been Altered

After you have made changes to your file and like to save the changes, click the **Save**  button on the toolbar.

***** To avoid losing your work you should save often *****

Preview and Print a Document

To Preview a Document:

If you want to see how a file will look when you print it, click the **Print**


Preview  button on the toolbar.




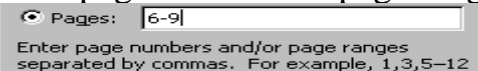
Click the **Close** button to return to your document.

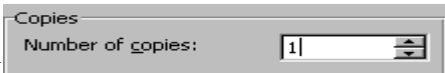


Click here

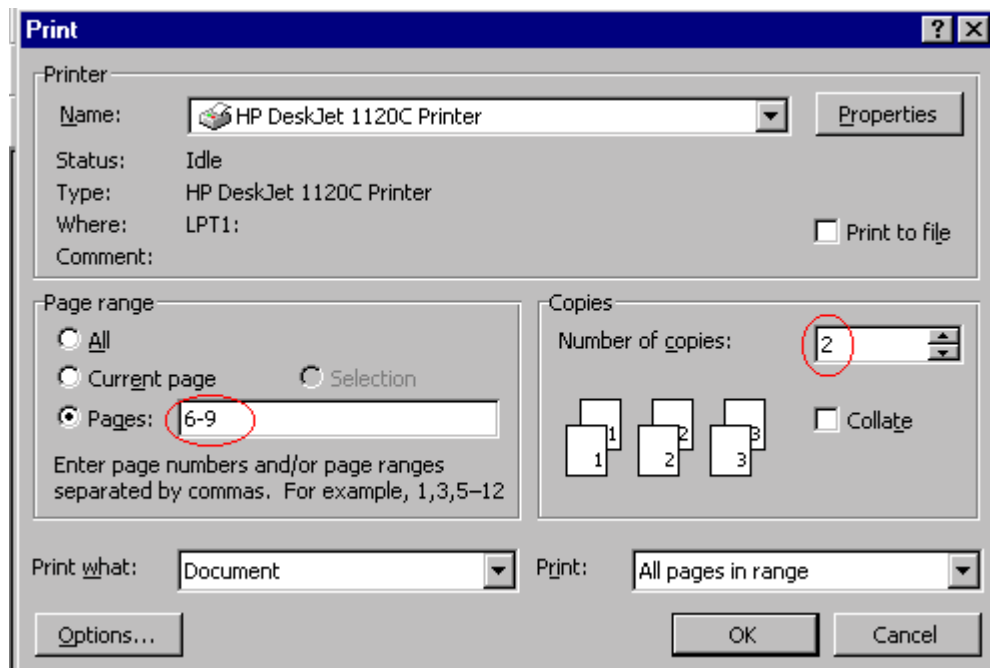
To Print a Document:

- ◆ Click the **Print**  button on the toolbar.
- Or
- ◆ Click **File** on the menu bar. Choose **Print**.


- ◆ Under **Print range**, choose **All**  if you want to print all the pages.
- ◆ The **Current page**  option will print only the page, which the cursor is in.
- ◆ Choose **Selection**  if you want to print highlighted selection of text.
- ◆ Enter the page numbers or page ranges you want to print in the **Pages** box  if you want to print a range of pages or print a specific page.

- ◆ In the **Number of copies** box , enter the number of copies you want to print.
- ◆ Click the **OK** button to print.

The options below will assign the printer to print 2 copies of pages 6-9:



Practice I:

- ◆ Click **Start** , choose **Programs**, click **Microsoft Word** to open your Microsoft Word 97 and type the sentence below into your computer: (No shading and formatting are required.)

If he had given directions more accurate we would have arrived much earlier.

- ◆ Now, move the cursor directly after the word **accurate**, type the letters **ly**.
- ◆ Your revised sentence should look like this:

If he had given directions more accurately we would have arrived much earlier.

- ◆ Press **Ctrl + End** to bring your insertion point to the end of your document.
- ◆ Hit the **Enter** key three times to insert two blank lines.

Practice II:

- ◆ Type the following sentence:

She is the most silliest girl I know.

