

Microsoft
Office
WORD Assignments
for Grade 10 and 11

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Letterhead exercise #1

- Above is shown a sample letterhead.
- You are to create your own personal letterhead. It must include:
 - your name - use Wordart
 - your address, include city, province, postal code
 - your phone number ○ your email (if you have one) ○ your web site URL (if you have one) ○ graphic(s) that pertain to you
- The placement/location of items is up to you.
- Letterheads must extend no more than 2 inches from the top of the page.
- Display the ruler bar and adjust the vertical ruler to the top of the page.
- Save as „letterhead your name”
- You will be using this assignment in the next exercise

WP Exercise 2

Instructions:

1. Open your letterhead
2. Immediately resave (Save As) *WPexer2 yourname*
3. Type the letter below following these instructions
 - a. Centre the words “(your name) Corporation”
 - b. Insert the date (do not just type it in)
 - c. Ms. Richardson’s name and address are single spaced
 - d. Underlined the words “confirmation” and “9 p.m. “
 - e. Bold the words “no cost”, “November 25th”, “Norseman Inn” and “Cappy’s Capers”
 - f. Put approx 4 blank lines after “Warmest regards” to allow space for a signature
 - g. Your first and last name are typed at the bottom
 - h. Resave letter and submit to your teacher

YOUR LETTERHEAD GOES HERE

(your name) Corporation

(current date)

Ms. Patsy Richardson
123 Main St.

Winnipeg, Manitoba
R2B 5F2

} *Single Spaced*

Dear Ms Richardson

This letter is a confirmation of your request for a ticket to the Annual Fireman's Ball. Our corporation is happy to provide the ticket to you at no cost.

As you will note from the tickets, the Ball is being held November 25th at the Norseman Inn and will begin promptly at 9 p.m. The famous band, Cappy's Capers, will provide an entertaining evening of dancing and comedy.

Thank you for allowing our company to be of service to you.

Warmest Regards

(Your name)

WP Exercise 3 - Airplane Rides

You work part-time at Scenic Air. Your boss has asked you to prepare a flyer that advertises aerial tours over the city.

Instructions: Perform the following tasks:

1. Type the flyer text, unformatted, as shown below. After you have typed the text apply the formatting as indicated in the steps below.
2. Save the document using the file name, "Airplane Rides *yourname*."
3. Change the style set to Formal.
4. Change the theme fonts to the Metro font set.
5. Apply the Heading 1 style to the headline. Apply the Heading 2 style to the signature line.

6. Center the headline and the signature line.
7. Change the font and font size of the headline to 48-point Arial Rounded MT Bold.



8. Change the font size of body copy between the headline and the signature line to 22 point.
9. Change the font size of the signature line to 28 point.
10. Bullet the three lines (paragraphs) of text above the signature line.
11. Bold the text, *change your view*.
12. Italicize the word, *aerial*.
13. Underline the word, *and*, in the first bulleted paragraph.
14. Change the spacing before the headline to .0 point. Change the spacing after the first paragraph of body copy to 0 point. Change the spacing before the first bulleted paragraph to 12 point.
15. Insert the picture centered above the bulleted list, the picture is called *Airplane Ride over City* and is available in the *public folder*. Apply the Relaxed perspective, White picture style to the inserted picture.
16. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs, until the entire flyer text fits on a single page.
17. Change the document properties, add keywords and add your name as author. Change the other document properties, as specified by your instructor
18. Be sure to resave the flyer again and submit to your instructor.

