Word 2007 Exercises

Activity 1 - Entering Text & Saving

Start up Word and type the text below into a new document:

What is a word processor?

A word processor enables you to write letters, reports, memos and much, much more quickly and efficiently. It will also enable you to print them out and store them for future reference, amending or altering them as you wish.

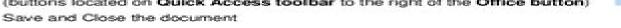
Generally speaking, a word processor functions in the same way as a highly sophisticated typewriter. You don't have to interrupt your work in any way when a line fills up or you reach the end of a page. Word automatically advances your text onto a new line or a new page whenever it needs to. Thanks to the many different types of printers available you can create professional and attractive documents to be proud of.

- Choose Save As from the Office Buttonname it Word processing docx and click Save
- Create a new blank document (via the Office Button) and type in Your Name and Room Number
- Save this document, with the name My Details,docx (try using the Save button on the Quick Access toolbar)
- You now have two documents, which should both still be open
- Use the Taskbar to switch between them.
- On the View tab in the Window group, click Switch Windows.
- Close both documents (via the Office Button) but leave Word open

Activity 2 -Text Formatting

- Open the document Memory.docx (via the Office Button)
- Make the headings Computer Memory, ROM Memory, RAM Memory bold (on the Home tab in the Font group)
- Italicise the phrase Read Only Memory in the 3rd paragraph
- Underline the phrase 1 kilobyte in the 6th paragraph
- Add your name at the end of the document; make it bold, Italic and underline it Hint: Ctrl/End takes you to the end of the document
- Select the heading Computer Memory and change the font to Arial 14point Red try using the Mini toolbar
- Using Format Painter, copy the formatting of this heading to all the others, so they are consistent (on the Home tab in Clipboard group, click Format Painter)
- Change the phrase Read Only Memory in the 3rd paragraph to UPPERCASE (Change Case button in Font group)
- Use Superscript and Subscript to alter the items near the end of the document (buttons in Font group)
- If you make mistakes along the way, use Undo and Redo to alter them (buttons located on Quick Access toolbar to the right of the Office button)





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Gary B. Shelly, Thomas J.
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