Microsoft Word

1   Introduction

For this lab, you will do 3 online tutorials supplied by Microsoft. These tutorials show you something about using styles to format your document, tracking changes to it, and a brief examination of security.

To find these tutorials, go to

`http://office.microsoft.com/en-us/word-help/CH010224760.aspx`

These require Microsoft Word 2007, and a browser that runs ActiveX (which, for all practical purposes, means Internet Explorer).

Note each page has an audio component. That simply reads the text on the page. So you can disable the sound if you find it annoying, or listen rather than read if you prefer.

2   Format Your Document with Styles

To do this tutorial, go to the tutorial called "Format your document with styles" (it's the 6th on the list) and click on it. This tutorial has 2 practice sessions. In each, you will apply what you learned to a small Word file. As you finish each practice, save the file. Use the following names:

First practice session: format-1
Second practice session: format-2

The actual file names will have ".docx" on the end. You don't have to type it; Word adds it automatically. Don't worry if you can't see it.

3   Revise documents with Track Changes and Comments in Word 2007

To do this tutorial, go to the tutorial called "Revise documents with Track Changes and Comments in Word 2007" (it's the 15th on the list) and click on it. This tutorial has 2 practice sessions. In each, you will apply what you learned to a small Word file. As you finish each practice, save the file. Use the following names:

First practice session: track-1
Second practice session: track-2

As before, the actual file names will have ".docx" on the end. You don't have to type it; Word adds it automatically. Don't worry if you can't see it.

4   Security I: How the 2007 Office system helps you to stay safer

To do this tutorial, go to the tutorial called "Security I: How the 2007 Office system helps you to stay safer" (it's the 17th on the list) and click on it. This tutorial has 1 practice session. In it, you will look at a file that may pose a security problem. After you look at it, please add a 1 or 2 line sentence to the top of the file stating which option in the security warning Options box you chose and why. Then save the file as indicated below:

Practice session: security

As before, the actual file name will have ".docx" on the end. You don't have to type it; Word adds it automatically. Don't worry if you can't see it.

5   What to Turn In

Please turn in all 5 files to SmartSite. Then you are done. Please remember to use the Start button to log out from the lab computers!