

# Microsoft Word Exercise



## Task 1

### In this exercise:

- Editing Text, Saving to a disk, Using undo and redo Command

**Question 1:** Open Microsoft word and type =rand(4,2) the following and press enter

**Question 2:** move the first paragraph into last

**Question 3:** Copy the second paragraph into the first

**Question 4:** Use undo command to go backward

**Question 5:** Save the file under your local disk D: By the folder name (your name) and by the file name task1

**Question 6:** Close the program and open again

## Task 2

### In this exercise:

- Formatting Text

**Question 1:** Change the font in to Bodoni MT

# Microsoft Word Exercise Manual

**TeachUcomp**

The logo for TeachUcomp, featuring a stylized red and white circular graphic that resembles a stylized 'C' or a partial circle.

## **Microsoft Word Exercise Manual:**

*Microsoft Word 2019 Training Manual Classroom in a Book TeachUcomp* ,2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered

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Setting Word Options 2 Setting Document Properties 3 Checking Accessibility Document Security 1 Applying Password Protection to a Document 2 Removing Password Protection from a Document 3 Restrict Editing within a Document 4 Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature 3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6 Using the Document Inspector Citations and Authorities 1 Marking Citations 2 Creating a Table of Authorities 3 Updating a Table of Authorities 4 Inserting Footnotes and Endnotes Legal Documents and Printing 1 Printing on Legal Paper 2 Using Legal Templates in Word 3 WordPerfect to Word Migration Issues

**Microsoft Word 2019 Second Volume - Training Book with Exercises** Peter Schiessl, 2019-07-21 Training book for professional usage of MS Word with many exercises and pictures Inclusive Exercise texts these will be sent after the purchase by e mail Possibly please contact emails do not always arrive or end up in the spam folder Through the division into three volumes and the many exercises the material can be taught step by step and building up so that the readers are effectively introduced to text processing with Word In the second volume you will find Using style sheets to rationalize longer texts Handling the style sheets building style sheets setting up long text with styles Create and format a table of contents Extended design options Insert graphics Several columns A header and footer Page numbers in the header or footer A section change for different paper formats or headers Optimally set up and use Word Set word Set up shortcuts Word document templates Search and replace Special applications Create form letters labels and envelopes Set up a form Calculations in tables Create macros and more Final remark In the meantime MS Word can do something for almost every type of program writing texts to books or a professional computer set designing graphics or inserting pictures designing title pages with photos as background calculating in tables creating a database and evaluating it as a serial letter with a differentiated salutation As a result MS Word has become one of the most difficult programs because of this variety of functions which is why it is extremely important to be systematic in the training Our three Word volumes prepare optimally and tailored to the application case for dealing with Word Other functions form letters drawing insert graphics table of contents header etc Volume II for advanced including prepared exercise texts these will be sent after the purchase by e mail Possibly please contact emails do not always arrive or end up in

