

# 18 Best Basic Microsoft Word practice exercises for beginners

## 1. Create and Design Admission/Enquiry Forms etc.

To create this kind of form, you need to use shapes, text boxes, colors, formatting options, tables, and horizontal lines in MS word. This is a very good exercise to practice because it will give you the idea of how to use such options practically on various official documents that we use in our daily official life.

See a sample in the image below.

A sample admission/enquiry form with a header section, a table for personal details, and a section for academic details.

**Admission/Enquiry Form**

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ SEX: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EDUCATIONAL QUALIFICATION: \_\_\_\_\_

WORKING EXPERIENCE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

A sample statement of charges form with a header section, a table for charges, and a section for remarks.

**STATEMENT OF CHARGES** CP 27

Designated number of \_\_\_\_\_ Date \_\_\_\_\_

Office of exchange of \_\_\_\_\_

Remarks:

Particulars	Amount	Remarks
Registration fee		
Examination fee		
Library fee		
Transportation fee		
Representation to Customs charge		
Storage charge		
Return charge		
Reduction charge		
Non-judicial fee		
Examination		
Microfilm		
Explanation		
<b>Total</b>		

## 2. Create bills/leaflets/brochures. See the sample below.

Everyone contains various designs of bills such as your refrigerator shopping bill, computer bill, electricity bills, and various other kinds of bills. So you can practice in Microsoft Word to create that type of bill format. It's good for the practice in which you will learn the Insert menu option, text adjustment between the table, page-size, text boxes.

# Microsoft Word 20practice Exercises For Beginners

**Wenbin Ji**



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