

Word – What Can it Do?

- Type your name underneath using capital letters.
- Describe yourself in two sentences below.
- Write the alphabet underneath using lower case letters.
- Write the numbers 0 to 9 underneath.
- Complete the instructions:

Instructions
Put a full stop in the box.
Put a comma in the box.
Put a dollar sign in the box.
Put an exclamation mark in the box.
Put an addition sign in the box.
Put a subtraction sign in the box.

Boxes

- Make the changes to the sentences below:

Make this sentence bold.
Underline this sentence.
Delete this sentence.

Make this sentence italic.
Make this sentence red.

Word Processing Practice Exercises

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Word Processing and Typing Sharon Spencer,1997 A step by step guide for students with examples exercises and texts covering the Text Processing Typing Mailmerge and Word Processing modules at Stage II Word Processing Anna Ruthven,1986

Word Processing Practical Exercises Rhonda Driscoll,Elizabeth Every,1989 **Word Processing and**

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concepts commands and competencies to be gained in each software application program The Sports Club case study places real world business problems within the context of a health club business environment Students solve the business problems by using application software such as word processing spreadsheet and database software Journal of Studies in Technical Careers ,1983 **Microsoft Works 3.0 for Windows** Timothy J. O'Leary,Linda I. O'Leary,1994 This Lab Module one of many in the McGraw Hill Microcomputing System offers brief hands on introductory coverage of the Microsoft Works 3.0 for Windows software Microsoft Works is an integrated word processing spreadsheet and database software application all in one package *The Software Encyclopedia 2000* Bowker Editorial Staff,2000-05 **Microsoft Works;Version 2.0.IBM PC and Compatibles** Ron Pronk,1992 **Word Processing Skills and Applications Using Wang Systems** Agnes Fricano Cecala,1988 **Exploring Microsoft Office Word 2003** Robert T. Grauer,Maryann Barber,2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives

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