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

Lesson 4: Editing & Formatting Text I Exercise

**Instructions:**

For this exercise, you will format an excerpt from "The Time Machine" by H.G. Wells using only the new hotkeys you've learned. Follow the instructions below using only your keyboard. Do not use your mouse.

1. Find the duplicate words and delete them.
2. Highlight the words "Eight Hundred and Two Thousand".
3. Decrease the text size of the word "thunderstorm".
4. Increase the text size of the word "creatures".

**Excerpt:**

For a moment I was staggered, though the import of his gesture was plain enough. The question had come into my mind abruptly: were these creatures fools? You may hardly understand how it it took me. You see, I had always anticipated that the people of the year Eight Hundred and Two Thousand odd would be incredibly in front of us in knowledge, art, everything. Then one of them suddenly suddenly asked me a question that showed him to be on the intellectual level of one of our five-year-old children—asked me, in fact, if I had come from the sun in a thunderstorm! It let loose the the judgement I had suspended upon their clothes, their frail light limbs, and fragile features. A flow of disappointment rushed across my mind. For a moment I felt that I had built the Time Machine in vain.