

Exercises For Microsoft Word 2003

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Exercises For Microsoft Word 2003

Familiarize yourself with the Word 2003 window. Learn how to use the Save and Save As commands. Learn how to use the Backspace, Delete, Undo, and Repeat functions. Learn how to cut, copy, and paste text, as well as use the drag-and-drop feature. Learn how to use the AutoCorrect and Find and Replace features.

Free Word 2003 Tutorial at GCFGlobal

Word 2003 Exercises 1. Microsoft Word 2003
Exercises
 2. Ex1. Create a document as shown below. (It is a formatted document) save the document as mwxp1.doc
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Word 2003 Exercises - LinkedIn SlideShare

Microsoft These exercises cover all the important features that the student has learnt in the following sections: Word 2003 Getting Started MODULE 1 o Starting Word 2003 o Getting Familiar With The Word 2003 Screen o Getting Help o Creating A New Document o Saving And Opening Document o Closing A Document And Exiting Word Starting To Use Word 2003 o Exploring Text Options In Word 2003 o Inserting, Overtyping And Deleting Text o Selection Techniques o Moving And Copying Text o Using UNDO And ...

Word exercises (1) - LinkedIn SlideShare

View the manual for the Microsoft Word 2003 here, for free. This manual comes under the category Office Software and has been rated by 1 people with an average of a 6.2. This manual is available in the following languages: English.

User manual Microsoft Word 2003 (64 pages)

Word 2003. Getting started with Word. Exercises. Document No. IS-046 v3. Content. Task 1 - Task panes, menus and toolbars. Task 2 - Typing practice. Task 3 - Moving around a document. Task 4 - Basic editing.

Getting started with Word - Exercises

Microsoft Word Tutorials These exercises start from basics and are suitable for people with no previous word processing experience. Experienced users may be able to skim over the first few exercises but it is recommended that they be completed in order.

Steve's Microsoft Word Tutorials

Practice Projects for Microsoft Word. November 15, 2017 by . November 15, 2017. This series of projects gives students practice in replicating features in Word documents. Also see Practice Projects for Excel. Items from Practice Projects for Microsoft Word: A1 A2 File Organization Projects;

Practice Projects for Microsoft Word

When searching for Microsoft Word practice activities, I found a treasure trove of resources that other teachers have put together. This teacher's site has Microsoft Word activities, broken down into lessons. Each one has vocab words, some lecture notes, and an activity or project that students will complete. Some of them require additional ...

Microsoft Word Lesson Plans and Activities to Wow Your ...

The second attachment, Microsoft Word Practice Document, is the document that you will use to complete the assignment. Save this document on your computer, make the changes to it as suggested in your assignment, save it again when you are done and submit it through this window. Word 2013 Tutorial & Assignment.pdf. Microsoft Word Practice ...

Microsoft Word Assignment - Instructure

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Find training courses for Word. Great! Any other feedback? The more you tell us, the more we can help. How can we improve?

Word for Windows training - Word - support.microsoft.com

In Microsoft Word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You select the one you wish to use. Try the exercises to see how it works. Examples -- Numbering . Examples -- Bulleting . Exercise 1 . Type the following as shown. Apple Orange Grape

Microsoft Word Training 2003 - Baycon Group

microsoft word 2003 free download - Microsoft Word, Word 2003: XML Toolbox for Microsoft Office Word 2003, Microsoft Word, and many more programs

Free Microsoft Word 2003 - Free downloads and reviews ...

Modern workplace training. Learn how to get more work done, from anywhere on any device with Microsoft 365 and Windows 10. Discover how industry professionals leverage Microsoft 365 to communicate, collaborate, and improve productivity across the team and organization.

Microsoft 365 Training

You, yes you, if you're here that means either you're a student or an employee. If you're a student and preparing for a computer exam, then look no further than this quiz. But if you're an employee, then this might be a good practice to test your Microsoft word skills, you might get to learn something that you didn't before.

Trivia: Test Your Microsoft Word Knowledge! - ProProfs Quiz

Exercise 6 . When you begin typing the following paragraph, you might find that your paragraph is indented one inch on both sides. When you start a new paragraph in Microsoft Word, the setting from the previous paragraph carries over.

Microsoft Word 2003 - baycongroup.com

Open a blank Microsoft Word document. You can use Microsoft ClipArt, or Clips Online, to do the You can use Microsoft ClipArt, or Clips Online, to do the following practice exercises.

Beginning Microsoft Word: Practice 1

Features six projects, a Web Feature, a Collaboration Feature, and five appendices offer an in-depth presentation of Word 2003. Includes coverage of the new features of Microsoft Word, such as: Finding formatting, working with hidden text, sending documents for review via e-mail, setting reviewer s ink colors and balloon options, showing and hiding reviewers, using reading layout, using full ...

Microsoft Office Word 2003: Complete Concepts and ...

Microsoft Editor goes beyond checking spelling and grammar so you can write with confidence. Get intelligent suggestions in the Editor Overview pane in Word and let Editor assist you across documents, email, and on the web.

