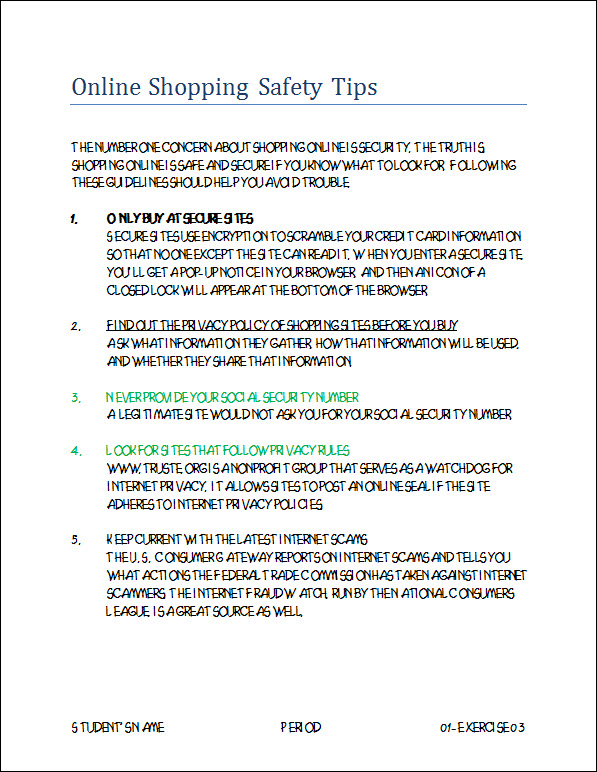
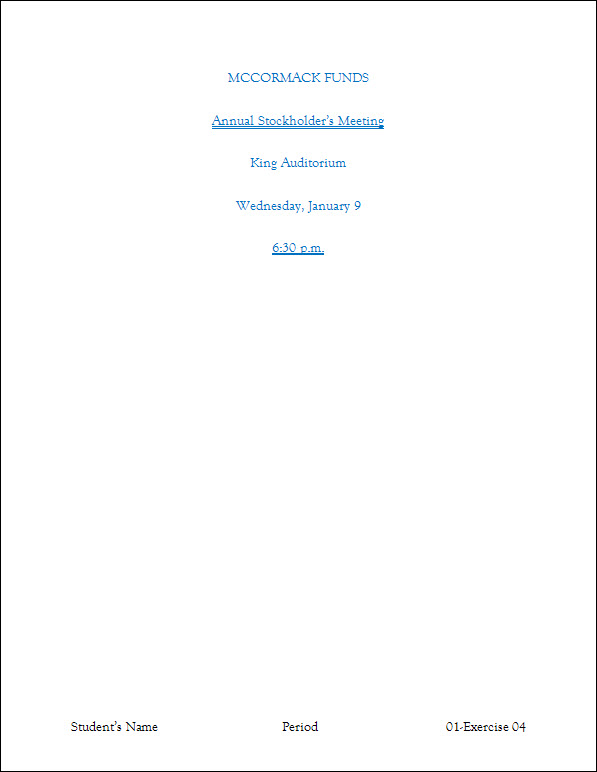
Exercise 01 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Storage.
  + Hints:
    - Open the HandInOut folder
    - Click on the C-Nielsen Folder
    - Click on the Hand-Out
    - Click on the CTech Folder
    - Click on the Word Folder
    - Double Click on the File “01-Storage”
* Save as V:\C Tech\Word\01-01.
  + Hints:
    - Click the arrow next to Save As:
    - Click on your student login information
    - Click on the C Tech folder
    - Click on the Word folder
    - In the Save As Box type “01-01”
    - Click Save
* Change the style of the title “Storage Devices” to Heading 2.
  + Hints:
    - Select the Title “Storage Devices”
      * Click Heading 2, on the Home Tab, Styles Group
* Change the font to Tahoma for the whole document.
  + Hints:
    - Select the whole document. (Cmnd+ A)
    - Click the Font arrow, on the Home Tab, Font Group
      * Change to Tahoma
* Change the font size to 15-point for the whole document.
  + Hints:
    - Select the whole document. (Cmnd+ A)
    - Click the Font Size arrow, on the Home Tab, Font Group
      * Type in “15”
* Change the font to Italic for the whole document.
  + Hints:
    - Select the whole document. (Cmnd + A)
    - Click the Italic button, on the Home Tab, Font Group (or Cmnd + I)
* Add a Blank (Three Column) Footer with your name, period, and “01-01”.
  + Hints:
    - Click Footer, on the Insert Tab, Header & Footer Group
      * Click Blank (Three Columns).
        + Column 1- Click on [Type text] and Key Your First and Last Name
        + Column 2 – Click on [Type text] and Key Your Period
        + Column3 – Click on [Type text] and Key “01- 01”
      * **Change the Font of the Footer to 15-point Tahoma**
    - Click Close Header & Footer
* Save again, print, and close the document.

