**EXERCISE 1**

1. Type the following text:

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form--neglected youngest child is tested, found worthy, rewarded with mate--dates back to the Old Stone Age.

Cinderella

Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winning poem.

Other fairytales include:

• Little Red Riding Hood

• Three Little Pigs

• Beauty and the Beast

1. Save your work as “Fairytales”
2. Run the spell checker
3. Make the text “The Fairy Tales we deserve” bold and underline it
4. Change the line spacing of the paragraphs to 1.5
5. Replace the word “beautiful” with “magnificent”
6. Apply the style Heading 1 to “Cinderella”
7. Apply a 6pt width page border to the document
8. Add a header to the document and write your Name and Surname
9. Change the bullets points to a numbered list
10. Save your work

**EXERCISE 2**

1. Create a table as shown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| January Tests | | | | |
| Surname | Name | English | Math | Chemistry |
| Smith | Robert | 85 | 42 | 90 |
| Malcom | Richard | 53 | 45 | 70 |
| Collins | Barbara | 55 | 85 | 80 |
| Clive | Allan | 45 | 45 | 29 |

1. Insert a row between Malcom and Collins and add the following data:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Adams | Michele | 42 | 35 | 48 |

1. Make the text bold in the 1st and 2nd row
2. Centralize the text in the 2nd row
3. Right-align the grades
4. Below the table insert a picture about Computers
5. Set the top margin to 3 cm
6. Save your work

**EXERCISE 3**

1. Create a table and add one line before and after the table, as shown below:

|  |  |  |  |
| --- | --- | --- | --- |
| Gunderson, Allen | 403-672-3678 | Edmonton, Alberta | 5,000.00 |
| Peters, Thomas | 203-567-7865 | Lambert, Iowa | 459.24 |
| Richardson, Paul | 204-456-9876 | Winnipeg, Manitoba | 2,456.90 |
| Dawson, Kelly | 403-475-4635 | Edmonton, Alberta | 1,456.78 |
| Swan, Billy | 621-338-1022 | Alexandria, Minnesota | 3,446.78 |
| Larson, Laura | 204-899-2300 | Winnipeg, Manitoba | 900.49 |

1. Sort the table by last name and first name
2. Sort the table by city
3. Save your work

**EXERCISE 4**

1. Create a table, as shown below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | Barbara’s Jewelry Boutique | | | |
| Bill to:  Name:  Address:  City:  Postal Code: | | | Ship to:  Name:  Address:  City:  Postal Code: | | |
| QUANTITY | ITEM | STYLE | TYPE | UNIT COST | COST |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | Shipping |  |
|  | | | | Tax |  |
|  | | | | Total Order |  |

1. Save your work