Word Lesson 1 Exercises

Exercise 1   CERAMICS INFO REQUEST

When writing a letter that requests a response or information, the first paragraph should introduce the writer and explain the purpose of the letter. The second paragraph should explain any necessary details of the request and ask any additional questions. The third paragraph should thank the reader for his or her consideration and emphasize the request.

The **CERAMICS INFO REQUEST** document is a letter that requests information about a ceramics course. Complete the following steps:

1. Open the **CERAMICS INFO REQUEST** document.

2. Save the document naming it **xxx-CERAMICS INFO REQUEST**. Replace **xxx** with your initials.

3. Use Page Layout - Margins to change the document's margins to the appropriate margins for a personal business letter.

4. Update the date under the return address so that it shows today's date.

5. Check the document on screen and correct any grammatical errors and/or misspellings. Remember, F7 is the shortcut key for Word's spelling and grammar check. If necessary, remove the red wavy line from correctly spelled words.

6. Make the following changes in the body of the letter:

    - Change the word introductory to advanced in the first sentence
    - Change the words a brochure to an application in the second paragraph
    - Use the thesaurus to change the word quickly in the fourth paragraph to an appropriate synonym
    - Change Kallie Gavrilos to your name

7. Check the document on screen again and correct any grammatical or formatting errors and/or misspellings.

8. Add a header with your name, period, and name of the assignment.

9. Save the modified **xxx-CERAMICS INFO REQUEST**.

Exercise 2   DONATION THANKS

The **DONATION THANKS** document is a thank you letter that thanks Mrs. Kristine LeBon for her donation to the MHS library.

1. Open the **DONATION THANKS** document.

2. Save the document naming it **xxx-DONATION THANKS**. Replace **xxx** with your initials.

3. Use Page Layout - Margins to change the document's margins to the appropriate margins for a personal business letter.

4. Update the date under the return address so that it shows today's date.

5. Check the document on screen and correct any grammatical errors and/or misspellings. Remember, F7 is the shortcut key for Word's spelling and grammar check. If necessary, remove the red wavy line from correctly spelled words.

6. Make the following changes in the body of the letter:

   - Delete the word very in the first sentence.

   - Use the thesaurus to change the word appreciative in the first paragraph to an appropriate synonym. Use the grammar checker to correct the grammatical error that occurs as a result of changing the word.

   - Add the following sentence to the end of the first paragraph in the body of the letter: Your donation was truly a welcome surprise.

   - Delete the sentence The old computers are really slow and bulky in the second paragraph in the body of the letter.

   - Change the words have access to to be able to utilize at the end of the second paragraph in the body of the letter.

   - Change the gang to all of us in the third paragraph in the body of the letter.

   - Change Chris Warheit to your name.

7. Check the document on screen again and correct any grammatical or formatting errors and/or misspellings.

8. Add a header with your name, period, and name of the assignment.

9. Save the modified **xxx-DONATION THANKS**

Exercise 3 Leadership

Effective leaders are key to successful business. Learn more about leadership skills by completing the following exercise.

1. In a new document, type the following paragraphs using the default font, allowing Word to wrap the text:

   Leaders in any business environment are viewed as role models and visionaries for those who work with them. Effective leaders tend to possess similar characteristics, such as approachable, responsible, wise, and sensitive.

   An effective leader is always organized and enthusiastic. An effective leader knows how to delegate and utilize the strengths of their employees.

2. Check the document on screen and correct any errors and misspellings. If necessary, remove the red wavy line from correctly spelled words.

3. Save the document naming it **xxx-Leadership**.

4. Make the following changes:

   - Change the word wise to knowledgeable in the first paragraph.

Exercise 3 Continued

- Change the words effective to successful in the second paragraph. Use the grammar checker to correct the grammatical error that occurs as a result of changing the word.

- Add a third paragraph with the text:

  Leadership skills can be learned. Individuals who would like to become leaders should become accessible and approachable, be willing to share the credit with colleagues, and take initiative.

