

## Unit 1: Document Basics

# Back-to-School Message 2

## Retrieving a Document

### Lesson Overview

At the last minute, the Principal realized he needed to add something to the announcement he was about to read. He has asked you to recall the previously saved announcement and key an additional paragraph.

*In this lesson, you will open an existing document, select and delete text, key an additional paragraph, and save the document with a different name.*

### New Skills

- Opening an Existing Document
- Revising an Existing Document
- Using Save As
- Previewing and Printing a Document

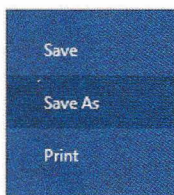
### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



#### Open a Recent Document:

From the File tab, use the Backstage View to open a previously saved recent document. If the document you are looking for is not there, click Open Other Documents.



#### Save As:

From the File tab, use the Backstage View to save an existing document with a new name.

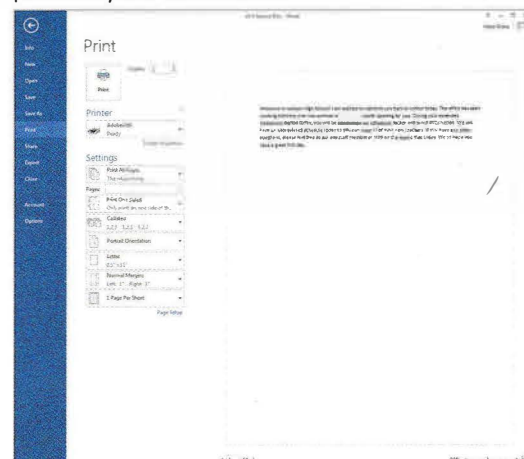


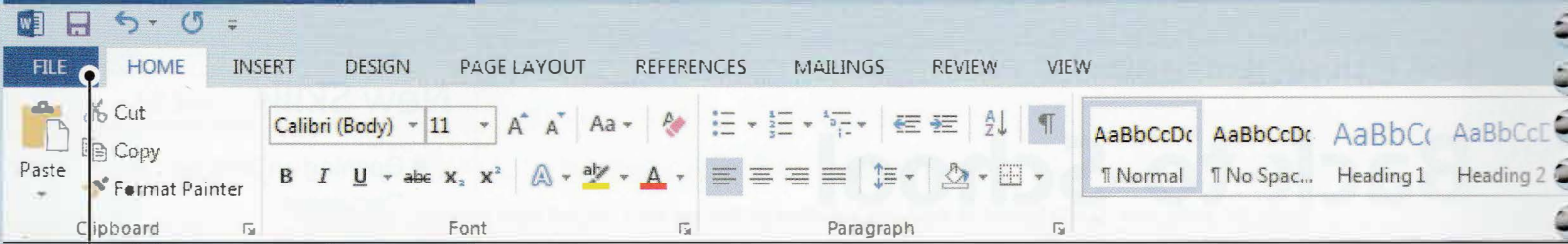
#### Print a Document:

From the File tab, use the Backstage View to print your document. The printer options and page setup can also be determined at this point. Alternatively, you can use the Print icon located on the Quick Access Toolbar.

#### Preview a Document:

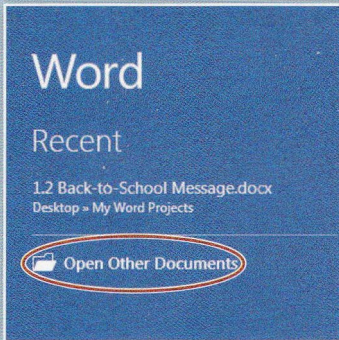
Before printing, click Print in the Backstage View to preview your document.





8.

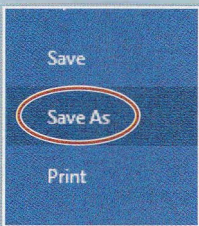
2a.



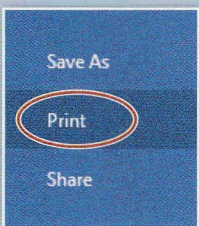
2b.



8.



9.



## Instructions

1. To open an existing document, launch Word 2016.
2. From the Start screen, do the following:
  - a. Click **My Documents**
  - b. Click **Computer**
  - c. Click Browse and choose the file named *Assignment 2 Back to School Message* located in your **My Documents** folder.  
 ☞ Note: You can also open the document from the list of Recent files.
3. Place the cursor at the end of the last sentence in the document and hit **Enter**.
4. Key the text as shown in 1.3 Source Doc. A.
  - ☞ Note: In this lesson, you will be required to select text. There are several ways to select text in your document:
    - a. Position the cursor at the beginning of the word, left click the mouse, and drag to the right to the end point of the text you want to select
    - b. To select a single word, double-click on the word
    - c. To select an entire sentence, press the CTRL key on your keyboard and click anywhere within the sentence
    - d. To select an entire paragraph, triple-click within the paragraph or hold down the Shift key and then press the Up or Down arrow key
5. Select the text [first day] at the end of the first paragraph. Delete this text. Replace it with the text [school year].
6. Proofread your document for accuracy and format.
7. When complete, your document should look similar to 1.3 Source Doc. B.
8. From the **FILE** tab, click **Save As**. Name the file *Assignment 3 Back to School Message 2* and save in your **My Documents** folder.  
 ☞ Note: Your original file, *Assignment 2 Back to School Message*, remains unchanged.
9. From the **FILE** tab, click **Print**.  
 ☞ Note: Word lets you preview the document on screen before printing.

## 1.3 Source Doc. A

Many students have already asked about joining clubs and activities. All club and activity notices are displayed on the bulletin boards in the main office and the guidance office. During our extended lunch block today, please feel free to stop by to sign up for any clubs and activities you might be interested in. You will also find the advisor's name on the sign-up sheets. The advisors are always available to answer questions at your convenience.

## 1.3 Source Doc. B

Welcome to Jackson High School! I am excited to welcome you back to school today. The office has been working full-time over the summer to ensure a smooth opening for you. During your extended homeroom period today, you will be reviewing your schedules, as well as locker and lunch information. We will have an abbreviated schedule today so you can meet all of your new teachers. If you have any other questions, please feel free to ask any staff member or stop by the main office today. We all hope you have a great school year.

Many students have already asked about joining clubs and activities. All club and activity notices are displayed on the bulletin boards in the main office and the guidance office. During our extended lunch block today, please feel free to stop by to sign up for any clubs and activities you might be interested in. You will also find the advisor's name on the sign-up sheets. The advisors are always available to answer questions at your convenience.