

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

1. CREATE THE FOLLOWING FORM IN MS WORD

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SEX: _____	TITLE: _____									
MARITAL STATUS: _____	PREVIOUS SURNAME (IF ANY): _____									
NATIONAL I.D.: _____	RACE: _____									
NATIONALITY: _____	CITIZENSHIP: _____									
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">ARE YOU PHYSICALLY DISABLED?</td> <td style="width: 10%;">YES</td> <td style="width: 10%;">NO</td> <td style="width: 50%;">IF YES TYPE AND/OR ATTACH PROOF</td> </tr> <tr> <td>ARE YOU A WAR VETERAN?</td> <td></td> <td></td> <td></td> </tr> </table>			ARE YOU PHYSICALLY DISABLED?	YES	NO	IF YES TYPE AND/OR ATTACH PROOF	ARE YOU A WAR VETERAN?			
ARE YOU PHYSICALLY DISABLED?	YES	NO	IF YES TYPE AND/OR ATTACH PROOF							
ARE YOU A WAR VETERAN?										
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_____	RELATIONSHIP: _____									
_____	NEXT OF KIN ADDRESS: _____									
CELL/TEL: _____	_____									
Email Address: _____	CELL/TEL: _____									
3. PROGRAMME CHOICES (PLEASE INDICATE PROGRAMME AND AREA OF SPECIALISATION IF ANY. Ref. form is page 4 for programmes)										
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SECOND CHOICE PROGRAMME: _____										
THIRD CHOICE PROGRAMME: _____										
TICK APPROPRIATE:										
ENTRY TYPE: NORMAL	<input type="checkbox"/> EXTURE	<input type="checkbox"/> SPECIAL								
INTAKE TYPE: FULL TIME	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> BLOCK RELEASE								
SPONSORSHIP: GOVERNMENT	<input type="checkbox"/> SELF	<input type="checkbox"/> OTHER								
VISITING SCHOOL <input type="checkbox"/>										
FOR OFFICE USE ONLY										
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Table of Contents Microsoft Publisher Practical Exam Questions

1. Understanding the eBook Microsoft Publisher Practical Exam Questions
 - The Rise of Digital Reading Microsoft Publisher Practical Exam Questions
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Publisher Practical Exam Questions
 - 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 Publisher Practical Exam Questions
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Publisher Practical Exam Questions
 - Personalized Recommendations
 - Microsoft Publisher Practical Exam Questions User Reviews and Ratings

- Microsoft Publisher Practical Exam Questions and Bestseller Lists
- 5. Accessing Microsoft Publisher Practical Exam Questions Free and Paid eBooks
 - Microsoft Publisher Practical Exam Questions Public Domain eBooks
 - Microsoft Publisher Practical Exam Questions eBook Subscription Services
 - Microsoft Publisher Practical Exam Questions Budget-Friendly Options
- 6. Navigating Microsoft Publisher Practical Exam Questions eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Publisher Practical Exam Questions Compatibility with Devices
 - Microsoft Publisher Practical Exam Questions Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Publisher Practical Exam Questions
 - Highlighting and Note-Taking Microsoft Publisher Practical Exam Questions
 - Interactive Elements Microsoft Publisher Practical Exam Questions
- 8. Staying Engaged with Microsoft Publisher Practical Exam Questions
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Publisher Practical Exam Questions
- 9. Balancing eBooks and Physical Books Microsoft Publisher Practical Exam Questions
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Publisher Practical Exam Questions
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Publisher Practical Exam Questions
 - Setting Reading Goals Microsoft Publisher Practical Exam Questions
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Publisher Practical Exam Questions
 - Fact-Checking eBook Content of Microsoft Publisher Practical Exam Questions
 - 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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