

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

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## **Microsoft Word 2013 Exercises:**

## **Microsoft Word 2013 Exercises** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Microsoft Word 2013 Exercises**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

<https://staging.conocer.cide.edu/public/scholarship/HomePages/Na%20Step%20Working%20Guide%20Step%201.pdf>

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