

## Practice Exercise for Word 2007 - Session 1

*Concepts: controlling the look and location of text, page controls, adding interest to document, using the ribbon.*

1. Open Word.
2. Type your name.
3. Press enter twice.
4. Insert text into the document by typing =rand() and pressing the enter key. (This will insert 3 paragraphs of text)
5. Select your name.  
(Highlight your name)
6. Center align your name.  
(Home Tab → Paragraph Group → Center Text Button)
7. Change the font of your name to Arial.  
(Home Tab → Font Group → Font Arrow)
8. Make your name bold and underlined.  
(Home Tab → Font Group → Bold & Underline Buttons)
9. Change the font size of your name to 24.  
(Home Tab → Font Group → Font Size Arrow)
10. Deselect your name.  
(Click in a clear area)
11. Select (highlight) all three paragraphs of text.  
(Place your cursor to the left of the word On, hold down the left mouse button, move the cursor to the end of the last word (template) and let go.)
12. Keeping the paragraphs selected, indent the first line of each paragraph and double space.  
(Home Tab → Paragraph Group → Launcher → Indents & Spacing Tab → Indentation Group → Special Drop Down Arrow → First Line; Remain in the → Indents & Spacing Tab → Spacing Group → Line Spacing Drop Down Arrow → Double; Click OK)

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13. Deselect the paragraphs.  
(Click in a clear area)
14. Highlight the first paragraph only.
15. Move this paragraph to the end of the document.  
(With paragraph selected, click and drag it to the space after the last paragraph. OR with paragraph selected, Home Tab → Clipboard Group → Cut Button, then click in the space beneath the last paragraph, Home Tab → Clipboard Group → Paste Button)
16. Insert a page break after the second paragraph.  
(Place your cursor at the end of the second paragraph. Insert Tab → Pages Group → Page Breaks Button)
17. Change the top, left, right and bottom margins of your document to 2".  
(Page Layout Tab → Page Setup Group → Margin Button → Custom Margins → Margins Section; Make Changes then Click OK)
18. Insert a page number in the bottom right corner.  
(Insert Tab → Header & Footer Group → Page Number Button → Bottom of Page Arrow → Plain Number 3)
19. Close the Header & Footer Contextual Tab. (Be careful not to close Word.)
20. Add a border to your document.  
(Page Layout Tab → Page Background Group → Page Borders Button. Under Setting, select Box; under Style, select the three even lines, under Width, select 3 pt.; Click OK)
21. Save the file. Name it Exercise.  
(Office Button → Save As → Word Document)
22. Close Word and have your proctor check your results.