# Microsoft Word Exercise



# Task 1

# In this exercise:

- Editing Text, Saving to a disk, Using undo and redo Command
- Question 1: Open Microsoft word and type =rand(4,2) the following and press enter
- Question 2: move the first paragraph into last
- Question 3: Copy the second paragraph into the first
- Question 4: Use undo command to go backward
- Question 5: Save the file under your local disk D: By the folder name (your
- name) and by the file name task1
- Question 6: Close the program and open again

# Task 2

# In this exercise:

- Formatting Text
- Question 1: Change the font in to Bodoni MT

# **Microsoft Word Exercise Manual**

**Jake Thomas** 

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