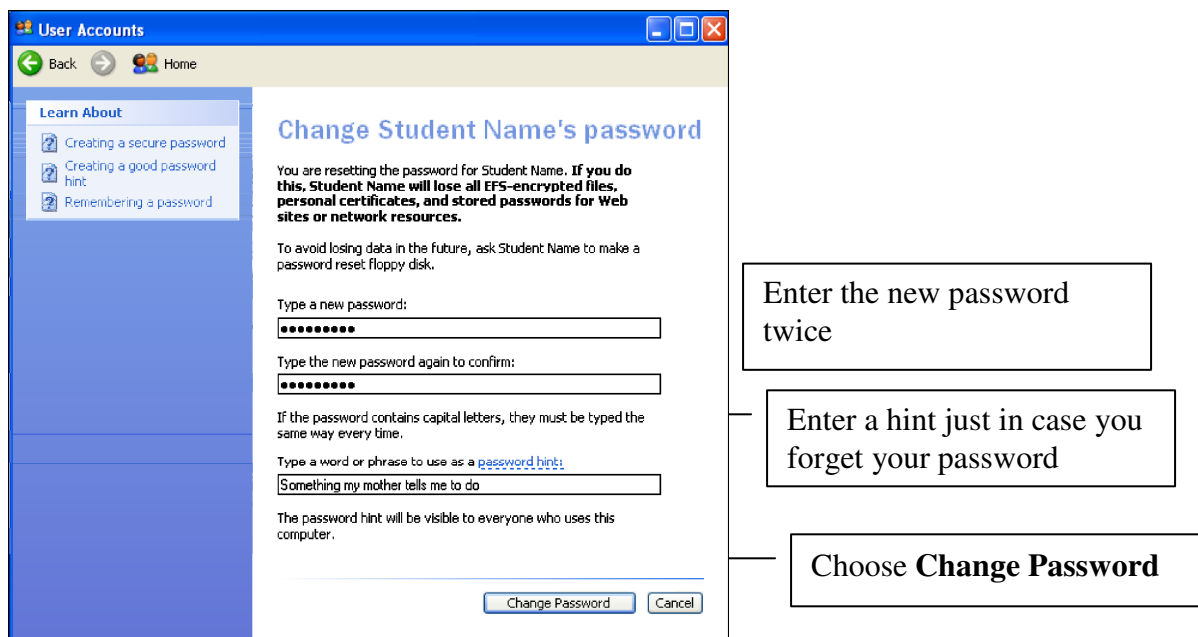# Chapter 1 Supplemental Activity

Change Your Password

Complete Lesson 2 before you complete this activity. Change your password only if you have your teacher's permission to do so.

NOTE: If your computer is on a network or runs a different version of *Windows*, the screens you see look a little different than those shown below. Your teacher will tell you if your computer system has slightly different steps.

1. Choose **Start, Control Panel**. Choose **User Accounts**.

2. Choose **Change an account**. Choose your account name.

3. Choose **Change my password**.

4. Enter your new password twice in the two *Type a new password* boxes. See Figure 1 below.

5. Enter a word or phrase that will remind you of your password in the password hint box. Click the **Change Password** button.

6. Click the **Close** box to close the User Accounts window. Click the **Close** box again to close the Control Panel window.

Figure 1 User Accounts Dialog Box

Enter the new password twice

Enter a hint just in case you forget your password

Choose **Change Password**

Chapter 1 Supplemental Activity

Finding Help for Keyboard Shortcuts

Complete Lesson 4 before you complete this activity.

Word provides keyboard shortcuts for many commands. This means you can press one or more keys on the keyboard to give a command instead of using a menu option or a toolbar button. For example, CTRL + S is the keyboard shortcut for the Save command. In this activity, you will access Help to learn more about keyboard shortcuts.

1. Start *Word*. Notice the small blue circle with a question mark in the upper-right corner of the *Word* window. This is the Help icon. Click it to open the *Word* Help window.

2. In the Help search box of the *Word* Help window, key **keyboard shortcut**. Tap ENTER.

2. Click **Keyboard shortcuts for Microsoft Office Word** in the Search Results list. Read the opening paragraphs of the Help entry. For keyboard shortcuts in which you press two or more keys simultaneously (at the same time), the keys to press are separated by what sign?

3. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by what character?

4. Scroll down to the heading Quick reference for Microsoft Office Word. Click the various links to learn about the many keyboard shortcuts available on *Word*.

5. Click the **Close** button on the *Word* Help window to close it.

6. Now locate the **F1** key on your keyboard and press it. The *Word* Help window opens. The keyboard shortcut for Help is the **F1** key. Pressing F1 is a convenient way to open the Help window. Close the Help window, then close *Word*.