

## Microsoft Word: - Exercise 1 to 9

### Exercise 1: Table Formatting

1. On a new document, create a new table as below.

	Jan	Mar
John	1430	1240
Steve	1820	1530

2. Format the table as below.  
 Resize the table third columns to 1" width.  
 Align Jan and Mar to center.  
 Align Numbers to right.  
 Change John and Steve font format to **Bold**. Font: Times New Roman.
3. Change space between cells to 0.05"
4. Distribute Jan and Mar column width evenly.
5. Add a new row and a new column and enter the new data into the cells.

	Jan	Feb	Mar
John	1430	2410	1240
Steve	1820	940	1530
Total			

6. Delete Mar column and use formula to calculate the total.
7. Add Borders to the table and shade the Jan and Feb cell in light blue.
8. Insert a new row above the table and merge the row cells. Type in the table title as below.

Sales for Year 2003		
	Jan	Feb
John	1430	2410
Steve	1820	940
Total	3250	3350

Exercise 2: Generate following layout in word document

# Document Exercise Workbook For

**Flora E. Manchester**



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## **Table of Contents Document Exercise Workbook For**

1. Understanding the eBook Document Exercise Workbook For
  - The Rise of Digital Reading Document Exercise Workbook For
  - Advantages of eBooks Over Traditional Books
2. Identifying Document Exercise Workbook For
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Document Exercise Workbook For
  - User-Friendly Interface
4. Exploring eBook Recommendations from Document Exercise Workbook For
  - Personalized Recommendations
  - Document Exercise Workbook For User Reviews and Ratings
  - Document Exercise Workbook For and Bestseller Lists
5. Accessing Document Exercise Workbook For Free and Paid eBooks
  - Document Exercise Workbook For Public Domain eBooks
  - Document Exercise Workbook For eBook Subscription Services
  - Document Exercise Workbook For Budget-Friendly Options
6. Navigating Document Exercise Workbook For eBook Formats

- ePub, PDF, MOBI, and More
  - Document Exercise Workbook For Compatibility with Devices
  - Document Exercise Workbook For Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Document Exercise Workbook For
  - Highlighting and Note-Taking Document Exercise Workbook For
  - Interactive Elements Document Exercise Workbook For
8. Staying Engaged with Document Exercise Workbook For
- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Document Exercise Workbook For
9. Balancing eBooks and Physical Books Document Exercise Workbook For
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Document Exercise Workbook For
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Document Exercise Workbook For
- Setting Reading Goals Document Exercise Workbook For
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Document Exercise Workbook For
- Fact-Checking eBook Content of Document Exercise Workbook For
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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