

1. Write word *school* and word *student*. For word *school* set this format: Arial, 14pt, bold, center, red font color. Copy format from word *school* to word *student*.
2. Write two paragraphs – first with word *school* and second with word *student*. Set line spacing 2,0 between paragraphs.
3. Set text in documents in two columns, first column with width 6cm and second column with width 10cm.
4. Set zoom of screen on page width.
5. Add toolbar *AutoText* on desktop.
6. Add one button to toolbar *Formatting*.
7. Remove one button from toolbar *Standard*.
8. Move toolbar *Formatting* to middle of screen.
9. Open new Word document. Save it as *paper*. Write something into document and then save document as *paper1*.
10. Show the statistics of Word document (number of pages, paragraphs, words...)
11. Change the orientation of document (landscape/portrait).
12. Set margins of document (top, bottom, right, left).
13. Set paper size of document.
14. Write word *school*. For this word set this format: Arial, 14pt, bold, center, red font color. Then clear this format to default format.
15. Write abbreviation *SR*. Then find in document each abbreviations *SR* and replace them by *Slovak Republic*.
16. Hide ruler on the desktop of MS Word.
17. Show thumbnails of pages of Word document.
18. Write word *school* into header of document.
19. Write word *school* into footer of document.
20. Insert page number into footer of document. Set format of this number to Roman numeral.
21. Insert number of pages into header of document.
22. Insert symbol Σ into document.
23. Insert picture of sun into document from clip art gallery.
24. Insert some picture into document. Change color of this picture to grayscale.
25. Insert some picture into document. Rotate this picture about 15 degrees.
26. Insert some picture into document. Set height of this picture on 10cm and width on 8cm.
27. Insert some picture into document. Crop this picture 1cm from the left.
28. Insert some picture into document. Set contrast on 60%.
29. Insert some picture into document. Set brightness on 60%.
30. Insert wordart into document and fill it by pattern.
31. Insert wordart into document and fill it by texture.
32. Insert wordart into document and fill it by two colors.
33. Insert wordart into document and change color of its outline.
34. Insert wordart into document and change its shape.
35. Insert wordart into document and set the same letter heights.
36. Insert wordart into document and change text to vertical.
37. Insert wordart into document and set character spacing.
38. Insert target diagram into document.
39. Insert pyramid diagram into documents.
40. Insert text box into document and set it without lines.
41. Write word *school* and set format for this word: Arial black, 14pt, underline: , underline color: red, text effects: outline
42. Write word *school* and set scale for this word at 200%.
43. Write word *school* and set character spacing – expanded by 2points.
44. Write two paragraphs – first with word *school* and second with word *student*. Set spacing between paragraphs at 12points.
45. Write two paragraphs – first with word *school* and second with word *student*. Set bullets „ \Rightarrow “ for these paragraphs.
46. Write two paragraphs – first with word *school* and second with word *student*. Set bullets for these paragraphs at position 0,8cm.
47. Write two paragraphs – first with word *school* and second with word *student*. Set numbering for these paragraphs started at 5 and aligned at 0,8cm
48. Write two paragraphs – first with word *school* and second with word *student*. Set numbering for these paragraphs with format Roman numerals with right number position.
49. Write two paragraphs – first with word *school* and second with word *student*. Set numbering for these paragraphs with centered number position and aligned at 1cm.
50. Write word *school* and create green border with width 1pt for this word.
51. Create page border with line format: , color: blue, width: 0,5 pt.
52. Write word *school* and create shading for this word with pattern Dk horizontal, color: blue.
53. Set tabs in first line of document at 5,5cm and 13,5 cm.
54. Write word *school* and change case of this word to upper case.
55. Write word *school* and change case of this word to sentence case.
56. Insert table with 5 rows and 7 columns into document and set for this table autofit to window. Then change it to autofit to content.
57. Insert table with 5 rows and 7 columns into document and then add one column on the right side of table and one row bottom of table.
58. Insert table with 5 rows and 7 columns into document and then delete second column and fifth row.
59. Insert table with 5 rows and 7 columns into document and then merge cells in second column.
60. Insert table with 5 rows and 7 columns into document and then merge cells in second row.
61. Insert table with 5 rows and 7 columns into document and then split cell in second column and second row to 4 cells.
62. Insert table with 5 rows and 7 columns into document and then split table after second row.
63. Insert table with 5 rows and 7 columns into document and then distribute evenly first and second column.
64. Insert table with 5 rows and 7 columns into document and then distribute evenly first and second row.
65. Insert table with 5 rows and 7 columns into document and set for this table autofit to content. Then center table in document.
66. Insert table with 5 rows and 7 columns into document and set for this table autofit to window. Select first, third and fifth column.
67. Insert table with 5 rows and 7 columns into document and set for this table autofit to window. Select first, third and fifth row.
68. Insert table with 5 rows and 7 columns into document and set for this table autofit to window. Then change outside border to:
69. Insert table with 5 rows and 7 columns into document and set for this table autofit to window. Then change all borders to:
70. Insert table with 5 rows and 7 columns into document and set for this table autofit to window. Shading first row by red color.
71. Insert table with 5 rows and 7 columns and set for this table autofit to window. Write word *school* into one cell and align it bottom right.
72. Insert table with 5 rows and 7 columns and set for this table autofit to window. Write word *school* into one cell and align it in the middle of cell.
73. Insert table with 5 rows and 7 columns and set for this table autofit to window. Write word *school* into one cell and change text direction of this word.