5. Check the document on screen again and correct any grammatical errors and/or misspellings.

6. Add a header with your name, period, and name of the assignment.

7. Save the modified **xxx-Leadership** and print a copy.

Exercise 4   Cover Letter

It is common practice to include a cover letter with a résumé or portfolio when applying for a job. A cover letter should be in block style and addressed to a specific individual and company. The first paragraph should indicate the position being applied for and give the location and date of the advertisement. The second and possibly third paragraph(s) should expand in detail upon qualifications pertinent to the job. The concluding paragraph should request an interview, state contact information, and thank the reader for his or her time and consideration.

The following text is a copy of a job advertisement from the *Sun News* on August 24, 2010,

Part-time Sales Position
Great opportunity for a student. Part-time position in busy retail clothing store. Hours are 5-9 p.m. three days a week and 9-5 p.m. on Saturdays. Need to be motivated and a self-starter. Salary includes wage plus commission. Send or e-mail cover letter and résumé to:
      Ms. Jessica Wilson, Manager
      Clothes and More
      678 Palm Blvd.
      Boca Raton, FL 33427-5314
      clothesandmore@lpv.com

1. Create an original cover letter addressed to Ms. Jessica Wilson as if you were applying for the above position. Make sure that you use proper personal business letter formatting, margins, and spacing.

2. Check the document on screen and correct any errors and/or misspellings. If necessary, remove the red wavy line from correctly spelled words.

3. Save the document naming it **xxx-Cover Letter**.

4. Add a header with your name, period, and name of the assignment.

5. Save the modified **xxx-Cover Letter**.

Exercise 5   Complaint Letter

You have recently organized the senior prom. The catered food at the prom arrived an hour late, was cold, and the menu was different that what was agreed upon. You have decided to write a letter of complaint to the manager of the catering company asking for a refund.

A letter of complaint should be brief and to the point. All relevant facts should be included, the actions wanted should be clear, and the tone of the letter should be reasonable. One appropriate format is to write about the problem in the first paragraph, state the solution in the second paragraph, and then give a deadline for response in the last paragraph.

1. In a new document create a letter of complaint in the block style. Address the letter to:

    > Mr. William Thomas
    > Catering Manager
    > Catering for All Occasions
    > 43-901 Airport Way
    > Detroit, MI 48225

2. Check the document on screen and correct any errors and/or misspellings. If necessary, remove the red wavy line from correctly spelled words.

3. Use correct margins, spacing, and formatting for a personal business letter.

4. Save the document naming it **xxx-Complaint Letter**.

5. Add a header with your name, period, and name of the assignment.

6. Save the modified **Complaint Letter**.

Exercise 6   Poem

An occasional poem is a poem written for a special occasion, such as a birth, wedding, inauguration, victory or dedication.

1. In a new document create an occasional poem. The poem should be from four to 16 lines. Use the thesaurus in Word to find synonyms and antonyms as you write.

2. Format the text as you see fit.

3. Check the document on screen and correct any errors and misspellings. If necessary, remove the red wavy line from correctly spelled words.

4. Save the document naming it **xxx-Poem**.

5. Add a header with your name, period, and name of the assignment.

6. Save your modified **Poem**, preview the document, and then print a copy.

Exercise 7   COMPUTER MAINTENANCE

A regular maintenance routine will help keep your computer in good condition. A maintenance routine should include cleaning the computer, maintaining the hard disk, and regularly updating virus protections and operating system software. **COMPUTER MAINTENANCE** contains some tips about keeping a computer in good condition.

1. Open the **COMPUTER MAINTENANCE** document.

2. Type your name below the "Computer Maintenance" title.

3. Center align and bold the title "Computer Maintenance" and format it as Tahoma 14 point.

4. Left align and bold the following headings and format them as Tahoma 12 point:

    "Cleaning the Computer"

    "Disk Maintenance"

    "Updating Virus Protection and Operating System Software"

5. Input devices are devices from which the computer can accept data. Two input devices are discussed in the "Cleaning the Computer" section. Format the first occurrence of each input device name as italic.

6. Output devices are devices that display or store processed data. One output device is discussed in the "Cleaning the Computer" section. Bold the first occurrence of the output device name.

7. The "Disk Maintenance" section lists an example of an operating system. Format the name of the listed operating system as bold and italic.

8. The "Updating Virus Protection and Operating System Software" section explains what must be downloaded on a regular basis to protect against new viruses. Format the name of the download as bold and italic.

