## **Exercise 1**

- 1. Open a new file.
- 2. Key in the following text for an advertisement:

## Foremans Office Furniture

Sale Now On

Desks

Chairs

Cabinets

Workstations

Prices reduced by up to 25%

While stocks last

Visit our Cambridge showroom this week

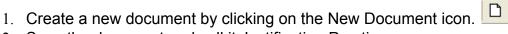
234 Stockwell Road

- 3. Save the file as Foremans advert.
- 4. Select the first line and click on the **Bold** button.
- 5. With the text still selected, click on the **Font** drop down list, scroll down and select the font **Impact.**
- 6. With the text still selected, click on the **Font size** drop down list and select **18**.
- 7. Select the remainder of the text and change to font style **Arial.**
- 8. Select Sale Now On and change to size 16, bold.
- 9. Change Prices reduced by up to 25% to size 14, bold.
- 10. Change While stocks last to size 14, bold and underline.
- 11. Check your work for errors.
- 12. Save the file, print and close the file.

## Exercise 2:

- 1. Open the file **Foremans advert**.
- 2. Make 4 formatting changes of your own choice.
- 3. Save the file using **Save As** with the name **Foremans advert 2**.
- 4. Print
- 5. Close the file.

## **Exercise 3**





- 2. Save the document and call it Justification Practice.
- 3. Type the following three paragraphs, ensuring that the first one is centred, the second right justified and the third left justified, as shown below.
- 4. When You have finished, leave two blank lines, type your name and address, and save the document, before printing it.
- 5. Close the document, but do not exit Word.

Titles Can Look Better When They Are Centred

4 Rosewood Drive, Ballymount, Dublin 27

Regular text usually uses left-justification. This is what we are used to in books and newspapers, and we find it much easier to read. Addresses, however, would often be right-justified at the top of a letter. On the other hand, titles are often centred. This catches our attention and makes them stand out.