

Exploring Microsoft Word

In this course, you will learn Microsoft Word processing skills. Upon successful completion, you will learn Microsoft Word's fundamental features and also learn to create professional documents.

Exercise 1 (Basics)

1. Download the zipped folder on the '**Exercise 1 - Files**' card. Unzip this file.
2. You should complete Exercise 1 by following the instructions in the file '**Exercise 1.docx**' to produce a file that looks like '**Exercise 1 - Antibiotics Solution.pdf**'
3. You should call your file "**Exercise 1 Antibiotics.docx**"

Exercise 2 (Smart Art)

1. Download the zipped folder on the '**Exercise 2 - Files**' card. Unzip this file.
2. You should complete Exercise 2 by following the instructions in the file '**Exercise 2.docx**' to produce a file that looks like '**Exercise 2- Smart Art.pdf**'
3. You should call your file "**Exercise 2- Smart Art.pdf**"

Exercise 3 (Formatted report)

1. Download the zipped folder on the '**Exercise 3 - Files**' card. Unzip this file.
2. You'll find a document titled "Completed Report" in the unzipped folder. Your task is to recreate this document using Microsoft Word, utilizing the provided unformatted text in the "unformatted report" file. Your goal is to format the text to closely match the original "Completed Report."

3. Call your version “Exercise 3 - paper.docx”

Uploading

Place the three files in a folder called “**week3**”, zip(compress) the folder and upload this zip file to the Moodle upload box in the Week 3 page.