

Word Processing Practice Exercises

After completing the practice exercises, carefully compare your printouts to the practice exercise answers located in your study materials on <http://didljumpstart.com>. In the next three exercises, you will create two letters and one report. You will practice each of the skills that you learned through the word processing curriculum. If you can't recall how to do something, go back to the curriculum for help and answers.

Correct any differences or mistakes that you see between the document you created and the answer sheet. As you make your corrections you are learning! The more you use your word processing program, the better you will become at creating documents.

In each exercise, you are given the Header and Footer Instructions, the Document Settings, Instructions for Typing the Document, and Editing Instructions.

There are misspelled words in the assignments. Type the misspelled words as shown to see how the word processor handles misspelled words. Correct the misspelled words if the Word Processor does not.

Underline the words or phrases that are underlined, **bold** the words or phrases that are bold, and *use italics* where indicated.

Don't Forget!! Save the document often and regularly during the assignment. Let's begin.

Word Processing Exercise 1 – Writing a Letter

Start by opening a new document in Word.

Header and Footer Instructions

In the header, type the following information in bold, using right justification/alignment and a Times New Roman 10 point font:

Your First and Last Name

Word Processing Exercise 1

In the footer, use the page number function and center it in the footer.

Make sure you close the header and/or footer when finished.

Word Processing Practice Exercises

SA Adler



Word Processing Practice Exercises:

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