MICROSOFT WORD - PRACTICAL EXERCISE

EXERCISE 1:
1) Load Microsoft Word.
2) Type the following text:

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form - neglected youngest child is tested, found worthy, rewarded with mate - dates back to the Old Stone Age.

Cinderella

Folk versions of "Cinderella" were related in hundreds of societies In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize winning poem.

Other fairytales include:
- Little Red Riding Hood
- Three Little Pigs
- Beauty and the Beast

3) Save your work as "Fairytales" on my Desktop.
4) Run the spell checker.
5) Embold and underline "The Fairy Tales we deserve"
6) Change the line spacing of the paragraphs to 1.5.
7) Apply a hanging indentation to the second paragraph starting "Folk versions.."
7) Search and replace the word "beautiful" with "magnificent".
8) Insert a soft carriage return after the first sentence.
9) Apply the style Heading 1 to "Cinderella"
10) Apply a 6pt width page border to the document.
11) Add a header to the document and write your Name and Surname
12) Change the bullets points to a numbered list.
13) Create a table as shown below

January Tests				
Surname	Name	English	German	Computer

Xuereb	Norbert	85	42	98
Spiteri	Richard	53	45	75
Borg	Clive	55	85	82
Caruana	Michelle	45	45	25

14) Insert a row between Spiteri and Borg and add the following data:

| Briffa | Paola | 42 | 25 | 48 |

15) Highlight the 2$_{nd}$ row and right-align the data.

16) Apply superscript to the word "Xuereb" and change it to capital letters

17) Below the table insert a picture about Computers from clipart.

18) Using the help function, search using the word "Table" choose "Delete a cell, row, or column from a table". Copy the first point stating "Select the cells.....delete" and paste it under the table

19) Set the magnification to 75%

21) Set the top margin to 3 cm.

20) Save your work as **Word Exercise 1** and close Microsoft word.