

Scenario Based Exercises

Exercise 10

Task

Your friend has just told you that he would like to take up horse riding as a sport, but he doesn't know much about it. As you are a whizz on the computer, he would like you to make him an information sheet about horse riding.

He wants to know what equipment he will need, if there is a local horse riding club and how to contact it (name, address, phone number). You will need to search for the information on the Internet. You can either write down the information you find and type it into the document, or copy and paste from the Internet. You decide to add a couple of pictures to the sheet too.

To help you get started, a framework document is provided.

1. Open the document **horses**.
2. Print a copy out so you can refer to it as you work.
3. Create the information sheet by following what the **horses** document tells you to do.
4. Save the completed document as **myhorses**.
5. Close the document.

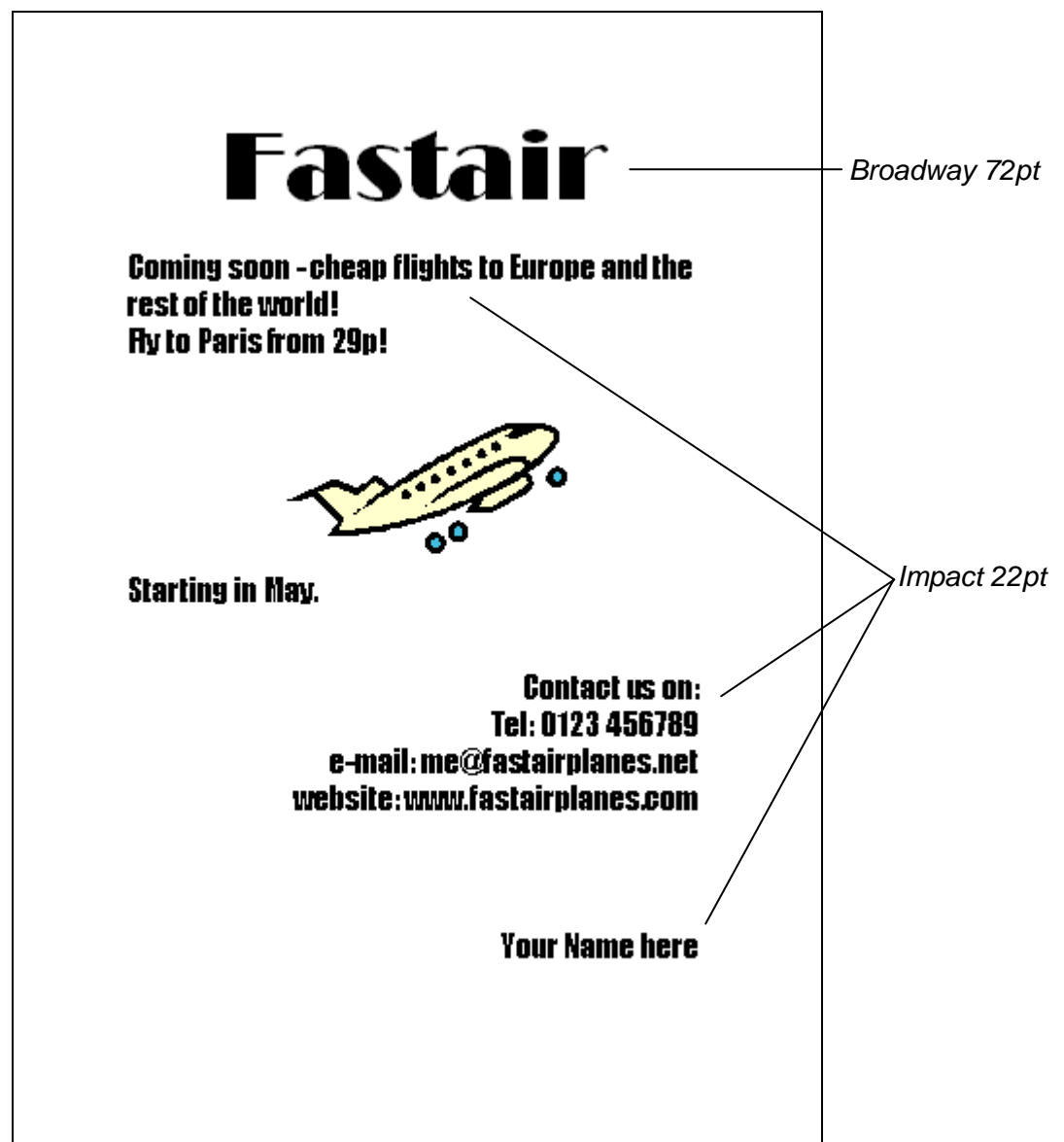
Info

An example of how your printout might look is in the **Answers** section.

Exercise 11

Task

You have just got a job for a new airline, which is to start flying soon. The manager has asked you to create a poster that can be displayed in the airport.



- Using the picture above as a guide, create your own poster. Try to make it look as much like the picture as you can.

continued over

Exercise 11 - Continued

2. The image on the poster is from **Clip Art** (search for **plane**). You can use a different picture if you can't find this one.
3. The fonts and sizes used are labelled on the diagram. You might have to leave blank lines between some of the text to space it out like in the picture.

Info

When you type the e-mail and web site addresses, they may become blue and underlined. This is because they have automatically been turned into hyperlinks. Just right click over the text and select **Remove Hyperlink** from the shortcut menu.

4. Save the finished poster as **airline**.
5. Print one copy of the poster.
6. Close *Word*.

Exercise 12

Task

Your pet cat Molly has gone missing and your neighbour has suggested that you put a notice in the newsagent's window. You decide to use word processing software to create the notice.

1. Start a new document in *Word*.
2. Type in the following text, as it appears below:

Have you seen this cat?

Molly went missing on Sunday. She is black and white with green eyes and is wearing a green collar with a bell.

If you see her, please call us on 0121 1122442

3. Centre align all of the text.
4. Change the font of all of the text to Arial.
5. Change the size of the text **Have you seen this cat?** to **48pt**.
6. Change the size of the rest of the text to **26pt**.
7. Save the document as **molly** and close it.
8. You have forgotten to add the picture of Molly to the document. Open the **molly** file again.
9. A picture named **mollycat** is supplied for you to use. Insert this picture underneath the text **Have you seen this cat**.
10. The picture should be centred.

continued over

Exercise 12 - Continued

11. Resize the picture to half its original size.
12. Copy the picture and paste the copy at the bottom of the page, centre aligned.
13. Save the changed document as **molly2**.
14. Close the document and close *Word*.

Info

An example of how your printout might look is in the **Answers** section.