

**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 **BOLD**.

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

- (i) by going to File = New = Select a template by D-click on one the 'Create Cover Letter.....' template.
- (ii) 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.

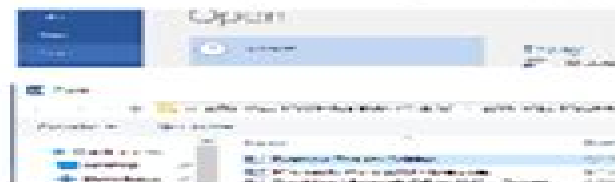
View after operation: (Snip a section of the document opened in Example Result):



Exercise-02. Open an existing document - EXAMPLE

- (i) Recent,
- (ii) PC,
- (iii) **Browse**
- (iv) Cloud,
- (v) Add a place

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



View after operation:

Practice Exercises For Microsoft Word 2013

**Pedro Forte, Daniel Leite
Portella, Diogo Monteiro, José Eduardo
Teixeira**



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with colleagues and present workbooks online **Computer Applications For Class 9** S. Tiwari & D. Bhargava & D. Rathore, A book on Computer Applications **GEO - Informatics Assistant (Practical)** Mr. Rohit Manglik, 2024-05-18

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Towards a Psychophysiological Approach in Physical Activity, Exercise, and Sports Pedro Forte,Daniel Leite Portella,Diogo Monteiro,José Eduardo Teixeira,2023-10-30 In recent years there has been an increase in interest in mental health disorders as a result of mediatic coverage of Olympic athletes mental health struggles and also due to the COVID 19 pandemic lockdowns These phenomena helped to further exacerbate a problem already extensively present in sport and society Therefore applying a psychophysiological approach to physical activity exercise and sports research has become very popular Indeed mental fatigue and mental disorders are not only psychological in origin but also require an explanation from a psychophysiological perspective due to the effective interconnection between the psychological and physiological dimensions Psychological variables can also influence performance and the psychophysiological system has a strong effect on the control of physical capacities Moreover pacing behaviour decision making self regulation and effort perception can also explain the role of the brain in physical activity and exercise management Thus the aim of this Research Topic is to share the impact of a psychophysiological approach in physical activity exercise and sports 15 Practice Sets for IBPS RRB Officer Scale 1 Mains Exam with 2 Online Tests Disha Experts,2020-07-04 **Mastering Microsoft Office** Helen Holding,Clare Martin,2017-03-04 This new edition of Mastering Microsoft Office provides a concise practical guide to the essential features of Microsoft Office With updated coverage of Office 2000 this book offers guidance on the most useful aspects of Word Excel PowerPoint and Access It also includes a new chapter on Outlook Step by step instructions take the reader through a series of connected tasks which are illustrated with screenshots to aid understanding Exercises multiple choice questions and worksheets help to consolidate knowledge making this book ideal for use on courses and for self study in the home or office JKSSB Accounts Assistant (Finance Department) Exam Guide 2021 Arihant Experts,2021-02-21

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