Evolution – WORD BEGINNER

**"Blank document" and type Our Name 8-9**

* Close (Wait at least 15 minutes before closing)
* And **recover unsaved Documents** 8-9

**Open« Atmosphere » & save as « Atmosphere\_your name »**

**Status bar 5**

**Ruler 6**

**View 5**

**Quick Access Toolbar 6**

**Ribbon – Tabs – Groups 6-7**

**File Tab 8-9**

**Mouse pointers 9-10**

* Show-Hide (why you should use it 10

**Save Save-as 11**

**Touch F4 11-12**

**Font group 12-14**

* Advanced Tab – Change case – Clear formatting

**Paragraph 14-17**

* Alignment – Spacing - Paragraph Indent – on the ruler

**Borders &Shading 17-18**

**Symbol 18-19**

**Styles 19-20**

**Exercise Atmosphere 45**

* To do a few, example: 1-2-7-8

**Exercise Tree 46**

**Clipboard 20-21**

* Open « **Cut-Copy-Paste** »
* Put the numbers in order using the clipboard
* Copy the text "**Think small**" to paste with the title in blue
* Same work for Number 1
* See folder « **Answer** », file « **Cut-Copy-Paste\_Final** »
* insert an image from "Icon, then illustrations", make sure it ends up on the same page

**Bullets & Numbering 22-24**

* Exercises Bullets **Healthy meals** file (Explore bullet & numbering, position, ruler, etc.)

**Open « Atmosphere\_Numbering file »**

* No number on Title & subtitle
* Restart the numbering after each planet 24
* Header & Footer 42-43
* Header: The Solar System - Let them choose a footer
* Spelling &Corrections & Synonyms 28-29

**Exercise « Prison » 10**

* Line Break (False Return) 10
* Find & Replace 25-27
* See result « **Prison\_Final** » (Space before & after of 12 pt)
* Start observing the rule for numbering

**Multi-Levels Exercise 51**

* **Personnel Management file  
  (Maybe do it after the layout)**

**Tables 29-35**

* Exercise **Table 1 file** 47
* **Table 2 file**- Repeat row & Sort 33
* **Create a calendar** *(*see page 48) 48

**Shapes, pictures 35-37**

* **Reading file**
* **Insert WordArt – Picture - Shape**

**Layout 38-40**

**Sections 39-40**

**Exercise - Portrait-Paysage- Portrait-Paysage 41**

**Exercise Layout & numbering**

* **Layout\_Bullet Back to school** 49

**Exercise Section Page\_Break\_Landscape 50**

**Shortcuts 43- 44**

**Headers & Footers 42-43**

* **Endangered animals file**
* Page break: Panda & Great white shark
* **Paragraph:** Alignment (Justified)
* **Header:** Endangered animals
* **Footer:** With numbers (your choice)

**Exercises Extra for participants: Back to school 52**

* **See result 53-55**