

# CWS

## community workshop series

University of North Carolina at Chapel Hill Libraries  
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### EVERYDAY TASK EXERCISES (WORD, INTERNET, EMAIL): II

#### Task 1

1. Right click on this [link](#).
2. Select Open in New Tab.
3. Using the "Find" feature in the web browser menu, do a search for the words "Mia Hamm" on the page.
4. Ask if you need help.

#### Task 2

1. Highlight the paragraph that contains "Mia Hamm". Copy the highlighted paragraph.
2. Keeping your browser open but minimizing the window, open Microsoft Word.
3. In a new Word document paste the copied text.
4. Type the title "Sports at UNC-Chapel Hill" on your page, center it, italicize it, and choose the font you would like.
5. Type a few sentences about anything below the paragraph you pasted.

#### Task 3

1. Draw a text box. Copy and paste the following paragraph in your Word document. you may need to adjust the size of your text box so the text fits:

Soccer, also known as "football" worldwide, is an 11-a-side game where the object is to score the most goals. It is the world's most popular sport, played in roughly 200 countries. Modern soccer originated in England during the mid-nineteenth century, but evidence suggests that soccer-like games were played in China over 2,000 years ago.

2. Use the spell check in Word to correct the 3 errors in the above paragraph.
3. Save the document in a folder you create.
4. Name the folder "Class" and the document "Sports".

#### Task 5

1. Return to your minimized web browser window.
2. Search for the word "soccer" in Google images.
3. Browse the results and select any image that you like.
4. Save the image the "Class" folder and name the file "Soccer".

**Task 6**

1. Insert the image below the text in your Word document.
2. Save the document.

**Task 7**

1. In Gmail click “Compose Mail”.
2. Attach the Word document to an email.
3. Send email.
4. To view this email, go to your “Sent Mail”.