

# 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 Sample Exercises

**Grauer Barber Staff**



## Microsoft Word Sample Exercises:

**Comp-Information Technology-TB-10-R** Reeta Sahoo, Gagan Sahoo, Comp Information Technology TB 10 R  
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Staff,1999-07      **Preparing for MOUS Certification, Microsoft Word 2002** Jennifer Fulton,2002      *Inside Word for Windows 6* Bill Camarda,1993 A comprehensive tutorial and reference to the intermediate and advanced level features of Word for Windows 3 Guides readers through the program s most sophisticated formatting customization and data exchange capabilities Disk includes sample documents that the reader can use along with the book s exercises Also includes all the tables macros and special files used in the book      Mastering Word 6 for Windows Ron Mansfield,1994 This guide contains practical coverage of Word for Windows commands and functions from start up basics to advanced Word power tools It aims to teach users how to create documents format text pages and graphics manage style sheets glossaries stationary and print merges and more      **Teaching Styles and Strategies** Harvey F. Silver,Farvey F. Silver,1996      **Microcomputers in Education** ,1986      **Mous Essentials** Keith Mulbery,2000-07 For courses in Microsoft Office 97 and 2000 applications Word courseware for the Microsoft Office User Specialist MOUS Exam MOUS Essentials were created specifically to meet the guidelines established by Microsoft for the Microsoft Office User Specialist MOUS Program The authors provide an emphasis on step by step tutorials with large screen shots outstanding student pedagogy and plenty of exercises The authors have included a number of new elements designed to help students prepare for the MOUS exams The MOUS Essentials also include live computer based training and assessment with Kelly MOUS PinPoint CD ROM      **The Executive Educator** ,1992-07

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web jumanji welcome to the jungle is a 2017 american fantasy adventure comedy film directed by jake kasdan from a screenplay by chris mckenna erik sommers scott rosenberg and jeff pinkner the film is the third installment in the jumanji film series and a sequel to jumanji 1995

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web jumlahi the next level is a 2019 american fantasy adventure comedy film directed by jake kasdan who co wrote the script with jeff pinkner and scott rosenberg the film is the fourth installment in the jumlahi film series and the

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web jumlahi 1 izle 4k ve 1080p film izleme kalitesi ile türkçe dublaj yada türkçe altyazılı olarak 1995 yapımı full hd film izleyin film doğa üstü bir masa oyununun vahşı ormanlardan şehir hayatına canlılar getirmesini konu almaktadır 1969 yılında alan parrish

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web jumlahi yeni seviye film konusu jumlahi ekibi içlerinden birini kurtarabilmek için oyuna geri dönüyor ancak bu sefer hiçbir şeyin bekledikleri gibi olmadığı gerçeğiyle yüzyüze kalıyorlar bu oyundan bir kez daha sağ çıkabilmek için karlı dağlardan kızgın çöllere uzanan birçok çılgın macera ile karşılaşılıyorlar

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web jumlahi film konusu 26 yıl boyunca bir oyunun içinde tıklı kalan alan parrish robin williams iki çocuğun oyunu yeniden oynamasıyla gerçek hayata geri dönüyor ancak onunla birlikte egzotik ve vahşı hayvanlar da gerçek hayata geliyorlar