

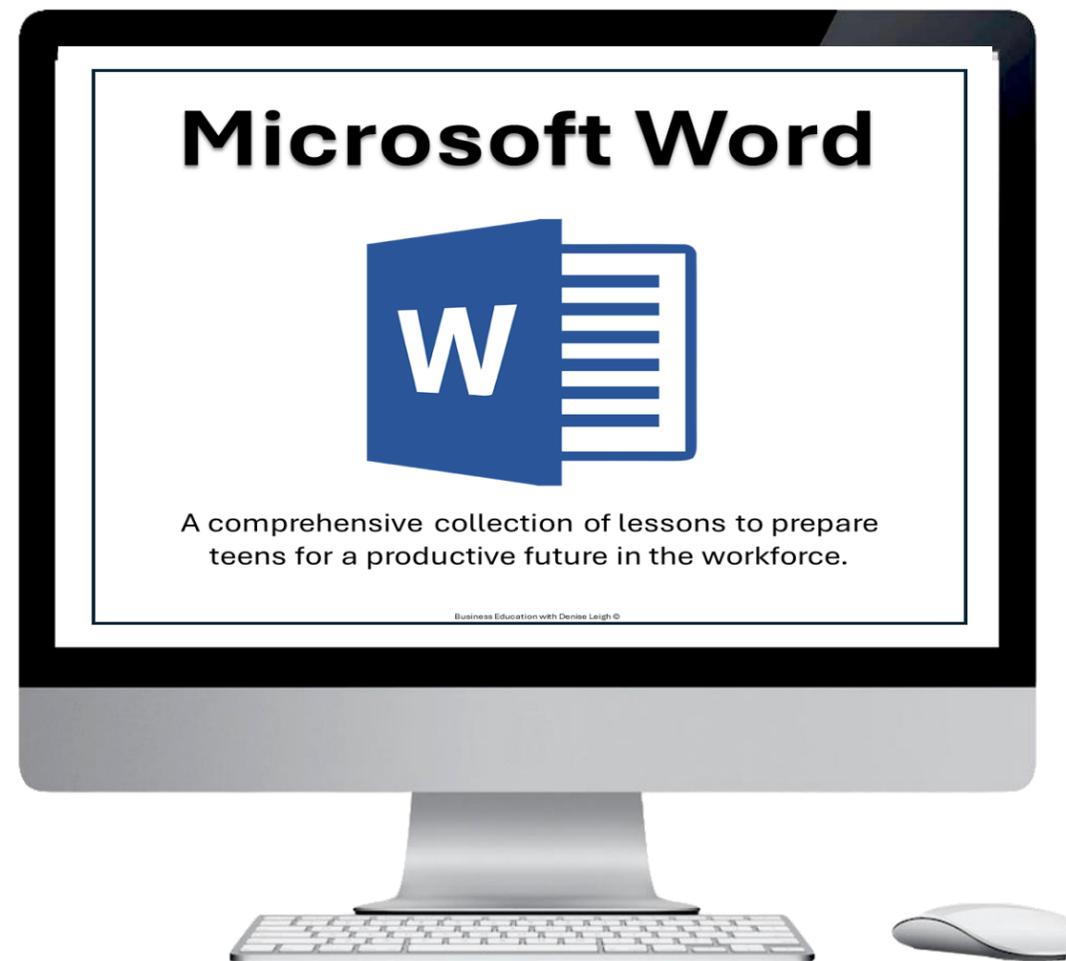
# Microsoft Course Word Activities

**A 21-Page  
Printable Packet for  
Students**

**Includes  
10 Word jobs &  
3 Word Exercises**

**All Instructions for  
Students Included**

**Student Examples  
also included**



# Designed for High Engagement And Certification Preparation

**Each Word Job has**

**✔ Step-by-Step  
Instructions**

**✔ Quick Visuals for  
Reference**

**There are**

**10 self-guided**

**WORD Jobs &**

**3 WORD Exercises.**

## Basic format of these activities

New skills  
introduced

Create a poster in tabloid size using a  
draw tool and a footer.

