|  |  |
| --- | --- |
| Write your full name in **CAPITAL LETTERS** into the yellow space: |  |
| Type out this passage of text about using a keyboard into the blue coloured space below (don’t’ worry the space will expand to fit all of the text in): **Word processing requires you to use a standard QWERTY keyboard. The keyboard contains all the letters of the alphabet and the numbers 0 – 9, it also has various symbols, like: brackets (round) and [square] - commas (,) apostrophes (‘’) plus signs (+) minus signs (-) as well as dollars ($) percentages (%) ampersands (&) exclamation marks (!) Question marks (?) asterisk (\*) pounds (£) “speech marks”.** |
|  |

Use the **Delete key** to delete this line of text.

Move this text one return down the page with the **return (Enter) key**

Move this text one space up the page with the **backspace key**

Align this text to the **Left** of the page.

Align this text to the **Centre** of the page.

Align this text to the **Right** of the page.

Justify this paragraph of text so that the text spreads evenly across the page with a lovely straight edge against both the left and right margins. As you can see at the moment this text is aligned with a straight edge only against the left margin, the right-hand side of the text does not have a straight edge.

Format this text to appear in a Times New Roman font

Format this text to appear in a Courier New font

Increase the size of this text to size 20.

Decrease the size of this text to size 10.

Format this text to appear bold.

Format this text to appear italic.

Format this text to appear underlined.

Format the colour of this text to red.

**Cut** this text and paste it next to the **Number 5** shown below.

**Copy** this line of text and paste it next to the **Number 6** shown below.

|  |
| --- |
| **5.**  |
|  |
| **6.**  |

Use the spelchecker funktion to corect the spelling errrors underlined in redd in this pasage of textt.

Continues next page…

**This is what a paragraph of text looks like with a fancy red border and yellow shading applied to it. Add a fancy red border and yellow shading to the text below.**

**Add a fancy red border and yellow shading to this paragraph of text so that it looks just like the text with the red border and yellow shading applied to it above.**

This paragraph of text has double line spacing applied to it, remove the double line spacing and re-set it to use single line spacing so that the three lines of text close back up and the empty space between each line disappears.

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This is an image of a table, insert a real table in the space below the image, type in the text as shown and set it to appear as specified:

Save this document to your pen drive as **Assessment\_Initials** (so for example if your name was Jane Smith it would be saved as **Assessment\_JS**).