

# Activity Sheet: MS Word – Basics



## Activity #1

Complete the activity below.

1. Open a blank Microsoft Word document.
2. Name one of the groups on the **Page Layout** tab: \_\_\_\_\_
3. Name one of the buttons in the **Font** group on the **Home** tab: \_\_\_\_\_

## Activity #2

Complete the activity below.

1. Type the following sentence into your document: *Learning Microsoft Word is fun!* How many words are in your document? \_\_\_\_\_
2. Change the document view to **Read Mode**: How many pages do you see? \_\_\_\_\_
3. What % is the **Zoom Slider** set at? \_\_\_\_\_
4. What is the title of your document? \_\_\_\_\_

## Activity #3

Complete the activity below.

1. Which tab includes commands to save, open, and print documents? \_\_\_\_\_
2. How many groups are located on the **Home** tab? \_\_\_\_\_
3. Name one of the groups located on the **Insert** tab? \_\_\_\_\_
4. Name 3 of the 7 buttons located in the **Page Setup** group on the **Page Layout** tab.  
\_\_\_\_\_
5. Where do you go to bold a font? \_\_\_\_\_ tab > \_\_\_\_\_ group

#### Activity #4

Fill in the blanks using the terms provided. Each term below will be used once.

**Save As, File, Save As, Location, File Name** box, **Save**

When you save a document for the first time, it is best to use the **Save As** feature. To do so, follow these steps:

1. Click on the \_\_\_\_\_ tab
2. Click on the \_\_\_\_\_ option
3. Double-click on the Computer icon to show all available drives and locations
4. Click on the \_\_\_\_\_ where you want to save your document
5. Click inside the \_\_\_\_\_ (if not already highlighted) and type in a name
6. Click on the \_\_\_\_\_ button

#### Activity #5

Complete the activity below.

1. Follow the procedure listed above to save your new Word document to the desktop. Name it PRACTICE.
2. Relaunch Microsoft Word and open your document. List the steps you followed here:
  - 1)
  - 2)
  - 3)
  - 4)
  - 5)

#### Activity #6

Answer the questions below.

1. Which feature is located just above the **Print** option?
  - a. **File**
  - b. **Help**
  - c. **New**
  - d. **Save As**
2. When you print from the room you are in right now, where does your printed document go (printer name)?  

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