MICROSOFT WORD - PRACTICAL EXERCISE

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
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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) 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 2nd 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 clip art.

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.
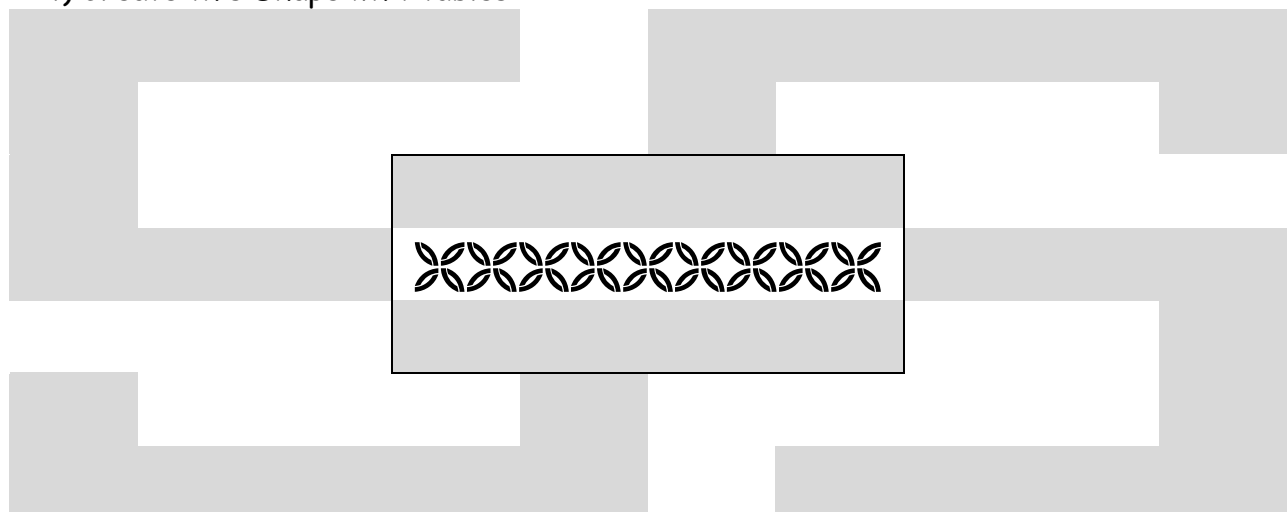
19) Set the magnification to 75%

20) Set the top margin to 3 cm.

21) Add Page Number to your Document.

22) Create a footnote for "Cinderella" with this text: "This is a name!"

23) Create a blank page at the end of the document. (how you do it?)

24) Create this Shape whit tables:

25) Could you recreate it using Macro in a new document?

26) Save the document as PDF.

IMPORTANT Always save your work every 5 to 10 minutes! You can also save it from the keyboard by holding down the CTRL key and the S key.