

Word Processing: Forward2 exercise

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Exercise – Forward Edited

- Launch Microsoft Office Word
- Open the file saved earlier named: Forward1
- Change the title at the top of the document to now read:
“Forward One edited and additional work within Microsoft Word.”
- Format the text using as many of the following tools you are able to use ... DO NOT worry if you are not able and require support from your lecturer.
- This part of the exercise is asking you to use plenty of tools and demonstrate to your lecturer your current ability to use the application
- Have fun and do what you can without worrying about others in the class

continued on next page ...

Forward Edited - continued

- Show off your current skills, try out some new tools and have fun with your document as best you can ... don't worry about anything you don't know (you can learn that in due course), just show off the current knowledge and skills you do know!
- Try the following ideas for formatting the document:
 - Set the font as Arial with a font size of 12 pt
 - Align each heading as Centre Aligned on the page and make bold italics
 - Set the line spacing throughout the document as 1.5 line spacing
 - Insert a picture and clip art, using wrapping of text as "Through"
 - Make your picture less than 3 cm in width and move to the right
 - Place a double green line border around the last paragraph
 - List your current lessons for this week, using bulleted list
 - Insert a table to illustrate your timetable for the week
 - Number List your ambitions in life, career, family, education, wishes
 - Screenshot the print dialog box showing 2 copies of page 1 and 3 only
- Save the edited Microsoft Word document into student drive naming the file: Forward2
- Show your lecturer