

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



Ms Word 2007 Practice Exercises

August Mengelkamp



Ms Word 2007 Practice Exercises:

Microsoft Office Word 2007 Step by Step Joan Lambert, Joyce Cox, 2007-01-03 Experience learning made easy and quickly teach yourself how to create impressive documents with Word 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Apply styles and themes to your document for a polished look Add graphics and text effects and see a live preview Organize information with new SmartArt diagrams and charts Insert references footnotes indexes a table of contents Send documents for review and manage revisions Turn your ideas into blogs Web pages and more Your all in one learning experience includes Files for building skills and practicing the book s lessons Fully searchable eBook Bonus quick reference to the Ribbon the new Microsoft Office interface Windows Vista Product Guide eBook plus more resources and extras on CD For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

Microsoft Office 2007 Robert T. Grauer, 2010 The goal of the Exploring series has been to move readers beyond the point and click helping them understand the why and how behind each skill Coverage of Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Windows Vista and Capstone Exercises MARKET For business professionals seeking to enhance their knowledge of Microsoft Office

The Copyeditor's Handbook Amy Einsohn, Marilyn Schwartz, 2019-05-14 Unstuffy hip and often funny The Copyeditor s Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn t make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today s publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you re ready to test your mettle pick up The Copyeditor s Workbook Exercises and Tips for Honing Your Editorial Judgment the essential new companion to the handbook

Electronic Document Preparation and Management for CSEC® Examinations Coursebook with CD-ROM Kyle Skeete, 2011-11-03 This book covers the new EDPM CSEC syllabus to be taught from September 2011 It introduces computing fundamentals electronic communication and keyboarding techniques before teaching the Microsoft Office 2003 2010 skills required by the course Next students are shown several aspects of document preparation complete

with sample documents After covering document management and ethics it gives SBA tips and exam papers with answers included on the CD Exercises and summaries are found at the end of each chapter The accompanying CD ROM is packed with material including interactive revision questions PowerPoint presentations tutorial videos exercise files and a comprehensive glossary

Practice exercises in news writing George A. Hough, 1988 **JKSSB Sub Inspector Exam Guide 2021**, 2021-02-14 1 JKSSB Sub Inspector is prepared for the upcoming exam 2 The book is divided into 7 main sections 3 Separate section is allotted for Current Affairs 4 2 practice sets for the revision of the concepts 5 We detailed answers are provided to all the questions Jammu and Kashmir Services Selection Board JKSSB has announced a recruitment notification for the posts of Sub Inspector with total of 350 vacancies In order to attain good ranking and to get recruited in the departments of JKSSB one must have thorough preparation Here we introduce the preparatory guide JKSSB Assistant Compiler Recruitment Examination The book divides whole syllabus into 7 Main Sections as per the prescribed syllabus A separate section is allotted to Current Affairs giving the summarized information about the events around the globe With more than 4000 MCQs are provided for the quick revision of the chapter Lastly it ends with 2 practice sets for the revision of the concepts Strictly based on the latest examination pattern in a highly simple language to facilitate the good understanding

TOC Current Affairs General English Mathematics General Knowledge GK with Special Reference to UT of J K General Science Mental Ability Test Computer Application Practice Test 1 2 *Practice Exercises in News Writing, Fifth Edition* George A. Hough, Hough, Robert, 1995 **Microsoft Office SharePoint Designer 2007** Robert T. Grauer, Daniela Marghitu, 2009 For introductory courses in Microsoft Office SharePoint Designer The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill **New Perspectives on Microsoft Office Word 2003, Comprehensive** Ann Shaffer, S. Scott Zimmerman, Beverly B. Zimmerman, Scott Zimmerman, 2003-12 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2003 *New Perspectives on Microsoft Office Word 2003, Comprehensive, CourseCard Edition* Ann Schaffer, S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, 2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2003 in a full semester course By popular demand this book now includes coverage of file management Latin-English Dictionary for the Use of Junior Students John Tahourdin White, 1913 The United States Catalog, 1908 The Manual of Natural Shorthand August Mengelkamp, 1917 The Cumulative Book Index, 1909 A world list of books in the English language **The Monthly Cumulative Book Index**, 1907 **Mental Fatigue During Continuous Exercise of a Single Function** Thomas Russell Garth, 1922 **City of Chicago Heights V. Living Word Outreach Full Gospel Church and Ministries**, 1999 *Information for Applicants for the Stenographer and Typewriter Examination* United States Civil Service Commission, 1917 *The Study and practice of*

writing English Gerhard Richard Lomer, 1914 **Microsoft Office for Teachers** William J. Gibbs, Patricia J. Fewell, 2009

Teachers are busy and often do not have time to learn new software applications Word processing databases and spreadsheets can improve work efficiency expand the range of tasks performed improve accuracy and effectiveness and reduce the amount of time needed to perform routine tasks But how do teachers find the time to learn these applications That is where this book comes in Microsoft Office for Teachers Third Edition presents a visually illustrated and non technical approach to learning the Microsoft Office 2007 suite The book includes screen captures along with text descriptions work templates and exercises to help teachers learn and use these applications without frustration Templates for newsletters grade books etc are provided that demonstrate the usefulness of Microsoft Office in the classroom and the diversity of its applications Teachers can quickly and easily tailor these templates and exercises to meet their specific needs Lastly the book focuses on various tasks such as making a presentation to a parent group or a school board as a catalyst for learning Microsoft Office This book is written for teachers with very basic computing skills Using non technical and graphically illustrated how to procedures teachers and students accomplish real world computer based tasks and develop skills in word processing database management using spreadsheets and making presentations

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