Word – Lesson 1

Steps to Completing the Assignment:

1. Open Microsoft Word
2. Create a New Document  **Click on the Office Button icon** http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/Office%20Icon.jpg**and select New... > Select the "Blank document" icon > click on the Create button**
3. Change your margins to 1" for the top. bottom, left and right.  
   **Click on the "Page Layout" tab > Margins >Custom Margins> Key in the appropriate measurements**. (\*\*It might be already 1”, so you don’t have to change anything.\*\*)
4. Set up the page so that all of the information on your page will align horizontally in the center of it.  
   **Select the "Home" tab > click on the http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/step1%5b2.gificon**
5. Turn on the Show/Hide tool  
   **Click the** http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/showhide.pngicon (on the Home tab and in the Paragraph group).
6. On the Home tab, in the Styles group, click the second style, “No Spacing”.
7. Type in the Name of the Class (Computer Applications)
8. Press [Enter] four times
9. Type "Presented By:" Then [Enter] 1 time
10. Type your first and last name. (capitalize correctly)
11. Press [Enter] four times
12. Type "Presented To:". Then [Enter] 1 time
13. Type your instructor's name (Mrs. Nightingale)
14. Press [Enter] two times
15. Type your period number (3rd Period)
16. Press [Enter] two times
17. Insert the Date  
    **Position your cursor where you want the date**. Then, go to **"Insert" tab > Date and Time > Select the business format which is the one that looks like this: September 20, 2013** > select the "**Update automatically**" > **OK**
18. Change your margins to 0.5" for the top, bottom, left and right.  
    **Go back to the "Page Layout" tab > Margins button> then choose Narrow from the list.**
19. Change the Vertical Alignment to "Center"  
    **Click on the Page setup button by going to the Layout tab>  Click the Page Setup dialog box launcher which is the arrow in the bottom right cornerhttp://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/Page%20Setup.gif> Layout tab > Page...Vertical Alignment > Select Center > Apply To: Whole Document > OK**
20. Click on the http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/Office%20Icon.jpg**icon** > select "Save As"  >navigate to Computer Applications folder> navigate to Your folder>create a Lesson 1 folder.  Name the file "Cover Page-your initials" Click OK.
21. Insert an "Art" type page border (if it turns out that you don't have any "art" borders, just use a regular page border)  
    **Page layout tab > Page Borders > select the style and color > apply to "Whole Document" > OK**
22. Print Preview your document  
    http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/Office%20Icon.jpg**> Print (hold your mouse over, but don’t click> click Print Preview > When finished viewing, Click "close Print Preview" to return to the document**
23. Open Internet Explorer.
24. Go to [www.google.com](http://www.google.com)
25. Click the Image tab. Search for an image of some mountains by typing in the keyword "mountains" in the Search box and then click the search button.
26. Find an image of a mountain that you like and **right-click on the image**.  Select "**Save Picture As...**".  Navigate to the Share Drive and our Computer Applications folder. Double-click on your folder. Name the image "**mountain**" in the File Name box. Click **Save**.
27. Close Internet Explorer
28. In your Word document, move your cursor between the title "Computer Applications" and "Presented By".
29. Insert the "mountain" image you just saved in your directory.  To do this, go to **the Insert Tab > Picture** > locate your directory where the image is saved and **double-click on the image file**.
30. Click on the picture to select it. Then go to the format tab. Look to make sure that the picture is not more than 3.5 inches wide. If it is, change the width to 3.5 and click Enter.
31. Select the Title of the cover page and change the font size to 24, change the color, change the font type, give it an effect. **Select** the text you want to change.  Then, go **the Home tab > Click on the Font icon http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/Font%20icon.gif**/Make changes to the font **style**, **type**, **color, Special effects (choose one from the 2nd or 3rd column such as Embossed** > **OK \*\*Don’t get too carried away and make it hard to read!!**
32. Save your work. Use the icon http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/save.gifup near the http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/Office%20Icon.jpg, do not go to File/Save As  
    Since you have already saved the document once, you do not have to Save As... again.  You only have to Save the changes you made by clicking on the save icon.
33. Take your page border off of the page:    
    Go to **Page layout tab > Page Borders > select the style and color > Select None > OK**
34. Now go back and put a page border back on the page.
35. Then select "Presented By" and make it bold   
    **Click on the "Home" tab > click the http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/bold.gificon**
36. Do the same for "Presented To:"
37. Save your work
38. Spell Check the document  
    **Key Ctrl + Home and click** "Review" tab > click the icon and make the necessary changes.
39. Print Preview the Document  
    http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/Office%20Icon.jpg**> Print > Print Preview > When finished viewing, Click "close Print Preview" to return to the document**
40. Turn off the Show/Hide tool  
    **Click the http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/showhide.png**icon on the "Home" tab (If it’s highlighted orange, it’s on. Otherwise it is off.)
41. Save your work
42. Here is what your [Cover Page](http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/lesson1.png) should look like
43. Zoom out to 50%.... **Click on the "View" tab > click on the zoom icon http://powayusd.sdcoe.k12.ca.us/teachers/kjain/intro%20to%20comp/Microsoft%20Word/Cover%20Page/MSword2007lesson1/zoom.jpgand select 50%.**