

## 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



# Basic Word Processing 2007 Exercises For Beginners

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Quasney**



## **Basic Word Processing 2007 Exercises For Beginners:**

**The Basic Guide to Word Processing** Siobhan Hawkins, Mairead Wynne, 2012-05-11 The essential basic guide on how to use Microsoft Word 2007 and Microsoft Word 2010 Presented in three distinct sections Unit 1 deals with both Microsoft Word 2007 and 2010 Unit 2 contains key pointers for text production Unit 3 deals with Microsoft Word 2003 Screen shots clearly indicate which button to press and what each screen should look like Layout helps familiarise students with menus and toolbars as well as tasks such as inserting modifying and deleting text Advanced features such as formatting text working with tabs and indents and adding a table to the document are also included Practical questions are included throughout the text Facilitates easy progression for the student from Microsoft Word 2003 to Microsoft Word 2007 and 2010 Unit 2 on text production includes Accepted rules for spacing before and after punctuation Use of correct abbreviations for measurements weights money and time Application of block indented and hanging paragraphs to text Use of main headings sub headings side shoulder and paragraph headings in text Standard correction signs for amending text angle and selection of paper sizes Accessible logical and extremely readable this book has been student tested and approved Presented in four distinct units Unit 1 Microsoft Word 2010 Unit 2 Microsoft Word 2007 Unit 3 Top Tips for Text Production Unit 4 Exercises Screen shots clearly show how to use Microsoft Word 2007 and Microsoft Word 2010 Takes a step by step approach to learning the Microsoft Word package Deals with areas such as formatting text tabs tables layout and mail merge Top Tips for Text Production deals with spacing punctuation paragraphing headings and correction signs It is a practical beginners guide for Microsoft Word 2007 Includes a comprehensive exercise section for practice learning Accessible logical and extremely readable this book has been student tested and approved WRITTEN FOR FETAC Level 5 Word Processing FETAC Level 5 Text Production VTOS courses *Applied Typing and Information Processing* Archie Drummond, Anne Coles-Mogford, 1994 Revised to reflect recent advances in technology this is a course for intermediate and advanced typing word processing programmes It includes photocopiable documents for completion of the exercises as well as displayed answers to all exercises not already set out in the main text In this edition extra information and exercises are included on language arts skills which include a punctuation review the use of prepositions subject and verb agreement word comparisons such as accept except and advice advise Resources in Education, 1998 *Commonsense Methods for Children with Special Needs and Disabilities* Peter Westwood, 2020-11-25 This fully revised and updated eighth edition of Peter Westwood's book offers practical advice and strategies for meeting the challenge of inclusive teaching Based on the latest international research from the field it offers practical advice on both new and well tried evidence based approaches and strategies for teaching students with a wide range of difficulties As well as covering special educational needs learning difficulties and disabilities in detail chapters also explore topics such as self management and autonomy managing behaviour and social skills The book offers sound pedagogical practices and strategies for adapting curriculum content designing teaching

materials differentiating instruction for mixed ability classes and implementing inclusive assessment of learning Key features of this new edition include Additional information on linking all aspects of teaching to a Response to Intervention Model A focus on the increasing importance of digital technology in supporting the learning of students with special educational needs and disabilities Up to date resource lists for each chapter for those who wish to pursue a particular topic in greater depth Reflecting cutting edge international research and teaching practices this is an invaluable resource for practising and trainee teachers teaching assistants and other educational professionals looking to support students with special educational needs and disabilities **Australian National Bibliography: 1992** National Library of Australia,1988 **Writers**

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## **Table of Contents Basic Word Processing 2007 Exercises For Beginners**

1. Understanding the eBook Basic Word Processing 2007 Exercises For Beginners
  - The Rise of Digital Reading Basic Word Processing 2007 Exercises For Beginners
  - Advantages of eBooks Over Traditional Books
2. Identifying Basic Word Processing 2007 Exercises For Beginners
  - 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 Basic Word Processing 2007 Exercises For Beginners
  - User-Friendly Interface
4. Exploring eBook Recommendations from Basic Word Processing 2007 Exercises For Beginners
  - Personalized Recommendations
  - Basic Word Processing 2007 Exercises For Beginners User Reviews and Ratings
  - Basic Word Processing 2007 Exercises For Beginners and Bestseller Lists

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