

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



Microsoft Word 2007 Study Guide

Roy Horn



Microsoft Word 2007 Study Guide:

Microsoft Office Word 2007 a Beginners Guide W. r. Mills, 2010 This book is not intended to be an Everything you will ever need to know about Microsoft Word 2007 although in some cases it might be It is as the name implies a beginner's guide to Word 2007 This book has two purposes First to provide the inexperienced user with a working knowledge of Word 2007 so Word becomes more than just a way to write a letter The second purpose is to explain the new user interface the Ribbon I hope this helps *MCTS Microsoft Office SharePoint Server 2007 Configuration Study Guide* James

Pyles, 2011-01-11 Qualified SharePoint administrators are in demand and what better way to show your expertise in this growing field than with Microsoft's new MCTS Microsoft Office SharePoint Server 2007 Configuration certification Inside find everything you need to prepare for exam 70 630 including full coverage of exam topics such as configuring content management managing business intelligence and more as well as challenging review questions real world scenarios practical exercises and a CD with advanced testing software For Instructors Teaching supplements are available for this title **The**

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Clark, 2007-02-12 An overview of the latest version of the word processing application describes the new features and capabilities of Word 2007 and furnishes guidance and tips on how to work with data to set up complicated macros integrating graphics and tables and working with collaboration tools **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**

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to exam preparation and helps you build a strong foundation in key concepts and topics **Word 2007 for Starters: The Missing Manual** Chris Grover, 2007-01-25 Fast paced and easy to read this concise book teaches you the basics of Word 2007 so you can start using the program right away Not only will you learn how to work with Word s most useful features to create documents format and edit text share the results and more you ll also discover how to go beyond basic documents to handle graphics create page layouts and use forms and tables The new Word is radically different from previous versions but with this convenient book you can breeze through the new user interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Word is used primarily for word processing but there s more to this powerful program than meets the eye It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software Many of these features are hidden among Word s cluttered menus and even the pros can t find them all For Word 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft s documentation is as poor as ever so even if you find the features you need you still may not know what to do with them Word 2007 for Starters The Missing Manual helps you master Word s redesigned user interface and gives you exactly what you need to create unique attractive and effective documents **Study Material & Question Ban** YCT Expert Team , 2022 23 RSSB Study Material Question Bank

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and more This is the ideal guide to prepare you for Microsoft's new Windows 7 certification

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Table of Contents Microsoft Word 2007 Study Guide

1. Understanding the eBook Microsoft Word 2007 Study Guide
 - The Rise of Digital Reading Microsoft Word 2007 Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2007 Study Guide
 - 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 Microsoft Word 2007 Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2007 Study Guide
 - Personalized Recommendations
 - Microsoft Word 2007 Study Guide User Reviews and Ratings
 - Microsoft Word 2007 Study Guide and Bestseller Lists
5. Accessing Microsoft Word 2007 Study Guide Free and Paid eBooks

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