

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.



Microsoft Word Exercises For Kids

RC Schank



Microsoft Word Exercises For Kids:

Unveiling the Magic of Words: A Overview of "**Microsoft Word Exercises For Kids**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Microsoft Word Exercises For Kids**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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