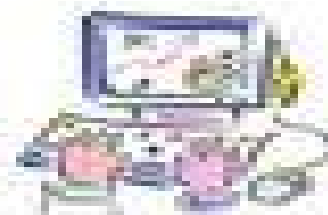


Microsoft Word Exercise

The object of this exercise is to demonstrate you with some of the important commands associated with using Microsoft Word to produce standard papers.

This exercise will cover how to create a line of text, how to insert today's date, and the difference between "left" and "right" margins. You'll practice using bold, italic, and underline features. You'll change the line spacing from single to double spaced. You'll change the margins and add page numbers, headers and footers, and illustrate with a bulleted list.



If you'd like some extra help while doing this exercise (or using Word at any time), select Help from the menu bar and click Microsoft Office Word Help from the pull-down menu. A column of advice will appear on the right-hand side of the screen. You can also access help hints from pressing the F1 key.

Keep this document as a reference page. It is also posted on my website: www.cheffind.org/learn. The linked number is what you will be doing and the bulleted instructions are the steps that are needed to do the command.

I. Select the Create New MS Word

- Select Format from the menu bar
- Click Word from the pull-down menu
- Select the Create New MS Word Item
- Select an 8.5 page font size
- Click the OK button

II. Create the top line

- Select Format from the menu bar
- Click Paragraph from the pull-down menu
- Select the Indent and Spacing tab
- Select Center from the Alignment options
- Click OK
- Type: Microsoft Word Training Document
- Press the Enter key

III. Create today's Date

- Select Format from the menu bar
- Click Paragraph from the pull-down menu
- Select the Indent and Spacing tab
- Select Center from the Alignment options
- Click OK
- Select Insert from the menu bar
- Click Date and Time from the pull-down menu
- Select a Date/Time format of your choice
- Click OK

Ms Word Exercises For Students

**Sayan Banerjee, Swati Goel, Goyal
Brothers Prakashan**



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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Ms Word Exercises For Students**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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