

## Word 2007 Exercises

### Activity 1 – Entering Text & Saving

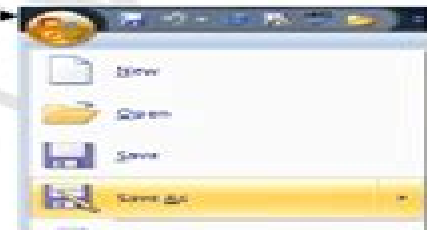
- Start up Word and type the text below into a new document:

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 3<sup>rd</sup> paragraph
- Underline the phrase 1 kilobyte in the 6<sup>th</sup> 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 3<sup>rd</sup> 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



# Guide To Ms Office With Exercises

**R Pring**



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