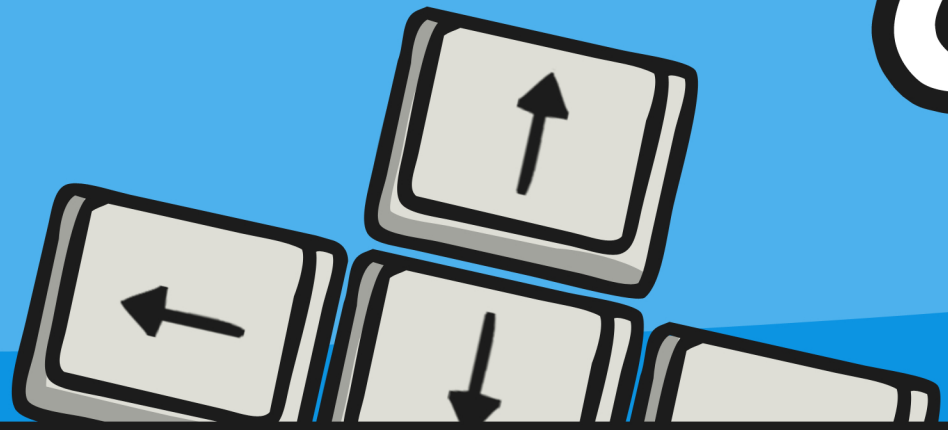
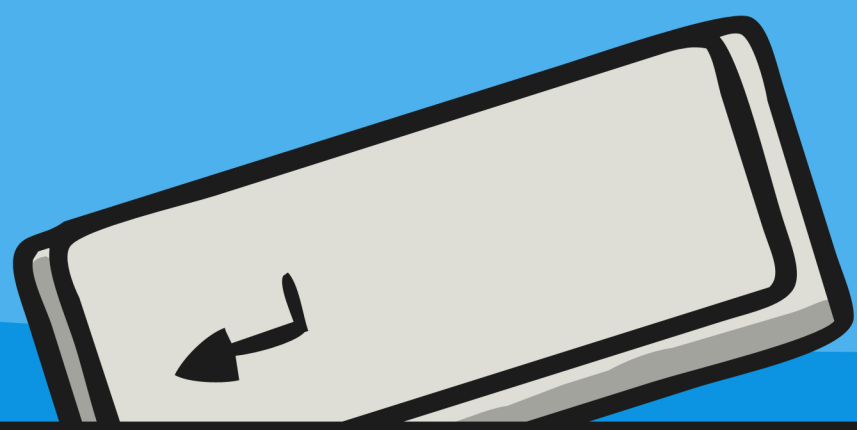
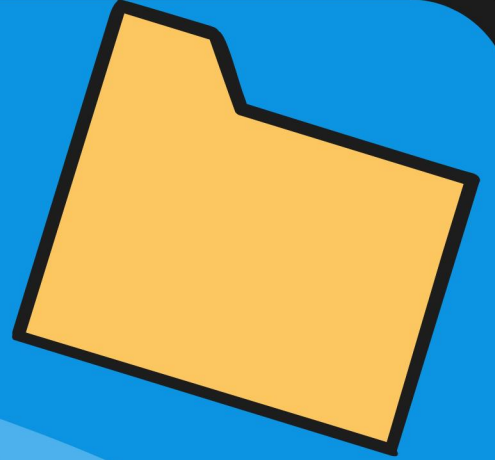
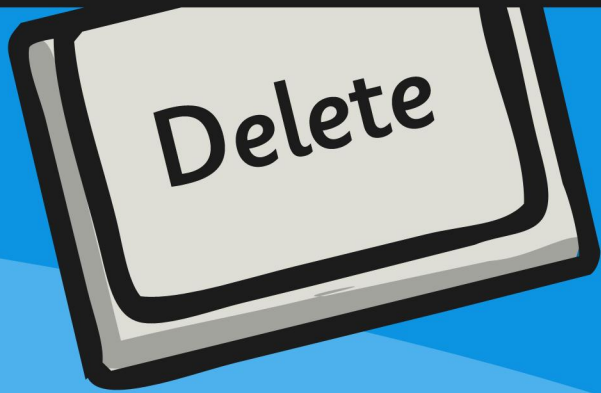


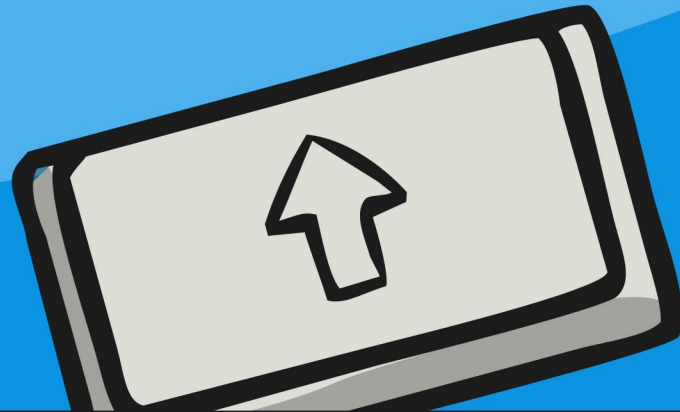
# Processing



g



# Skills





# Word Pro



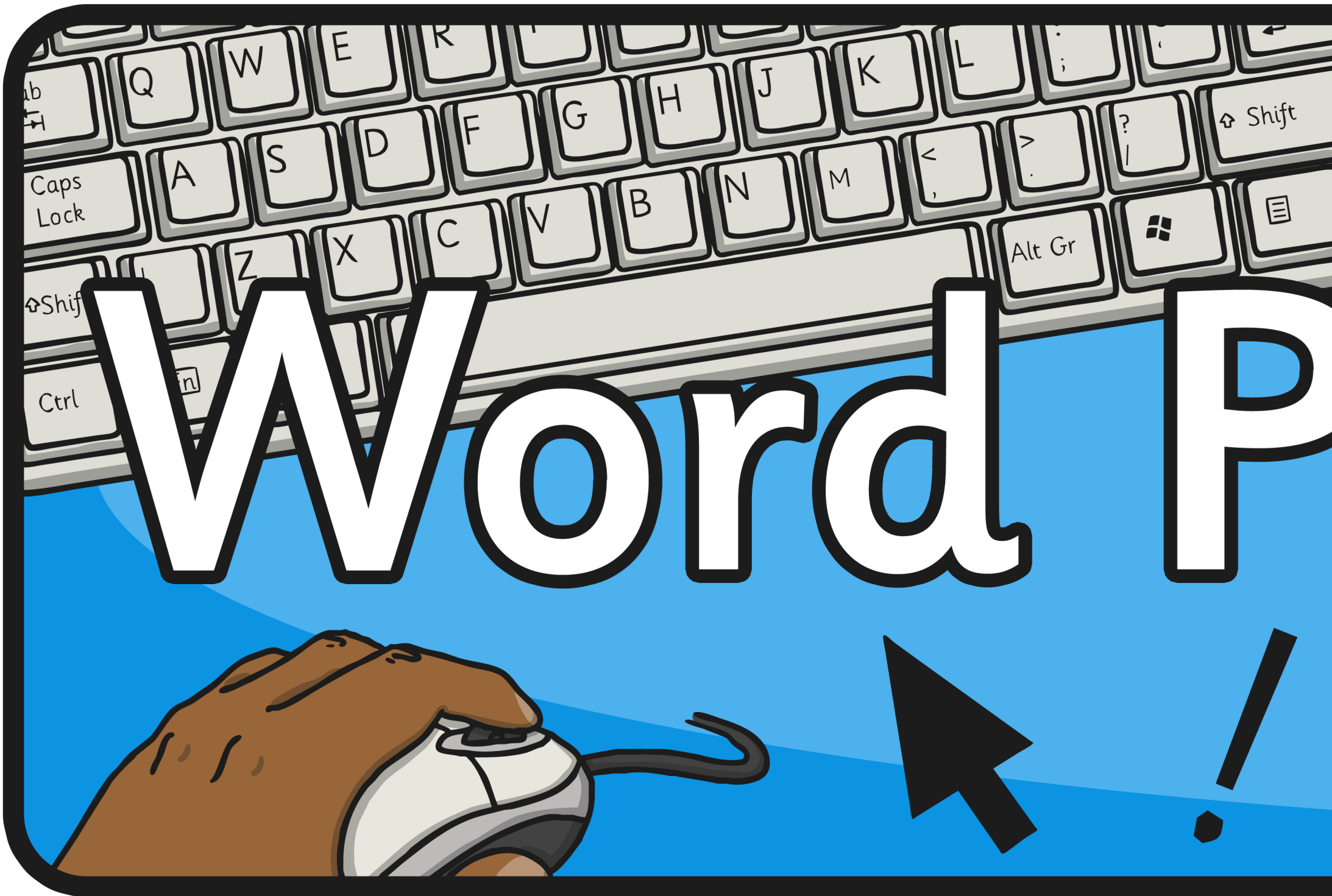
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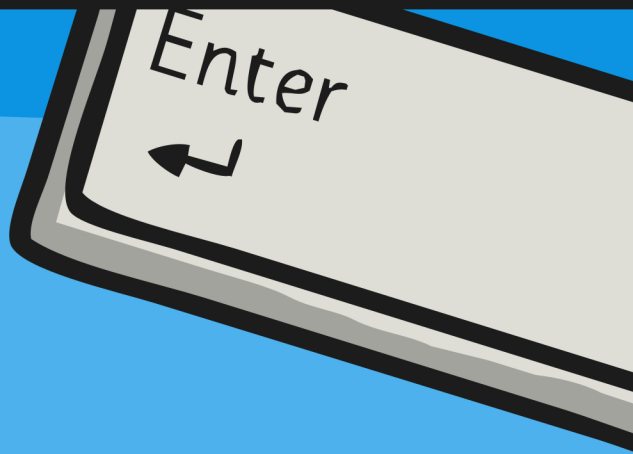




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# Skills



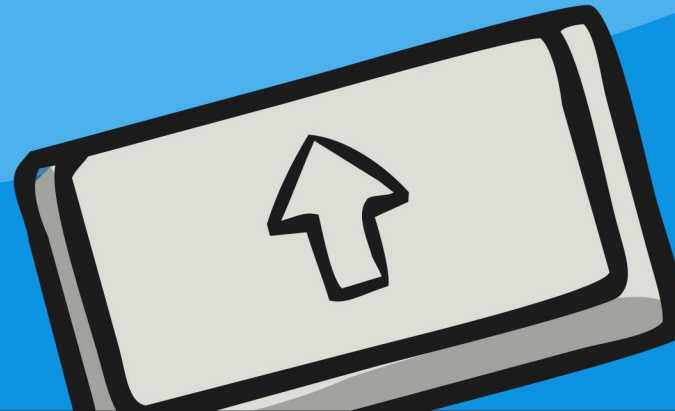
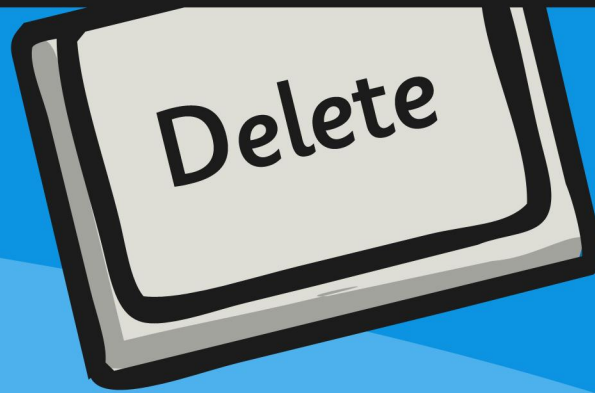


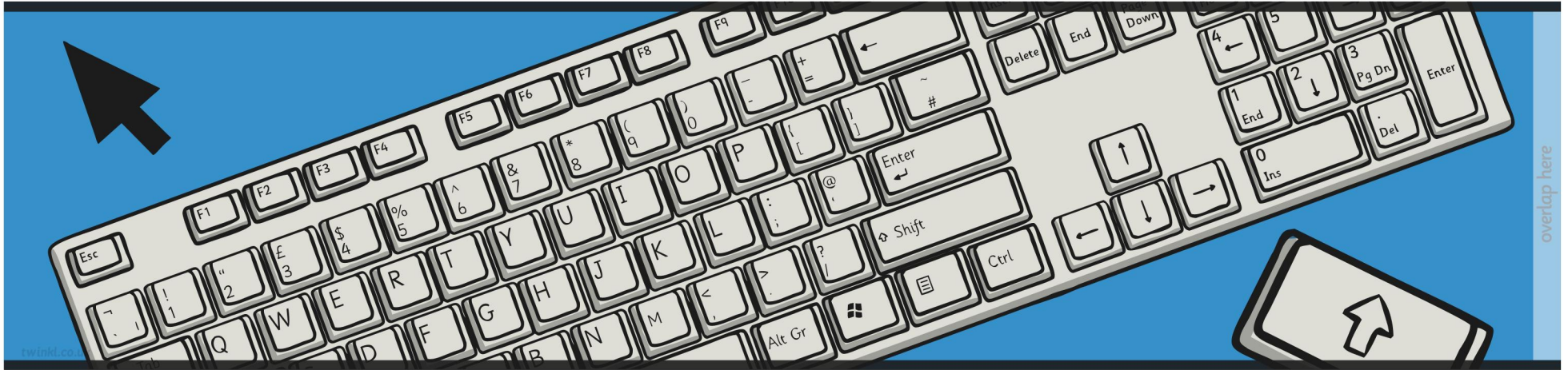
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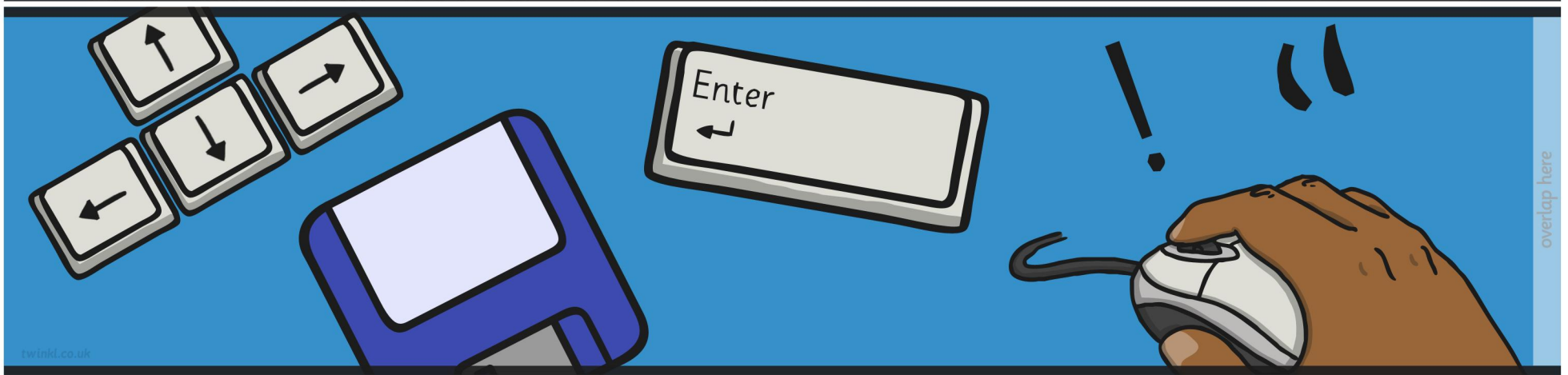


# g Skills





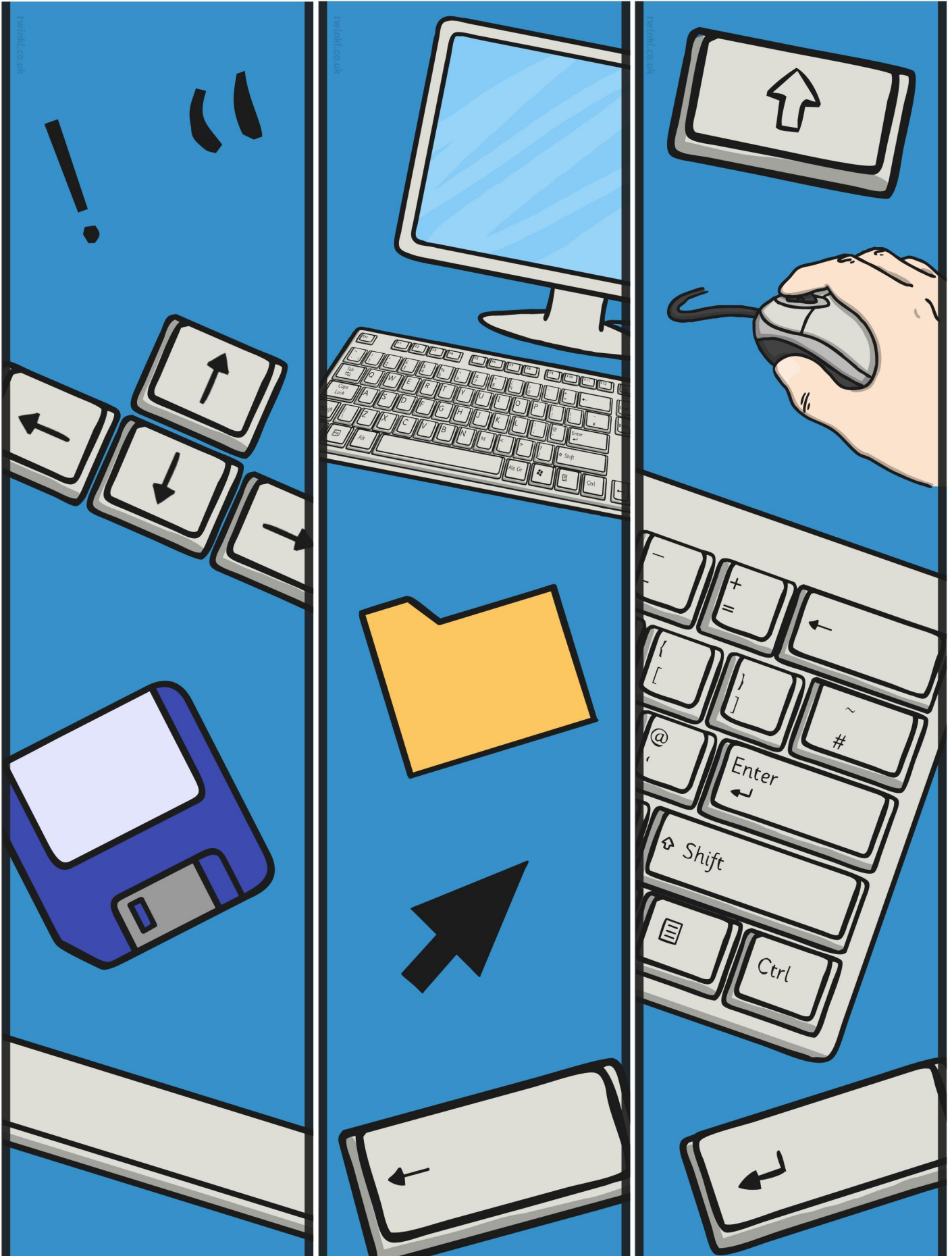
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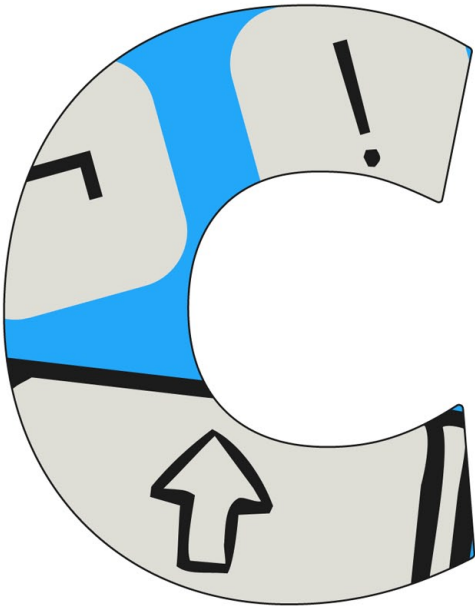
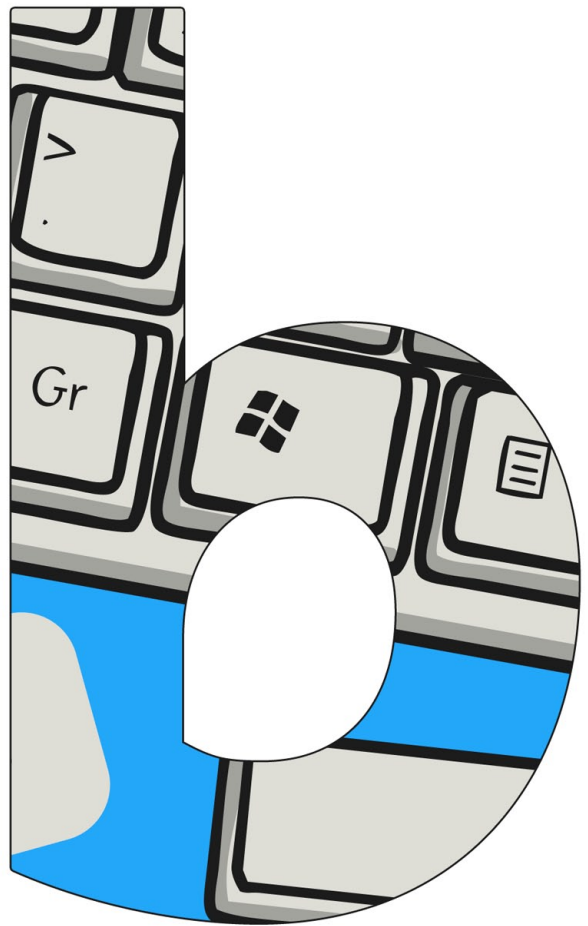
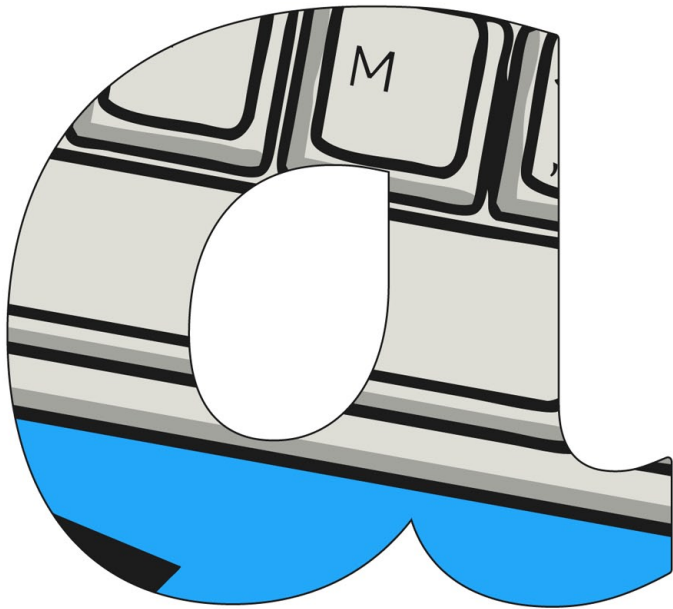


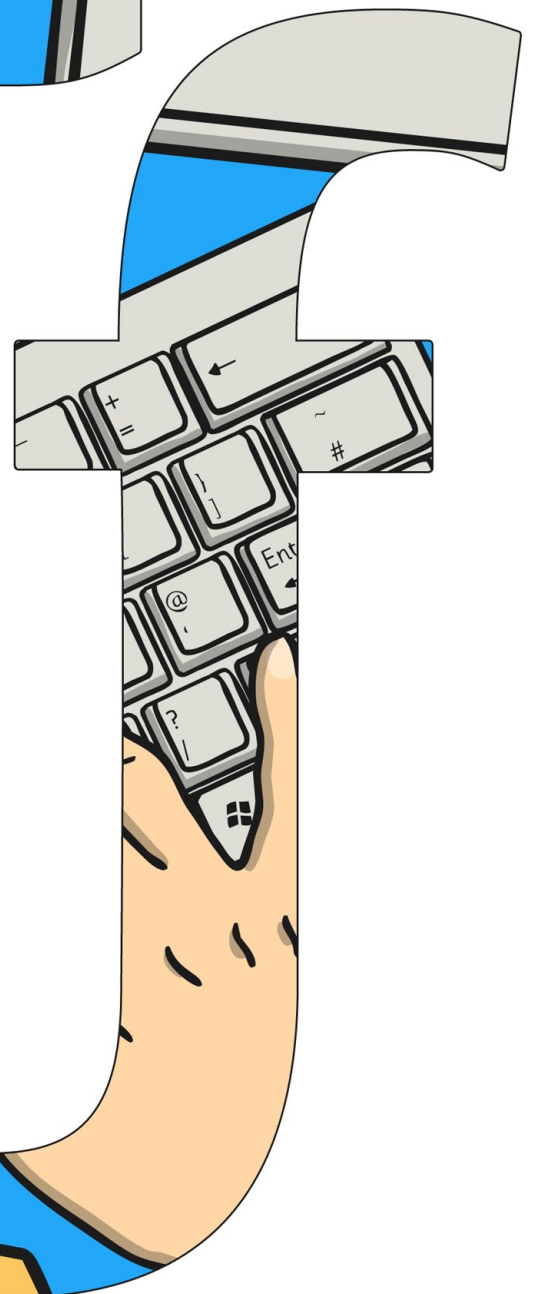
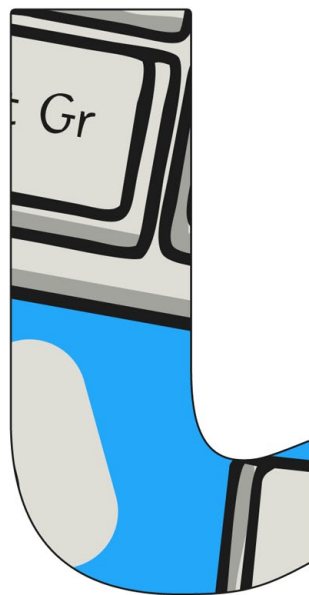
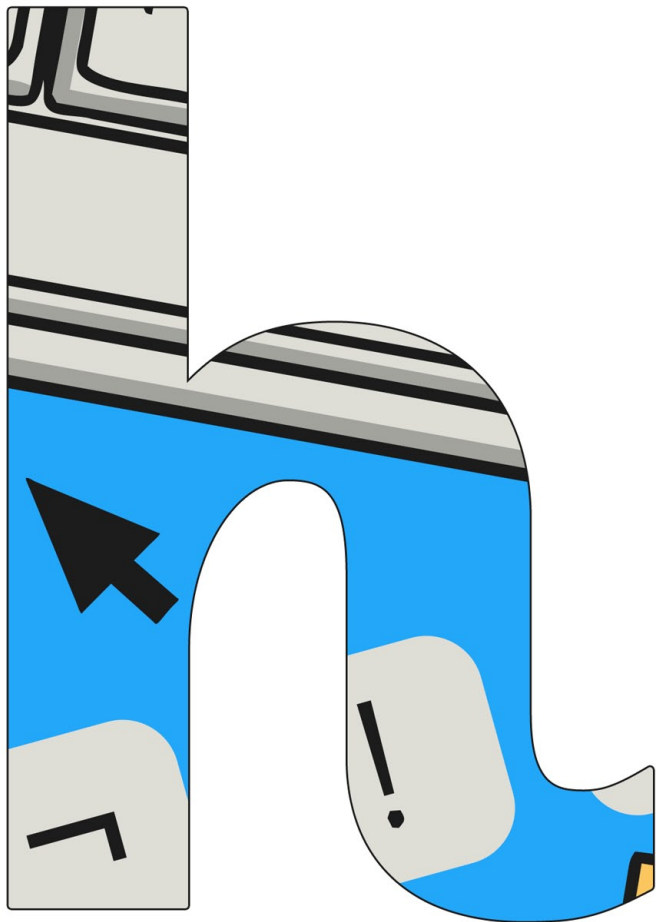
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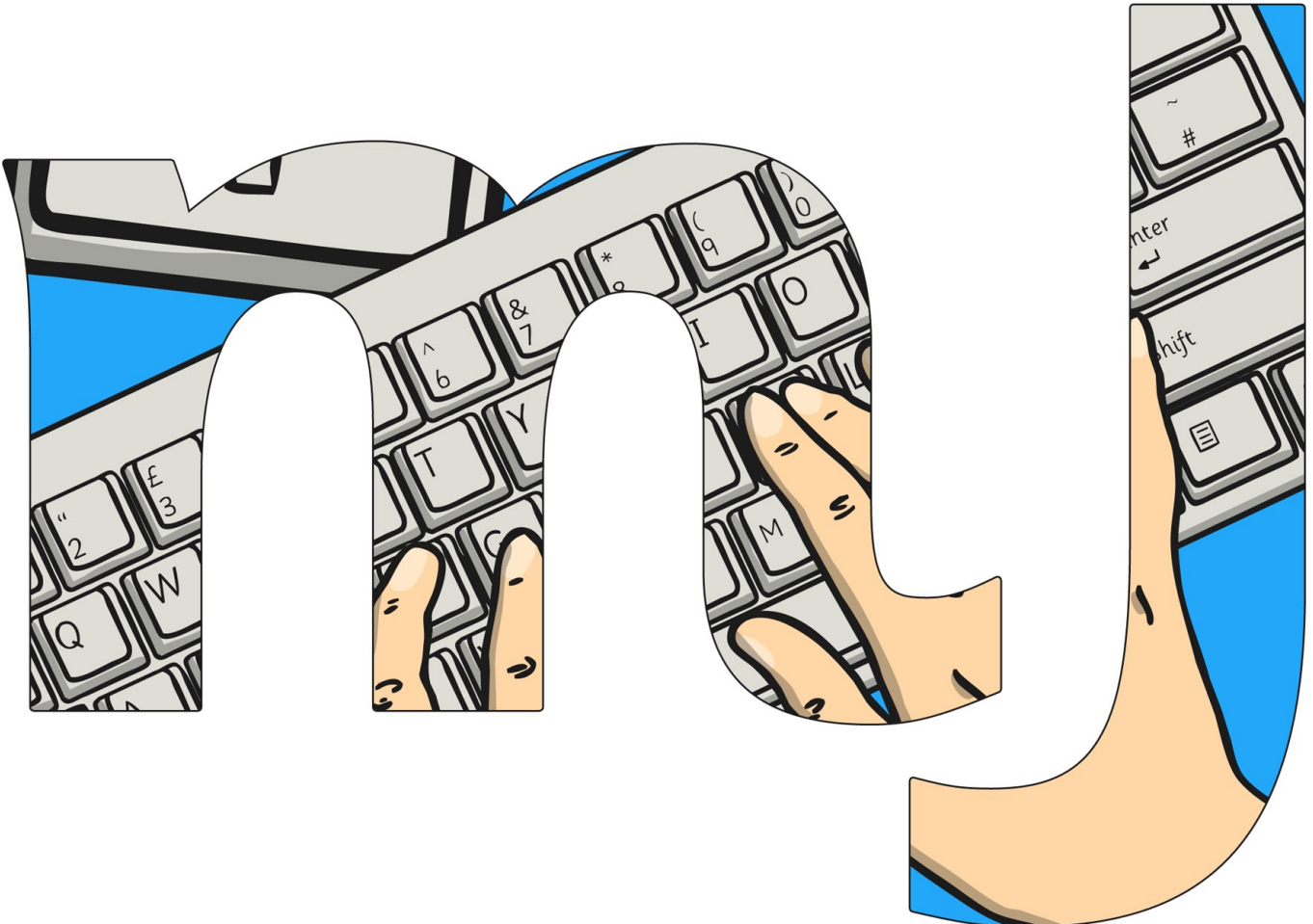
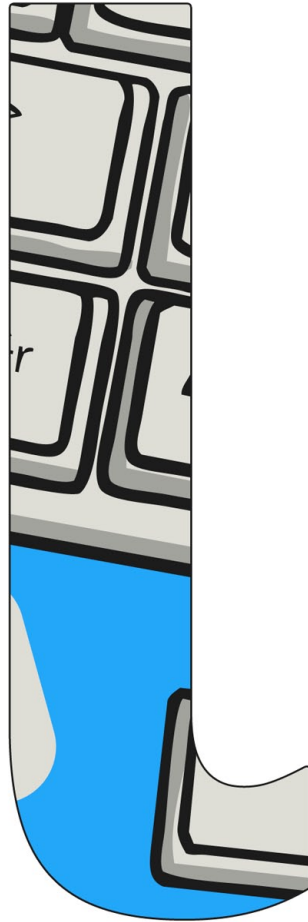
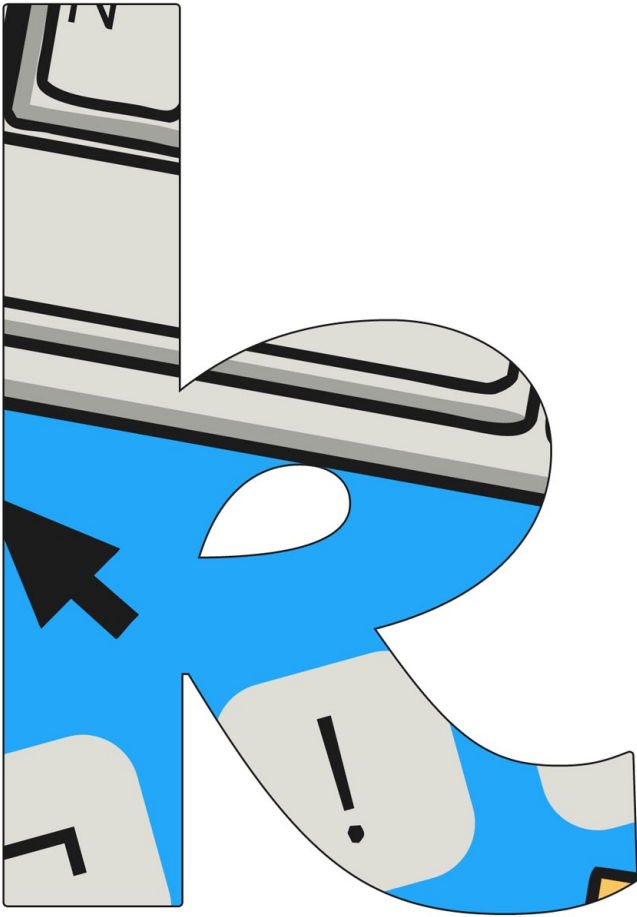


