

1. USE YOUR CHAIR



Sit on your chair with your legs crossed, sit up straight, hold in your tummy and then lift yourself up using the armrests. Hold for 10 – 20 seconds and repeat 5 times.

2. TRICEP DIP



Sit on the edge of your desk with your feet together and place your palms either side of you. Move your bum forward and then bend your arms to dip and raise yourself. This is great exercise for your arms.

3. WRISTS



If you spend a lot of time typing at your desk you may be at risk from carpal tunnel syndrome. To lower the risk simply carry out this move every day. Stand at your desk, place your palms on the desk with your fingers facing towards you. Keep your arms straight and lower your body until you feel the stretch. Hold for 15 seconds.

4. LOWER BODY STRETCH



Sit in your chair, feet flat on the floor. Extend one leg out in front of you, hold for 2 seconds. Raise it as high as you can and hold for 2 seconds. Repeat 15 times on each leg.

Guide To Ms Office With Exercises

Pasquale De Marco



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topics tested in the MOS Excel 2003 Expert exam The number of the corresponding lesson and exercise is given next to each topic in the list

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