

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 Practice

Ciprian Rusen



Microsoft Word Practice:

Microsoft Word Stephen C. Solosky, 2002 **Computers Ahead Cbse Class Ix** Rajiv Mathur, 2004 Computers ahead 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 Its 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 Enable 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 **IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide** Ciprian Rusen, 2015-04-22 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence Get Started with Microsoft Word 97! Cti, 1997-01-27 **Office Word 2003** Robert T. Grauer, Maryann Barber, 2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab

component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems *Practice Files for Microsoft Word for Windows Step by Step. Version 6.0* Catapult, Inc,1994

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 Maria Reid,1999 *Get Started with Microsoft Office 97!* Cti,1997-03 *Getting Started with Office XP* Robert T. Grauer,Maryann Barber,2001-06 Exploring Microsoft registered PowerPoint registered 2002 this title presents hands on exercises in each chapter with step by step in chapter reviews of the topics covered New integrated exercises provide practice using multiple applications together With in text boxes get tips on pitfalls and shortcuts to make using Office XP easier It includes an on line resource to explore Microsoft registered Office XP Use the interactive study guide the student data files and the on line exercises **The Basic Guide to Word Processing** Siobhan Hawkins,Mairead Wynne,2012-05-11 The essential basic guide on how to use Microsoft Word 2007 and Microsoft Word 2010 Presented in three distinct sections Unit 1 deals with both Microsoft Word 2007 and 2010 Unit 2 contains key pointers for text production Unit 3 deals with Microsoft Word 2003 Screen shots clearly indicate which button to press and what each screen should look like Layout helps familiarise students with menus and toolbars as well as tasks such as inserting modifying and deleting text Advanced features such as formatting text working with tabs and indents and adding a table to the document are also included Practical questions are included throughout the text Facilitates easy progression for the student from Microsoft Word 2003 to Microsoft Word 2007 and 2010 Unit 2 on text production includes Accepted rules for spacing before and after punctuation Use of correct abbreviations for measurements weights money and time Application of block indented and hanging paragraphs to text Use of main headings sub headings side shoulder and paragraph headings in text Standard correction signs for amending text ange and selection of paper sizes Accessible logical and extremely readable this book has been student tested and approved Presented in four distinct units Unit 1 Microsoft Word 2010 Unit 2 Microsoft Word 2007 Unit 3 Top Tips for Text Production Unit 4 Exercises Screen shots clearly show how to use Microsoft Word 2007 and Microsoft Word 2010 Takes a step by step approach to learning the Microsoft Word package Deals with areas such as formatting text tabs tables layout and mail merge Top Tips for Text Production deals with spacing punctuation paragraphing headings and correction signs It is a practical beginners guide for Microsoft Word 2007 Includes a comprehensive exercise section for practice learning Accessible logical and extremely readable this book has been student tested and approved WRITTEN FOR FETAC Level 5 Word Processing FETAC Level 5 Text Production VTOS courses **Microsoft Office 2000** Sarah E. Hutchinson,Sarah Hutchinson Clifford,Glen J. Coulthard,2000 The Advantage Series presents the Why What and How of

computer application skills to today's students Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills Exploring Office XP Robert T. Grauer, Maryann Barber, 2003 For Introductory Computer courses in Microsoft Office XP or courses in Computer Concepts with a lab component for Microsoft Office XP applications Master the How and Why of Office XP Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **MOS Study Guide for Microsoft Word Exam MO-100** Joan Lambert, 2020-05-21 Advance your proficiency with Word And earn the credential that proves it Demonstrate your expertise with Microsoft Word Designed to help you practice and prepare for Microsoft Office Specialist Word Associate Word and Word 2019 certification this official Study Guide delivers In depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands on tasks to practice what you've learned Ready made practice files Sharpen the skills measured by these objectives Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements EXAM MO 100 About the MOS Associate Certification A Microsoft Office Specialist MOS Associate certification validates your hands on competency in the correct application of the principal features of an Office product It demonstrates that you can apply these features to complete associate level tasks independently and are ready to enter the job market See full details at microsoft.com/learn Practice Files Available at MicrosoftPressStore.com MOSWord100 Downloads *The Secret Guide to Computers* Russ Walter, 1994 **U-M Computing News**, 1987 *A Practical Approach to Microsoft Windows 95* Marly Bergerud, 1997 **Microsoft Word for MS-DOS** Microsoft Corporation, 1993 The official Microsoft Courseware and the first book available on this latest release of Microsoft Word for MS DOS The book disk tutorial contains easy to complete lessons that focus on features that Microsoft Word users need to know for day to day word processing **How to Use Microsoft Office 97** Sherry Kinkoph, Kathy Ivens, 1998 How to Use presents you with a straightforward visual approach to learning The steps and graphics guide you through the tasks you'll need to perform in Office 97 **MS Word 2000 Student Manual** Scot Ober, 2000

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