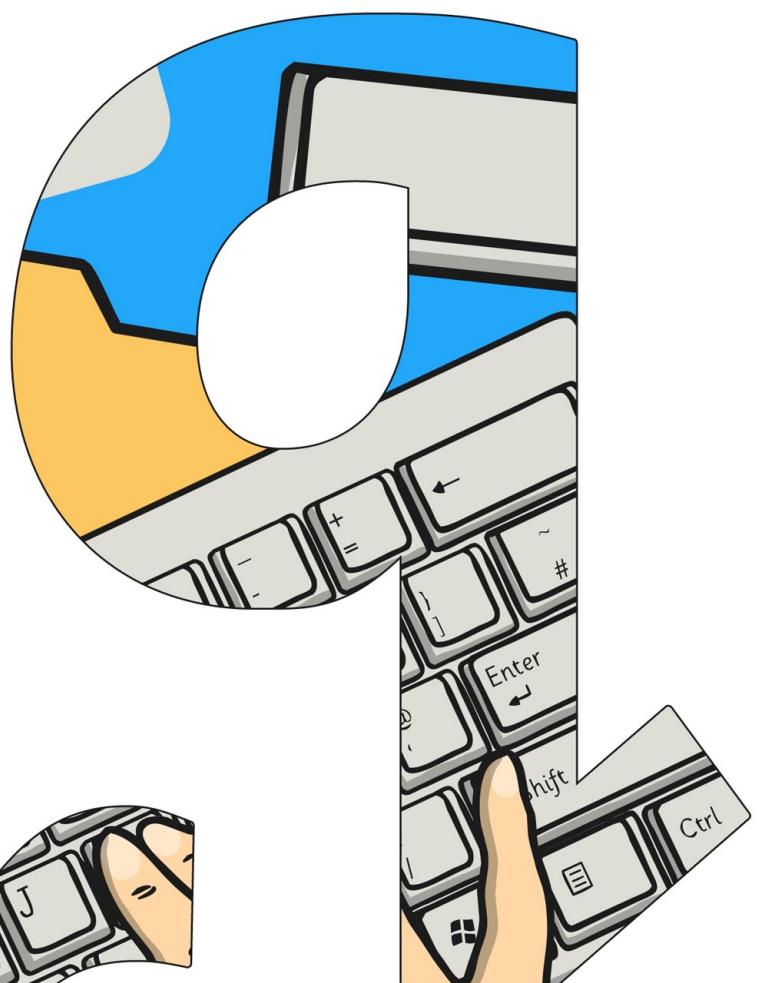
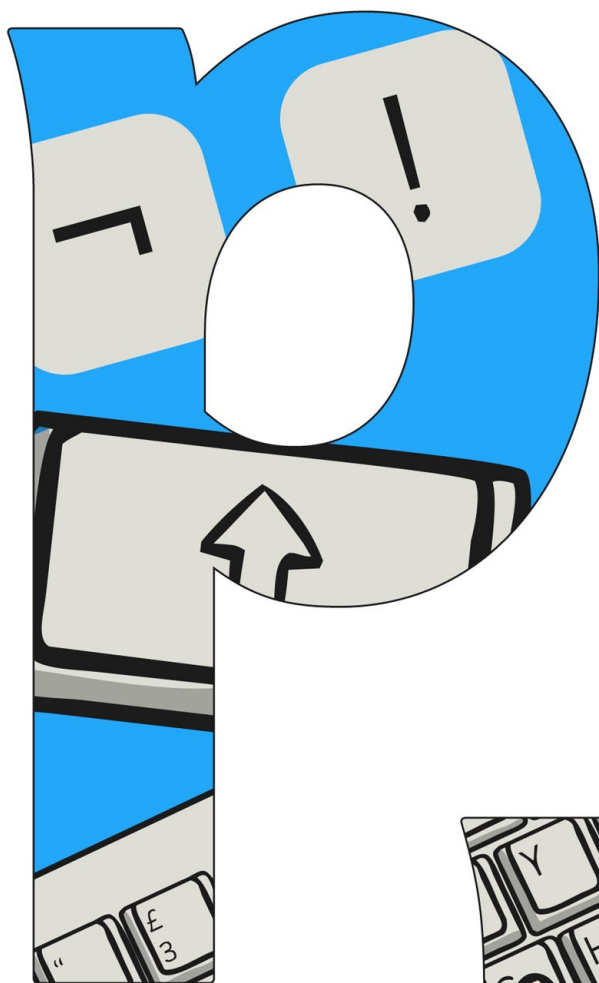
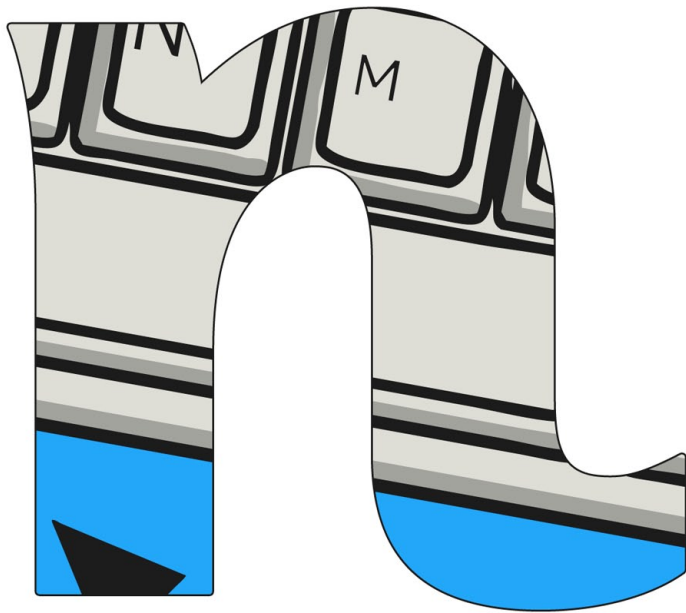
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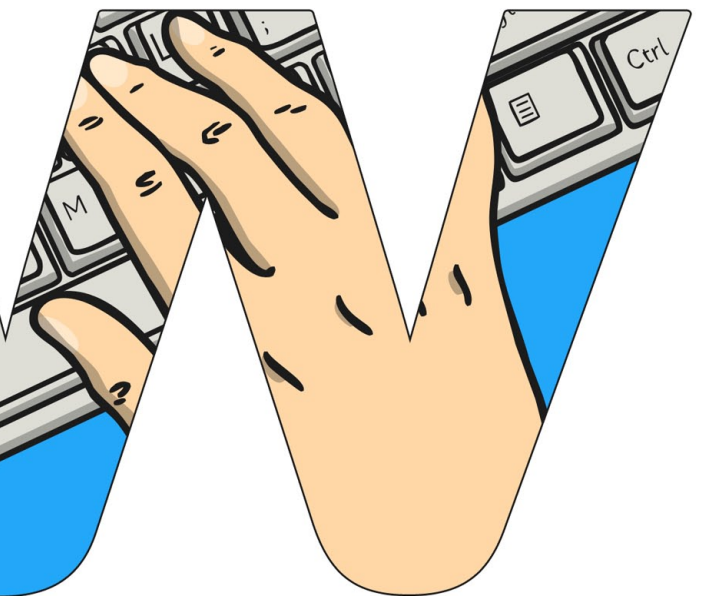
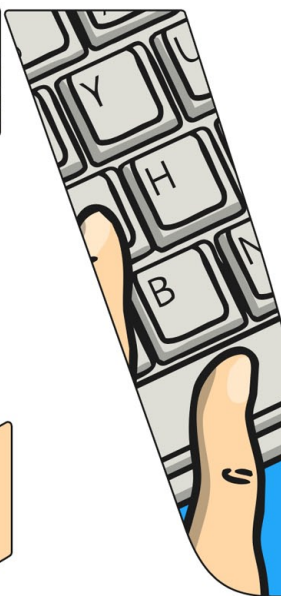
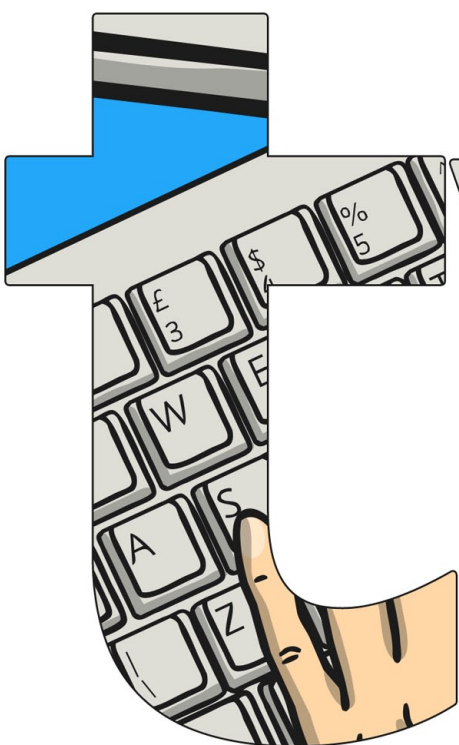
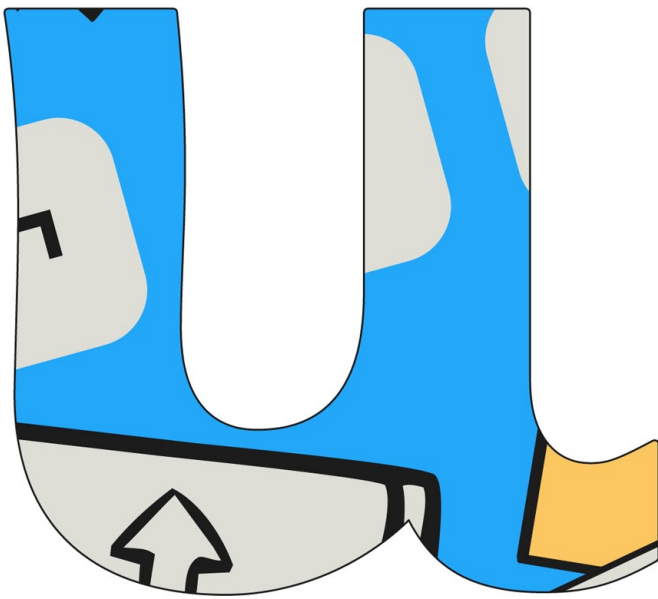
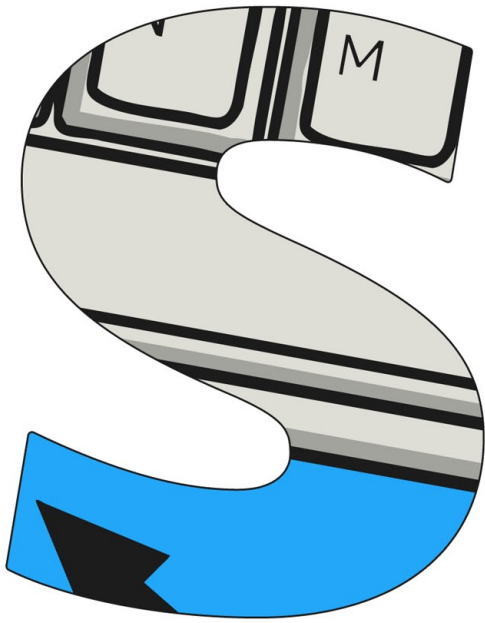




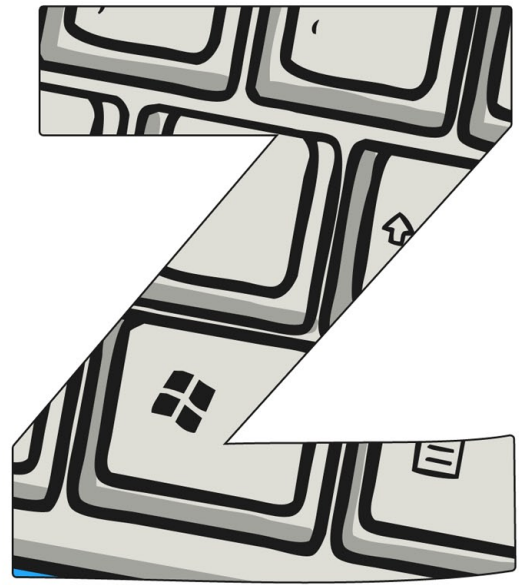
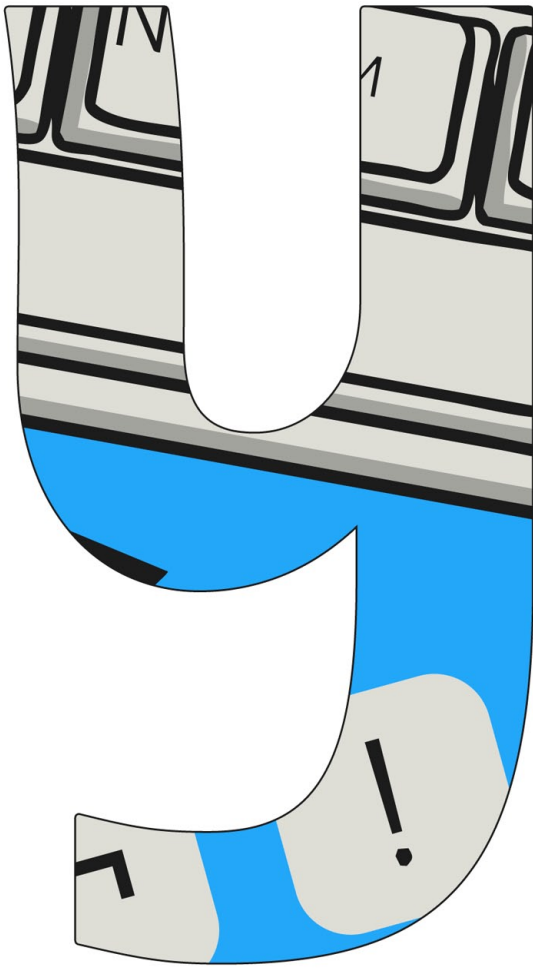


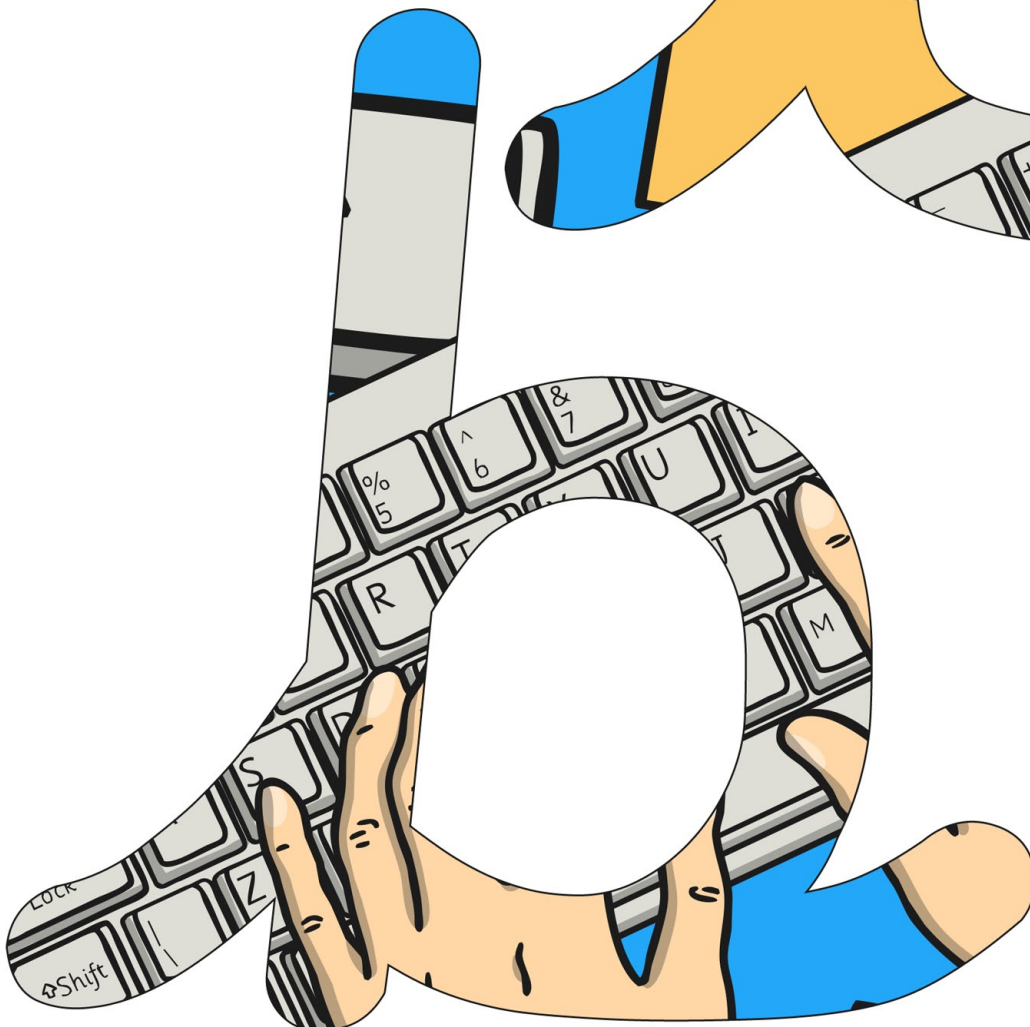
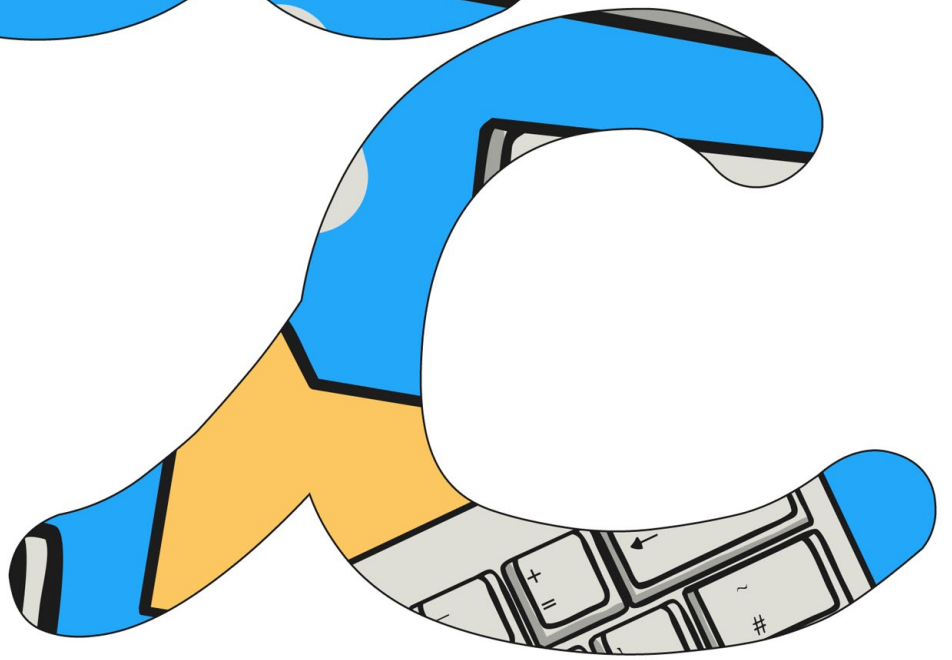
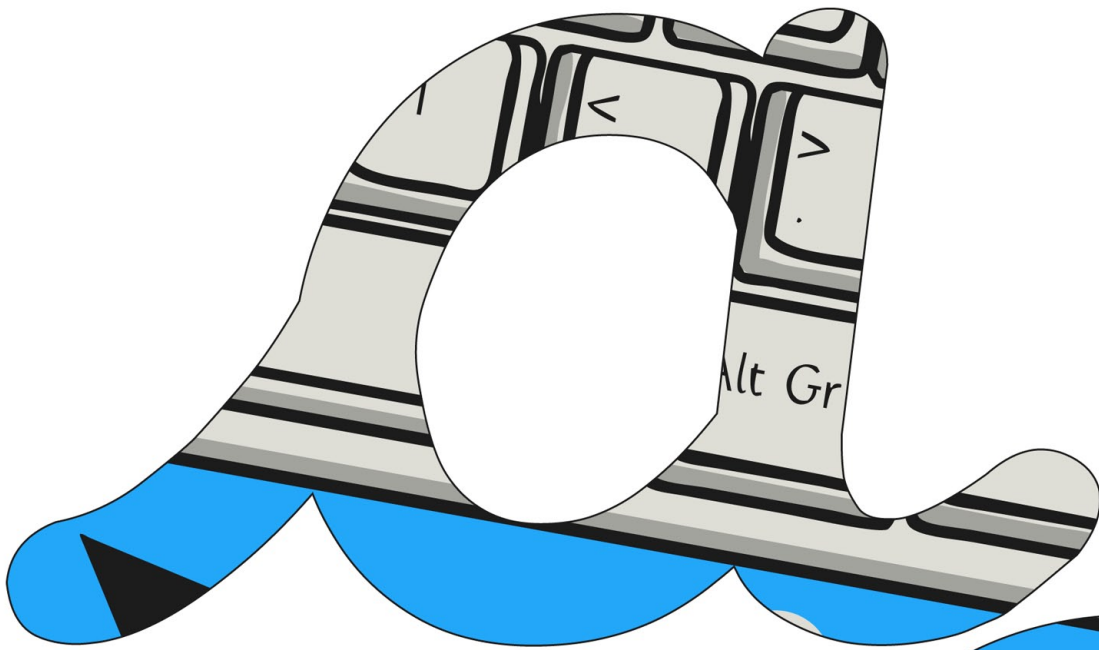


