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computer lessons exercises the following courses are designed to facilitate self taught instruction on using computers common software and popular devices the computer literacy series consists of 8 classes on computer basics internet basics keyboarding and microsoft word excel, **pdf print version lab exercise 4 word processing** - summary this lab is an exercise in which you will practice creating documents using the ms word word processor you will learn about inserting and correcting text spell checking fonts bolding and underlining and inserting images software needed windows7 and microsoft word lab objectives when you are finished with this lab you should be able to, **microsoft word sample questions jobtestprep** - microsoft word is the most widely used word processor in the world and is part of the microsoft office package this application is mainly for the creation of documents such as professional documents for various of education s institutions letters tests booklets books and more word has many very useful features which the most common ones are, **microsoft word lesson plans and activities to wow your** - 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