Exercise 02 {5 points}

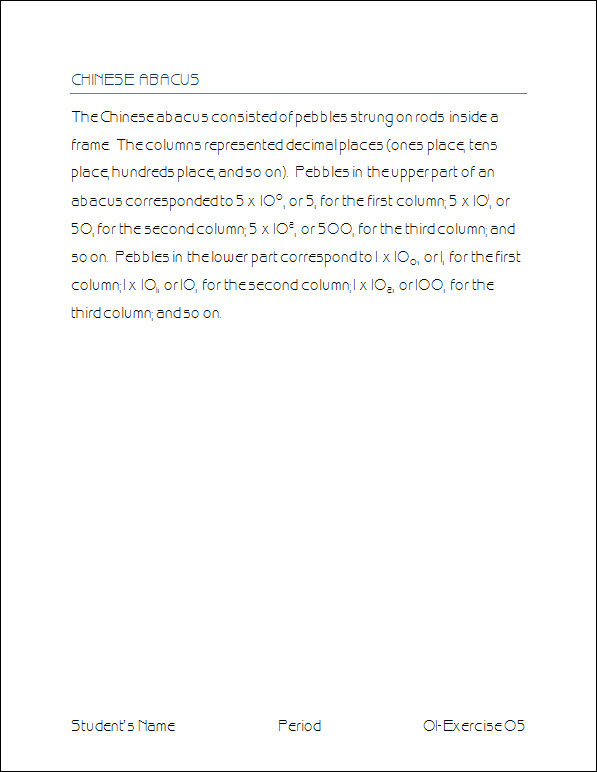
* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Binary.
  + Hints:
    - Open the HandInOut folder
    - Click on the C-Nielsen Folder
    - Click on the Hand-Out Folder
    - Click on the CTech Folder
    - Click on the Word Folder
    - Double Click on the File “01-Binary”
* Save as V:\C Tech\Word\01-02.
  + Hints:
    - Click the arrow next to Save As:
    - Click on your student login information
    - Click on the C Tech folder
    - Click on the Word folder
    - In the Save As Box type “01-02”
    - Click Save
* Change the font to Edwardian Script ITC for the whole document.
  + Hints:
    - Select the whole document. (Cmnd+ A)
    - Click the Font arrow, on the Home Tab, Font Group
      * Change to Edwardian Script ITC
* Change the font size to 26-point for the whole document.
  + Hints:
    - Select the whole document. (Cmnd + A)
    - Click the Font Size arrow, on the Home Tab, Font Group
      * Type in “26”
* Change the font to Underline for the 1st paragraph.
  + Hints:
    - Select the 1st paragraph.
    - Click the Underline button, on the Home Tab, Font Group
* Change the font to Bold for the 2nd paragraph.
  + Hints:
    - Select the 2nd paragraph.
    - Click the Bold button, on the Home Tab, Font Group
* Add a Blank (Three Column) Footer with your name, period, and “01-02”.
  + Hints:
    - Click Footer, on the Insert Tab, Header & Footer Group
      * Click Blank (Three Columns).
        + Column 1- Click on [Type text] and Key Your First and Last Name
        + Column 2 – Click on [Type text] and Key Your Period
        + Column3 – Click on [Type text] and Key “01- 02”
      * **Change the Font of the Footer to 26-point Edwardian Script ITC**
    - Click Close Header & Footer
* Save again, print, and close the document.

