

# 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

**Joan Lambert**

## **Microsoft Word Practice:**

*Microsoft Word* Stephen C. Solosky,2002      **Computers Ahead Cbse Class IX** Rajiv Mathur,2004 Computersahead Is A Series Of 8 Books Recommended For Use By Students In Classes 3 To 10 It Offers A Learning Based Hands On Approach To The Subject Here Are Some Salient Features Of The Books Meant For Classes Ix And X More In Depth Treatment As Compared To Other Books While The Books Are Based On The Cbse Syllabus The Author Has Not Hesitated To Go A Little Beyond Wherever Necessary To Achieve Completeness For Example A Chapter On Queries Reports And Forms Chapter 5 Class X Has Been Added In The Database Section To Enable Students To Retrieve Meaningful Information From A Database The Books Focus On Practical Applications And Skills Rather Than On Theoretical Knowledge That Is They Have A Beyond The Classroom Approach Lab Work Offers Interesting Exercises For Practical Learning As Well As Understanding And Reinforces The Concepts It Also Provides An Overview On Tackling Day To Day Work And Business Situations The Special Chapter On It Applications Gives The Learner A Taste Of Real Life Practical Learning The Projects Are Dealt With In Greater Detail Than In Other Books The Material Is Presented In A Step By Step Self Learning Tutorial Format With Real Screen Captures To Ease The Learning Process The Real Life Screen Captures Enables The Students To Go Through The Book Even When Offline There Are A Sufficient Number Of Exercises Based On The Cbse Pattern To Reinforce Concepts And Give Examination Orientation Sample Question Papers At The End Of The Class X Book Can Be Used For Self Assessment Before The Exams The Important Points Are Summarized At The End Of Each Chapter Practical Applications Are Explained And Illustrated With The Help Of Figures Diagrams Tables And Schematic Representation Which Are Student Friendly As Well As Interesting They Aid In Faster And Easier Grasping Of The Concepts

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*Microsoft Word* Eunice Cluck,L. Joyce Arntson,1991 Using step by step directions this practical text workbook leads students from simple concepts to complex functions Some exercise documents used in one lesson continue in the next Both paper and pencil and computer exercises found on template diskettes are included in each chapter **Microsoft Word 2000**

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