

MICROSOFT WORD EXERCISES

INTRODUCTORY COURSE

TASK 1 – EDITING A LONG EXERCISE USING WORD

There is a Microsoft Word Guide on the same drive as this exercise which can be consulted regarding the techniques needed to complete this exercise. Look up the relevant part of the Guide to find the methods required

1. Find and open the Word document called Milestones that is stored in S:\Classes\Una Dooney\Rec and Leis1\Class Exercises\Word Processing\ and save it immediately to the Word Processing folder that you will have created on your own H: drive
2. Save the document frequently while you are editing it so that changes are saved. Use the same name as it has (Milestones)
3. Change the appearance of the document on your screen by clicking View/Print Layout
4. Change the paper size to A4 Portrait
5. Change the margins to 1" on the right and left sides only
6. You are now required to fix the layout so that all lines begin at the left margin (no indents)
7. Correct line spacing around the paragraph headings
8. Change the line-spacing of the document to 1½ line spacing throughout the document and remove any unwanted line spacing
9. Change the typeface to Trebuchet MS for the whole document
10. Make Main Heading size 18
11. Make main text of document size 12
12. Put a Footer in the document so that your name appears on the right-hand bottom of each page
13. Number the pages in the bottom center using the Headers/Footers facility
14. Check that all pages begin and end properly (No headings at the ends of pages or no blank lines at the top of pages) It is important to remember that you should not bring ONE line of text to the top of a new page NOR leave ONE line of a paragraph only at the bottom of a page. You need to make manual adjustments to deal with these problems. Use Manual Page Breaks where the page does not end properly (Do not use a series of Enters to force text onto a new page)
15. Print Preview the document to ensure there are no errors of layout
16. Save the edited document as Milestones to your H drive

TASK 2 - CENTRING EXERCISE

1. Key in the following exercise EXACTLY AS SHOWN (The Font used is Book Antiqua, you can decide on sizes)
 2. Use **A5 Landscape** paper
 3. Centre **each** line **horizontally** and the whole exercise **vertically**
 4. Save as **Holiday** to your **H** drive into the **Word Processing** folder you should have created
-

PLANNING A HOLIDAY?

LOOKING FOR LATE AVAILABILITY?

BROAD STREET TRAVEL

THE FAMILY SPECIALISTS

Ski, Sun, Safari etc

REDUCED PRICES FOR EARY BOOKERS

ACCOMMODATION

*Hotel

*Pension B&B

*Flight only

PHONE NOW!!!!!!!

071-54876

TASK 3 - NUMBERING EXERCISE

1. Key in the exercise you see below. Before you begin the numbered section click on the numbering button in your Toolbar
 2. When you no longer require numbering click the numbering button again to switch it off
 3. The exercise is to be prepared using A5 Portrait paper
 4. Save the document as **Numbers** to your **H: drive** into the WP folder
-



PROPERTY - 11 Parkhill Drive, Ballisodare, Co Sligo

1. The property is to be offered for sale by Private Treaty.
2. The price to be quoted £59,500 to include carpets, curtains, blinds in the kitchen and light fittings.
3. All offers to be submitted to you for your consideration.
4. The Title is freehold.
5. The Solicitor having carriage of sale is Mr Stephen Cunningham, 20 Lower O'Connell Street, Sligo.

6. "For Sale" signs will be erected at our expense.
7. Brochures have been prepared and we await photographs being developed at our expense.
8. Advertising will be kept to a minimum. We acknowledge receipt of £150 in respect of same. A detailed account of advertising spent will be sent to you on the negotiation of a satisfactory sale.
9. Our fees are at the rate of the agreed sale price plus VAT payable on closing of the sale.

TASK 4 - BULLETED EXERCISE

1. Key in the following exercise EXACTLY AS SHOWN (The Font used is Book Antiqua, you can decide on sizes)
2. Use **A5 Landscape** paper
3. Use margins of 1.5 on each side of page
4. When you begin to type the bulleted area in the exercise click on the button in the Toolbar that you see above here
5. Center the exercise VERTICALLY ONLY on the page
6. Save as **Bullets** to your **H** drive **WP** folder



Remember the following Typing Rules

- Always leave 2 spaces after a full stop at the end of a sentence
- Always leave 2 spaces after a question mark at the end of a sentence
- Leave only ONE space after all other punctuation marks
- Press **the Enter Key twice** at the end of a paragraph as this leave **ONE** blank line and shows where new paragraphs begin
- Begin all new paragraphs at the left margin. This is called **Blocked Style**

