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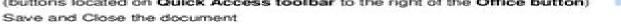>
> Generally speaking, a word processor functions in the same way as a highly sophisticated typewriter. You don't have to interrupt your work in any way when a line fills up or you reach the end of a page. Word automatically advances your text onto a new line or a new page whenever it needs to. Thanks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

➢ <u>Underline</u> the phrase 1 kilobyte in the 6th paragraph

➢ Add your name at the end of the document; *<u>make it bold, italic and underline it</u>* **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

Microsoft Word 2013 Practice Exercises

Ralph R. Roberts,Joseph Kraynak

Microsoft Word 2013 Practice Exercises:

   Microsoft Word 2013 Step By Step Joan Lambert,Joyce Cox,2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features   *Microsoft Word and Excel 2013/365* Theodor Richardson,2014-10-20 As part of the new Pocket Primer series this book provides an overview of the major concepts and tutorial videos to use Word and Excel The book serves as a starting point for deeper exploration of Word and Excel The focus of this book is on using these two software packages and includes instruction for Word 365 which includes both Word 2013 for Windows and Word 2011 for Macintosh Features Includes tutorial videos on the companion DVD Provides an overview of the most important Word and Excel techniques Contains Word and Excel graphics and animation effects   **MOS 2013 Study Guide for Microsoft Word** Joan Lambert,2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files   **Microsoft Office 2013/365 and Beyond** Theodor Richardson,Charles Thies,2015-02-24 Microsoft Office 2013 365 and Beyond is divided into five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in Microsoft Office 2013 and Microsoft Office for Mac 2011 The focus of this text is to provide readers with the skills needed to discuss essential computer concepts navigate and conduct basic tasks using an operating system and develop files using basic productivity applications The companion disc includes all of the files needed to complete the chapter exercises within the text You will also find video tutorials a repository of high resolution images from the chapters and samples of completed projects for comparison Features Designed to address the Windows operating system and the 2013 Microsoft Office application suite Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office MS Outlook Word PowerPoint Excel Includes a dynamic 4 color design with supplementary video tutorials to enhance the learning process Discusses common computer applications including Adobe Reader for reading PDF files and Microsoft OneNote for Windows for managing files Additional productivity tools like OpenOffice org are presented Includes a comprehensive DVD with sample tutorial videos project files from the text figures Excel functions and formulas and MS Office shortcuts Numerous instructor supplements and companion Web site available upon adoption   *Word 2013 ELearning Kit For Dummies* Lois Lowe,2014-04-28 Whether you ve used other

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