

## MS Word Exercises

### Exercise 1

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/Miss .....  


for a special workshop on

**PROGRAMMING IN .NET**

conducted by

The Computer Society of Sri Lanka

*Date : Monday 27<sup>th</sup> 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

## 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

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									

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		

13. Open the document created. 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.

### Exercise 3

1. Type the following document(which is in two text boxes) in two pages using Microsoft Word and format according to the instructions given below.

# 1 Chapter 01

## 1.1 Computing

### 1.1.1 Hardware

Physical components of your computer such as the system unit (computer), mouse, keyboard, monitor etc... } Basically, hardware means what is tangible i.e., Something that can be touched and felt.

### 1.1.2 Software

Collection of executable programs with proper documentation and configuration file

- That makes the computer work.
- Held secondary storages (hard disk, cd-rom, dvd or on floppy disk)
- Loaded (i.E. Copied) into the RAM (random access memory), as and when executing time.
- Intangible (cannot be touched and felt) as opposed to hardware.

### 1.1.3 Liveware

Working personnel, especially computer personnel, as distinct from the inanimate or abstract things they work with.

## 2 Chapter 02

### 2.1 Computer Architecture

#### 2.1.1 Central Processing Unit

The CPU is the brain inside the computer.

##### Main components of CPU

- Control Unit

Directs operation of the processor.

Controls communication and co-ordination between input/output devices

- Arithmetic Logic Unit

Digital circuit that performs integer arithmetic and logical operations

- Registers

Small amount of memory associated with the CPU (registers)

It uses to store data to be operated.

It also accesses and uses the main memory (RAM - Random Access Memory) within your computer.

- CPU and Main Memory are linked together by Buses.

- These buses contain sets of parallel electrical conducting lines

### 2.2 Hierarchy of storage

#### 2.2.1 Primary storage

Directly accessible to the CPU

Ex: RAM

#### 2.2.2 Secondary storage

It is not directly accessible by the CPU

Ex: Hard disk

#### 2.2.3 Tertiary storage

It involves a robotic mechanism which will mount (insert) and dismount removable mass storage

#### 2.2.4 Off-line storage

any storage medium that must be physically inserted into a system every time a users wants to access or edit data.



## Instructions

- a) “**Chapter 1**” and “**Chapter 2**” should be in heading 1 style
- b) “**Computing**”, “**Computer Architecture**”, “**Hierarchy of storage**” should be in heading 2 style
- c) “**Hardware**”, “**Software**”, “**Liveware**”, “**Central Processing Unit**”, “**Primary storage**”, “**Secondary storage**”, “**Tertiary storage**”, “**Off-line storage**” should be in heading 3 style
- d) Insert new page at the beginning of the document
- e) Break the document into two sections (using section break) so that first section contains one page and second section contains two paragraphs. Numbered two sections using roman number format and Arabic number format respectively
- f) Create table of contents at the section 1 (page 1) using references as follows. (sample answer also available in web site.)

## Contents

1	Chapter 01 .....	1
1.1	Computing.....	1
1.1.1	Hardware.....	1
1.1.2	Software .....	1
1.1.3	Liveware.....	1
2	Chapter 02.....	2
2.1	Computer Architecture.....	2
2.1.1	Central Processing Unit.....	2
2.2	Hierarchy of storage.....	2
2.2.1	Primary storage.....	2
2.2.2	Secondary storage .....	2
2.2.3	Tertiary storage .....	2
2.2.4	Off-line storage.....	2

## Exercise 4

1. Create the following document as the data source for a mail merge.

Address1	Address2	Date	Newspaper	Post
10, Peradeniya Road	Kandy	15 <sup>th</sup> May 2005	Daily News	Computer Programmer
135, Union Place	Colombo 2	25 <sup>th</sup> May 2005	Sunday Observer	Data Entry Operator
15/6, Galle Road	Colombo 3	25 <sup>th</sup> May 2005	Sunday Observer	Computer Programmer
251, Havelock Road	Colombo 5	26 <sup>th</sup> May 2005	Island	Computer Programmer

2. Type the following document as the main document.
  - a. The text within <<>> signs indicate where the fields from the data source need to be included.
  - b. The date under the address should always reflect the date the document is opened. Use the insert date and time function to insert the current date and update it automatically each time the document is opened. The format of the date should be as shown.

Room 110, Jayathilaka Hall,  
University of Peradeniya,  
Peradeniya.  
June 10, 2005.

Human Resources Manager,  
<<Address1>>,  
<<Address2>>

Dear Sir/Madam,

### Application for the Post of <<Post>>

With reference to your advertisement in the <<Newspaper>> of <<Date>>, I wish to submit my application for the post of <<Post>>.

My curriculum vitae is attached herewith. I believe that my knowledge and expertise will help me be of service to your esteemed organization.

Thanking You,  
Yours Faithfully

P. M. Pathirana

3. Use the mail merge recipients button in the mail merge toolbar to merge letters.
4. Deliberately make some spelling mistakes in the main document. Use the Spelling and Grammar tool to find and correct the mistakes.