- ◆ Now, move the cursor directly after the word **the** and press the **Delete** key 5 times on your keyboard to delete the space and the word **most**.
- ◆ Your revised sentence should look like this:

She is the silliest girl I know.

- ◆ Press **Ctrl + End** to bring your insertion point to the end of your document.
- ◆ Hit the **Enter** key three times to insert two blank lines.

Practice III:

- ◆ Type the following sentence:

Sandy's essays are neatly done than Pam's.

- ◆ Now, move the cursor directly before the word **neatly**, type the word **more** and press the space bar.
- ◆ Your revised sentence should look like this:

Sandy's essays are more neatly done than Pam's.

Now, let's try to minimize Microsoft Word.

- ◆ Click the **Minimize** button on the **Title** bar to minimize Microsoft Word.



Your Microsoft Word window has just turned into a button on the Task bar. Now, let's try to restore the Microsoft Word window

- ◆ Click the Microsoft Word button on the **Task** bar again to restore Microsoft Word.



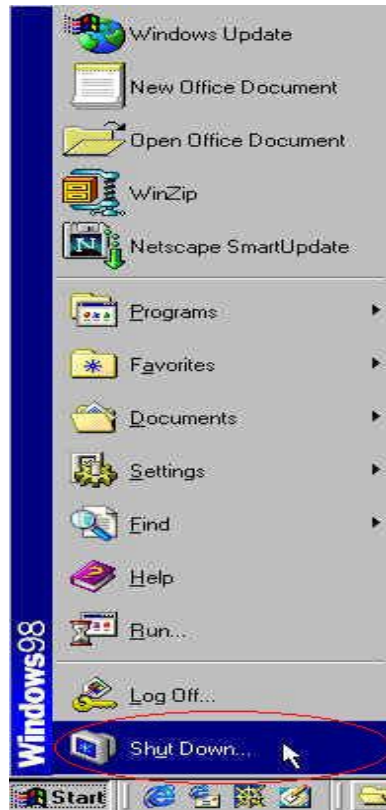
Click the **Close** button on the **Title** bar to close Microsoft Word.



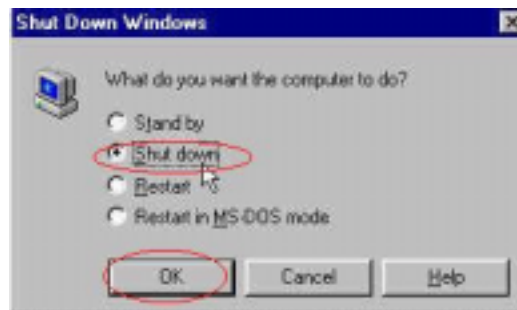
We do not want to save this document, therefore when the computer asks you **Do you want to save the changes you made to Document1?** Click **No**.

Shut Down the Computer System

- ◆ Close all applications and documents.
- ◆ Click **Start** button . Choose **Shut Down**.



- ◆ Click on **Shut Down**.
- ◆ Click **OK**.



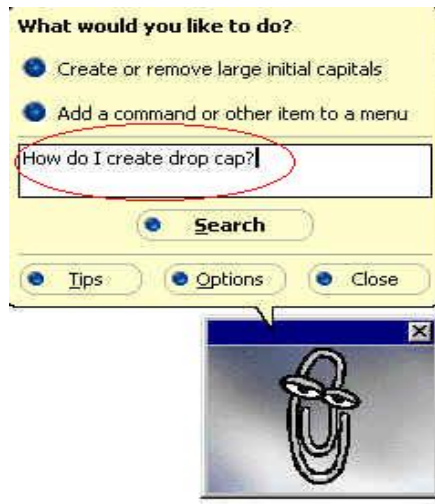
Never shut off the power on your computer until you have exited properly out of all applications and documents.

Get Help from Office Assistant

Office assistant can help you to perform tasks that you do not know how to do.



