Introduction to Microsoft Office & Information Technology Systems (Microsoft Word 2013) Class Exercises

Please provide → Student ID 59110069 / Gam (Assignment-01) Class afternoon on Thursday

The following is a range of exercises that offer you some practice in using Word functionality. ONLY do the parts of the exercises that are in <u>BOLD</u>.

Notes for exercises:

- In the exercises >>> S-click → Single click the Mouse Button; D-click → Double click the Mouse Button;
- It may be necessary to open (1) a blank document, or, (2) an already existing document for you to practise on.
 For this, I attach a document that contains several short-story texts, which you will be able to edit. For traceability, I have added line numbers, so, every line in every story has a number as reference.
- I have also included some links that provided other texts that you might find interesting, generally for English.

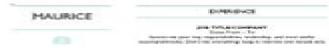
Under FILE-tab: (The first exercise is an example for the presentation the rest of the exercises for this tab.

Exercise-01. Creating a document - EXAMPLE

- by going to File → New → Select a template by D-click on one the 'Create Cover Letter.....' template.
- (iii) Blank doc D-click;
- (iii) Blank doc Press ENTER / Esc.

Objective: Go to File-tab, and select a file. By D-clicking on it, the file will be seen to open.

View after operation: (Snip a section of the document opened → Example Result):



Exercise 02. Open an existing document – EXAMPLE

- (ii) Recent.
- (III) P.C.
- (iii) Browse
- (iv) Cloud,
- (v) Add a place

Objective: Find the document file to open using Browse, open display it:



View after operation:



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Microsoft Word 2013 Step By Step Joan Lambert, Joyce Cox, 2013-01-15 Experience learning made easy and guickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features MOS 2013 Study Guide for Microsoft Word Joan Lambert, 2013-07-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Microsoft Word 2013 Watsonia Publishing Staff, 2014-09-16 Office 2013 eLearning Kit For Dummies Faithe Wempen, 2014-01-30 Unlock your new Office with this one of a kind learning package Whether you re meeting Office 2013 for the first time or upgrading your knowledge from an earlier version this value packed eLearning kit makes it easy to learn 2013 at your own pace This complete learning package includes a full color printed book and an access code for one year of online self paced training You ll learn the basics of the Office interface how to navigate it and how to use the features common to all Office programs Then you ll get detailed instructions for working with Word Excel PowerPoint and Outlook 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 get going with Office 2013 and its new features Walk you through creating and formatting a Word document setting up and working with an Excel spreadsheet managing e mail and calendars with Outlook building a powerful PowerPoint presentation with graphics and sound and more Includes an easy to follow full color book and an interactive Dummies eLearning Course that corresponds with book and is unlocked via online access code Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2013 eLearning Kit For Dummies is the key to unlocking all Office 2013 has to offer Interchange Level 3 Teacher's Edition with Assessment Audio CD/CD-ROM Jack C. Richards, 2012-11-12 Interchange Fourth Edition is a fully revised edition of Interchange the world's most successful series for adult and young adult learners of North American English The course has been revised to reflect the most recent approaches to language teaching and learning It remains the innovative series teachers and students have grown to love while incorporating suggestions from teachers and students all over the world This edition offers updated content in every unit grammar practice and opportunities to develop speaking and listening skills Interchange Fourth Edition features contemporary topics and a strong focus on both accuracy and fluency Its successful

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Advantage Education Inc which offers live test prep classes at high schools and colleges throughout Michigan Wisconsin Ohio and Colorado as well as distance learning programs over the Internet Microsoft Word 2013 Watsonia Publishing High School Exercises in Grammar Maude Morrison Frank, 1915 Staff, 2014-08-21 Physical Activity 'Enrichment': A Joint Focus on Motor Competence, Hot and Cool Executive Functions Caterina Pesce, David F. Stodden, Kimberley D. **Exercise-Cognition Interaction** Terry McMorris, 2015-11-06 Exercise Cognition Interaction Lakes, 2021-04-29 Neuroscience Perspectives is the only book on the market that examines the neuroscientific correlation between exercise and cognitive functioning The upsurge in research in recent years has confirmed that cognitive psychology theory cannot account for the effects of exercise on cognition and both acute and chronic exercise effect neurochemical and psychophysiological changes in the brain that in turn affect cognitive functioning This book provides an overview of the research into these effects from theoretical research through current studies that emphasize neuroscientific theories and rationales It addition users will find a thorough examination of the effects of exercise interventions on cognitive functioning in special populations including the elderly children and those suffering from a variety of diseases including schizophrenia diabetes and an array of neurological disorders With contributions from leading researchers in the field this book will be the go to resource for neuroscientists psychologists medical professionals and other researchers who need an understanding of the role exercise plays in cognitive functioning Provides a comprehensive account of how exercise affects brain functioning which in turn affects cognition Covers both theory and empirical research Presents a thorough examination of the effects of exercise interventions on cognitive functioning in special populations including the elderly children and those suffering from a variety of diseases Examines neurochemical psychophysiological and genetic factors Covers acute and chronic exercise

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