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Ms word practical exercise questions

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View the file you created using the print preview option. Print this document in the print option. Create a new file with the new option. Select the part of the document in the -1 convenient and copy it to the new file created in paragraph 1. Use key combinations to copy and paste. "Microsoft Word is a word processing program developed by Microsoft". Search for the word "document" using the search option. Replace the word "Microsoft" with "MS". We create formatting to improve the layout and content of answers. If you are familiar with using word processing programs, you can make the following changes.

Otherwise, you will find detailed step-by-step instructions below. Exercise 1 You need to make the following changes: Form the product "Auditor and its component risk" in the header "Sales" 4 and reach the head. Move sales by reducing and placing the header through the second paragraph at the end of the document: "Risk of false information." B.Academia.edu uses cookies to personalize content, personalize ads and improve user experience. By using our website, you consent to our collection of information through cookies. More information can be found in our privacy policy. [xe2x80x98Microsoft Practice Exercises for Beginnersxe2x80x99](#) PDF quick download link is available at the bottom of this article. You can view PDF demo, PDF sizes, page numbers and directly download free PDF [xe2x80x98Microsoft Practice Exercises 2007, 2010, 2016xe2x80x99](#) from download button. Step by Step Word Processing Exercise Type the paragraph above as it uses [xe2x80x98Calibri fontxe2x80x98](#), font size 12.

[illegible]

Change the font to \xe2\x80\x9cLucida Calligraphy\xe2\x80\x9d and sizes to 14 Right-align the paragraph. Save this file as ms-word.doc in \xe2\x80\x9cmicrosoft documents\xe2\x80\x9d using the Save As option. Edit any part of the document and save it again using the save option.

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Practical Exercises Module 3

January Tests				
Surname	Name	English	German	Computer
Xuereb	Norbert	85	42	98
Spiteri	Richard	53	45	75
Borg	Clive	55	85	82
Caruana	Michelle	45	45	25

14) Insert a row between Spiteri and Borg and add the following data:

Briffa	Paola	42	25	48
--------	-------	----	----	----

15) Highlight the 2nd row and right-align the data.

16) Apply superscript to the word " Xuereb" and change it to capital letters.

17) Below the table insert a picture about Computers from clip art.

18) Using the help function, search using the word " Table" choose "Delete a cell, row, or column from a table". Copy the first point stating " Select the cells...delete" and paste it under the table.

19) Set the magnification to 75%

21) Set the top margin to 3 cm.

20) Save your work and close Microsoft word.

Close the file. Open this file again using the Open option on the Office button. Preview the created file using the print preview option.

Print this document using the print option. Create a new file with a new option. Select part of your PRACTICE -1 document and copy it into the new file created after step 1. Use keyboard shortcuts to copy and paste. Highlight \xe2\x80\x9cMicrosoft Word is a word processing program developed by Microsoft.\xe2\x80\x9d Search for the word \xe2\x80\x9cdocument\xe2\x80\x9d using the search option. Change the name \xe2\x80\x9cMicrosoft\xe2\x80\x9d to \xe2\x80\x9cMS\xe2\x80\x9d. Let's do formatting to improve the appearance and content of the answer.

If you're used to using word processing software, try making these changes.

Otherwise, detailed instructions are provided below. Task 1 The following changes must be made: Format \xe2\x80\x9cAuditor\xe2\x80\x9d risk section and its component \xe2\x80\x9cCheck judgment when the budget is fundamentally incorrect.

The audit risk is the function of two main components; Risk of material distortion and risk of identification. Identification is the risk that the auditor's procedures to reduce the risk to an acceptable low level do not reveal existing incorrectness and can be significant either separately or in combination with other inaccuracies. The risk of detection is influenced by the risk of selection and selection. The risk of significant errors has two components; internal risk and control risk. The internal risk is the sensitivity of the Class to the Class of Operating, Accounting or Information Balance to an error that can be significant both individually and before taking into account related tests. A control risk is the risk that an error that may occur in the claims concerning the class of operations, accounting or information balance that can be significant either separately or in combination with other errors, or that they will not prevent or reveal and repair. on the internal control of the unit.

PSC Exam Preparation 2012									
Practical Question Set-1									
PM: 30		Time : 30 Min.		PM: 15					
Question 10 (10 marks)									
1. Type following paragraph correctly				(3)					
What is Network.									
Network used to interconnect computers in a single room, rooms inside a building or buildings are normally called local area networks (LANs). LANs normally transmit data in digital form using media such as coaxial cable or multistranded cable. Local Area Networks are used only on one file of a hardware. The terminals and workstations are able to connect either one of the two host computers when required.									
The penguin has a file server and a printer. The server file is a special computer which is capable of auxiliary storage that can be used by any other computer on the network. The print server is a special printer which can receive data from other computers in the network and print it. It is possible to connect external communications server on the LAN with a device which has the communication possible between the equipment of the network and system elsewhere, e.g. modem.									
For example, in IT department of Nepal Electricity Authority, there are more than 30 Networks working at the same time. The authority gets all the information about whatever is being operated in any computer. All things like connected with the file server.									
2. Format type paragraph as following criteria				(6)					
<ul style="list-style-type: none"> • First left margin size and indent for heading and center align it. • Format paragraph spacing after 12pt for all paragraphs • Apply line spacing '1.5' times for third paragraph and justify it. • Insert footnote "Two or more than two computer connected with or without cable" for the underlined word of first paragraph • Insert cross reference for the underlined word of second paragraph with first paragraph footnote number(formatted) 									
3. Insert a clip art right side of second paragraph, set text wrapping square and insert a picture clip art at "1. Clip art picture" form reference.									
Excel Question 10 (10 Marks)									
Solve following problem in excel using given criteria									
Land Revenue Office, Surkhet									
S.N.	No.	Name of House	Amount	%	Net Pay				
1	1204	New Pathribari Stationary Sht	7500	Y	5425				
2	1205	Acacia Computer Sht	6000	Y	4200				
3	1300	Curating, General Store Sht	5000	Y	3645				
Total of Net Pay					13270				
Total of Net Tax					130				

Page 1 of 2

1 To format the header, you must first select the text you want to format. Place the cursor at the end of the intermediate station and click and drag to highlight the text on the left until it raises the entire header.

[illegible]

Any selected formatting is now used for all the selected text. Select the **a** name on the toolbar and select the header 4. While the text is still highlighted, select the option to focus for paragraph with toolbar 2, 2 to reorganize paragraphs, select all the text in the second part by clicking text. Select Taglia3 on the toolbar and the text will temporarily disappear. Now place the cursor under the last paragraph and click on where you want to insert the text. Select Prola4 "Ride the Title" after presenting the text to make the following changes. Modern style, header report, color scheme for cap style 1, 48 points, gothic copper bold part and center, main text up to 16 points, Rockwell font, signature line, center style 2 and 18 points 6. Create a score list. "Fat-Fat-Western." As a change in other qualities of the document, because the instructor is an instructor. Author by English author. Tasks for downloading words PDF PDF Exercise from the list of MS Word PDF List of practical questions and answers to Microsoft Word PDF PDF Download Academy. By using our site, you agree to collect information using cookies. For more information, see our privacy policy. Policy.