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processing and is part of the Microsoft

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Office suite of applications. It's used principally for creating and proofreading documents like letters, manuscripts, reports, tests and assignments. Many employers use Microsoft Word as their office's word-processing system, and hence expect team members to be proficient in the

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Start Microsoft Word and open the file PracticeWordDocument. 2. Save the file with the name MyLetter. 3. Perform a spell check on the entire document. 4. In more than one place, replace the words Your Name with your full name. 5. Change the font size of your name (on the top line) to 16 and center it.

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QUESTIONS

55rmmakaha@gmail.com QUESTION

a) Reproduce the following worksheet
& save it as monthly sales, insert a title

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The purpose of this practice exercise is to help prepare you to complete the Word and Excel Assignment. This exercise requires you to use the

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Answers: Microsoft Excel for creating tables, scatter plots, and completing data analysis. Microsoft Word for creating a summary document containing the results and discussion from

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Answers? 1. The word is out of context.

2. The word is misspelled. 3. There is a grammar issue with the word. 4. The word appears twice in succession. In the following picture, what do the numbers stand for?

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+ F4 b) Shift + F5 c) Ctrl + F4 d) Ctrl +
Alt + F4 Ans: Ctrl + F4. Qus: For select

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Answers
a single word in Word, how many times must you click it? a) 3 b) 1 c) 2 d) 4 Ans: 2. Qus: What is MS Word in the following?

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