

The following revision exercises are divided into sections, each targeted at specific elements of the ECDL/ICDL Syllabus 5 Module 3: Word Processing. The individual sections are an exact match for the sections in the ECDL/ICDL Syllabus 5 Training Guides from CiA Training, making the guides an ideal reference source for anyone working through these exercises.

## Getting Started

These exercises include topics taken from the following list: starting *Word*, recognising the screen layout, using the menus and toolbars (tabs and Quick Access Toolbar in *Word 2007/2010*), using help features, exiting *Word*.

### Exercise 3.1

1. Start *Word*.
2. Depending on the version of *Word*, either hide the **Standard** and **Formatting** toolbars or minimise the **Ribbon**.
3. Redisplay the features hidden in the previous step.
4. Use the help feature to find information about **page orientation**.
5. In the help content, find out which menu or tab would you go to in order to change **page orientation**?
6. Which toolbar or tab would you go to in order to insert **WordArt**?
7. Without using a menu option, what would you need to do to display a toolbar or tab that contains **WordArt** tools?
8. When the mouse pointer is hovering over a button on a toolbar or tab, what is displayed?
9. Exit *Word*.

### Exercise 3.2

1. Start *Word*.
2. Use the help feature to find information about **formatting marks**.
3. In the help content, find out which toolbar or tab would you go to in order to show or hide **formatting marks**?
4. Which menu or tab contains the **Hyphenation** command? Use help if you like.

5. Display the **Paragraph** dialog box. Can this dialog box be resized? Does the dialog box appear on the **Taskbar**?
6. Which of the following can not be set from this dialog box: line spacing, alignment or font colour?
7. Click **Cancel** on the dialog box to remove it.
8. Exit *Word*.

## Documents

These exercises include topics taken from the following list: entering text, working in different views, opening, saving and closing documents, creating a document from available templates, saving documents in other formats.

### Exercise 3.3

1. Start *Word*.
2. Type a few sentences about yourself.
3. Select **File | Close** or click the **Office** button and select **Close**. What message is displayed?
4. Click **Cancel** in the message box to cancel the close process.
5. Save the document as **Personal**. What extension is added by default to a saved document in *Word*?
6. Close the document.
7. Open the document **Rich** from the supplied data files. What is the default view for this document.
8. Press <**Enter**> at the end of the text and type an extra line:  
**It is therefore a useful format for e-mail messages.**
9. Save the document as a **Rich Text Format** file with the same name. What file extension is added?

10. Close the document and reopen **Personal**.
11. Now save the file as a template, named **Personal Info**. What file extension is added?
12. Close the document.

### **Exercise 3.4**

1. Start a new blank document in *Word* and type some text about your hobbies.
2. Switch to **Outline View**.
3. Switch to **Web Layout View**.
4. Return to **Print Layout View** and save in **Works** format (any version), as **Hobbies**. Select **Yes** if prompted about a loss of formatting. What file extension is added by default? Close the document.
5. Close the document and open the document **Plain** from the supplied data files.
6. Press <**Enter**> at the end of the text and type an extra line:  

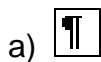
**Plain text files take up the least space of any text file type.**
7. Save the document as a **Plain Text** file (or **Text Only** file in *Word 2000*) with a new name, **Very Plain**. What file extension is added?
8. A warning is displayed. Why is this? Click **OK** (or **Yes**) to accept the warning. Close the document.
9. Create a new document which is to be based on an available template.
10. Select any **Letter** template and create the document.
11. Make a few changes and then save it in document format as **My Letter**.
12. Close *Word*.

## Editing Text

These exercises include topics taken from the following list: inserting and deleting text, selecting words and sentences, selecting lines and paragraphs, inserting special characters and symbols, using undo and redo, showing and hiding non printing characters, inserting and deleting soft carriage returns.

