



MICROSOFT WORD - PRACTICAL EXERCISE

EXERCISE 1:

- 1) Load Microsoft Word.
- 2) Type the following text :

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form—neglected youngest child is tested, found worthy, rewarded with mate—dates back to the Old Stone Age.

Cinderella

Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winning poem.

Other fairytales include :

- Little Red Riding Hood
- Three Little Pigs
- Beauty and the Beast

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M Mosston



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Microsoft Word 2019 Simon IT,2019 Your guide to practice and learn to excel in Word 2019 About This Video Learn to get started with Word 2019 A practical tutorial designed for beginners In Detail Microsoft Word remains one of the most popular business tools and rightly so Businesses around the world continue to rely on Word as their go to for word processing Yet Microsoft Word training often takes a back seat The big secret about Microsoft Word is that using it the right way can save you hours of time and help you produce more impactful documents and reports It s likely your currently using less than 20% of the functionality that Microsoft Word currently offers Unlocking that 80% could have a huge impact on your productivity and career In this in depth Word 2019 course from Simon Sez IT we not only teach you the most business relevant features of Microsoft Word you then get to put into practice what you learn through exercises at the end of each chapter *Exploring Microsoft Word 2002* Robert T. Grauer,Maryann 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 *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 Mastery - Volume 3 of 3* Grant Gamble,2024-02-13 From Beginner to Expert The Final Chapter in Microsoft Word Mastery Welcome to the climax of the Microsoft Word Mastery Series a thrilling expedition into the heart of Word s most sophisticated capabilities Whether you ve been with us from the series inception or you re an adept Word user eager to elevate your expertise Microsoft Word Mastery Volume 3 of 3 Advanced is your passport to the most elite strata of Word acumen This isn t just another Word guide This volume invites you to unravel Word s deepest mysteries from seamless Office integration and robust automation to the strategic employment of third party extensions And what sets this series apart Our hands on exercises With each expertly crafted chapter you ll be greeted with practical exercises letting you immediately apply and solidify your newfound knowledge Engage with Expert Content Venture into topics with profound depth ensuring not just familiarity but unrivaled mastery Real World Application With our hands on exercises transition from theory to practice effortlessly making the learned skills truly yours More Than Mere Features Grasp the ethos and intent behind Word s design evolving from a mere user to a true Word aficionado Tailored for professionals academics writers and tech enthusiasts this book promises not only to inform but to transform Dive into a realm where Word s capabilities become your second nature Embrace the challenge immerse in the exercises and emerge as the Word maestro

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