

EDM 310 Word Processing Examination
Practice
Dr. John H. Strange

Write two paragraphs on any subject you choose. Then type this paragraph:

The weather has turned cold today in Mobile. The wind chill was 28° at 8 am. It is also cold in Paris. Today is Friday, January 26, 2007. I am typing this paragraph to practice using Microsoft Word[®] to type a paper in other classes. My name is Your First Name Your Last Name. I know that it is very important for me to practice word processing. I also know that I must practice using spreadsheets.

When you have completed typing your paragraphs, copy and paste them consecutively until you have a document that is at least 3 pages long.

Then do the following:

Create a Title Page with this Title: My Practice Paragraphs. This page must be a part of your document, not a separate document.

Increase the font size of the title page to 18 points and make the title **BOLD**.

On a new line, type *by* in italics in 12 point type.

On the next line type your name in 14 point type.

Center the text on the Title Page both horizontally and vertically

Create a Header that says **EDM Practice** justified right and make the font Times New Roman 12 pt.

Create a footer that automatically numbers the pages. Center the page number and make the font Times New Roman 12 pt.

Keep the title page from being numbered. Do what must be done so that the first full page of text is page 1.

Indent the 6th paragraph 1/2 inch on each side.

Put this footnote after the 8th paragraph:

John Strange, Word Processing Practice, January 2007.

Put this footnote after the last word of the first sentence of the 7th paragraph:

This is the first sentence of the seventh paragraph. I wish I were going to Paris!

Check spelling and correct as needed.

At the end of the third page type this:

The British cost of an average bottle of wine ranges from £ 4 to £ 11. Dr. Strange went to Paris for Christmas. He needed lots of Euros (€) because the dollar had decreased in value to a point where \$ 1 bought only .75 €. Ouch! That means that a moderately good bottle of wine cost 10 € which is \$ 13.80 at current exchange rates. Paris was very expensive!

Print a copy of your paper.

Replace all instances of the word “Paris” with “Europe”.

At the end of the paper, explain how you did this replacement.

Following your explanation of the method which you used to change “Paris” to “Europe,” create the following table using appropriate tabs (DO NOT USE WORD’S TABLE TOOL!):

Seghesio	USA	23.871	Red
Mumm	France	116.4365	Sparkling
Alice White	Australia	21.00	White

Cut the first paragraph on the first page and paste it after the second paragraph on the first page.

Type H₂O and EMC²