This document will be used for the practice exercise at the end of Session 3 of the Microsoft Word class. If you are taking this class at the library, follow the instructions on the printed handout you were given. If you are taking this class from home, download the instructions from the Class Resources page.

***Mike***

In this Word class, you have learned a number of things. You learned how to create a table and add data to it. And you learned how to insert clipart, shapes, and text boxes. Having these skills will give you the ability to make the Word documents you create even better.

|  |  |
| --- | --- |
| Schedule | |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday | C:\Users\Mike\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9H9I2BFJ\all_sports[1].gif |
| Friday |  |
| Saturday |  |
| Sunday |  |