

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.cheffood.org/learn. 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 Word from the pull-down menu
- Select the Create New MS Word Item
- 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 Indent 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 Indent 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

Guillaume Favre



Fun Microsoft Word Activities:

Embracing the Melody of Expression: An Emotional Symphony within **Fun Microsoft Word Activities**

In a world consumed by screens and the ceaseless chatter of quick communication, the melodic elegance and mental symphony produced by the written term frequently disappear into the background, eclipsed by the relentless noise and disruptions that permeate our lives. But, nestled within the pages of **Fun Microsoft Word Activities** a marvelous fictional value overflowing with natural feelings, lies an immersive symphony waiting to be embraced. Crafted by an elegant musician of language, this interesting masterpiece conducts visitors on a psychological trip, skillfully unraveling the concealed melodies and profound affect resonating within each carefully crafted phrase. Within the depths with this touching assessment, we will discover the book is central harmonies, analyze its enthralling publishing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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