

WORD 2007 LAB EXERCISE 1

1. Open Word 2007 and study the following items.
 - a. Office button
 - b. Quick Access Toolbar
 - c. Ribbon
 - d. Tabs
 - e. Groups
 - f. Commands
 - g. Ruler
 - h. First line indent
 - i. Hanging indent
 - j. Right indent
 - k. Vertical & horizontal Scroll bars
 - l. Status bar
 - m. View Tool bar
 - n. Zoom toolbar
2. Type WORD PROCESSING. Select and right click to view the Mini Toolbar.
3. Using Mini tool bar, apply Bold, font = Arial Black, Font size = 14, font color=red
4. Change the font to Calibri, font size 12, font color black and type the given 3 paragraphs.

On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

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5. Save the file as word1.docx in your folder.
6. Copy the file as word2.docx.
7. Copy first paragraph and paste 2 times.
8. Select first paragraph, change the font = ALGERIAN, FONT SIZE = 10, grow font, shrink font buttons, Bold, Italic, Underline buttons, Strikethrough button.
9. Type the given equation using subscript $H_2+O_2 \rightarrow 2H_2O$



Microsoft Word Lab Exercises

Sebastian Brünink



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