

Microsoft Word Exercises

INSTRUCTIONS

List Exercise

Your board has expressed an interest in learning a little more about using Word. You have compiled a list of 3 Websites you think they'd find useful. But the list needs some spiffing up and re-formatting before it's ready to give to the board members.

- A. Space list in order to make it more readable.
- B. Change font so all entries have the same type face and size.
- C. Add a heading to the list with appropriate font and location.
- D. Make the URLs hyperlinks if they are not already.

Table Exercise

Here are the next four books the book club will be reading along with the member who suggested the title.

- A. Arrange the information using a table.
- B. Make sure the information is in the correct order.
- C. Add column headings.
- D. Italicize the title of the books.

Flyer Exercise

- A. Choose images you want to use and delete the other one or two.
- B. Resize images.
- C. Move images to desired position
- D. Use WordArt or other options to make the text noticeable and fun.

Download the exercise documents from the following page:

<http://nlc.nebraska.gov/reserve/tech101/index.html>



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