Exercise 03 {5 points}

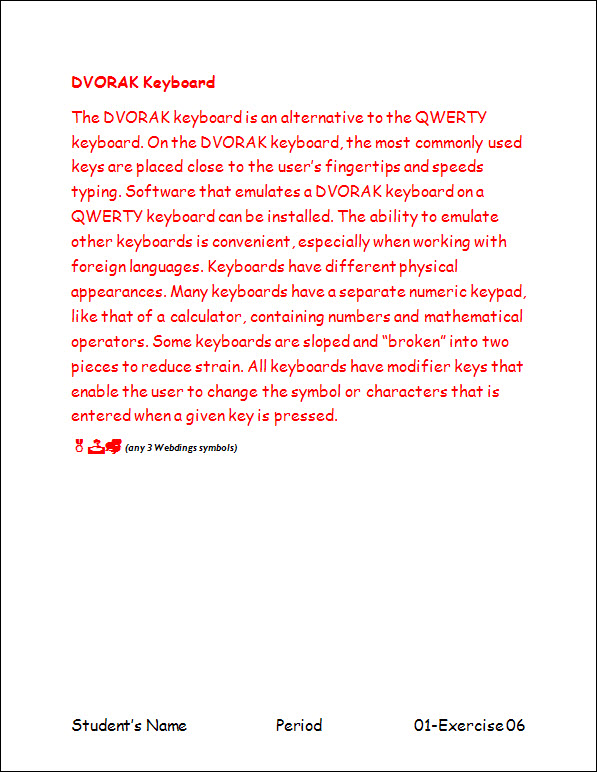
* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Online.
  + Hints:
    - Open the HandInOut folder
    - Click on the C-Nielsen Folder
    - Click on the Hand-Out Folder
    - Click on the CTech Folder
    - Click on the Word Folder
    - Double Click on the File “01-Online”
* Save as V:\C Tech\Word\01-03.
  + Hints:
    - Click the arrow next to Save As:
    - Click on your student login info
    - Click on the C Tech folder
    - Click on the Word folder
    - In the Save As: Box type “01- 03”
    - Click Save
* Change the style of the title “Online Shopping Safety Tips” to Title.
  + Hints:
    - Select the Title “Online Shopping Safety”
    - Click Title, on the Home Tab, Styles Group
* Bold the 1ST numbered heading.
  + Hints:
    - Select the text “*ONLY BUY AT SECURE SITES*.”
    - Click the Bold button on the Home Tab, Font Group
* Underline the 2nd numbered heading.
  + Hints:
    - Select the text “*FIND OUT THE PRIVACY… BEFORE YOU BUY*.”
    - Click the Underline button on the Home Tab, Font Group
* Change the font color to Green for the 3rd and 4th headings.
  + Hints:
    - Select the text “NEVER PROVIDE YOUR …. NUMBER.”
    - Click the Font Color arrow, on the Home Tab, Font Group
      * Click the Standard color Green
  + Hints:
    - Select the text “LOOK FOR SITES …. RULES.”
    - Click the Font Color arrow, on the Home Tab, Font Group
      * Click the Standard color Green
* Add a Blank (Three Column) Footer with your name, period, and 01-03.
  + - * **Change the Font of the Footer to 14-point Cooper Black**
* Save again, print, and close the document.Exercise 04 {5 points}
* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Notice.
* Save as V:\C Tech\Word\01-04.
* Change the font to 14-point Goudy Old Style for the whole document.
  + Hints:
    - Select the whole document. (Cmnd + A)
    - Change the Font to Goudy Old Style
    - Change the Font Size to 14
* Change the font color to Blue for the whole document.
  + Hints:
    - Select the whole document. (Cmnd + A)
    - Click the Font Color arrow, on the Home Tab, Font Group
      * Click a shade of Blue
* Double Underline the text *Annual Stockholder’s Meeting*.
  + Hints:
    - Select the text *Annual Stockholder’s Meeting*.
    - Click the Underline arrow on the Home Tab, Font Group
      * Click the Double Underline
* Thick Underline the text *6:30 P.M.*
  + Hints:
    - Select the text *6:30 p.m.*
    - Click the Underline arrow on the Home Tab, Font Group
      * Click the Thick Underline
* Add a Blank (Three Column) Footer with your name, period, and 01-04.
  + **Change the font of the footer to 14-point Goudy Old Style**
* Save again, print, and close the document.Exercise 05 {5 points}
* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Abacus.
* Save as V:\C Tech\Word\01-05.
* Change the style of the title “Chinese Abacus” to Title.
  + Hints:
    - Select the Title “Chinese Abacus”
      * Click Title, on the Home Tab, Styles Group
* Change your document to match the following paragraph.
  + Hint: You do not have to highlight…I did it to help you know what to change ;)

