

MS Word Exercise

Practical 1

Create a document with given format and save the file as “**your name-word**” to your folder.

- i. Choose the paper size: A4 for the document and page orientation: “Portrait”.
- ii. Margin Setting are 1” (left), 1” (right), 1” (top), 1” (bottom).

Practical 2

Type the following document with given format.

- i. Main Heading is " Monotype Corsiva" Font, Size 22pt, Bold and Underline style.
- ii. Change the font style to “Times New Roman”.
- iii. Increase the font size to “14”.
- iv. Change the color of “Multi-Tool Word”.
- v. Highlight the first sentence.

Microsoft Word

Microsoft word is a word processor developed by Microsoft. It was first released on October 25, 1983, under the name Multi -Tool Word for Xenix systems. Microsoft word is a popular word-processing program for creating documents such as letters, brochures, learning activities, tests, quizzes and students’ homework assignments. There are many simple but useful features available in Microsoft word to make it easier for study and work.

Practical 3

- i. Title is Arial Black font, 22 pt, Bold.
- ii. Underline the title of the story.
- iii. Increase the font size to 14.
- iv. Change the font style to (your choice!).
- v. Italicize the text.
- vi. Bold the author’s name.
- vii. Copy the paragraph and paste at the end of document.
- viii. Change the color of copied paragraph.

The Old Man and the Sea (1952)

He was an old man who fished alone in a skiff in the Gulf Stream and he had gone eighty-four days now without taking a fish.

Ernest Hemingway