**KEY APPLICATIONS 2 Name:**

1. Take notes and complete tutorial with your teacher.

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| **Microsoft Office** |  | | | |
| **Office 2010 Screen** |  | | | |
| **New** |  | | | |
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| **Open** |  | | | |
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| **Save As** |  | | | |
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| **Save** |  | | | |
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| **Close** |  | | | |
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| **Selecting** |  | | | |
|  | | User determined | |
|  | | A single word | |
|  | | A sentence | |
|  | | A paragraph | |
|  | | Everything in the open file | |
|  | | An adjacent range | |
|  | | An unadjacent range | |
| **Bold**  **Italics**  **Underline** |  | | | |
| **Font** |  | | | |
|  | | | |
| **Alignment** |  | | | |
|  | | | |
| **Copying and**  **Moving Text** | 1.  2.  3. | | | |
|  | **Ribbon Tab / Menu** | | **Keyboard Shortcut** |
| **Cut** |  | |  |
| **Copy** |  |
| **Paste** |  |
| **Undo/Redo** |  | | | |
|  | | | |
| **Zoom** |  | | | |
|  | | | |
| **Help** |  | | | |
|  | | | |
| **Print Preview** |  | | | |
|  | | | |
| **Print** |  | | | |
|  | | | |

**ASSIGNMENT**

1. Start **Word** and open the file **The Three Bears**.

2. Center the title *GOLDILOCKS AND THE THREE BEARS* between the left and right margins, and make it bold.

3. Use Cut and Paste to move the paragraphs so the story is in the correct order. After you have moved

all of the paragraphs, type your name a double space below the last paragraph. Use *Align Right* so your name is on the right margin.

4. Select the entire document and change the font from Times New Roman to a different font (make sure it is “readable”).

5. Change the font size of the title **GOLDILOCKS AND THE THREE BEARS** to 18 points. Change the font size of the story to 12 -16 points (try and make it fit on one page).

6. Italicize the word *Goldilocks* every time it appears in the story.

7. Bold the words **baby bear** every time they appear in the story.

8. Save the document with the new filename **BEARS FINISHED**. **PRINT** this assignment when you are finished and attach it to this handout.