

18 Best Basic Microsoft Word practice exercises for beginners

1. Create and Design Admission/Enquiry Forms etc.

To create this kind of form, you need to use shapes, text boxes, colors, formatting options, tables, and horizontal lines in MS word. This is a very good exercise to practice because it will give you the idea of how to use such options practically on various official documents that we use in our daily official life.

See a sample in the image below.

The image shows a sample admission/enquiry form. It features a header with a logo and title, followed by several sections containing text boxes, checkboxes, and a table. The form is designed to collect personal and academic information from an applicant.

The image shows a sample 'STATEMENT OF CHARGES' form. It includes a header with the title and page number, followed by fields for 'Designation number of' and 'Date'. Below this is a table with columns for 'Particulars', 'Amount', and 'Remarks'. The table lists various charges such as 'Registration fee', 'Library fee', 'Stationery fee', etc., with corresponding amounts and remarks.

2. Create bills/leaflets/brochures. See the sample below.

Everyone contains various designs of bills such as your refrigerator shopping bill, computer bill, electricity bills, and various other kinds of bills. So you can practice in Microsoft Word to create that type of bill format. It's good for the practice in which you will learn the Insert menu option, text adjustment between the table, page size, text boxes.

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JG Myers



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