

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

**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 quickly 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 quickly 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

them Includes downloadable practice files and companion eBook Discover how to Work with Excel 2013 in touch mode Write formulas create macros and organize data Present data visually and add images to worksheets Consolidate multiple sets of data into a single workbook Analyze data using the Quick Analysis Lens Collaborate with colleagues and present workbooks online **Enter — A Complete Course in Computer Science Book for Class 4** Shivani Jain, Shelly Malhotra, Goyal

Brothers Prakashan, 2020-04-15 Goyal Brothers Prakashan Towards a Psychophysiological Approach in Physical Activity, Exercise, and Sports Pedro Forte, Daniel Leite Portella, Diogo Monteiro, José Eduardo Teixeira, 2023-10-30 In recent years there has been an increase in interest in mental health disorders as a result of mediatic coverage of Olympic athletes mental health struggles and also due to the COVID 19 pandemic lockdowns These phenomena helped to further exacerbate a problem already extensively present in sport and society Therefore applying a psychophysiological approach to physical activity exercise and sports research has become very popular Indeed mental fatigue and mental disorders are not only psychological in origin but also require an explanation from a psychophysiological perspective due to the effective interconnection between the psychological and physiological dimensions Psychological variables can also influence performance and the psychophysiological system has a strong effect on the control of physical capacities Moreover pacing behaviour decision making self regulation and effort perception can also explain the role of the brain in physical activity and exercise management Thus the aim of this Research Topic is to share the impact of a psychophysiological approach in physical activity exercise and sports GEO - Informatics Assistant (Practical) Mr. Rohit Manglik, 2024-05-18 EduGorilla

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**Windows OS** Nihad Ahmad Hassan, Rami Hijazi, 2016-09-08 This unique book delves down into the capabilities of hiding and obscuring data object within the Windows Operating System However one of the most noticeable and credible features of this publication is it takes the reader from the very basics and background of data hiding techniques and runs on the reading road to arrive at some of the more complex methodologies employed for concealing data object from the human eye and or the investigation As a practitioner in the Digital Age I can see this book sitting on the shelves of Cyber Security Professionals and those working in the world of Digital Forensics it is a recommended read and is in my opinion a very valuable asset to those who are interested in the landscape of unknown unknowns This is a book which may well help to discover more about that which is not in immediate view of the onlooker and open up the mind to expand its imagination beyond its accepted limitations of known knowns John Walker CSIRT SOC Cyber Threat Intelligence Specialist Featured in Digital Forensics Magazine February 2017 In the digital world the need to protect online communications increase as the technology behind it evolves There are many techniques currently available to encrypt and secure our communication channels Data hiding

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 earth Windows

**Cognitive and Brain Plasticity Induced by Physical Exercise, Cognitive Training, Video Games 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 guide helpdesk and your computer teacher all rolled in one Just keep the book in front of you look at the

sample exercises given at the beginning of each section and start following the step by step visual instructions to complete the exercise Learn easily and effectively learn by doing      **Exam 77-881 Microsoft Word 2010** Microsoft Official Academic Course,2011-09-21 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Access 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics      *Beginning SharePoint 2013* Amanda Perran,Shane Perran,Jennifer Mason,Laura Rogers,2013-03-05 Learn to build business solutions with SharePoint 2013 Now in its third edition this perennial bestseller features a complete overhaul for the latest version of SharePoint A must have for building business solutions in SharePoint real world scenarios address critical information management problems and detailed descriptions explain how to efficiently and successfully handle these challenges Plus best practices for configuration and customization round out the coverage of getting started with SharePoint 2013 so that you can confidently make this platform work for your business today Examines product functionality alongside realistic scenarios to provide you with contextual relevance Addresses managing permissions reporting in SharePoint and working with access services Offers updated content on working with lists libraries workflow content types and web parts Reviews social features forms management business connectivity services and more Beginning SharePoint 2013 is an ideal introduction to the latest iteration of this popular content management provider      *"Stretching" Exercises for Qualitative Researchers* Valerie J. Janesick,2015-08-25 In the new Fourth Edition of her inventive one of a kind book author Valerie J Janesick uses dance yoga and meditation metaphors to help researchers tap into the intuitive and creative side of their research In every chapter stretching exercises help readers develop practice and hone fieldwork skills and vital habits of mind such as observation interviewing writing creativity technology and analysis While reading the book and working through the exercises readers can complete a researcher s reflective journal an invaluable tool that will remain useful throughout their careers

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