# **MS Word Exercise**

- 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)

- Italicize the text.
- 4. Underline the title of the story.
- 5. Bold the author's name.
- Increase the font size to 14.
- 7. Change the font style to (your choice!).
- 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.
- 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**

**M Woodhall** 

#### **Microsoft Word Exercises For Kids:**

Whizkids Xp Advance Series 6 (ms Word 2003)' 2005 Ed., The ICT Handbook for Primary Teachers David Hall, 2015-06-12 The ICT Handbook for Primary Teachers will help all those involved in primary education whether in training teaching or leadership roles to develop the ICT knowledge understanding and skills required to enhance children's learning in the classroom This new edition reflects the changes to the curriculum from 2014 It includes a new section on the Computing curriculum and an overview of the reorganisation of those online agencies that serve to support ICT Covering theory and practise this essential handbook explores and outlines the usefulness of a wide range of up to date ICT resources in a range of primary contexts and advice is offered on assessing whether ICT is preferable to other approaches for enhancing learning With reference to supplementary online resources providing activities multimedia resources and further reading the book covers the requirements of the new Computing curriculum the place for ICT in enhancing teaching and learning across the curriculum using ICT in core curriculum subjects and in cross curricular contexts different models of e learning interactive whiteboards tablet PCs mobile devices the Internet etc how ICT can be used to help pupils with special educational needs and using ICT for planning delivery assessment and recording This book is an indispensible guide to ICT for students on PGCE BEd and undergraduate teaching courses along with practising teachers SENCOs ICT coordinators and Microsoft Word for Kids Susan C. Woodward, Peter Dublin, 1994 This unique language activities book school leaders will give children a love of language and the computer through fun filled activities Dozens of creative projects foster self esteem stimulate imagination and encourage family interaction Compatible with Windows and Mac versions of Word this book is written for children to use with their parents help **Teaching Kids to Read For Dummies** Tracey Wood, 2011-04-27 You re thinking of teaching a child to read What a great idea Now all you need is exactly the right blueprint This easy to follow book is written with two people in mind you and the child you re thinking of teaching Mother and children s reading specialist Tracey Wood gives you all the down to earth honest information you need to give a child a happy solid start with reading Teaching Kids to Read For Dummies is for parents of young children who want to give their kids a head start by teaching them to read before they enter school or to supplement their children's school instruction as well as teachers and caregivers of young children Filled with hands on activities that progress a child from sounds to words to sentences to books this friendly guide shows you how to Prepare a child to read Sharpen his listening skills Correct her errors graciously Choose the right books Have kids read out loud Find help if you need it Whether the child you want to teach is two or twelve fast paced or steady an absolute beginner or someone who s begun but could use a little help this empathetic book shows you how to adapt the simple fun activities to your child s individual needs You ll see how to make activities age appropriate how to add more challenge or support and how to make gender allowances if that s relevant Plus you ll discover how to Lay the foundation for good reading skills Tell the difference between a reading delay and a reading problem Help

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Australian national bibliography ,1961 Advanced Microsoft Word 2003 Joanne Marschke Arford, Judy Dwyer Burnside,2005 Instruction and practice in advanced Word features as well as important desktop publishing terms and concepts Applications designed to develop skills in critical thinking decision making and creativity to reinforce collaborative learning as students plan design and evaluate business documents Instruction and practice in creating Web pages and PowerPoint presentations Guided step by step exercises leading to independent challenges Publisher Renegade Kids, Suburban Outlaws Wayne S. Wooden, Randy Blazak, 2001 Topics covered include exploring boundary between deviance and criminality in the lives of young people who are deeply involved in the youth culture show how youth culture is not a set of categories so much as it is a dynamic and creative response to the confusions of growing up in modern society Language Arts and Literacy in the Middle Grades Margaret J. Finders, Susan Hynds, 2007 From two prominent scholars in the field of

literacy comes a middle school teacher preparation text that offers important innovations not usually found in traditional secondary methods texts The book is rife with concrete examples of teaching literacy and language arts in middle school contexts but is relevant to preservice and practicing teachers at middle and high school levels This edition includes a stronger focus on culturally relevant pedagogy and the needs of English Language Learners as well as a Standards in Practice feature which helps teachers incorporate state and national standards in teaching and planning The book is based on a teacher as inquirer model A fieldwork component provides tools for classroom inquiry and reflection in each chapter The book is timely and relevant with classroom cases written by experienced and new middle school language arts teachers

Children's Software & New Media Revue ,2004 Learning Computer Literacy Paul Wray,2001 PC Magazine ,2000

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