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.

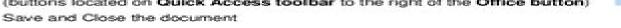
Generally speaking, a word processor functions in the same way as a highly sophisticated typewriter. You don't have to interrupt your work in any way when a line fills up or you reach the end of a page. Word automatically advances your text onto a new line or a new page whenever it needs to. Thanks to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





Guide To Ms Office With Exercises

James Pyles

Guide To Ms Office With Exercises:

Exam 70-667 Microsoft Office SharePoint 2010 Configuration Lab Manual Microsoft Official Academic Course, 2012-04-03 This book is for students preparing to become certified for the 70 630 Microsoft Office SharePoint Server 2007 Configuration exam The Microsoft Official Academic Course MOAC lessons correlate and are mapped to the Microsoft Certified Technology Specialist MCTS 70 630 certification exam This text covers facilitating collaboration understanding content management features implementation of business processes and supplying access to information essential to organizational goals and processes Students master skills to utilize SharePoint sites that support specific content publishing content management records management and business intelligence needs The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification and was authored for college instructors and college students The Complete Guide to Mastering Microsoft Office: A Comprehensive Course Pasquale De Marco, 2025-07-11 In today's digital world proficiency in Microsoft Office is not just an asset but a necessity The Complete Guide to Mastering Microsoft Office A Comprehensive Course is your ultimate companion to unlock the full potential of this powerful suite of applications and transform the way you work learn and communicate With a focus on practicality and real world applications this comprehensive guide takes you on a journey through each Microsoft Office application providing step by step instructions insightful explanations and hands on exercises Whether you re a student a professional or anyone seeking to enhance your Microsoft Office skills this book is meticulously crafted to meet your needs Delve into the essential features and functionalities of Word Excel Access PowerPoint Outlook Teams Publisher OneNote and Office 365 Learn to create stunning documents analyze and visualize data effectively manage and organize your emails and contacts collaborate seamlessly with colleagues design captivating presentations and unleash your creativity with various Microsoft Office applications This book caters to learners of all levels from beginners seeking to establish a solid foundation in Microsoft Office to advanced users aiming to refine their skills and explore advanced techniques With its clear and concise explanations engaging examples and practical exercises this book ensures a comprehensive and enjoyable learning experience As you progress through the chapters you ll gain the confidence and expertise to navigate the Microsoft Office suite with ease enhancing your productivity and achieving remarkable results Embrace the opportunity to master Microsoft Office and unlock a world of possibilities transforming the way you work learn and communicate The Complete Guide to Mastering Microsoft Office A Comprehensive Course is your gateway to becoming a proficient Microsoft Office user unlocking new levels of productivity and efficiency Prepare to transform your digital workspace and elevate your skills to new heights with this comprehensive guide If you like this book write a review **Ultimate Learning Guide to Microsoft** Office Project 2007 Dale A. Howard, Gary Chefetz, 2007 Designed for professionals seeking a complete learning experience and reference manual for managing projects using the Microsoft Office Project 2007 desktop application this book can teach

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