Word Processing Practice Exercises

After completing the practice exercises, carefully compare your printouts to the practice exercise answers located in your study materials on http://didljumpstart.com. You will practice each of the skills that you learned through the word processing curriculum. If you can't recall how to do something, go back to the curriculum for help and answers.

Word Processing Exercise 3

In this exercise you will create a Weekly Safety Report. Be sure to save often during the creation of the report.

Start by opening a new document in Word.

You are given Header and Footer Information, Document Settings, Instructions for Typing the report, and Editing Instructions.

Header and Footer Information

In the header, type the following information, using right justification/alignment and a Times New Roman 10 point font:

> Your First and Last Name
> WP Exercise 3

There will be no footer for the report. Make sure you close the header and/or footer when finished.

Document Settings

Set the margins to 2" left, right, top, and bottom.

Set the page orientation to landscape.

Make sure the line spacing is single with "0 pt Before and After".

Instructions for Typing the Report

Type the title for the report as follows:

eMPOWERMENT CONCEPTS

Use Arial, 24 point font and bold it.

Shade the title using 25%-gray.

Use center justification/alignment.

Weekly Safety Report

(Skip 1 line and change the font to 14 point Arial, bold, centered, ½ point border/box and type the following text, *using the current year each time you type the year* – the example has "Xs" as placeholders)

Week of January 3, 2XXX

(Skip 1 line, change font to 12 point Arial. Clear all tabs and then set tabs to 2.45" and 4.25 " and enter the following text in two columns.)

Receiving	Zero accidents
Processing	Two minor accidents
Manufacturing	Zero accidents
Finishing	Zero accidents

(Copy the above information for the week of January 3, 2XXX, including the title. Skip 1 line and paste the copied text into the document. Change the title of the pasted text to Week of January 10, 2XXX. Change the number of accidents for Processing from Two to Three minor accidents.)

Put a page border art of your choice surrounding the report and the header, making certain all of the border prints.

<u>Printout</u>

Convert the report to pdf format. Name it wp_ex3printout3.pdf

Print the letter to compare to the answers.

eMPOWERMENT**C**ONCEPTS