

Word 2010 Assignments

Day 1 tasks

All documents required are on the Learner Drive. Ask your Tutor if you do not have this.

- 1) Open the file **Letter1**.
- 2) Show all hidden text.
- 3) Set the address block paragraph line spacing after to 0 pt.
- 4) Set the City Swansea as all caps.
- 5) Set all subsequent paragraphs after line spacing to 10 pt.
- 6) Bold the text Swansea Newport and Cardiff.
- 7) Select the whole document using the appropriate keyboard shortcut.
- 8) Change the font to Arial and the font size to 12.
- 9) Align the date text to the right and set st to superscript.
- 10) Directly below the greeting line add the line Re: IT Training with the text red.
- 11) Centre the line you have just added.
- 12) Save the letter with the same name but as an rtf (Rich Text Format) file in your Documents folder.
- 13) Open the word file **Holiday to do list**.
- 14) Centre the first line and make it all caps.
- 15) Select the first list and convert it to a bulleted list using your choice of bullets.
- 16) Centre the line Suitcase list. Make it bold italic.
- 17) Set this list as a bracketed alphabetic list.
- 18) Close this file without saving.
- 19) Close Word, don't save any files.

Files required (All these files can be downloaded from www.giakonda.org.uk)

Letter1.docx

Holiday to do list.docx

Day 2 Tasks

All documents required are on the Learner Drive. Ask your Tutor if you do not have this.

- 1) Open the document **terms_and_conditions_of_website_usage**.
- 2) Open the document **T&C data**.
- 3) Copy and Paste the relevant details from T&C data to **terms_and_conditions_of_website_usage** *using the keyboard shortcuts at least once*.
- 4) Use the drag and drop feature to move paragraphs 9 and 10 to their correct locations.
- 5) Insert a continuous section break after the title.
- 6) Set the number of columns in the rest of the document to 2.
- 7) Select narrow margins for the document.
- 8) In the final paragraph insert a telephone symbol (Wingding font) before the telephone number.
- 9) Add the header **Website usage policy** and footer **today's date** that will update automatically.
- 10) Set the title to title style.
- 11) Save the policy document as **Web T&C** in your **Documents** folder.
- 12) Close both documents.
- 13) Close Word.

Files required

Terms_and_conditions_of_website_usage

T&C data


Day 3 Tasks

1. Open Word and change default save folder to c:\documents and settings\users\%your user name%
2. Open document **Company letterhead** (in the learner drive).
3. Align the picture **GiaKonda logo.jpg** (from the learner drive) at top left of the document.
4. Reduce the size of the image by 50.
5. On the next line insert the telephone symbol in place of Tel.
6. Insert two paragraphs directly after the telephone number line.
7. Open the Mail Merge Data file **Addresses.dbf** (in the learner drive).
8. Insert the **<Block Address>** at the current insertion point. Accept the defaults.
9. Insert one paragraph after the Block Address.
10. Format the Block Address paragraph with the spacing after of 0 pt.
11. Insert the default **<greeting line>**
12. Preview the results.
13. Complete the merge by sending to a single document.
14. Close all open documents.
15. Create a new document using the default template.
16. Type the title **Around the World**
17. Insert 2 paragraphs after the title.
18. Add the line **Countries Visited** and a new paragraph.
19. Create a numbered list of the following countries, each on a single line
Russia, Mongolia, China, Vietnam, Cambodia, Thailand, Laos, Australia, New Zealand
20. **Centre** the title **Around the World** and make it **ALL CAPS**.
21. Set the **Countries Visited** style as **Heading 1**
22. Insert a header line with the text **GK Travel** followed by the copyright symbol. Make this symbol superscript

Files required **Word Documents: Company letterhead, Addresses. Images: GiaKonda logo.jpg**

Day 4 Pre Assessment Practice

All documents required are on the Learner Drive. Ask your Tutor if you do not have this.

- 1) Open a blank Word 2010 document Add the text "**Assessment Notes**". Centre the text and make it bold. Save the document with the default name.
- 2) Create a new blank document and save it with the name "Assessment work 1". Close the document.
- 3) Open the document "**Assessment work 1**" and save it as a Rich Text Format document with the same name. Close the document.
- 4) Open the document "**To Do List.docx**". Create a bulleted list from the nine points given, (the bullet used can be your choice). Centre the first line Bold and Underline this text. Save the document to your Documents folder.
- 5) Open the Document "**Assessment work 1**" which was in Word format.
- 6) Copy only the bulleted list from the To Do List document to the **Assessment work 1** document, save the changes and close both documents.
- 7) Open the document "**Software Giant**". Replace each occurrence of the word OpenOffice with LibreOffice.
- 8) Apply the Title Style to the text Software Giant. Apply Style Heading 1 to The Alternatives and What's on offer. Convert these last two headings to All Caps.
- 9) Minimise and restore the Ribbon. Reveal and Hide the Ruler.
- 10) Save the document as Software Giant revised and Close it.
- 11) Open the document **The Iliad**
- 12) Use the Zoom tool to see both pages of the document.
- 13) Insert the title The Iliad by Homer. Apply the Title style to this text.
- 14) At the next line create a continuous section break. Then change the remaining layout to two columns.
- 15) Insert the image **Achilles and Patroclus** at the start of the two column text.
- 16) Insert the image **Death of Patroclus** at the end of the document.
- 17) Add the word Peleus to the user dictionary.
- 18) Add page numbering to the bottom of the page.
- 19) Insert dropped caps at the start of the body text "Sing" Save and close the document.
- 20) Open the document "**Spelling short**". Correct the spelling mistakes. Use the Thesaurus to find an alternative to "revolutionised", on the first line. Save and close the document
- 21) Create a new blank document. Insert a table of 3 columns by 4 rows. Fill the columns with the following names tel. no. and dates of birth.
Name, Tel, DoB.
John, 482348,17-2-76
Mary, 345643, 03-03-81
Ruth, 563841, 04-09-56
In place of the word **Tel** insert the symbol 

