

Exercise 7

Hawaiian Islands

The Hawaiian islands are the result of volcano eruptions over a long period of time.

- a) In a new document, type the following text, separating the columns with single tabs (do not precede the first column with a tab). Your text will not be arranged as shown here until tab stops have been set:

Island	Area (km ²)	Tallest Peak	Peak Height (m)
Hawaii	6,501	Mauna Kea	4,139
Maui	1,174	Haleakala	3,007
Oahu	979	Kaala	1,208
Kauai	890	Kawaikini	1,573
Molokai	420	Kamakou	1,491
Lanai	225	Lanaihale	1,011
Niihau	118	Paniau	384
Kahoolawe	72	Lua Makika	443

- b) Save the document naming it Hawaiian Islands.
- c) Format all the paragraphs to have no space before or after.
- d) Format all the paragraphs with the following tab stops:
- at 1.5" create a right tab stop (for the area)
 - at 2.5" create a center tab stop (for the tallest peak)
 - at 4.25" create a right tab stop (for the peak height)
- e) In the paragraph with the column titles, change the right tab stop at 1.5" to a center tab stop at 1.25" and change the right tab stop at 4.25" to a center tab stop at 4".
- f) Bold the column titles.
- g) Format the entire "Tallest Peak" column of data, not the title, as italic.
- h) Format all the text as 11 point Candara.
- i) Create a header with the text The Hawaiian Islands in 24 point, bold text, center aligned, with 24 points of space after.
- j) Superscript the "2" in the column title "Area (km²)."
- k) Create a footer with your name and center the footer text.
- l) Check the document on screen and correct any errors and misspellings.
- m) Save the modified Hawaiian Islands and print a copy.

Exercise 8

Science Review

The science class needs a review sheet to help study for a test.

- a) In a new document, type the following text, separating the columns with single tabs (do not precede the first column with a tab). Your text will not be arranged as shown here until tab stops have been set:

Measurement	Units	Symbol	Formula
Area	square meter	m ²	m ²
Heat	joule	J	N x m
Power	watt	W	J/s
Force	newton	N	kg x m/s ²
Pressure	pascal	Pa	N/m ²
Velocity	meter per second	m/s	m/s

- b) Save the document naming it Science Review.
- c) Format all the paragraphs to have no space before or after.
- d) Format all the paragraphs with the following tab stops:
- at 1.5" create a left tab stop (for the units)
 - at 3.5" create a center tab stop (for the symbol)
 - at 5" create a right tab stop (for the formula)
- e) Superscript all four occurrences of "2."
- f) Format the Formula data as Cambria font.
- g) At the end of the document, insert three blank paragraphs. Type the following text, separating the columns with single tabs (do not precede the first column with a tab). Your text will not be arranged as shown here until tab stops have been set:

Formula	Name
C ₂ H ₂	acetylene
H ₂ O	water
K ₂ SO ₄	potassium sulfate
NH ₃	ammonia
CH ₄	methane
C ₆ H ₆	benzene

- h) Format the new paragraphs to have no space before or after.
- i) Format the new paragraphs to have only one tab stop, a left tab stop at 1".
- j) In the new paragraphs, subscript all occurrences of numbers.
- k) Format the Formula data as Cambria font.
- l) At the top of the document, create a title with the text Science Review Sheet. Format the title as bold, center aligned, with 24 points of space after.
- m) Bold all of the column titles in the document.
- n) Create a header with your name and left align the header text.
- o) Check the document on screen and correct any errors and misspellings.
- p) Save the modified Science Review and print a copy.