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Word Processing Exercise 03 **How to**

practice \"Stick Control\" (by George

Lawrence Stone) **What New Border Patrol**

Recruits Go Through At Boot Camp #11

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This practice exercise is ideal to practice

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In Gdp**Word Processing Exercise 1 -**

Writing a Letter Start by opening a new

document in Word. Header and Footer

Instructions In the header, type the

following information in bold, using right

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Includes steps students will take to: Download a resource file (Practice exercise, Lesson 21) using Internet Explorer or Firefox. Download, save, complete, close, browse to, and upload a document processing job (Correspondence 26-3). Handouts - Computer Keyboarding 1, 11e

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Word Processing Exercise 2 In this exercise you will create another Letter. Be sure to save often during the creation of the letter. Make sure you have the correct Before and After settings for single spacing before beginning. (See the explanation for Line Spacing.) Start by opening a new document in Word. Writing a Letter

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Word Processing Exercise 1 - Writing a Letter Start by opening a new document in Word. Header and Footer Instructions In the header, type the following information in bold, using right justification/alignment and a Times New Roman 10 point font: Your First and Last Name Word Processing Exercise 1

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