

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



Ms Word 2007 Practice Exercises

Christine Kent



Ms Word 2007 Practice Exercises:

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 Enjoy... Upgrading to Microsoft Word 2007 Christine Kent, 2008

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Lennon,2020-07-12 An introductory textbook that assumes no prior knowledge of linguistics or second language acquisition this book presents a comprehensive overview of the theoretical foundations methods and practices of Teaching English as a Foreign Language TEFL for pre service teachers Lennon covers the theoretical bases for TEFL and addresses second language acquisition research past and present EFL teaching methodology as well as psychological and social approaches to individual language learner variation Further chapters provide extensive yet accessible coverage on essential foundational topics including chapters on pronunciation grammar vocabulary literature and testing Offering a sociocultural approach in which the teacher is seen as a facilitator and supporter of students self directed learning this text provides the prospective teacher with the knowledge and skills to be an effective educator in the EFL classroom The targeted EFL focus makes this book ideal for pre service teachers and for teacher training programmes around the world Each chapter includes a Food for Thought section with questions for reflection and a Further Reading list **The Accidental Technology Trainer** Stephanie K. Gerding,2007 Here is a useful and reassuring guide for library staff who find themselves newly responsible for technology training whether in computer labs classrooms or one to one with library users Author Stephanie Gerding addresses the most common concerns of new trainers recommends proven tools and techniques and shares helpful advice from many of her fellow library tech trainers The book is designed to help staff get up to speed quickly showing them how to integrate expert tips and tricks and leverage their natural skills to ensure excellent results in any library technology training situation

Functional Neuroimaging in Exercise and Sport Sciences Henning Boecker,Charles H. Hillman,Lukas Scheef,Heiko K. Strüder,2012-06-19 Regular physical exercise is associated with substantial health benefits Recent evidence not only holds for cardiovascular effects promoting physical health but also for the central nervous system believed to promote brain health Moderate physical exercise has been found to improve learning memory and attentional processing with recent research indicating that neuroprotective mechanisms and associated plasticity in brain structure and function also benefit Physical exercise is also known to induce a range of acute or sustained psychophysiological effects among these mood elevation stress reduction anxiolysis and hypoalgesia Today modern functional neuroimaging techniques afford direct measurement of the acute and chronic relation of physical exercise on the human brain as well as the correlation of the derived physiological in vivo signals with behavioral outcomes recorded during and after exercise A wide range of imaging techniques have been applied to human exercise research ranging from electroencephalography EEG magnetoencephalography MEG near infrared spectroscopy NIRS magnetic resonance imaging MRI to positron emission tomography PET All of these imaging methods provide distinct information and they differ considerably in terms of spatial and temporal resolution availability cost and associated risks However from a multimodal imaging perspective neuroimaging provides an unprecedented potential to unravel the neurobiology of human exercise covering a wide spectrum ranging from structural plasticity in gray and white matter network dynamics global and regional perfusion evoked neuronal responses to the quantification of neurotransmitter

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