

Lab 2: Microsoft Word XP Unit (this lab takes 30 minutes to two hours)

MAJOR HINTS: (You must complete an entire lab before you can submit it for grading)

- a. Make sure to read carefully the sentences above or below any of the bulleted instructions in the lab manual.
 - b. Make sure to read instructions after a little bullet.
 - c. Look at the pictures and read the blue boxes on them.
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1. Start in the Word section of your lab manual - Office XP, on page WD 1.8 and work through to page WD 1.31, doing all the steps that the lab manual instructs you to do.
 2. On page WD 1.31, correction: do not click the save button, click file, then click save as.
 3. On page WD 1.30 to WD 1.32 correction: do steps 3 and 4, then steps 2 and 5.
 4. Continue to read from WD 1.32 to WD 1.49 doing all the steps that the lab manual instructs you to do. Instead of searching for “sailboat”, search for sailing and use the black and white picture it presents rather than the color picture in the book.
 5. On page WD 1.49: you should be at the top of your document, press enter, then press CTRL+HOME, change to font size 12, Times New Roman, type your Name and align it to the right. Click file, click print preview, look to make sure that you have only one page, you may need to resize your graphic.
 6. Continue on page WD 1.49 to WD 1.52, you should have a printout from page WD 1.52, compare it to page WD 1.7, Figure 1-1. You must also hand write your name at the top right of the printout WD 1.52.

End of Microsoft Word XP Unit.