Change the size of a document  
Use the draw tab  
Format the background  
Insert Word Art  
Insert a Footer

Job #6

Ian is making some 11" x 17" posters at a local print shop. Create the artwork  
for the poster.

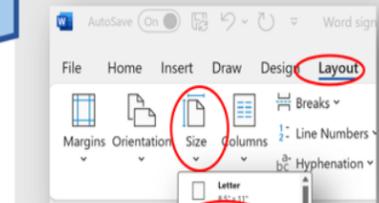
1. Open a Word Document and change the size to 11" x 17" Tabloid by  
going to the Layout tab and selecting 'size' and then 'Tabloid'.
2. Change the orientation of the poster from portrait to landscape by going  
to the Layout tab and selecting the orientation on the left.
3. This is a poster for the town's activities on Saturday morning. Use  
notes on the drawing background by going to the Draw tab and selecting  
'Format Background' and choosing the 'Optimal' option from the right.
4. Enter the text on the drawing. Use the Insert tab and selecting 'WordArt'.  
Enter a separate WordArt for each line. Choose a fun font that is easy to  
read. Use the drawing background by skipping every other line to make the poster  
easier to read.

On the top line → **Saturday Morning Activities for 12 & under**

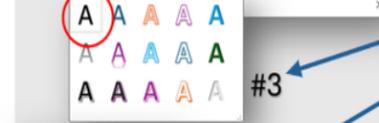
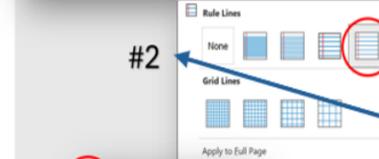
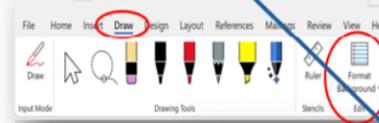
**Hola Hoop Jump Time  
Tumbling Time  
Crafts at the Arcade  
\$1.00 Hot Dogs  
\$1.00 Slushy  
BOGO Arcade Games**

4. Insert a Footer by going to the Insert tab and selecting 'Footer'. Choose the  
'Blank' option. In the footer, type *Sky Vibe* (and insert the copyright symbol).

### Quick Reference



Steps to  
reference  
for a  
quick  
visual.



Prompt  
number  
quick  
reference.

Step by step  
instructions.

SAMPLE

# WORD 10 Jobs & 3 Exercises - Skills Learned

JOB	SKILLS LEARNED
<b>Job #1 - Formal Business Letter</b>	Set up and format document pages
<b>Job #2 - Business Preparation Document</b>	Apply bullets, Insert a table, Format a table
<b>Job #3 - Arcade Games</b>	Insert a table, Apply borders & shading, Format table
<b>Job #4 - Liability Waiver</b>	Use a heading style, Insert a signature line, Insert a symbol, Apply a watermark
<b>Job #5 - Activities Poster</b>	Use the Design tab, Apply a page border, Format page border, Change the orientation of a document
<b>Job #6 - Children's Activities</b>	Change the size of a document, Use the draw tab, Format the background, Insert Word Art, Insert a Footer
<b>Job #7 - Concession Stand</b>	Use the design tab, Change the page color, Apply a page border with artwork
<b>Job #8 - Party Paper</b>	Insert Word Art, Apply text effects, Set Margins, Insert SmartArt, Format SmartArt, Insert shapes Format Shapes and table, insert a table, footer, & a symbol.
<b>Job #9 - Ian's Labels</b>	Use mailings tab, Create labels, Format labels
<b>Job #10 - Employee Training</b>	Sort alphabetically, insert a text box, insert a text box, insert the date, & insert a footer

EXERCISE	SKILLS LEARNED
<b>Exercise #1 Word Table Components</b>	Tools and functions discovery activity for exploration
<b>Exercise #2 Discovery Exercise</b>	Change the orientation, Insert a table, Format table, Change the page size, Format font
<b>Exercise #3 Making Lines in Word</b>	Change the orientation, Format font, Explore making lines, Change background color

# 21-Page Printable Packet for Students

### Employee Training

#### Job #10

continued

6. Choose the 'Austin Sidebar' option and insert the following text in the sidebar textbox.
7. Type the following in the Austin Sidebar Textbox.

