

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.theblue.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 Paragraph 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 Indents 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 Indents 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

Exercises And Tasks On Microsoft Word

Cheryl Price, Julia Wix



Exercises And Tasks On Microsoft Word:

Microsoft Office Manish Soni,2024-11-13 The title of this book is Microsoft Office It has long been a cornerstone of productivity enabling individuals and organizations to harness the power of technology to achieve their goals As we embark on this journey into the world of Microsoft Office it is important to acknowledge the profound impact it has had on the way we work communicate and create This suite of applications which includes tools like Microsoft Word Excel PowerPoint and more has evolved over the years to meet the ever changing needs of users With each iteration Microsoft has strived to push the boundaries of what is possible providing innovative solutions that empower individuals and teams to excel in their tasks In this comprehensive guide we will delve into the intricacies of Microsoft Office exploring its various components and functionalities Whether you are a seasoned professional seeking to master advanced features or a novice looking to get started this book is designed to be your trusted companion We will cover everything from the basics to advanced techniques ensuring that you can make the most of Microsoft Office s capabilities Our aim is to provide you with a clear and concise resource that not only imparts knowledge but also sparks creativity We believe that Microsoft Office is more than just a set of software tools it is a canvas for innovation a platform for collaboration and a means to bring ideas to life As we navigate through the chapters ahead I encourage you to explore experiment and discover the endless possibilities that Microsoft Office offers Let this guide be your gateway to unlocking your full potential in the world of productivity and creativity Thank you for choosing this book as your companion on your Microsoft Office journey Let s embark on this exciting adventure together

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psychologist s guide to finding your most fulfilling job yet When we re unhappy in our jobs we often attribute our frustration to a bad manager boring tasks and stressful workloads But our dissatisfaction at work usually stems from a deeper psychological need that s not being met at work like not getting the recognition you deserve In Job Therapy Dr Tessa West helps you figure out the real reason you re unhappy and shows you how to find a new position in which you ll thrive whether in a different role company or new industry altogether Through her research interviewing thousands of people who have recently switched jobs or undergone career changes she found there are five common sources of career frustration having an identity crisis does your sense of self no longer match your job you ve drifted apart do you no longer recognize the job you once loved you re torn between places are you taking on too many roles at work switching tasks too often or stuck between two paths you re the runner up do you always feel like you keep coming in second you re the underappreciated star are you crushing it at work but the people around you aren t recognizing your performance Dr West will guide you through a working week audit to help identify your unique psychological stressors and use that knowledge to understand what you want your future career to look like Presenting cutting edge insights on networking and hiring from Dr West s interviews with over 1 500 professional recruiters Job Therapy will help you land your best role yet one that guarantees happiness for years to come

Electronic Document Preparation and Management for CSEC® Examinations Coursebook with CD-ROM Kyle Skeete,2011-11-03 This book covers the new EDPM CSEC syllabus to be taught from September 2011 It introduces computing fundamentals electronic communication and keyboarding techniques before teaching the Microsoft Office 2003 2010 skills required by the course Next students are shown several aspects of document preparation complete with sample documents After covering document management and ethics it gives SBA tips and exam papers with answers included on the CD Exercises and summaries are found at the end of each chapter The accompanying CD ROM is packed with material including interactive revision questions PowerPoint presentations tutorial videos exercise files and a comprehensive glossary

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