

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>.

Word Document Practice Test

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Advanced Applications with Microsoft Word Susie H. VanHuss,Connie M. Forde,Donna L. Woo,Linda Hefferin,Susie VanHuss,2005-08-03 This text takes document processing out of the classroom and into the workplace A simulated company UBI serves as the overall structure for this one of kind text Realistic workplace challenges integrate business vocabulary critical thinking strategies and Web research skills into the instruction of document processing making it an ideal resource for a third semester document processing course Related learning and success tips for working effectively are included to improve workplace efficiency and professional development The project based applications provide comprehensive coverage of Microsoft Word competencies but assume the user already knows the basic functions of the Office Suite Microsoft Word skills are heightened by integrating the full range of word processing features into key workplace skills

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Table of Contents Word Document Practice Test

1. Understanding the eBook Word Document Practice Test
 - The Rise of Digital Reading Word Document Practice Test
 - Advantages of eBooks Over Traditional Books
2. Identifying Word Document Practice Test
 - 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 Word Document Practice Test
 - User-Friendly Interface
4. Exploring eBook Recommendations from Word Document Practice Test
 - Personalized Recommendations
 - Word Document Practice Test User Reviews and Ratings
 - Word Document Practice Test and Bestseller Lists
5. Accessing Word Document Practice Test Free and Paid eBooks

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