

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.

A sample admission/enquiry form with a header section, a table for personal details, and a section for academic details.

Admission/Enquiry Form

NAME: _____ AGE: _____ SEX: _____

Roll Number	_____
Grade	_____
Section	_____

ACADEMIC DETAILS

NAME: _____

GRADE: _____

SECTION: _____

DATE: _____

A sample statement of charges form with a header section, a table for charges, and a section for remarks.

STATEMENT OF CHARGES CP 27

Designated number of _____ Date _____

Office of exchange of _____

Remarks:

Amount of loan	_____	_____
Interest	_____	_____
Service fee	_____	_____
Representation to Customs charge	_____	_____
Storage charge	_____	_____
Return charge	_____	_____
Reduction charge	_____	_____
Total paid to bank	_____	_____
Expenditure	_____	_____
Expenditure	_____	_____
Expenditure	_____	_____
Total	_____	_____

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

Iris Blanc



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The Top Books of the Year Basic Microsoft Word Exercises The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Let's delve into the realm of top-selling books, exploring the fascinating narratives that have charmed audiences this year.

The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed.

Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery.

Basic Microsoft Word Exercises : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting.

These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered.

The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. *The Secret History* is an exceptional and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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