

Editing Exercise

Open a blank word document to perform the following exercises.

Part 1

Type the following sentence and make the changes mentioned.

Type the sentence: **Joe waited for the train.**

1. Change the font type of the sentence to Lucida Handwriting.
2. Change the font size of the sentence to 16.
3. Make the sentence bold.
4. Put the sentence in italics.
5. Underline the sentence.
6. Change the font color of the sentence to blue.
7. Center the sentence.

Part 2

Copy and Paste 3 ways.

Copy & Paste Menu Commands

Type the sentence below. Highlight the sentence. Click the Copy command in the Clipboard group. Move your insertion point below your sentence. Click the paste command in the Clipboard Group.

The computer is a helpful tool.

Copy & Paste Mouse Shortcut

Type the sentence below. Highlight the sentence. Right click on it and click Copy. Move your insertion point below your sentence. Right click on the blank space and click the first Paste option.

The computer is not so bad.

Copy & Paste Keyboard Shortcut

Type the sentence below. Highlight the sentence. Press Ctrl + C to Copy (*hold down the Ctrl key and press the letter C*). Move your insertion point below your sentence. Press Ctrl + V to Paste. (*hold down the Ctrl key and press the letter V*)

The computer can be fun.

Part 3

Copy the title (green) and paragraph(blue) below. Paste it into your word document. Then perform the following commands.

1. Left Align the entire paragraph
2. Center the title "Alice's Adventures in Wonderland"
3. Make the title bold.
4. Underline the title.
5. Change the title's font size to 26.
6. Change the font size of the entire paragraph to 14.
7. Change the font type of the paragraph to Arial.
8. Indent the first word of the first line by placing the insertion point in front of the word "Alice" and pressing your tab key.
9. Start a new paragraph with the word that's in red by moving your insertion point in front of the red word and pressing your Enter key.

Alice's Adventures in Wonderland

Alice had sat on the bank by her sister till she was tired. Once or twice she had looked at the book her sister held in her hand, but there were no pictures in it, "and what is the use of a book," thought Alice, "without pictures?" She asked herself as well as she could, for the hot day made her feel quite dull, if it would be worthwhile to get up and pick some daisies to make a chain. Just then a white rabbit with pink eyes ran close by her. **That** was not such a strange thing, nor did Alice think it so much out of the way to hear the Rabbit say, "Oh dear! Oh, dear! I shall be late!" But when the Rabbit took a watch out of its pocket, and looked at it and then ran on, Alice started to her feet, for she knew that was the first time she had seen a Rabbit with a watch. She jumped up and ran to get a look at it, and was just in time to see it pop down a large rabbit hole near the hedge.