

Exercise 1

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


<p>Foremans Office Furniture</p> <p>Sale Now On</p> <p>Desks Chairs Cabinets Workstations</p> <p>Prices reduced by up to 25% While stocks last</p> <p>Visit our Cambridge showroom this week</p> <p>234 Stockwell Road</p>
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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

1. Create a new document by clicking on the New Document icon. 
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.