

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.



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Ms Word Exercises For Practice

Grauer Barber Staff



Ms Word Exercises For Practice:

Good Laboratory Practices Basic Exercises Mr. Rohit Manglik, 2024-03-06 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels Sm Exploring MS Word 2000 I/M Maryann Barber, Robert T. Grauer, 1999-06 Comp-Information Technology-TB-09-R Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 09 R Comp-Information Technology-TB-10-R Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 10 R

Saraswati Information Technology (Vocational Course) Reeta Sahoo & Gagan Sahoo, Saraswati Information Technology Series for Classes IX and X is a complete resource for study and practice written in simple easy to understand language The student friendly edition is entirely based on the curriculum prescribed under NSQF for vocational courses The series provides useful tools to learn theory and do practical at ease Designed to meet student s needs it provides sound practice through a wide variety of solved and unsolved exercises based on the latest examination pattern The series covers the complete syllabus laid down by CBSE *Sm Exploring Ms Office Prof 20* Grauer Barber Staff, 1999-07 **Microsoft Word** Stephen C. Solosky, 2002 **MS Word 2002, Complete** Stephen Haag, James T. Perry, 2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS **Practical Typewriting** Bates Torrey, 1894 *The Journal of Education*, 1892 MS Word 2002, Introductory Stephen Haag, James T. Perry, Rick Parker, 2002 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS *Standing orders for inspectors of army schools, examiners, & teachers* War office, 1900 **Sm Exploring Ms Powerpoint 200** Grauer Barber Staff, 1999-07

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Comprehensive- Adhesive Bound Robert T. Grauer, Maryann M. Barber, 2004 For Introductory Computer courses in

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Reviewing **Ms Word Exercises For Practice**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Ms Word Exercises For Practice**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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