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 <u>BOLD</u>.

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.

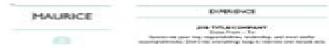
Under FILE-tab: (The first exercise is an example for the presentation the rest of the exercises for this tab.

Exercise-01. Creating a document - EXAMPLE

- by going to File → New → Select a template by D-click on one the 'Create Cover Letter.....' template.
- (iii) 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

- (ii) Recent.
- (III) P.C.
- (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

Nihad Ahmad Hassan, Rami Hijazi

Microsoft Word 2013 Exercises:

Microsoft Word 2013 Step By Step Joan Lambert, Joyce Cox, 2013-01-15 Experience learning made easy and guickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features Microsoft Word 2013 Level 1 (English version) AMC College, This manual will show you the step by step using of MS Word 2013 for word processing purposes the manual will show you how to choose the right tool in tool bow for the job at hand and how to use each tool quickly and efficiently Word 2013 ELearning Kit For Dummies Lois Lowe, 2014-04-28 Whether you ve used other versions of this popular program or never processed a single word this guide will get you going with Word 2013 **Engineering and Scientific Manuscripts with Microsoft Word** 2013 Dimitar Popmintchev, Create edit and publish scientific manuscripts with less efforts using Word 2013 This tutorial will guide you through the process of a book formatting till it is ready for publishing Important topics are visualized in pictures The book is compiled as a practical guide for fast creation and formatting of manuscripts that are heavy on math numbered equations figures tables of contents indices containing self referenced links etc These aspects are usually encountered writing books scientific books dissertations papers proposals papers for a class etc Word 2013 is an older version of Word and while Microsoft is moving towards a web based application Word 2013 is perfectly capable of formatting a book If you already have Word 2013 it is all you need In fact this book is written in Microsoft Word 2013 Such formatting style likewise can be followed for self publishing of scientific or fiction electronic or print books The tutorial is also available for the current version of Word 2019 and previous versions of Word Word 2016 Word 2010 Word 2007 Length 130 pages 40 color pictures with guide lines MOS 2013 Study Guide for Microsoft Word Joan Lambert, 2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files **Produce** Simple Word Processed Documents Using Word 2007 Christine Kent, 2007 Office 2013 ELearning Kit For **Dummies** Faithe Wempen, 2014-02-10 Explains how to effectively utilize the latest version of the integrated software package covering Word Excel Outlook and PowerPoint Computer Applications For Class 9 S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications Microsoft Excel 2013 Step By Step Curtis Frye, 2013-04-15 The smart way to learn Excel 2013 one step at a time Experience learning made easy and guickly teach yourself how to manage analyze and present data with Excel 2013 With Step by Step you set the pace building and practicing the skills you need just when you

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techniques can take data confidentiality to a new level as we can hide our secret messages in ordinary honest looking data files Steganography is the science of hiding data It has several categorizations and each type has its own techniques in hiding Steganography has played a vital role in secret communication during wars since the dawn of history In recent days few computer users successfully manage to exploit their Windows machine to conceal their private data Businesses also have deep concerns about misusing data hiding techniques Many employers are amazed at how easily their valuable information can get out of their company walls In many legal cases a disgruntled employee would successfully steal company private data despite all security measures implemented using simple digital hiding techniques Human right activists who live in countries controlled by oppressive regimes need ways to smuggle their online communications without attracting surveillance monitoring systems continuously scan in out internet traffic for interesting keywords and other artifacts. The same applies to journalists and whistleblowers all over the world Computer forensic investigators law enforcements officers intelligence services and IT security professionals need a guide to tell them where criminals can conceal their data in Windows OS multimedia files and how they can discover concealed data quickly and retrieve it in a forensic way Data Hiding Techniques in Windows OS is a response to all these concerns Data hiding topics are usually approached in most books using an academic method with long math equations about how each hiding technique algorithm works behind the scene and are usually targeted at people who work in the academic arenas This book teaches professionals and end users alike how they can hide their data and discover the hidden ones using a variety of ways under the most commonly used operating system on Cognitive and Brain Plasticity Induced by Physical Exercise, Cognitive Training, Video Games earth Windows and Combined Interventions Soledad Ballesteros, Claudia Voelcker-Rehage, Louis Bherer, 2018-07-05 The premise of neuroplasticity on enhancing cognitive functioning among healthy as well as cognitively impaired individuals across the lifespan and the potential of harnessing these processes to prevent cognitive decline attract substantial scientific and public interest Indeed the systematic evidence base for cognitive training video games physical exercise and other forms of brain stimulation such as entrain brain activity is growing rapidly This Research Topic RT focused on recent research conducted in the field of cognitive and brain plasticity induced by physical activity different types of cognitive training including computerized interventions learning therapy video games and combined intervention approaches as well as other forms of brain stimulation that target brain activity including electroencephalography and neurofeedback It contains 49 contributions to the topic including Original Research articles 37 Clinical Trials 2 Reviews 5 Mini Reviews 2 Hypothesis and Theory 1 and Corrections 2 Symptoms of Diseases M. S. Myers, 2014-03 A First Course In Computers (Based On Wi Sanjay Saxena, If you are one of those who love technology not for technology s sake but for what it can do for you and if you want to be able to say that you Know Computers instead of No Computers this is the book for you A First Course in Computers is a computer manual quick quide helpdesk and your computer teacher all rolled in one Just keep the book in front of you look at the

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