Microsoft Office 2007 WORD Assignments

Computers Grade 9



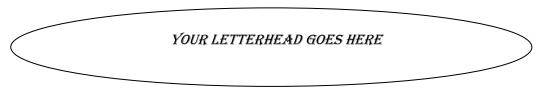
Letterhead exercise #1

- Above is shown a sample letterhead.
- You are to create your own personal letterhead. It must include:
 - o your name use Wordart
 - o your address, include city, province, postal code
 - o your phone number
 - o your email (if you have one)
 - o your web site URL (if you have one)
 - o graphic(s) that pertain to you
- The placement/location of items is up to you.
- Letterheads must extend no more than 2 inches from the top of the page.
- Display the ruler bar and adjust the vertical ruler to the top of the page.
- Save as 'letterhead your name'
- You will be using this assignment in the next exercise

WP Exercise 2

Instructions:

- 1. Open your letterhead
- 2. Immediately resave (Save As) WPexer2 yourname
- 3. Type the letter below following these instructions
 - a. Centre the words " (your name) Corporation"
 - b. Insert the date (do not just type it in)
 - c. Ms. Richardson's name and address are single spaced
 - d. Underlined the words "confirmation" and "9 p.m. "
 - e. Bold the words "no cost", "November 25^{th"}, "Norseman Inn" and "Cappy's Capers"
 - f. Put approx 4 blank lines after "Warmest regards" to allow space for a signature
 - g. Your first and last name are typed at the bottom
 - h. Resave letter and submit to your teacher



(your name) Corporation

(current date)

Ms. Patsy Richardson 123 Main St. Winnipeg, Manitoba R2B 5F2

Single Spaced

Dear Ms Richardson

This letter is a confirmation of your request for a ticket to the Annual Fireman's Ball. Our corporation is happy to provide the ticket to you at no cost.

As you will note from the tickets, the Ball is being held November 25th at the Norseman Inn and will begin promptly at 9 p.m. The famous band, Cappy's Capers, will provide an entertaining evening of dancing and comedy.

Thank you for allowing our company to be of service to you.

Warmest Regards

(Your name)

WP Exercise 3 - Airplane Rides

You work part-time at Scenic Air. Your boss has asked you to prepare a flyer that advertises aerial tours over the city. **Instructions:** Perform the following tasks:

- 1. Type the flyer text, unformatted, as shown below. After you have typed the text apply the formatting as indicated in the steps below.
- 2. Save the document using the file name, "Airplane Rides yourname."
- 3. Change the style set to Formal.
- 4. Change the theme fonts to the Metro font set.
- 5. Apply the Heading 1 style to the headline. Apply the Heading 2 style to the signature line.
- 6. Center the headline and the signature line.
- Change the font and font size of the headline to 48-point Arial Rounded MT Bold.
- Change the font size of body copy between the headline and the signature line to 22 point.
- Change the font size of the signature line to 28 point.
- 10. Bullet the three lines (paragraphs) of text above the signature line.
- 11. Bold the text, change your view.
- 12. Italicize the word, aerial.
- 13. Underline the word, *and*, in the first bulleted paragraph.



- 14. Change the spacing before the headline to .0 point. Change the spacing after the first paragraph of body copy to 0 point. Change the spacing before the first bulleted paragraph to 12 point.
- 15. Insert the picture centered above the bulleted list, the picture is called *Airplane Ride over City* and is available in the *public folder*. Apply the Relaxed perspective, White picture style to the inserted picture.
- 16. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs, until the entire flyer text fits on a single page.
- 17. Change the document properties, add keywords and add your name as author. Change the other document properties, as specified by your instructor
- 18. Be sure to resave the flyer again and submit to your instructor.

