#### 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.

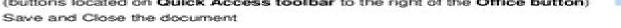
Generally speaking, a word processor functions in the same way as a highly sophisticated typewriter. You don't have to interrupt your work in any way when a line fills up or you reach the end of a page. Word automatically advances your text onto a new line or a new page whenever it needs to. Thanks to 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)





# **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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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

release The aim of this book is to provide the current state of the human neuroimaging literature in the emerging field of the neurobiological exercise sciences and to outline future applications and directions of research *Microsoft Office Access* 2007 Step by Step Steve Lambert, M. Lambert, Joan Lambert, 2007-01-03 Experience learning made easy and quickly teach yourself how to build database solutions with Access 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Build databases from scratch or from templates Exchange data with other databases and Office documents Create forms to simplify data entry Use filters and queries to find and analyze information Design rich reports that help make your data meaningful Help prevent data corruption and unauthorized access 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 eReference plus other resources 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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Lab Reports and Projects in Sport and Exercise Science Mike Price, 2014-05-22 Lab Reports and Projects in Sport and Exercise Science A guide for students provides a comprehensive overview of what should be contained within each section of a scientific report and clearly explains how it should be presented Written in a friendly and engaging style it guides the reader through abstracts literature reviews methodology reporting discussions and referencing and contains a wealth of examples and practical advice on how to improve and refine your own writing From writing a first lab report to preparing a final year dissertation or postgraduate thesis sports and exercise science students at all levels will find this book a valuable resource in developing both skill and confidence in scientific communication Key features The layout of the book is designed to reflect that of a typical scientific report to help students plan their own projects Each chapter includes numerous examples exercises and activities to engage students and develop skills in each aspect of report writing Includes discussion of critical appraisal techniques to help students refine their research questions All data sets and illustrations used are drawn from the key disciplines in sport and exercise science including physiology psychology and biomechanics Sourcebook of Interactive Practice Exercises in

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