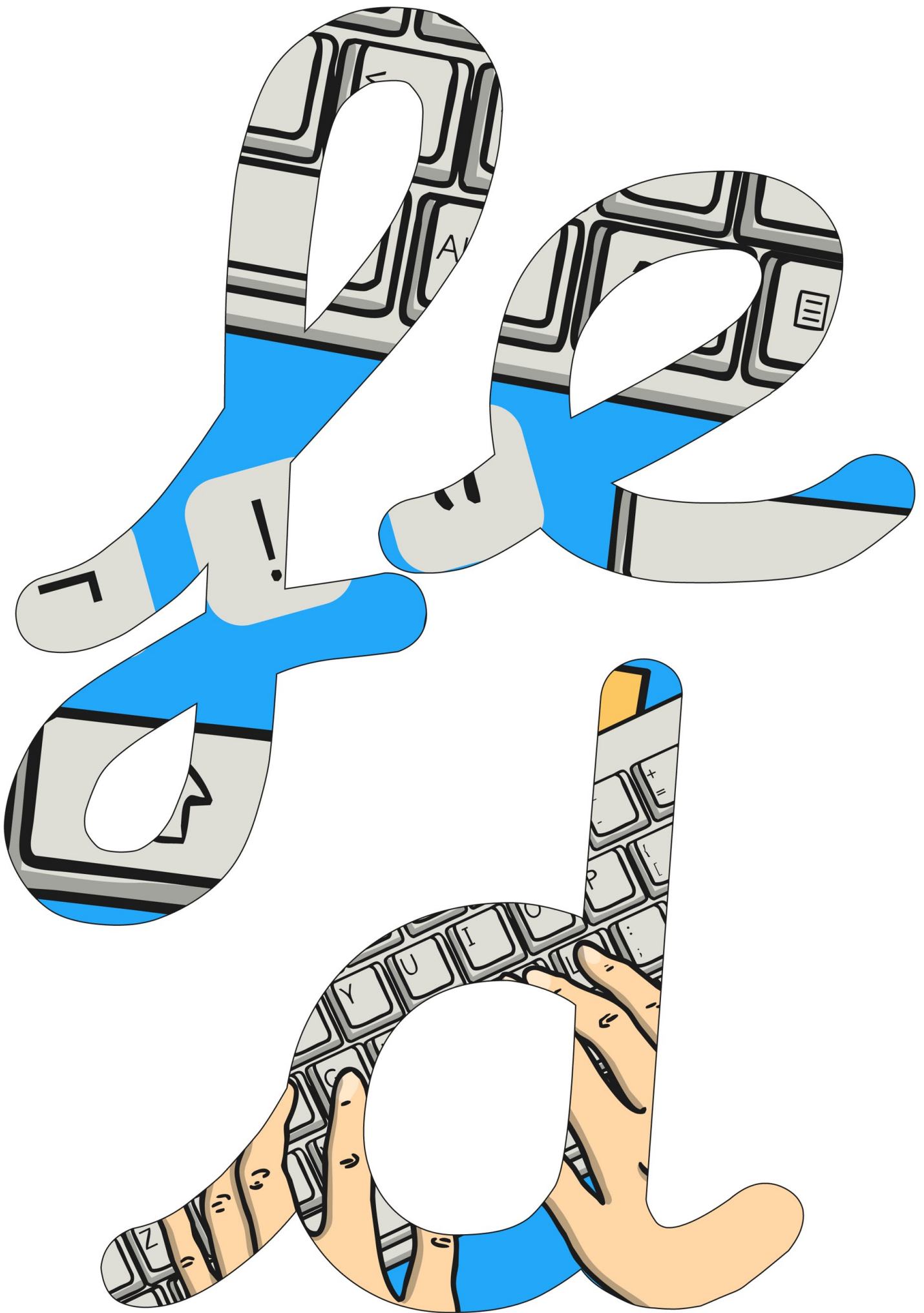


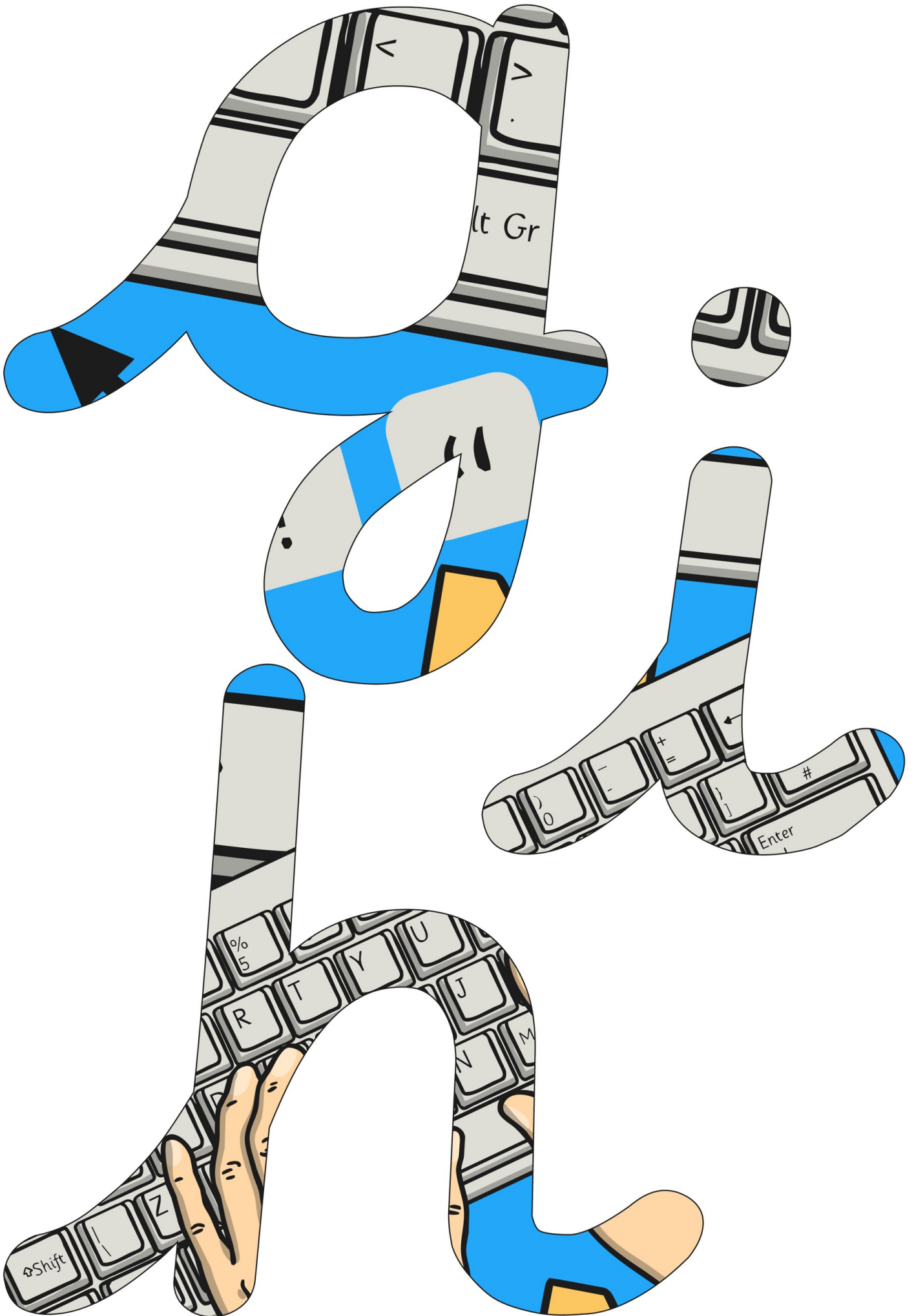


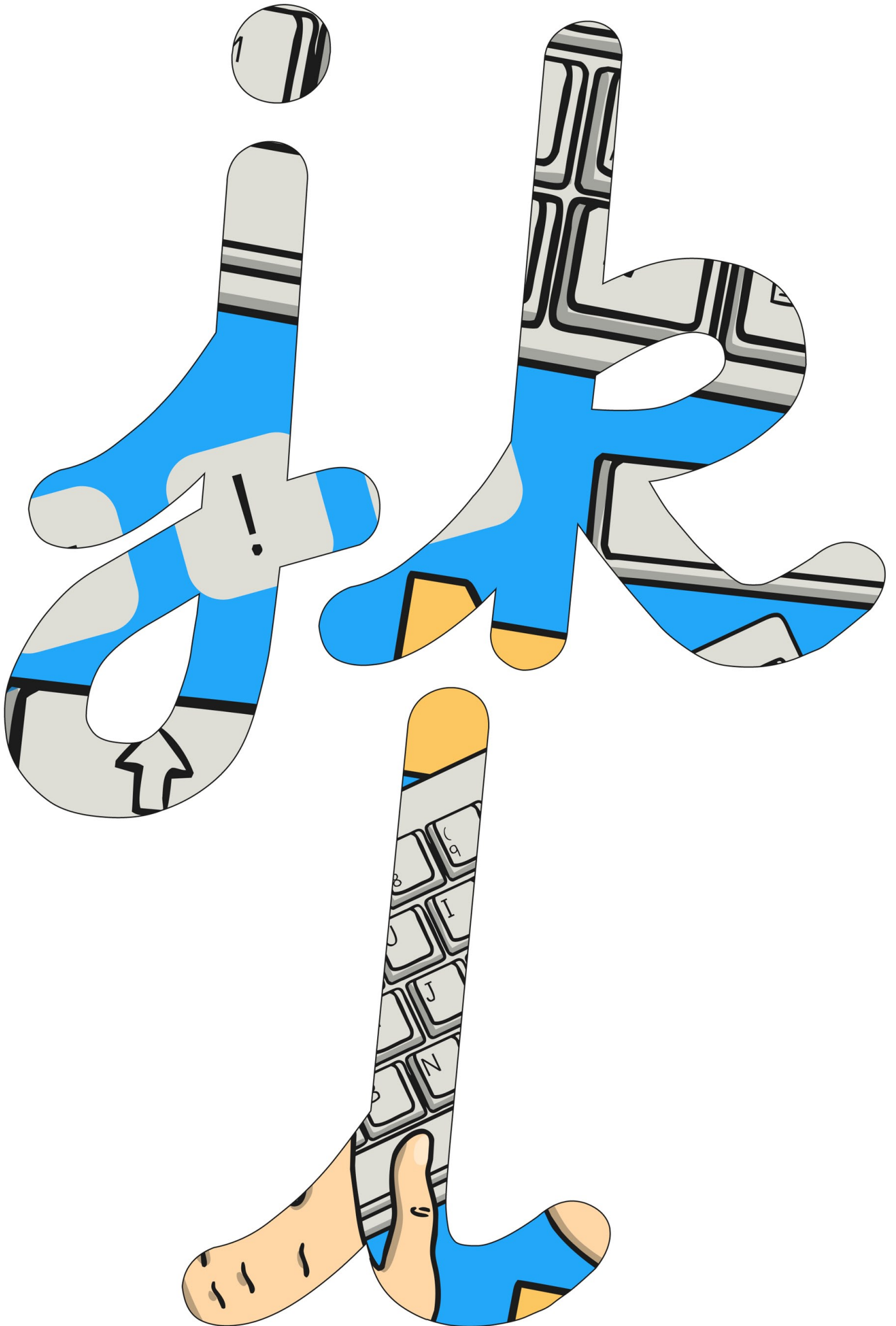


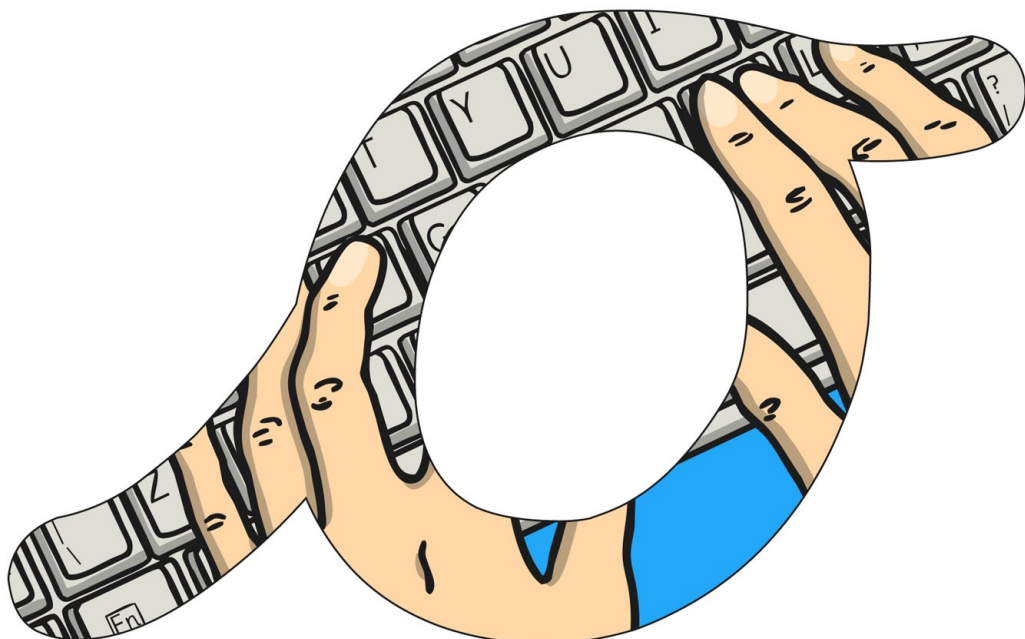
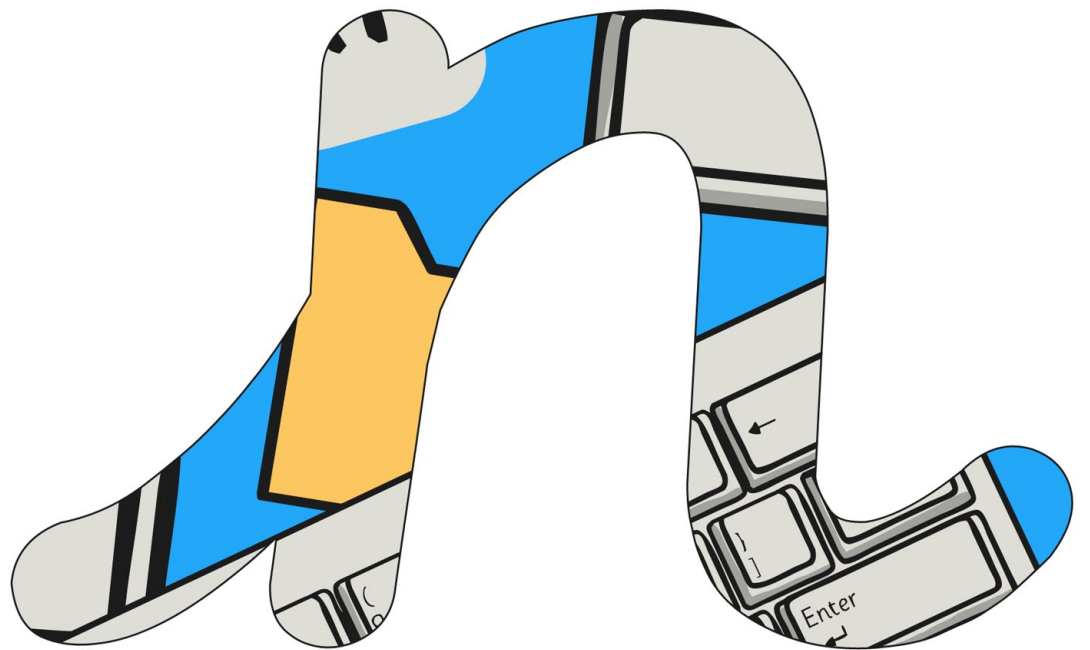
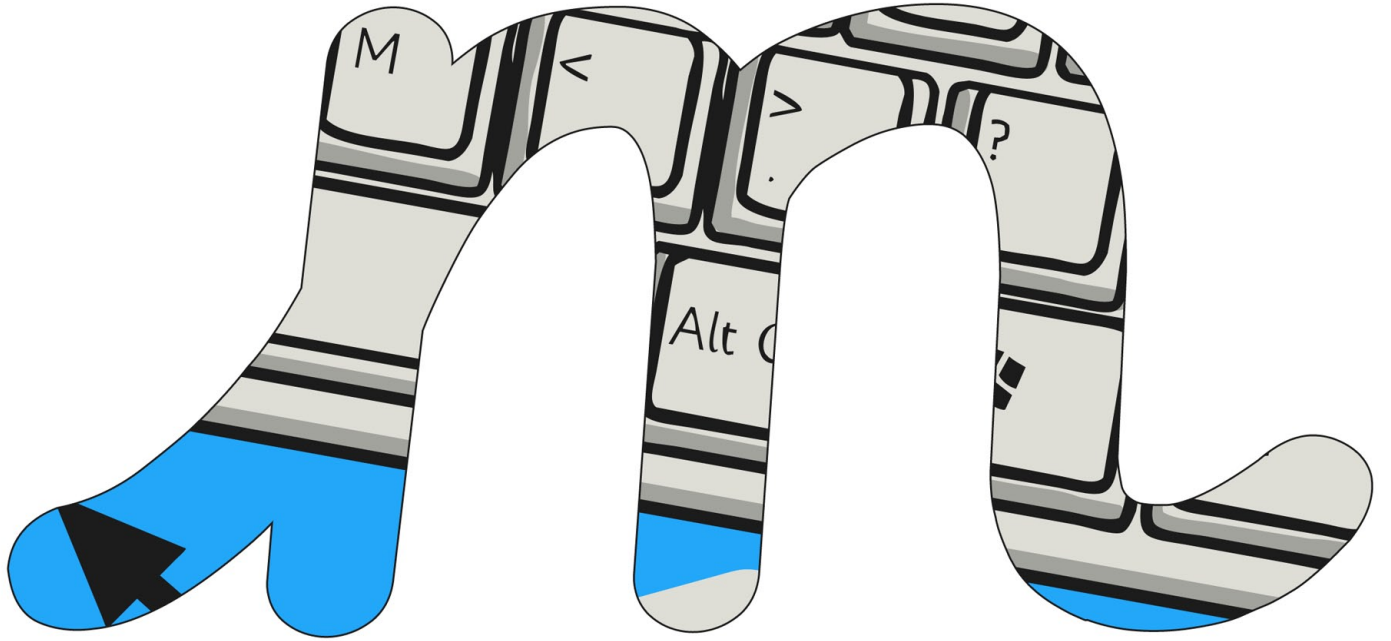


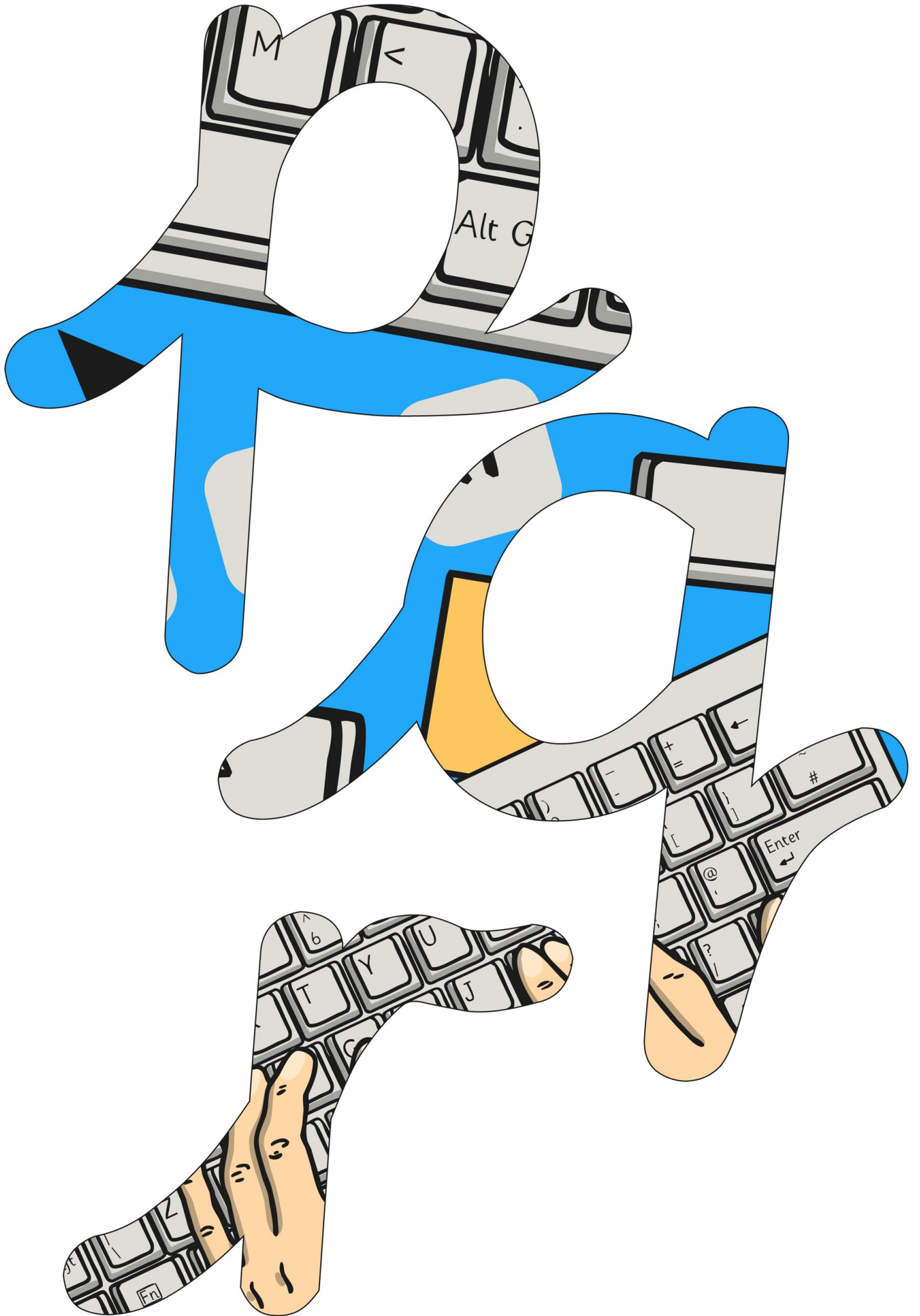


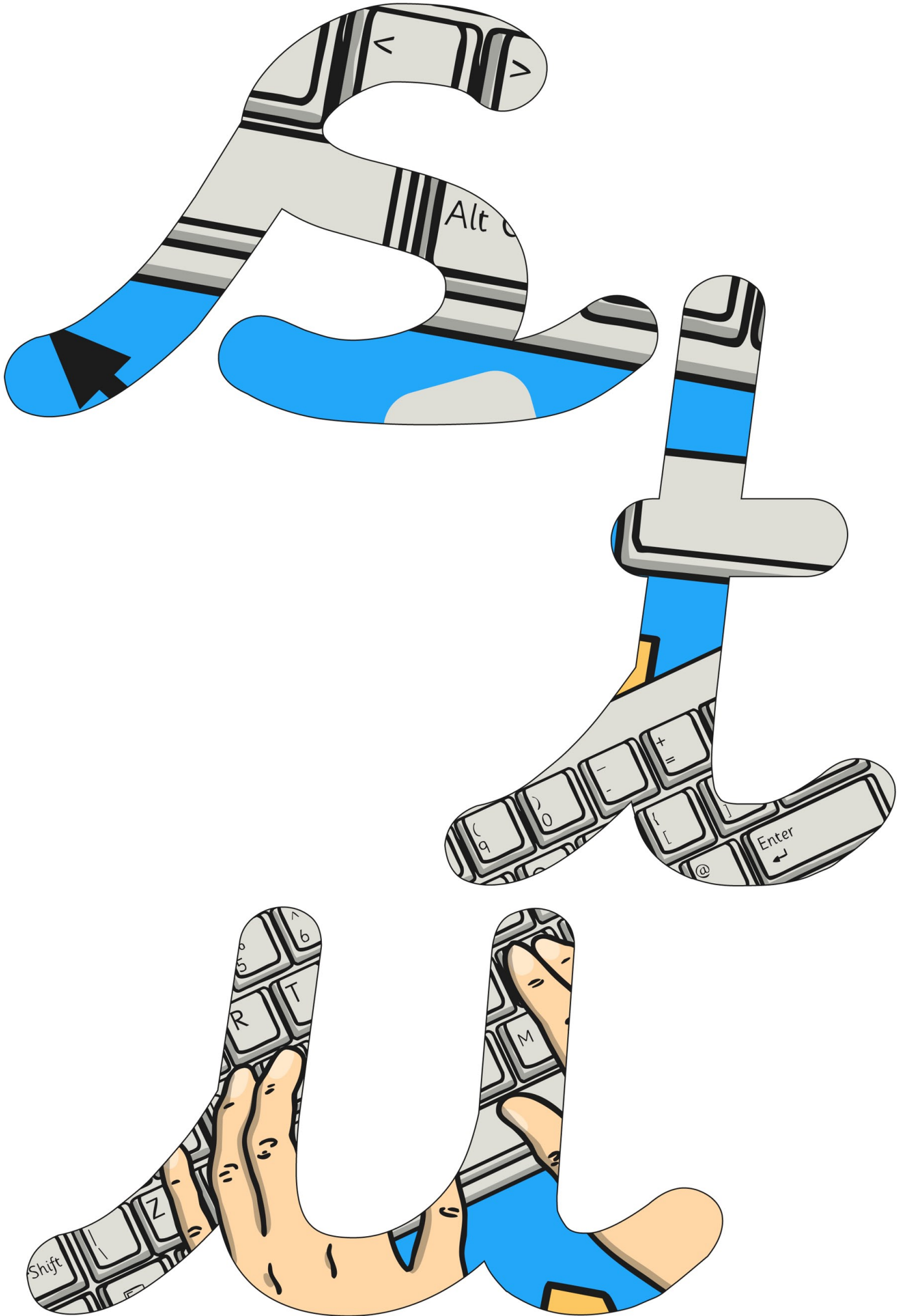




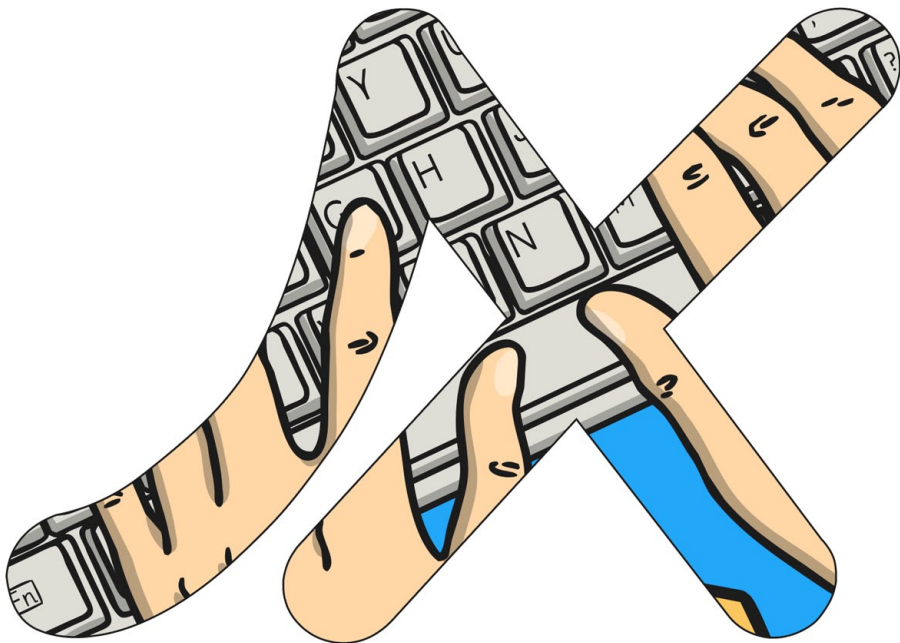
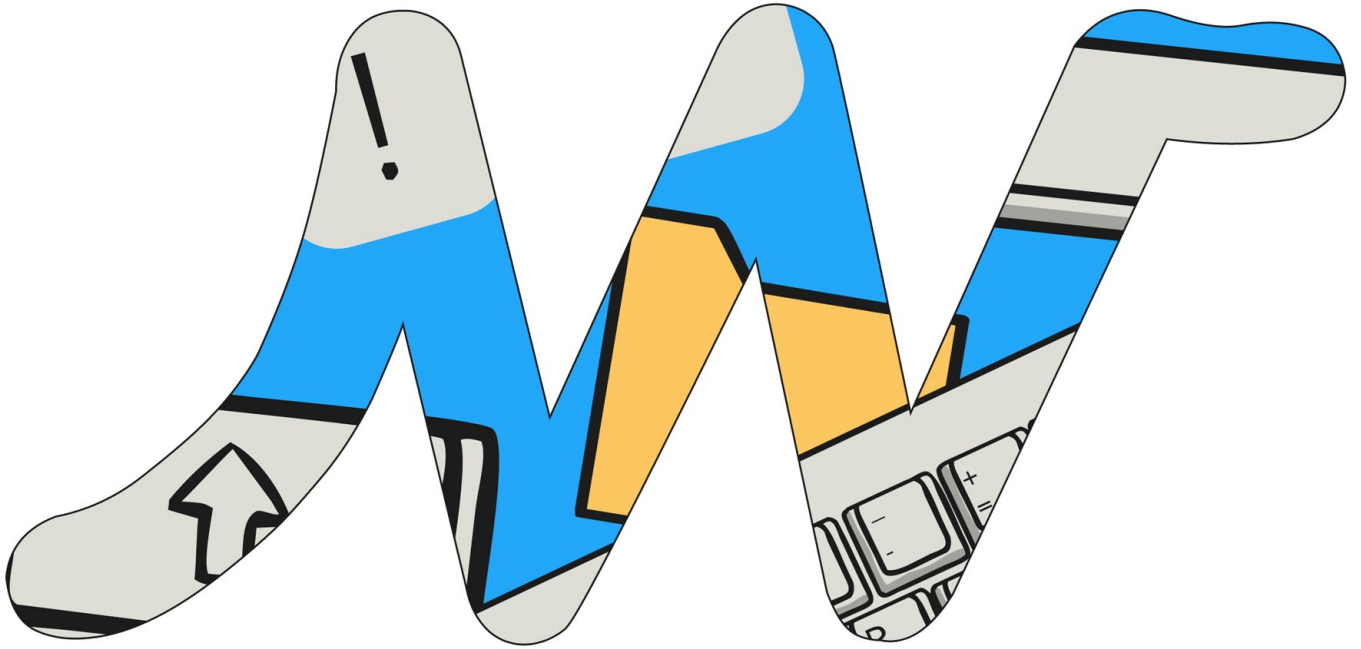


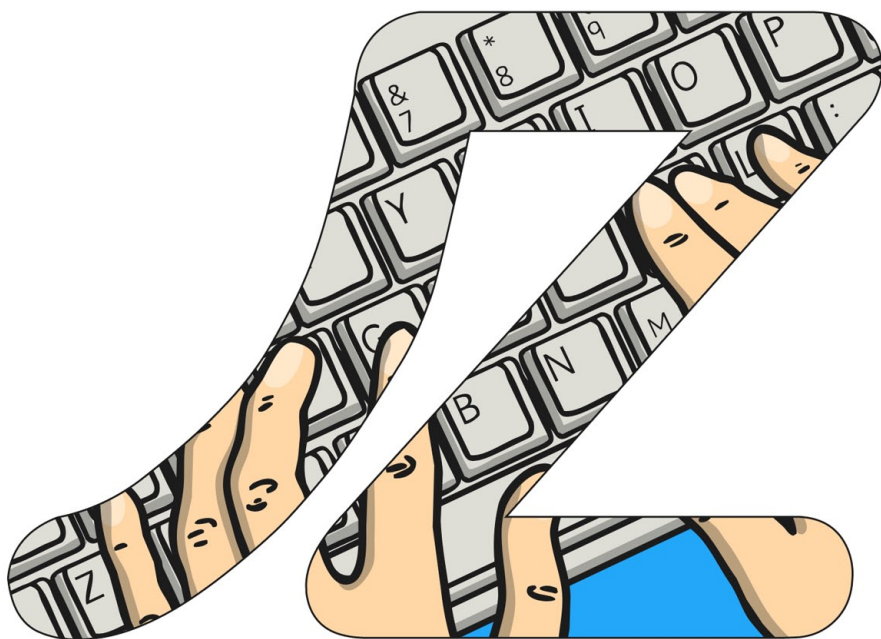
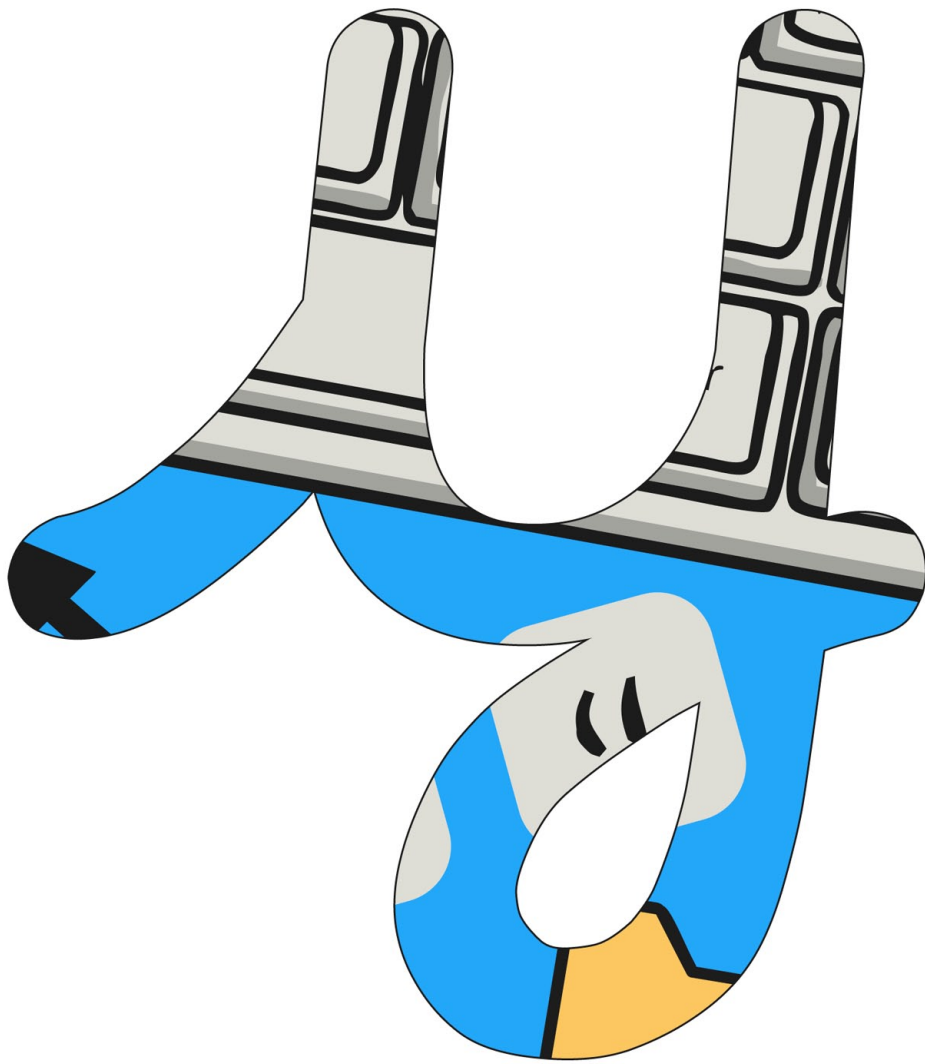


