

IT Academy Program
Microsoft Word 2010 Hands-On Projects

Lesson 2 - Exercise 1

As the Education and Training Coordinator for American Marketing, you continually train new employees in various areas. You are preparing for a training session beginning Microsoft Word 2010 users. Using the student data file Lesson2project1.docx, make the following revisions to prepare the documentation for your training session.

1. Open the file Lesson2ex1 from the student data files.
2. Navigate to the bottom of the document.
3. Place the insertion point at the end of the last paragraph in the document.
4. Press the ENTER key twice.
5. Type your name.
6. Create a new folder on your student data diskette or on your student network drive. Name the folder Lesson2.
7. Save the current file as Lesson2ex1a.docx in the folder.
8. Navigate to the top of the document and place the insertion point to the left of the first character in the first paragraph.
9. Type the title of the document: Microsoft Office Word 2010.
10. Press the ENTER key twice.
11. Save the file in the Lesson2 folder as a Rich Text Format (.rtf) file, with the name Lesson2ex1b.
12. Save the file in the Lesson2 folder with the name Lesson2ex1c as a Microsoft Word 2010 document file format (.docx).
13. Close all open files.
14. Open the file named lesson2ex1b from the Lesson 2 folder.
15. Select the subtitle (second) line of the document and delete the text.
16. Print the file.
17. Restore the document title.
18. Select the word release in the first line of the first paragraph and replace it with the word version.
19. Save the file in the Lesson 2 folder with the name Lesson2ex1d.
20. Close the file.
21. Exit Microsoft Word 2010.

Lesson 2 - Project 1

As the Education and Training Coordinator for American Marketing, you continually train new employees in various areas. You have recently discovered a policy that requires numerous revisions. Using the student data file Lesson2project1.docx, make the following revisions:

1. Add a new document title: American Marketing.
2. Change the subtitle to Education and Training Policy.
3. Replace all instances of the word assistance with the words education and training.
4. Change the job title education coordinator to education and training coordinator.
5. Delete the statement union and worker.
6. Save the file as Lesson2project1complete.docx and place it in a new folder named Lesson 2 Project 1.
7. To ensure that all employees may review the file no matter what word processing software they have installed, save the file as a Rich Text Format (.rtf) file and save it in the Lesson 2 Project 1 folder.
8. Close the file and exit Word 2010.