

Word (Lab Exercise 1)

Qn1. *Type the text below as it is*

1. In the 19th Century Life was cool however better in 21st Centaury
2. The power of word processing is great
3. Q33R
4. ### + ##-+ll =12
5. $1111_{two} + 1001_{two} = 45_n$
6. info@omosoft.net
7. These are benefit of computer
 - Fast information processing
 - Great accuracy
 - Great artificial intelligence

- a) Underline the term “word Processing in line 2
- b) Bold and italicize “19th Century” in line 1
- c) Create a bode around line 4 and 5
- d) Insert a paragraph mark
- e) Format font for line 1 green 17 pt, Time new roman
- f) Copy line 3 and paste it to the next page
- g) To the copied work in the next page format font 72 wingding
- h) Highlight the word power yellow
- i) Format the background color of line1 and line2 black
- j) Format the background color of line 3 and line 4 yellow
- k) Format the background color of line 5 and line 6 red
- l) Format document line spacing 1.5
- m) Format line2 upper case
- n) Remove the paragraph mark
- o) Save your work with your name and
- p) Apply page color and page border of your choice
- q) Apply water mark of your choice