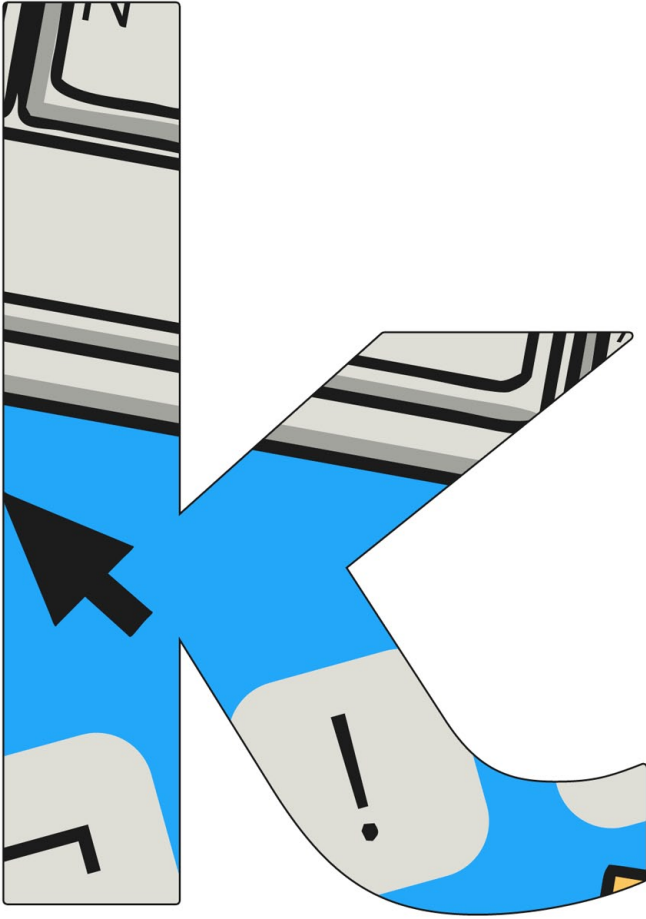


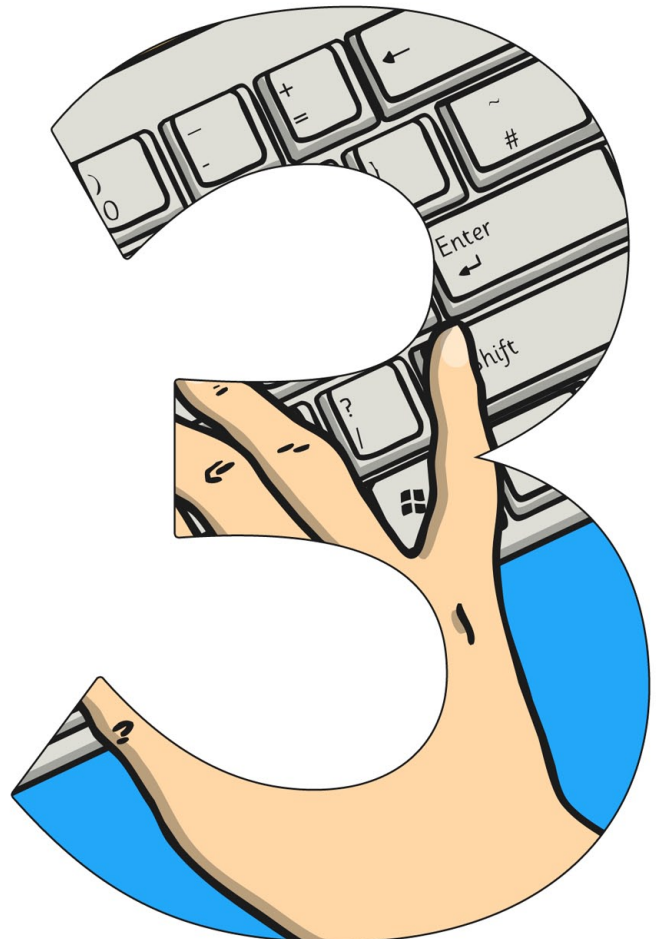
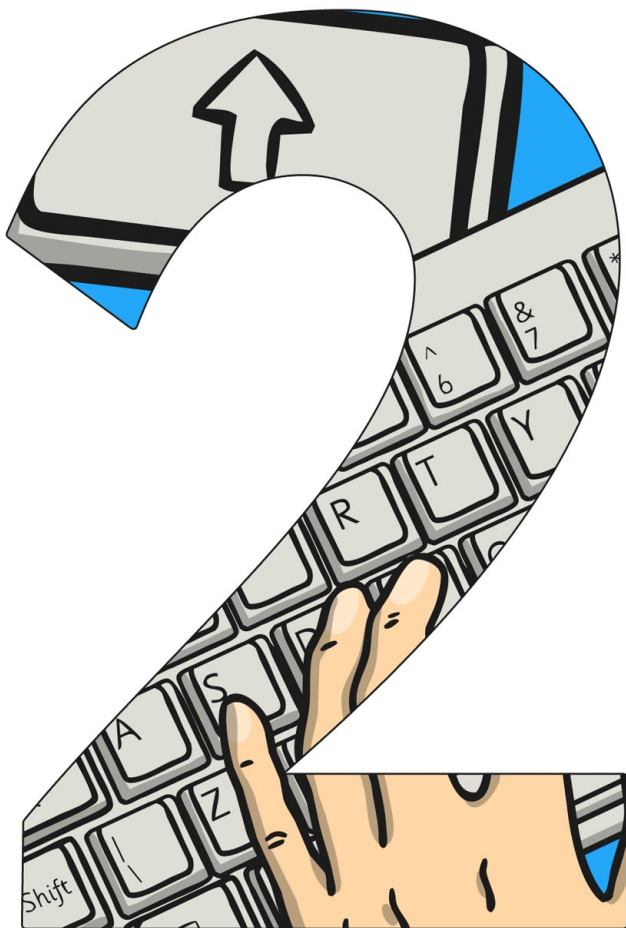
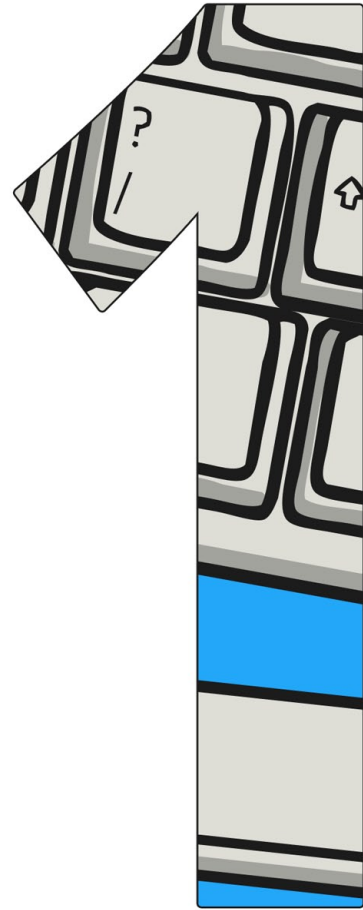
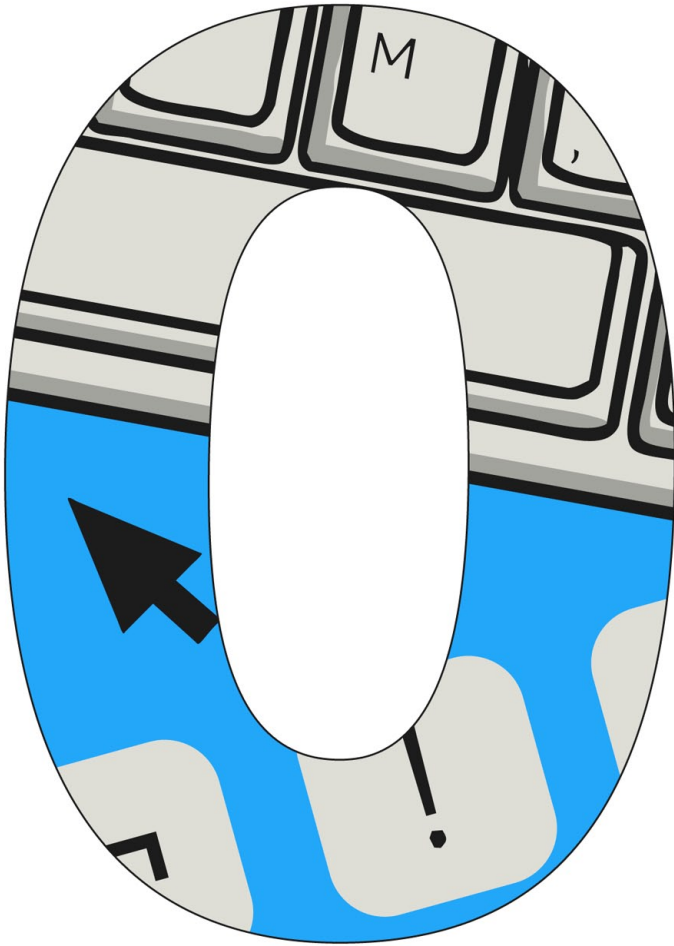


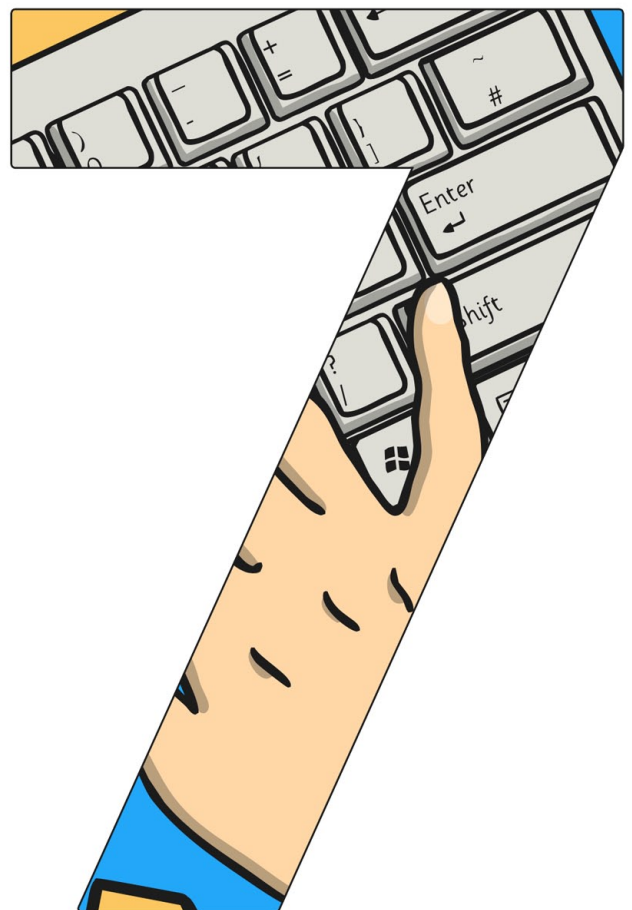
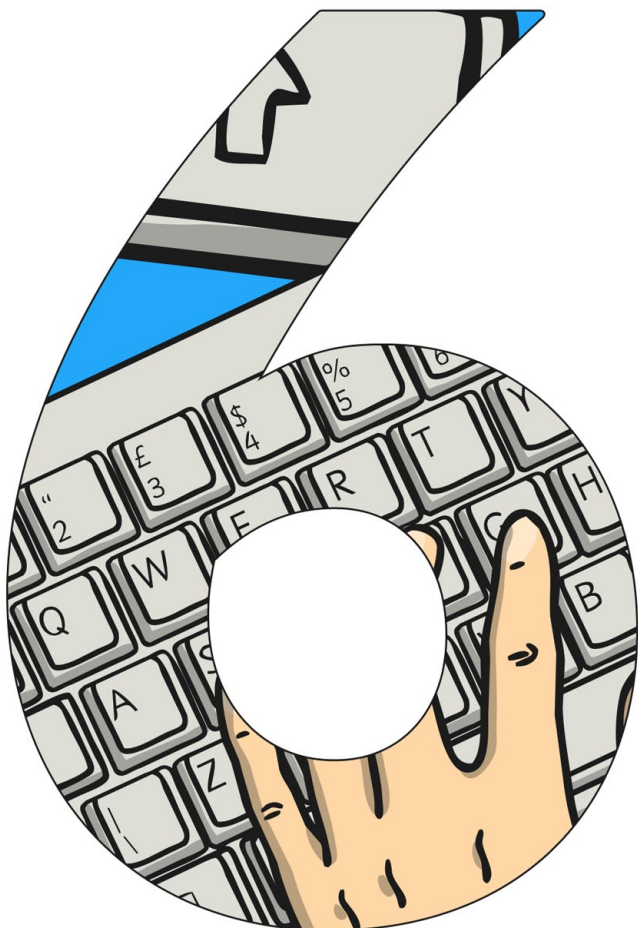
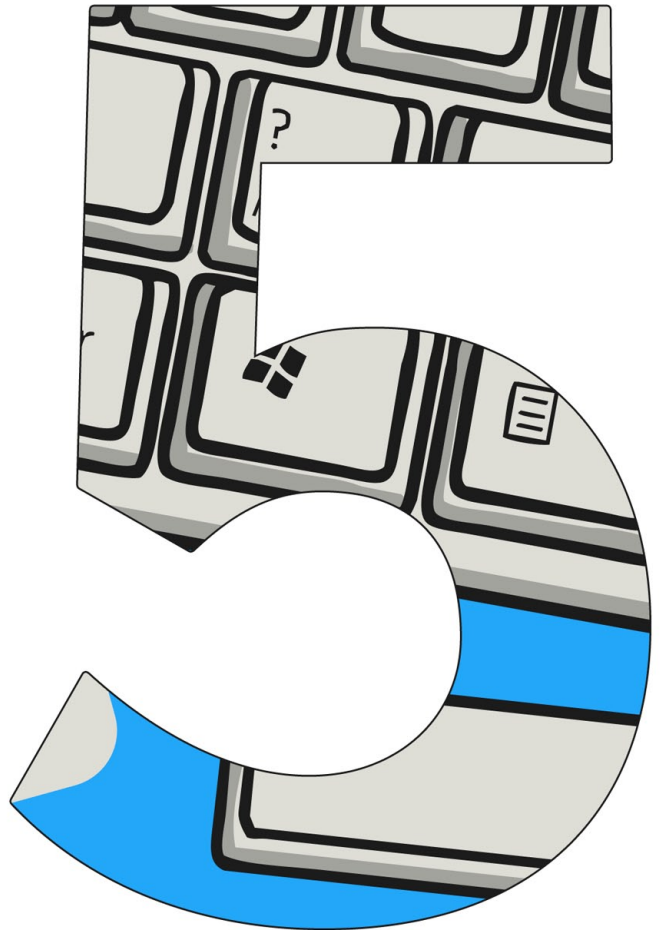
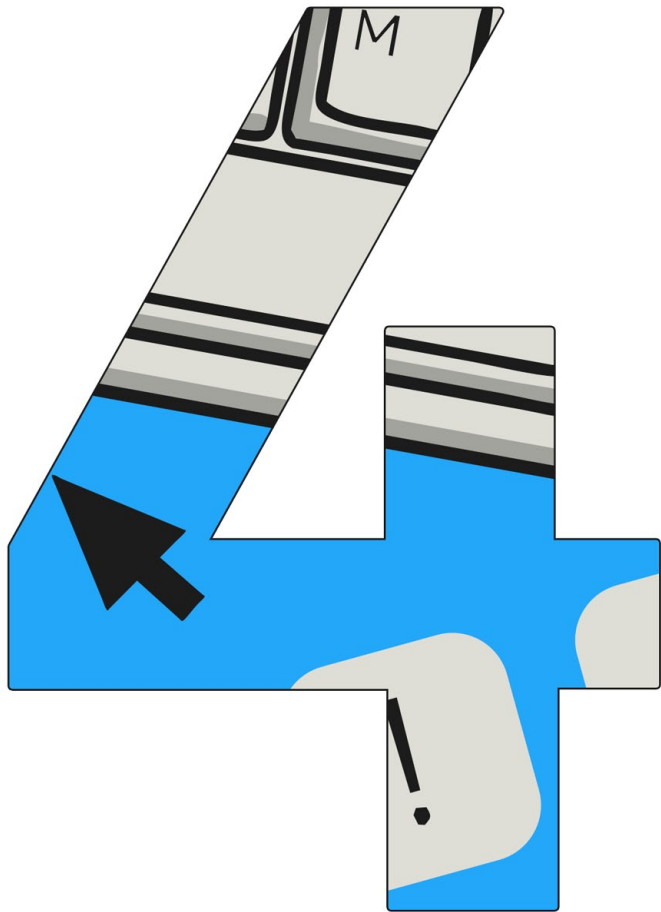


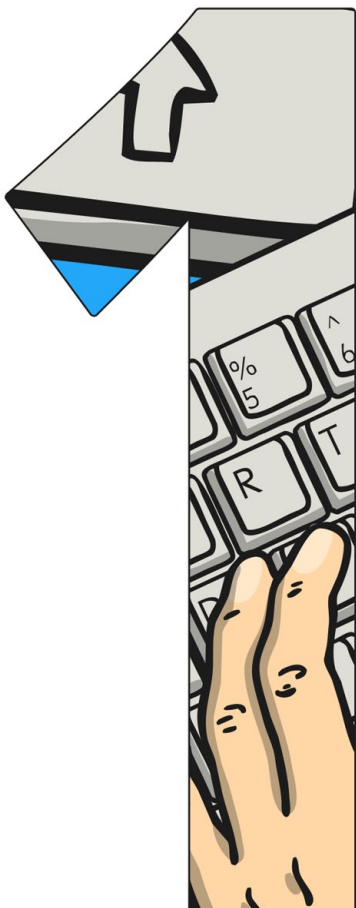
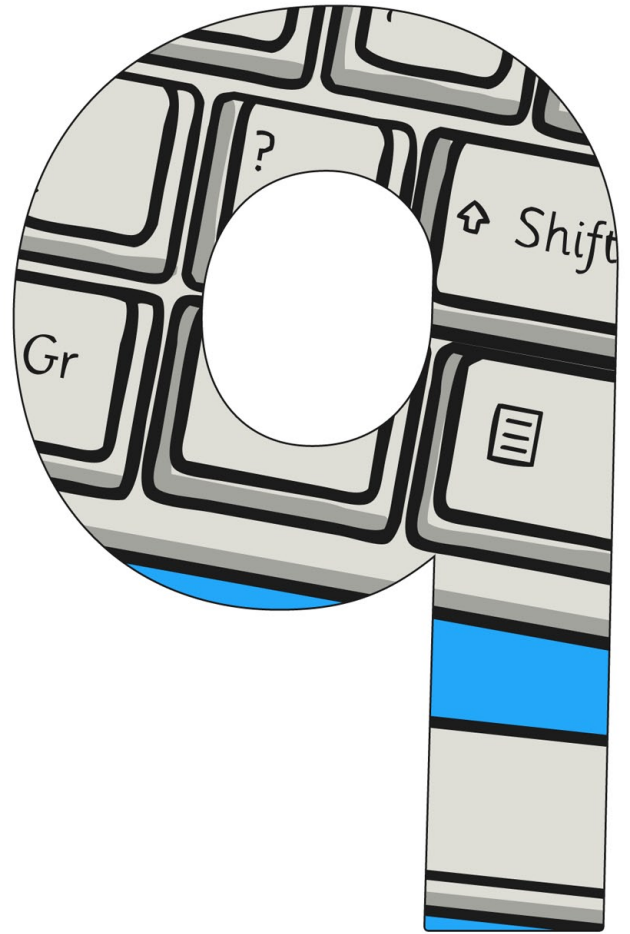
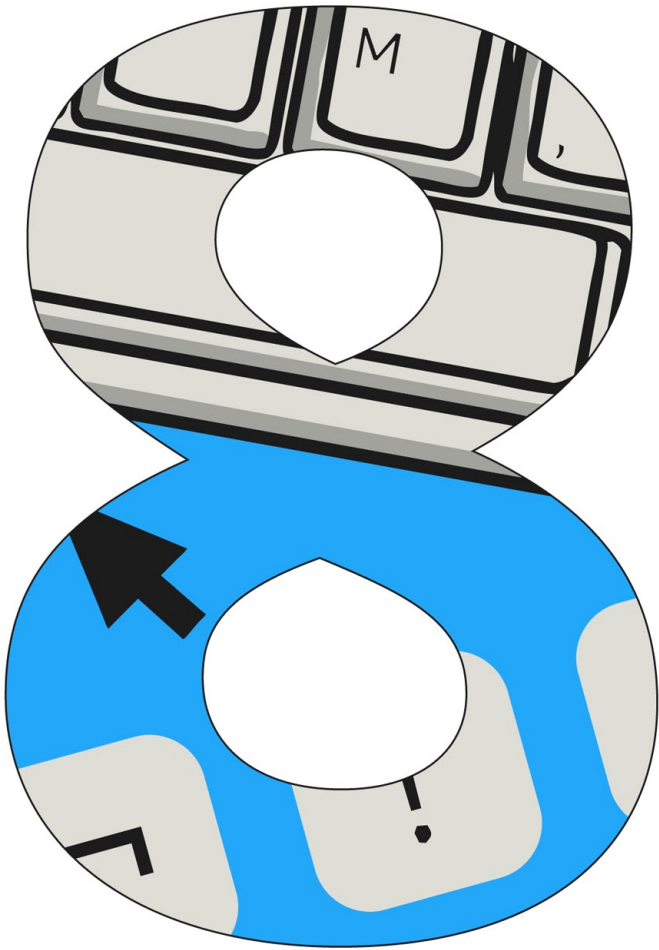


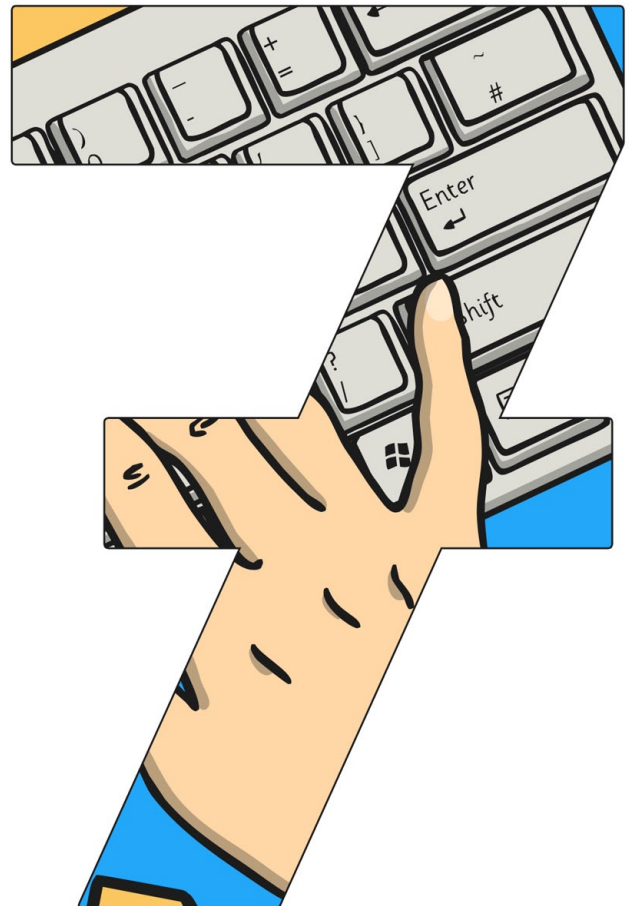
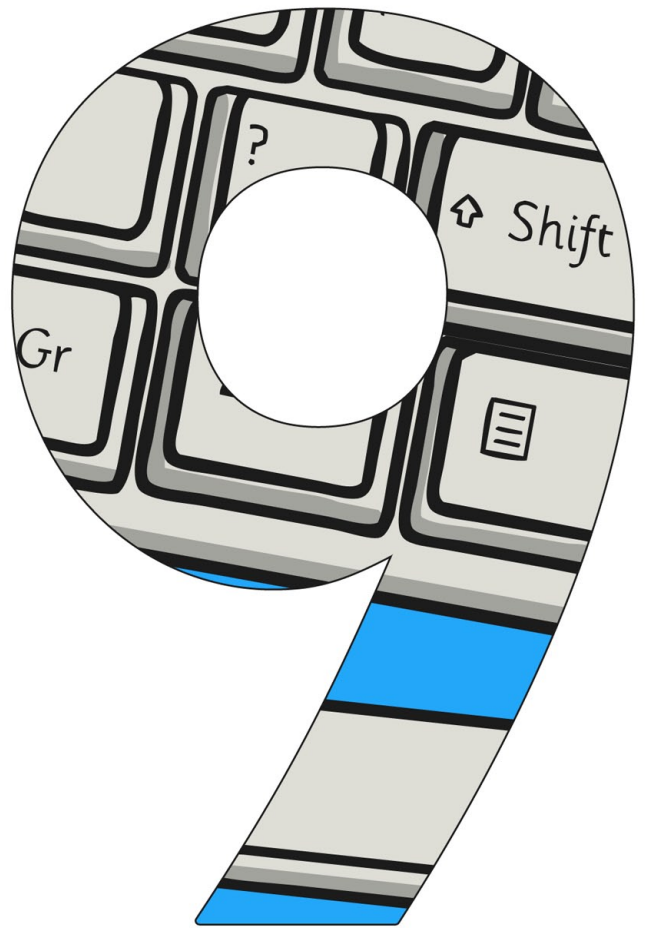
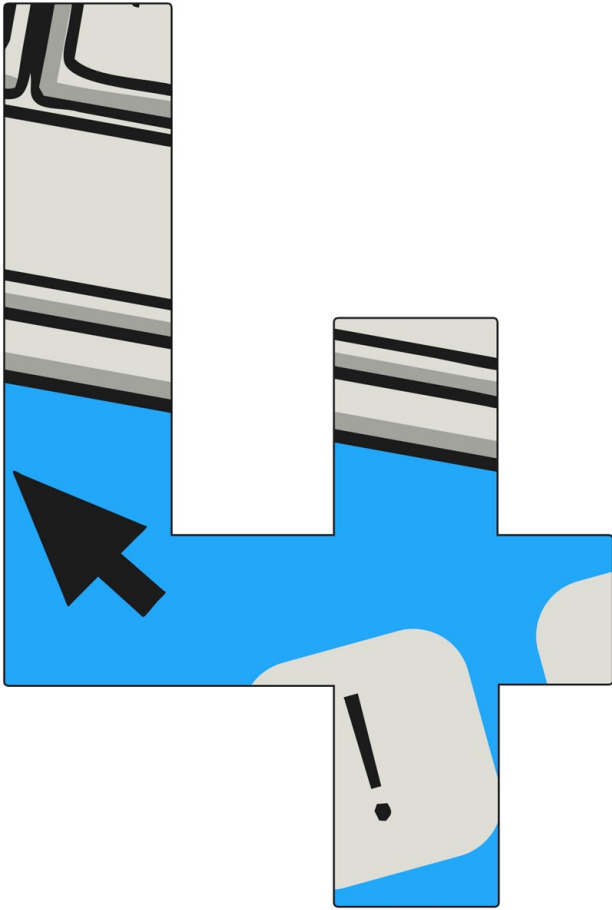


