

Create

Word 2013 Exercises

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Breaks Exercise

1. Insert a **page break** somewhere in the document. If you're using the example, insert a page break to move the **Clients Overview** section to the next page.
2. Insert a **section break** in the document. If you're using the example, insert a **Next Page** section break to move the **Updated Chain of Command** section to the next page. Try changing the formatting of paragraph in that section.
3. Show the breaks using the **Show/Hide** command.
4. **Delete** a break. If you're using the example, delete the page break after the fourth paragraph on page 1 of the document to move the two paragraphs on page 2 onto page 1.

Columns Exercise

1. Select the **text** you want to format into columns. If you're using the example, select the two bulleted lists in the **New Online Resident Portal** section.
2. Format the selected text into **two columns**.
3. Add a **column break**. If you're using the example, add a column break before **Communicate with Lime Grove staff**.

Mail Exercise

1. Open an **existing Word document**. If you want, you can use our **Practice document** (Word document) and **Address list** (Excel workbook).
2. Use the **Mail Merge Wizard** to merge the **letter** with the **recipient list**.
3. Place an **Address Block** at the top of the page and a **Greeting line** above the body of the letter.

Styles Exercise

1. Apply several different **styles** to different parts of your document.
2. Apply a **style set** to your entire document.
3. Modify an **existing style**.
4. Create a **new style**.

Themes Exercise

1. Apply a **theme**.
2. Modify the theme's **colours, fonts, and effects**, then **save** it.

Forms Exercise

1. Create a Forms that includes **Plain Text Content**.
2. Check **Box Content**.
3. **Date Picker Content Control**.
4. **Drop-down List Content Control**.

Shapes Exercise

1. Create a **new** Word document. If you want, you can use our **practice document**.
2. Insert a two or three **shapes**. If you're using the example, insert a **Lightning Bolt** shape on the cloud.
3. Select a shape and **resize** it. If you're using the example, resize the **cloud** so it appears larger.
4. Place one shape on top of the other, and try changing the **order** of the shapes. If you're using the example, try changing the order of the shapes so the **Lightning Bolt** is behind the **Cloud**.
5. Select a shape, and change it to a **different shape**. If you're using the example, try changing the **Moon** into a **Sun**.
6. Select a shape, and try changing the **shape style, fill color, and outline**.
7. Try various **shadow effects**.
8. Try various **3D effects**.

Text Boxes and WordArt Exercise

1. Create a **new** Word 2013 document. If you want, you can use our **practice document**.

2. Insert a **text box**.
3. Enter some **text** into the text box. If you're using the example, enter the text **Every Friday from 7-9 pm**.
4. **Move** the text box to a new location.
5. Try changing the **shape** of the text box.
6. Change the **fill color** of the text box.
7. Change the **outline** of the text box to **No Outline**.
8. Try applying some **effects** to the text box.
9. Add some **WordArt effects** to the text.