**Practical revision**

**Task 1: Explore Word 365 Views**

1. **Open Microsoft Word 365.**
2. **Create a new document** and add two paragraphs of text. You can write about your favorite hobby or a short story.
3. **Save the document** with your name in the file name, for example, “JohnDoeWT.docx”.
4. **Change the view of your document.** Try the following views and answer the following question in your document while changing view.
* **Print Layout:** What does this view look like? Does it look like how a printed document will appear?
* **Web Layout:** How does the document appear in this view? Is it different from Print Layout?
* **Read Mode:** What changes when you switch to Read Mode? Can you scroll through the document easily?
* **Outline View**: What can you see when you change to Outline View? What happens to the text?
* **Draft View:** How is this view helpful for quick edits?
1. **Observe the changes** in your document as you switch between the different views. How do they look different?
2. Write a **short description** of each view's effect on your document.
3. **Save and close the document.**

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| **Rubric for Spreadsheet** |
|  | 1 | 2 | 3 | Total |
| Able to understand MS Word Views.  |  |  |  |  |
| Able to use find feature |  |  |  |  |
| Able to identify the differences. |  |  |  |  |
| **Key**: 1. Needs more opportunity to develop this skill. 2. Beginning to demonstrate this skill. 3. Has achieved this skill. |

### ****Task 2: Using the Navigation Pane****

The **Navigation Pane** helps you quickly jump to different parts of your document, especially in long documents.

**Step 1: Open the Navigation Pane**:

* + Go to the **View** tab.
	+ In the **Show** group, click the checkbox for **Navigation Pane**.

**Step 2: Explore the Navigation Pane**:

* + On the left side of your screen, the Navigation Pane will appear. It has three tabs:
		- **Headings**: Adding all the headings and subheadings in your document.
		- **Pages**: Adding thumbnail images of the pages in your document.
		- **Results**: Adding you to search for words or phrases in your document.

**Step 3: Using Headings to Navigate**:

* + Click on any heading in the **Headings** tab of the Navigation Pane to quickly jump to that section of the document.

**Step 4: Using Pages to Navigate**:

* + Click on any page thumbnail in the **Pages** tab to jump to that page.

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| **Rubric for Spreadsheet** |
|  | 1 | 2 | 3 | Total |
| Able to understand MS Word Navigation. |  |  |  |  |
| Able to use find feature |  |  |  |  |
| Able to identify the differences. |  |  |  |  |
| **Key**: 1. Needs more opportunity to develop this skill. 2. Beginning to demonstrate this skill. 3. Has achieved this skill. |