WP Exercise 4 - Learn to Ride

Type the flyer text, unformatted as shown below

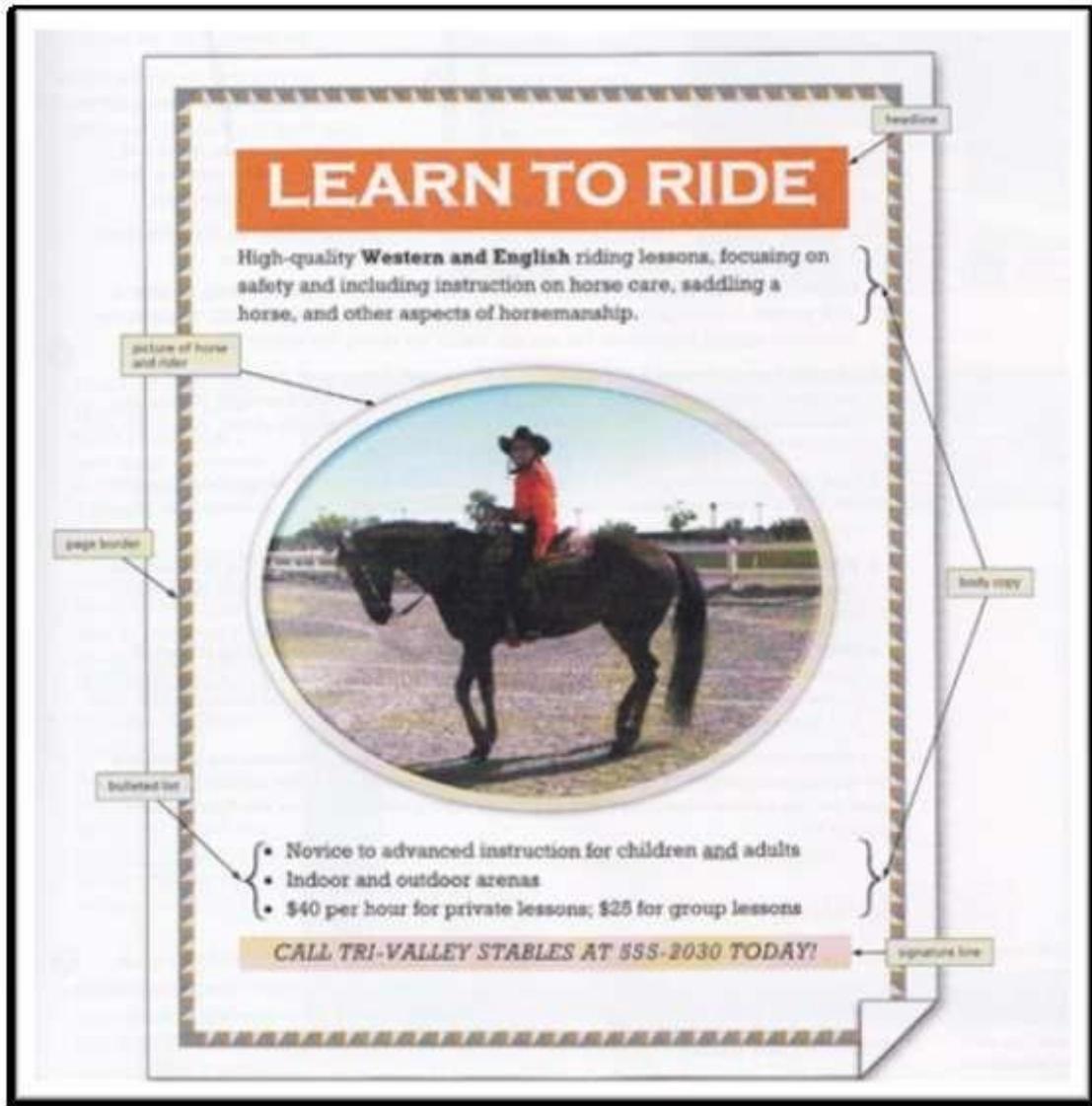
Save the document as "Learn to Ride *yourname*"

Make the following changes after you have typed the text.

- *Modern* style, colour scheme to *Aspect*
- Headline to *Heading 1* style , 48 point , Copperplate Gothic Bold and centered,
- Body copy to 16 point, Rockwell font
- Signature line centered, *Heading 2* style and 18 point
- Create the bulleted list
- Bold "Western and English" in the body copy
- Add "Horse and Rider" picture, picture style to Metal Oval, Border style Background 2 , resize appropriately Add a page border (your choice)
- Change the document properties, add keywords and add your name as
- Change the other document properties, as specified by your instructor



to Tan
author.



WP Exercise 5 - Rent a Cabin

Directions:

- Create the flyer shown below
- Change the document properties, add keywords and add your name as author. Change the other document properties, as specified by your instructor • Save as "Rent a Cabin *your name*"

Art cabin border; color Tan, Accent 6; width 25 pt

Heading 1 style; 48-point Ravis font; centered; spacing before 0 pt

Enjoy the splendors of nature and relax in a beautiful setting at our **new** lakeside resort. Cabins offer kitchen facilities, water, and electricity.

spacing after 18 point

bold

Bevel Rectangle picture style

20-point font size

spacing before 18 point

bulleted list

- Two- and three-bedroom cabins available
- All cabins are lakeside and include a dock, pier, and paddleboat
- Prices start at \$100 per night

underlined

Heading 2 style; 26-point font size; centered; italicized; spacing before 18 pt

Call Sunset Cabins at 555-8404 today!

