**CST-133W “Turn-In” Instructions**

**MS Word 2013 Lab Part I**

Work your way through the lab PDFs ([link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Word%20Part%20I/)) by reading and following the directions creating 3 Word documents.

**Read through the section on “Understanding Word Processing Software” on pages 2 and 3.**

**Work through the “Exploring the Word Program Window” exercise on pages 4 and 5. Make sure you are familiar with the various window elements before moving on.**

**Unit A:** ([link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Word%20Part%20I/msofficeintro_word_unit_a_creating_documents_with_word.pdf)) On page 6 you will be directed to type a Memorandum (Memo), and then on page 8, 10 & 12 you will be asked to make changes to it. On page 14 you will be directed to use a template to create a letter, and then on page 16 you are to make changes to it. Save these two documents on your home computer or USB drive.

**Unit B:** ([link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Word%20Part%20I/msofficeintro_word_unit_b_editing_documents.pdf))On page 26 you will be directed to edit the WD B-1 document and on page 28, 30, 32, 34, 36, 38 and 40 you will make more changes. Save this document as you work and after completing all of the exercises.

***Submit your 3 documents as directed by your instructor.***