TASK 5 - TABULAR STATEMENT

Left-aligned tab stops

1. Use A5 Landscape paper
2. Set tab stops at 1.5" and 3" and key in the following data
3. Centre the exercise vertically on the page and the whole exercise horizontally (this will be done when exercise is completed)
4. Save as **Tours** to your H: drive etc

EUROPEAN TOURS

French Alps	Moselle Valley	London
Austrian Tyrol	Berlin	Florence
Switzerland	Amsterdam	North Wales
Cote d'Azur	The Rhineland	Stratford
Madrid	Brussels	Luxembourg

TASK 6 - TABLE

Left-aligned tab stops

1. Use **A5 Landscape** paper
 2. Insert a **Table** as shown below using **Table/Insert/Table** and say how many columns and rows you require
 3. **Key in** the text exactly as you see below
 4. Make adjustments to text size and margins in order to get the exercise to fit on one page
 5. *Centre* the exercise *vertically* on the page and the whole exercise *horizontally* (this will be done when exercise is completed)
 6. If a Table has **borders** you should always leave **blank lines** between the text and the borders
 7. Save as **Correction Marks** to your H drive
-

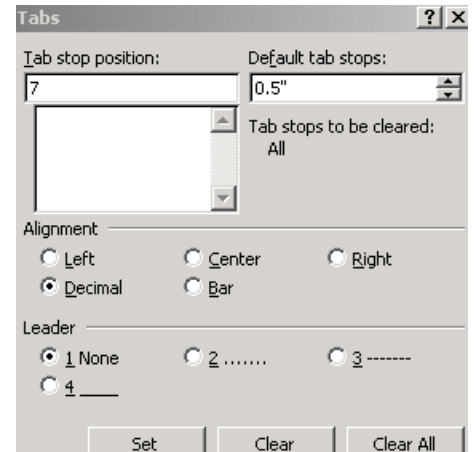
PROOF CORRECTION MARKS

These are some of the marks you will find in text that is proof-read and corrected and are the instructions to the Typist about what to correct

TEXT MARK	PROOF MARK	MEANING	CORRECT AS SHOWN
Annual	sp caps	Spaced capitals	A N N U A L
William	uc	upper case	William
details of Text	lc	lower case	details of text
blue and red	trs	transpose	red and blue

TASK 7 - TABLE WITH DIFFERENT SIZED CELLS

1. This task involves the merging of cells to form a table as you see overleaf. If you have missed class check the **Microsoft Word Guide** on the **S: drive** in the folder for your class)
2. Use **A4 Portrait** paper
3. Use **1½ line** spacing for the **BODY** only of the table
4. Use a **Decimal tab** to align figures in the money columns. Just remember to click on **Decimal** in the Tabs dialog box under Alignment
5. Center the completed exercise **vertically** and **horizontally** on the page
6. Do NOT center text within cells
7. Save as **Hardware** to your H drive



COMPUTER HARDWARE

COMPUTER HARDWARE PRICES		
TYPE OF COMPUTER	STYLE	
	DESKTOP	NOTEBOOK
Dell Dimension	€ 999.99	€ 1467.99
Compaq P4	1,245.50	1495.99
Casio BP400	799.00	869.00
Dell Inspiron	1399.00	1599.00
Compaq P3	895.99	1189.99

TASK 8 - TABULAR STATEMENT

Decimal Tab Stops and Leader Dots

1. Key in the exercise below
 2. Set for A5 Portrait paper
 3. Use double-line spacing throughout
 4. **Centre** the exercise both **vertically** and **horizontally** on the page (using Page Setup etc)
 5. Set a **Decimal tab** stop at an appropriate location and set for display of **Leader Dots**
 6. Use your own judgement as to where margins and Tab stop(s) are set
 7. Save as **Expenses** on your H: drive
-

EXPENSES SHEET FOR MR DAN JONES

Month Ended 30 September 2002

	£
Conference Fees.....	1,245.50
Travel	345.00
Accommodation.....	490.00
Meals.....	159.89
Miscellaneous	90.00

TASK 9 - CLIPART/PICTURES

Open the Milestones document from your H drive (or from S if you do not have it done)

In the paragraph marked The Pony Express (shown below) insert the picture you will find on the S: drive called bianconi. Make the picture 80% its original size. Align it to the right and let the text wrap around it as shown below

THE PONY EXPRESS

Would you spend \$5 to send a half-ounce letter that will take 10 days to get to California? That was the rate charged by the Pony Express, which in its day provided the fastest possible delivery to the west coast.