9. Save the modified file as **xxx-COMPUTER MAINTENANCE**.

10. Add a header with your name, period, and name of the assignment.

Exercise 8   TAKING TESTS

The **TAKING TESTS** document gives directions on how to take a test, but the steps are listed out of order.

1. Open **TAKING TESTS**, which is a Word data file for this Exercise.

2. Use the Cut and Paste buttons on the Home Tab - Clipboard section to place the directions in proper order. Be sure that there is a blank line between each step.

3. Save the document naming it **xxx-TAKING TESTS**.

4. Check the document onscreen for any errors and/or misspellings.

5. Add a header with your name, period, and name of the assignment.

6. Save your modified **TAKING TESTS**.

7. Preview the document.

Exercise 9   Entertainment Review

The local newspaper has hired you to write an article about a recent event you attended. You will be the newspaper's featured entertainment critic. A review should include at least the following:

- Title
- Name of movie, concert, play, art show, or event
- Date of review
- Intended audience (young children, teen, young adult, adult)
- Rating, if applicable (G, PG, PG, PG-13, and so on)
- Type of movie, music, play, art, concert, or event
- Name of producer or gallery
- Name of director, if applicable
- Name of actors, band members, artist, headliner, or main attraction
- Summary of the movie or play, without giving away surprise moments or the ending (no spoilers!)
- Comparison to similar movies, concerts, plays, art shows, or events
- Your overall rating

1. In a new document create a half-page review of a recent movie, concert, play, art show, or similar event that you attended. A review should be written based on facts and without bias. Be sure to include the appropriate information as listed above. Do **not** plagiarize!

2. Create a center aligned, bold title that has the name of the event that was reviewed. Be sure there is a blank paragraph between the title and the first paragraph.

3. Format any titles in the review as italic, such as the title of the movie or a song title.

4. Justify the body of the review.

5. Look at the STATUS BAR to see the **Word Count** in the document. Create a blank line after the body of your article, and then add the following text:

   Written by: Insert your name here

   Article Word Count: Insert the number of words in your document here

6. Save the document naming it **xxx-Entertainment Review**.

7. Check the document on screen and correct any grammar errors and/or misspellings. If necessary, remove the red wavy line from correctly spelled words.

8. Add a header with your name, period, and name of the assignment.

9. Save your modified **Entertainment Review**

Exercise 10   PROPOSAL

Dr. Ellie Peterson and Dr. Jeremy Prow are studying coral reefs off the coast of Florida. They have created a funding proposal for their coral research.

1. Open **PROPOSAL**, which is a Word data file for this Exercise, and save it as **xxx-PROPOSAL**. Make the following changes to the document:

   - Change the heading so it reads A PROPOSAL FOR CORAL RESEARCH at the top of the page.

   - Change the word effect to affect in the "Summary" paragraph.

   - Change the word accomplish to complete in the "Summary" paragraph.

   - Delete the text state of the art in the "Purpose and Description" paragraph.

2. Check the document on screen and correct any grammatical errors and/or misspellings.

3. Center align and bold the headings "A PROPOSAL FOR CORAL RESEARCH" and "GROWTH STUDIES OF CORAL ON SOUTH FLORIDA REEFS."

4. Format the headings "Summary," "Purpose and Description," "Coral," and "Computerized Guide" as italic.

5. Center align and bold the "BUDGET" heading and format it in a larger font size.

6. Find the word greater in the proposal and then use the thesaurus to replace it with a synonym.

7. Replace all occurrences of aging with growth.

8. Check the document on screen and correct any grammar errors and/or misspellings. If necessary, remove the red wavy line from correctly spelled words.

9. Add a header with your name, period, and name of the assignment.

10. Save your modified **xxx-PROPOSAL**.

11. Print Preview the document.

Exercise 11   SCULPTORS

Five sculptors that lived during the late 19th and early 20th centuries are:

Sculptor	Country
Constantin Brancusi	Romania
Ronald Moody	Jamaica
Ivan Mestrovic	Croatia
Jacques Lipchitz	Lithuania
Pablo Gargallo	Spain

These sculptors were born in different countries and their art was influenced by events, movements, and cultures of those years common to the artists.

1. Open **SCULPTORS**, which is a Word data file for this Exercise. It contains information about the five artists listed above. Cut and paste the paragraphs so that the country, artist's name, and description are in chronological order by artist's birth date.