The Chinese abacus consisted of pebbles strung on rods inside a frame. The columns represented decimal places (ones place, tens place, hundreds place, and so on). Pebbles in the upper part of an abacus corresponded to 5 x 100, or 5, for the first column; 5 x 101, or 50, for the second column; 5 x 102, or 500, for the third column; and so on. Pebbles in the lower part correspond to 1 x 100, or 1, for the first column; 1 x 101, or 10, for the second column; 1 x 102, or 100, for the third column; and so on.

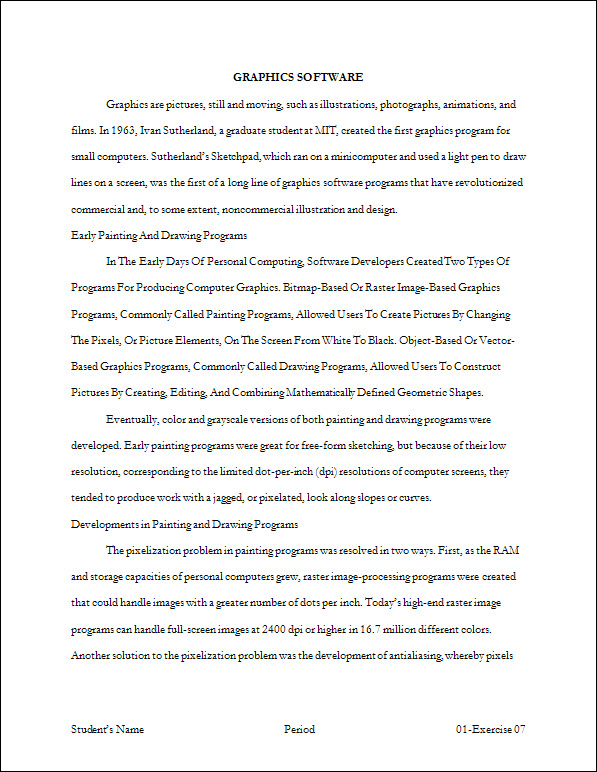
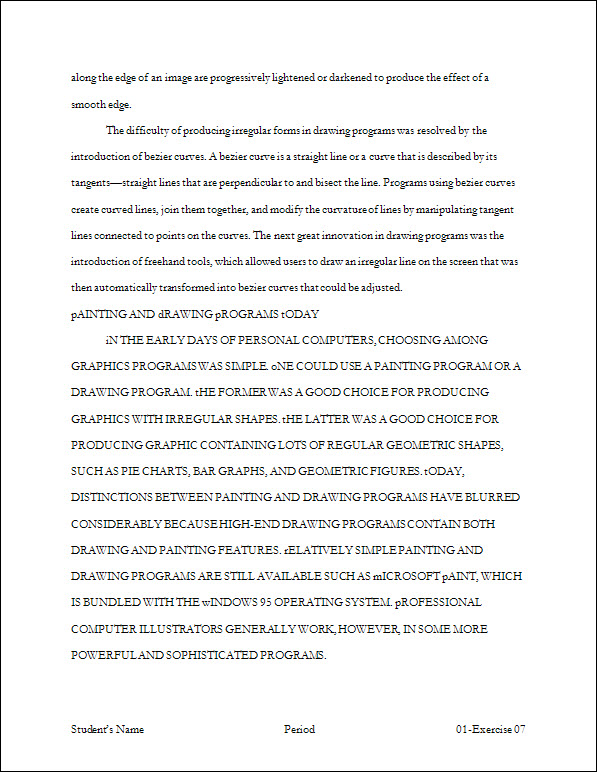
* + Hints:
    - For the three (3) Superscript Numbers
      * Select the first number to superscript
        + Click Superscript on the Home Tab, Font Group (Press Cmnd+ Shift + =)
      * Repeat for the remaining numbers
    - For the three (3) Subscript Numbers
      * Select the number
        + Click Subscript on the Home Tab, Font Group (Press Cmnd+ =)
      * Repeat for the remaining numbers
* Change the font to 16-point Marker Felt for the whole document.
* Add a Blank (Three Column) Footer with your name, period, and “01-05”.
  + **Change the font of the footer to 16-point the Marker Felt.**
* Save again, print, and close the document.

