

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:



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Table of Contents Microsoft Word 2013 Exerciese

1. Understanding the eBook Microsoft Word 2013 Exerciese
 - The Rise of Digital Reading Microsoft Word 2013 Exerciese
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2013 Exerciese
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2013 Exerciese
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2013 Exerciese
 - Personalized Recommendations
 - Microsoft Word 2013 Exerciese User Reviews and Ratings
 - Microsoft Word 2013 Exerciese and Bestseller Lists

5. Accessing Microsoft Word 2013 Exerciese Free and Paid eBooks
 - Microsoft Word 2013 Exerciese Public Domain eBooks
 - Microsoft Word 2013 Exerciese eBook Subscription Services
 - Microsoft Word 2013 Exerciese Budget-Friendly Options
6. Navigating Microsoft Word 2013 Exerciese eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Word 2013 Exerciese Compatibility with Devices
 - Microsoft Word 2013 Exerciese Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2013 Exerciese
 - Highlighting and Note-Taking Microsoft Word 2013 Exerciese
 - Interactive Elements Microsoft Word 2013 Exerciese
8. Staying Engaged with Microsoft Word 2013 Exerciese
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2013 Exerciese
9. Balancing eBooks and Physical Books Microsoft Word 2013 Exerciese
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2013 Exerciese
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2013 Exerciese
 - Setting Reading Goals Microsoft Word 2013 Exerciese
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2013 Exerciese
 - Fact-Checking eBook Content of Microsoft Word 2013 Exerciese
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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