

Word Processing And Study Guide

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Select Microsoft Word, or the word processor of your choice. The file will open in Word. The first view of a text file opened in Word for Mac. Click to enlarge. The first view of a text file opened in Word for Windows. Click to enlarge. Use headings. Headings divide text and show how the document is organized. To make text a heading:

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Word Processing 1) To erase a character to the left of the insertion point, press the ____ key. a. delete b. cancel c. backspace d. insert Competency: Basic keyboarding terminology and concepts 2) The Word Count command on the ____ menu displays lines, characters, and paragraphs. a. status bar b. tools menu bar c. task bar d. title bar

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Text files generated from word processing documents, e-mails, PDF files, blogs, social media posts, tweets, and web pages are examples of ____ information. structured Information that resides in fixed fields within a record or file, such as databases and spreadsheets, is called ____ data.

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