Using Microsoft Word

In this lesson, you will do the following:

- Type a paragraph.
- Format it.
- Revise and edit it.

This lesson assumes that you already know how to type sentences, what the various icons mean on the standard and formatting toolbars, and what the basic commands on the menu bar mean.

Open *ESL Computer Lab Manual* to page 16 and follow the directions for the whole section called "Specific Microsoft Word Skills." When you are done with all the steps through page 20, you have successfully completed this lesson. And now you can show your teacher, a lab assistant, or a classmate how to format and edit text, perhaps without looking back at the manual.

Congratulations!