Activity 1: My Favorites:

Activity Overview:

* Using word processing software to create documents has become a common task for millions of people. One of the simplest tasks it can do is also one of the greatest benefits of using such software – saving an existing document with a new name. Before word processing software, one would have to recreate an entire document, even if it required just a few small changes from the original version. With programs like Microsoft Word, an entire document does not have to be recreated in order to make a copy with minor changes. The following activity illustrates how a Word Document can be saved using one file name, editing that file, and saving it with a new fil name.

Learning Objectives:

* I can create and save a Word Document
* I can retrieve a saved document.
* I can save an edited document with a new name (save as).
* I can insert a header, footer, and page break.

Instructions:

1. Create a NEW Word Document. The font should be 12 point **Calibri.**
2. Starting on the first line of the document, type your **first and last name,** then hit ENTER.
3. Type the name of your **favorite snack food,** then hit ENTER.
4. Type the name of your **favorite pizza topping,** then hit ENTER.
5. Type the name of your **favorite movie,** then hit ENTER.
6. Type the name of your **favorite song,** then hit ENTER.
7. Type the name of your **favorite T.V. show,** then hit ENTER.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Save the document as LIKES to your Computers 8 or 9 folder.
10. Close the file, saving changes upon editing.
11. Open the document LIKES from your Computers 8 or 9 folder.
12. Change your favorite snack food to your **least favorite snack food.**
13. Change your favorite pizza topping to your **least favorite pizza topping.**
14. Change your favorite pizza topping to your **least favorite movie.**
15. Change your favorite pizza topping to your **least favorite song.**
16. Change your favorite pizza topping to your **least favorite TV show.**
17. Insert a **Header –** Name Dislikes Date
18. Insert a **Footer-** Page Number
19. Insert a **Page break** after your least favorite TV Show.
20. Carefully **Proofread** the document for spelling, grammar, and accuracy.
21. Save the document as DISLIKES to your Computers 8 or 9 folder and close.
22. Share with teacher on the cloud.