



Exercise 1

1. **Open Microsoft Word.**

| HINT: Type “Wo” into the Windows Search Box

2. **Type the name of something you like to eat.**

3. **Save the Word document to your flash drive, giving it the file name “favorite food”.**

| HINT: File Tab → Save As → Browse → Select KINGSTON (E:) → Type “favorite food” in the file name field → Click Save

4. **Close the Word window.**

5. **Open File Explorer.**

| HINT: Click the icon on the task bar

6. **If necessary, expand the ribbon.**

| HINT: Click the button underneath the window controls.



7. **Open “favorite food.docx”.**

| HINT: Open KINGSTON (E:) → Click “favorite food.docx” → Home tab → Open group → Open button proper

8. **Add the name of your favorite beverage to the document.**

9. **Save your file, but give it a new name of “favorite meal”.**

| HINT: File Tab → Save As → Browse → Select KINGSTON (E:) → Type “favorite meal” in the file name field → Click Save

10. **Close the Word window.**

11. **In the File Explorer window, open “favorite meal.docx”.**

| HINT: Open KINGSTON (E:) → Click “favorite meal.docx” → Home tab → Open group → Open button proper

12. **Add the name of your favorite side dish to the document.**

13. **Save your file without changing the file name.**

| HINT: File Tab → Save

14. **Close the Word window.**

15. **Notify the teacher you are finished so your work can be checked.**

16. **Safely eject your flash drive.**

| HINT: Close all open windows →  icon on Task Bar → Eject Cruiser Glide



Exercise 2

1. **Open Microsoft Word.**

a. HINT: Type “Wo” into the Windows Search Box

2. **Type the name of your favorite color.**

3. **Save this file onto your flash drive with the file name “color”.**

HINT: File tab → Save As → Browse → Select KINGSTON (E:) → Type “color” in the file name field → Click Save

1. **Close Word.**

2. **Open File Explorer.**

HINT: Click the icon on the task bar

3. **Create a folder on your flash drive. Name it “practice”.**

HINT: In the Navigation pane, select “KINGSTON (E:)” → Home tab → New group → New folder button → Type “practice” → Press Enter

4. **Move “color.docx” into the “practice” folder.**

HINT: In the Content pane, click “color.docx” once to select it → Home tab → Organize group → Move to button → Choose location... → Expand KINGSTON (E:) → Click “practice” → Click Move

5. **Open “color.docx”.**

HINT: In the Navigation pane, expand Kingston → Select “practice” folder → in Content pane double-click on the file icon of “color.docx”

6. **Add the name of your favorite TV show to the document.**

7. **Save the file.**

HINT: File Tab → Save

8. **Close Word.**

9. **Rename “color.docx” to “things I like.docx”**

HINT: Select color.docx → Home tab → Organize group → Rename button → Type “things I like” → Press Enter

10. **Notify the teacher you are finished so your work can be checked.**

11. **Safely eject your flash drive.**

HINT: Close all open windows →  icon on Task Bar → Eject Eject Cruiser Glide