

Intro To Computers

Word #1 – Likes and Dislikes

Objective: Create and save a Word document. Retrieve a saved document. Save an edited document with a new name.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_1*.
2. Open a NEW document in Word
 - Unless otherwise stated, the font should be 12 point Times New Roman.
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 TV show, then hit ENTER.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Save the document as *Likes* in your *first_last_word_1* folder.
10. Close the file, saving changes if asked.
11. Open the document *Likes* by double clicking on the file in your explorer window.
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 movie to your least favorite movie.
15. Change your favorite song to your least favorite song.
16. Change your favorite TV show to your least favorite TV show.
17. Carefully proofread the document for spelling, grammar, and accuracy.
18. Save the document as *Dislikes* in your *first_last_word_1* folder.
19. Zip up your *first_last_word_1* folder. Turn in your *first_last_word_1.zip* file.