


1. Open a blank screen in MS Word. Insert a header with your SURNAME INITIALS right aligned, EXERCISE 2 left aligned.
2. Insert a footer. Place today's date in ascending order, right aligned and NUMBERS centred. NUMBERS must be bold, italics and double underline.
3. Place your fingers on the HOME keys. Try to use the correct fingers when you type.
4. Change the left margin of the document to 1,5".
5. Edit the document according to the proofreading signs as indicated in the text.
6. Enter twice after the last sentence and copy the heading to there.
7. Save the document as NUMBERS in your own period folder on Drive P.

Numbers and special characters

**u/c, Italics, Size 16, centre**




The numeric keypad is on the right  hand side of the alphabetic keyboard. Always make sure that the Num Lock key is switched on. A light on the keyboard will indicate the status of the Num Lock key. If the Num Lock key is off, the Home, End, Page Up and Page Down keys will work instead of the appropriate numbers.

Close up

und

1+5+2+7+8  
45+24+36+12

The surface measurement of the room is 3.2m by 2.8m. The area is  $\pm 9\text{m}^2$ . If the price of a new carpet is R175 per  $\text{m}^2$ , what will the total costs be?  Ask Morné Kühn to work out a quotation. In Cape Town you get it at half price. Mariëtte Cronjé paid for  $20\text{m}^2$  of carpet at  $\pm \text{R}165$  per meter.

NP

$\text{H}_2\text{O}$  is the chemical symbol for water. We need rain because  $\text{H}_2\text{O}$  is very important for each  $\text{m}^2$  of the soil.

$$\left. \begin{array}{l} \frac{1}{2} * \frac{1}{2} = \frac{1}{4} \\ \frac{1}{2} + \frac{1}{2} = 1 \end{array} \right\}$$

**Center, size 18**

☺ Good morning. Goeie môre.  
It is raining today. ♣ Dit reën vandag. ♣  
Tomorrow will be  $25^\circ\text{C}$  and ☼

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