MICROSOFT WORD PRACTICAL EXERCISE

Type the following short paragraph.

I am learning Microsoft Word. I hope to learn at least one new thing in this training session. If I have any questions (and I know I will), I will ask the teacher to answer them so I will not get stuck.

- 1. Bold a phrase
 - Highlight the phrase "Microsoft Word"
 - Click the left mouse button and drag it across the words "Microsoft Word" to highlight the words in black.)
 - Click the B button in the toolbar at the top of the screen. If the B button is not in view use the keyboard by holding down the CTRL key and pressing the B key.
- Italicize a word.
 - Double click the word "least" and the word will highlight in black.
 - Click the I button in the toolbar at the top of the screen. If the I button is not in view use the
 - keyboard by holding down the CTRL key and pressing the I key.
- Underline a phrase.
 - Highlight the phrase "and I know I will."
 - Click the U button in the toolbar at the top of the screen. If the U button is not in view use the
 - keyboard by holding down the CTRL key and pressing the U key.
- Double space the lines in your paper.
 - Go to the "Home" tab in the toolbar at the top of the window.
 - Look for the "Line and Paragraph Spacing" icon, which looks like lines with arrows pointing up and down.
 - Click on the small arrow next to the icon to open the line spacing menu.
 - From the menu, select "2.0" or "Double" to apply double spacing to your document.

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