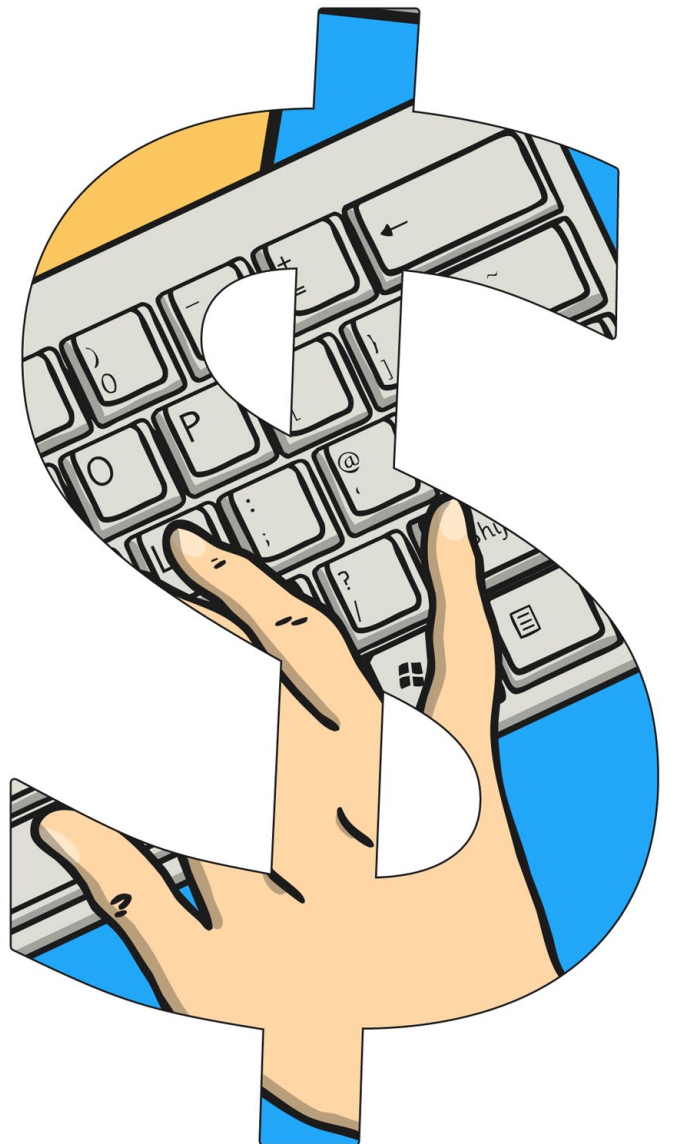
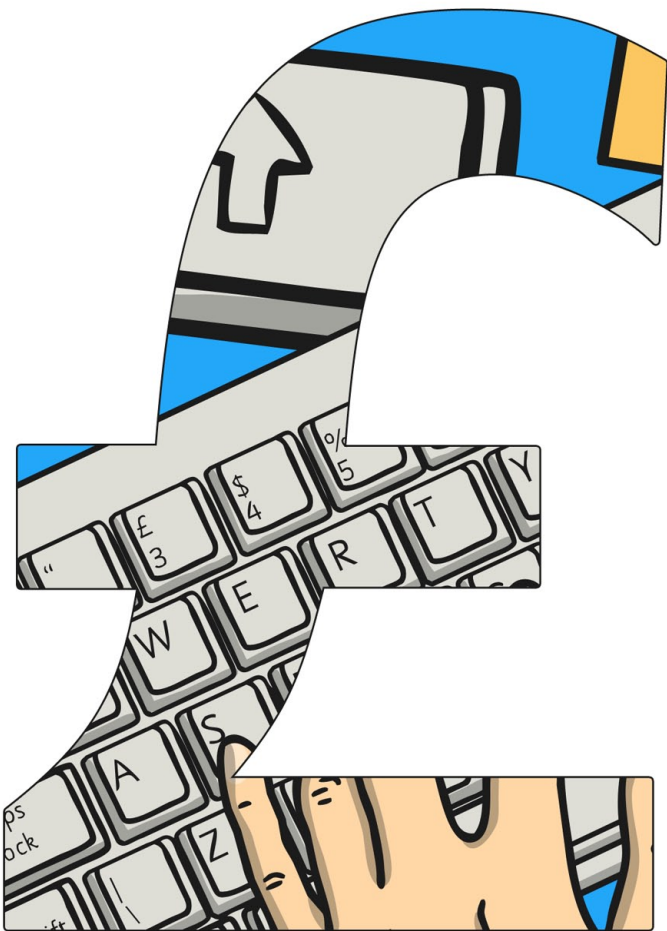
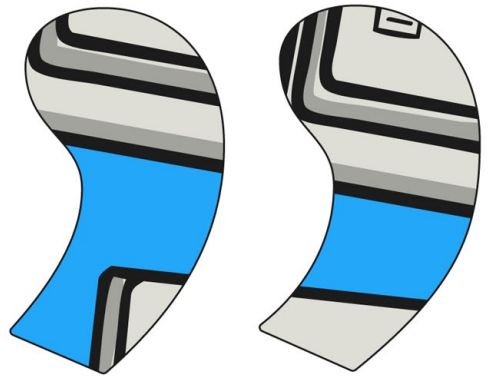
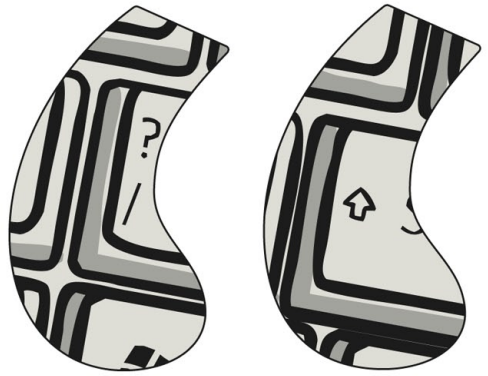
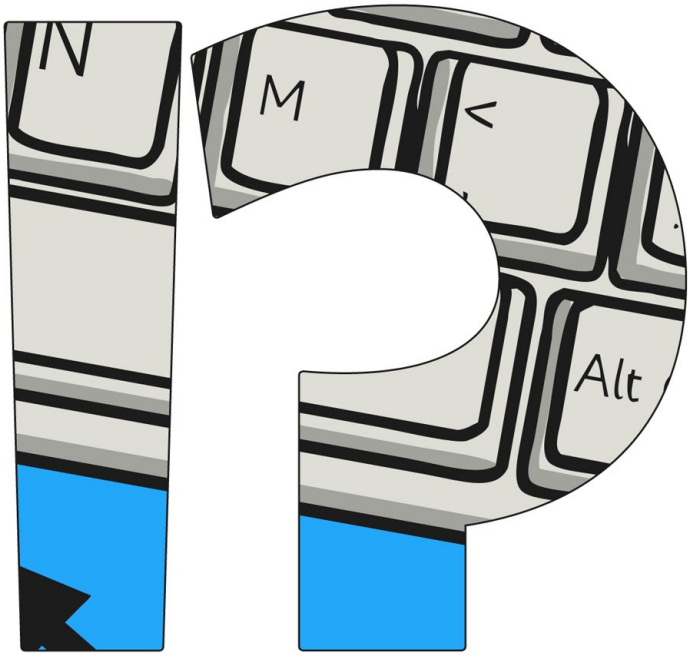




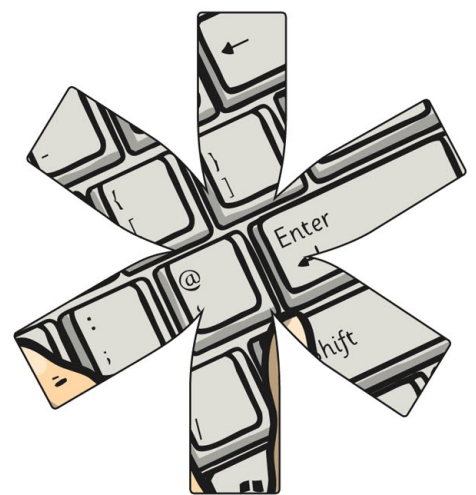
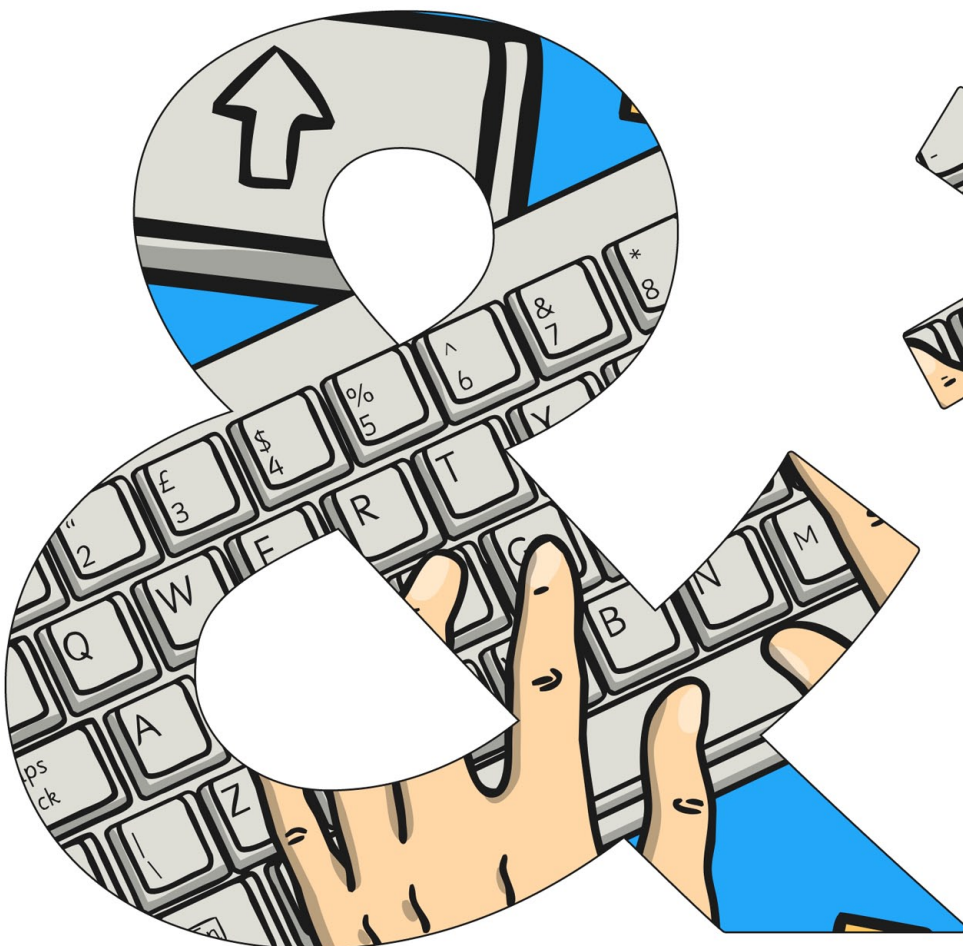
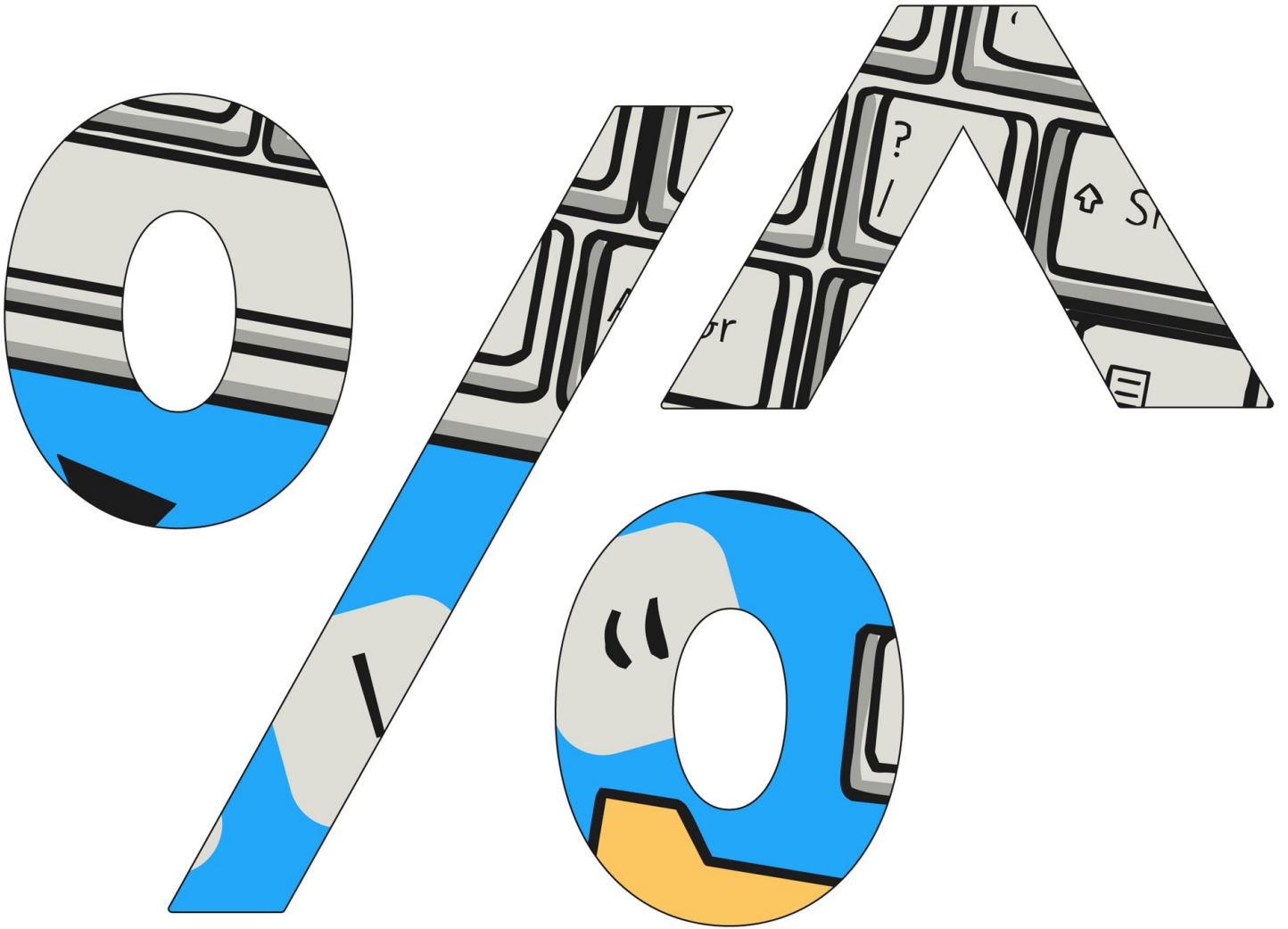


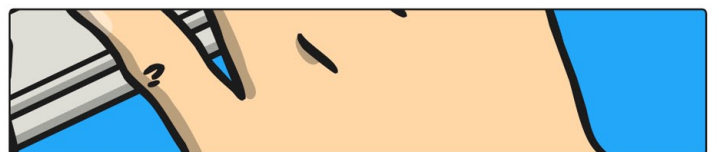
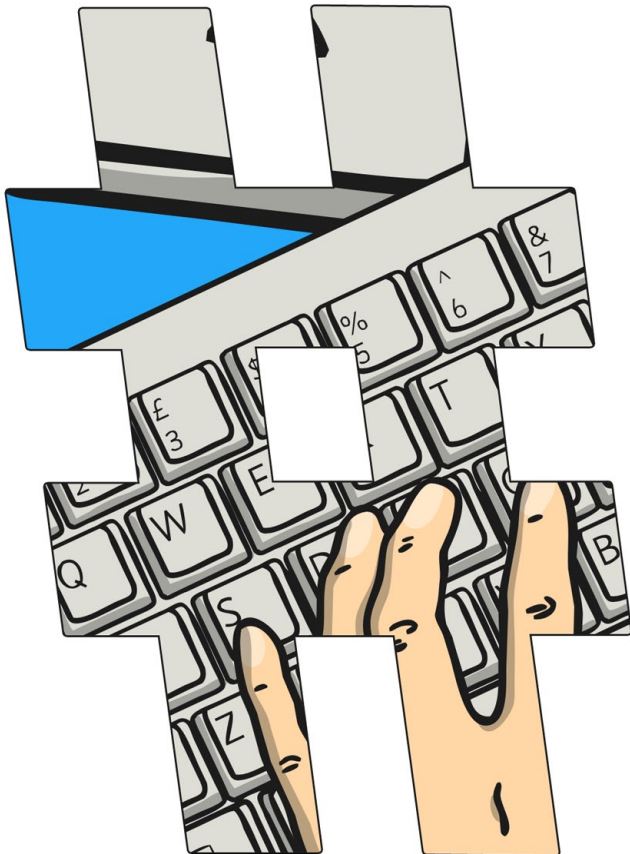
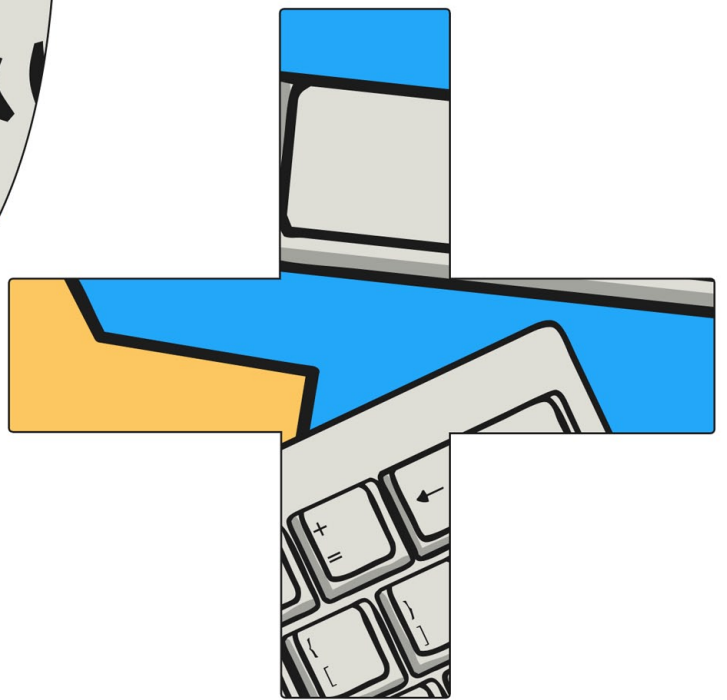
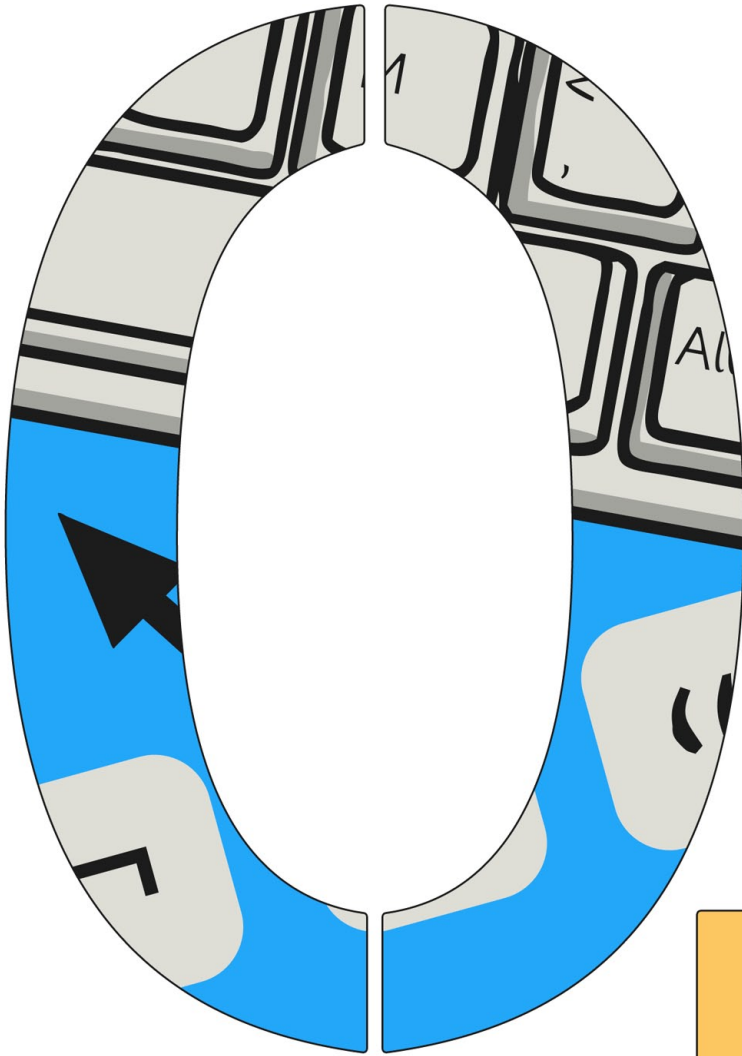


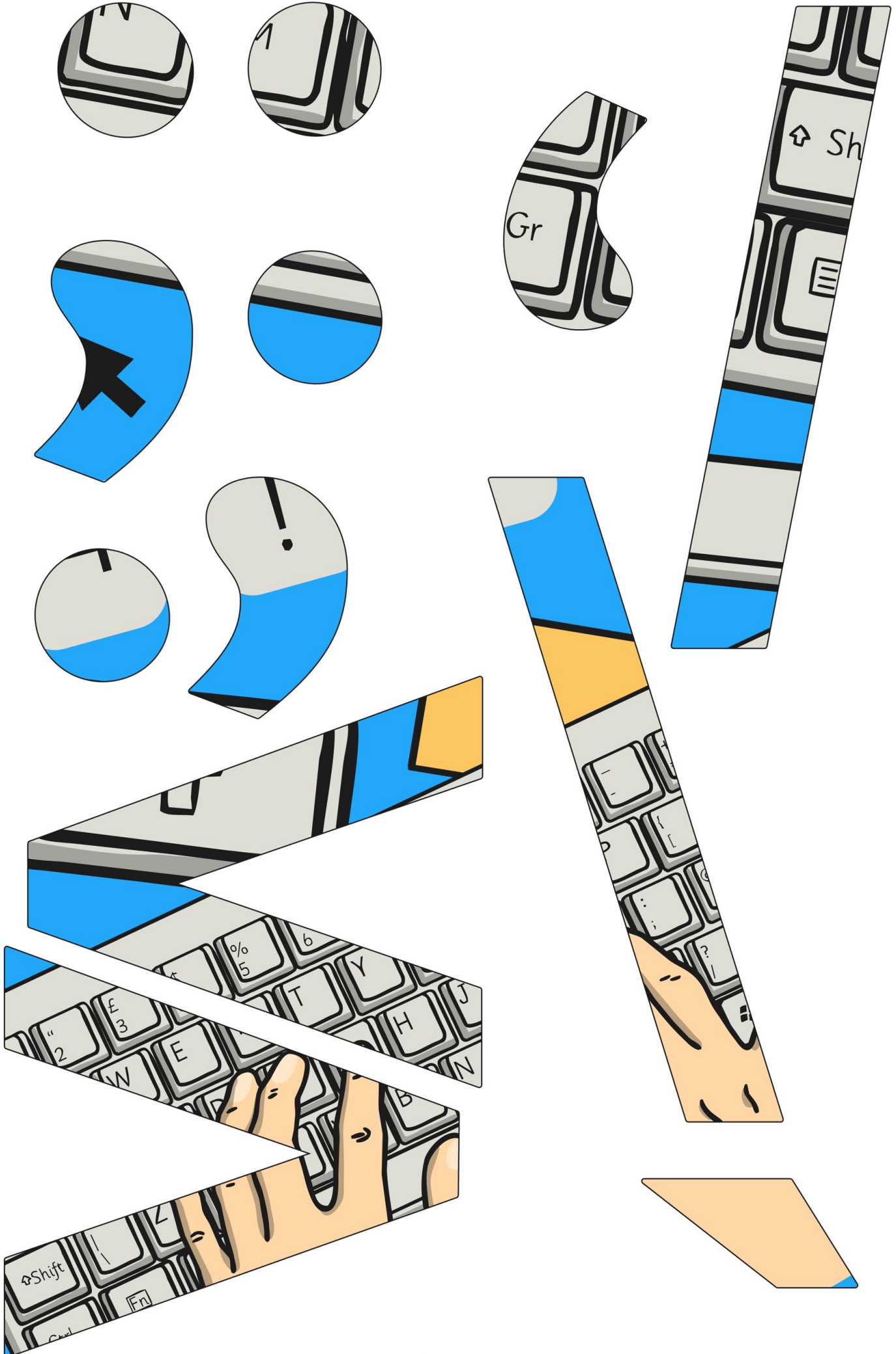


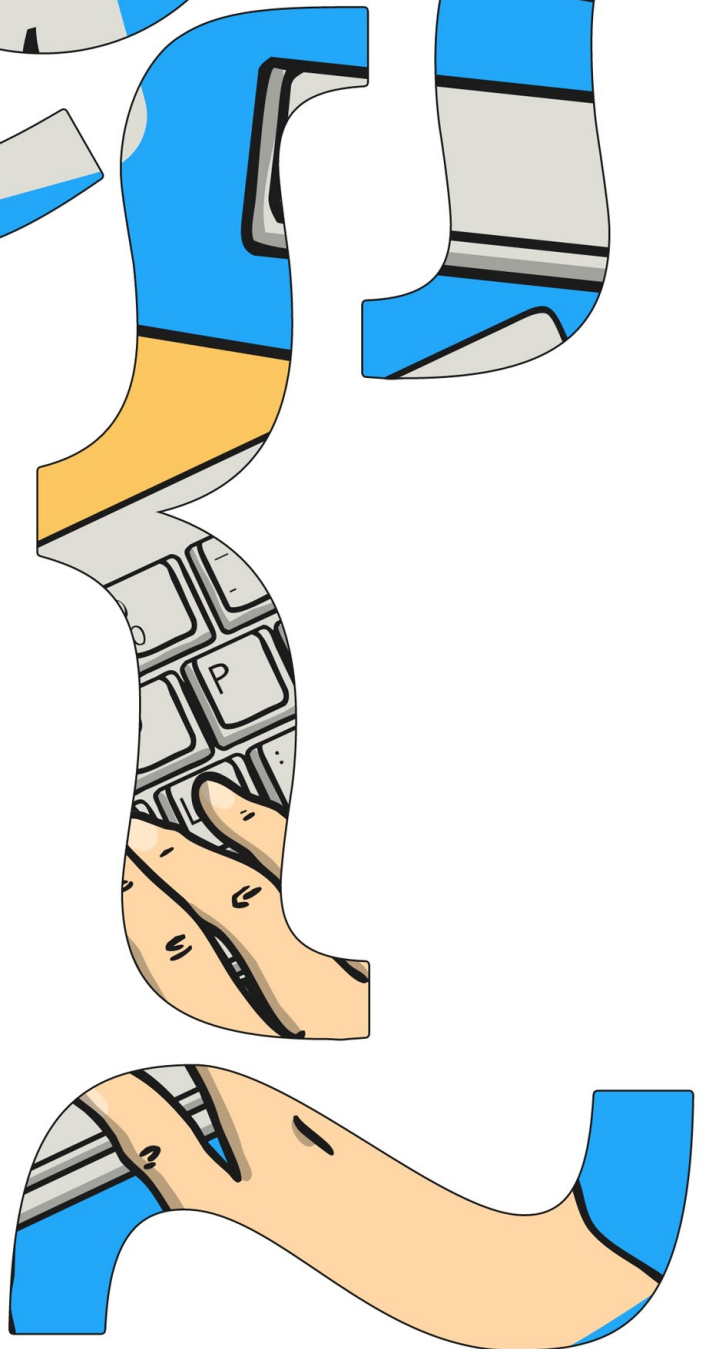
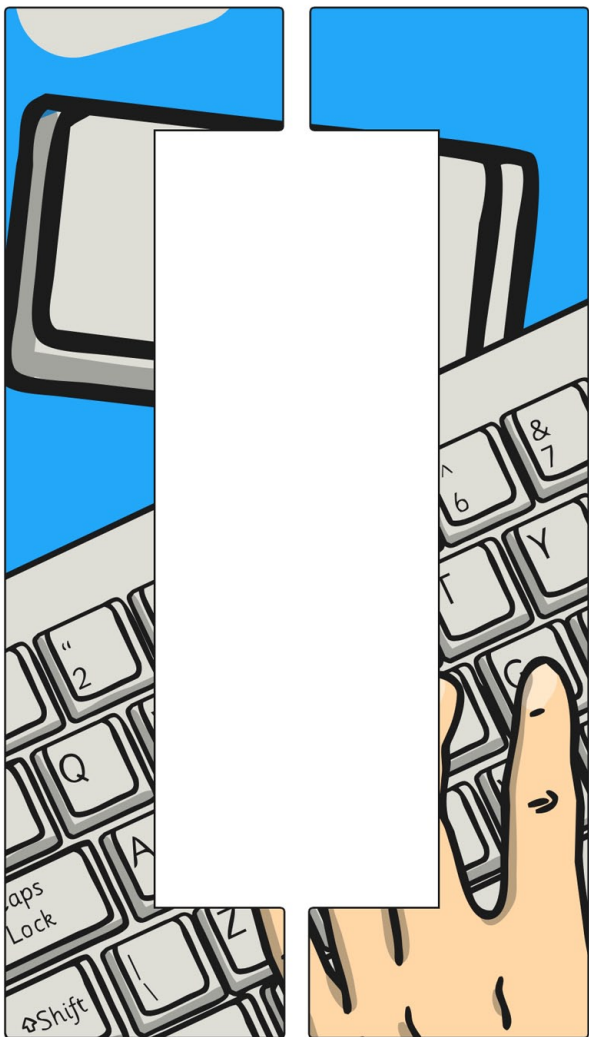
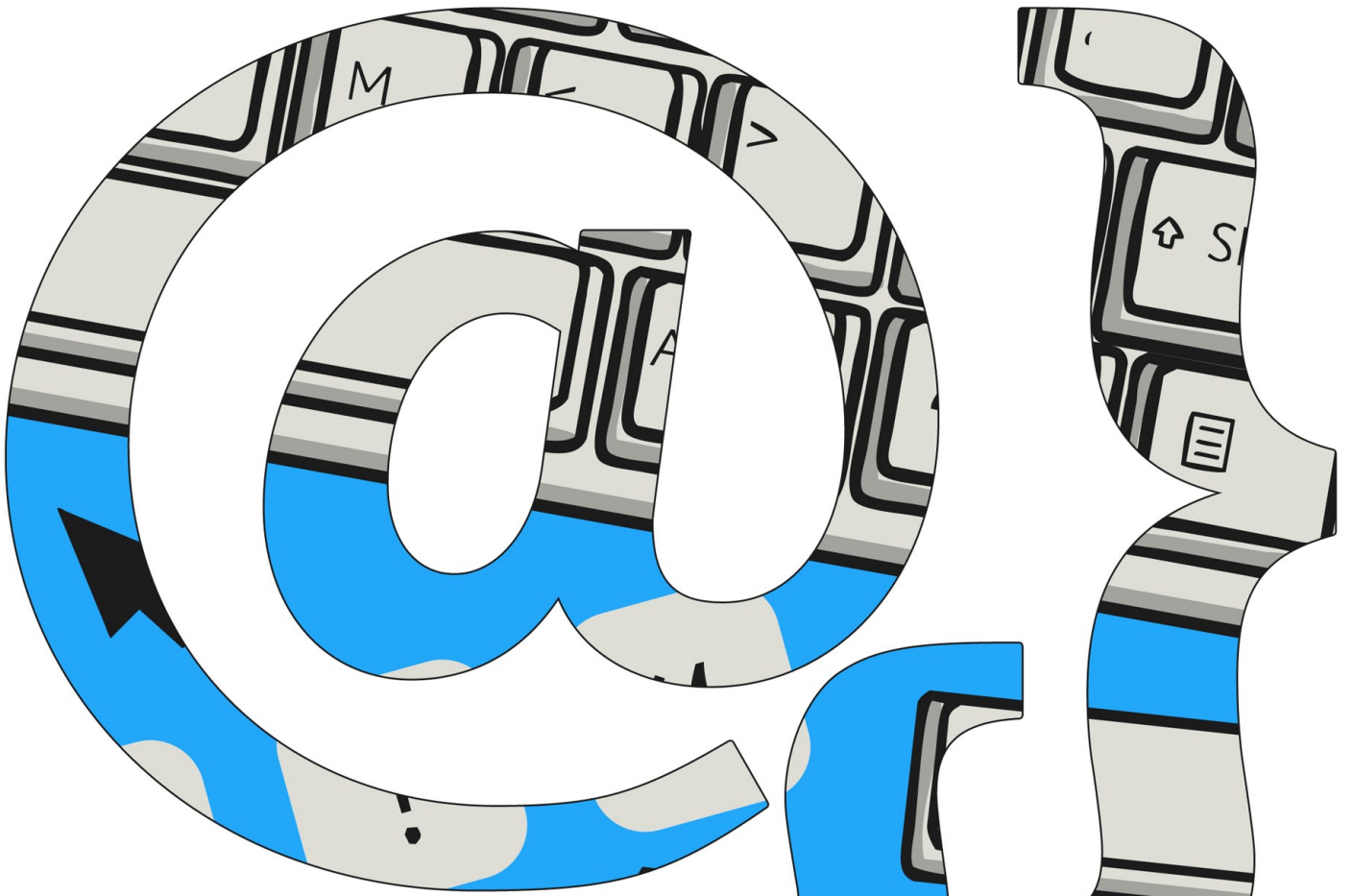


