

## 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 Word 2003 Exercises For Beginners

**Online Training Solutions (Firm)**



## **Microsoft Word 2003 Exercises For Beginners:**

Microsoft Office Word 2003 Step by Step Online Training Solutions (Firm),2003 Experience learning made easy and quickly teach yourself how to use the word processing power in Word 2003 With STEP BY STEP you can take just the lessons you need or work from cover to cover Either way you drive the instruction building and practicing the skills you need just when you need them Turn your ideas into impressive documents from memos and form letters to Web pages and complex reports Learn easy formatting techniques that add impact to your communications Embellish text with pictures animations drawings and other effects Share documents for review with greater control over revisions and changes Organize your information with diagrams tables and charts Prepare for the Microsoft Office Specialist exam Practice your skills using the files on CD Your Microsoft Office System Reference Pack on CD includes Twenty five templates straight from the Microsoft Office team Microsoft Office System Quick Reference eBook Insider s Guide to Microsoft Office OneNote 2003 eBook describes new notetaking features in Office Microsoft Computer Dictionary Fifth Edition eBook 10 000 entries Introducing the Tablet PC eBook Complete STEP BY STEP eBook Skill building practice files For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook Produce Simple Word Processed Documents (Word 2003) Cheryl Price,2004 **Welcome to Microsoft Word 2003** Jill Murphy,2004 **Microsoft Word 2003 Specialist Certification** Nita Hewitt Rutkosky,2004 What you ll find inside Instruction and practice in how to create print format and edit documents Strategies for enhancing the visual appeal and clarity of documents How to s for creating and formatting tables and inserting graphic elements Exercises designed to develop problem solving skills and decision making ability Chapter challenge that includes a case study a help exercise and an applications integration activity Quicksteps in page margins summarize the steps to execute features Publisher **Microsoft Office Word 2003** Stephen Haag,James T. Perry,Paige Baltzan,2003-12 The I Series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table The approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery Prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing **Microsoft Office 2003** Linda Bird,2004 Backed with over 20 years of writing teaching and professional experience with electronic spreadsheets the authors have perfected the format and presentation of Microsoft applications material to suit every type of learning style Comprehensive information for users at various levels of experience hands on exercises and a flexible binding make this a must have series for applications essentials Areas covered include taking a tour of PowerPoint creating presentations modifying the presentation s text and structure working with visual and multimedia elements working with the slide master and slide layout working with charts preparing and delivering

electronic slide shows and interfacing PowerPoint with other applications and the Internet For training professionals

Microsoft Office Word 2003: A Professional Approach, Comprehensive Student Edition w/ CD-ROM Deborah

Hinkle, 2004-05-24 McGraw Hill Technology Education's Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams

*Microsoft Office Word 2003: A Professional Approach, Specialist Student Edition w/ CD-ROM* Deborah Hinkle, 2004-03-31 McGraw Hill Technology Education's Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams

**Learning Microsoft Office Word 2003** Suzanne Weixel, 2004-04 Appropriate for all introductory to intermediate level courses in Microsoft Office Word 2003 Designed for students at a wide variety of skill levels Learning Microsoft Office Word 2003 provides a total immersion hands on tutorial that walks students step by step mouse click by mouse click keystroke by keystroke through each of Word 2003's most important features The well illustrated spiral bound manual contains easy to read appealingly formatted procedural explanations step by step exercises and many screen shots all in a carefully organized multi part lesson format Each lesson is comprised of several exercises built around using Word in real life business settings Most exercises consist of seven key elements a brief On the Job description of how the student would use this feature in the workplace a realistic exercise scenario definitions of key terms concise notes describing and outlining important concepts hands on mouse and keyboard procedures step by step instructions for putting the skills to work and an On Your Own critical thinking activity students can work through on their own for reinforcement practice or to test skills proficiency Each lesson ends with additional Critical Thinking exercises that call upon students to rely on the skills they've learned Coverage in this edition includes creating opening saving editing printing and managing documents formatting text and documents creating tables running mail merges building multiple page documents creating documents for publication on the Internet using Word's collaboration desktop publishing and automation features integrating graphics and content from other Microsoft Office applications and more The book also includes a full chapter of advanced Challenge Exercises

