

WORKSHEET: PRACTICE TYPING IN MS WORD

This exercise is going to teach you how to write the names of five relatives or friends as a list in MS Word.

- Opening a new document
 - Saving it under a name
 - Writing names of relatives in the document
-
- **Open the MS Word application** by clicking the -START- button in the taskbar, choose -PROGRAMS- from the start-menu and then choose MS Word by clicking the MS Word icon. The MS Word logo will appear on the screen to tell you that the MS Word application is being loaded. After some time, a white piece of 'paper' is shown on screen and you see the menu buttons; the program is ready to be used.
 - **First type** in your name, age and address, so your file has some text.
 - **Save your document** by clicking -FILE-, and then -SAVE AS-. As you were told in class, it is really important to save documents into the computer's memory. Remember that saving means you give your document a name and put it in a place where you want to save it.
 - You see a dialogue box appearing. The computer wants you to tell it two things: the **name you like to give to your document** and the folder in which you want to store the document so you can find it back.

 - Find your own folder.
 - Open your folder by double-clicking on the folder icon.
 - Now you are going to give the document a short name (a maximum of eight characters: 'friends', for example). You will do this by filling in the dialogue box.
 - Save your document by clicking on the -SAVE- button in the dialogue box. This went fine if the dialogue box disappears and you return to the document you were working on.

 - Type in your list of five relatives or friends' names. When you are done, save your document again.
 - Close your document by clicking -FILE- and then -CLOSE-; close the application by clicking on -FILE- and then on -QUIT- or by clicking on the little cross-button in the upper right-hand corner of the screen.

Note: All the students should make a document like this, so make sure you alternate.

Extra exercise

If there is time left, you can add additional information:

- With each name, specify how this person relates to you (for example, brother, best friend, girlfriend, neighbour, etc.).
- Save the file again in your personal folder with an appropriate name (for example, friend 2).