

Guided Computer Tutorials

Word Processing Exercises

By Greg Bowden

PUBLISHED BY

GUIDED COMPUTER TUTORIALS
PO Box 311
Belmont, Victoria, 3216, Australia

www.gct.com.au

© Greg Bowden

Published 2021

ISBN: 978-1-922018-83-0

PDF document for Download

Microsoft Word 2019 is a product of Microsoft Corporation.
Used with permission from Microsoft.

Every effort has been made to ensure that images used in this publication are free of copyright, but there may be instances where this has not been possible. Guided Computer Tutorials would welcome any information that would redress this situation.

Word Processing Exercises

Contents

Introduction	1
Word Processing Exercise 1: Job Application Letter	2
Word Processing Exercise 2: Aligning Text	3
Word Processing Exercise 3: Spell Checking Text	4
Word Processing Exercise 4: Moving Text	5
Word Processing Exercise 5: Find and Replace Text	6
Word Processing Exercise 6: Margins and Indents	7
Word Processing Exercise 7: Bulleted and Numbered Lists	8
Word Processing Exercise 8: Headers, Footers and Footnotes	9
Word Processing Exercise 9: Placing Text in Columns	12
Word Processing Exercise 10: Drawing Tools	13
Word Processing Exercise 11: Inserting Media Into Documents	14
Word Processing Exercise 12: Using Tab Stops	15
Word Processing Exercise 13: Table Tools	16
Word Processing Exercise 14: Using Tables Within Documents	17
Word Processing Exercise 15: Using Sections	18
Word Processing Exercise 16: Using Styles	19
Word Processing Exercise 17: Table of Contents	21
Word Processing Exercise 18: Inserting Charts Into Documents	22
Word Processing Exercise 19: Publishing Tasks	24
Word Processing Exercise 20: Mail Merging	25
Word Processing Exercise 21: Mailing Labels and Envelopes	27
Word Processing Exercise 22: Inserting Equations	28

Word Processing Exercises

Introduction

Word Processing Exercises provides teachers with a series of graduated Word Processing activities. These can be given to students directly or used by teachers in the development of their own course materials.

The purpose of the exercises is to give teachers ideas of the types of documents that could be produced by students. Teachers can then teach Word Processing in their preferred way.

Individual exercises in Microsoft Word format are provided so that the exercises can be easily modified when necessary.

The exercises do not provide detailed instructions on how to create the documents, but they do provide brief instructions on the Word Processing features that could be used. If more detailed instructions are required, then the Learning Microsoft Word Modules would be a better product to use.

There are support files provided in the WORD PROCESSING SUPPORT FILES when exercises need images or detailed text.

Word Processing Exercise 1: Job Application Letter

Create the following job application letter. It is up to you to choose an appropriate font. Enter the document in the one font; style and size then make any desired changes by highlighting the required text.

<Today's Date>

<4 blank lines>

Your name
Street
Suburb State Postcode

<4 blank lines>

High-Tech Labs Inc.
35 Horseback Road
Sandringham Vic. 3191

<1 blank line>

The Position of Laboratory Assistant

<1 blank line>

Dear Sir/Madam,

<1 blank line>

I wish to apply for the position of Laboratory Assistant advertised in **The Melbourne Age, 30 April 2022**. I have recently successfully completed a Laboratory Technician course at Footscray TAFE and my personal resume and curriculum vitae are enclosed with this letter of application.

<1 blank line>

Yours faithfully

<4 blank lines>

Your name

Word Processing Exercise 2: Aligning Text

Use Line Spacing, Text Justification and Tab Stops to create the following document showing the acting biography of John Wayne. Use the following instructions:

- Centre the main heading.
- Set a RIGHT JUSTIFIED TAB STOP for the sub-headings.
- Set a LEFT JUSTIFIED TAB STOP for the actor's details.
- Set a LINE SPACING of 1.5 lines between each line of the biography.

Actor's Biography

Screen Name:	John Wayne
Real Name:	Marion Morrison
Born:	1907
Died:	1979
Films:	178
Leading Roles:	142
Oscars:	1

Word Processing Exercise 3: Spell Checking Text

Spell check and proofread the following document, which is available in the EXERCISE 3 folder of the WORD PROCESSING SUPPORT FILES, to eliminate all the errors. You will need to ignore some words such as the spelling of names of places and mountains, for example, Kintamani and Fuji.

Use the thesaurus to replace the following words with synonyms of your choice:

- i Vibrant (second paragraph)
- ii Virtually (third paragraph)
- iii Peaceful (third paragraph)
- iv Differences (fourth paragraph)
- v Numerous (fifth paragraph)

THE LAND OF THE RISING SUN

Japan is becoming a very popular honeymoon destination for couples looking for beautiful scenery, friendly people, different cultures, excellent shopping and high-class restaurants. It can be considered a country of extremes, modern, high tech, cities to remote hideaways, unspoiled beaches and ancient landmarks.

Tokyo, the capital is one of the great cities of the world. Busy, vibrant and exciting, yet, although over fifteen million people inhabit the city, it has one of the lowest crime rates in the world. This is one of its main attractions - the streets are relatively free of crime and it is safe to visit the vast array of nightlife. You will need to be prepared to use public transport, as driving around Tokyo can be very frustrating and time-consuming.