Training Needed

### Microsoft Word Table Components

#### Exercise #1

1. Open a blank Microsoft Word Document.
2. Insert a 10 column, 14 row table by going to the Insert tab, select 'Table' and click on 'Insert Table'.
3. Make the column headings the titles for each of the tabs on the tool bar of the Microsoft Word interface starting with 'File' and ending with 'Help'.

### Microsoft Word Discovery Exercise

#### Exercise #2

1. Open a blank Microsoft Word Document.
2. Change the orientation of the page to landscape.—Go to the Layout tab, select 'Orientation', select 'Landscape'.
3. Create a 2 column 11 row table.—Go to the Insert tab, select 'Table'.
4. Change the table format.—Select the entire table. Be sure not to highlight beyond the table. Right click, go to the 'Row' tab and check the 'Specify Height' box. Set the row height to 0.5".
5. Change the page size to tabloid.—Go to the Layout tab, select the 'Size' option and select 'Tabloid'.
6. Merge the first row and add the heading, 'Microsoft Word Exploratory Exercise #2'. Bold and center the heading.
7. Make the font in the rest of the table size 18.

### Microsoft Word Discovery Exercise

#### Exercise #2

Continued

After the table is populated....

9. Insert a watermark.—Click on the design tab and select the 'Watermark' option. Select 'Custom Watermark' drop-down menu. Click the text watermark box. In the 'Text' window, type Discovery. Make the watermark a light gray color.
10. Find a word and replace it.—Go to the home tab and select 'Find'. A task pane will open on the left of our navigation window. Now select 'Replace' just below the Find option. Type 'Select' to change all of the 'choose' appears. You will be prompted to change each of them at a time. Click on 'Replace' each time to make the first row only.
11. Change the row color to yellow.—Highlight the first row of the table and select 'Table Design'. Go to 'Shading' and select 'Yellow'.

### Making Lines in Microsoft Word

#### Exercise #3

Making lines in Microsoft Word

1. Open a blank Microsoft Word Document.
2. Change the orientation of the document landscape. --Go to the layout tab and select the 'Orientation' option and then 'landscape'.
3. Insert WordArt to create a heading to read 'Making Lines and Borders'. Use the WordArt formatting to make it really stand out.—Go to the insert tab and select WordArt and use the formatting tools in that section.

### Party Paper

#### Job #8

Sky Vibe is going to be hosting Birthday Parties. This has the potential for some extra revenue for Ian. Prepare a letter to those who wish to have their Birthday event hosted at the trampoline park.

1. Open a Word Document and start the letter by saying:  
*THINKING OF HOSTING A PARTY AT SKY VIBE?*  
We are thrilled to have you host your party at Sky Vibe. There are 3 simple steps to book your party with us:
2. Make the heading 'Thinking of hosting a party at Sky Vibe?' in size 28 font and select the 'Text Effects and Typography'. Under that text effects, select the 'Glow' option and stay with a blue theme. Choose one other text effect in that drop down to really make the heading stand out.
2. Go to the Design tab and add a thick page border in a blue color.

### Party Paper

#### Job #8

continued

5. Insert a dotted line under the SmartArt image by going to the Insert tab and inserting a line shape. You must drag the line where you want it on the page. Make it go from one end of the page to the other.
6. Click on the line that you created and go to 'Shape Format', then 'shape Outline' to make the line thicker.
7. Click on that line that you created again and go on the 'Dashes' option to make the line dashed.
8. Create the table below the dashed line and at the bottom of the page.

