

SILVER SURFERS

EXERCISE 1 - WORD PROCESSING

In this exercise you will:

1. Load a word processing application
2. Open a new file and enter the following text for the company 'Progress Group'.
3. Save a file
4. Use the spell check facility
5. Delete and insert and move text
6. Justify selected text
7. Use bullet points to emphasise text

THE COMPANY'S IMAGE

Our head office is in a small market town. Some clients from large cities think that we are not as professional as companies in the cities. We must do everything we can to dispel this idea. Our service is second to none. Those who do business with us must have no doubt about this.

Sometimes people come to us when their usual suppliers cannot produce goods on time. Our slogan is **NEVER SAY IT CANNOT BE DONE!** In this way we have gained many new customers. Once they come to us they often continue to do business with us.

The areas to be covered are those aspects of business which could impress a prospective client. A series of courses will be run next month:

Presenting a Good Image
First Impressions Last
Planning for Future Success

We think that everybody will find them very helpful.

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1. Enter the text above
 2. Check through your work and correct any errors using the **spell check facility**. Save your document as **Text1a**.
 3. In the first paragraph delete the sentence: **Those who do business with us must have no doubt about this**
 4. Insert the following new paragraph after the paragraph ending **continue to do business with us**.

The staff association has voted for a uniform for all staff. We are having suits and shirts or blouses specially made. There will be ties and scarves with the company logo on them. The designs have been chosen to suit all sizes. Blouses come in two styles. Women may choose the one they like best.

5. Fully justify the text and set the whole document in double-line spacing.
6. In the last paragraph move the sentence that begins **The areas to be covered are those aspects of business which could impress a prospective client**, so that it becomes the last sentence of the paragraph.
7. Apply text embellishment, e.g. bold , italic, colour, to enhance the main heading **THE COMPANY'S IMAGE**.
8. Apply bullet points to the following list. **Presenting a Good Image, First Impressions Last, Planning for Future Success**.
9. Ensure bulleted list is sorted in **ascending** order.
10. Insert your name, date at the end of your main document.
11. Save as **Text1b** and print the document.