

Word Processing Practice Exercises

After completing the practice exercises, carefully compare your printouts to the practice exercise answers located in your study materials on <http://didljumpstart.com>. In the next three exercises, you will create two letters and one report. You will practice each of the skills that you learned through the word processing curriculum. If you can't recall how to do something, go back to the curriculum for help and answers.

Correct any differences or mistakes that you see between the document you created and the answer sheet. As you make your corrections you are learning! The more you use your word processing program, the better you will become at creating documents.

In each exercise, you are given the Header and Footer Instructions, the Document Settings, Instructions for Typing the Document, and Editing Instructions.

There are misspelled words in the assignments. Type the misspelled words as shown to see how the word processor handles misspelled words. Correct the misspelled words if the Word Processor does not.

Underline the words or phrases that are underlined, **bold** the words or phrases that are bold, and *use italics* where indicated.

Don't Forget!! Save the document often and regularly during the assignment. Let's begin.

Word Processing Exercise 1 – Writing a Letter

Start by opening a new document in Word.

Header and Footer Instructions

In the header, type the following information in bold, using right justification/alignment and a Times New Roman 10 point font:

Your First and Last Name

Word Processing Exercise 1

In the footer, use the page number function and center it in the footer.

Make sure you close the header and/or footer when finished.



Word Processing Exercise 2

Document Settings

Set the margins for the document to 1.75" right and left, 1.5" top and bottom.

Select Arial, 12 point for the font.

Set the page orientation to portrait.

Select 1.5 for line spacing.

Instructions for Typing the Document

Insert the date that updates automatically and put it at the beginning of the document. Use left justification/alignment. Choose the format that shows the Day of Week, the Month, the Date, the Year.

Skip a line after the date and then begin typing the text of the letter as follows below:

Dear Mr. Pederson:

(Skip a line and then type the following)

I sincerely appreciate your excellant work in the Finance Department. I have noticed the following things about your work:

- You are punctual
- Your work is accurate
- You have met most of your deadlines

(Skip a line and then type the following)

However, I must express my **concern** regarding your use of the firm's personal leave procedure.

I do not think that you would intentionally misuse the procedure, so I will assume that you do not *fully understand* our procedure. The following is a quote from the employe handbook:

(Skip a line and then type the following **paragraph indented**, with single line spacing)



Word Processing Exercise 3

After working one year, each employee is assigned five personal leave days. These are not vacation or sick days but are intended to allow the employee unpaid time off to deal with urgent personal or family matters. Note the examples below:

(Skip a line. Clear all tabs and then set tabs at .75 and 3.12. Change the font to Arial 10 point and then type the following **using the tab settings**. Use single spacing, bold and put the titles, Appropriate and Inappropriate in italics. *Note: You will add the border after you type the text.)

<i>Appropriate</i>	<i>Inappropriate</i>
Attending funerals for relatives	Extending a vacation
Taking care of a sick child	Attending a sporting event
Dealing with natural disaster	Doing home repairs

(Put a 1 1/2 pt. shadow border around the examples you typed under the titles Appropriate and Inappropriate and include the heading. Return to 1.5 line spacing, 12 point Arial font, and to the original left margin. Skip a line and then type the following)

I will consider any past problems to be in the past and will expect that you will adhere to this procedure in the future. If not, I will have to initiate disciplinary action.

(Skip a line and then type the following)

Once again, I do appreciate the good work that you have done for this organization and look forward to communicating with you on a more positive note.

(Skip a line and then type the following)

Yours truly,

Editing Instructions

Find all occurrences of the word "procedure" and replace it with the word "policy".

Save the letter again.

Printout

Convert the letter to pdf format. Name the document: wp_ex1printout1.pdf

Print the letter to compare to the answers. Your letter should print on two pages. If it is not spaced like the answers, you may need to make sure the parts that are single spaced have the Before and After spacing set to 0 in the Paragraph Box. (See the explanation for Line Spacing.)