

# Exercises in MS Word

## 1. Page setup

- **Tab:** *Page Layout*
- **Group:** *Page Setup*
- **Commands:** *Margins, Orientation, Size*

## 2. Text formatting

- **Tab:** *Home*
- **Group:** *Font,*
- **Commands:** *all commands*

## 3. Cover Page

- **Tab:** *Insert*
- **Group:** *Pages*
- **Commands:** *Cover Page*

## 4. Styles

- **Tab:** *Home*
- **Group:** *Styles*
- **Commands:** *New style*

## 5. List and blocks

- **Tab:** *Home*
- **Group:** *Paragraph*
- **Commands:** *all commands*

## 6. Table of Content

- **Tab:** *References*
- **Group:** *Table of Contents*
- **Commands:** *Table of Contents*
- **Conditions:** *Style, Text Formatting*

## 7. Page and section breaks

- **Tab:** *Page Layout*
- **Group:** *Page Setup*
- **Commands:** *Breaks*

## 8. Header and Footer

- **Tab:** *Insert*
- **Group:** *Header and Footer*
- **Commands:** *Header, Footer*

## 9. Columns

- **Tab:** *Page Layout*
- **Group:** *Page Setup*
- **Commands:** *Columns*

## 10. Tables and pictures

- **Tab:** *Insert*
- **Group:** *Tables / Illustrations*
- **Commands:** *Table / Picture*

## 11. Footnote

- **Tab:** *References*
- **Group:** *Footnotes*
- **Commands:** *Insert Footnotes*

## 12. Bookmark

- **Tab:** *Insert*
- **Group:** *Links*
- **Commands:** *Bookmark*

## 13. Cross-reference

- **Tab:** *Insert*
- **Group:** *Links*
- **Commands:** *Cross-reference*

## 14. Captions

- **Tab:** *References*
- **Group:** *Captions*
- **Commands:** *Insert Caption*

## 15. Table of figures

- **Tab:** *References*
- **Group:** *Captions*
- **Commands:** *Insert Table of Figures*

## 16. Field

- **Tab:** *Insert*
- **Group:** *Text*
- **Commands:** *Quick Parts*
- **Subcommands:** *Document Property / Field*

## 17. Equation and Symbols

- **Tab:** *Insert*
- **Group:** *Symbols*
- **Commands:** *Equations / Symbol*

## 18. Track changes

- **Tab:** *Review*
- **Group:** *Tracking*
- **Commands:** *Track Changes*

## 19. Citations

- **Tab:** *References*
- **Group:** *Citations and Bibliography*
- **Commands:** *Insert Citation*

## 20. Bibliography

- **Tab:** *References*
- **Group:** *Citations and Bibliography*
- **Commands:** *Bibliography*

## 21. Tips and tricks

- Format Painter
- Find and Replace Text
- Show Hidden formatting symbols
- Line Spacing