

# Star Bright Satellite Proposal

## Class work Instructions

If you don't remember what was covered on Thursday, please review the following sections in the *Word 2013 MOS 77-418 Lesson 2 pdf* file that is copied into your folders

Last Thursday we covered:

### STEP-BY-STEP Change Document Views

- View tab – Read Mode (exiting read mode = ESC button)
- Tools Tab → finding specific text or headings within a document

### STEP-BY-STEP Use Show Commands

- Turning on ruler
- Turning on gridlines

### STEP-BY-STEP Use Zoom

- One page
- Multiple pages
- Slider in lower right hand corner

### STEP-BY-STEP Change Windows Views

- Created a new window with same document
- View side by side
- View one onto the other
- Synchronous Scrolling
- Benefits of using more than one window (of the same document)

Review the above sections if you don't remember what was covered on Thursday.

### **\*\*Monday November 14, 2016**

Start at the following section in *Word 2013 MOS 77-418 Lesson 2 pdf* file and do the following sections:

*How does grading work? After reading and doing the following sections your document should show all changes to text and format that you have done. If your document doesn't contain the correct changes you did not follow the directions and your grade will reflect that.*

### STEP-BY-STEP Use Keystrokes to Navigate

- Open *Star Bright Satellite Proposal* document from your folder or download it again from website
- Familiarize yourself with the graph of Shortcut Keys. Using the keyboard can be faster than the mouse.

**STEP-BY-STEP Use the Navigation Pane to Search for Text in a Document**

- Follow the steps in this section – will be graded

**STEP-BY-STEP Replace Text in a Document**

- Follow the steps in this section – will be graded

**STEP-BY-STEP Use the Go To Command**

- Follow the steps in this section – will be graded

**STEP-BY-STEP Select, Replace, and Delete Text**

- Follow the steps in this section – will be graded

**STEP-BY-STEP Use the Clipboard to Copy and Move Text**

- Follow the steps in this section – will be graded

**STEP-BY-STEP Use the Mouse to Copy or Move Text**

- Follow the steps in this section – will be graded

**STEP-BY-STEP Remove Blank Paragraphs**

- Follow the steps in this section – will be graded

**STEP-BY-STEP Change Information in the Properties**

- Follow the steps in this section – will be graded