**How to Edit with Claudio on Microsoft Word**

Lesson 1: Basic Functions Exercise

**Instructions:**

For this exercise, type a short, 100-word paragraph describing your favourite food and why it is your favourite. Then follow the instructions below using only your keyboard. Do not use your mouse. You may also reference the example video on the lesson page.

1. Use the Save As hotkey to save the file to your desktop.
2. Delete the first sentence you wrote.
3. Undo the delete.
4. Redo the delete.
5. Use the Save hotkey to save the file as is.
6. Close the document window.