**Exercise 1: Save As**

Click on the File Tab

Click on SAVE AS

Choose the DESKTOP location first

In the file name box, type: Keyboard Practice. Then click on SAVE.

**Exercise 2: Practice Key Functions**

Type these words and follow instructions in parenthesis

Word (*Press Enter Key*)

(Press Tab Key) Ribbon (*Press Enter*)

(Press Caps Lock Key) I-BEAM (*Press Caps Lock Key again*) (*Press Enter*)

Font (*Press Backspace Key 1 time*) (*Press Enter Key*)

(*Press Shift key and at the same time press #9 Key*) Tabs (*Press Shift key and at the same time press #0*)

**Exercise 3: Formatting Font**

Make the following changes:

Word: Color (*any color*)

Ribbon: Style (*any style*)

I-Beam: Size 32, Color (*any color*), and Style (*any style*)

Font: Any Color and any Size

Tabs: Any style, any Color, and Underline

**Exercise 4: New > Save as > Blank page > Date & Time**

Open a new document

Save as: Practice 2

Add today’s date (*Choose the 2nd format from list*)

Include page number (*Bottom Page option : Plain # 3*)

**Exercise 5: Blank Pages**

Add 2 blank pages

**Exercise 6: Spell Check > Synonyms**

Type these words:

Fameous (*Right-Click and choose the correct spelling)*

Beoutiful *(Right-Click and choose the correct spelling)*

Their here! *(Right-Click and choose the correct word)*

Stroke it’s fur. *(Right-Click and fix the grammatical error)*

Extreme (*Right-Click and choose a Synonym*)

Amicable (*Right-Click and choose a Synonym)*