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

Katherine Murray

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