

Instructions:

- Follow these directions **exactly** as they are written, in the order they are given.
- If you quit this exercise before you get to #18, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.



1. Open Word.
2. Open the “Word Practice File 2.docx” file, which is on your flash drive.
| **HINT:** File tab → Open → Browse → KINGSTON (E:) → Double-click on the file icon
3. Move the insertion point so it is in the clear space below the first paragraph.
| **HINT:** Point and click
4. Type your name.
5. Make your name bold and underlined.
| **HINT:** Select name by double-clicking → Home tab → Font group → Bold & Underline buttons
6. Change the font size of your name to 20 and the font face to Arial Black.
| **HINT:** Home tab → Font group → Font Size & Font buttons
7. Make your name right-aligned and then deselect your name.
| **HINT:** Home tab → Paragraph group → Align Right button
8. Change the top, bottom, left, and right margins to .8 inches.
| **HINT:** Layout tab → Page Setup group → Margins button → Custom Margins → Make changes → Click OK
9. At the end of the bulleted word “Pictures”, insert a page break.
| **HINT:** Insert your cursor → Insert tab → Pages group → Page Break button
10. Select the bottom two paragraphs of text on the second page.
11. Indent the first line of each paragraph and double space.
| **HINT:** Home tab → Paragraph group → Dialogue Box Launcher → Special: First line → Line spacing: Double → Click OK




12. Change the font color of the first paragraph on the second page to Red.

| HINT: Select paragraph → Home tab → Font group → Font Color list arrow

13. **Move** the first paragraph on the second page to the end of the document.

| HINT: Select → Home tab → Clipboard group → Cut button → Insert cursor → Paste button proper

14. Add a border to your document.

| HINT: Design tab → Page Background group → Page Borders button → In the Settings section, click Box → In the Style section, click  → In the Width section, click 1 ½ pt → Click OK

15. Insert page numbers into the bottom of the page in this document.

| HINT: Insert tab → Header & Footer group → Page Number button → menu option: Bottom of Page → Click Plain Number 3

16. Close the Header and Footer Tools. Do not close Word.

17. Run the spellchecker and correct any misspelled words. Ignore any grammar errors.

| HINT: Review tab → Proofing group → Spelling & Grammar button

18. Save your file with the new filename of “Exercise 2”.

| HINT: File → Save As → Browse → Select drive → Change File name

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

20. Close Word.

21. Safely eject your flash drive.

| HINT:  icon on Task Bar → Eject Data Traveler 2.0