

# 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

**Lawrence G. Green**



## Microsoft Word Sample Exercises:

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Barber,2001-06 For any course teaching application software using Microsoft Office 2002 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences The Exploring MS Office XP series gives the when and why of performing tasks in Office XP it provides new integrated real world practice exercises it s customizable in the RightPHit Program certified to the core and provides expert levels of Microsoft Office XP *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 **Statistics Catalog 2005** Neil Thomson,2004-09 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 **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

**Microcomputers in Education** ,1986 **Managing Partner 101** Lawrence G. Green,2001 This book provides complete and systematic guidance on how to become a successful managing partner in a law firm

## **Microsoft Word Sample Exercises** Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Word Sample Exercises**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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