Exercise 06 {5 points}

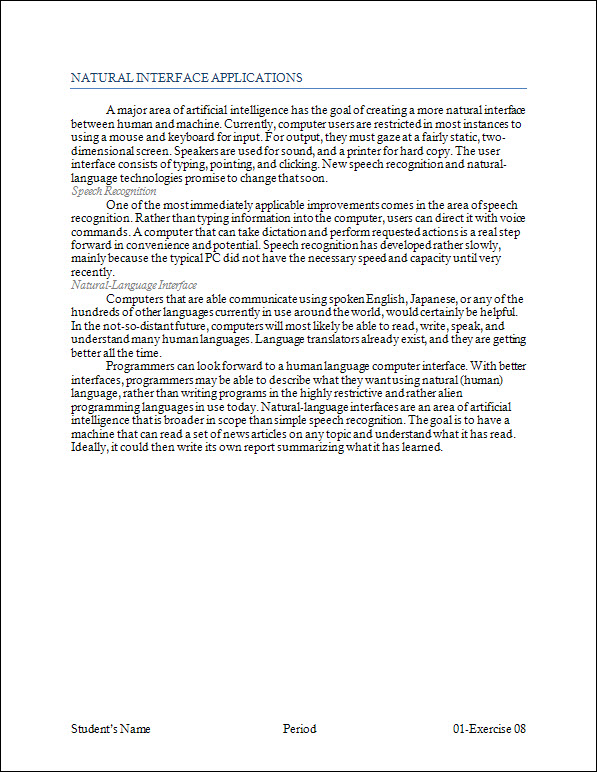
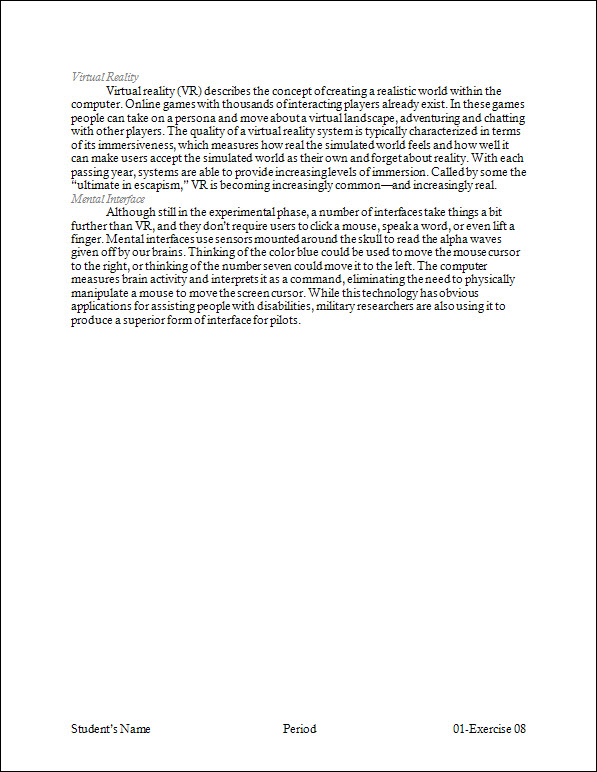
* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Keyboards.
* Save as V:\C Tech\Word\01-06.
* Change the font to 16-point Comic Sans MS for the whole document.
* Change the font color to Red for the whole document.
* Add a page break before the paragraph heading DVORAK Keyboard
  + Hints:
    - Put cursor in front of the D in DVORAK
    - Go to the Layout Tab, Page Setup Group
      * Select Break, then Page
* Add three symbols to the end of the document.
  + Hints:
    - Press Cmnd + End
    - Click Media, Symbol
    - Click on any symbol you choose and drag to your assignment
      * Repeat with two more symbols you choose
      * Click Close
* Add a Blank (Three Column) Footer with your name, period, and 01-06.
  + **Change the font of the footer to 16-point Comic Sans MS**
* Save again, print, and close the document.