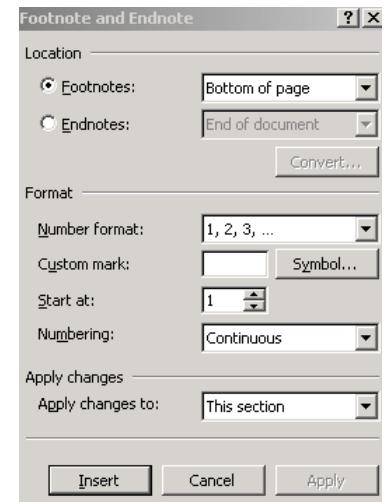
The route of the Pony Express stretched 1966 miles from St. Joseph, Missouri, to Sacramento, California. Relay stations were set up every 10 to 15 miles along the way, where lonely keepers took care of the horses. Young riders rode at top speed from one station to the next for wages for \$100 to \$150 per month. In all, there were about 190 stations, 400 station keepers and assistants, 400 horses, and 80 riders. Despite the hardships



of riding in all kinds of weather and the constant attacks by Indians and outlaws, the mail was lost only once in the more than 650,000 miles logged by the riders.

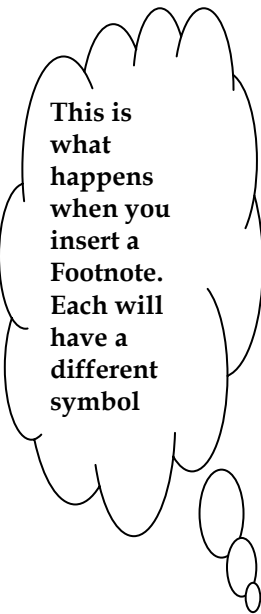
TASK 10 - TABULAR WORK AND FOOTNOTES

1. Here we need to align figures so will use a different type of tab stop
2. Insert a Footnote to accommodate the C and F explanations at the foot of the page. To place a Footnote click on Insert/Reference/Footnote
3. The footnote symbol must be chosen from the dialog you see here. To use an asterisk change the Number format until you see the asterisk. The system will automatically change the symbol for second and subsequent footnotes on the same page
4. Use **1½ line spacing** for body of work
5. Use typeface **Franklin Gothic Book**. For the heading use size 14, small caps. For the remainder of the document use size 12, regular
6. Save as **Temperatures** to your H drive in the WP folder



This is the exercise to type. Set the tab stops where you think appropriate. Use decimal tabs or right-aligned tabs for the C and F columns

YESTERDAY'S MIDDAY TEMPERATURES



This is what happens when you insert a Footnote. Each will have a different symbol

		C*	F♦
Brussels	Rain	9	48
Amsterdam	Fair	6	43
Barcelona	Cloudy	15	59
Geneva	Fair	7	45
Biarritz	Clear	11	63
Copenhagen	Sunny	7	45
Cork	Sunny	5	41
Luxemburg	Cloudy	10	46
London	Thunder	7	45
Moscow	Snow	8	46
Rome	Rain	13	55
Vancouver	Clear	16	61
Warsaw	Sleet	13	55

* Centigrade
♦ Fahrenheit

BUSINESS LETTERS

Business letters are formal and follow a certain structured format. A letter must always have a date, a message and be signed by or on behalf of someone. The parts of a business letter are as follows:

- 1 Letterhead – the name and address of the company sending out the letter
- 2 Contact information for company/individual sending letter
- 3 Date – all letters should be dated with the date on which they are written or posted
- 4 Reference no(s) – a means by which the receiver can trace correspondence related to the same person or issue
- 5 Sometimes a Special mark such as For the Attention of or Urgent or Confidential etc.
These can be typed in Capitals, or Bold and Underscored with Initial Capitals
- 6 Inside address (Name and address of company/individual receiving the letter)
- 7 A greeting (Salutation) – Dear Sir, Dear Madam, Dear Jane, Dear Mr Jones
- 8 A subject (sometimes) – Summer Holidays, Examination Timetable etc
- 9 The body – the text of the letter. This part contains the message
- 10 A closing phrase (the Complimentary Close) – Yours sincerely, Yours truly, Yours faithfully. The first is used if you address the person by name. In all other cases use either second or third greeting
- 11 A signature (name and signature of the person sending the letter)
- 12 Designation (position the signatory holds in the company)
- 13 Should indicate if copies have been sent to anybody else (cc)
- 14 Should indicate if anything else is enclosed with the letter (Enc(s))