WP Exercise 4 - Learn to Ride

Type the flyer text, unformatted as shown below

Save the document as "Learn to Ride yourname"

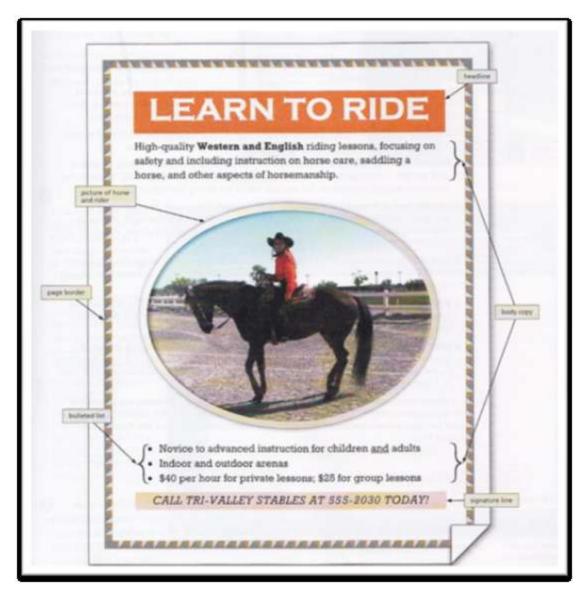
Make the following changes after you have typed the text.

- Modern style, colour scheme to Aspect
- Headline to Heading 1 style, 48 point, Copperplate Gothic Bold and centered,
- Body copy to 16 point, Rockwell font
- Signature line centered, Heading 2 style and 18 point
- Create the bulleted list
- Bold "Western and English" in the body copy
- Add "Horse and Rider" picture, picture style to Metal Oval, Border style Background 2, resize appropriately
- Add a page border (your choice)
- Change the document properties, add keywords and add your name as
 Change the other document properties, as specified by your instructor



to Tan

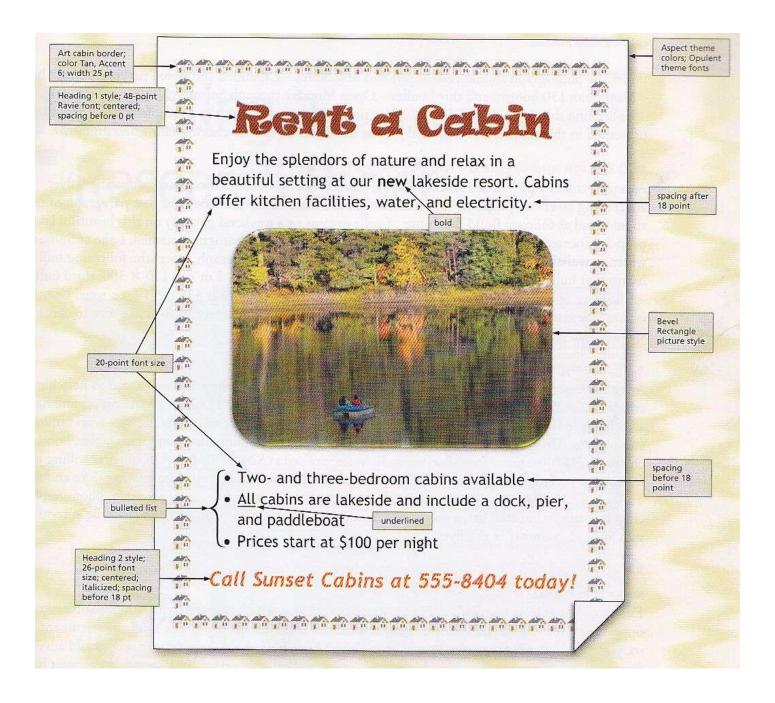
author.



WP Exercise 5 - Rent a Cabin

Directions:

- Create the flyer shown below
- Change the document properties, add keywords and add your name as author. Change the other document properties, as specified by your instructor
- Save as "Rent a Cabin your name"



WP Exercise 6 - Symbols Exercise

Create the page shown below

Note:

- -You choose an appropriate font
- -TAB between the symbol and it's description
- -Your will find most symbols in 'Normal' and 'Wingdings' some can also be found in 'Times New Roman'
- -save the page as "Symbols yourname"



