

Word processing

These three (3) office applications are suitable for performing tasks either at work or when studying:

1. _____
2. _____
3. _____

In this exercise I am using the following application: _____.

Instructions for the exercise

From this point on are the instructions for the exercise. These texts you do NOT need to type.

1. Choose a word processing application and open a new document.
2. To the document header type your own name (First name Last name) and the document's name (Exercise). Add to the header both page number and current date according to the model.
3. Type the rest of the texts according to the model using the correct document layout.
4. Add a numbered list. Instead of the lines, type three (3) office applications that are suitable for work and study purposes.
5. To "In this exercise I am using the following application: _____." instead of the line, type the name of the word processing application you are using.
6. Choose in your opinion the most important office application and make it bold.
7. Save the document to your own device or to a cloud service.
8. Return your document according to badge application's instructions either as a file or as a link.