

## Microsoft Word: - Exercise 1 to 9

### Exercise 1: Table Formatting

1. On a new document, create a new table as below.

	Jan	Mar
John	1430	1240
Steve	1820	1530

2. Format the table as below.  
 Resize the table third columns to 1" width.  
 Align Jan and Mar to center.  
 Align Numbers to right.  
 Change John and Steve font format to **Bold**. Font: Times New Roman.  
 Change space between cells to 0.05"  
 3. Change space between cells to 0.05"  
 4. Distribute Jan and Mar column width evenly.  
 5. Add a new row and a new column and enter the new data into the cells.

	Jan	Feb	Mar
John	1430	2410	1240
Steve	1820	940	1530
Total			

6. Delete Mar column and use formula to calculate the total.  
 7. Add Borders to the table and shade the Jan and Feb cell in light blue.  
 8. Insert a new row above the table and merge the row cells. Type in the table title as below.

Sales for Year 2003		
	Jan	Feb
John	1430	2410
Steve	1820	940
Total	3250	3350

### Exercise 2: Generate following layout in word document

# Microsoft Publisher Practice Exercises

**Brian Russell**



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Practical Pages Lucy Richards,Susanne Richards,2000-01-01      **Whizkids Presentation & Desktop Publishing I' 2002 Mill Ed. ,**      **Learning to Pass Complete New CLAIT Using Office XP** Angela Bessant,2003 This title combines the CLAIT units Learning to Use Office XP for New CLAIT and CLAIT Plus It aims to enable the student to learn and practise all the skills needed for the CLAIT qualification      **Microsoft Publisher 2000** Gary B. Shelly,Thomas J. Cashman,Joy Starks,Joy L. Starks,1999 Part of the highly successful Shelly Cashman series this texts offers a clear step by step screen by screen approach to learning basic Microsoft Publisher 2000 skills      **The Publisher** ,1909      The Essentials of AQA Design and Technology Brian Russell,2003      **The Essentials of G.C.S.E. Design and Technology** Brian Russell,2002-06

*Microsoft Publisher 2002* Gary B. Shelly,Thomas J. Cashman,Joy L. Starks,Joy Starks,2002 Part of the highly successful Shelly Cashman Series Microsoft Publisher 2002 Complete Concepts and Techniques provides step by step instructions accompanied by full color screen shots Six projects help students learn basic through advanced Publisher skills quickly and easily      **Directory of Publishing 2011** Continuum,2010-12-02 Comprehensive trade directory of the UK publishing industry and allied book trade suppliers associations and services      *Educational Times* ,1912      *Editor & Publisher* ,1921

**Learning to Teach English in the Secondary School** Jon Davison,Jane Dowson,2003-12-16 This best selling textbook combines theory and practice to present a broad introduction to the opportunities and challenges of teaching English in secondary school classrooms Each chapter explains the background to current debates about teaching the subject and provides tasks teaching ideas and further reading to explore issues and ideas in relation to school experience Already a major text for many university teaching courses this new edition has been thoroughly updated in the light of new legislation and includes fresh chapters on the National Literacy Strategy Media and ICT Other chapters suggest a broad range of approaches to teaching such crucial areas as reading and writing speaking and listening drama media studies and information technology grammar poetry and language study Shakespeare post 16 English language and literature Written particularly with the new and student teacher in mind this book offers principles and practical examples of teaching and learning in a twenty first century context as new notions of literacy compete with demands of national assessment Taking these changing ideologies as a starting point the text also addresses questions about the nature of teacher education It raises issues concerning competence based courses working with a mentor in school and monitoring the development of a student teacher      Educational Times and Journal of the College of Preceptors ,1912      Journal of Horticulture and Practical Gardening ,1875      **Musical Opinion and Music Trade Review** ,1893      **The Primary English Encyclopedia** Margaret Mallett,2008-03-25 A comprehensive user friendly and interesting reference book that explains key concepts ideas and current requirements in primary English Includes over 600 entries short definitions of key concepts e g parts of speech succinct explanations of current UK requirements extended entries on major topics such as speaking and listening reading

writing drama bilingualism and children s literature up to date information and discussion of important issues key references  
and accounts of recent research findings a Who s Who of Primary English      **Medical Record** ,1912      *Cti Higher Edn*  
Cengage Learning Australia,Thomson Course Technology,2001-12      **John O'London's Weekly** ,1921      Medical Record  
George Frederick Shrady,Thomas Lathrop Stedman,1912

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