Aspect theme colors; Opulent theme fonts

WP Exercise 6 - Symbols Exercise

Create the page shown below

Note:

-You choose an appropriate font

-TAB between the symbol and it's description

-Your will find most **symbols** in 'Normal' and 'Wingdings' some can also be found in 'Times New Roman' -save the page as "Symbols yourname"



USEFUL CHARACTERS AND SYMBOLS

USING SPECIAL CHARACTERS

- The large bullet can be used to indicate items in a listing.
- A small bullet can be used for sub-listings showing minor importance.
- ½ The one-half symbol is useful when typing mathematic problems. ° The degrees symbol is needed when typing recipes or indicating temperatures.
- É The letter “e” with the diacritical mark shown is used in words like “resumé. “
- £ The pound symbol is used when writing costs in English pounds.
- The “em” dash is preferred when typesetting to the typewriter – dash.
- ✓ The check mark is useful for many things.
- ¢ The cent symbol is desired when typing information about money.
- ä Many foreign characters are available in the multinational character set.
- The arrow key is available pointing either direction.
- ¶ The paragraph symbol might be desired when you wish to indicate a new paragraph or wish to show what a symbol looks like.
- ♂,♀ if you are a secretary for a biology department in the sciences, it will be helpful to be able to print out the signs for male and female.
- ♥♦♣♠ These symbols are helpful if you need to discuss the various card symbols.

♥♥♥ your name here ♥♥♥

WP Exercise 7 – Big Office Resources

Adjust the line spacing to fit all on one page

Save as "Big Office your name"

BOOKMAN OLD STYLE 26 PT BOLD (Big Office Resources

SANS SERIF 18 PT (For Small and/or Home Offices

Office Works, Ltd.)

BOOKMAN OLD STYLE 36 PT

Full service office support when you need to be bigger and faster

Five Important Reasons to Use Our Service:

1. We work with the client to insure that jobs are done efficiently and correctly.
2. All of our office equipment is the most current and is designed for both large and small work orders.
3. We offer a full range of computer services, including access to the Internet and web site construction.
4. Each client is assigned an account manager to provide individual attention.
5. We guarantee our work.

- > Photocopy Services
- > Newsletters
- > Web Site Construction
- > Brochures
- > Flyers
- > Invitations
- > Mailboxes
- > E-mail Accounts

Office Works, Ltd.

90 West Broadway ☒ Boston, MA 09876 ☒ Phone: (617) 876-1234 Fax: (617) 876-1235

Open 24 Hours
Satisfaction Guaranteed

Handwritten annotations include: "BOOKMAN OLD STYLE", "SANS SERIF", "BOLD", "26 PT", "36 PT", "18 PT", "36 PT", "Full service office support when you need to be bigger and faster", "Five Important Reasons to Use Our Service:", "1. We work with the client to insure that jobs are done efficiently and correctly.", "2. All of our office equipment is the most current and is designed for both large and small work orders.", "3. We offer a full range of computer services, including access to the Internet and web site construction.", "4. Each client is assigned an account manager to provide individual attention.", "5. We guarantee our work.", "> Photocopy Services", "> Newsletters", "> Web Site Construction", "> Brochures", "> Flyers", "> Invitations", "> Mailboxes", "> E-mail Accounts", "Office Works, Ltd.", "90 West Broadway ☒ Boston, MA 09876 ☒ Phone: (617) 876-1234 Fax: (617) 876-1235", "Open 24 Hours", "Satisfaction Guaranteed", "SANS SERIF 12 PT", "18 PT BOOKMAN OLD STYLE", "BULL FONT COLOR", "INSERT WINGDINGS 18 PT", "SANS SERIF 10 PT, BOLD", "SANS SERIF 12 PT", "SANS SERIF 10 PT", "WINGDING 10 PT", "INSERT WINGDING 16 PT", "BULL FONT COLOR".

WP Exercise 8 - Tabs Exercise A

Instructions:

Tabs can be left, or right aligned, centered or decimal tabs. All tabs can have dot leaders.

1. Type the exercise below down through (to and including) the first paragraph.
2. **After** you have typed the first paragraph, delete all tabs.
(On the **Home** tab or the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, In the **Paragraph** dialog box, click **Tabs**, click **Clear all**)
3. **Before** you start typing the line “Store #1 ...) Set the following tabs

Left tab 0.5”

Centered tab 2”

Right tab 3.5”

Dot leader decimal tab at 5.5”

4. Type the columns of information on the stores
5. Save your document as “WPtabsA your name”

To: Tom Jennings
From: (your name here)
Re: Monthly Report of Widgets Sold to Date
Date: (use current date)

Tom, the following monthly sales figures seem to indicate that the new item we are offering for sale is taking the market by storm. I would suggest that we continue to advertise as originally planned.

