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 ⇨ 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: