

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

Robert T. Grauer, Maryann Barber



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