



MICROSOFT WORD - PRACTICAL EXERCISE

EXERCISE 1:-

- 1) Load Microsoft Word.
- 2) 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

- 3) Save your work as " YourName" on my Desktop.
- 4) Run the spell checker.

Microsoft Word 2013 Practice Exercises Flyer

Timothy J. O'Leary, Linda I. O'Leary



Microsoft Word 2013 Practice Exercises Flyer:

Microsoft Word 2013 Step By Step Joan Lambert,Joyce Cox,2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features Word 2013 ELearning Kit For Dummies Lois Lowe,2014-04-28 Whether you ve used other versions of this popular program or never processed a single word this guide will get you going with Word 2013 *Microsoft Word 2000 Introductory Edition* Timothy O'Leary,Linda I. O'Leary,1999-07 The O Leary Series is the true step by step way to develop computer application skills The new design for Office 2000 emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text **Microsoft Office 2000** Timothy J. O'Leary,Linda I. O'Leary,2000

O'Leary Series: Microsoft Office Word 2003 Introductory Timothy O'Leary,Linda O'Leary,2003-12-29 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution

Exam 77-881 Microsoft Word 2010 Microsoft Official Academic Course,2011-09-21 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Access 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics *Exploring Microsoft Office Word 2003* Robert T. Grauer,Maryann Barber,2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives **O'Leary Series: Microsoft Office Excel 2003 Brief**

Timothy O'Leary,Linda O'Leary,2003-10-17 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution *O'Leary Series: Microsoft Office 2003 Volume I*

Timothy O'Leary,Linda O'Leary,2003-12-11 Aims to give students a basic understanding of computing concepts and to build the skills needed to ensure that information technology is an advantage in whatever career they choose in life The O Leary Office 2004 and Office XP texts are crafted to be a step by step way for students to develop Microsoft Office application skills

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visually stimulating introductory guide that teaches the complete Word newbie as well as slightly experienced yet equally baffled users what they need to know to write that thesis or proposal tonight From the absolute basics like installing the software and creating documents to more advanced features like adding images and working with themes this book is your one stop source for using Word 2010 effectively This books shows you what s new in Word 2010 including advanced features for collaboration on documents and updates to the user interface while also providing a solid grounding in overall word processing skills Using step by step instructions as well as visual aids and screenshots Beginning Microsoft Word 2010 will guide you from a no nothing newbie to a proficient and knowledgeable Word user Exploring Microsoft Office Brief Robert

T. Grauer,Maryann Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Microsoft Excel 2002** Timothy J. O'Leary,Linda I. O'Leary,2002

SERIES TAGLINE The O Leary Series is the true step by step way to develop computer application skills Its design

emphasizes the step by step visual approach with screen captures for every concept *Exploring Microsoft Word 97* Robert T. Grauer, Maryann Barber, 1998 Part of the Exploring Windows Series and the Right PHit Custom Binding Program

Microsoft Advanced Word 2002 Joanne Marschke Arford, Judy Dwyer Burnside, 2002-03 *Advantage Series: Microsoft Office Word 2003, Complete Edition* Glen Coulthard, Sarah Hutchinson-Clifford, Ann Miller, 2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage **Using Microsoft Office to Enhance Student Learning** Allan F. Livers, 2008 Provides clear directions for beginner to advanced projects by grade level in math science language arts and social studies plus a CD ROM with templates and sample finished projects **Exploring Microsoft Office 2003** Robert T. Grauer, Maryann Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **The New York Latin Leaflet** , 1900 *Advanced Microsoft Word 2003* Joanne Marschke Arford, Judy Dwyer Burnside, 2005 Instruction and practice in advanced Word features as well as important desktop publishing terms and concepts Applications designed to develop skills in critical thinking decision making and creativity to reinforce collaborative learning as students plan design and evaluate business documents Instruction and practice in creating Web pages and PowerPoint presentations Guided step by step exercises leading to independent challenges Publisher

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