



## MICROSOFT WORD - PRACTICAL EXERCISE

### EXERCISE 1:-

- 1) Load Microsoft Word.
- 2) Type the following text :

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form--neglected youngest child is tested, found worthy, rewarded with mate--dates back to the Old Stone Age.

Cinderella

Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winning poem.

Other fairytales include :

- Little Red Riding Hood
- Three Little Pigs
- Beauty and the Beast

- 3) Save your work as " YourName" on my Desktop.
- 4) Run the spell checker.

# 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

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**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

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