

MS Word Exercise No 01

1. Type the document given below in Microsoft Word. The document contains five paragraphs.
 - a. The first four paragraphs are aligned in the way described within the paragraph. The spacing before each of these four paragraphs is 10 points.
 - b. The last paragraph is indented from the left edge by 0.5" and contains a hanging indent of a further 0.5". The line spacing is exactly 20 points.

A left aligned paragraph is when all the text typed in is moved towards the left edge of the page. These paragraphs can contain some space on the right-hand side based on the length of the words. If the last word is too long to fit into the space before the right margin, it will be moved to the next line with free-space on the right side. Therefore, the right-hand edge of the text will be uneven.

A right aligned paragraph is when all the text typed is moved towards the right edge of the page. These paragraphs can contain some space on the left-hand side based on the length of the words. If the line is too long to fit into the space, the next word will be moved to the next line with free-space on the left side. Therefore, the left-hand edge of the text will be uneven.

A center aligned paragraph is when each line of the text is centered across the page. These paragraphs can contain some space on both the left and right hand sides based on the length of the words. Therefore, both the left and right hand edges of the text will be uneven.

A justified paragraph is when each line of text is spread throughout the entire page width (except the last line of a paragraph). These paragraphs cannot contain any space on the left or right hand sides. The characters in one line will be spread out so that they fill the entire page.

An indented paragraph is moved a certain amount from the left-hand edge of the paper. A hanging indent is a special type of indent where the paragraph is moved a certain amount from the left-edge but the first line is placed a little before the rest of the paragraph.

2. Type the following document in Microsoft Word.
 - a. It should contain a black border of 1.5 points around the invitation.
 - b. The background of the invitation should be gray.
 - c. The heading should be in size 36 of the 'Monotype Corsiva' font and should be in blue.
 - d. The 'Computer Society of the Faculty of Science' should be in size 22 of the 'Comic Sans MS' font and should be in a dull green. The 'Computer Society of Sri Lanka' should be in the same font and colour but of size 20.
 - e. The 'PROGRAMMING IN .NET' should be in size 24 of the 'Comic Sans MS' font and it should be in red.
 - f. The 'Date', 'Time' and 'Venue' should be in size 14 of the 'Arial' font and they should be italicized.
 - g. The rest of the document should be in size 12 of the 'Arial' font.
 - h. The 'th' after the date should be superscripted.
 - i. The picture showing the .NET part should be created in Paint.
 - j. It should be inserted into the document as a picture and should be sent behind the text.

INVITATION

The Computer Society of the Faculty of Science

requests the pleasure of the company of

Prof/Dr/Mr/Mrs/MissNET

for a special workshop on

PROGRAMMING IN .NET

conducted by

The Computer Society of Sri Lanka

Date : Monday 27th October 2005

Time: 9.00 AM to 5.00 PM

Venue: Mathematics Lecture Theatre

3. Use the find and replace feature in Microsoft Word to find the word 5.00 PM in and replace it with 4.30 PM.

4. Type the following document in Microsoft Word.
 - a. The boldfacing, underlining, italicizing and the size of the text should be similar to the once in the given document.
 - b. The uses of computers should be listed using an outlined numbered list. The numbering should be similar to that shown in the document.
 - c. The advantages should be given in a bulleted list. The bulleting should be similar to that shown in the document.
 - d. The section after the advantages should be formatted into two equal columns.
 - e. The 'C' in the first paragraph should be a drop cap spanning two lines.

Computers in Society

Computers are fast becoming a primary need in society. Twenty years ago, very few people in Sri Lanka had the opportunity to have even seen a computer. Today, computers are used by individuals as well as organizations on a day-to-day basis.

Some of the common uses of computers are

- 1) Word processing
 - a) Typing of letters
 - b) Typing of reports
- 2) Spreadsheet applications
 - a) Accounts applications
- 3) Presentations
 - a) Preparation of lectures
- 4) Databases
 - a) Accounts systems
 - i) To store data about payments
 - ii) To store data about receipts
 - b) Registration systems
 - i) University student information systems

Advantages of using Computers

- High speed
- Can process large amounts of data
- Easy to find data

"Who invented the computer?" is not a question with a simple answer. The real answer is that many inventors contributed to the history of computers and that a computer is a complex piece of machinery made up of many parts, each of which can be considered a separate invention.

In 1936, Conrad Zeus invented the first freely programmable computer. Then, in 1944 Howard Aiken and Grace Hopper invented the *'Harvard Mark I'* computer. After that, the number of new inventions that contributed to the present day computer are innumerable.

5. Type the following document in Microsoft Word by setting the necessary tab stops. Do not use the space bar to move from one column to the other.
- a. The first tab is a center tab.
 - b. The second tab is a left tab.
 - c. The third tab is a right tab.
 - d. The fourth tab is a decimal tab with a tab leader.

<u>Code</u>	<u>Description</u>	<u>Units.....</u>	<u>Unit Price</u>
1	Exercise Book	50.....	50.00
2	Pen	180.....	12.5
10	Eraser	90.....	5.25
102	Diskette	20.....	25.75