2. Save the modified document as **xxx-SCULPTORS**.

3. Use the Internet to research each artist. For each artist, find the name of one of their works (a sculpture), the materials used, and the year it was completed. Between each artist's name and biography, add the information about the artist's work and include a hyperlink to a Web site that contains additional information about the artist. Be consistent with how you include the additional information for each artist.

4. Add a header with your name, period, and name of the assignment.

5. Check the document on screen and correct any grammar errors and/or misspellings. If necessary, remove the red wavy line from correctly spelled words.

6. Save your modified **xxx-SCULPTORS**.

7. Preview the document, and then print a copy

Exercise 12   Short Soccer

The sports editor for your school newspaper likes the soccer article that you submitted. However, space limitations require that the article be between 150 and 160 words.

1. Open **SOCCER**, which is a Word data file for this Exercise.

2. Carefully read the article and determine which sentences and words are extraneous and which are necessary to maintain the focus of the article.

3. Add an appropriate title to the document.

4. Look at STATUS BAR for the **Word Count** that displays the current number of words in the document. Edit the document by making revisions and eliminating unnecessary text. Make sure that the remaining text makes a complete story without losing the focus of the original article.

5. Check the word count again and continue to edit the article to meet the space limitations (150-160 words including the title).

6. Check your grammar and spelling. Save the document as **xxx-Short Soccer**. E-mail your instructor and attach the revised article.

Exercise 13   Grand Opening

You have opened a retail store. Your store could sell jewelry, clothing, sporting goods, or anything else you wish. You will need a flyer to promote the grand opening of your new store.

A *flyer* is a one page document that is sent in the mail, hand delivered, or left out for people to pick up. The intended audience is prospective customers residing in the area of the business location. A flyer should have large elements to catch the reader's attention so that the reader immediately knows the general topic. The rest of the flyer should contain as much information as possible, including the business name, address, phone number, e-mail address, Web site address, and fax number. These elements can be smaller because the flyer already has the reader's attention. A flyer should also include coupons or other promotions to draw the prospective customer into the store.

1. In a new document create a flyer that will be sent to prospective customers announcing your grand opening.

2. Assume the flyer will be printed in color and format the text appropriately. Decide which text should be used to get the reader's attention and make that text much larger. Experiment with different fonts for the larger text, and choose ones that are easy to read and compliment your business. Experiment with different ways of emphasizing the text.

3. Make sure all occurrences of the store's name are bold. Be consistent with the name of your business, for example be sure each occurrence of the store's name is the same color.

4. Format appropriate paragraph alignments throughout the flyer.

5. Add clip art, drawings, or pictures where necessary. Be creative without letting your flyer get too cluttered.

6. Check the document on screen and correct and errors and/or misspellings.

7. Save the document naming it **xxx-Grand Opening**.

8. Preview the document

Exercise 14   Water Conservation

You have been asked to write an article about an environmental issue.

1. In a new document, create an article based solely on the documents **WATER, CONSERVATION**, and **XERISCAPE**, all of which are Word data files for this Exercise. You may **not** plagiarize this information!

2. Include a title, introductory paragraph, supporting paragraph(s), and a closing paragraph.

3. Under the title, type by *Student Name* replacing *Student Name* with your name and then press Enter twice. You may need to point to the blue bar below "by" and then click the AutoCorrect Options button and select Undo Automatic Capitalization if the word "by" does not remain lowercase.

4. Bold the document's title and format it as 14 point. Bold the byline and format it as italic.

5. Justify the text in the body of the article.

6. Check the document on screen and correct and errors and/or misspellings.

7. Save the document naming it **xxx-Water Conservation**.

8. Preview the document.

Exercise 15   Vacation

In a new document create a one-page (double-spaced) description of your last vacation (or alternately write about your dream vacation). Describe where you went, how you traveled, what you saw, and what you did. Include a hyperlink to a Web site that contains additional information about the vacation area.

Indent paragraphs. Make sure your essay has an appropriate title. Do **not** plagiarize!

1. Check the document on screen for errors and mistakes in spelling. Make any necessary corrections. Save the document naming it **xxx-Vacation**. Add a header with your name, period, and name of the assignment. Print a copy of the document.