#### 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.

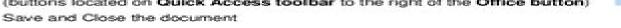
Generally speaking, a word processor functions in the same way as a highly sophisticated typewriter. You don't have to interrupt your work in any way when a line fills up or you reach the end of a page. Word automatically advances your text onto a new line or a new page whenever it needs to. Thanks to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





# **Microsoft Word 2007 Study Guide**

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How to Do Everything with Microsoft Office Word 2007 Guy Hart-Davis, 2007-06-05 We re getting the word out on how to get the most out of Word 2007 This up to date guide makes it easy for both beginners and experienced users to master the powerful features and new interface of Word 2007 You will learn to create professional looking documents effortlessly Practical examples and step by step instructions make even the most complex features simple to grasp while workarounds show you how to circumvent common problems Study Material YCT Expert Team, 2023 24 O Level M1 R5 Study Material Word Tutorials Smart books, Word Tutorials complete guide General Studies: Self Study Guide Book with 100 Topics Covered (1500+ MCOs in Practice Tests) - Useful for beginners for SSC, Railway, UDC, LDC, Police, Bank, UPSC, MBA, MAT and other Competitive Exams EduGorilla Prep Experts, 2024-05-01 The presented book has been prepared keeping the candidates in mind in which the syllabus useful for the examination has been included Through this book we will be helped in understanding various aspects related to the subject EduGorilla Publications a reputed education technology organization has created a comprehensive book General Studies with the personal guidance of Rohit Manglik CEO of the organization It provides a structured and excellent approach

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