

Microsoft Word Project

Vocabulary: space, spacebar, shift, cap lock, screen, print



1. Type the Upper Case Alphabet

Put one space between the letters. Use Spacebar.

For Capitals. Use Cap Lock or Shift Key



Spacebar

+ letter

or



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



1. Type the Numbers

Put one space between the numbers. Use Spacebar.

Spacebar

1 2 3 4 5 6 7 8 9

1. Type the entire Alphabet

One uppercase letter, one lowercase letter, and then a space.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx

1. Type your Name.

If you get to this part you can try to print. Mrs. DeRita

This is what your screen should look like:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx

Your Name (Mrs. DeRita)