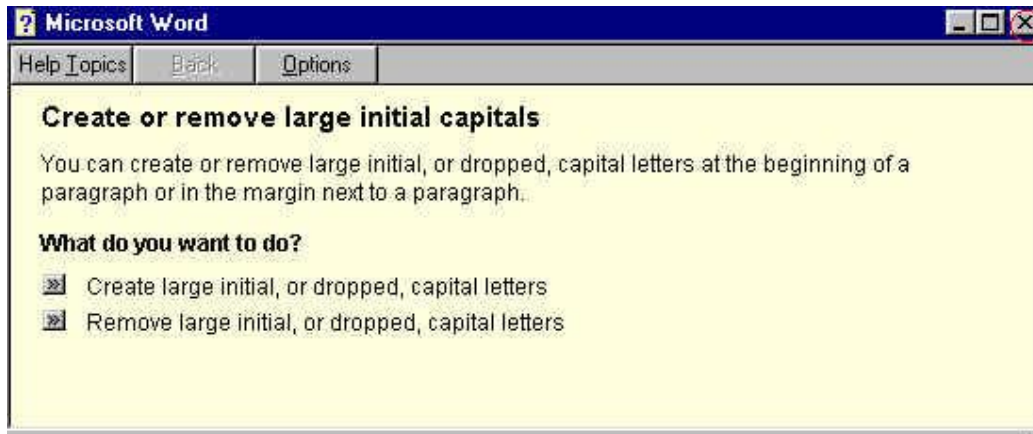
- ◆ Click the **Office Assistant** button on the toolbar to display the Office Assistant.
- ◆ Type your question and then press the **Enter** key on your keyboard.



- ◆ From the list of related topics displayed, choose the help topic you want information on.



- ◆ Information on your selected topic is displayed. Click **Close** when you are finished reading the information.



- ◆ To close the Office Assistance, click **Close**.



Check Spelling and Grammar

If you misspelled a word, Word will underscore your misspelled word with a red wavy line.


Word underscores grammatical errors with a green wavy line.

To Correct Spelling Errors Caught By Word

1. **Right click** on the word underscored with a red wavy line.
2. Click **Ignore All** to ignore the spelling error.
Or
Select the correct spelling of the word to replace the misspelled word.

To Correct Grammatical Errors Caught By Word


1. **Right click** on the word underscored with a green wavy line.
2. Click **Ignore Sentence** to ignore the grammatical error.
Or
Click on the replacement you want to replace the grammatical error.

Another way to check for spelling and grammatical errors is click the Spelling and Grammar  button on the toolbar.

Count Number of Words

To count the number of words in your document, click **Tools** on the Menu bar, choose **Word Count**.

Practice: (Spelling and Grammar Check, Word Count)

- ◆ Click **Start** , choose **Programs**, click **Microsoft Word** to open Microsoft Word 97 and type the sentence below into your computer:
(No shading and formatting are required.)

Will you be home tomorrow?

- ◆ Word underscored your misspelled word (tomorrow) by a red wavy line.
- ◆ Now, right click on the word tomorrow.
- ◆ Choose **tomorrow**.
- ◆ Your revised sentence should look something like this:

Will you be home tomorrow?

- ◆ Press **Ctrl + End** to bring your insertion point to the end of your document.
- ◆ Hit the **Enter** key three times to insert two blank lines.
- ◆ Type the following sentence:

My daughter, Jacki, is in grade five.

- ◆ Right click on the word Jacki.
- ◆ Choose **Ignore All**.
- ◆ Your revised sentence should look something like this:

My daughter, Jacki, is in grade five.

- ◆ Press **Ctrl + End** to bring your insertion point to the end of your document.
- ◆ Hit the **Enter** key three times to insert two blank lines.

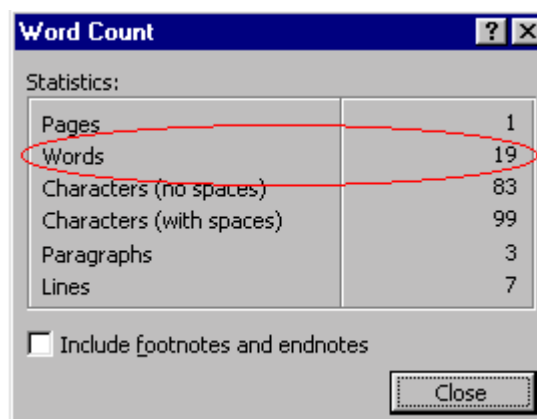
- ◆ Type the following sentence:

These two book are very good books.