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The Navigation Pane in Acrobat Opening and Viewing PDFs 1 Opening PDFs 2 Selecting and Copying Text and Graphics 3 Rotating Pages Using the Pages Panel in Acrobat 4 View and Page Display Settings in Acrobat 5 Using the Zoom Tools 6 Reviewing Preferences 7 Finding Words and Phrases 8 Searching a PDF and Using the Search Pane Creating PDFs 1 Overview of Creating New PDFs in Acrobat 2 Creating a PDF from a Single File or Creating a Blank PDF 3 Combine Files to Create a PDF 4 Creating Multiple PDFs from Multiple Files at Once 5 Creating PDFs from Scanned Documents 6 Creating PDFs Using the PDF Printer 7 Creating PDFs from Web Pages Using Acrobat 8 Creating PDFs from the Clipboard 9 Creating PDFs in Microsoft 365 Desktop Apps 10 Creating PDFs in Excel PowerPoint and Word 11 Creating PDFs in Adobe Applications 12 Creating a PDF from Email in Outlook 13 Converting Folders to PDF in Outlook Custom PDF Creation Settings 1 PDF Preferences in Excel PowerPoint and Word 2 Adobe PDF Settings 3 Creating and Modifying Preset Adobe PDF Settings 4 The General Category in Preset Adobe PDF Settings 5 The Images Category in Preset Adobe PDF Settings 6 The Fonts Category in Preset Adobe PDF Settings 7 The Color Category in Preset Adobe PDF Settings 8 The Advanced Category in Preset Adobe PDF Settings 9 The Standards Category in Preset Adobe PDF Settings 10 Create PDF and Share via Outlook in Excel PowerPoint and Word 11 Mail Merge and Email in Word 12 Create PDF and Share Link in Excel PowerPoint and Word 13 PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1 Initial View Settings for PDFs 2 Full Screen Mode 3 The Edit Panel in Acrobat 4 Adding Formatting Resizing Rotating and Moving Text 5 Editing Text 6 Managing Text Flow with Articles 7 Adding and Editing Images 8 Changing the Page Number Display 9 Cropping Pages and Documents Advanced PDF Settings 1 Adding and Removing Watermarks 2 Adding and Removing Page Backgrounds 3 Adding Headers and Footers 4 Attaching Files to a PDF 5 Adding Metadata 6 Optimizing a PDF for File Size and Compatibility Bookmarks 1 Using Bookmarks in a PDF 2 Modifying and Organizing Bookmarks 3 Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1 Creating Links in Acrobat 2 Creating and Editing Buttons 3 Adding Video and Sound Files 4 Adding 3D Content to PDFs 5 Adding Page Transitions Combining and Rearranging PDFs 1 Extracting and Replacing Pages 2 Splitting a PDF into Multiple Files 3 Inserting Pages from Files and Other Sources 4 Moving and Copying Pages 5 Combining PDFs Exporting and Converting Content 1 Exporting Text 2 Exporting Images 3 Exporting PDFs to Microsoft Word 4 Exporting PDFs to Microsoft Excel 5 Exporting PDFs to Microsoft PowerPoint Sharing and Collaborating 1 Sharing a PDF as an Email Attachment 2 Sharing a File in Acrobat 3 Adding Comments 4 The Comments Panel 5 Using Drawing Tools 6 Stamping and Creating Custom Stamps Creating and Working With Portfolios 1 Creating a PDF Portfolio 2 Managing Portfolio Content 3 Changing the View of a PDF Portfolio Forms 1 Creating a Form from an Existing PDF 2 Designing a Form in Microsoft Word 3 Creating a Form from a Scanned Document 4 Creating Text Fields 5 Creating Radio Buttons and Checkboxes 6 Creating Drop Down and List Boxes 7 Creating Buttons 8 Creating a Digital Signature Field 9 General Properties of Form Fields 10 Appearance Properties of Form Fields 11 Position Properties of Form Fields 12 Options



Properties of Form Fields 13 Actions Properties of Form Fields 14 Selection Change and Signed Properties of Form Fields 15 Format Properties of Form Fields 16 Validate Properties of Form Fields 17 Calculate Properties of Form Fields 18 Align Center Match Size and Distribute Form Fields 19 Setting Form Field Tab Order 20 Enabling Users and Readers to Save Forms 21 Distributing Forms 22 Collecting Distributed Form Responses 23 Using Tracker with Forms 24 Sending a Form for One or More Signatures in Acrobat 25 Sending a Form in Acrobat for Signature in Bulk 26 Manually Signing a PDF in Acrobat Professional Print Production 1 Overview of Print Production Support 2 Previewing Color Separations 3 Color Management and Conversion 4 Using the Object Inspector 5 Using the Preflight Dialog Box 6 Correcting Hairlines 7 Saving as a Standards Compliant PDF Scanning and Optical Character Recognition 1 Recognizing Text in a Scanned PDF 2 Manually Recognizing Text in PDFs Automating Routine Tasks 1 Using Actions 2 Creating Custom Actions 3 Editing and Deleting Custom Actions Document Protection and Security 1 Methods of Securing a PDF 2 Password Protecting a PDF 3 Creating and Registering Digital IDs 4 Using Certificate Encryption 5 Creating a Digital Signature 6 Digitally Signing a PDF 7 Certifying a PDF 8 Redacting Content in a PDF 9 Redaction Properties 10 Sanitizing a Document in Acrobat     Outlook on the Web Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding

Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups

**HTML and CSS Training Manual Classroom in a Book**  
TeachUcomp , Complete classroom training manual for HTML 5 and CSS 190 pages and 125 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create a website from scratch while exploring all of the techniques to add the various elements of a website text links images CSS and much more Topics Covered Getting Acquainted with HTML 1 Introduction to the Internet 2 Introduction to HTML Terminology 3 Options for Writing HTML 4 Unicode Transformation Format UTF 5 HTML5 Resources New for HTML5 1 What s different in HTML5 2 DOCTYPE in HTML5 Designing a Webpage 1 Design Considerations and Planning 2 Basic Tags and Document Structure 3 HTML Tags 4 Head Tags 5 Title Tags 6 Body Tags 7 Metadata 8 Saving an HTML Page Page Formatting 1 Adding a New Paragraph 2 Adding a Line Break 3 Inserting Blank Space 4 Preformatted Text 5 Changing a Pages s Background Color 6 Div Element Text Items and Objects 1 Headings 2 Comments 3 Block Quotes 4 Horizontal Lines 5 Special Characters Creating Lists 1 Numbered Ordered Lists 2 Bulleted Unordered Lists 3 Nested Lists 4 Definition Lists Links 1 What are Links 2 Text Links 3 Image Links 4 Opening a Page in a New Window or Tab 5 Setting All Links on a Page to Open in a New Window or Tab 6 Linking to an Area on the Same Page Bookmarks 7 Linking to an E mail Address 8 Linking to Other Types of Files Images 1 Introduction to Images for Webpages 2 Adding Images to Webpages 3 Re Sizing an Image 4 Alternative ALT Text 5 Image Labels Basic Tables 1 Inserting a Table 2 Table Borders 3 Table Headers Iframes 1 What is an Iframe 2 Inserting Iframes 3 Setting Height and Width 4 Using an Iframe for a Link Target Forms 1 About Forms 2 Sending to E mail 3 Text Boxes 4 Text Areas 5 Check Boxes 6 Menu Lists 7 Radio Buttons 8 Submit Button 9 Reset Button 10 Changing the Tab Order Video and Audio 1 About Video and Audio Files 2 Linking to Video and Audio Files 3 Adding Video 4 Adding Audio 5 Using YouTube to Display Video Troubleshooting 1 Troubleshooting Cascading Style Sheets 1 What are Cascading Style Sheets 2 CSS Syntax 3 Creating an Internal CSS 4 Linking to a CSS 5 Adding Comments and Notes to a CSS 6 Creating an Internal Style Sheet 7 ID and Class 8 Inline Styling Working With Text in CSS 1 Emphasizing Text Bold and Italic 2 Decoration 3 Indentation 4

Transformation 5 Text Alignment 6 Fonts 7 Font Sizes 8 Letter Spacing Kerning 9 Line Spacing Leading 10 Text Color 11 Margins 12 Padding 13 Borders 14 Styling Links 15 Number and Bullet Styles 16 Sizing Elements 17 Text Wrapping 18 Shadowing Creating Backgrounds in CSS 1 Colors 2 Images 3 Fixed Images Images in CSS 1 Opacity 2 Floating Images 3 Image Galleries 4 Image Sprites Box Model in CSS 1 What is a box model 2 Margin 3 Padding 4 Border 5 Outline Working With Elements in CSS 1 Display and Visibility 2 Grouping and Nesting 3 Dimensions and Elements 4 Positioning 5 Floating 6 Pseudo Classes Pseudo Elements Adding a Navigation Bar in CSS 1 Vertical Navigation Bar 2 Horizontal Navigation Bar Inline 3 Horizontal Navigation Bar Floating CSS Tables 1 Borders 2 Collapsed Borders 3 Table Width and Cell Height 4 Table Color 5 Table Text Alignment 6 Table Padding Working With Transforms in CSS 1 What are transforms 2 2D Transforms 3 3D Transforms Transitions and Animations in CSS 1 Transitions 2 Animations CSS Shorthand 1 Shorthand Properties

Microsoft Word Advanced Training Manual Richard Walters,2019-04-09 Microsoft Word Advanced Training Manual has been designed to provide examples of how to create and control Word documents All examples demonstrated in the book have been produced as Step by Step visual examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding of Microsoft Word and its uses The book is suitable for those who have limited experience in the use MS Word and who want to develop new skills

**JavaScript Training Manual Classroom in a Book** TeachUcomp,2017-10-27 Complete classroom training manual for JavaScript 283 pages and 128 individual topics Includes practice exercises and keyboard shortcuts The purpose of this course is to educate the student in the basic language skills necessary to use JavaScript There are many resources available on the Internet that allow you to download code and place it into your HTML document or JavaScript code file However it is important to first understand the underlying language and components of JavaScript to be able to alter the code to work in your desired application and easily troubleshoot any errors that may occur Whether you are looking to add interactivity to your website control how a browser acts or alter your HTML document s content it is important to have a firm grasp of the basics of JavaScript We begin this course by discussing the basic components and structure of JavaScript as well as learning the terminology Then we ll advance through topics to cover some more advanced concepts and uses for JavaScript Topics Covered Getting Acquainted with JavaScript 1 Introduction to JavaScript 2 JavaScript vs Java 3 The Tag 4 External JavaScript 5 Uses for JavaScript The Makeup of JavaScript 1 JavaScript Statements 2 Code and Code Blocks 3 Whitespace 4 Case Sensitivity 5 Breaking Up a Line of Code JavaScript Comments 1 Single Line Comments 2 Multi Line Comments 3 End of Line Comments 4 Using Comments to Stop Execution JavaScript Variables 1 What are JavaScript Variables 2 Syntax for Text and

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