Time to practice

**Enter and import text**

Start Word, and then perform the following tasks:

1. Create a new document based on the blank document template.

2. With the cursor at the beginning of the new document, enter **Parks Appreciation Day**, and then create a new paragraph.

3. Enter **Help beautify our city by participating in the annual cleanup of Log Drift Park, Swamp Creek Park, and Tall Tree Park. Volunteers will receive a free T-shirt and barbeque lunch. Bring your own gardening tools and gloves, and be ready to have fun!**

4. Create a new paragraph, and then enter **The Park Service Committee is coordinating group participation in this event. If you are interested in spending time outdoors with family and friends while improving the quality of our parks, contact Nancy Anderson by email at nancy@adventure-works.com.**

5. Create a new paragraph, and with the cursor in the first blank line, insert the text from the **ImportText.docx** file (file is attached).

6. Save the document as **EnterText**, and close it.

**Move, copy, and delete text**

Open the EditText document in Print Layout view, display formatting marks, and then perform the following tasks:

\*Press Ctrl+\* to turn on and off the display of formatting marks and hidden text.

1. In the second bullet point under **Project Goals**, delete the word **natural**.

2. In the third bullet point, use the arrow keys to select the words **and motivate** and the following space, and then delete the selection.

3. In the fourth bullet point, select the word **Forge**, and then replace it by entering **Build**. Notice that you don’t have to enter a space after *Build*. Word inserts the space for you.

4. In the middle of page **1**, use the selection area to select the entire first bullet point after **Questions for Team Leaders**.

5. Copy the selection to the Clipboard.

6. At the bottom of page **1**, click to the left of **What** in the first bullet point after **Questions for Department Reps**. Then in the **Clipboard** group, expand the **Paste Options** menu. Notice that, because you’re pasting a list item into a list, two of the three available buttons have list-related icons.

7. Point to each of the paste option buttons to review how the source text will look with that paste option implemented.

8. Click the **Merge List** button to paste the copied bullet point into the second list and retain its formatting.

9. On page **2**, in the **Set Up Team** section, select the entire paragraph that begins with **Explain the position’s responsibilities**.

10. Cut the selection, and then paste it before the preceding paragraph to reverse the order of the two paragraphs.

11. In the **Undo** list, point to the third action (**Paste Merge List**). Notice that the text at the bottom of the list indicates that three actions will be undone if you click this list entry.

12. In the **Undo** list, click **Paste Merge List** to undo the previous cut-and paste operation and the pasting of the copied text.

13. In the **Pre-Plan Project** section, select the **If some employee input** paragraph.

14. Drag the paragraph to the left of the word **If** at the beginning of the preceding bullet point to switch the order of the bullet points.

15. Release the selection and move the cursor to the end of the paragraph.

16. Delete the paragraph mark to merge the two bullet points. Add a space to separate the two sentences.

17. If you prefer to not show formatting symbols, turn them off.

18. Save and close the document.

**Find and replace text**

Open the FindText document in Print Layout view, and then perform the following tasks:

1. With the cursor at the beginning of the document, open the **Results** page of the **Navigation** pane.

2. Enter **Board** in the search box.

3. Click the **Next** button (the downward-pointing triangle under the search box) to move through the first few search results.

4. Scroll through the document to show other highlighted results. Notice that on page **2**, in section **4**, Word has highlighted the *board* portion of *skateboards*. You need to restrict the search to the whole word *Board*.

5. Open the **Find Options** dialog box.

6. Select the **Match case** and **Find whole words only** check boxes, and then click **OK**.

7. Enter **Board** in the search box again and scroll through the list of results. Notice that the word *skateboards* is no longer highlighted.

8. Move the cursor to the beginning of the document.

9. Open the **Find and Replace** dialog box with the **Replace** page active. Notice that the **Find What** box retains the entry from the previous search.

10. Display the **Search options** area. Notice that the **Match case** and **Find whole words only** options are still selected.

11. In the **Search Options** area, ensure that **Down** is selected in the **Search** list. Then click **Less** to hide the **Search Options** area.

12. Enter **Association Board** in the **Replace with** box and click **Find Next** to have Word highlight the first occurrence of *Board*.

13. Click **Replace** to have Word replace the selected occurrence of *Board* with *Association Board* and then find the next occurrence.

14. Click **Replace All**. Word tells you how many replacements it made from the starting point forward.

15. Close the **Find and Replace** dialog box.

16. Close the **Navigation** pane.

17. Save and close the document.

**Use reference and research tools**

\*You must have an active Internet connection to complete the following tasks.

Open the ResearchText document in Print Layout view, and perform the

following tasks:

1. In the second line of the first paragraph, select the word *acclaimed*. Then do the following:

a. Display a definition of the word *acclaimed* in the Insights pane.

b. Display a list of synonyms for the word *acclaimed* in the Thesaurus pane.

c. Scroll through the list of synonyms. Notice that an antonym appears at the bottom of the list.

d. In the synonym list, click a synonym of *acclaimed* to replace the word in the search box at the top of the pane.

e. From the synonym list, replace the word *acclaimed* in the document with one of its synonyms.

f. Close the open panes.

2. Open the **Translation Language Options** dialog box, and set the Mini Translator language to translate text into French.

3. Turn on the **Mini Translator**.

4. In the first line of the first paragraph, point to the word *mistake*, and then move the pointer over the translucent box that appears above the word to display the **Mini Translator**, showing French translations for the word *mistake*.

5. Expand the **Mini Translator** box to display the Research pane.

6. In the **Research** pane, in the **mistake** translation below **Bilingual Dictionary**, select and copy the word *erreur*.

7. In the document, replace *mistake* with the copied word.

8. Close the **Research** pane, and turn off the **Mini Translator**.

9. Save and close the document.