### Ian's Labels

#### Job #9

Ian is starting some advertising through the mail. He is in need of mailing labels for the business.

1. Open a Word Document. Go to the Mailings tab and select 'Labels'.
2. Select the Avery Mailing Labels that are in the image to the right.

### Employee Training

#### Job #10

Create a list of employees who need training on the new equipment.

1. Open a Word Document.
2. Type the list of names to the right and select the 'Left Align' option.
3. Use a professional font that is easy to read.
4. Sort the names by alphabetizing using the 'Text Direction' under the paragraph section of the home tab. Highlight the list of names, click on the text direction icon and select 'Sort A-Z'.

### Employee Training

#### Job #10

continued

Sort alphabetically  
Insert a text box

Employee Training  
Gibbs, Lorilea  
Anderson, Amber  
Zelderburg, Jenna  
Rogers, Taylor  
Trimal, Trevor  
Juniper, Riley

### Liability Waiver

#### Job #4

There will need to be a legal liability waiver for all customers who are visiting the trampoline park to sign.

1. Open a blank Word document and use the Heading option on the Home tab. The heading of this document is **Sky Vibe Liability Waiver**. Center the heading.
2. Type the following legal agreement below. Make the font 14 size and all caps. Bold the name of the business and make it size 16 font and NOT in all caps.

I AM VOLUNTARILY PARTICIPATING IN THE AFORESAID ACTIVITY AND I AM AWARE OF THE RISKS ASSOCIATED WITH PARTICIPATING IN THIS ACTIVITY, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, PHYSICAL OR PSYCHOLOGICAL INJURY.

### Activities Poster

#### Job #5

There will be a special schedule to ramp up business with various age and social groups.

1. Open a Word document and create a poster with the schedule. Create a border by going to the Design tab and selecting 'Page Borders' to the far right. Create your border using the specifications in the graphics to the right.
2. Change the orientation of the poster to landscape by going to the 'Layout' tab, select Orientation, and then Landscape.

### Children's Activities

#### Job #6

Ian is making some 11" x 17" posters at a local print shop. Create the artwork for the poster.

1. Open a Word Document and change the size to 11" x 17" Tabloid by going to the Layout tab and selecting 'size' and then 'Tabloid'.
2. Change the orientation of the poster from portrait to landscape by going to the Layout tab and selecting the orientation on the far left.
3. This is a poster for the children's activities on Saturday morning. Use the notepaper Draw Background by going on the Draw tab and selecting 'Format Background' and choosing the option shown to the right.

### Concession Menu

#### Job #7

There will be a concession stand at Sky Vibe and Ian is in need of a menu to hang in several places. It needs to be easy to read, colorful, and eye catching.

1. Open a Word Document and change the background color to yellow by going to the 'Design' tab and selecting 'Page Background' and then 'Page Color'.
2. Add a page border by selecting 'Page Border' next to the Page Color icon. Make your width 30 pt and go to 'Art' and select one of the art border selections from the drop down list. Click OK once you make your selection.
3. Type the items below. Use a fun, easy-to-read font. Use WordArt for the menu title and use 'Outline', 'Shadow', 'Reflection', or 'Glow' to make the title stand out. Be sure to make the font big enough to fill the whole document so that it is easy to read from a distance.

### Concession Menu

#### Job #7

continued

Use the design tab  
Change the page color  
Apply a page border  
with artwork

Footlong Hotdog \$4.50  
Nachos & Cheese \$3.50  
Slice of Pizza \$2.50  
Walking Taco \$4.50  
Popcorn \$2.00

### Create a formal business letter:

#### Reference

This is an example of a formal business letter in **block format** WITHOUT a letterhead. This letter has a return address instead.

