**Word Processing Practice Directions**

1. Click on **Mrs. Bevill’s Web Site**
2. Click on the **Word Processing** Tab
3. Click on **Edit Sentences**
4. Listen to the Video and do the Interactive Practice
5. When the video finishes click on the back arrow
6. Click on **Word Processing Skills**
7. Listen to the Video and do the Interactive Practice
8. When the video finishes click on the back arrow
9. Click on **Edit A Paragraph**
10. Listen to the Video and do the Interactive Practice
11. When the video finishes click on the back arrow
12. Now click on the **MS Word Activities** Tab
13. Under the **Week 4**
14. Click on the **Cut/Copy/Paste/Drag/Drop Activity**
15. Click Ok
16. Click on Enable Editing
17. Do the Activity—This Worksheet is a review of what you practiced last week.
18. Repeat Steps 12 & 13
19. Click on the next Activity—do this until you have done all 4 Activities