

Name: \_\_\_\_\_

Section: \_\_\_\_\_

# CS 103 Introduction to Computers

## *Microsoft Word – Chapter 1*

All exercises refer to the Hands-On Exercises in the class textbook *Microsoft Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due September 19<sup>th</sup> for Section 3 (MW) and September 21<sup>st</sup> for Section 4 (F). Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 16 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. When the book specifies drive A:, instead use your USB removable disk drive. Save all documents for these exercises to the folder path USB:\cs103\Exploring Word\assignments.

### **Hands-On Exercise 1: My First Document (pp. 82 – 86)**

- Step 1. Logon to Windows XP
- Step 2. If you have not done so already, download and install the student data file from the authors web site [www.prenhall.com/grauer](http://www.prenhall.com/grauer).
  1. Click on our book, click on Student Downloads tab, click on the Student Data Disk link for Office 2003 Volume 1
  2. Save it to your USB drive at USB:\cs103.
  3. Open this file exp2003\_v1enhanced\_sdf.exe by double clicking it.
  4. Click on browse and select the USB:\cs103 folder.
  5. Click unzip then click close.
  6. Verify that you properly installed the files by verifying the folder exists at USB:\cs103\Exploring Word
- Step 3. Create a document [Separate the Toolbars]
- Step 4. Save the document to the folder USB:\cs103\Exploring Word
- Step 5. Do not print for this step Help with Word

### **Hands-On Exercise 2: Modifying an Existing Document (pp.90 – 95)**

- Step 1. Open the document from previous Hands-On Exercise 1
- Step 2. Troubleshooting
- Step 3. Modify the document [Moving within a Document]
- Step 4. The Undo and Redo commands
- Step 5. Format the document [Formatting at the Paragraph]
- Step 6. **Print Document**

### **Hands-On Exercise 3: Spell Check, Thesaurus, and Grammar (pp. 102 – 108)**

- Step 1. Open file Language Tools.doc [Change the File Type]  
and Save As Language Tools Solution.doc
- Step 2. The Spell Check [Automatic Spell and Grammer]
- Step 3. The Grammar Check
- Step 4. The Thesaurus
- Step 5. **Print Document** after finishing all parts of AutoCorrect section  
[Read Create your own shorthand]

**You may skip steps 6 and 7**

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### **Practice Exercise 1: The Basics of Word Processing (p. 112)**

Open the document **Chapter 1 Practice 1.doc** and immediately save the document as **Chapter 1 Practice 1 Solution.doc**.

Perform all the edits described in parts a. through h.

**Print this document and staple the final result to this handout.**

**I completed all parts of this assignment**

Signature: \_\_\_\_\_

Date completed: \_\_\_\_\_