- ◆ Word underscored your grammatical error (book) with a green wavy line.
- ◆ Right click on the word **book**.
- ◆ Choose **books** to replace the grammatical error.
- ◆ Your revised sentence should look something like this:

These two books are very good books.

- ◆ Click **Tools** on the Menu bar. Choose **Word Count**.
- ◆ The Word Count dialog box appears, it should show you your document has 19 words.



- ◆ Click the **Close** button on the Word Count dialogue box.
- ◆ Click the **Close** button on the **Title** bar to exit Microsoft Word.
- ◆ We do not want to save this document, therefore, when the computer asks you **Do you want to save the changes you made to Document1?** Click **No**.

Exercise (Create a New Document, Spell Checks, Save a Document)

- 1). Open a word processing program and type the text below into your computer: (No shading and formatting are required.)

Manitoba is one of Canada's three prairie provinces. The other two are Alberta and Saskatchewan. Manitoba lies midway between the Atlantic and Pacific Oceans. Winnipeg, Manitoba's capital and largest city, is the main transportation centre linking eastern and western Canada.

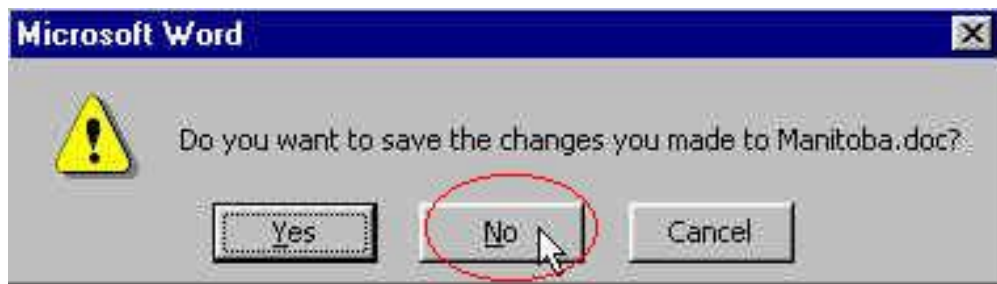
- 2). Utilize Spellchecker to check your spelling.
- 3). Save your file under the name “Manitoba” onto your disk, and then close the file.

Exercise (Open, Close a File Without Saving Changes)

- 1). Open the file “**Manitoba**” from your disk.
- 2). At the end of the first paragraph enter the following text: (No shading and formatting are required.)

Manitoba's nickname is the Keystone Province. It earned this nickname because it is located in the central, or keystone, position of the "arch" formed by the 10 Canadian provinces.

- 3). Click the Close button on the Title bar to close the file.
- 4). When the computer asks you **Do you want to save the changes you made to Manitoba?** Click **No**.



Exercise (Enter Text ~ One Paragraph)

For this assignment, you will need to open a word processing program and type the story below into your computer. (No border, shading, and formatting are required.)

Hints:

- ◆ The computer will automatically go to a new line if there is not enough space to complete a word.
- ◆ The **Tab** key is used to indent a new paragraph.
- ◆ To correct a typing mistake using the mouse or arrow keys, move the cursor to the space directly before the wrong letter, extra space or line. When the cursor is in the correct place, press **Delete** to erase the mistake.
- ◆ To add a missing letter, place the cursor in the correct spot and type the letter.
- ◆ To add a space, place the cursor in the correct spot and press the space bar.

On this particular morning, I needed some of my laundry which was hung out downstairs. I quickly ran down the seven steps (my home is a split level) and realized that I was walking in water. Horrors! The hot water tank was leaking. How long had it been leaking? Obviously, most of the night, to have made six inches on the laundry floor. I rushed to the phone to call my efficient and friendly plumber – in ten minutes he had arrived and shut off the hot water, and arranged to take out the leaking tank. It took the remainder of the day for his crew to install a new tank. By five o'clock, I was taking my bath.

