

# Project WD-1: Creating a Word Document

In this project, you'll apply what you've learned about Microsoft Word to create a document, modify it, and insert a hyperlink.

Requirements: This project requires Microsoft Word.

Project file: No project file is required for this project.

1. Start Microsoft Word.
2. Create a new document containing the text below, placing a blank line between each paragraph:

Dear Marjorie,

Hi! I was happy to receive your letter and learn that all is going well with you, Bob, and the kids. I really miss you all!

Your new job at the bookstore sounds great! How do you manage to keep your mind on work where there are so many fascinating books and magazines just begging to be read?

You mentioned that your first big assignment is to create a display appropriate for the month of February, but without featuring Valentine's Day or Presidents' Day. Did you know that I keep a database of offbeat events, like International Tuba Day and National Accordion Awareness Month? Let me know if you're interested and I'll create a query and send you a list of interesting events.

Sorry for the shortness of this note, but I have to run off to class. I promise to write more soon.

Good luck with the new job!

3. Compare the text that you typed with the text shown above and correct any typing mistakes that you might have made.
4. Use the Delete key to delete the phrase "create a query and" from the last sentence of the third paragraph. The Delete key deletes text without copying it to the Clipboard.
5. Copy the phrase "for the month of February" from the third paragraph. Paste the copied phrase before the period at the end of the sentence that ends with "send you a list of interesting events."
6. Select the sentence "I really miss you all!" in the first paragraph. Drag and drop the sentence after the sentence "Good luck with the new job!" at the end of the document.
7. Delete the fourth paragraph of the document.
8. Use the Undo button to restore the deleted paragraph.
9. While holding down the mouse button, drag the pointer over the phrase "International Tuba Day" to select it.
10. Right-click the selected phrase and select Hyperlink from the shortcut menu. Make sure the *Text to display* box contains "International Tuba Day."
11. In the Address box, enter [www.tubaday.com](http://www.tubaday.com) and then click the OK button.

**12.** You've created a hyperlink in your document. To test it, hold down the Ctrl key and click the link. Once you've connected to the International Tuba Day site, you can close your browser and complete the remaining steps in the project.

**13.** Compare your letter with the document below. Don't worry if the sentences in your document break in different places at the right margin.

Dear Marjorie,

Hi! I was happy to receive your letter and learn that all is going well with you, Bob, and the kids.

Your new job at the bookstore sounds great! How do you manage to keep your mind on work where there are so many fascinating books and magazines just begging to be read?

You mentioned that your first big assignment is to create a display appropriate for the month of February, but without featuring Valentine's Day or Presidents' Day. Did you know that I keep a database of offbeat events, like [International Tuba Day](#) and National Accordion Awareness Month? Let me know if you're interested and I'll send you a list of interesting events for the month of February.

Sorry for the shortness of this note, but I have to run off to class. I promise to write more soon.

Good luck with the new job! I really miss you all!

**14.** Add your name as the last line of the letter.

**15.** Save your document in your Project folder

Dear Marjorie,

Hi! I was happy to receive your letter and learn that all is going well with you, Bob, and the kids. I really miss you all!

Your new job at the bookstore sounds great! How do you manage to keep your mind on work where there are so many fascinating books and magazines just begging to be read?

You mentioned that your first big assignment is to create a display appropriate for the month of February, but without featuring Valentine's Day or Presidents' Day. Did you know that I keep a database of offbeat events, like International Tuba Day and National Accordion Awareness Month? Let me know if you're interested and I'll create a query and send you a list of interesting events.

Sorry for the shortness of this note, but I have to run off to class. I promise to write more soon.

Good luck with the new job!