

Word – What Can it Do?

1. Type your name underneath using capital letters:
2. Describe yourself in two sentences here:
3. Write the alphabet underneath using lower case letters:
4. Write the numbers 0 to 9 underneath:
5. Complete the instructions:

Instructions	Boxes
Put a full stop in the box.	<input type="text"/>
Put a comma in the box.	<input type="text"/>
Put a dollar sign in the box.	<input type="text"/>
Put an exclamation mark in the box.	<input type="text"/>
Put an addition sign in the box.	<input type="text"/>
Put a subtraction sign in the box.	<input type="text"/>

6. 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

CIA Training Ltd

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the CIA Training Ltd text.

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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 Typing Exam Practice** Sharon Spencer,Barbara Edwards,1997 In line with the text processing modular awards offered by the RSA examinations board at Stage I this text provides practice exercises to prepare students for their exams Hints and tips are offered on how to approach exams and worked examples or exercises are given *Ecdl/Icdl Syllabus 4 Module 3 Word Processing Using Word 2000* Cia Training Ltd Staff,2003-04 Module 3 ECDL ICDL Syllabus 4 0 This manual helps you to create format and finish word processed documents You will learn how to use some of the more advanced features of word processing such as creating standard tables and importing pictures and images The manual comes with its own data files which allows you to practise the different word processing features Approved by the ECDL Foundation *Ecdl/Icdl Syllabus 4 Module 3 Word Processing Using Word XP* Cia Training Ltd Staff,2003-04 Module 3 ECDL ICDL Syllabus 4 0 This manual helps you to create format and finish word processed documents You will learn how to use some of the more advanced features of word processing such as creating standard tables and importing pictures and images The manual comes with its own data files which allows you to practise the different word processing features Approved by the ECDL Foundation

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Gregg College Keyboarding & Document Processing for Windows ,2001 *Australian National Bibliography* ,1978

Microsoft Works 3.0 for DOS Timothy J. O'Leary,Linda I. O'Leary,1994 This lab module offers brief hands on introductory coverage of the Microsoft Works 3 0 software Microsoft Works is an integrated word processing spreadsheet and database software application all in one package The objectives listed at the beginning of each lab module explain the

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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