

# Microsoft® Word: Practice 1

## Create a Business Letter

Type the company name and address:

Open a blank Microsoft Word document. Type the following information:

Mars 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 Mars 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 Mars 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 Practice

**Maria Reid**

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## **Table of Contents Microsoft Word Practice**

1. Understanding the eBook Microsoft Word Practice
  - The Rise of Digital Reading Microsoft Word Practice
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word Practice
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Word Practice
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word Practice
  - Personalized Recommendations
  - Microsoft Word Practice User Reviews and Ratings
  - Microsoft Word Practice and Bestseller Lists
5. Accessing Microsoft Word Practice Free and Paid eBooks
  - Microsoft Word Practice Public Domain eBooks
  - Microsoft Word Practice eBook Subscription Services
  - Microsoft Word Practice Budget-Friendly Options
6. Navigating Microsoft Word Practice eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Word Practice Compatibility with Devices
- Microsoft Word Practice Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Word Practice
- Highlighting and Note-Taking Microsoft Word Practice
- Interactive Elements Microsoft Word Practice

8. Staying Engaged with Microsoft Word Practice

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Word Practice

9. Balancing eBooks and Physical Books Microsoft Word Practice

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Word Practice

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Word Practice

- Setting Reading Goals Microsoft Word Practice
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Word Practice

- Fact-Checking eBook Content of Microsoft Word Practice
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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