

# Word Processing: How to

Create a Word document with the title “Word Processing: How to” and your name near the top.

You will explain how to do various tasks in Word. Each task should be a header with instructions below. If there are multiple steps you should use a numbered list. BE SURE TO LIST ALL STEPS.

There may be more than one way to do each of these, you only have to explain one way.

Explain how to do each of the following:

- Change the font
- Make a paragraph double spaced
- Check if a word is spelled correctly
- Indent text
- Make text bold
- Make a table
- Insert an image
- Save a file to your network account
- Save a file as a pdf
- Change the zoom of your document
- Find a specific word in a document and replace it with another word
- Find out how many words you have written in your document.