

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 Exerciese

SJ Ball



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Towards a Psychophysiological Approach in Physical Activity, Exercise, and Sports Pedro Forte, Daniel Leite Portella, Diogo Monteiro, José Eduardo Teixeira, 2023-10-30 In recent years there has been an increase in interest in mental health disorders as a result of mediatic coverage of Olympic athletes mental health struggles and also due to the COVID 19 pandemic lockdowns These phenomena helped to further exacerbate a problem already extensively present in sport and society Therefore applying a psychophysiological approach to physical activity exercise and sports research has become very popular Indeed mental fatigue and mental disorders are not only psychological in origin but also require an explanation from a psychophysiological perspective due to the effective interconnection between the psychological and physiological dimensions Psychological variables can also influence performance and the psychophysiological system has a strong effect on the control of physical capacities Moreover pacing behaviour decision making self regulation and effort perception can also explain the role of the brain in physical activity and exercise management Thus the aim of this Research Topic is to share the impact of a psychophysiological approach in physical activity exercise and sports *15 Practice Sets for IBPS RRB Officer Scale 1 Mains Exam with 2 Online Tests* Disha Experts, 2020-07-04

Consumer-Driven Technologies in Healthcare: Breakthroughs in Research and Practice Management Association, Information Resources, 2018-07-06 The world of medical technologies is undergoing a sea change in the domain of consumer culture Having a grasp on what appeals to consumers and how consumers are making purchasing decisions is essential to the success of any organization that thrives by offering a product or service As such it is vital to examine the consumer centered aspects of medical technological developments that have a patient centered focus and allow patients to take part in their own personal health and wellness Consumer Driven Technologies in Healthcare Breakthroughs in Research and Practice is a critical source of academic knowledge on the use of smartphones and other technological devices for cancer therapy fitness and wellness chronic disease monitoring and other areas The tracking of these items using technology has allowed consumers to take control of their own healthcare Highlighting a range of pertinent topics such as clinical decision support systems patient engagement and electronic health records this publication is an ideal reference source for doctors nurse practitioners hospital administrators medical professionals IT professionals academicians and researchers interested in advancing medical practice

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