**MS WORD**

**365**



WORD EXERCISE 1



Follow the instructions for each task below.

1. Type your first name and last name below this sentence.

**Full Name:**

Select your first name and last name and apply the following formatting tools:

* + From the home tab (Font Group) select and apply the following tools to your first name and last name.
		- Font Color: Red
		- **Bold** (Ctrl+B)
		- *Italic* (Ctrl+I)
		- Underline (Ctrl+U)

Good Job!!!!

1. In the next paragraphs we will be using some tools from the Home Tab such as the Font group, the Paragraph group, and the Styles group.



Font tools Paragraph tools Styles tools

LEARNING NEVER ENDS

My bio is related to my personal experience in life and below I will mention some aspects of my personal life. As a child, I grew up in a competitive academic environment and I had to fight to be one of the best. I went to a business high school, and I had to take four exams and pass them with good grades to be admitted to the school. The name of the school is "ENCO", which means national school of commerce. After that, I studied in 9 universities in different countries and studied accounting, business administration, and computers.

Success is achieved when we put a high value on personal integrity and when we represent the company in which we work with ethics and respect. The diligence of paying close attention to details and knowing how to follow instructions helps us to do the job efficiently, as professionals, we must focus not only on the value of your services but also on the quality of the learning process. Whatever a man sows, that he will also reap.

Learning is a process that never ends, the first step is to decide to begin and move on enjoying each achievement. We conclude by thinking that every minute invested in learning has an incalculable return since it has no monetary price, only the satisfaction of having used the time wisely and effectively.

1. Change the font type of the title "Learning never ends" to **Arial black**, change the font size to **18** and change the letters to **uppercase.**
2. Copy the third paragraph below this sentence, change the paragraph text to red color.



**Home Tab**

Paste (CTRL+V)

Cut (CTRL +X)

Copy (CTRL +C)

1. **COPY** and **Paste** the second paragraph found on page 3, Copy it twice and put it under this sentence.
2. Move one of the paragraphs found in Instruction number 6, use the **CUT and PASTE** tool to move the paragraph below this sentence.
3. Center the title "**LEARNING NEVER ENDS**" located on page 3.
4. Select the three paragraphs on page 3, From the Styles group select the option "Strong”.
5. **Save this document as "Word Exercise 1" and add your initials after the number 1.**