

# Microsoft Word Exercise



## Task 1

### In this exercise:

- Editing Text, Saving to a disk, Using undo and redo Command

**Question 1:** Open Microsoft word and type =rand(4,2) the following and press enter

**Question 2:** move the first paragraph into last

**Question 3:** Copy the second paragraph into the first

**Question 4:** Use undo command to go backward

**Question 5:** Save the file under your local disk D: By the folder name (your name) and by the file name task1

**Question 6:** Close the program and open again

## Task 2

### In this exercise:

- Formatting Text

**Question 1:** Change the font in to Bodoni MT

# Microsoft Word Practice Exercises 201

**A Gutmann**



## **Microsoft Word Practice Exercises 201:**

## Whispering the Techniques of Language: An Mental Journey through **Microsoft Word Practice Exercises 201**

In a digitally-driven earth where monitors reign great and quick conversation drowns out the subtleties of language, the profound secrets and psychological subtleties concealed within phrases often get unheard. However, set within the pages of **Microsoft Word Practice Exercises 201** a fascinating literary treasure pulsating with natural thoughts, lies an exceptional quest waiting to be undertaken. Published by an experienced wordsmith, that charming opus encourages viewers on an introspective trip, delicately unraveling the veiled truths and profound affect resonating within ab muscles material of each word. Within the mental depths of the poignant review, we will embark upon a honest exploration of the book is key themes, dissect its interesting publishing type, and succumb to the strong resonance it evokes heavy within the recesses of readers hearts.

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