

ACTIVITY 1: MY FAVORITES

New Skills Reinforced:

In this activity, you will practice how to:

1. create and save a Word document.
2. retrieve a saved document.
3. save an edited document with a new name (save as).

Activity Overview:

Using word processing software to create documents has become a common task for millions of people. One of the most simple tasks it can do is also one of the greatest benefits of using such software—saving an existing document with a new name. Before word processing software, one would have to re-create an entire document, even if it required just a few small changes from the original version. With programs like Microsoft Word, an entire document does not have to be re-created in order to make a copy with minor changes. The following activity illustrates how a Word document can be saved using one file name, editing that file, and saving it with a new file name.

Instructions:

NEW SKILL

1. Open a NEW document in Word.
2. Starting on the first line of the document, type your first and last name, then hit ENTER.
3. Type the name of your favorite color, then hit ENTER.
4. Type the name of your favorite ice cream flavor, then hit ENTER.
5. Type the name of your favorite song, then hit ENTER.
6. Type the name of the artist of that song, then hit ENTER.
7. Type the name of your favorite subject in school, then hit ENTER.
8. Carefully proofread the document for spelling, grammar, and accuracy.

NEW SKILL

9. Save the document as *Your First & Last Name, Favorites*
10. Email the File to your Instructor. Subject Line will be the same as your file name.
11. Close the file, saving changes upon exiting.

NEW SKILL

12. Open the document *FAVORITES*.
13. Change your favorite color to your least favorite color.
14. Change your favorite ice cream to your least favorite ice cream.
15. Change your favorite song and artist to your least favorite song and artist.
16. Change your favorite subject in school to your least favorite subject.

NEW SKILL

17. Save the document as *Your First and Last Name, Least Favorites*
18. Carefully proofread the document for spelling, grammar, and accuracy.
19. Email the file to your Instructor. Subject Line will be the same as your new file