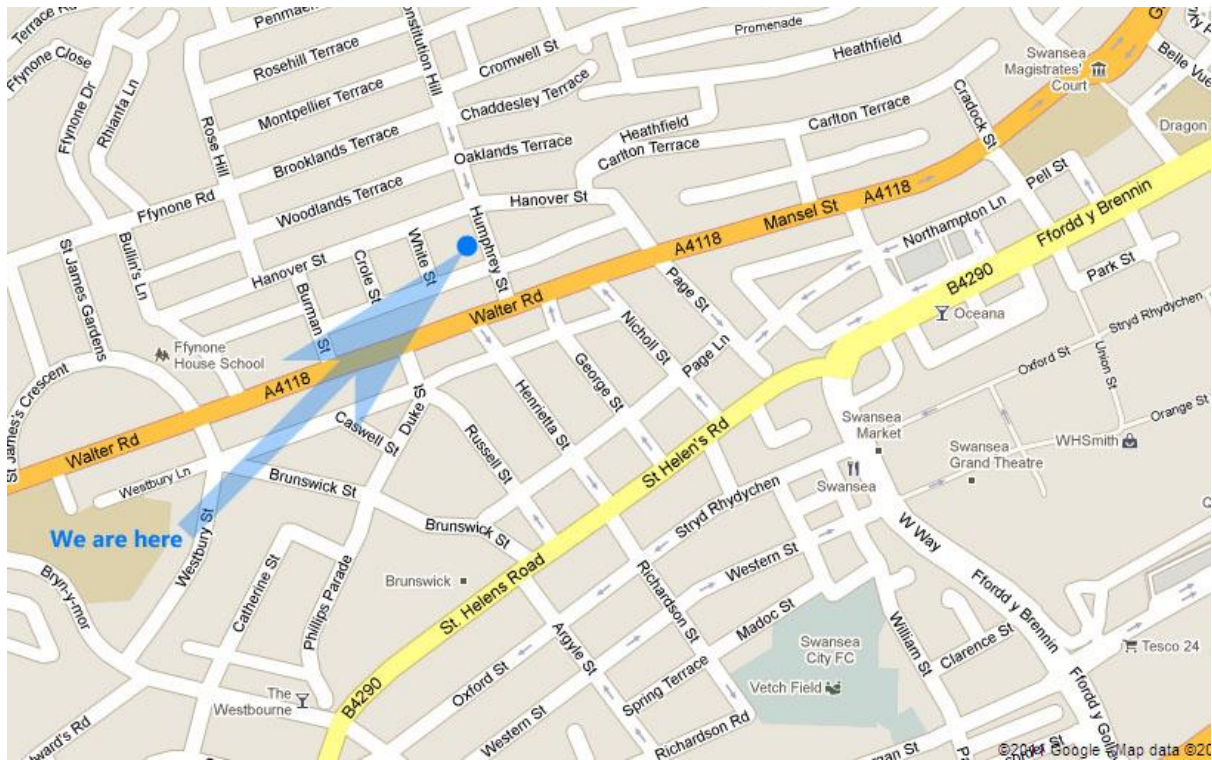
- Save and close the document with the name "**Friends.docx**".
- 22) Open a new blank document.
 - 23) Open the document "**Menu.docx**" Centre and bold the first two lines. For the menu items, create a Left tab at 3.5cm and a decimal tab at 12cm then place the menu items as appropriate. Save and close the document.
 - 24) Open the file **Mail Shot.docx** using the data file **Mail Data.docx** as a mail merge.
 - 25) Change the field **State** to **County**.
 - 26) Add an address block to the start of the letter with Spacing after the paragraph set to nought.
 - 27) Add the data in data file to the letter so that each recipient receives a copy of their details.
 - 28) Start the salutation Dear Mr <Name>
 - 29) Complete the merge but omit Peter James from the printout.
 - 30) Save and close both files.
 - 31) Open the chart **Sales First Quarter** and add a legend to the right side of the chart.
 - 32) Change the **March** data series to a different colour.

Files required

Word Documents: The Iliad, Software Giant, To Do List, Spelling Short, Menu, Mail Shot and mail data.

Images Achilles and Patroclus, The Death of Patroclus

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