

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 Button** name 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 or
- 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**)
- Save and Close the document



Microsoft Word 2003 Exercises For Beginners

**Gary B. Shelly, Thomas J.
Cashman, Misty Vermaat**



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Table of Contents Microsoft Word 2003 Exercises For Beginners

1. Understanding the eBook Microsoft Word 2003 Exercises For Beginners
 - The Rise of Digital Reading Microsoft Word 2003 Exercises For Beginners
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2003 Exercises For Beginners
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2003 Exercises For Beginners
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2003 Exercises For Beginners
 - Personalized Recommendations
 - Microsoft Word 2003 Exercises For Beginners User Reviews and Ratings
 - Microsoft Word 2003 Exercises For Beginners and Bestseller Lists
5. Accessing Microsoft Word 2003 Exercises For Beginners Free and Paid eBooks
 - Microsoft Word 2003 Exercises For Beginners Public Domain eBooks
 - Microsoft Word 2003 Exercises For Beginners eBook Subscription Services
 - Microsoft Word 2003 Exercises For Beginners Budget-Friendly Options

6. Navigating Microsoft Word 2003 Exercises For Beginners eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2003 Exercises For Beginners Compatibility with Devices
 - Microsoft Word 2003 Exercises For Beginners Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2003 Exercises For Beginners
 - Highlighting and Note-Taking Microsoft Word 2003 Exercises For Beginners
 - Interactive Elements Microsoft Word 2003 Exercises For Beginners
8. Staying Engaged with Microsoft Word 2003 Exercises For Beginners
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2003 Exercises For Beginners
9. Balancing eBooks and Physical Books Microsoft Word 2003 Exercises For Beginners
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2003 Exercises For Beginners
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2003 Exercises For Beginners
 - Setting Reading Goals Microsoft Word 2003 Exercises For Beginners
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2003 Exercises For Beginners
 - Fact-Checking eBook Content of Microsoft Word 2003 Exercises For Beginners
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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