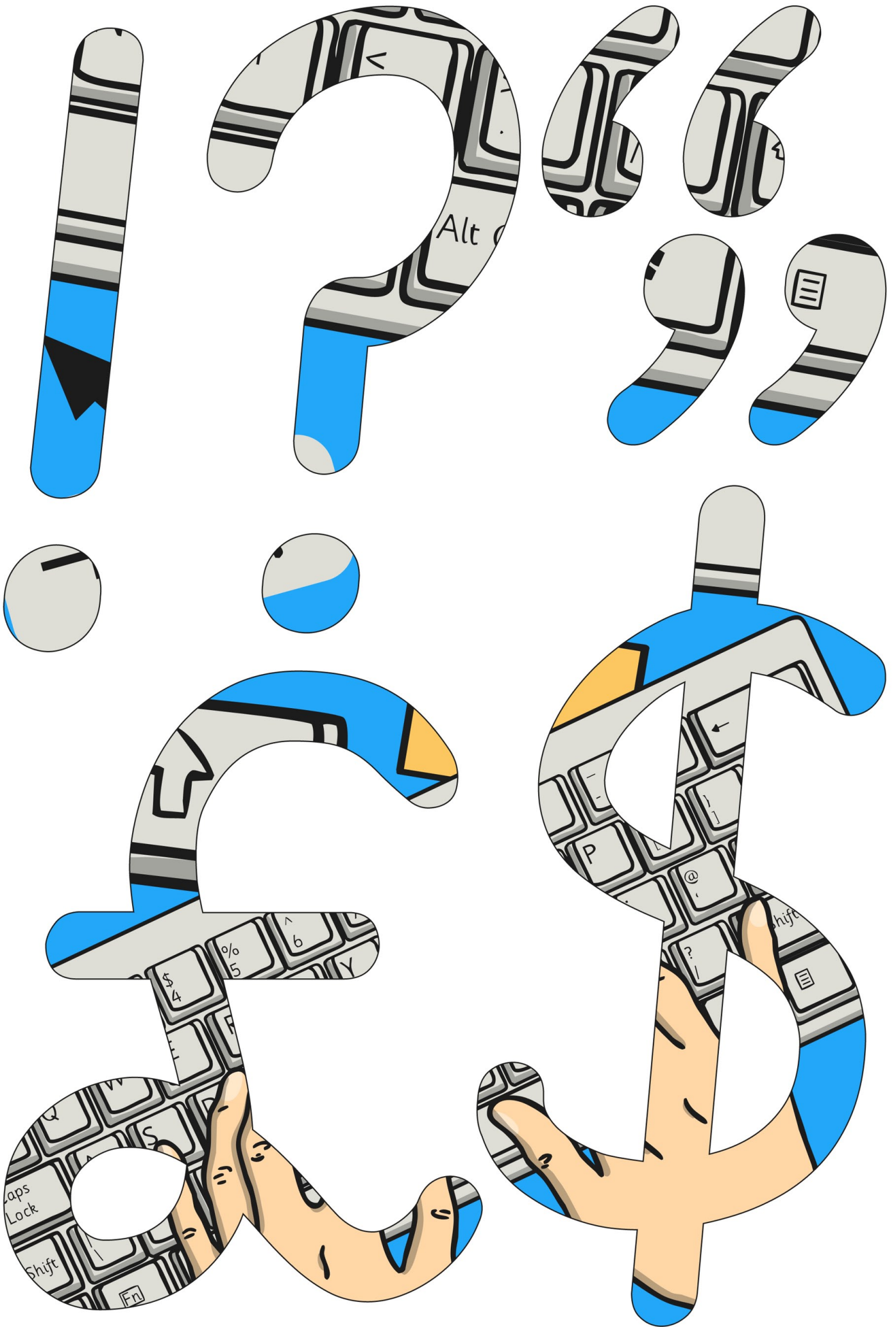


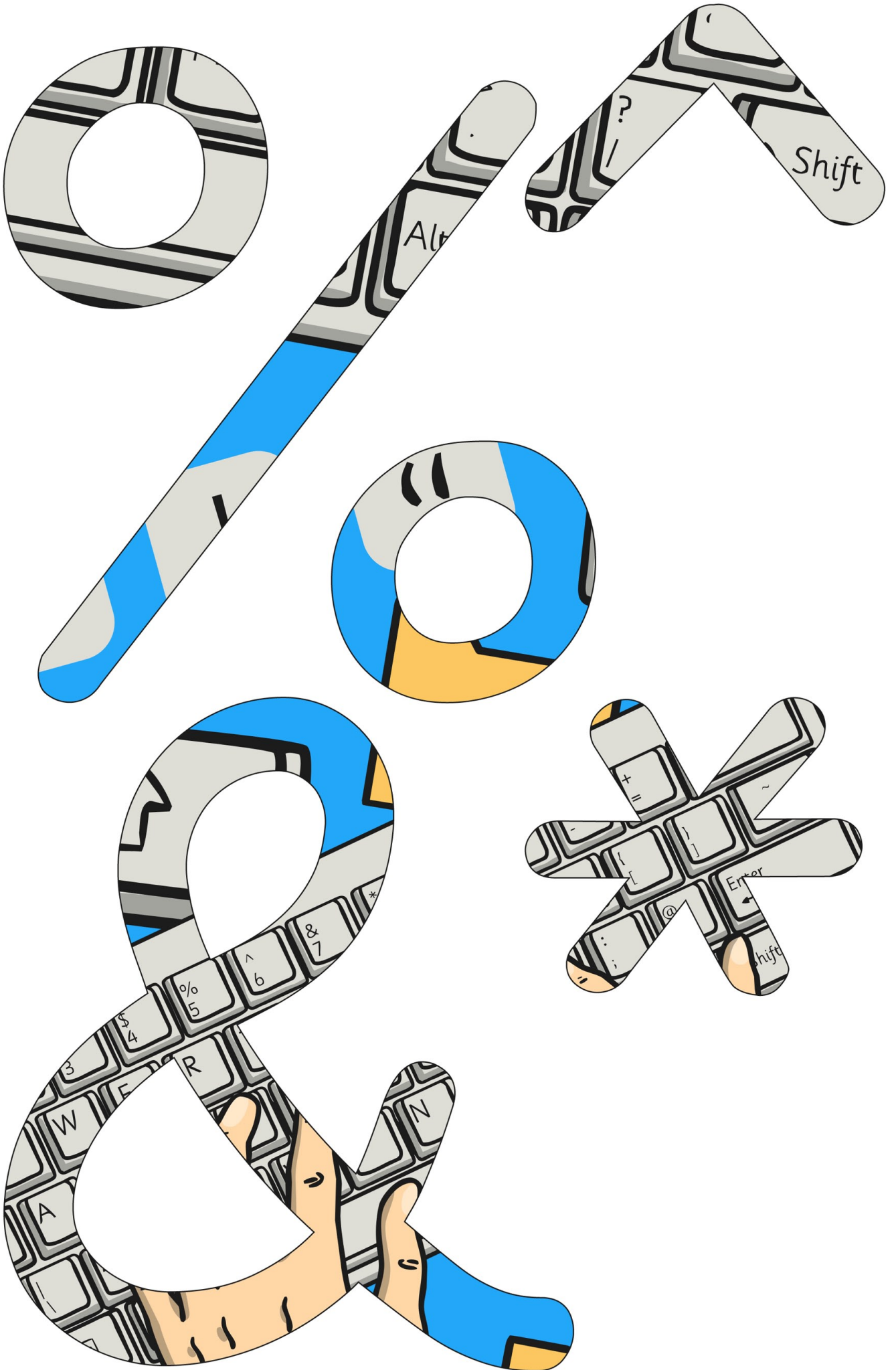


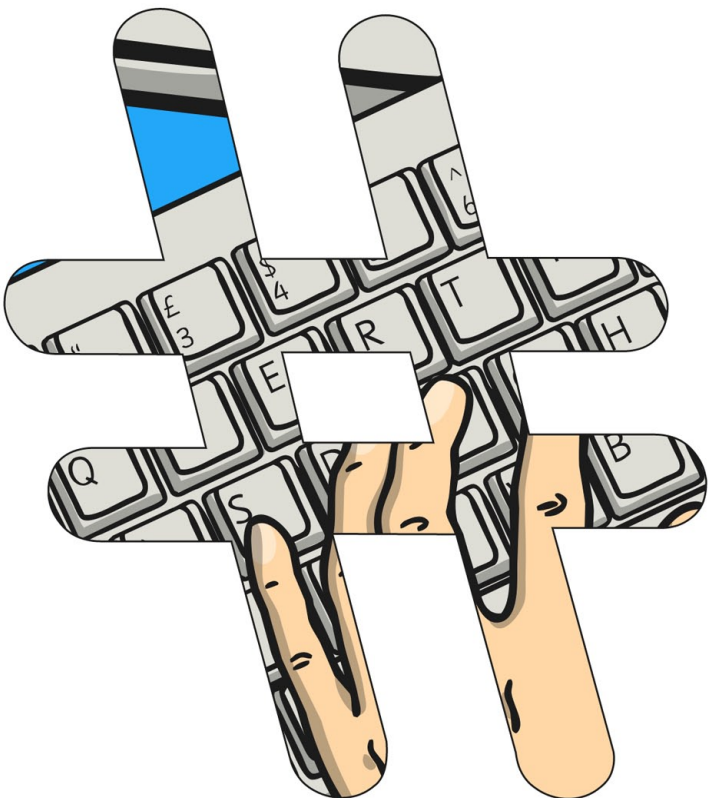
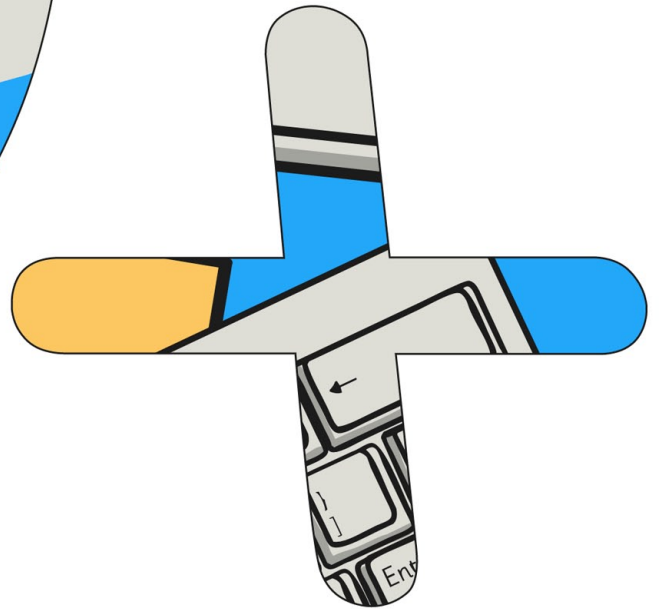
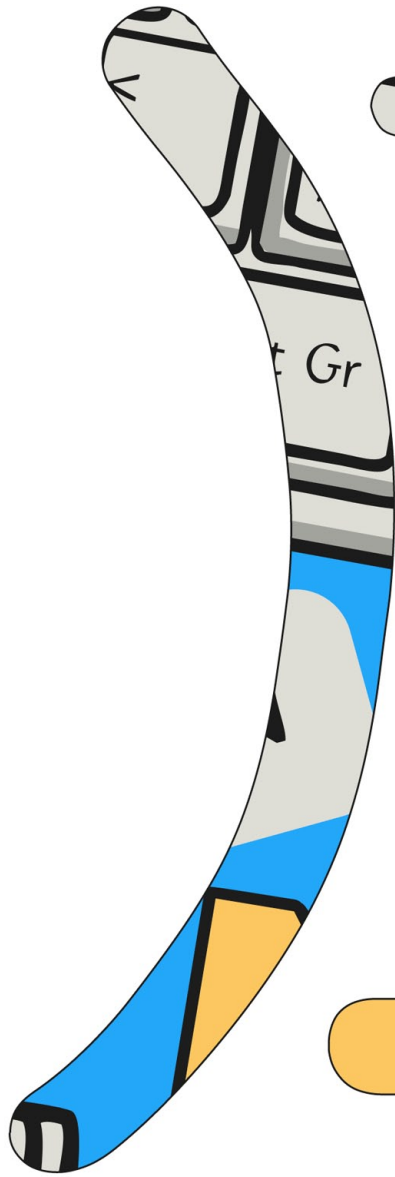
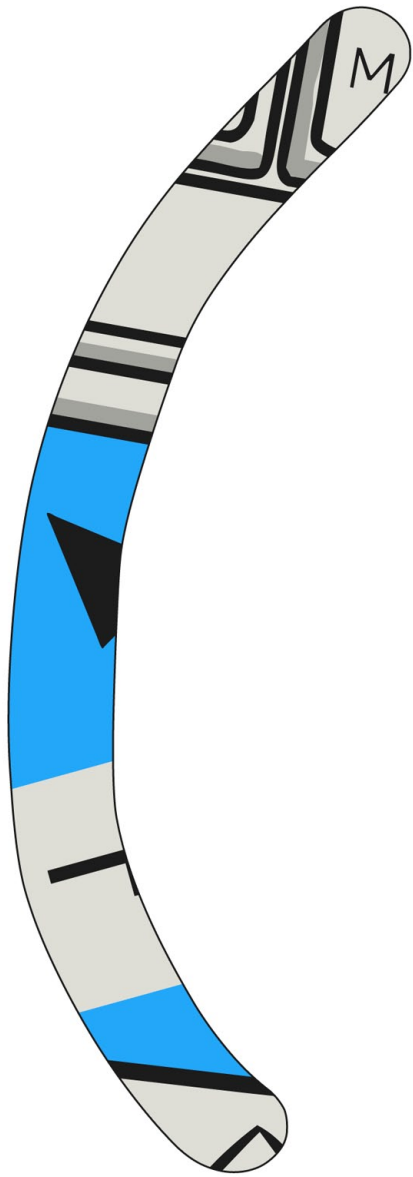


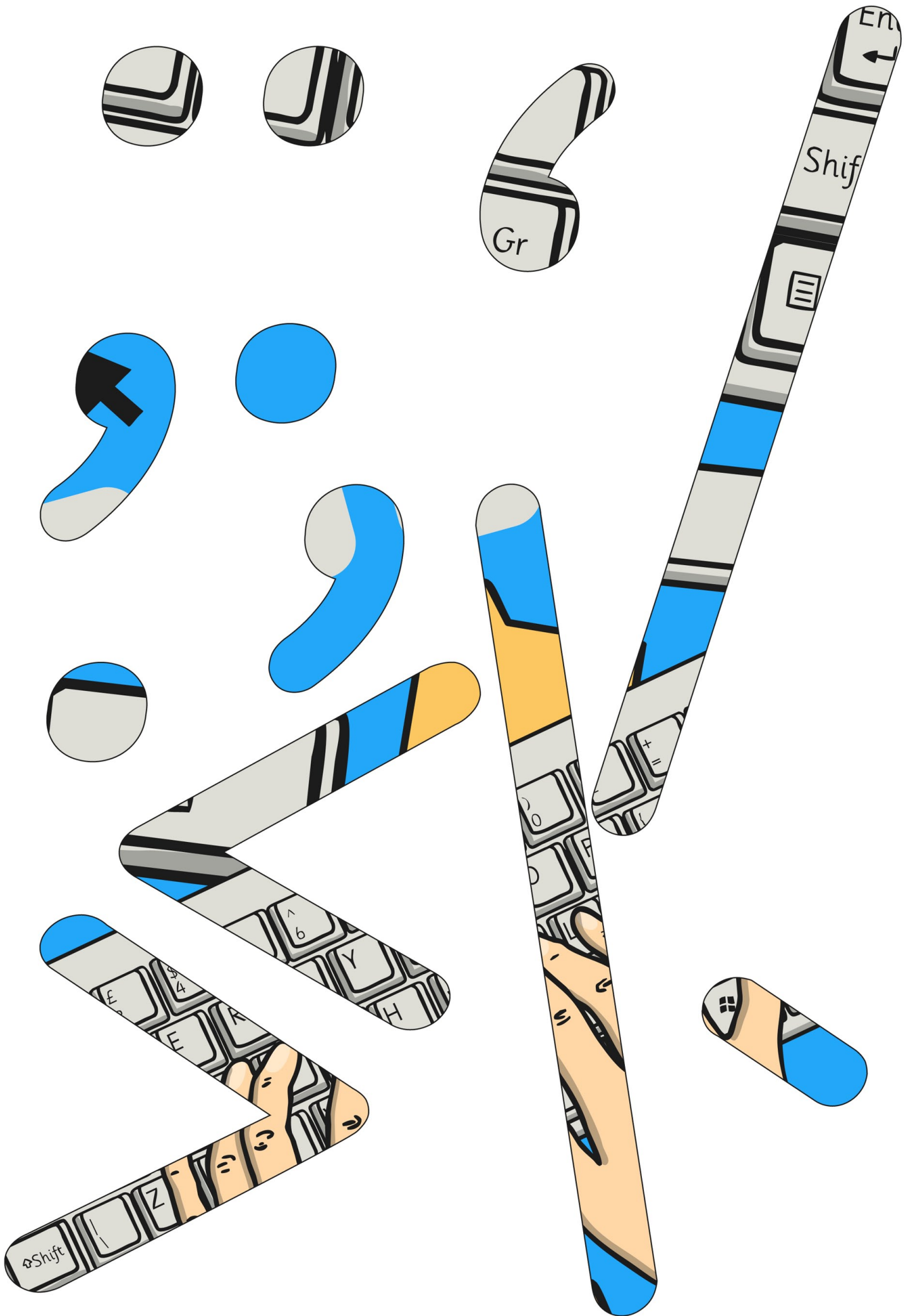




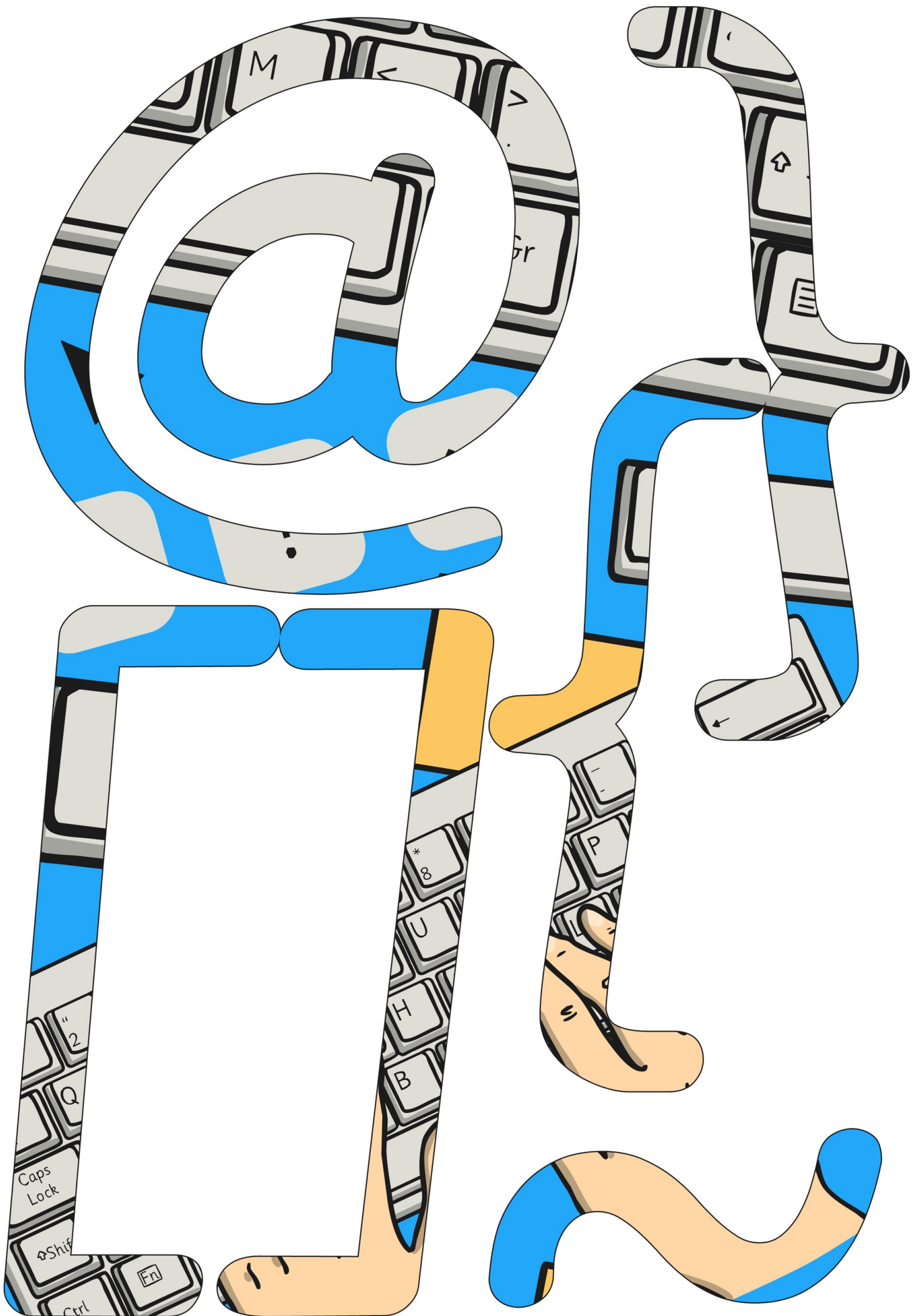


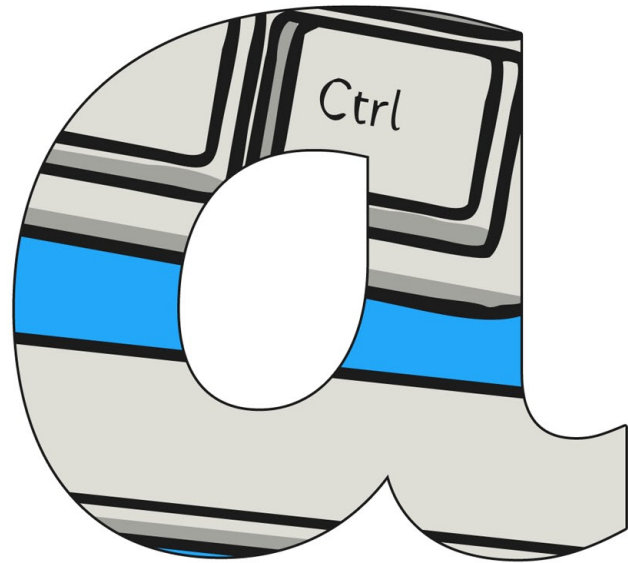
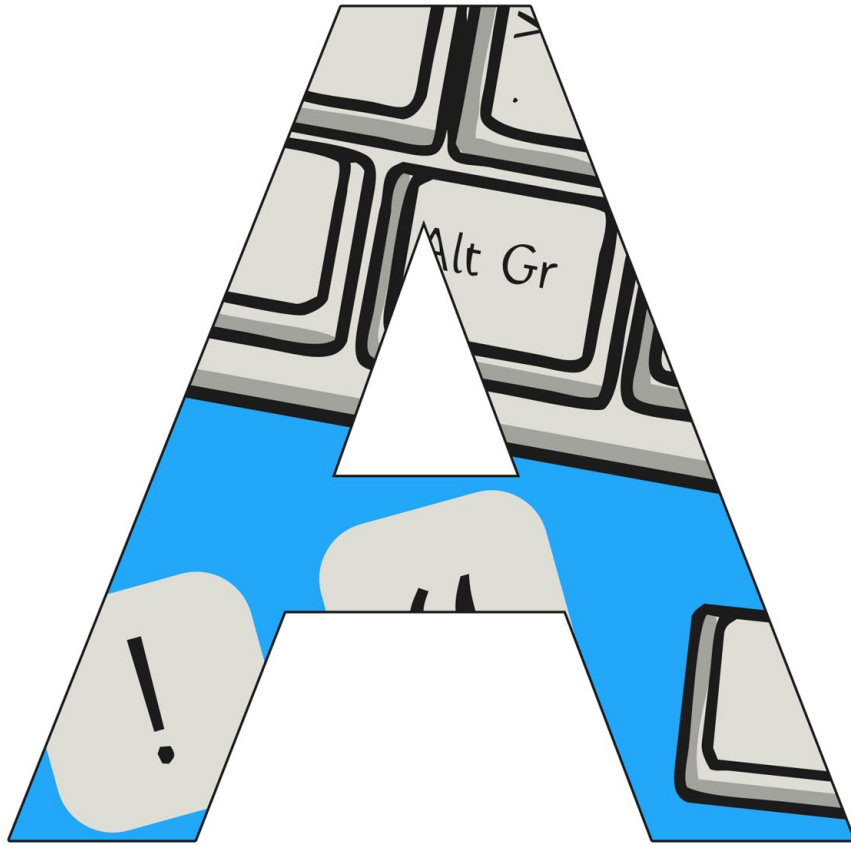


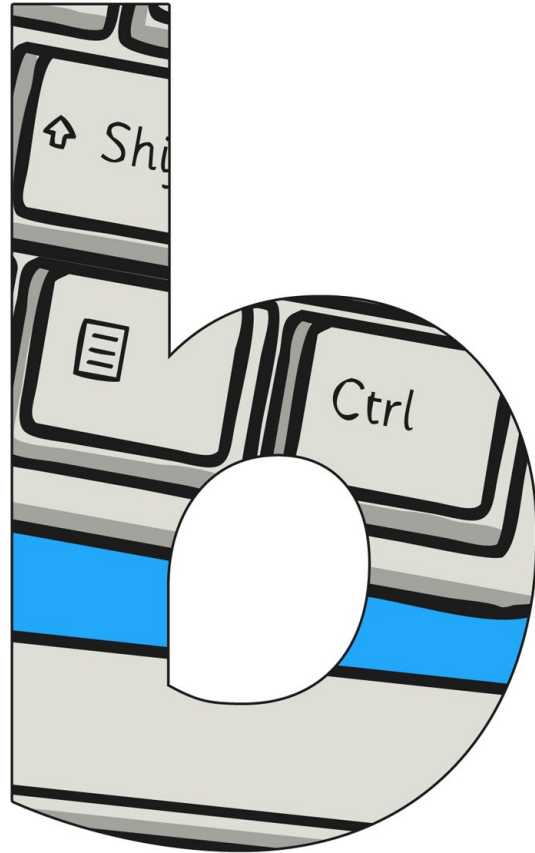
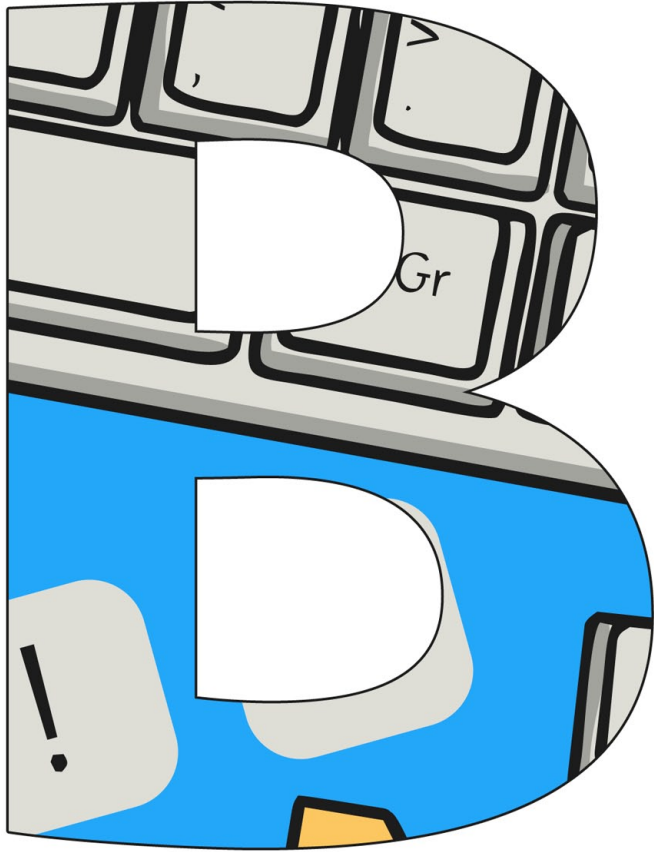


