

Word Worksheet

(Highlight, bold Delete, Enter, Double space, Align Text Left, Center, Align Text Right, Save, Print)

1. Delete the extra **flower man** words **dog Harry** in this **purple cat** sentence.
2. Delete the extra spaces in this sentence.
3. Bold the words Word Workshet at the top of the page.
4. Center the words Word Worksheet at the top of the page.
5. Double space the following text.

At the beginning of the semester the student knew nothing about using computers. Yet after having used Mac Basics and then working on word processing, she began to feel somewhat confident. She was able to select, cut, paste, copy and edit text with her classmates. By the end of the semester she was typing 20 words a minute and, darn it, she had fun working on the computer!

6. Make the following text align left.

The RLC 141 computer lab has several language-learning software programs available on the computers. There is the New Oxford Picture Dictionary which is a way to learn new vocabulary. Type to Learn is a typing program that can be used by beginners to learn typing. Ellis is a program that lets you listen to conversations in English. You can then do exercises that help your listening and understanding.

7. Use spell check to check your work.
8. Type in your name at the top of this page and make it align right.
9. Save this file on the H drive.
10. Print this file.