Return Address  
Date  
Letter Address  
Salutation

### Formal Business Letter:

#### Job #1

1. Open a new Word document and respond to Mr. Coffield's letter. Set the margins to 1 inch at the top, bottom, left and right of the document by going to the Layout tab and selecting 'Margins'.
2. Use his address as the letter address.
3. Use Ian's address as the return address.
4. Use the date September 17, 20--.
5. In the body of the letter say:  
*It was a pleasure to meet you as well. Thank you so much for...*

### Business Preparation Document:

#### Job #2

Ian is pursuing his dream of becoming a business owner. He will be self employed. He was given the opportunity to buy his aunt and uncle's trampoline park and arcade business called **SKY VIBE**.

1. Prepare a letter to the bank to accompany his business plan.

Information needed:  
Use Ian's address as the return address for the letter.  
Use the following address for the letter address: United Savings Bank  
620 Nash Street  
Morgantown, PA 15069

Date: October 1, 20--  
Salutation: To Whom It May Concern  
Body of the letter:  
*I am writing this letter to include all of the information needed to my accompany by business plan. Below you will find a list of things that I must do in order to start my business. I also included a table with the 3 personal references that you asked for. I also enclosed my business plan with this letter. Thank you for considering me for a business loan. I have faith and confidence that I will make this business venture work. \*Be sure to list "enclosure" after your name at the bottom of the letter.*

### Arcade Games

#### Job #3

Ian will be purchasing some arcade games from an arcade company. The company requested a list of 10 games that he is requesting. He asked you to make a list of 10 arcade games that you think would be a good fit for his teenage target market. Prepare a table in Microsoft Word that includes 10 arcade games that you feel would be popular among a teen audience. If you need help with this, search the web for "top arcade games". Title the table "Arcade Games Requested". In the first column, number them 1-10. The second column should include the name of the arcade game. Include a third column that

### Arcade Games

#### Job #3

continued

Insert a table  
Apply borders & shading  
Format table

# Microsoft Word

A comprehensive collection of lessons to prepare teens for a productive future in the workforce.

### Basic format of these activities

New skills introduced

Job #6

1. Open a Word Document and change the size to 11" x 17" tabloid by going to the Layout tab and selecting 'size' and then 'tabloid'.
2. Change the orientation of the poster from portrait to landscape by going to the Layout tab and selecting the orientation on the far left.
3. This is a poster for the children's activities on Saturday morning. Use the notepaper Draw Background by going on the Draw tab and selecting 'Format Background' and choosing the option shown to the right.
4. Enter the list below by going to the Insert tab and selecting 'WordArt'. Enter a separate WordArt for each line. Choose a fun font that is easy to read. Enter the data by skipping every other line to make the poster easier to read.

On the top line -- Saturday Morning Activities for 12 & under

Hola Hoop Jump Time  
Tumbling Time  
Crafts at the Arcade  
\$1.00 Hot Dogs  
\$1.00 Slushy  
BOOO Arcade Games

4. Insert a Footer by going to the Insert tab and selecting 'Footer'. Choose the 'Blank' option. In the footer, type **Sky Vibe** and insert the copyright symbol.

Steps to reference for a quick visual.

Step by step instructions.

Prompt number quick reference.

### Table of Contents

Jobs	Skills learned
Job #1 - Formal Business Letter	Set up and format document pages
Job #2 - Business Preparation Document	Apply bullets, insert a table, format a table
Job #3 - Arcade Games	Insert a table, apply borders & shading, format table
Job #4 - Liability Waiver	Use a heading style, insert a signature line, insert a symbol, apply a watermark
Job #5 - Activities Poster	Use the Design tab, apply a page border, format page border, change the orientation of a document
Job #6 - Children's Activities	Change the size of a document, use the draw tab, format the background, insert WordArt, insert a footer
Job #7 - Concession Stand	Use the design tab, change the page color, apply a page border with artwork
Job #8 - Party Paper	Insert Word Art, apply text effects, set margins, insert SmartArt, format SmartArt, insert shapes, format shapes and table, insert a table, footer, & a symbol.
Job #9 - Ian's Labels	Use mailings tab, create labels, format labels
Job #10 - Employee Training	Sort alphabetically, insert a text box, insert a text box, insert the date, & insert a footer

