

Introduction to Microsoft Office & Information Technology Systems
(Microsoft Word 2013)
Class Exercises

Please provide → Student ID 59110069 / Gam (Assignment-01) Class afternoon on Thursday

The following is a range of exercises that offer you some practice in using Word functionality. **ONLY** do the parts of the exercises that are in **BOLD**.

Notes for exercises:

- In the exercises >>> **S-click** → Single click the Mouse Button; **D-click** → Double click the Mouse Button;
- It may be necessary to open (1) a blank document, or, (2) an already existing document for you to practise on. For this, I attach a document that contains several short-story texts, which you will be able to edit. For traceability, I have added line numbers, so, every line in every story has a number as reference.
- I have also included some links that provided other texts that you might find interesting, generally for English.

Under FILE-tab: (The first exercise is an example for the presentation the rest of the exercises for this tab.

Exercise-01. Creating a document – EXAMPLE

- (i) **by going to File → New → Select a template by D-click on one the 'Create Cover Letter.....' template.**
- (ii) Blank doc – D-click;
- (iii) Blank doc – Press ENTER / Esc.

Objective: Go to File-tab, and select a file. By D-clicking on it, the file will be seen to open.

View after operation: (Snip a section of the document opened → Example Result):



Exercise-02. Open an existing document – EXAMPLE

- (i) Recent,
- (ii) PC,
- (iii) **Browse**
- (iv) Cloud,
- (v) Add a place

Objective: Find the document file to open using Browse, open display it:



View after operation:



Microsoft Word 2013 Exercises

Lei Huang



Microsoft Word 2013 Exercises:

The book delves into Microsoft Word 2013 Exercises. Microsoft Word 2013 Exercises is an essential topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Word 2013 Exercises, encompassing both the fundamentals and more intricate discussions.

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

- Chapter 1: Introduction to Microsoft Word 2013 Exercises
- Chapter 2: Essential Elements of Microsoft Word 2013 Exercises
- Chapter 3: Microsoft Word 2013 Exercises in Everyday Life
- Chapter 4: Microsoft Word 2013 Exercises in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Microsoft Word 2013 Exercises. This chapter will explore what Microsoft Word 2013 Exercises is, why Microsoft Word 2013 Exercises is vital, and how to effectively learn about Microsoft Word 2013 Exercises.
3. In chapter 2, the author will delve into the foundational concepts of Microsoft Word 2013 Exercises. The second chapter will elucidate the essential principles that must be understood to grasp Microsoft Word 2013 Exercises in its entirety.
4. In chapter 3, this book will examine the practical applications of Microsoft Word 2013 Exercises in daily life. The third chapter will showcase real-world examples of how Microsoft Word 2013 Exercises can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Microsoft Word 2013 Exercises in specific contexts. The fourth chapter will explore how Microsoft Word 2013 Exercises is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Microsoft Word 2013 Exercises. This 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. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Word 2013 Exercises.

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