### Exercise 3.5

1. Open the document **Gardens**.
2. Insert the registered symbol, ®, after **Gardens** in the title.
3. Insert a formatting control (manual line break) in the heading, between **Toffington Gardens** and **Grand Opening** so that each part appears on a separate line but the whole title will still be considered as a single paragraph.
4. Use a button to display non printing characters. What is the symbol for the control added in the last step?



5. Insert a paragraph break at the end of the first sentence.
6. Insert a blank line after this to separate it from the next paragraph.
7. Place the cursor in the last sentence of the third paragraph. What key combination will select the whole sentence?
8. Select the whole sentence and delete it.
9. Click the **Undo** button. What happens?
10. In the second paragraph, select the word **estate** and replace it with **grounds**.
11. In the fifth paragraph, insert the word **relaxing** before the word **picnic**.
12. Start a new paragraph at the end of the document and enter the copyright symbol (©), then type **Toffington Publications 2009**.

13. Remove the soft carriage return in the heading.
14. Save the document as **Gardens2** and close it.

### Exercise 3.6

1. Open the document **Ballet**.
2. Replace the word **veteran** with **experienced** and the word **troupe** with **company** by overtyping.
3. Insert a soft carriage return between the two sentences of the first paragraph.
4. Insert the registered symbol after **Barnacle Ballet Company**.
5. Insert the trademark symbol after **Duck Pond** in the title.
6. Select the whole paragraph starting **All proceeds** and delete it.
7. Insert the following three paragraphs of text at the end of the document:

Not advisable for those of a nervous disposition

♫ Music by the accomplished composer Ivor Stringvesto

ℹ For more information visit our web site

*Note: The symbols used can be found in the Webdings font.*

8. Merge the first 2 of these new paragraphs.
9. Use a key press to select the entire document. What is it?
10. Press the **q** key. What happens?
11. Click **Undo** to retrieve the document content. Redo the deletion.
12. Finally, undo the deletion.
13. Display the formatting marks. What does the mark · indicate?
14. Insert a tab at the front of each paragraph.
15. Save the document as **Ballet2** and close it.

## **Printing**

These exercises include topics taken from the following list: previewing a document, printing a document, printing parts of a document, and printing specific pages.

### **Exercise 3.7**

1. Open the document **Hall**.
2. Select **Print Preview** (or **Print** in *Office 2010*), and make sure the display shows one full page only.
3. Zoom into the page to enlarge it.
4. Zoom back out again to the previous magnification and show one full page only.
5. Close **Print Preview** (or **Print** in *Office 2010*).
6. Select the section of the document describing the house (with the sub-heading) and print a copy of this section only.
7. Close the document without saving.

### **Exercise 3.8**

1. Open the document **Viruses**.
2. Select **Print Preview** (or **Print** in *Office 2010*).
3. Show a multiple page view showing two pages side by side (zoom out in *Office 2010* until two pages appear).
4. Change the **Zoom** value to **50%**.
5. Close **Print Preview** and print a copy of page **2** of the document only.
6. Print two copies of the first paragraph of the document, including the item title.
7. Close the document without saving.

## **Formatting Text**

These exercises include topics taken from the following list: underlining, emboldening and italicising text, changing fonts and text size, applying text effects, subscript and superscript, using the format painter, cutting, copying and pasting.

### **Exercise 3.9**

1. Open the **LakeDistrict** document.
2. Change the font of the entire document to **Tahoma**.
3. Change the size of the title, **The English Lake District**, to **14pt, upper case and Bold**.
4. Select the first sub heading, **Rocks**, and format it as **Bold** and **Underlined**.
5. Change the colour of this sub heading to **dark green**.
6. Use a button to apply all this formatting to the other sub headings, **Glaciation** and **Civilisation**.
7. In the last section, italicise the first word in each of the last four paragraphs (**Agriculture, Forestry, Mining, Tourism**).
8. Change the font of the first paragraph of text to **Verdana** and apply formatting of **Italic** and a colour of **dark green**.
9. Use editing commands to move the entire first paragraph to the end of the document so that it becomes the last paragraph.
10. Save the document as **Lakes2** and close it.

