

MS Word Exercise

1. Locate Microsoft Word and open a new document.
2. Type the following text:

He was an old man who fished alone in a skiff in the Gulf Stream and he had gone eighty-four days now without taking a fish.

Ernest Hemingway: The Old Man and the Sea (1952)

3. Italicize the text.
4. Underline the title of the story.
5. Bold the author's name.
6. Increase the font size to 14.
7. Change the font style to (your choice!).
8. Adjust the line spacing to 2.0 (double space).
9. Spellcheck your work.
10. Use Save As to save your document to the M Drive. Name the document The Old Man and the Sea.
11. Insert a picture onto your document (find an image from the internet, save it to the M drive).
12. Add a numbered list with your top three favourite authors (or movie stars, etc.).
13. Save your work.



Ms Word Exercises For Practice

L Darling-Hammond



Ms Word Exercises For Practice:

Decoding **Ms Word Exercises For Practice**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Ms Word Exercises For Practice**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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