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EXERCISES 2 Word Processing Exercises The Purpose Of The Following Exercises Is To Help You Practise The Common Functionality Which Is Available In The Word Processing Response Area For Both Applied Skills And Strategic Professional CBEs.

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Unit 5 Word Processing - Using MS Word - GWDGTemplate, Normal.dot. The Basic Document Defaults Are: Page Size: Letter (8.5"x 11") Orientation: Portrait Margins Top: 1.0" Bottom: 1.0" Left: 1.25" Right: 1.25" Header: 0.5" Footer: 0.5" Font: Times New Roman Point Size: 10 Pt (or 12 Pt) Alignment: Left Justified, No Indentation, Single Space Feb 4th, 2023 Handbook - Word Processing - Microsoft Word

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