

Introduction to Microsoft Office & Information Technology Systems  
(Microsoft Word 2013)  
Class Exercises

Please provide → Student ID 59110069 / Gam (Assignment-01) Class afternoon on Thursday

The following is a range of exercises that offer you some practice in using Word functionality. **ONLY** do the parts of the exercises that are in **BOLD**.

Notes for exercises:

- In the exercises >>> **S-click** → Single click the Mouse Button; **D-click** → Double click the Mouse Button;
- It may be necessary to open (1) a blank document, or, (2) an already existing document for you to practise on. For this, I attach a document that contains several short-story texts, which you will be able to edit. For traceability, I have added line numbers, so, every line in every story has a number as reference.
- I have also included some links that provided other texts that you might find interesting, generally for English.

Under FILE-tab: (The first exercise is an example for the presentation the rest of the exercises for this tab.

**Exercise-01. Creating a document – EXAMPLE**

- (i) **by going to File → New → Select a template by D-click on one the 'Create Cover Letter.....' template.**
- (ii) Blank doc – D-click;
- (iii) Blank doc – Press ENTER / Esc.

Objective: Go to File-tab, and select a file. By D-clicking on it, the file will be seen to open.

View after operation: (Snip a section of the document opened → Example Result):



**Exercise-02. Open an existing document – EXAMPLE**

- (i) Recent,
- (ii) PC,
- (iii) **Browse**
- (iv) Cloud,
- (v) Add a place

Objective: Find the document file to open using Browse, open display it:



View after operation:



# Microsoft Word 2013 Practice Exercises Flyer

**Timothy O'Leary, Linda I. O'Leary**



## **Microsoft Word 2013 Practice Exercises Flyer:**

**Microsoft Word 2013 Step By Step** Joan Lambert, Joyce Cox, 2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features

**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

*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

**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

**Microsoft Office 2000** Timothy J. O'Leary, Linda I. O'Leary, 2000 *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

**O'Leary Series: Microsoft Office 2003 Volume I** Timothy O'Leary, Linda O'Leary, 2003-12-11 Aims to give students a basic understanding of computing concepts

and to build the skills needed to ensure that information technology is an advantage in whatever career they choose in life The O Leary Office 2004 and Office XP texts are crafted to be a step by step way for students to develop Microsoft Office application skills     *O'Leary Series: Microsoft Office Excel 2003 Introductory* Timothy O'Leary,Linda O'Leary,2003-12-31 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 Brief** Robert T. Grauer,Maryann Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems     Exploring Microsoft Word 97 Robert T. Grauer,Maryann Barber,1998 Part of the Exploring Windows Series and the Right PHit Custom Binding Program     **Advantage Series: Microsoft Office Word 2003, Complete Edition** Glen Coulthard,Sarah Hutchinson-Clifford,Ann Miller,2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today s technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage     **Microsoft Word 6.0 for Windows - A Practical Approach** Morrison,Connie Morrison,1995

*Using Microsoft Office to Enhance Student Learning* Allan F. Livers,2008 Provides clear directions for beginner to advanced projects by grade level in math science language arts and social studies plus a CD ROM with templates and sample finished projects     Microsoft Excel 2002 Timothy J. O'Leary,Linda I. O'Leary,2002 SERIES TAGLINE The O Leary Series is the true step by step way to develop computer application skills Its design emphasizes the step by step visual approach with screen captures for every concept     *Exploring Microsoft Office 2003* Robert T. Grauer,Maryann Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems     **The Advantage Series: Microsoft Office Word 2003, Brief Edition** Glen Coulthard,Sarah Hutchinson-Clifford,Ann Miller,2003-11-04 The Advantage Series presents the Feature Method Practice approach to computer software applications to today s technology and business students This series implements an efficient and effective

learning model which enhances critical thinking skills and provides students and faculty with complete application coverage

*Exploring Microsoft Office 2003 Enhanced Edition- Adhesive* Robert T. Grauer, Maryann Barber, 2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems *The New York Latin Leaflet* ,1900

**Exploring Microsoft Office 2000 Professional** Robert T. Grauer, Maryann Barber, 1999 For Introductory Computer courses in Microsoft Office 2000 or courses in Computer Concepts with a lab component for Microsoft Office 2000 applications Master the How and Why of Office 2000 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems

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