


Practice Exercise: Create the About Me File in Word - Digital Literacy

Follow the steps below to create and save a file using the application Microsoft Word.

1. From the Start Screen, click **Microsoft Word**.
2. Change the font size to make the words print larger by clicking the arrow next to the font size

number  and choose 18.

3. Type the text in the box below. Your words may line up differently. Do **not** use the **ENTER** key. The words will fall to the next line on their own. This is called wraparound. Where you see a line type your personal information. To edit and fix small errors, line up the cursor (blinking bar) where after a mistake is erase with backspace or add missing characters.

My name is _____. I am from _____. I have been in the United States for _____. I am taking English classes at Berkeley Adult School. My teacher's name is _____. I really enjoy my class. It is fun to to be in class and talk with other students. I am learning new words and meeting many people. I hope to learn English to communicate better with others.

4. Now we are ready to Save the file. Click **File** in the upper-left.
5. Click **Save** and then **Browse**.
6. Click **Desktop** on the left.
7. Double-click **Student-BAS-ESL-SERVER** shortcut.
8. Double-click **Alfred Miller Digital Literacy**.
9. Double-click **Your Class**.
10. Double-click **Your Name**.
11. Click in the filename area and type **About Me - Your Name** for the filename. Replace **Your Name** with your real name.
12. Click **Save**. If you want to turn in the assignment, you can upload files with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the file from the folder where you saved it.