

BASIC FORMATTING IN MICROSOFT WORD: FORMATTING EXERCISES

EXERCISE #1

1. In a new Word document, type the following contest announcement:

Literary City Bookstore Announces
The Annual Essay Contest

Literary City is now accepting entries for this year's annual essay contest. This year's theme is "Bookstore Browsing." First prize will be a reading of your essay at Literary City and a \$500 gift certificate. Second prize is a \$100 gift certificate and third prize is a \$50 gift certificate.

Entries will be accepted until March 1 and must be dropped off at Literary City. Each entry is to be typed and no more than two double-spaced pages in length. Entries must have a significant connection to the theme "Bookstore Browsing." The names of the winners will be posted in Literary City on April 20.

Thank you for browsing at Literary City!

2. Save the document in your UNIT 2 folder as **Annual_Essay_Contest.docx**.
3. Format the title "Literary City Bookstore Announces" and "The Annual Essay Contest" at the top of the document as **bold** and **centre aligned**.
4. Put a border around the title and shade the border **navy blue**, and then change the font colour of the title to **white**.
5. **Double space** your work and use **18pt** line spacing between each paragraph.
6. **Left align** the entire document.
7. In the second paragraph, **underline** "March 1".
8. Format the paragraph that begins "Thank you for browsing..." as **bold**.
9. Check the document for errors and misspellings and make any corrections.
10. Save the changes to the file.

Your final product should look this this:

<p>Literary City Bookstore Announces The Annual Essay Contest</p> <p>Literary City is now accepting entries for this year's annual essay contest. This year's theme is "Bookstore Browsing." First prize will be a reading of your essay at Literary City and a \$500 gift certificate. Second prize is a \$100 gift certificate and third prize is a \$50 gift certificate.</p> <p>Entries will be accepted until <u>March 1</u> and must be dropped off at Literary City. Each entry is to be typed and no more than two double-spaced pages in length. Entries must have a significant connection to the theme "Bookstore Browsing." The names of the winners will be posted in Literary City on April 20.</p> <p>Thank you for browsing at Literary City!</p>

EXERCISE #2

1. In a new document, create the following letter. Be sure there are three blank lines below the closing word "Sincerely":

Dear Miss Fisher:

It has come to my attention that you, Miss Fisher, like fishing. Every month Big Bass magazine includes features on the things that interest you, from fly fishing to trout behaviour. We regularly feature articles about fishing charters, as well as full-colour pictures of amazing fish.

Here at Big Bass magazine we feel that you might be interested in a subscription to our fine publication. We hope you are interested in this special offer. Don't let this one swim away!

Sincerely,

Edmund Forrester
Editor

2. Save the document in your UNIT 2 folder as **Bass_Magazine.doc**.
3. Format "Dear Miss Fisher" in a different font and a larger size.
4. Format both occurrences of "Big Bass" as **italic** and change the font colour to **blue**.
5. In the last paragraph, format the words "special offer" as **bold**.
6. Format the entire letter as **fully justified**.
7. Change the **left margin** to 2.5"
8. Create a **header** with the text BIG BASS MAGAZINE **center aligned**, and then change the font size to **28pt** and a font style of your choice.
9. Create a **footer** with your name followed by a space and the page number **right aligned** in the format "Bulhao Page **1** of **1**".
10. Check the document for errors and misspellings and make any corrections.
11. Save the changes to the file.

Your document should look something like this:

BIG BASS MAGAZINE

Dear Miss Fisher:

It has come to my attention that you, Miss Fisher, like fishing. Every month *Big Bass* magazine includes features on the things that interest you, from fly fishing to trout behaviour. We regularly feature articles about fishing charters, as well as full-colour pictures of amazing fish.

Here at *Big Bass* magazine we feel that you might be interested in a subscription to our fine publication. We hope you are interested in this **special offer**. Don't let this one swim away!

Sincerely,

Edmund Forrester
Editor

Bulhao Page 1 of 1

EXERCISE #3

1. In a new document, create the following document:

The Lovely Lily

The lily has a long history. From the days of ancient Greece, where lilies graced the walls of the fresco, to the bouquet of today's high-fashion bride, where lilies cascade eloquently down interwoven with ivy and orchids, lilies have proven to be timeless.

Lilies bloom in a spectrum of colors, from the palest of pinks to the vibrancy of the deepest reds. Lilies can be deep in color or faint to mere hints of colors. Lilies can have solid colors or be variegated with complementary or contrasting colors. What adds to the drama of a lily is its center, which often emanates a rich glow of gold.

Even their names range from sweet to exotic: Pollyanna, Tiger Babies, Ariadne, Scheharazade. You can plant the lilies that best match or complement your personality. If you are feeling romantic, you can plant some deep red Ace of Hearts. If you are feeling adventurous or even daring, plant hot pick Reveries.

Whatever lilies you choose to plant will be beautiful and eye-catching. Watching them grow will be a new adventure every day.

2. Save the document in your UNIT 2 folder as **The_Lovely_Lily.docx**.
3. Centre the title "The Lovely Lily" and change the font to **Montotype Corsiva**, size **26pt**.
4. Use **6pt** line spacing before and after the title.
5. **Double space** the lines throughout the document.
6. Use **18pt** line spacing after each paragraph.
7. Change the font colour of the word "pinks" in the second paragraph to **pink**.
8. Select the phrase "rich glow of gold" at the end of the second paragraph and highlight it **yellow**.
9. Select the text "Polyanna, Tiger Babies, Ariadne, Scheharzade" in the third paragraph and change the font to **small caps**.
10. Use the **Format Painter** option to apply the formatting that you did in Step 9 to the text "Ace of Hearts" and the word "Reveries" in the last line of the 3rd paragraph.
11. **Bold** the names of all the lilies.
12. Change the top, bottom, left and right margins to **2.5"**.
13. Create a header with your last name followed by a space and the page number **right aligned** in the format **Bulhao 1**.

Your document should look something like this:

Bulhao 1

The Lovely Lily

The lily has a long history. From the days of ancient Greece, where lilies graced the walls of the fresco, to the bouquet of today's high-fashion bride, where lilies cascade eloquently down interwoven with ivy and orchids, lilies have proven to be timeless.

Lilies bloom in a spectrum of colors, from the palest of pinks to the vibrancy of the deepest reds. Lilies can be deep in color or faint to mere hints of colors. Lilies can have solid colors or be variegated with complementary or contrasting colors. What adds to the drama of a lily is its center, which often emanates a rich glow of gold.

Bulhao 2

Even their names range from sweet to exotic:

POLLYANNA, TIGER BABIES, ARIADNE,

SCHEHARAZADE. You can plant the lilies that best match or complement your personality. If you are feeling romantic, you can plant some deep red **ACE OF HEARTS.** If you are feeling adventurous or even daring, plant hot pick **REVERIES.**

Whatever lilies you choose to plant will be beautiful and eye-catching. Watching them grow will be a new adventure every day.