

18 Best Basic Microsoft Word practice exercises for beginners

1. Create and Design Admission/Enquiry Forms etc.

To create this kind of form, you need to use shapes, text boxes, colors, formatting options, tables, and horizontal lines in MS word. This is a very good exercise to practice because it will give you the idea of how to use such options practically on various official documents that we use in our daily official life.

See a sample in the image below.

The image displays two sample forms created in Microsoft Word. The first form on the left is an 'Admission Enquiry Form' for 'ABC College'. It features a header with the college name, followed by sections for 'Personal Details' (Name, Address, Phone, Email), 'Academic Details' (Grade, Subjects, Marks), and 'Enquiry Details' (Purpose, Date, Signature). The second form on the right is a 'STATEMENT OF CHARGES' for 'CP 27'. It includes fields for 'Designated member of' and 'Date', followed by a table with columns for 'Particulars', 'Amount', and 'Total'. The table lists various charges such as 'Registration fee', 'Library fee', 'Transportation fee', 'Boarding fee', 'Scholarship fee', 'Examination fee', 'Medical fee', 'Insurance fee', 'Miscellaneous fee', and 'Total'. The forms are designed with clear sections, text boxes, and tables to illustrate the use of these features in Microsoft Word.

2. Create bills/leaflets/brochures. See the sample below.

Everyone contains various designs of bills such as your refrigerator shopping bill, computer bill, electricity bills, and various other kinds of bills. So you can practice in Microsoft Word to create that type of bill format. It's good for the practice in which you will learn the Insert menu option, text adjustment between the table, page-size, text boxes.

Basic Microsoft Word Exercises

Angela Bessant



Basic Microsoft Word Exercises:

Microsoft Word 2019 Training Manual Classroom in a Book TeachUcomp ,2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered

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Keyboarding : Microsoft Word 2000 : Keyboarding and Formatting, Lessons 1-60 Susie H. VanHuss,2000

Learning Microsoft Word 2003 Gregory Lawrence Bowden,2006-05 **Introduction to Computers for Healthcare Professionals** Irene Joos,Debra Wolf,Ramona Nelson,2019-12-18 Introduction to Computers for Health Care Professionals Seventh Edition is a contemporary computer literacy text geared toward nurses and other healthcare students **College**

Keyboarding : Microsoft Word 6.0 Susie H. VanHuss,1997 *The Accidental Technology Trainer* Stephanie K. Gerding,2007 Here is a useful and reassuring guide for library staff who find themselves newly responsible for technology training whether in computer labs classrooms or one to one with library users Author Stephanie Gerding addresses the most common concerns of new trainers recommends proven tools and techniques and shares helpful advice from many of her fellow library tech trainers The book is designed to help staff get up to speed quickly showing them how to integrate expert tips and tricks and leverage their natural skills to ensure excellent results in any library technology training situation

IC3: Internet and Computing Core Certification Global Standard 4 Study Guide Ciprian Adrian Rusen,2015-04-23 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there s still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification consists of three separate exams Computing Fundamentals Key Applications and Living Online Candidates are given fifty minutes to answer forty five questions so rapid recall and deep understanding are critical to success IC3 Internet and Computing Core Certification Global Standard 4 Study Guide provides expert instruction on everything candidates need to know including hardware software networking and more Review operating system basics and common application features Understand troubleshooting and safe computing Learn basic word processing spreadsheet presentation and database activities Study networking concepts digital communication and research fluency The exam includes both multiple choice and performance based

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