Name: _____   Section: _____

CS 103 Introduction to Computers
Microsoft Word – Chapter 1

All exercises refer to the Hands-On Exercises in the class textbook Microsoft *Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due at the beginning of class February 6th for Mon/Wed sections and February 8th for Friday's section. Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 16 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. When the book specifies drive A:, instead use your USB removable disk drive. Save all documents for these exercises to the folder path USB:\ cs103\.

Hands-On Exercise 1: My First Document (pp. 82 – 86)

[ ] Step 1.   *Logon to Windows XP* using student account (password: student)

[ ] Step 2.   *Obtain the Practice Files*
Files should not be downloaded due to slow speed.
Do these steps to copy course files from Instructor's Computer:
1. Insert your **USB Thumb Drive** in an available front panel USB port and open.
2. Click **Start** button and Open **My Network Places**
3. Click on **View Workgroup Computers** located in **Task Pane** of My Network Places.
4. Select **W2-01 Instructor** computer.
5. Open the **SharedDocs** folder.
6. Copy **CS103** folder to your USB drive by dragging to **USB Thumb Drive** root folder.

[ ] Step 3.   *Create a Document*   Read [Separate the Toolbars]

[ ] Step 4.   *Save the Document* to the folder USB:\cs103\ with filename MyFirstDocument.doc (note the extension)

[ ] Step 5.   *Help with Word -* **Do not Print**

Hands-On Exercise 2: Modifying an Existing Document (pp.90 – 95)

[ ] Step 1.   Open your <u>MyFirstDocument.doc</u> file from previous section
                 Hands-On Exercise 1

[ ] Step 2.   Troubleshooting: do all parts, and type your name at the bottom.

[ ] Step 3.   Modify the document   [Moving within a Document]

[ ] Step 4.   The Undo and Redo commands

[ ] Step 5.   Format the document   [Formatting at the Paragraph]

[ ] Step 6.   **Print** the Document and also save the document to USB Drive.

Hands-On Exercise 3: Spell Check, Thesaurus, and Grammar (pp. 102 – 108)

[ ] Step 1.   Open file <u>Language Tools.doc</u>   [Change the File Type]
                 and Save As <u>LanguageToolsSolution.doc</u>

[ ] Step 2.   The Spell Check   [Automatic Spell and Grammar Checking]

[ ] Step 3.   The Grammar Check

[ ] Step 4.   The Thesaurus

[ ] Step 5.   **Print and Save** the Document after finishing all parts of
                 AutoCorrect section   [Read Create your own shorthand]

You may skip steps 6 and 7

[   ] Practice Exercise 1: The Basics of Word Processing (p. 112)

Open the document specified in your book and perform all the edits described in
parts a. through h.

Save the document using File | Save As… with the filename
<u>Chapter1Practice1Solution.doc</u>

Print this document

[   ] Assemble all three documents and submit for grading.

Fill in your name and section number on the front of this form.

Check all boxes for sections completed and sign this form to indicate that you
have completed all parts.

Assemble all printed documents in the order performed and staple to this form.

Submit for grading at the beginning of the class it is due.

I completed all parts of this assignment

Signature: _____   Date completed: _____