USEFUL CHARACTERS AND SYMBOLS

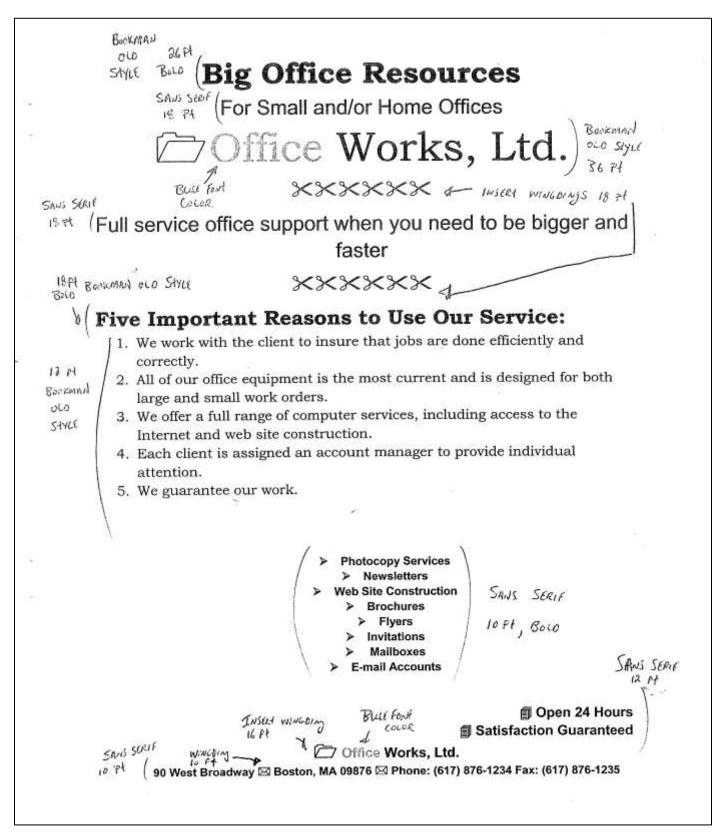
USING SPECIAL CHARACTERS

- The large bullet can be used to indicate items in a listing.
- A small bullet can be used for sub-listings showing minor importance.
- $\frac{1}{2}$ The one-half symbol is useful when typing mathematic problems.
- The degrees symbol is needed when typing recipes or indicating temperatures.
- É The letter "e" with the diacritical mark shown is used in words like "resumé. "
- £ The pound symbol is used when writing costs in English pounds.
- The "em" dash is preferred when typesetting to the typrewriter dash.
- ✓ The check mark is useful for many things.
- \$\psi\$ The cent symbol is desired when typing information about money.
- ä Many foreign characters are available in the multinational character set.
- \rightarrow The arrow key is available pointing either direction.
- The paragraph symbol might be desired when you wish to indicate a new paragraph or wish to show what a symbol looks like.
- if you are a secretary for a biology department in the sciences, it will be helpful to be able to print out the signs for male and female.
- ♥ ♦ ♣ ♠ These symbols are helpful if you need to discuss the various card symbols.

♥♥♥ your name here ♥♥♥

WP Exercise 7 – Big Office Resources

Adjust the line spacing to fit all on one page Save as "Big Office your name"



WP Exercise 8 - Tabs Exercise A

Instructions:

Tabs can be left, or right aligned, centered or decimal tabs. All tabs can have dot leaders.

- 1. Type the exercise below down through (to and including) the first paragraph.
- 2. After you have typed the first paragraph, delete all tabs.

(On the **Home** tab or the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, In the **Paragraph** dialog box, click **Tabs**, click **Clear all**)

3. **Before** you start typing the line "Store #1 ...) Set the following tabs

Left tab 0.5" Centered tab 2"
Right tab 3.5" Dot leader decimal tab at 5.5"

- 4. Type the columns of information on the stores
- 5. Save your document as "WPtabsA your name"

To: Tom Jennings From: (your name here)

Re: Monthly Report of Widgets Sold to Date

Date: (use current date)

Tom, the following monthly sales figures seem to indicate that the new item we are offering for sale is taking the market by storm. I would suggest that we continue to advertise as originally planned.

