

## 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 3<sup>rd</sup> paragraph
- Underline the phrase **1 kilobyte** in the 6<sup>th</sup> 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 3<sup>rd</sup> 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 Office Word 20exercises

**Peter Schiessl**



## **Microsoft Office Word 20exercises:**

*MS Office Quickstart* Gordon Padwick,Que,1994      **Microsoft Word 2019 Second Volume - Training Book with Exercises** Peter Schiessl,2019-07-21 Training book for professional usage of MS Word with many exercises and pictures Inclusive Exercise texts these will be sent after the purchase by e mail Possibly please contact emails do not always arrive or end up in the spam folder Through the division into three volumes and the many exercises the material can be taught step by step and building up so that the readers are effectively introduced to text processing with Word In the second volume you will find Using style sheets to rationalize longer texts Handling the style sheets building style sheets setting up long text with styles Create and format a table of contents Extended design options Insert graphics Several columns A header and footer Page numbers in the header or footer A section change for different paper formats or headers Optimally set up and use Word Set word Set up shortcuts Word document templates Search and replace Special applications Create form letters labels and envelopes Set up a formCalculations in tables Create macros and more Final remark In the meantime MS Word can do something for almost every type of program writing texts to books or a professional computer set designing graphics or inserting pictures designing title pages with photos as background calculating in tables creating a database and evaluating it as a serial letter with a differentiated salutation As a result MS Word has become one of the most difficult programs because of this variety of functions which is why it is extremely important to be systematic in the training Our three Word volumes prepare optimally and tailored to the application case for dealing with Word Other functions form letters drawing insert graphics table of contents header etc Volume II for advanced including prepared exercise texts these will be sent after the purchase by e mail Possibly please contact emails do not always arrive or end up in      **A Guide to Microsoft Office 97 Professional for Windows 95** Bruce Presley,1997      *Teaching Mathematics in Grades 6 - 12* Randall E. Groth,2012-08-10 A journey into the vibrant and intriguing world of mathematics education Teaching Mathematics in Grades 6 12 explores how research in mathematics education can inform teaching practice in grades 6 12 The author shows secondary mathematics teachers the value of being a researcher in the classroom by constantly experimenting with methods for developing students mathematical thinking and then connecting this research to practices that enhance students understanding of the material The chapters in Part I introduce secondary teachers to the field of mathematics education with cross cutting issues that apply to teaching and learning in all mathematics content areas The chapters in Part II are devoted to specific mathematics content strands and describe how students think about mathematical concepts The goal of the text is to have secondary math teachers gain a deeper understanding of the types of mathematical knowledge their students bring to grade 6 12 classrooms and how students thinking may develop in response to different teaching strategies      *The Publishers Weekly* ,1902

**InfoWorld** ,1983-02-21 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects      **The Software Encyclopedia** ,1988      *Microsoft*

*Word 2021 - Second Volume* Peter Schiessl, 2024-02-24 Microsoft Word 2021 Second Volume Training book for professional usage of MS Word with many exercises and pictures Inclusive Exercise texts these will be sent after the purchase by e mail post kamiprint de Possibly please contact emails do not always arrive or end up in the spam folder Please note your buyer name and where you have bought the book Through the division into three volumes and the many exercises the material can be taught step by step and building up so that the readers are effectively introduced to text processing with Word In the second volume you will find Using style sheets to rationalize longer texts Handling the style sheets building style sheets setting up long text with styles Create and format a table of contents Extended design options Insert graphics Several columns A header and footer Page numbers in the header or footer A section change for different paper formats or headers Optimally set up and use Word Set word Set up shortcuts Word document templates Search and replace Special applications Create merge mails serial letters labels and envelopes Set up a form Calculations in tables Create macros and more Final remark In the meantime MS Word can do something for almost every type of program writing texts to books or a professional computer set designing graphics or inserting pictures designing title pages with photos as background calculating in tables creating a database and evaluating it as a serial letter with a differentiated salutation As a result MS Word has become one of the most difficult programs because of this variety of functions which is why it is extremely important to be systematic in the training Our three Word volumes prepare optimally and tailored to the application case for dealing with Word Other functions serial letters drawing insert graphics table of contents header etc Volume II for advanced including prepared exercise texts these will be sent after the purchase by e mail Possibly please contact emails do not always arrive or end up in the spam folder post kamiprint de **Mathematics Education Research Studies, 1952** Kenneth E. Brown, 1953

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