Exercises	Skills learned
Exercise #1 Word Table Components	Tools and functions discovery activity for exploration
Exercise #2 Discovery Exercise	Change the orientation, insert a table, format table, change the page size, format font
Exercise #3 Making Lines in Word	Change the orientation, format font, explore making lines, change background color

### Create a formal business letter:

#### Reference

This is an example of a formal business letter in **block format** WITH a letterhead.

Letter Head  
(if present) Return address if there is no letter head.

Date

Letter Address

Salutation

Body of the letter

Complementary Close

Letter Signature  
Name of author  
Title  
Initials of preparer

Attachment

Indication that there is an attachment (if present)

Companies often use their own letterhead at the top of all correspondence to display their business brand and present professionally prepared communication.

# Students Examples Included as Teacher's Keys

**Job #7**

**Menu**

Footlong Hotdog \$4.50  
Nachos and Cheese \$3.50  
Slice of Pizza \$2.50  
Walking Taco \$4.50  
Popcorn \$2.00  
Ice Cream \$3.50  
Soda Pop \$2.50  
Water \$2.00

**Job #8**

**THINKING OF HOSTING A PARTY AT SKY VIBE?**

We are thrilled to have you host your party at Sky Vibe. There are 3 simple steps to book your party with us:

- Select your party date.
- Fill out the form below.
- Return your completed form and deposit to Sky Vibe.

Name	
Email Address	
Phone Number	
Date of Party	
Occasion	

**Exercise #2**

**Microsoft Word Exploratory Exercise #2**

Type your name in a font and color that represents your personality.

Go to the insert tab and select 'Icons'. Select 3 icons that represent your favorite food, favorite pastime or hobby, and current feeling. Drag them smaller to fit the row.

Go to the insert tab, select 'Pictures' and then 'Stock Images'. Select the 'Stickers' option. Insert stickers that represent those who you live with. Drag them to fit the row.

Go to the insert tab, select 'Pictures' and then 'Stock Images'. Select 'Illustrations'. Select an illustration that represents school. Drag it smaller.

Go to the insert tab, select 'Pictures' and then 'Stock Images'. Select the 'Cartoon People' option. Select a face that represents you, a decoration, and a shape.

Go to the insert tab and select 'Date & Time' at the far right. Insert one of the options.

Go to the insert tab and select 'Equation' at the far right. Insert the 'Pythagorean Theorem'.

Go to the insert tab and select 'Symbols' at the far right. Select 'More Symbols'. Set the font type to 'Wingdings'. Select 10 symbols of your choice.

Go to the draw tab and select a drawing tool and draw a heart. Click back on the arrow cursor under the design tools when done drawing.

Go to the home tab and type your last name using a Heading Style of your choosing.

**Exercise #3**

**Making Lines and Borders**

**Job #9**

**Job #10**

**Employee Training**

Anderson, Amber  
Belcastro, Robyn  
Carhill, Diane  
Coburn, John  
Gibbs, LoriLea  
Juniper, Riley  
Lumas, Jacob  
Rogers, Taylor  
Runkel, Ryan  
Smith, Jet  
Sustrick, Debra  
Trimal, Trevor  
Zelderburg, Jenna

7/26/2024

**Training Needed**

Construction Equipment  
First Aid Basics  
Troubleshooting for arcade  
Workplace Expectations  
Scheduling and calling-off procedures  
Rules and procedures for the arcade and jump room

