

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. You are required to print documents for the specified exercise steps and submit them with this form. After you print all documents, staple them to this form. When all of these exercises are completed turn them into the instructor. If you have questions about printing, completing the assignment, ask the instructor.

This assignment is due the beginning of the first class the week after it is assigned. This assignment is worth 6 points.

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

- ☐ Step 1: The View Menu Note from Bob and Maryann.doc
- ☐ Step 2: Scrolling **Horz:** Home, End **Vert:** Ctrl-Home, Ctrl-End, PgUp, PgDn
- ☐ Step 3: The Replace Command
- ☐ Step 4: The Windows Clipboard Ctrl+X Ctrl+C Ctrl+V   
Try using a mix of menu commands, toolbar buttons, and short cut keys.
- ☐ Step 5: 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 Tips for Writing.doc
- ☐ Step 2: Change the Font   
Try different fonts: Serif, Sans Serif, Symbolic, Proportional, Monospace
- ☐ Step 3: Bold and Italic   
Try using shortcut keys: Bold [Ctrl+B], Italics [Ctrl+I], Underline [Ctrl+U]  
Use View|Task Pane and pull down menu to find Reveal Formatting
- ☐ Step 4: The Format Painter   
Must double click on toolbar button to use then select text to format.
- ☐ Step 5: Change Margins
- ☐ Step 6: Create the Title Page

**(More exercise on other side)**

- ☐ Step 7: The Completed Document  
(Print 2 pages. Title Page and Page 2)

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

- ☐ Step 1: Select-Then-Do [Tips for Writing Solution.doc](#)
- ☐ Step 2: Line Spacing, Justifications, and Pagination 
- ☐ Step 3: Indents
- ☐ Step 4: Borders and Shading
- ☐ Step 5: View Many Pages
- ☐ Step 6: Change the Column Structure 
- ☐ Step 7: Insert a Section Break  
(Print 3 Pages: Title Page 1 column, and Document with 3 columns set.)

I completed all parts of this assignment

Signature: \_\_\_\_\_ Date completed: \_\_\_\_\_