

Word 2007 Exercises

Activity 1 – Entering Text & Saving

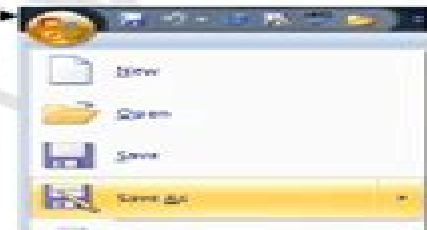
- Start up Word and type the text below into a new document:

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 Office Word 2007 Practice Test

Hussin A.Rothana



Microsoft Office Word 2007 Practice Test:

Microsoft Office Word 2007 Step by Step Joan Lambert, Joyce Cox, 2007-01-03 Experience learning made easy and quickly teach yourself how to create impressive documents with Word 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Apply styles and themes to your document for a polished look Add graphics and text effects and see a live preview Organize information with new SmartArt diagrams and charts Insert references footnotes indexes a table of contents Send documents for review and manage revisions Turn your ideas into blogs Web pages and more Your all in one learning experience includes Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon the new Microsoft Office interface Windows Vista Product Guide eBook plus more resources and extras on CD For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

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