

# 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 Practice Exercises 201

**Robert T. Grauer, Maryann Barber**



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