

USEP-School of Applied Economics
Introduction to Information Technology
Exercise No. 1: Basic Word Processing

1.1 Font and Font Size Exercises

Enter the following text into a new blank document, leave two blank line between each block of text. Apply the appropriate Font and Font Size(s) to the appropriate block of text.

If your PC or computer system does not have one or more of the Fonts specified on this page, substitute it from a Font that your PC or computer system does have.

Change the Font Style of the following lines of text to:-
35 point 'Arial Narrow'

FAMILY LAW
Custody Department
Maintenance
Divorce

Change the Font Style of the following lines of text to:-
20 point 'Lucida Sans'

Ms Helen Jones
Solicitor
16 Park Avenue
MILFORD

Change the Font Style of the following lines of text to:-
18 point 'Algerian'

Silence please!!

Examination In Progress

Change the Font Style of the following lines of text to:-
25 point 'Castellar'

Please Turn Off
The Lights

1.2 Superscript Exercise

Format the following into superscript: e.g. 6m²

25m² 4m³ 30m² 6m³ 60m³ 4m²
x² a² 1000C

1.3 Subscript Exercise

Format the following into subscript: e.g. H₂O

H₂O SO₂ H₂SO₄ CO₂

1.4 Font Effects Exercise

Format the following lines of text as per the instruction column.

<u>Data</u>	<u>Instruction</u>
WILLETON HOTEL	36 point, Outline
Alice Springs	48 Point, Shadow
All modern facilities	36 Point, Engraved
Family restaurant	18 point, Small Caps
Moderate tariff	15 Point, All Caps
Telephone	12 Point, Strikethrough
Fax No	16 Point, Double Strikethrough
Authors	12 Point, Hidden
34 Cadogen Square	36 Point, Embossed

1.5 Bold, Italics, and Underline Exercise

Format the following lines of text as per the instruction column.

<u>Data</u>	<u>Instruction</u>	<u>Keyboard Short Cut</u>
WILLETTON HOTEL	Bold	Ctrl + B
Alice Springs	Italics	Ctrl + I
All modern facilities	Underline	Ctrl + U
Family restaurant	Bold, and Italics	
Moderate tariff	Bold, and Underline	
Telephone	Italics, and Underline	
Fax No	Bold, Italics, and Underline	

Bold the word 'brown' the the following sentence

The quick brown fox jumped over the lazy dog

Italics the word 'over' the the following sentence

The quick brown fox jumped over the lazy dog

Underline the word 'lazy' the the following sentence

The quick brown fox jumped over the lazy dog

Bold the words 'quick brown' the the following sentence

The quick brown fox jumped over the lazy dog

Italics the word 'over the lazy' the the following sentence

The quick brown fox jumped over the lazy dog

Underline the word 'lazy dog' the the following sentence

The quick brown fox jumped over the lazy dog

Bold and Italics the words 'The quick' in the following sentence

The quick brown fox jumped over the lazy dog

Bold and Underline the words 'brown fox' in the following sentence

The quick brown fox jumped over the lazy dog

Italics and Underline the words 'over the lazy dog' in the following sentence

The quick brown fox jumped over the lazy dog

Bold, Italics, and Underline the words 'quick brown fox jumped' in the following sentence

The quick brown fox jumped over the lazy dog

1.6 Left, Center, Right, and Justify Exercise

Format the following lines of text as per the instruction column.

Left align the following text (copy this test from this PDF into Microsoft Word)

This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly. Print the following page on a Laser printer on use a copy machine set to the darkest setting. Then cut the double-sided printed circuit board to the proper size. Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board. Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on. Then toss it in water for a while. Then gently rub the paper off leaving the printing attached to the board. Any line that comes off can be painted back on with some enamel paint. Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved. You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards.

Center align the following text (copy this test from this PDF into Microsoft Word)

This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly. Print the following page on a Laser printer on use a copy machine set to the darkest setting. Then cut the double-sided printed circuit board to the proper size. Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board. Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on. Then toss it in water for a while. Then gently rub the paper off leaving the printing attached to the board. Any line that comes off can be painted back on with some enamel paint. Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved. You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards.

Right align the following text (copy this test from this PDF into Microsoft Word)

This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly. Print the following page on a Laser printer on use a copy machine set to the darkest setting. Then cut the double-sided printed circuit board to the proper size. Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board. Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on. Then toss it in water for a while. Then gently rub the paper off leaving the printing attached to the board. Any line that comes off can be painted back on with some enamel paint. Now just put it in etching solution from Radio

Shack and wait for all the excess copper to be dissolved. You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards.

Justify the following text (copy this text from this PDF into Microsoft Word)

This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly. Print the following page on a Laser printer or use a copy machine set to the darkest setting. Then cut the double-sided printed circuit board to the proper size. Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board. Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on. Then toss it in water for a while. Then gently rub the paper off leaving the printing attached to the board. Any line that comes off can be painted back on with some enamel paint. Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved. You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards.

1.7 Cut, and Paste Exercise

Format the following lines of text as per the instruction column.

Use the Cut feature on the text in Paragraph 4 (Dennis' CD's and tapes will also be available for purchase.), then Paste it under Paragraph 5 (We would be grateful if you would advertise this concert to be held on Saturday 23rd February 2008, at 7:30 pm.)

Dear Sir / Madam

Please find enclosed posters advertising the '**Dennis Marsh and Guests**' concert. Dennis is a well known Maori Entertainer.

This will be a wonderful evening, with a variety of excellent entertainment offered. There will be 4 door prizes to be won on the night. Light refreshments will also be available for sale, with homemade sweets and biscuits.

Dennis' CD's and tapes will also be available for purchase.

We would be grateful if you would advertise this concert to be held on **Saturday 23rd February 2008**, at 7:30 pm.

Tickets will be on sale from November 1st 2007.

Tickets can be obtained by having a 'Block Booking' for which a form is enclosed; by phoning Sally Dale on Ph 525-7859; or by writing to Dennis Marsh Concert c/- 5/63 Oranga Avenue, Onehunga.

This concert has been arranged as a Fundraising function for Otahuhu United Association Football Club.

Thank you for your support, and we hope to see you there.

Kind Regards

M Dale

On behalf of Otahuhu United A.F.C.

1.8 Copy, and Paste Exercise

Format the following lines of text as per the instruction column.

Use the Copy feature on the text in at the bottom of the page (,and a price list will be available on the night), then Paste it after the word 'purchase' in Paragraph 4 (Dennis' CD's and tapes will also be available for purchase)

Dear Sir / Madam

Please find enclosed posters advertising the '**Dennis Marsh and Guests**' concert. Dennis is a well known Maori Entertainer.

This will be a wonderful evening, with a variety of excellent entertainment offered. There will be 4 door prizes to be won on the night. Light refreshments will also be available for sale, with homemade sweets and biscuits.

Dennis' CD's and tapes will also be available for purchase.

We would be grateful if you would advertise this concert to be held on **Saturday 23rd February 2008**, at 7:30 pm.

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Thank you for your support, and we hope to see you there.

Kind Regards

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On behalf of Otahuhu United A.F.C.

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