When you have finished typing the story into your computer, check it over for mistakes. When you are satisfied, save your work onto your floppy disk with a file name of your choice, and then close the file.

Exercise (Enter Text ~ Two Paragraphs)

Open your word processing program (Microsoft Word) and type the following paragraphs into your computer. (No border, shading, and formatting are required.) Don't worry about any typing errors that you may make. When using a word processing program, mistakes can be easily corrected at a later time.

Hints:

- ◆ The computer will automatically go to a new line if there is not enough space to complete a word.
- ◆ The **Enter** key is used to send the cursor to a new line.
- ◆ The **Tab** key is used to indent a new paragraph.

It was a cold winter's day. The snow was falling in a steady blanket. By 7:00 in the morning, the roads were covered with what seemed like 12" (30cm) of packed snow and ice. Would there be Adult Upgrading class? I went to my radio to listen for the latest news.

Time passed with not a word on Samaritan House closing. How long would I have to wait until the next report on closings? It was almost time to get ready to leave. Why weren't they making the announcements? My thoughts were answered when my daughter ran into the room to watch her favourite Saturday morning cartoons.

Now, make the following changes to the paragraphs:

- ◆ Change **7:00** to read **6:00 a.m.**
- ◆ Eliminate the phrase, "**in the morning**".
- ◆ Change the sentence, "**why weren't they making the announcements?**" to read, "**Why were they not making the announcements?**"
- ◆ Give your daughter a name by adding it after the word "daughter".
- ◆ Put a comma before and after your daughter's name.
- ◆ Save your story on your disk with a title of your own choice, and then close your file.

Exercise (Enter Text ~ Multi Paragraphs)

Getting to Know Yourself ~ Identifying Your Personal Qualities.
Choose three of the following qualities, and complete the sentence:

People say that I am ... because ...

- ☐ Cooperative
- ☐ Organized
- ☐ Dependable
- ☐ Patient with children
- ☐ Good with numbers
- ☐ Motivated to learn
- ☐ Friendly
- ☐ Creative and artistic
- ☐ Good with plants
- ☐ Hardworking
- ☐ Good at planning
- ☐ Good at fixing things
- ☐ Independent
- ☐ Talented at ...
- ☐ Helpful
- ☐ Good at teaching things
- ☐ Good with animals

Write a paragraph about each topic. Your completed assignment should be at least one page in length. Save your work on your disk.

Thesaurus

Synonym ~ word with nearly the same meaning as another in the same language.

Antonym ~ word that has the opposite meaning to another.

To Find a Synonym:

1. Place the insertion point at the beginning of the word for which you want to find the synonym.
2. Click **Tools** in the Menu bar. Choose **Language, Thesaurus**.
3. Select a word in the **Replace with Synonym** list to replace the word in your document.
4. Click **Replace**.

To Find an Antonym:

1. Place the insertion point at the beginning of the word for which you want to find the antonym.
2. Click **Tools** in the Menu bar. Choose **Language, Thesaurus**.
3. Select **Antonyms** from the **Meanings** list



4. Select a word in the **Replace with Antonym** list to replace the word in your document.
5. Click **Replace**.

Exercise (Thesaurus)

Type in the 5 adjectives. Use the Thesaurus to find their **synonyms**:

1). chilly

2). apparent

3). conservative

4). energetic

5). proper

Exercise (Thesaurus)

Type in the 5 adjectives. Use the Thesaurus to find their **antonyms**:

1). silly

2). quick

3). strange

4). strong

5). different

Exercise (Thesaurus)

Type in the sentences. Use the Thesaurus by **replacing** the underlined words with a **synonym**:

1. By March, the students had lost a lot of their original pep.
2. When we moved to our present home, I kept a record of our bulbs. This record proved invaluable when we planted our new garden.
3. The progress of some students was notable.
4. After three hours of work, Mary had nearly completed her assignment.
5. According to “The Brandon Sun”, the rural economic picture is bleak.

Utilize the Thesaurus by **replacing** the underlined words with an **antonym**:

1. It is wrong for the government to follow this system.
2. The students agree to remain an hour longer after class.
3. The reasons for his actions are obvious.