

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



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Albert A Gayle



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Table of Contents Ms Word 2007 Practice Exercises

1. Understanding the eBook Ms Word 2007 Practice Exercises
 - The Rise of Digital Reading Ms Word 2007 Practice Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Word 2007 Practice Exercises
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Word 2007 Practice Exercises
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Word 2007 Practice Exercises
 - Personalized Recommendations
 - Ms Word 2007 Practice Exercises User Reviews and Ratings
 - Ms Word 2007 Practice Exercises and Bestseller Lists
5. Accessing Ms Word 2007 Practice Exercises Free and Paid eBooks
 - Ms Word 2007 Practice Exercises Public Domain eBooks

- Ms Word 2007 Practice Exercises eBook Subscription Services
- Ms Word 2007 Practice Exercises Budget-Friendly Options
- 6. Navigating Ms Word 2007 Practice Exercises eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Word 2007 Practice Exercises Compatibility with Devices
 - Ms Word 2007 Practice Exercises Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Word 2007 Practice Exercises
 - Highlighting and Note-Taking Ms Word 2007 Practice Exercises
 - Interactive Elements Ms Word 2007 Practice Exercises
- 8. Staying Engaged with Ms Word 2007 Practice Exercises
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Word 2007 Practice Exercises
- 9. Balancing eBooks and Physical Books Ms Word 2007 Practice Exercises
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Word 2007 Practice Exercises
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Ms Word 2007 Practice Exercises
 - Setting Reading Goals Ms Word 2007 Practice Exercises
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ms Word 2007 Practice Exercises
 - Fact-Checking eBook Content of Ms Word 2007 Practice Exercises
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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