Name: _____   Section: _____

CS 103 Introduction to Computers

Hands-on Exercises: Word Processing 2

All exercises refer to the Hands-On Exercises in the class textbook Microsoft *Office 2003, Volume 1*, by R. T. Grauer & M. Barber.

Check off each step of the exercises below after you complete them. I have placed notes for some steps of the exercises below that describe changes for some steps. Read these before reading the step in the book and do what is described in my notes. You will also see boxes near the bottom of most pages. Please read the ones that I mark with **[square braces]** and you will be responsible for these on the exam.

Please print only the documents that I specify for particular exercise steps. Do not print all documents specified in the book. Submit them by stapling them to the back of this form and turn them into the instructor.

Submit this assignment at the **beginning** of your assigned class. This assignment is due September 26th for Section 3 (MW) and September 28th for Section 4 (F). Late work will be reduced 50% for each class period late. If you have not completed an exercise, then print out your results at the last completed step so that you will receive partial credit. This assignment is worth 16 points.

Do not use diskette drive A: for this assignment. Save all files on your USB removable disk drive instead. When the book specifies drive A:, instead use your USB removable disk drive. Save all documents for these exercises to the folder path USB:\ cs103\Exploring Word\assignments.

Hands-On Exercise 1: Editing a Document (pp. 128 – 134)

❑ Step 1: The View Menu   Save As **Bob and Maryann Solution.doc**

❑ Step 2: Scrolling   Find these navigation buttons on the keyboard
  1. Horizontal buttons: Home, End
  2. Vertical buttons: Ctrl-Home, Ctrl-End, PgUp, PgDn

❑ Step 3:The Replace Command

❑ Step 4: The Windows Clipboard   Ctrl+X   Cntrl+C   Ctrl+V
          Use mix of menu commands, toolbar buttons, and short cut keys.

❑ Step 5: The Office Clipboard   [The Office Clipboard]

❑ Step 6: Undo and Redo Commands   Ctrl+Z   Ctrl+Y

❑ Step 7: Drag and Drop **(Print, after adjusting right margin to 0.75")**
          To adjust print margin go to File|Page Setup   Margin:Right=0.75

❑ ~~Step 8: E-mail the Completed Document~~ SKIP, Do Not Do.

Hands-On Exercise 2: Character Formatting (pp. 142 – 148)

- ❏ Step 1: Save As... Command   <u>Tips for Writing Solution.doc</u>
- ❏ Step 2: Change the Font   `Arial ▾ 14 ▾`
  1. Try different fonts: Serif, Sans Serif, Symbolic, Proportional, Monospace
- ❏ Step 3: Bold and Italic   **B** *I* <u>U</u>
  1. Try using shortcut keys: Bold [Ctrl+B], Italics [Ctrl+I], Underline [Ctrl+U]
  2. Use <u>View|Task Pane</u> and pull down menu to find Reveal Formatting
- ❏ Step 4: The Format Painter
  1. Must double click on toolbar button to use then select text to format.
- ❏ Step 5: Change Margins   [Dialog Box Shortcuts]
- ❏ Step 6: Create the Title Page
- ❏ Step 7: The Completed Document   **Do Not Print**.
  (This document will be used in next section so no need to print here.)

Hands-On Exercise 3: Paragraph Formatting (pp. 157 – 163)

- ❏ Step 1: Select-Then-Do   Open your **Tips for Writing Solution.doc**
- ❏ Step 2: Line Spacing, Justifications, and Pagination
- ❏ Step 3: Indents
- ❏ Step 4: Borders and Shading   [Select Noncontiguous Text]
- ❏ Step 5: View Many Pages   [The Page Border Command]
- ❏ Step 6: Change the Column Structure
- ❏ Step 7: Insert a Section Break   [The Columns Button]
  Print these 3 Pages, after setting Title Page to 1 column, and Document with 3 columns set.

Practice Exercise 1: Formatting 101 (p. 167)

- ❏ **Open the document Chapter 2 Practice 1.doc and immediately save the document as Chapter 2 Practice 1 Solution.doc.**
- ❏ **Perform all the edits described in parts a. through f.**
- ❏ **Print this document and staple the final result to this handout.**

I completed all parts of this assignment

Signature: _____ Date completed: _____