

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' with a blue header and various text boxes and lines for data entry. The second form on the right is a 'STATEMENT OF CHARGES' form, labeled 'CP 27' in the top right corner. It includes fields for 'Designated member of' and 'Date', and 'Office of exchange of'. The main body of the form is a table with columns for 'Description', 'Unit', 'Rate', and 'Amount'. The table rows include 'Registration fee', 'Examination fee', 'Library fee', 'Photocopy fee', 'Presentation to Customs charge', 'Storage charge', 'Return charge', 'Reduction charge', 'Non-judicial fee', 'Fees for', 'Miscellaneous', and 'Expenses'. A 'Total' row is at the bottom of the table.

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

Nita Hewitt Rutkosky



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