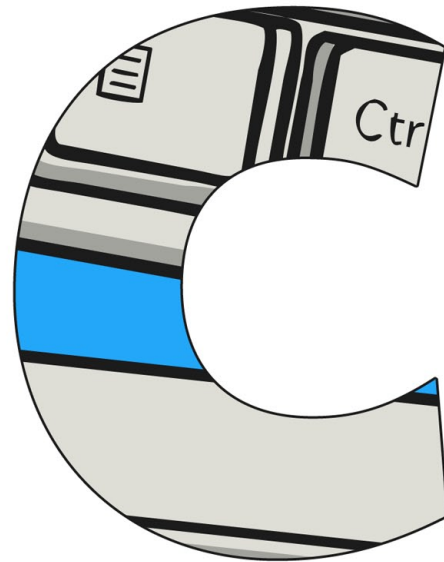
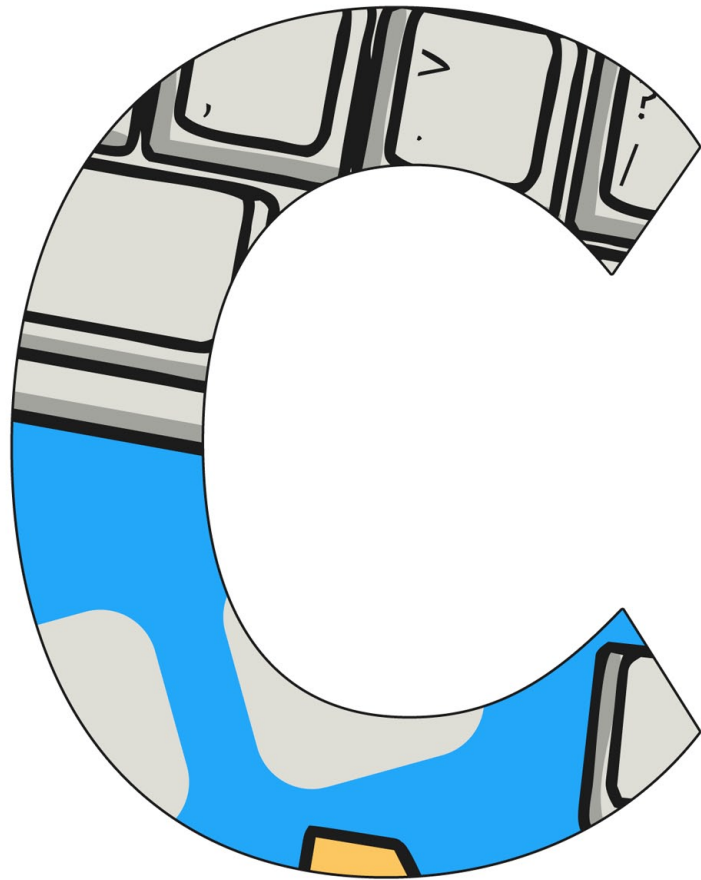


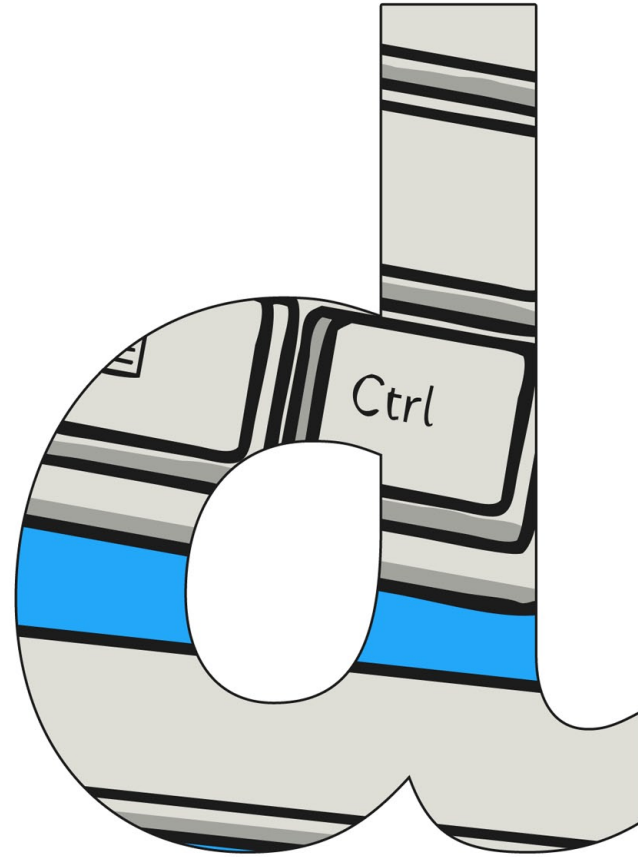


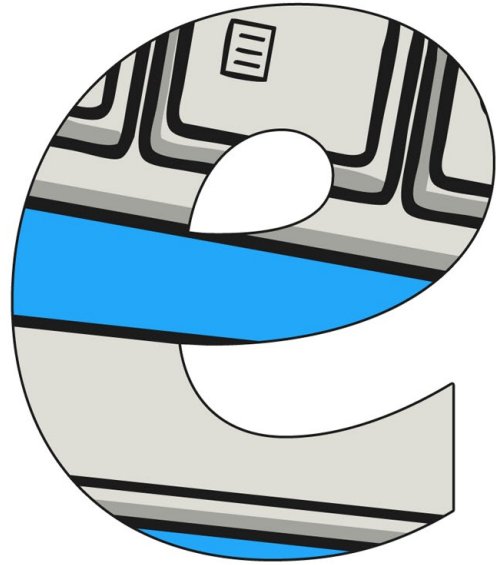
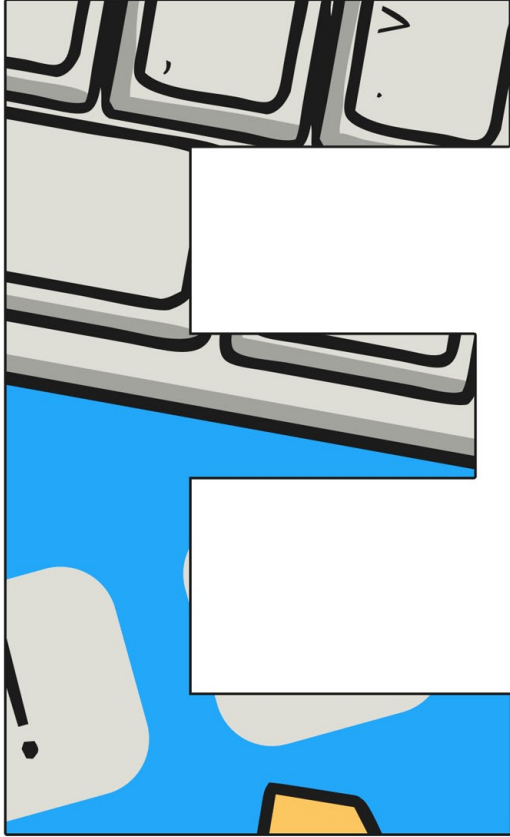


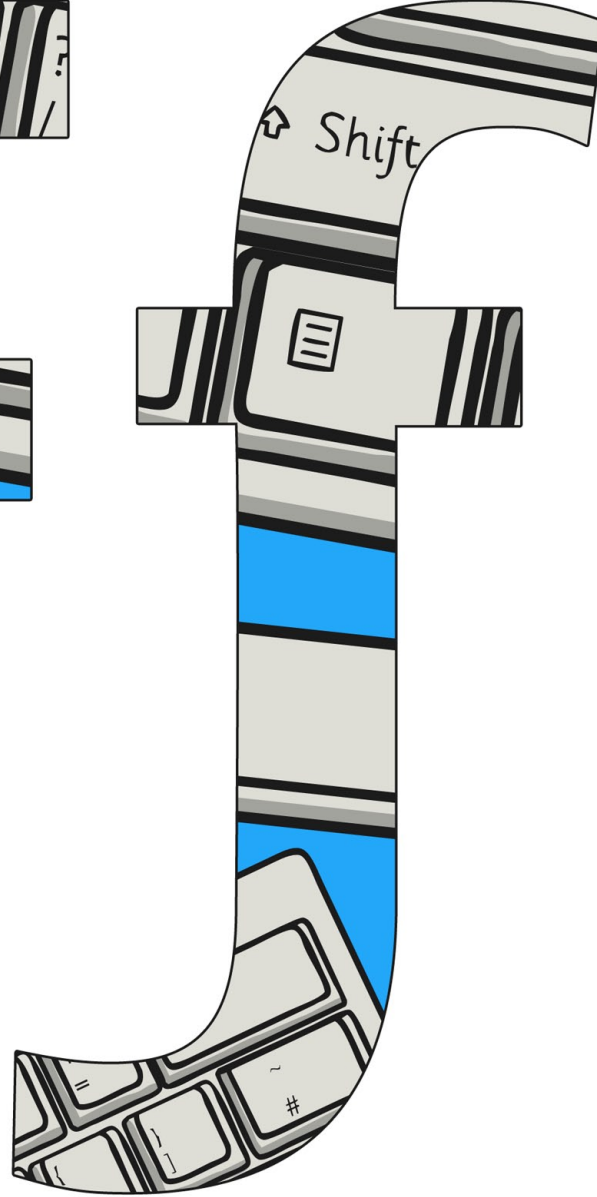
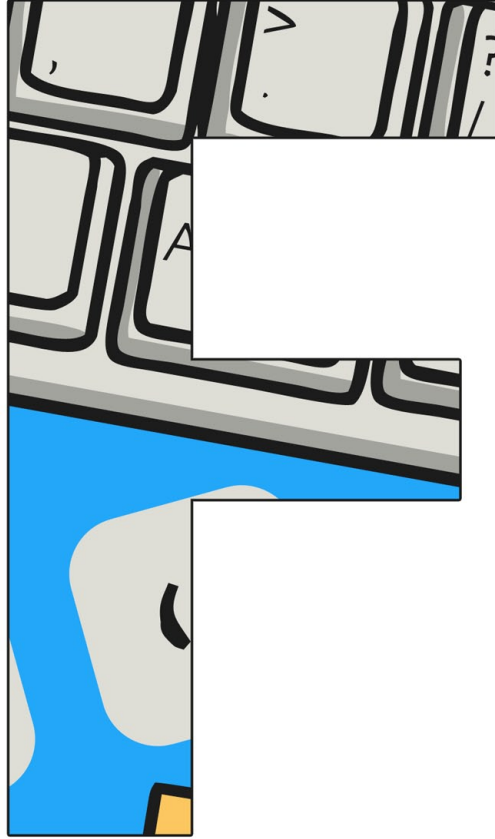


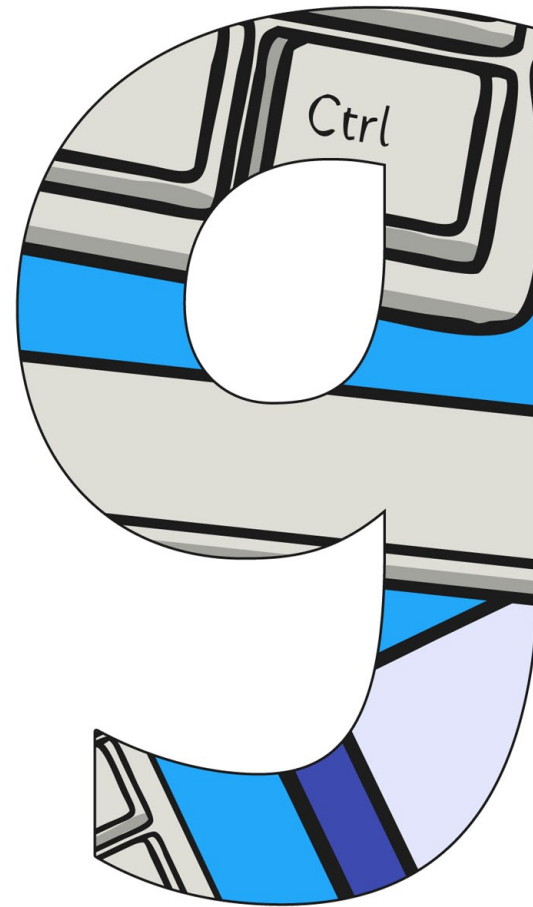




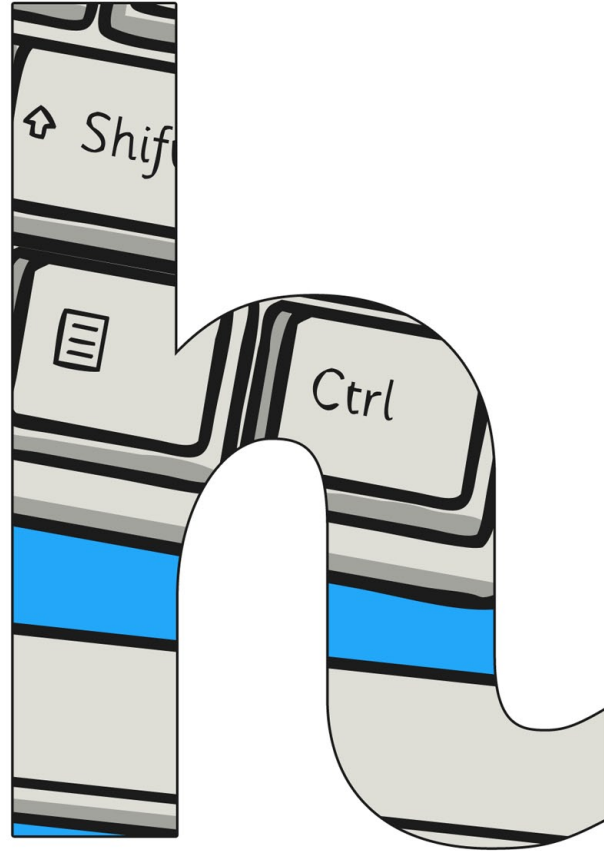
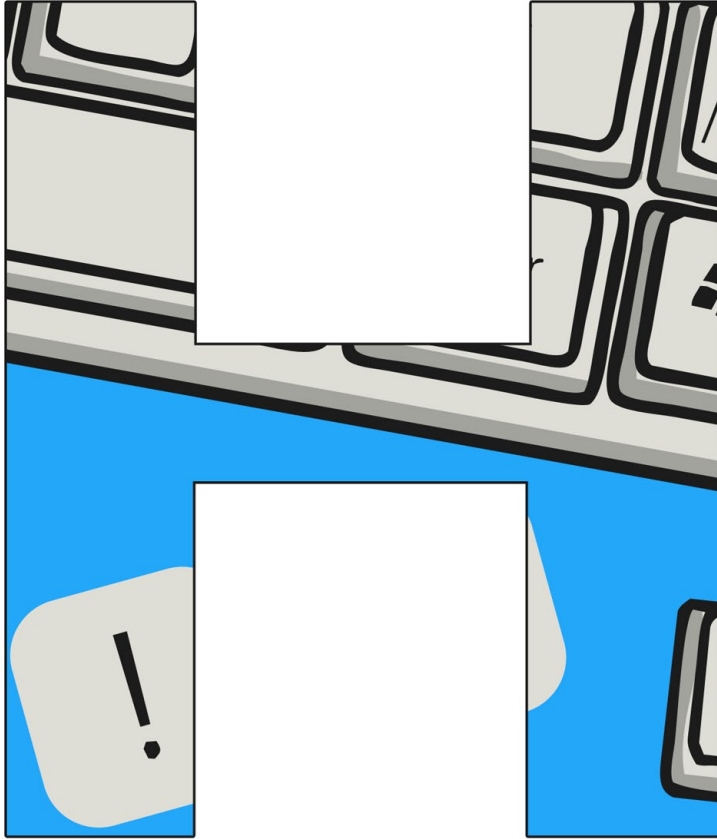


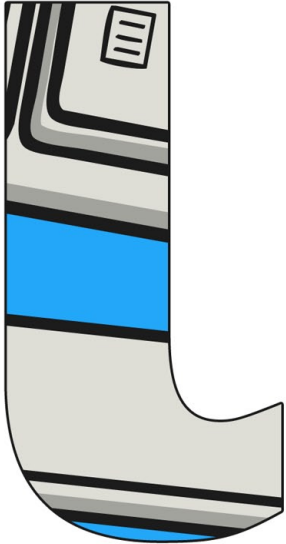
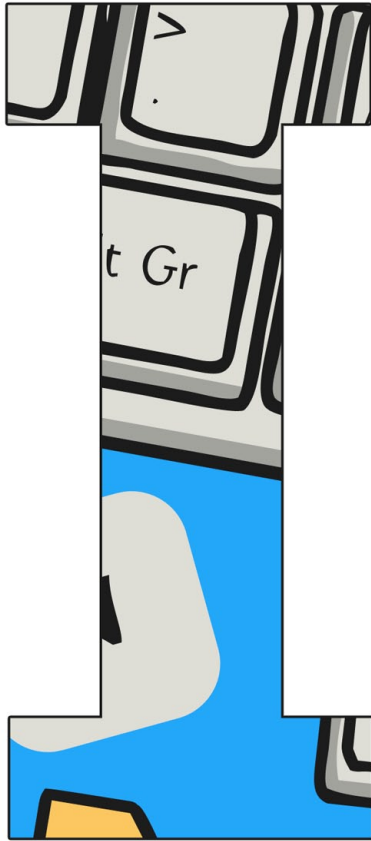


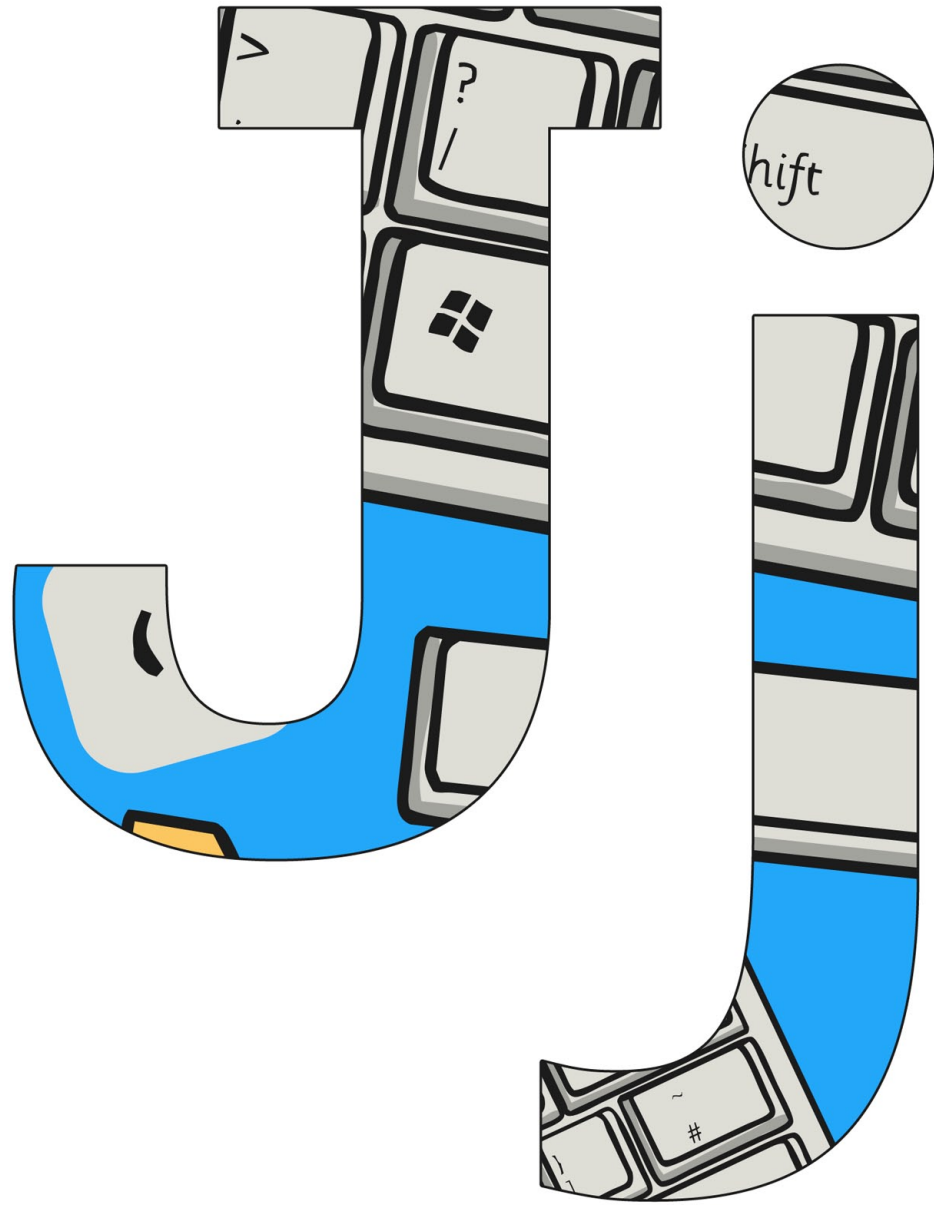


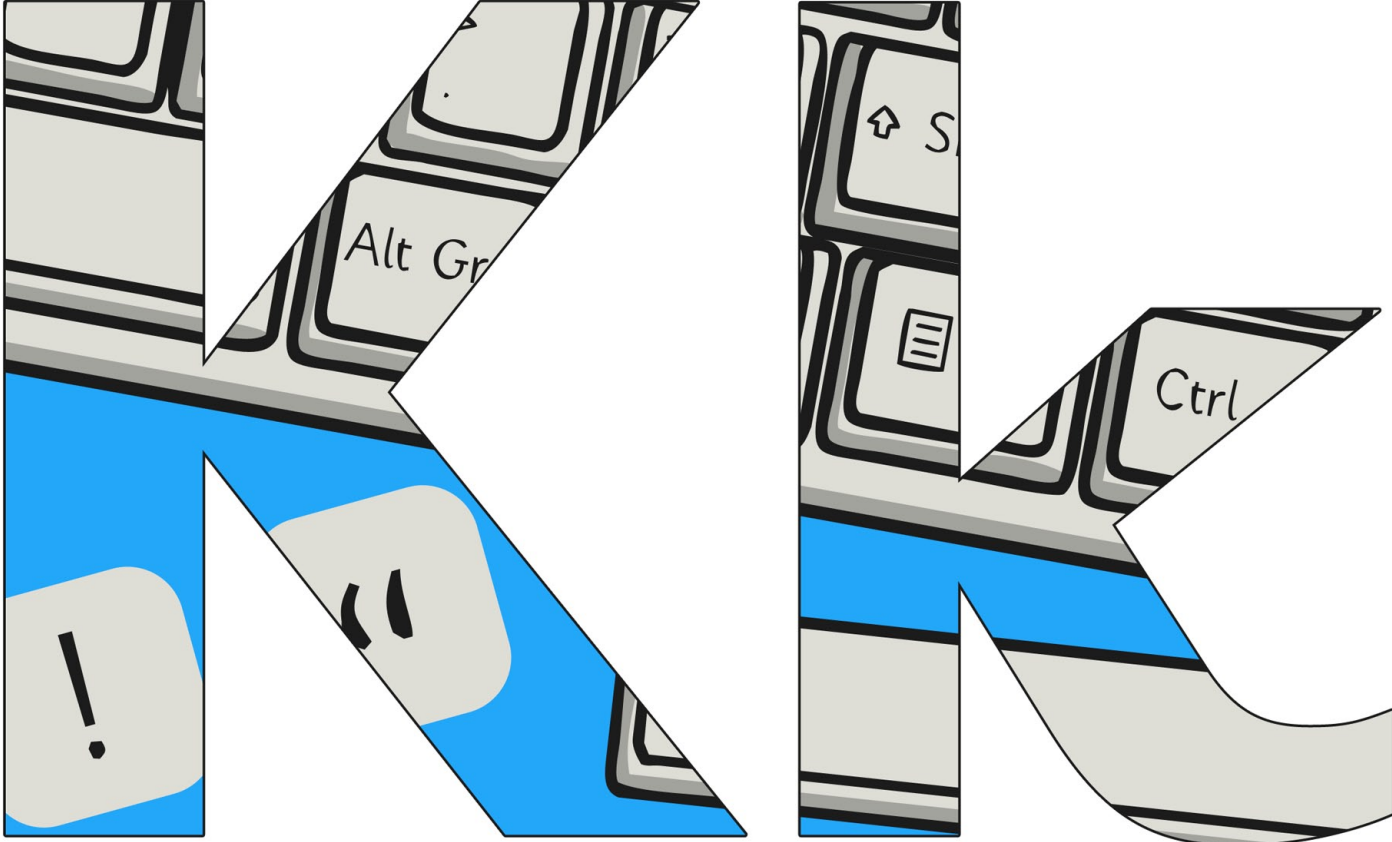


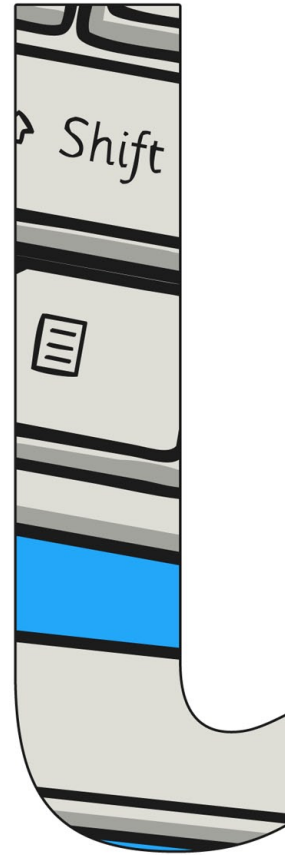


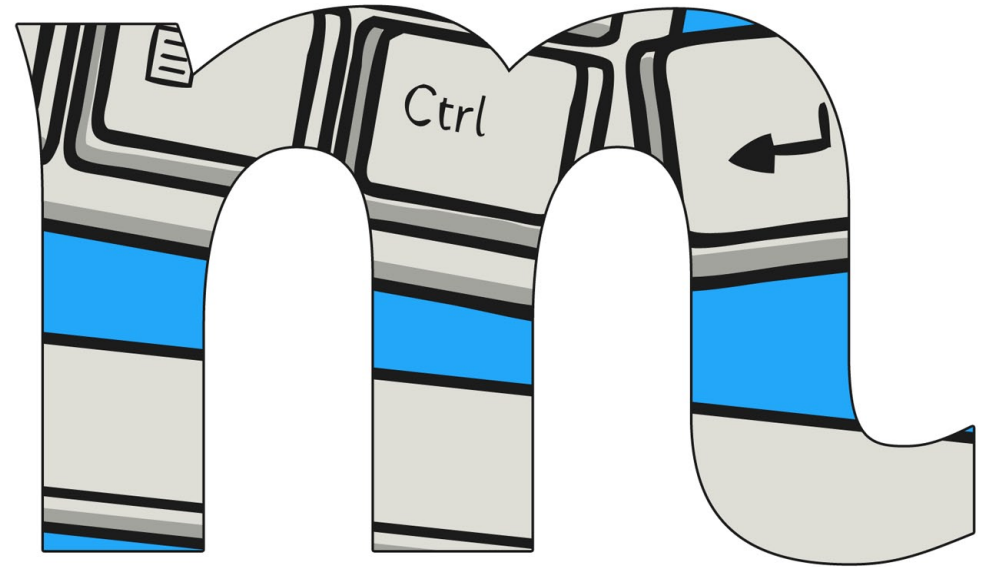
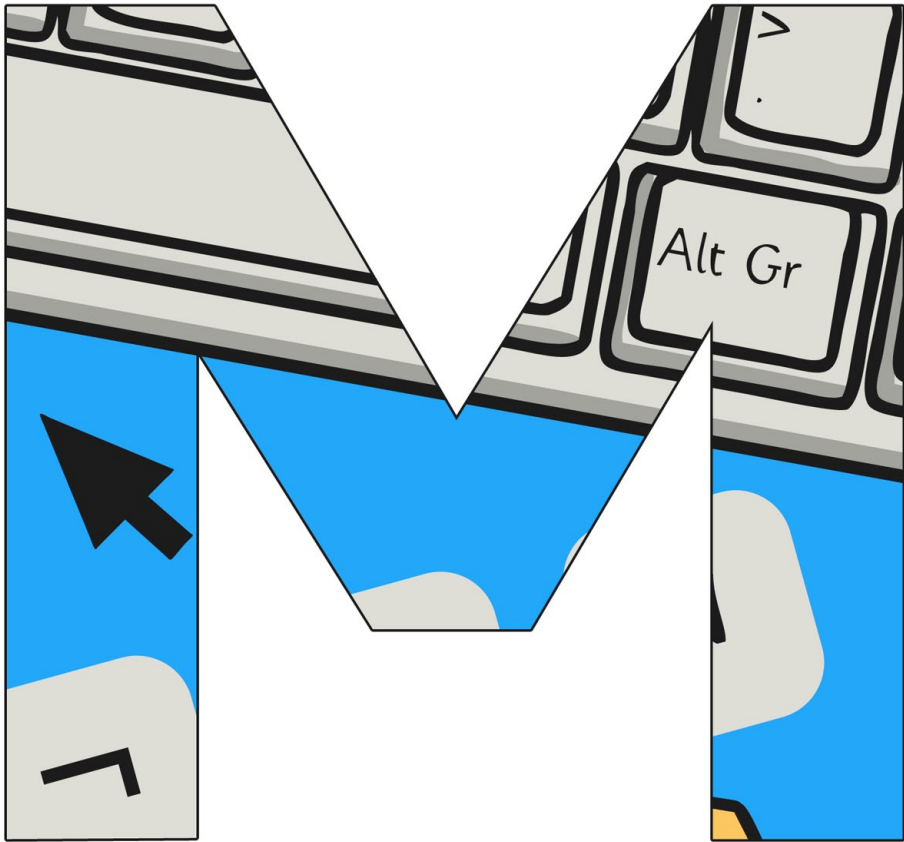


