Name: Day: Period: Date:

**Microsoft Word Introduction: Take A Way Worksheet 1**

* Students will view SIX short videos and gather 2 facts per video they’ve gained knowledge/awareness of after watching.
* To open the video, RIGHT CLICK the blue text (Video Title) in the first column, and click Open Link.
* Students should activate the Close Caption Feature to assist in the fact gathering. Ask for help, if needed.
* Students can pause the video at any point to write down a fact.

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|  | **Video Links** | **Something I knew.** | **Something I learned.** |
| 1 | [Use Word on a Mobile Device](https://support.office.com/en-us/article/video-use-word-on-a-mobile-device-d98e8b70-48a5-4267-8826-915590739a91?ui=en-US&rs=en-US&ad=US) |  |  |
| 2 | [Share a Document](https://support.office.com/en-us/article/video-share-a-document-92701e68-148d-42d3-9cd3-7eeab997a738?ui=en-US&rs=en-US&ad=US) |  |  |
| 3 | [Track Changes and Show Mark Up](https://support.office.com/en-us/article/video-track-changes-and-show-markup-3faf8a07-26ed-4b76-b6a0-43cca013e6d3?ui=en-US&rs=en-US&ad=US) |  |  |
| 4 | [Accept or Reject Changes](https://support.office.com/en-us/article/video-accept-or-reject-changes-03c66bc2-c636-427a-9d1b-3e3345103b2e?ui=en-US&rs=en-US&ad=US) |  |  |
| 5 | [Research a Paper](https://support.office.com/en-us/article/video-research-a-paper-in-word-4e3628f2-00bc-4896-b314-2813e6cf8dde?ui=en-US&rs=en-US&ad=US) |  |  |
| 6 | [Write a Math Equation in Word](https://support.office.com/en-us/article/video-write-an-equation-or-formula-4f799df7-4ca4-4670-afd3-6135768b01d0?ui=en-US&rs=en-US&ad=US) |  |  |