

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

Liyong Dong



Microsoft Word Practice Exercises 201:

Enjoying the Tune of Term: An Psychological Symphony within **Microsoft Word Practice Exercises 201**

In a world consumed by displays and the ceaseless chatter of quick interaction, the melodic splendor and mental symphony produced by the written word frequently fade into the backdrop, eclipsed by the constant sound and disturbances that permeate our lives. However, set within the pages of **Microsoft Word Practice Exercises 201** a wonderful literary treasure filled with fresh emotions, lies an immersive symphony waiting to be embraced. Crafted by an elegant musician of language, that fascinating masterpiece conducts readers on an emotional journey, well unraveling the hidden songs and profound impact resonating within each carefully crafted phrase. Within the depths of this emotional analysis, we can discover the book is central harmonies, analyze its enthralling publishing fashion, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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