Microsoft Word Activity 1

1. Open Microsoft Word – New Blank Document
2. Save your document in your P: Drive>Freshman (or your grade folder)>Computer Tech 1>Word Folder as Microsoft Word Activity 1 (Hint: File>Browse>Save As)
3. Under the Insert tab, Insert a **Blank three Column Header** (top choice) with your name on the left, date in the middle and period on the right.
4. Press the Esc Key (this exits the Header area)
5. Click the home tab. Choose **Center.** At the very top of the page, type “**Computer Tech 1**”
6. Change the font to **Georgia**
7. Change the size to 24
8. Underline Computer Tech 1.
9. Press enter twice.
10. Change the paragraph to **Align Left**
11. Key the sentence “I go to Clare High School. This is my first attempt at learning Microsoft Word 2016.”
12. Remove the underline (Hint: Highlight the entire sentence and click the  in the Font area)
13. Change the Font to Comic Sans MS (Hint: Highlight the entire sentence and find the font in the drop down above)
14. Italicize “This is my first attempt at learning Micrososft Word 2016.”
15. Change the Font size to 18
16. Enter two times.
17. Press Tab.
18. Type. “My favorite hobby is \_\_\_\_\_\_\_\_\_(fill in the blank)
19. Highlight your favorite hobby. (You may choose your favorite highlight color)
20. Enter one time.
21. Click the Insert Tab at the top
22. Insert a table that is 5 x 3
23. Click on the empty space below the table one time (This exits you out of the table)
24. Enter once
25. Insert a shape.
26. Double Click at the bottom right of the shape (This exits you out of the shape Properties box)
27. Enter Twice
28. Insert the Date & Time 
29. Saver your document in your P: Drive>Freshman (or your grade folder)>Computer Tech 1>Word Folder as Microsoft Word Activity 1