**Exercise #1**

**Microsoft Word Function and Tool Table**

Home	Insert	Draw	Design	Layout	References	Mailings	Review	View	Help
Font Formatting	Color Page	Line	Themes	Margins	Table of Contents	Envelope	Editor	Read Mode	Context Support
Number	Page Break	Marker	Colors	Orientation	Mail Merge	Labels	Spelling and Grammar	Print Layout	Feedback
Bullets	Table	Highlighter	Forms	Size	Insert Footnote	Start Mail Merge	Thesaurus	Web Layout	Show Training
Alphabetical order	Pictures	Ruler	Paragraph Spacing	Columns	Search	Address Book	Word Count	Outline	What's New
Heading Styles	Shapes	Formal	Watermark	Page Break	Researcher	Grading Line	Read Aloud	Draw	
Find & Replace	Icons	Background	Page Color	Line Numbers	Insert Citation	Check Accessibility	Vertical		
Dictate	Links	Ink to math	Page Border	Paragraph Spacing	Manage Sources	Previous Results	Translate	Side to Side	
Add-ons	Header and Footer	Insert drawing	Effects	Wrap text	Bibliography	Find Recent	Language	Ruler	
Text effect	WordArt	Ink Replay	Selection Pane	Selection Pane	Insert Caption	Check for Errors	Track Changes	Gridlines	
Change Case	Signature Line	Ink Review	High	Close References	Select Records	Block Authors	Block Authors	Zoom	
Increase font size	Text Effect	Arrange backward	Arrange backward	Insert Index	Accept	Multiple Pages	Multiple Pages		
Shikathough	Symbol	Position	Mark Citation	Report	Arrange All				

**Microsoft Word Student Examples For Teacher's Use.**

If your students are using the free version of Microsoft, some tools and functions will not be available to them.



Students are given some choices in their creations; therefore, some colors, fonts, and styles will differ.

**STUDENT CREATIONS ARE OFTEN BETTER WHEN SHOWN A GOOD EXAMPLE OF EXPECTATIONS FIRST. FEEL FREE TO SHOW THESE TO YOUR STUDENTS BEFORE EACH JOB.**

A comprehensive collection of lessons to prepare teens for a productive future in the workforce.

Business Education with Denise Leigh ©

**Job #1**

**Job #2**

**Applied**

current pages at a letter

**Skills Applied**

Apply bullets  
Insert a table  
Format a table

**Job #5**

**Job #6**

**Skills Applied**

Insert a table  
Apply borders & shading  
Format table

**Skills Applied**

Use a heading style  
Insert a signature line  
Insert a symbol  
Apply a watermark

**Job #5**

Attention Teacher: If your school has an online Microsoft 365 version for students, some tabs may not show of their tool bar such as the 'Design' tab and the 'Draw' tab. These features are on the Microsoft Word download version.

Sunday - \$1.00 Hot Dog Day  
Monday- Half Off Jumping  
Tuesday- Glow Jumping 8-10 p.m.  
Wednesday- \$10 Jumping for 5 & under  
Thursday- BOGO Arcade Games  
Friday - 4-6 p.m. \$10.00 Jumping  
Saturday - Morning activities for 12 and under

**Job #6**

**Saturday Morning Activities for 12 & Under!**

Hola Hoop Jump Time  
Tumbling Time  
Crafts at the Arcade  
\$1.00 Hot Dogs  
\$1.00 Slushy  
BOGO Arcade Games

**Skills Applied**

Use the Design tab  
Apply a page border  
Format page border  
Change the orientation of a document