If crowds are not your scene, then the countryside is the place to go. Mount Fuji is Japan's highest mountain and the terrain around it is breathtaking. The village near by, Kintamani, has a diverse range of shops, including many showing the methods of ancient craftsman. Virtually all the countryside has a natural beauty whether it is the terraced hillsides, the lush vegetation, extinct volcanoes or the crater lakes. They leave the traveller with an 'errie', peaceful feeling.

Although Japan is a small country there are enough differences in latitude and longitude to produce significant differences in climate throughout the country, so the tourist needs to be prepared. Summers along the Pacific coast are hot and humid and the winters are generally dry and cold with average temperatures around zero degrees centigrade. The south-west is slightly warmer in winter than the rest of the country and hotter in the summer. The far north being closer to the Arctic circle experiences cooler temperatures than the rest of the country - the average summer temperature is around 20 degrees centigrade.

There are numerous tour packages available and we have brochures detailing each. Most tour operators offer trips from 6 to 15 days, with at least a day in Tokyo. Other highlights include tours of farm plantations, Mount Fuji and its surrounds and the numerous coral beaches that Japan has. For the adventurous, there are also tours offering surfing, windsurfing, scuba diving and snorkeling.

Tour prices vary greatly, so it is very important to read each brochure carefully so that you take the tour you want. For instance, an air conditioned coach can add up to 30% on to the tour cost. We look forward to advising you on a tour that we are sure you will never forget.

Text Removed



**Text
Removed**

**Instructions
Removed**

**Text
Removed**

Word Processing Exercise 6: Margins and Indents

Produce the following document describing some design considerations when creating web pages. The document should have:

**Instructions
Removed**

**Text
Removed**

Word Processing Exercise 7: Bulleted and Numbered Lists

Create the following Document. Use a bulleted list for the Ingredients and a numbered list with hanging indents for the Method points.



**Text
Removed**

Word Processing Exercise 8: Headers, Footers and Footnotes

Complete the document shown on the following two pages. The document can be opened from the EXERCISE 8 folder of the WORD PROCESSING SUPPORT FILES. Your task will be to add a header and footer to the document, insert a title page and add some footnotes.

**Instructions
Removed**

**Text
Removed**

**Text
Removed**

Word Processing Exercise 9: Placing Text in Columns

Create the following newsletter.

The text is available for you in the EXERCISE 9 folder of the WORD PROCESSING SUPPORT FILES.

Format the text into two columns and add a HEADER and FOOTER.



**Newsletter
Removed**

Word Processing Exercise 10: Drawing Tools

Create the following diagram using the Microsoft Word Drawing Tools. Remember, you can copy and paste objects.



**Diagram
Removed**

Word Processing Exercise 11: Inserting Media Into Documents

Create the following flyer.

The first picture is available in the EXERCISE 11 folder of the WORD PROCESSING SUPPORT FILES under the file name: Image.

For the lower picture, find a suitable image from your school's images or the internet.



**Flyer
Removed**

Word Processing Exercise 12: Using Tab Stops

Produce the following business letter. Use DECIMAL TAB STOPS in the production of the table in the letter and LEFT JUSTIFIED TAB STOPS with LEADER CHARACTERS in the production of the lower form section.



**Letter
Removed**

Word Processing Exercise 13: Table Tools

Create the following table, showing the specifications of a product, using the Table Tools.



**Table
Removed**

Word Processing Exercise 14: Using Tables Within Documents

Complete the letter below by adding a table to it. The text for the letter (without the table) is available in the EXERCISE 14 folder of the WORD PROCESSING SUPPORT FILES.

Complete formulas for TOTAL EXPENSES and NET PROFIT for the 4 years. TOTAL EXPENSES is the sum of the 5 EXPENSES values and NET PROFIT is the difference between INCOME and TOTAL EXPENSES.

Letter
Removed

Word Processing Exercise 15: Using Sections

Use SECTIONS to create the following page layout. The text and images are available in the EXERCISE 15 folder of the WORD PROCESSING SUPPORT FILES.



**Layout
Removed**

Word Processing Exercise 16: Using Styles

Create the document shown on the following page. You will need to use STYLES to ensure that the headings and text are consistent throughout the document.

The following STYLES could be used:

