

Practice Task 3 – Downloading Files and Using Word

Download the files

Click the link for **Digital Devices** text file

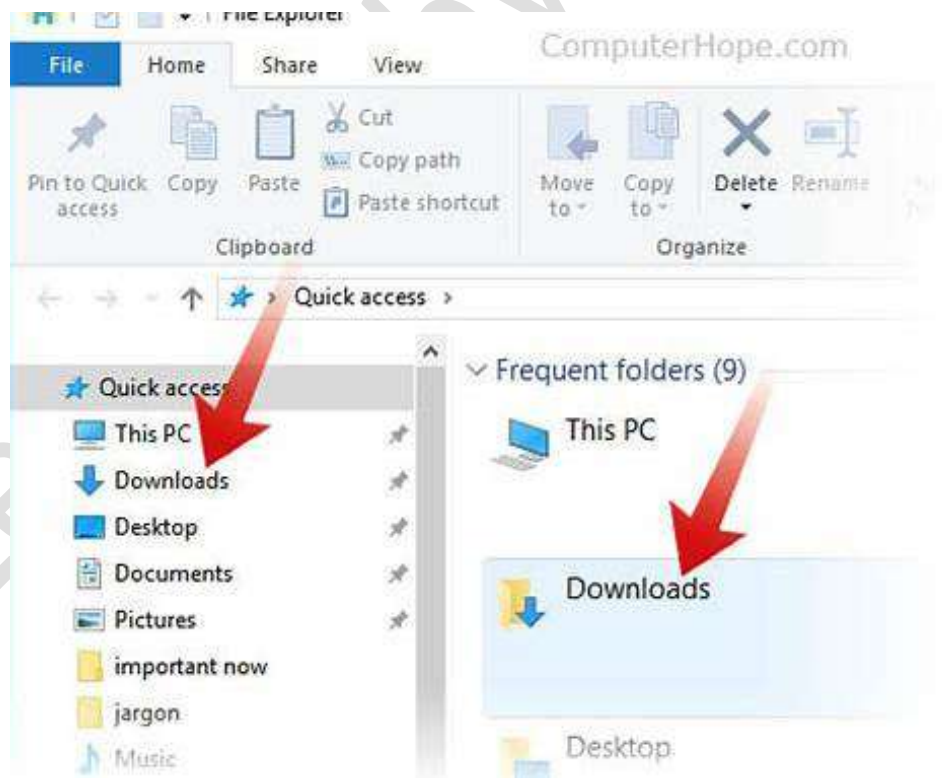
Click **Download** or **Save**

Find the file in your  **Downloads** folder

Click the link for the **Digital Devices Image**

Download the image

Check it is saved in **Downloads**



Open and copy the text

Open the **Digital Devices** text file

Select all the text (**Ctrl + A**)

Copy the text (**Ctrl + C**)



Paste the text into Word

Open **Microsoft Word**

Open a **new document**

Paste the text (**Ctrl + V**)



Edit the text

Keep the **heading** at the top

Change part of the text into **bullet points**

Insert the image

Click where you want the image to appear

Click **Insert**

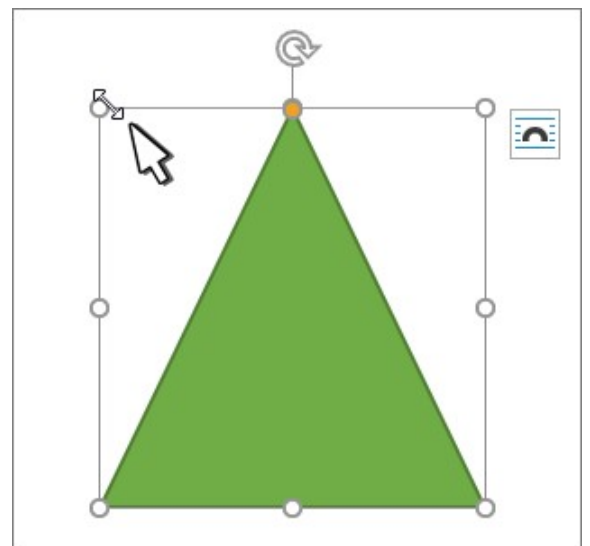
Click **Pictures** → **This Device**

Open  **Downloads**

Select **Digital Devices Image**

Click **Insert**

Resize the image using the **corner circles**



Save your work

Click **File** → **Save As** Choose  **Documents** → 

Digital Name the file: Click **Save**