NOTE WELL

Always leave ONE blank line between each section of the letter

The letter itself, addresses and paragraphs should always be typed in single-line spacing

Use blocked style of display ie all lines begin at the left-hand margin

The salutation and complimentary close are also typed against the left –hand margin

TASK 11 – LETTER 1

After studying the letter writing instructions above please key in the following letter

1. Set up for A4 Portrait paper
 2. Use margins left and right of 1.5 inches
 3. Correct any misspellings
 4. Save as **Letter1** to your word processing folder
-

**ABD Computing Ltd
Main Street
Donegal
Co Donegal**

**Tel 072 32145
Fax 071 27843
email abd@eircom.net**

Ref INV/1456

Date (today's)

Mr John Madden
Computer Accessories
20 O'Connell Street
Sligo
Co Sligo

Dear Mr Madden

I was sorry that you had to return one of our printers, which did not function properly when you received your recent order.

Examination of the printer shows that a defective unit on the control panel was the cause. This fault has since been rectified & we trust that no further problems should arise. Our representative will call to you next week to deliver the repaired printer. I also enclose a voucher for \$100 which you can use with our company to purchase any product you wish. We hope that this might in some way compensate you for the trouble caused by the faulty printer.

Please accept our sincere apologies for any inconvenience caused and do not hesitate to contact us if we can be of any further service to you.

Yours

William Gleeson
Sales Manager

Enc

SPECIAL MARKS

Sometimes a letter is marked **Urgent**, **Confidential** or **Personal** or **For the Attention of**. These are always typed in the same place on the letter but can be typed in different styles of type such as bold, all capital letters, underlined etc for emphasis

- 1 Always put the special mark one blank line above the inside address and emphasise
- 2 A subject heading is placed one blank line **after** the salutation

TASK 12 – LETTER WITH SPECIAL MARKS

1. Key in the following letter which contains some special marks and headings
 2. Correct any misspellings
 3. Save the letter as **Letter2** to your H drive
-

FOXFORD WOOLEN MILLS
FOXFORD
CO MAYO

Tel 094 34578
Fax 094 45670
Email fwm@indigo.ie

Ref IO/ud56

Today's date

FOR THE ATTENTION OF MR P TOBIN

Enterprise Centre
Finisklin Industrial Est
Finisklin
Sligo

Dear Sir

Wool Samples

We confirm your recent fax message this morning, and in response to your request we have sent to you today, under separate cover, two samples of French wool, Nos 459 and 601, for which we enclose our price list. For your information the market is starting to improve again and it is expected that prices will rise approximately 5% within the next few months.

We therefore strongly advise you to take advantage of our offer and place your order without delay.

Yours faithfully

Harry Barnes
Export Department

Enc

TASK 13 - LETTER CONTAINING TABS

1. Key in the letter below on A4 paper using appropriate margins
 2. **Make up** an interesting **Letterhead** and contact details and center it at top of letter. Use a **picture/logo** at the top left of the page. Keep it small and appropriate. (Save something from the internet to your H drive if necessary)
 3. Use today's date
 4. Set appropriate tab stops for tabular area
 5. Correct any misspellings
 6. Use the correct complimentary close and finish off letter as you should
 7. Save as **Letter3**
-

Ref PB/PK/A345

Mr Karl Newton
56 The Park
LISMORE
Co Waterford

Dear Sir

Fax Machine Accessories

Enclosed please find our current booklet detailing our selection of fax machine accessories.

We feel sure you will find many items of interest in this booklet and would like to draw your attention to the following special effects:

Code	Item Description	Sale Price
432809	Trim Fax Stand	£85.00
0984231	Eurotek Fax Station	£25.99
809432	Epson Machine Trolley	£35.00
984321	Twinlock Fax Holders	£45.50

You will note that our products are listed in 15 sections.

For your convenience, section numbers are listed for easy reference on page 2. we will be pleased to quote you for any special requirements you may have.

Yours

Ken Moore
General Manager

Enc