# 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**

**N Colangelo** 

**Microsoft Word Exercise Manual:** 

# Decoding Microsoft Word Exercise Manual: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Microsoft Word Exercise Manual**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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