Store #1	Clearwater	#A459.....	\$356.32
Store #2	Camrose	B375.....	205.47
Store #3	Wetaskiwin	14367.....	257.68
Store #4	Regina	25987.....	1,683.78
Store #5	Edmonton	AZ35962.....	2,574.50
Store #6	Calgary	12345A.....	2,899.10
Store #7	Winnipeg	CD435.....	3,567.40

Store #8

Viking

468.....125.78

Yours truly

(Your name)

WP Exercise 9 - Tabbing Exercise B

Instructions:

- The titles (first 3 lines) are centered , bold, 14 point, you decide the font. -
be sure to use the current date
- The titles above the columns are bold and underlined
- The tab settings for the table should be left, centered, left, decimal dot leader
- You decide the appropriate measurement
- Be sure to put **your own name** at the bottom where shown
- Save the document with file name *Elli Funt yourname*

Elli & Funt Zoo
Purchases as of
March 1, 2011 *(use the current date)*

<u>Code #</u>	<u>Product</u>	<u>Name</u>	<u>Amount</u>
2487623	Lama Food	Hungry, Ima	\$1500.50
2516984	Elephant Tooth Brushes	McCavity, Dr. Phil	936.49
3243214	Monkey Play Toys	Nasium, Jim	654.25
7463784	Cleanup Shovels	Scup, Popeye	99.99
2854832	Snake Toe Nail Clippers	Dout, Clue	221.95
1529454	Bedding Hay	Tirred, Izu	496.23
4983838	Transport Wagon	Shaw, Rick	525.00
3453456	Food Warmer	Rowave, Mike	120.95

This statement prepared by
(your name)

WP Exercise 10 Tabbing & Sorting

Directions:

Part A:

- Create tabs for the table shown below, you decide the tab positions, and enter the table.
- **Add your name** to the table (Last, first, and initial), telephone number, City Province, and amount (you decide the amount).

Allen, Ginger	403-672-3678	Camrose, Alberta	5,000.00
Peters, Thomas	203-567-7865	Lambert, Iowa	459.24
Dawson, Kelly	403-475-4635	Edmonton, Alberta	1,456.78
Swan, Bill	621-338-2202	Alexandria, Minnesota	3,456.78
Allen, George	601-543-9078	Seattle, Washington	124.75
Carrington, J.	402-631-5421	Burdett, Alberta	745.89
Richardson, P.	621-567-7845	Alexandria, Minnesota	2,565.95
Richards, K.	621-568-5678	Appleton, Minnesota	565.50
Johnson, Carl	402-672-1234	Camrose, Alberta	1,545.65
Pequay, Sonja	403-673-5643	Camrose, Alberta	845.67
Peters, Terry	632-876-9023	Renton, Alabama	12,567.50
Carrington, M.	402-657-4578	Renton, Washington	467.32
Nester, John	621-567-4578	Appleton, Minnesota	1456.75
Larson, Carrie	403-672-5567	Camrose, Alberta	456.78

Save the above table, with your name added , as “Wp Exer 10a yourname”

Part B; Sort by lastname and first name. Save as “Wp Exer 10b yourname”

Part C; Sort by city. Save as “Wp Exer 10c yourname”

Part D; Sort by dollar amount Save as “Wp Exer 10d yourname”

WP Exercise 11 Basic Table

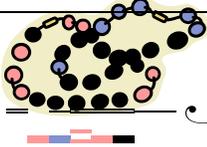
Directions: Create the table shown below

1. Setup for 3 columns and 5 rows.
2. Centre the headings in the first row
3. Enter the text shown
4. Adjust the column sizes as needed to look similar to below
5. Centre the table left to right on the page
6. Save as "Basic Table *your name*"

ITEM	MODEL	STOCK NUMBER
9 cubic foot refrigerator	Admiral	ADC-2698Z-2
20 cubic foot refrigerator	Kelvinator	KL5690-LD
4 burner electric stove	Gibson	ST900-462
side-by-side refrigerator	Amana	AM-1042-Z81

WP Exercise 12 Creating Tables

- Directions: Create the blank invoice table shown below
 - Use **your own name**.
 - Use **your own graphics and type of business**
 - Shade the cells as shown.
 - Save as "Invoice Table *your name*"

 <h2 style="font-family: cursive; margin: 0;">Stewart's Jewellery Boutique</h2> <p style="font-style: italic; margin: 0;">"Quality Gemstones, Gold and Silver Jewellery for the Discriminating Buyer"</p>					
<i>Bill to:</i>			<i>Ship to:</i>		
Name _____			Name _____		
Address _____			Address _____		
City/Prov/State _____			City/Prov/State _____		
Postal/Zip Code _____			Postal/Zip Code _____		
QUANTITY	ITEM	STYLE	TYPE	UNIT COST	COST
Shipping					
Tax					
Total Order					

-

Thank you for your order