**Exercise 1: Creating a table and lists.**

Creating a list

1. Open a new Microsoft Word document.
2. Create a bulleted list of your top five favorite movies. Apply a different font color to each movie title.
3. Convert your bulleted list into a numbered list.

Using Tables

* Insert a table with two columns and four rows.
* In the first row of the table, type the titles "Name" and "Age" in the first and second columns, respectively.
* In the second and third rows of the table, enter your name and age, and the name and age of a friend or family member, or even a pet.
* Merge the cells in the first row of the table to create a header.
* Apply bold formatting to the text in the header.
* Change the background color of the table to a light shade of blue.
* Save your document.

**Exercise 2: Paragraphs, lists, basic formatting**

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| **Message** | **Instructions** |
| To: All Employees  From: Sierra Rowan, Store Manager  Date: September 1, 2019,  Subject: New ShelvesSome of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00–4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution.  The following aisles will be affected:  Kitchen appliances Furniture Storage GroceryPlease direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.   | 1. Bold the first four lines of the message.
2. Use the Line Spacing button to add a space before paragraphs.
3. A space between “Grocery” and the final sentence.
4. Turn “Kitchen Appliances, Furniture, Storage, Grocery” into a numbered list.
5. Change the font of the entire message from Calibri to a font you like.
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**Exercise 3: Advanced Text Editing**

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| **Message** | **Instructions** |
| Get ready to ptut on your dancing shoes and grab a bunch of crolny costumes, because the annual Village Dancers is just around the cromer! This years celebration is shaping up to be the bgigest and bset one yet, with mols of fun activities planned for everyone to enjoy.Starting off the day, we'll have a lively parad featuring floats decked out in bright colurs and wacky dsiegns. There will also be live msiuc performances from local bans; and singesr, so you can dance and sgin along to your favouire tunes.Of course no festival would be complete without a wide array of food vendors serving up delciious treats from around the world. From hot and spicy chilies to sweet and sticky candy apples, there's something for every palatte to enjoy. | 1. Add headers: write your name in the header of this document.
2. Add footers: add page numbers to this document.
3. Apply a layout to the story on the left.
4. Use the editor function to correct typos and grammar.
5. Use find & replace to change “dancers” to “dance”.
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