

# Word It!

Teen-based Activities for Microsoft Word

## Student Workbook

2nd Edition

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### **Word It! 2E • Student Workbook**

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### **Editors**

The Development Team at B.E. Publishing

Kathleen Hicks

Diane Silvia

Linda Viveiros

### **Design**

Fernando Botelho

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B.E. Publishing, Inc.

P.O. Box 8558

Warwick, RI 02888

U.S.A.

Tel: 888.781.6921

Fax: 401.781.7608

E-mail: [permissions@bepublishing.com](mailto:permissions@bepublishing.com)

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# Curriculum Guide

ACTIVITY	NEW SKILLS
<b>1 Like It or Not?</b>	<i>Create and save a Word document. Retrieve a saved document. Save an edited document with a new name (save as).</i>
<b>2 Headers and Footers</b>	<i>Insert headers and footers in a document. Insert page numbers in a document. Insert page breaks. Print preview a document.</i>
<b>3 Shortcut Keys</b>	<i>Use control keys for commonly used editing tasks.</i>
<b>4 Party Invitation</b>	<i>Format page orientation. Vertically center align text on a page.</i>
<b>5 Texting Phrases</b>	<i>Use common formatting features.</i>
<b>6 Symbols</b>	<i>Use common symbols and special characters in a document.</i>
<b>7 Glee</b>	<i>Find and replace text in a document.</i>
<b>8 America's Got Talent</b>	<i>Use the spelling and grammar checker. Use the thesaurus.</i>
<b>9 Homonyms</b>	<i>Manually proofread for grammatical errors. Use the auto numbering feature.</i>
<b>10 Movie Ratings</b>	<i>Set tabs in a document. Use the show/hide feature when looking at a document. Set page margins in a document.</i>
<b>11 Menu</b>	<i>Set tabs in a document with dot leaders.</i>
<b>12 World Series Team Roster</b>	<i>Sort text in a document.</i>
<b>13 TV Show</b>	<i>Use Word Count. Change line spacing in a document.</i>
<b>14 Winter Scene</b>	<i>Use and format the draw tools.</i>
<b>15 Creative Clipart</b>	<i>Insert clipart into a document. Resize clipart.</i>
<b>16 In the News</b>	<i>Insert and format text boxes. Group text boxes and graphics.</i>

# Curriculum Guide

ACTIVITY	NEW SKILLS
17 Wipeout	<i>Format columns in a document. Justify text. Wrap text around an image.</i>
18 How to Buy a Used Car	<i>Insert bookmarks into a document. Hyperlink text to bookmarks.</i>
19 Good News Memo	<i>Create a memo using proper format.</i>
20 Cell Phone Memo	<i>Write an effective memo with proper formatting.</i>
21 Business Letterhead 1	<i>Re-create a business letterhead.</i>
22 Business Letterhead 2	<i>Create an original business letterhead.</i>
23 Thank You Letter	<i>Format a modified block style letter.</i>
24 Cover Letter	<i>Format a block style letter.</i>
25 Complaint Letter	<i>Write an effective letter of complaint in a modified block style format.</i>
26 Fan Letter	<i>Write an effective letter of request in a block style format.</i>
27 Fan Letter Envelope	<i>Create an envelope.</i>
28 Prom Invites	<i>Perform a mail merge.</i>
29 Mailing Labels	<i>Create a sheet of labels with different addresses.</i>
30 Top 5 Vacation Destinations	<i>Create a bulleted list. Customize a bulleted list. Create a numbered list.</i>
31 Fruit Smoothie	<i>Expands on the use of bullets and numbering.</i>
32 College Application Process	<i>Re-create an alphanumeric outline.</i>
33 Teens Going Green	<i>Format a report in MLA style.</i>
34 The New You!	<i>Insert files into a document.</i>
35 Months of the Year	<i>Insert a drop cap into text. Use Word's change case feature.</i>

## Curriculum Guide

ACTIVITY	NEW SKILLS
<b>36 NFL Players</b>	<i>Insert a watermark behind text.</i>
<b>37 Presidents and Their Dogs</b>	<i>Create and format a table. Insert a row in a table. Merge cells in a table.</i>
<b>38 Worldwide Movies</b>	<i>Sort text within a table. Use the AutoSum feature within a table.</i>
<b>39 Summer Daze</b>	<i>Vertically align text within a table. Change row height within a table. Distribute table columns evenly. Change the text direction within a table. Insert clipart into a table.</i>
<b>40 Resume</b>	<i>Create and format a resume.</i>
<b>41 My Resume</b>	<i>Open a document and use it as a template.</i>
<b>42 American Idol Winners</b>	<i>Insert an Excel worksheet into a Word document. Format cells in an Excel worksheet.</i>
<b>43 Marching Band Fundraiser</b>	<i>Use the AutoSum function in an Excel worksheet inserted into a Word document.</i>
<b>44 College Links</b>	<i>Hyperlink text to Web site addresses within a document.</i>
<b>45 Image Links</b>	<i>Hyperlink images to Web site addresses within a document.</i>
<b>46 Graduation Card</b>	<i>Create a greeting card using advanced draw tools.</i>
<b>47 School Newsletter</b>	<i>Create and format a newsletter.</i>
<b>48 Make Your Own Newsletter</b>	<i>Create and write an original newsletter using a template as a guide.</i>
<b>49 School Flyer</b>	<i>Create and design a flyer.</i>
<b>50 File Links</b>	<i>Hyperlink text to files.</i>