Styles Removed

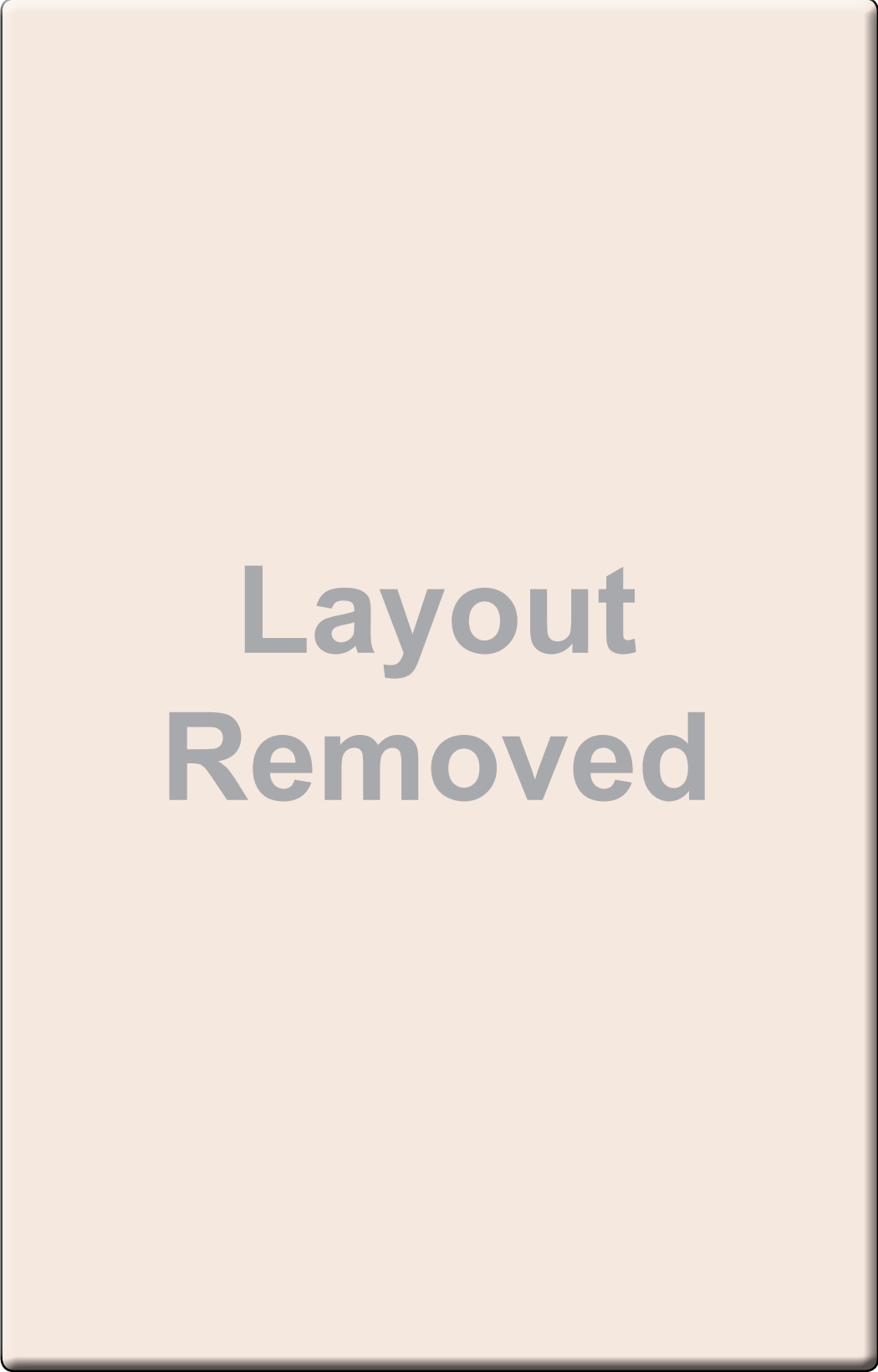
When setting out the page the easiest method to create the multiple tables. An example of a possible layout for your page is shown in the following diagram.

<h2>Table Removed</h2>

The text for each item is available in the EXERCISE 16 folder of the WORD PROCESSING SUPPORT FILES. The text in these documents can be copied and pasted into the relevant sections of the layout then formatted using the created styles, or you can enter the text manually.

Word Processing Exercise 16: Using Styles

Layout



**Layout
Removed**

Word Processing Exercise 17: Table of Contents

Produce a Table of Contents for the short courses offered by a training institution.

Text
Removed

Word Processing Exercise 18: Inserting Charts Into Documents

Add a chart to a letter shown on the next page.

The letter (without the chart) can be opened from the EXERCISE 18 folder of the WORD PROCESSING SUPPORT FILES.

Use the following data to create a graph of the company's profits:

Table
Removed

Word Processing Exercise 18: Inserting Charts Into Documents

Letter

**Letter
Removed**

Word Processing Exercise 19: Publishing Tasks

Use the Table Tools to create the following flyer. The watermark image is in the WORD PROCESSING SUPPORT FILES or you can find a suitable image.



**Flyer
Removed**

Word Processing Exercise 20: Mail Merging

Let's assume that you are completing your final school year and you wish to send letters to a series of companies to find out whether there are any employment positions available.

Creating the Database

Text
Removed

Creating the Form Letter

Text
Removed

Word Processing Exercise 20: Mail Merging

Sample Letter

**Letter
Removed**

Word Processing Exercise 21: Mailing Labels and Envelopes

A school has a database of student information. When letters are required to be sent to parents or report form labels created, the data can be merged from that file.

The student database, showing some of the data a school may record, has been prepared for you.

**Text
Removed**

Mailing Labels

**Text
Removed**

Envelopes

**Text
Removed**

Word Processing Exercise 22: Inserting Equations

Produce the following document and insert the indicated equations.

**Text
Removed**