### Exercise 3.10

1. Start a blank *Word* document and type the following text:

The British Banking System is now heavily committed to the use of computers in order to give a much faster and more effective service to the increasing number of people who now have bank accounts.

The banks are making increasing use of cashpoint machines. These are special computer terminals, connected to the bank's computer, which allow customers to withdraw money and make use of other banking services outside of normal banking hours.

2. Format the entire document as **Century Gothic, 12pt**
3. Copy the text **British Banking System** and paste it as a title to the text.
4. **Underline** the title and change it to **upper case**.
5. Make the text **British Banking System** in the first sentence **italic** and **red**.
6. Use the format painter to copy this formatting to the word **cashpoint**.
7. On a new line at the end of the document type the text **A ceiling**. Press the <Tab> key twice and type **B floor**.
8. Change the font size of the new line to **18pt**.
9. Format the words **ceiling** and **floor** as **Superscript** and **Subscript** respectively.
10. Change the colour of the whole line to **dark blue**.
11. Save the document as **Banks2** and close it.

### Tools

These exercises include topics taken from the following list: checking spelling, hyphenating text, searching for text, replacing text, using the zoom control, and changing preferences.

### Exercise 3.11

1. Open the document **Tours**.
2. Check the item for spelling mistakes and repeated words.

3. Replace mistakes by making a choice from the suggestions.
4. **LearnersVille** is a name, not a spelling mistake. Ignore this.
5. Hyphenate the document automatically.
6. Add your name as the **Author** for the document.
7. Replace all occurrences of the name **LearnersVille** with the name of the town/city where you live.
8. Replace the phrase **day and night** with **24/7**.
9. Save the document as **Tours2** and close it.

### **Exercise 3.12**

1. Open the document **Hall**.
2. Change the **Zoom** setting to **Whole Page (One Page in 2007)**. What is a disadvantage of this view?
3. Change the **Zoom** setting to **Page Width**. What is a disadvantage of this view?
4. Change the **Zoom** setting to **100%**.
5. Check the document for spelling mistakes. Although there should be no actual mistakes, several names will be highlighted as unrecognised words. Which different names are highlighted? Add each one to the dictionary as it appears.
6. Search for the phrase **a treat from the tea room**. Which page is it found on?
7. Search for the first occurrence of the word **folly**. Which section is it in?
8. Replace every occurrence of the word **house** in the document with the word **hall**. How many replacements are made?
9. Check the preferences (options) for the document and note down the default location for the saving and retrieval of normal documents.
10. Change the default location to the **CIA DATA FILES** folder.

11. Return the opening and saving preferences to the default location.
12. Close the document without saving.

### **Formatting Paragraphs**

These exercises include topics taken from the following list: aligning text, indenting paragraphs, applying advanced indentation, applying bullets and numbers, changing line and paragraph spacing, applying and changing tab settings, changing tab alignment, and applying borders.

### **Exercise 3.13**

1. Open the document **LakeDistrict** and zoom to **100%**.
2. What is the best way to align text:
  - a) use the indent and align tools, or the **<Tab>** key?
  - b) use spaces?
3. **Centre** align the title and make it **Bold**.
4. Apply a left indentation of **1cm** to the whole of the first paragraph.
5. Apply a left indentation of **1cm** to the first line only in each of the next 4 paragraphs.
6. Select the whole document and apply a spacing of **6pt** to appear after every paragraph.
7. In the **Glaciation** section is a list of seven examples, starting with **Hanging Valleys**. Make this a bulleted list using any bullet character.
8. Apply an alignment of **Justified** to the bulleted list.
9. In the **Civilisation** section, make the last four paragraphs into a list numbered **1. 2. 3. and 4.**
10. Increase the line spacing for the first paragraph of the document to **1.5** lines.
11. Add a **1pt box** border to the same paragraph.

12. Save the document as **Lakes3**.
13. Remove the bullets and numbering from the document.
14. Undo the deletion of the bullets and numbers.
15. Save and close the document with the same name.