

## **MS Word Assignment and Knowledge Check**

***You will use the paragraphs below to complete the practical assessment for this knowledge check.***

Microsoft Word is a word processor developed by Microsoft. It was first released in 1998 under the name Multi-Tool Word for Xenix systems.

MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

### **PRACTICAL ASSESSMENT – Am I able to...?**

- Open a new Word document.
- Type the paragraph above as it is using “Calibri font” , font size 12.
- Change the font type to “Lucida Calligraphy” and size to 14
- Alignment to your paragraph to right margin
- Save this file with the title “MSWord Practice Your Last Name” (example: MSWord Practice Walden).
- Choose one sentence from the paragraph to reword and save again using save option.
- Select the text of the sentence you rewrote or reworded and copy it. Then, paste it into a new paragraph below the original. Use shortcut keys for copy and paste.
- Close the file.
- Find and open the file in OneDrive.
- Save the file as a PDF.
- Highlight “Microsoft Word is a word processor developed by Microsoft.”
- Search for the word “document” using the find option.
- Replace the word “Microsoft” with “MS”
- Select your document by using select all option and change the font size of your document.
- Underline the word “Microsoft” using underline option.
- Draw a line through the middle of any three words you select from the text using strikethrough option.
- Create small number below the text baseline of the word “Multi-Tool” using subscript

- Create small number above the text baseline using superscript
- Place a picture into the center of the page.
- Add a thick red border around the picture.
- Crop the picture
- Change the size of the picture
- insert caption to the picture.
- Insert a star using shapes option.
- Draw a figure using SmartArt option and add some text in the figure.
- Insert header and footer using the header and footer option.
- Draw a text box and insert the following text in the textbox: “Computer is an electronic device that performs complex calculations easily.”
- Insert an Excel worksheet using object option in insert menu.  Create a hyperlink in the document
- attach a file to the hyperlink.
- Insert Bookmark using bookmark option in insert menu.
- Split the text in three columns by using columns option.
- Type the following lines and give numbers to the lines using line numbers/numbering option: Computer is a device. Computer is a machine  
Computer is an electronic device Computer is very useful.
- Make the word “MS-WORD” as the watermark of the document.
- Set the background color of the document as RED using page color option.
- Change the spacing between paragraphs by adding space above the paragraph.
- Add a table of contents to the document.  Update the table of contents.  Insert footnote to the document.
- Insert an endnote to the document.
- Save a copy of the document as a pdf file.

### **Document Writing Tips and Formats**

Business Letters: <https://writingcenter.gmu.edu/writing-resources/different-genres/writing-business-letters>

Memos: <https://www.grammarly.com/blog/how-to-write-memo/>

Reports: <https://www.grammarly.com/blog/how-to-write-a-report/>

Resumes: [https://owl.purdue.edu/owl/job\\_search\\_writing/resumes\\_and\\_vitas/index.html](https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/index.html)

Cover Letters:

[https://owl.purdue.edu/owl/job\\_search\\_writing/job\\_search\\_letters/cover\\_letters\\_1\\_quick\\_tips/index.html](https://owl.purdue.edu/owl/job_search_writing/job_search_letters/cover_letters_1_quick_tips/index.html)

Research: [https://owl.purdue.edu/owl/research\\_and\\_citation/index.html](https://owl.purdue.edu/owl/research_and_citation/index.html)

Professional Writing Skills:

[https://owl.purdue.edu/owl/subject\\_specific\\_writing/professional\\_technical\\_writing/index.html](https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/index.html)