

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.

The image displays two sample forms created in Microsoft Word. The first form on the left is an 'Admission Enquiry Form' for 'ABC College'. It features a header with the college name, followed by sections for 'Personal Details' (Name, Address, Phone, Email), 'Academic Details' (Grade, Subjects, Marks), and 'Enquiry Details' (Enquiry Type, Date, Remarks). The second form on the right is a 'STATEMENT OF CHARGES' for 'CP 27'. It includes fields for 'Designated member of' and 'Date', followed by a table with columns for 'Particulars', 'Amount', and 'Paid'. The table lists various charges such as 'Registration fee', 'Library fee', 'Transportation fee', 'Boarding fee', 'Scholarship fee', 'Examination fee', 'Medical fee', 'Insurance fee', 'Miscellaneous fee', and 'Total'. The forms are designed with clear sections, text boxes, and tables to illustrate the use of these features in Microsoft Word.

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

JE Gale



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