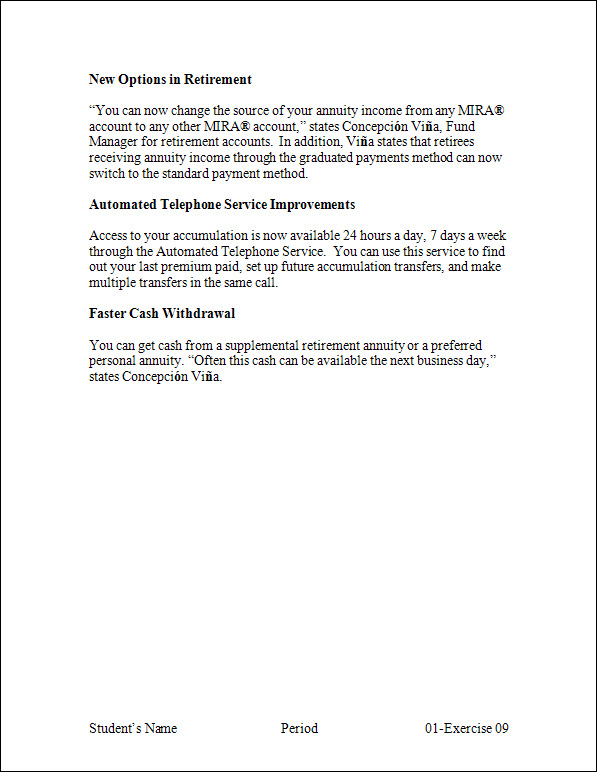
Exercise 07 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Graphics.
* Save as V:\C Tech\Word\01-07.
* Change the font to 12-point Garamond for the whole document.
* Change the case of the title “Graphics Software*”* to uppercase.
  + Hints:
    - Select the title “Graphics Software”
      * Click Change Case on the Home Tab, Font Group
        + Click Uppercase
* Change the case of the “Early Painting and Drawing Programs*”* heading and paragraph below to Capitalize Each Word.
  + Hints:
    - One page 1, select the heading “Early Painting and Drawing Programs” and the paragraph “In the early days … defined geometric shapes.”
      * Click Change Case on the Home Tab, Font Group
        + Click Capitalize Each Word
* Change the case of the “Painting and Drawing Programs Today*”* heading and the paragraph below to toggle case.
  + Hints:
    - One Page 2, select the heading “Painting and Drawing Programs Today” and paragraph “In the early days … sophisticated programs.”
      * Click Change Case on the Home Tab, Font Group
        + Click tOGGLE cASE
* Add a Blank (Three Column) Footer with your name, period, and 01-07.
  + **Change the font of the footer to 12-point Garamond**
* Save again, print, and close the document.

