

Microsoft® Word: Practice 1

Create a Business Letter

Type the company name and address

Open a blank Microsoft Word document. Type the following information:

Mama Academy
1289 Nasok Drive
University
(250) 474-531111

Select *All* of the text and use the *Font* options to format the type:

Tahoma, 12 point, bold, centered, and dark red

Select the first line of type and make it 14 point.

Insert a Picture from ClipArt

Search for a photo or cartoon of a *Mama Academy*
Select an image and Download it.

Use one of the pictures for a company logo

Resize the picture

Center it above the Company name and address

Insert the Date and Time

Remember, the default Date and Time updates automatically. This option is not appropriate for medical or legal documents that must be date/time stamped, but is fine for this exercise.

Type a sample business letter:

Dear Mr. Mark,

Write in complete sentences and in paragraph form 10 things you like about Mama Academy.

Sincerely,

Your Name

Google search "sample business letters" format your letter to look similar to a business letter.

Save your practice document and name it: Beginning Word Practice 1 <your name>.

Microsoft Word Practice Exercises Flyers

Albert A Gayle



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Microsoft Word 2000 Introductory Edition Timothy O'Leary, Linda I. O'Leary, 1999-07 The O Leary Series is the true step by step way to develop computer application skills The new design for Office 2000 emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text **ICT for young people with SEN** Nicole Taylor, John Chacksfield, 2014-06-03 Learning about ICT has all sorts of benefits for young people with SEN but for anyone planning a course knowing where to start can be difficult This manual is packed full of practical know how It includes 36 planned sessions ready to deliver Which hardware software to get and how best to use it and Time saving photocopiable and downloadable resources Exploring Microsoft Word for Windows 95, Version 7.0 Robert T. Grauer, Maryann M. Barber, 1996 The Exploring Windows 95 series has been updated to accommodate the Microsoft Windows 95 operating system Problem sets have been expanded to review and extend the information with four levels of end of chapter exercises This work explores Microsoft Wo **O'Leary Series: Microsoft Office Word 2003 Introductory** Timothy O'Leary, Linda O'Leary, 2003-12-29 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution **Exploring Microsoft Office Word 2003** Robert T. Grauer, Maryann Barber, 2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives *Instructors Manual with Test Item File* Robert Grauer, 2001-08 Microsoft Office with Windows 3.1, Word 6.0, Excel 5.0, Access 2.0, and Integration O'Leary, 1995-11 **Microsoft Office 2000** Timothy J. O'Leary, Linda I. O'Leary, 2000 Word 2013 ELearning Kit For Dummies Lois Lowe, 2014-04-28 Whether you ve used other versions of this popular program or never processed a single word this guide will get you going with Word 2013 Welcome to Microsoft Word 2003 Jill Murphy, 2004 *O'Leary Series: Microsoft Office Excel 2003 Brief* Timothy O'Leary, Linda O'Leary, 2003-10-17 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter

combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution

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electric multiple units operated by the matterhorn gotthard