Some helpful information about the gerund...
Not all verbs that end in "-ing" are gerunds, this is because they may function as *adjectives* in a sentence rather than as a noun e.g.

"The road leading to the village was blocked by snow for a week last winter;"

"-ing form" acting as an adjective, *(describing "the road")*
The gerund can function as the *subject* of a sentence, either on its own or, as part of a phrase e.g.

"Passing (his exams) was all that mattered to the final year student."

It can also be the *object* of a sentence after certain verbs like "postpone" e.g.

"The authorities postponed spending money on the project until the final stages."
Or, after *any* preposition e.g. "I am looking forward to graduating"

"to" is a preposition here, not part of the full infinitive!

All prepositions are followed by the gerund (or nouns)

The gerund can be preceded in such cases by the object pronoun (or more formally the possessive pronoun) to show that a different person is being referred to e.g.

"I am looking forward to him/his graduating."
Prevent, anticipate and excuse can also be used in this way

e.g. "Please excuse me/my being late."
    "It was impossible to prevent him/his oversleeping."
    "Can you please excuse me/my yawning."
    "The government are anticipating them/their voting against the proposal."
"Find" takes an object/object pronoun then the gerund

e.g. "I found him waiting in the lobby."
"The teacher found the boys playing in the sand."
"She always comes home and finds him working on his computer."
It is important to remember that all prepositions (as, despite, from, for, with, etc.) are followed by the gerund.

PREPOSITIONS

as
despite
from
for
with
to
by
in
on
on
at
up
through
after
etc.

GERUND
In addition, certain phrases always take the gerund e.g. "to have difficulty (in)", "to spend time (on)" or "to be worth".

"She spends a lot of time looking in the mirror."  
"It's not worth crying over."  
"He has difficulty (in) word-processing his essays."  
"You should always spend time checking for mistakes in an exam."
Finally, sometimes the *passive* gerund is needed

e.g. "Passengers would not tolerate being delayed day after day."
    "He did not like being shouted at."
    "She hates being photographed."

THE PASSIVE GERUND
('being' + past participle)
Now, try the exercises...

Good luck!