**Skills Applied**

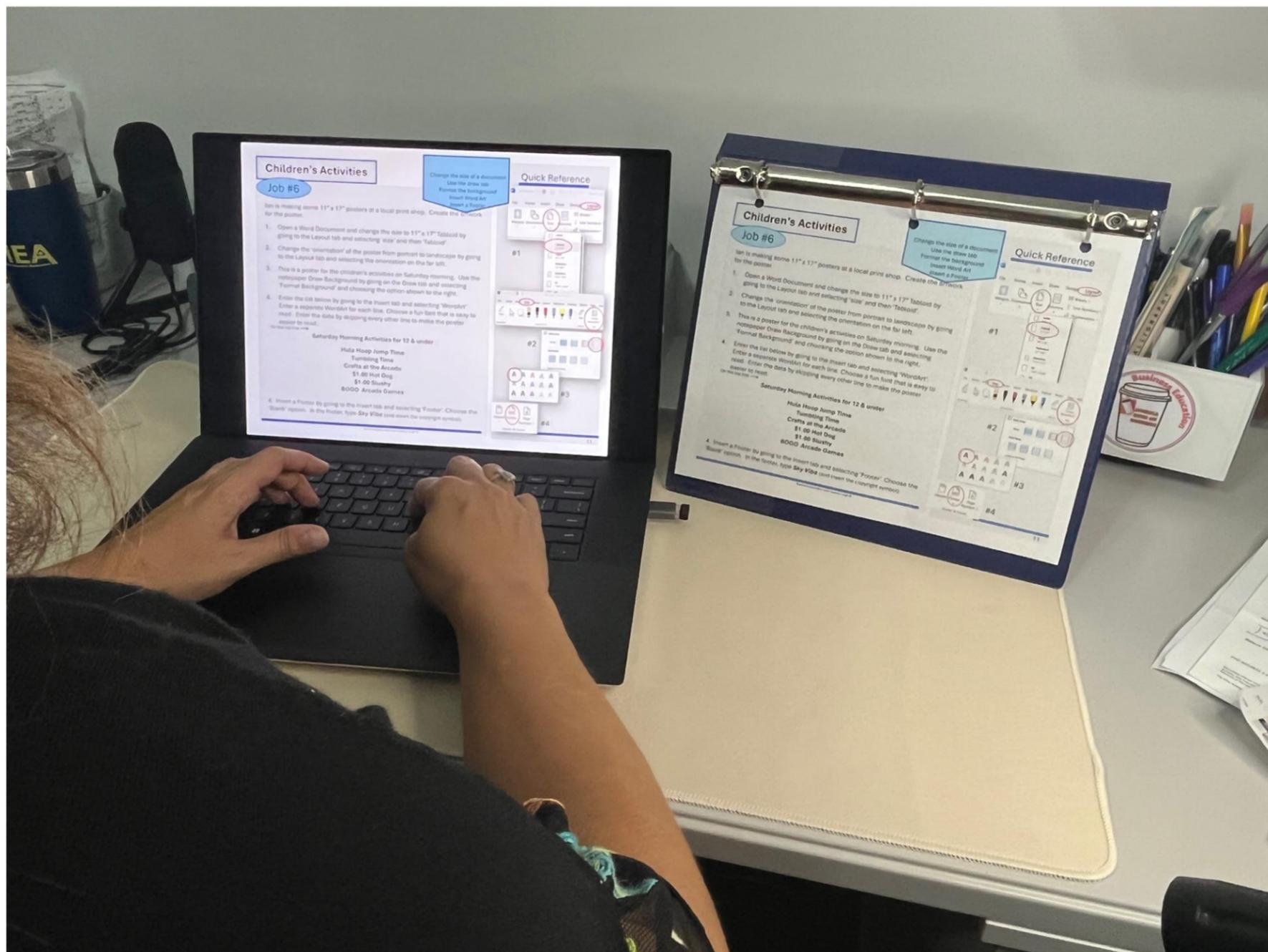
Change the size of a document  
Use the draw tab  
Format the background  
Insert Word Art  
Insert a Footer

**NOTE:** If your students are using the free version of Microsoft WORD, some tools and functions will not be available to them.

# Great for Certification Prep

# Great for Independent Learning

# Great for Home Schooling



**ALSO CHECK OUT MY  
MICROSOFT  
EXCEL AND POWERPOINT**

**Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!**

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

