

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 Exercises

Robert T. Grauer, Maryann Barber



Microsoft Word 2013 Exercises:

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

Microsoft Word 2013 Level 1 (English version) AMC College, This manual will show you the step by step using of MS Word 2013 for word processing purposes the manual will show you how to choose the right tool in tool bow for the job at hand and how to use each tool quickly and efficiently *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

MOS 2013 Study Guide for Microsoft Word Joan Lambert, 2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files

Office 2013 eLearning Kit For Dummies Faithe Wempen, 2014-01-30 Unlock your new Office with this one of a kind learning package Whether you re meeting Office 2013 for the first time or upgrading your knowledge from an earlier version this value packed eLearning kit makes it easy to learn 2013 at your own pace This complete learning package includes a full color printed book and an access code for one year of online self paced training You ll learn the basics of the Office interface how to navigate it and how to use the features common to all Office programs Then you ll get detailed instructions for working with Word Excel PowerPoint and Outlook Follow the material sequentially or jump in and out as you wish it s set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners get going with Office 2013 and its new features Walk you through creating and formatting a Word document setting up and working with an Excel spreadsheet managing e mail and calendars with Outlook building a powerful PowerPoint presentation with graphics and sound and more Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with book and is unlocked via online access code Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2013 eLearning Kit For Dummies is the key to unlocking all Office 2013 has to offer

Computer Applications For Class 9 S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications

[Essential Study and Employment Skills for Business and Management Students](#) Kevin Gallagher, 2016 Essential Study and Employment Skills for Business and Management Students

offers a comprehensive one stop guide that will equip you with all the necessary skills needed to enhance your success both during university and in your future working environment It covers all the core areas associated with business and management degrees and offers a unique focus on employability to ensure that you can translate the skills you acquire into professional practice This third edition has been fully revised to include a new group activity in each chapter as well as updated activities throughout to reinforce the skills introduced in each chapter The content and structure of the book has been updated to focus more effectively on core areas such as the use of quantitative data and the development of professional skills and employability With the main focus of the book firmly on active experimentation and reflection Essential Study and Employment Skills for Business and Management Students remains unparalleled as a resource to support encourage and develop business and management students throughout their time at university and beyond Online Resource Centre For students Selected activities from the text including templates to complete online Answer guidance on writing style and using a narrative approach Critical incidents log Excel workbook to provide additional support in areas such as constructing pie charts bar charts and line charts Information on using Excel in data analysis Web links YouTube channel featuring relevant videos on skills including interviews with students and graduates that accompany the book For lecturers PowerPoint slides

Microsoft Word 2013 Watsonia Publishing Staff,2014-09-16 *Microsoft Word 2013* Watsonia Publishing Staff,2014-12-15 *Microsoft Office Word 2003: A Professional Approach, Specialist Student Edition w/ CD-ROM* Deborah Hinkle,2004-03-31 McGraw Hill Technology Education s Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they ll face Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams *Microsoft Office Word 2003: A Professional Approach, Comprehensive Student Edition w/ CD-ROM* Deborah Hinkle,2004-05-24 McGraw Hill Technology Education s Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they ll face Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams

Microsoft Word 2013 Watsonia Publishing Staff,2014-08-15 *Beginning SharePoint 2013* Amanda Perran,Shane Perran,Jennifer Mason,Laura Rogers,2013-03-05 Learn to build business solutions with SharePoint 2013 Now in its third edition this perennial bestseller features a complete overhaul for the latest version of SharePoint A must have for building business solutions in SharePoint real world scenarios address critical information management problems and detailed descriptions explain how to efficiently and successfully handle these challenges Plus best practices for configuration and

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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 **Microsoft Word 2013** Watsonia Publishing Staff,2014-08-21 **Microsoft Office**

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Hutchinson-Clifford,Glen J. Coulthard,2001-08 he 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

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