Store #1	Clearwater	#A459	\$356.32
Store #2	Camrose	B375	205.47
Store #3	Wetaskiwin	14367	257.68
Store #4	Regina	25987	1,683.78
Store #5	Edmonton	AZ35962	2,574.50
Store #6	Calgary	12345A	2,899.10
Store #7	Winnipeg	CD435	3,567.40
Store #8	Viking	468	125.78

Yours truly

(Your name)

WP Exercise 9 - Tabbing Exercise B

Instructions:

- -The titles (first 3 lines) are centered, bold, 14 point, you decide the font.
- -be sure to use the current date
- -The titles above the columns are bold and underlined
- -The tab settings for the table should be left, centered, left, decimal dot leader
- -You decide the appropriate measurement
- -Be sure to put **your own name** at the bottom where shown
- -Save the document with file name Elli Funt yourname

Elli & Funt Zoo Purchases as of March 1, 2011 (use the current date)

Code #	Product	<u>Name</u>	Amount
2487623	Lama Food	Hungry, Ima	\$1500.50
2516984	Elephant Tooth Brushes	McCavity, Dr. P.	
3243214	Monkey Play Toys	Nasium, Jim	654.25
7463784	Cleanup Shovels	Scup, Popeye	99.99
2854832	Snake Toe Nail Clippers	Dout, Clue	221.95
1529454	Bedding Hay	Tirred, Izu	496.23
4983838	Transport Wagon	Shaw, Rick	525.00
3453456	Food Warmer	Rowave, Mike	120.95

This statement prepared by *(your name)*

WP Exercise 10 - Tabbing & Sorting

Directions:

Part A:

- Create tabs for the table shown below, you decide the tab positions, and enter the table.
- Add your name to the table (Last, first, and initial), telephone number, City Province, and amount (you decide the amount).

Allen, Ginger	403-672-3678	Camrose, Alberta	5,000.00
Peters, Thomas	203-567-7865	Lambert, Iowa	459.24
Dawson, Kelly	403-475-4635	Edmonton, Alberta	1,456.78
Swan, Bill	621-338-2202	Alexandria, Minnesota	3,456.78
Allen, George	601-543-9078	Seattle, Washington	124.75
Carrington, J.	402-631-5421	Burdett, Alberta	745.89
Richardson, P.	621-567-7845	Alexandria, Minnesota	2,565.95
Richards, K.	621-568-5678	Appleton, Minnesota	565.50
Johnson, Carl	402-672-1234	Camrose, Alberta	1,545.65
Pequay, Sonja	403-673-5643	Camrose, Alberta	845.67
Peters, Terry	632-876-9023	Renton, Alabama	12,567.50
Carrington, M.	402-657-4578	Renton, Washington	467.32
Nester, John	621-567-4578	Appleton, Minnesota	1456.75
Larson, Carrie	403-672-5567	Camrose, Alberta	456.78

Save the above table, with your name added , as "Wp Exer 10a yourname"

Part B; Sort by lastname and first name. Save as "Wp Exer 10b yourname"

Part C; Sort by city. Save as "Wp Exer 10c yourname"

Part D; Sort by dollar amount Save as "Wp Exer 10d yourname"

WP Exercise 11 - Basic Table

Directions: Create the table shown below

- 1. Setup for 3 columns and 5 rows.
- 2. Centre the headings in the first row
- 3. Enter the text shown
- 4. Adjust the column sizes as needed to look similar to below
- 5. Centre the table left to right on the page
- 6. Save as "Basic Table your name"

ITEM	MODEL	STOCK NUMBER
9 cubic foot refrigerator	Admiral	ADC-2698Z-2
20 cubic foot refrigerator	Kelvinator	KL5690-LD
4 burner electric stove	Gibson	ST900-462
side-by-side refrigerator	Amana	AM-1042-Z81

WP Exercise 12 - Creating Tables

- Directions: Create the blank invoice table shown below
 - Use your own name.
 - Use your own graphics and type of business
 - Shade the cells as shown.
 - Save as "Invoice Table your name"

Servellery Boulique "Quality Gemstones, Gold and Silver Jewellery for the Discriminating Buyer"						
Bill to:			Ship t	ro:		
Name Name			Name	me		
			Addre	ddress		
			City/F	Prov/State		
Postal/Zip Code P			Posta	ostal/Zip Code		
			<u>.</u>			
QUANTITY	ITEM	STYLE	TYPE	UNIT COST	COST	
	1			Shipping		
				Tax		
				Total Order		

Thank you for your order