**Office Word 2003** Robert T. Grauer, Maryann Barber, 2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual

applications together to solve business problems      Microsoft Office Word 2003 Introductory Stephen Haag,James T. Perry,Paige Baltzan,2004 The I Series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table The approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery Prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing      **Microsoft Office Word 2003** Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,2004 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today      *Microsoft Office Word 2003 Complete* Stephen Haag,James T. Perry,Paige Baltzan,2004 The I Series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table The approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery Prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing      *Microsoft Office Word 2003 for Medical Professionals* Jennifer Duffy,Carol M. Cram,2005-10-03 Designed with the medical profession in mind covers introductory Word skills that a medical assisting nursing or allied health student will need for office support in a clinic or hospital

*Exploring Microsoft Office Word 2003 Comprehensive- Adhesive Bound* Robert T. Grauer,Maryann M. Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives      **Microsoft Word 2003** John Preston,Sally Preston,Robert L. Ferrett,Shelley Gaskin,2004 Written for a diverse audience all ages different educational backgrounds varying educational goals this book allows for self paced or online learning The primary goal of theGO Series Microsoft Word 2003 Volume 1is to teach Microsoft Word 2003 quickly and easily with an approach that is based on clearly defined projects A key feature of the book is the use of Microsoft procedural syntax steps begin withwherethe action is to take place followed by the action itself The instruction is error free clearly written and logically arranged This book provides users with the skills to solve business problems using the computer as a tool Volume 1 covers the following topics relating to Word 2003 getting started using special utilities and formatting tools to write reports adding clip art and tables to enhance flyers and notices creating newsletters using charts and text effects to enhance documents and group projects An efficient

and handy guide for anyone interested in learning the ins and outs of Microsoft Word 2003      **Beginning Mac OS X Snow Leopard Programming** Michael Trent, Drew McCormack, 2010-03-25 A solid introduction to programming on the Mac OS X Snow Leopard platform The Mac OS X Snow Leopard system comes with everything you need in its complete set of development tools and resources However finding where to begin can be challenging This book serves as an ideal starting point for programming on the Mac OS X Snow Leopard platform Step by step instructions walk you through the details of each featured example so that you can type them out run them and even figure out how to debug them when they don't work right Taking into account that there is usually more than one way to do something when programming the authors encourage you to experiment with a variety of solutions This approach enables you to efficiently start writing programs in Mac OS X Snow Leopard using myriad languages and put those languages together in order to create seamless applications Coverage Includes The Mac OS X Environment Developer Tools Xcode Interface Builder The C Language The Objective C Language An Introduction to Cocoa Document Based Cocoa Applications Core Data Based Cocoa Applications An Overview of Scripting Languages The Bash Shell AppleScript and AppleScriptObjC Javascript Dashboard and Dashcode Note CD ROM DVD and other supplementary materials are not included as part of eBook file      **Advantage Series: Microsoft Office Word 2003, Complete Edition** Glen Coulthard, Sarah Hutchinson-Clifford, Ann Miller, 2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage      The Accidental Technology Trainer Stephanie K. Gerding, 2007 Here is a useful and reassuring guide for library staff who find themselves newly responsible for technology training whether in computer labs classrooms or one to one with library users Author Stephanie Gerding addresses the most common concerns of new trainers recommends proven tools and techniques and shares helpful advice from many of her fellow library tech trainers The book is designed to help staff get up to speed quickly showing them how to integrate expert tips and tricks and leverage their natural skills to ensure excellent results in any library technology training situation      **Word 2003** Shelley Gaskin, John Preston, Sally Preston, Robert Ferrett, 2004 Written for a diverse audience all ages different educational backgrounds varying educational goals this book allows for self paced or online learning The primary goal of the GO Series Microsoft Word 2003 Brief Edition is to teach Microsoft Word 2003 quickly and easily with an approach that is based on clearly defined projects A key feature of the book is the use of Microsoft procedural syntax steps begin with where the action is to take place followed by the action itself The instruction is error free clearly written and logically arranged This book provides users with the skills to solve business problems using the computer as a tool Beginning with a comprehensive overview of Word 2003 the book covers getting started with Word using special utilities and formatting tools and adding clip art and tables For anyone interested in learning the ins and outs of Microsoft Word 2003

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