Exercise 08 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Interface.
* Save as V:\C Tech\Word\01-08.
* Change the style of the title “Natural Interface Applications” to Title.
* Change the style of the headings to Subtle Emphasis.
  + Hints:
    - Be sure to change all of the headings.
      * Speech Recognition
      * Natural-Language Interface
      * Virtual Reality
      * Mental Interface
* Change the font to 12-point Calisto MT for the whole document.
* Add a page break before the paragraph heading Virtual Reality Keyboard
  + Hints:
    - Put cursor in front of the V in Virtual Reality
    - Layout tab, Page Setup Group
      * Select Break, then Page
* Add a Blank (Three Column) Footer with your name, period, and 01-08.
  + **Change the font of the footer to 12-point Calisto MT**
* Save again, print, and close the document.

Exercise 09 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Retirement.
* Save as V:\C Tech\Word\01-09.
* Bold all the paragraphs headings.
* At the grey boxes insert the symbols indicated below.
  + Hints:
    - At all occurrences of MIRA
      * Click Symbol, on the Insert Tab, Symbols Group
        + Click More Symbols

Change Font to (normal text)

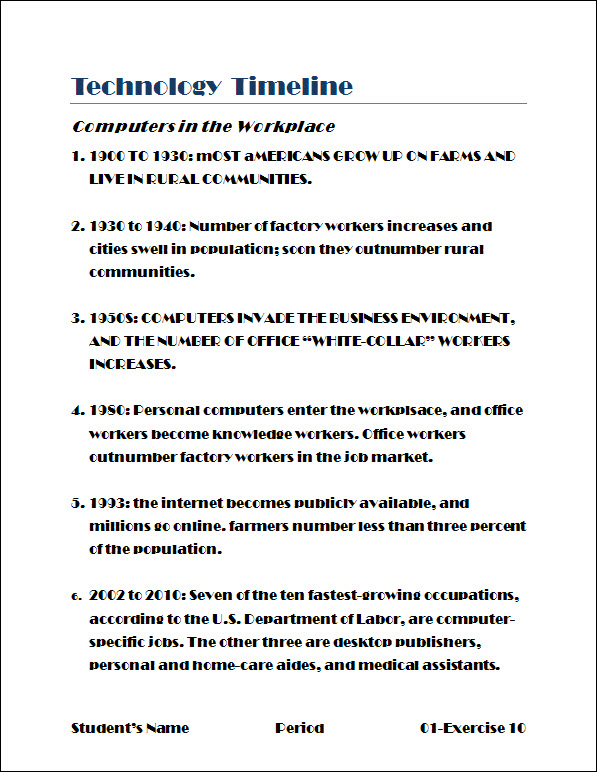
Click the ® (Normal Text, 7th row, 14th column)

Click Insert

* + - At all occurrences of Concepci     n
      * Add the ó (Normal Text, 12th row, 3rd column)
    - At all occurrences of Vi     a
      * Add the ñ (Normal Text, 12th row, 1st column)
* Add a Blank (Three Column) Footer with your name, period, and 01-09.
  + **Change the font of the footer to 14-point Times New Roman**
* Save again, print, and close the document.

Exercise 10 {5 points}

* Open HandInOut\C-Nielsen\Hand-Out\CTech\Word\01-Timeline.
* Save as V:\C Tech\Word\01- 0.
* Change the font to Impact for the whole document.
* Change the case of all the text in item #1 to toggle case.
* Change the case of all the text in item #3 to UPPERCASE.
* Change the case of all the text in item #5 to lowercase.
* Add a Blank (Three Column) Footer with your name, period, and 01-10.
  + **Change the font of the footer to 14-point Impact**
* Save again, print, and close the document.



**Put all printouts in order, staple with half sheet, and turn into the basket.**