You will do this exercise on the computer. To do this, go to the website: bringingdownthehousewithbooks.weebly.com and select the tab for “Computer Class links.” Scroll down to the bottom of the page and select “2016 Word Exercise” by left-clicking on “download file” underneath it. Then, when the file appears on the lower left of the screen, left-click it again to open it.

**Microsoft Word Exercise**

**1. For the following, correct the second sentence so that it matches the first.**

My hat is green.

Mi hat iz grene!

Your hat is blue.

You’re hatt is blueeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee

Sometimes, hats are purple.

Some times hats ar puruple,

If you have a green hat, it is not purple.

if u half aaaaaaaaaaaaaa green haaat it iz not porple.

I do not know why I am writing about hats.

I donut no wy I m righting bout hats.

It is the first thing that came to my mind.

Its teh forst thng tht came too my mindy.

**2. For the following, press the “enter” key at the end of each sentence so that the beginning of each sentence moves to a new line.**

This is an exercise about using the enter key. If you press the enter key at the end of each sentence, the next sentence will move to the beginning of the next line. This is helpful when writing longer documents, because it means you can create paragraphs. Do you think you will ever create paragraphs? I think you will create paragraphs. Paragraphs are very helpful.

**3.For the following, insert a space between each word to create a readable sentence. (Hint: the sentences are the same as above.)**

Myhatisgreen.

Yourhatisblue.

Sometimes,hatsarepurple.

Ifyouhaveagreenhat,itisnotpurple.

IdonotknowwhyIamwritingabouthats.

Itisthefirstthingthatcametomymind.

**4. Copy and Paste the next sentence right below the original, and then make the font larger. (Reminder: CTRL C is Copy and CTRL V is paste.)**

To copy and paste this sentence, highlight the text, then use the copy and paste tools in the upper left corner (or press CONTROL C then CONTROL V).

**5. Move this sentence to the center of the page.**

**6. Change the color of this sentence.**

7. If you have a flash drive, use it to save the document. Then do a “save as” and create a folder called “Test”. Put the document in that folder before you press the final “save” button. If you do not have a flash drive, call Emily over to use the library flash drive.

8. Select the text of the entire following sentence and the type your name. What happens?

This is the sentence I want you to select.

9. Change the text of this sentence to BOLD.

10. Change the text of this sentence to ITALICS.

11. Zoom in on the screen.

12. Use spell check on the document.

13. Use the find tool to look for the word “highlight” in the document.

14. Print this document.