

Microsoft Word Exercise

The object of this exercise is to familiarize you with some of the important commands associated with using Microsoft Word to produce academic papers.

This exercise will cover how to center a line of text, how to insert today's date, and the difference between "soft" and "hard" returns. You'll practice using bold, italic, and underline features. You'll change the line spacing from single to double spaced. You'll change the margins and add page numbers, headers and footers, and footnotes and endnotes.



If you'd like some extra help while doing this exercise (or using Word at any time), select Help from the menu bar and click Microsoft Office Word Help from the pull down menu. A column of advice will appear on the right-hand side of the screen. You can also access help hints from pressing the **F1** key.

Keep this handout as a reference page. It is also posted on my website, www.stratford.org/harris. The bolded number is what you will be doing and the bullets underneath are the steps that are needed to do the command.

1. Select the Comic Sans MS font

- Select Format from the menu bar.
- Click Font from the pull down menu.
- Select the Comic Sans MS font face.
- Select an 11 point font size.
- Click the OK button

2. Center the top line.

- Select Format from the menu bar.
- Click Paragraph from the pull down menu.
- Select the Indents and Spacing tab.
- Select Center from the Alignment option
- Click OK
- Type: Microsoft Word Training Session
- Press the Enter key.

3. Center today's date

- Select Format from the menu bar.
- Click Paragraph from the pull down menu.
- Select the Indents and Spacing tab.
- Select Center from the Alignment option
- Click OK
- Select Insert from the menu bar.
- Click Date and Time from the pull down menu.
- Select a Date/Time format of your choice.
- Click OK

Exercise Files For Word Office 2013

Katherine Murray



Exercise Files For Word Office 2013:

Word 2013 eLearning Kit For Dummies Lois Lowe, 2014-04-03 A step by step learning package to get you up and running with Word 2013 If you are eager to get started using the new Microsoft Word 2013 this self paced eLearning Kit is an ideal starting point Featuring a full color printed book and an online interactive eLearning course this multimedia kit takes you through the basics of the Word interface and explains how to navigate it how to get comfortable with the terminology and how to use its many features Follow the material sequentially or jump in and out as you wish it's set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners master Word 2013 the most popular word processing application Teaches you how to create and format a Word document while guiding you through the entire process so that you get a solid understanding of the importance and potential of every step Includes an easy to follow full color book and an online interactive Dummies eLearning Course that corresponds with the book available via access code Allows you to follow material sequentially or choose separate sections at your own time and pace Packed with screenshots examples pictures and step by step instructions Word 2013 eLearning Kit For Dummies helps you get the most of what Word 2013 has to offer Office 2013 Digital Classroom Walter Holland, AGI Creative Team, 2013-08-05 Introduces Office 2013 discussing the capabilities and new features of its programs including Excel Outlook Word PowerPoint Access OneNote and Publisher *A First Course In Computers (Based On Wi)* Sanjay Saxena, If you are one of those who love technology not for technology's sake but for what it can do for you and if you want to be able to say that you Know Computers instead of No Computers this is the book for you A First Course in Computers is a computer manual quick guide helpdesk and your computer teacher all rolled in one Just keep the book in front of you look at the sample exercises given at the beginning of each section and start following the step by step visual instructions to complete the exercise Learn easily and effectively learn by doing **Computer Applications For Class 9** S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications **Microsoft Office Professional 2013 Plain & Simple** Katherine Murray, 2013-02-15 Learn the simplest ways to get things done with Microsoft Office 2013 Get the full color visual guide that makes learning Microsoft Office 2013 plain and simple Follow the book's easy steps and screenshots and clear concise language to learn the simplest ways to get things done with Microsoft Word Excel Outlook PowerPoint Access Publisher and OneNote Here's WHAT you'll learn Navigate with mouse keyboard or touch Create documents reports databases and presentations Share your desktop worksheets and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here's HOW you'll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS Exercises to apply what you learn right away GEO - Informatics Assistant (Practical) Mr. Rohit

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