

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.theblind.org/blind. 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 New from the pull-down menu
- Select the Create New MS Word from
- 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 Indents 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 Indents 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

Fun Microsoft Word Activities

Raffaela Di Napoli



Fun Microsoft Word Activities:

This book delves into Fun Microsoft Word Activities. Fun Microsoft Word Activities is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Fun Microsoft Word Activities, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Fun Microsoft Word Activities
- Chapter 2: Essential Elements of Fun Microsoft Word Activities
- Chapter 3: Fun Microsoft Word Activities in Everyday Life
- Chapter 4: Fun Microsoft Word Activities in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Fun Microsoft Word Activities. The first chapter will explore what Fun Microsoft Word Activities is, why Fun Microsoft Word Activities is vital, and how to effectively learn about Fun Microsoft Word Activities.

3. In chapter 2, the author will delve into the foundational concepts of Fun Microsoft Word Activities. The second chapter will elucidate the essential principles that must be understood to grasp Fun Microsoft Word Activities in its entirety.

4. In chapter 3, the author will examine the practical applications of Fun Microsoft Word Activities in daily life. The third chapter will showcase real-world examples of how Fun Microsoft Word Activities can be effectively utilized in everyday scenarios.

5. In chapter 4, the author will scrutinize the relevance of Fun Microsoft Word Activities in specific contexts. This chapter will explore how Fun Microsoft Word Activities is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about Fun Microsoft Word Activities. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Fun Microsoft Word Activities.

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