

MS Word Exercise 2

1. Type the following document in Microsoft Word.
 - a. The table should contain 3 columns and 5 rows.
 - b. The column widths should be adjusted so that it looks like the figure.
 - c. The Unit Price and Quantity columns should be right aligned.
 - d. The table should be auto formatted using the 'Table 3D Effects 3' style and applying special formatting only to the first row.
 - e. The euro symbol (€) should be inserted using the insert symbol option.

Description	Unit Price (€)	Quantity
A4 Papers	500.00	6
Box Files	125.00	5
Blue Pens	22.50	15
Pencils	7.00	10

Exercise 0-1

2. Sort the table rows in ascending order of the 'Quantity' column.
3. Insert a new column to the right of the 'Quantity' column and name it 'Value'.
4. Using a formula (Unit Price * Quantity), calculate the value for each row in the 'Value' column. The result should be displayed with a comma to separate thousands and two digits after the decimal point.
5. Change the unit price of a pencil to 6.00. Recalculate the value of pencils using the 'Update Field' feature.
6. Insert a new row below the table and type 'Total' in the description column.
7. Use the 'Table AutoFormat' option to apply special formatting to both the first and last rows.
8. Using a formula, calculate the total value (i.e the total of the values in the 'Value' column).
9. Type the following document in Microsoft Word.
 - a. Initially, create a table with 4 columns and 7 rows.
 - b. Use the merge cells and split cells functions to create the table.
 - c. All the values typed in should be right aligned.
 - d. The 'Grade' and 'Name' headings should be center aligned vertically within the cell.
 - e. The grades should be top aligned vertically within the cell.

Please enter the level of your knowledge in the table below.

- 1 - Exceptional
- 2 - Good
- 3 - Average
- 4 - Poor

Grade	Name	Mathematics				Science			
		1	2	3	4	1	2	3	4
10									
11									

Exercise 0-2

10. Insert new rows to the table until the table is longer than one page. Make sure the heading rows are repeated on each new page (Do not re-type the headings. Use a feature of Microsoft Word).
11. Split the table into two where the details of grade 10 are in one table and all other details are in another table. Copy the heading rows of the first table (both rows) to the heading rows of the second table (use the copy function).
12. Type the following document in Microsoft Word using tables, merge cells and outline numbering.

Type of Device	Device	Categories
1) Input Device	a) Keyboard	
	b) Mouse	
2) Output Device	a) Monitor	i) Normal
		ii) Flat Screen
	b) Printer	i) Dot Matrix
		ii) Laser
		iii) Ink Jet
		iv) Thermal
3) Storage Device	a) Diskette	
	b) Optical Disk	i) CD-ROM
		ii) DVD
	c) Hard Disk	
d) Magnetic Tape		

Exercise 0-3

13. Open the document created in **Error! Reference source not found.** Convert the tab separated text to a table using the 'Convert' option in the 'Table' menu.
14. Convert the table created above into text separated by a full stop using the 'Convert' option in the 'Table' menu.