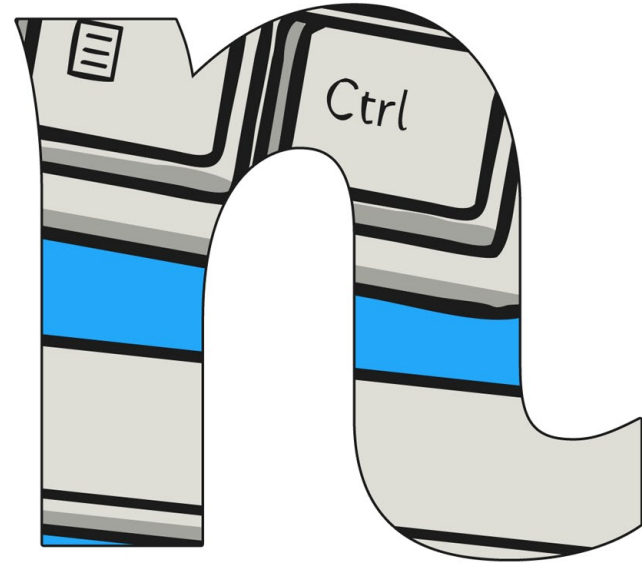
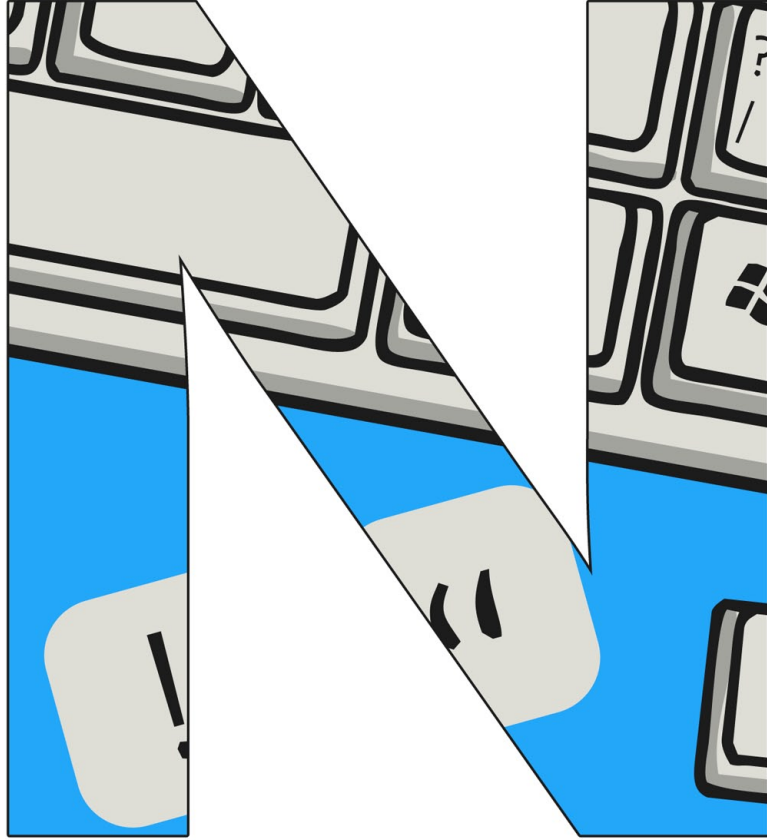


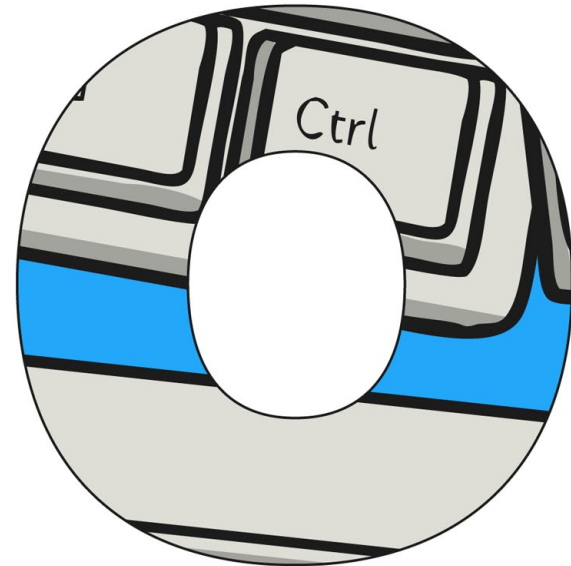




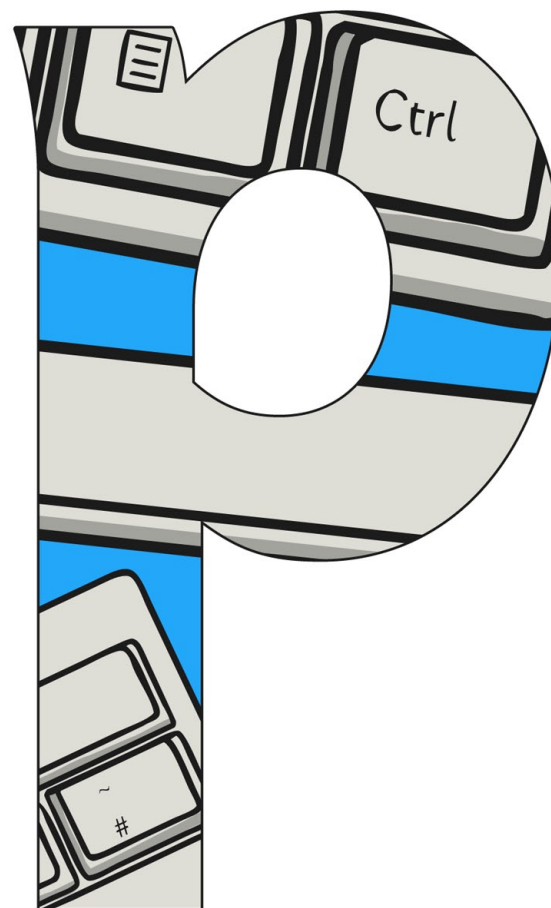
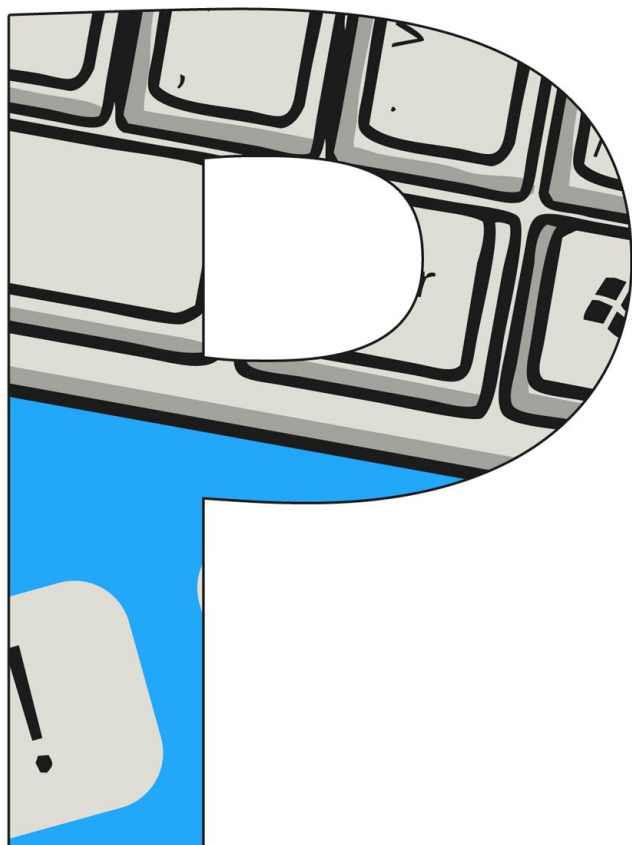


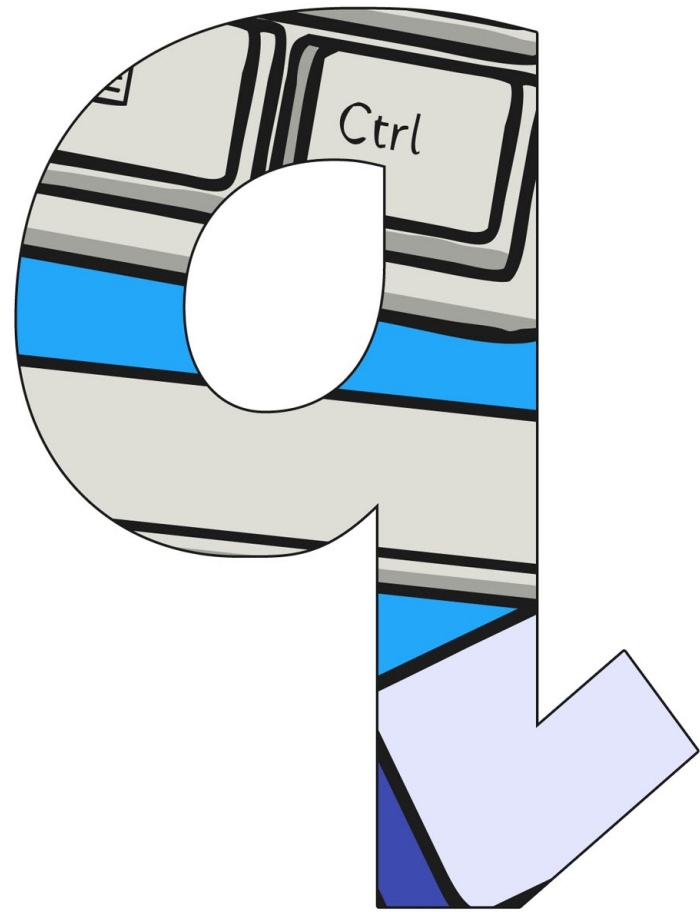
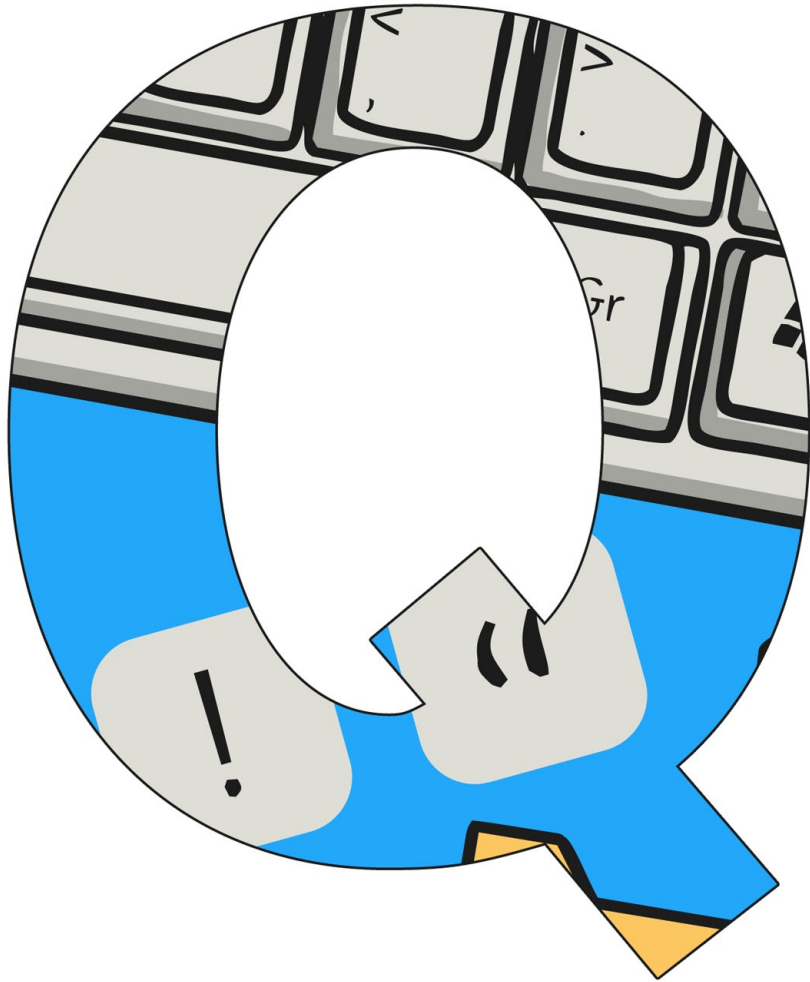


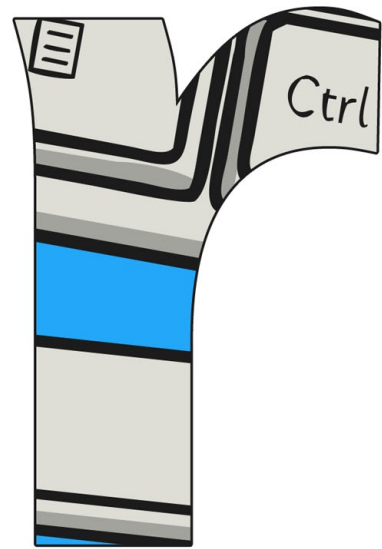
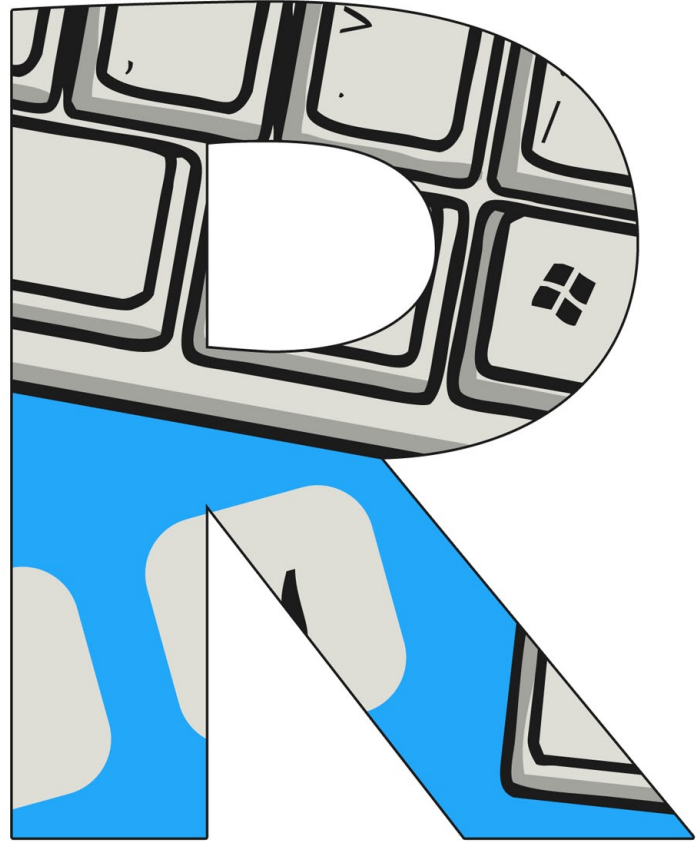


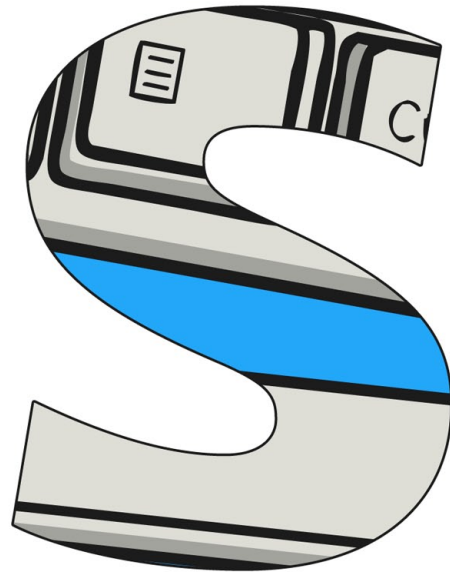
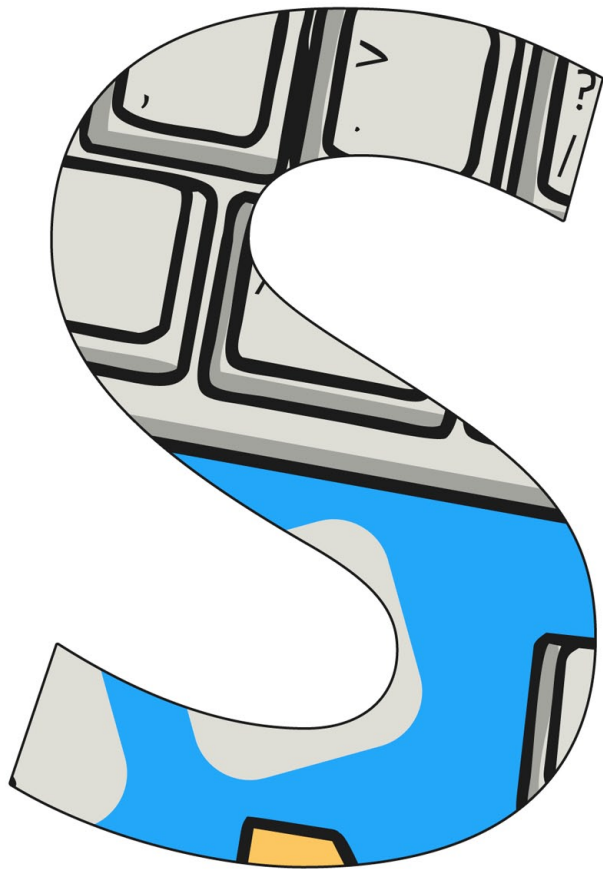


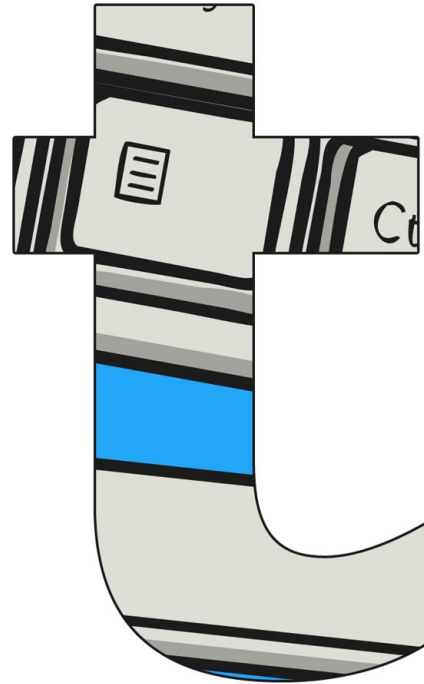


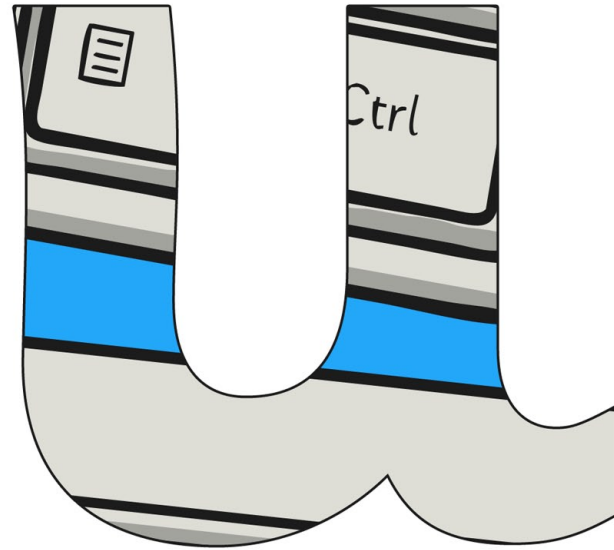
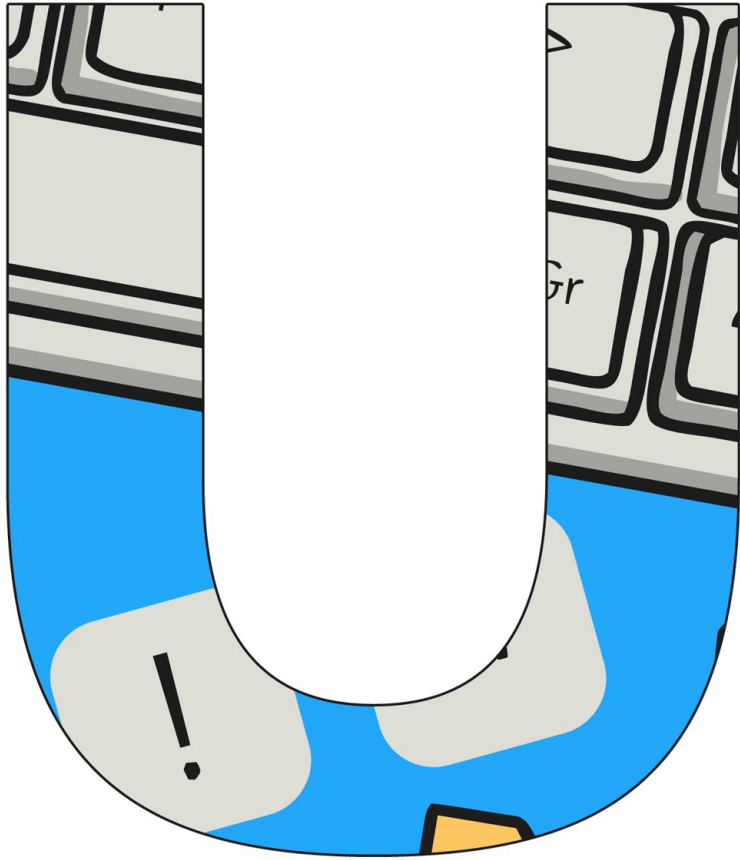


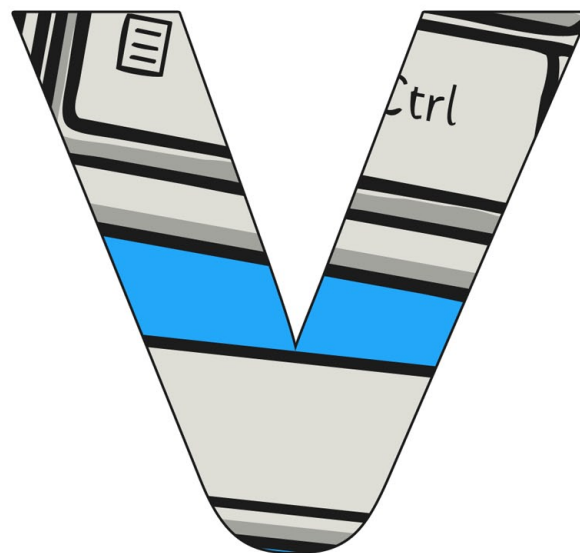
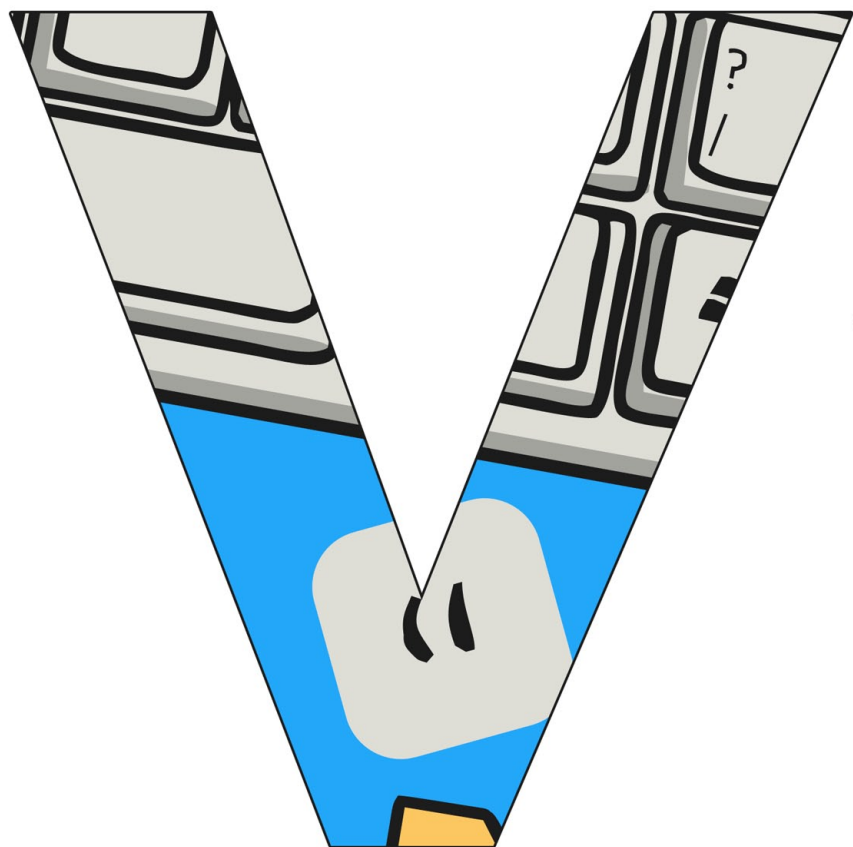


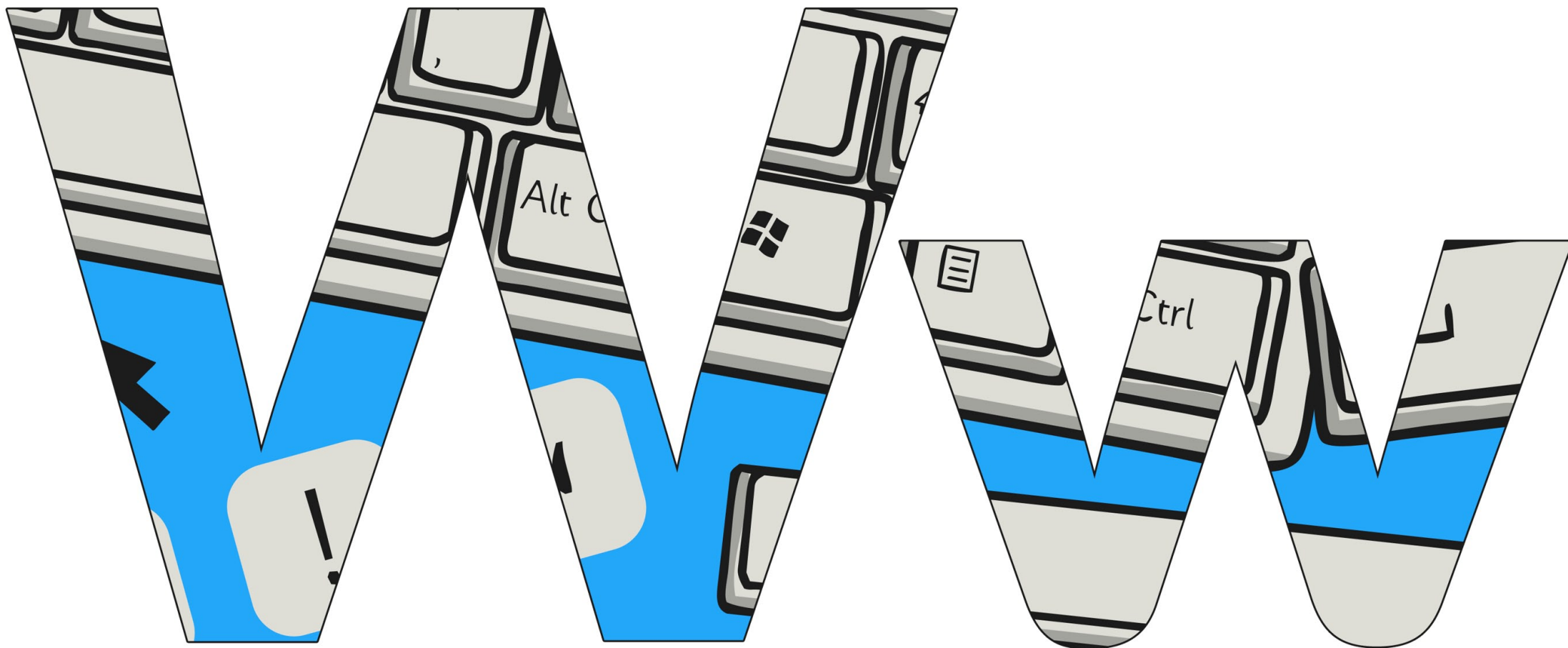




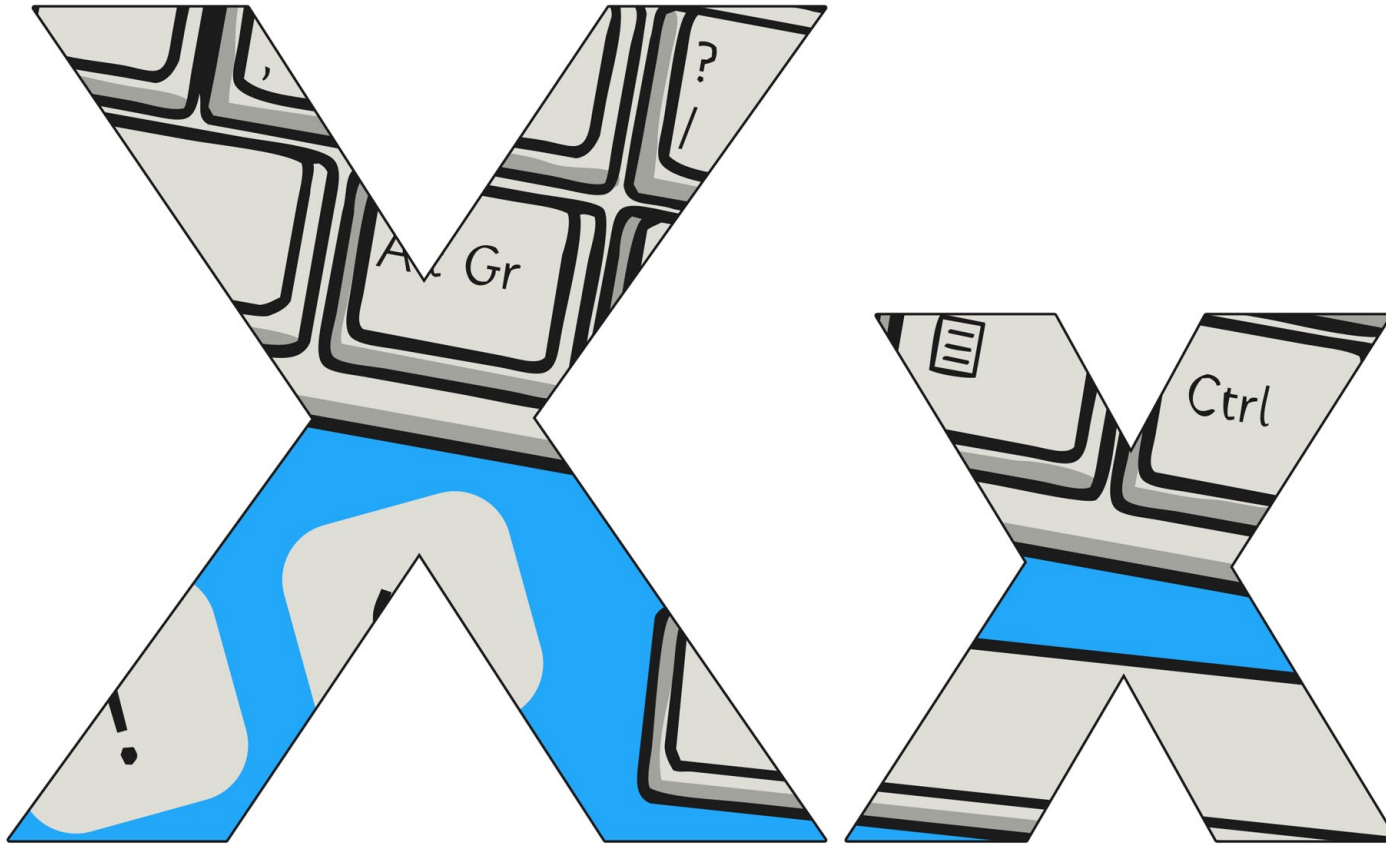


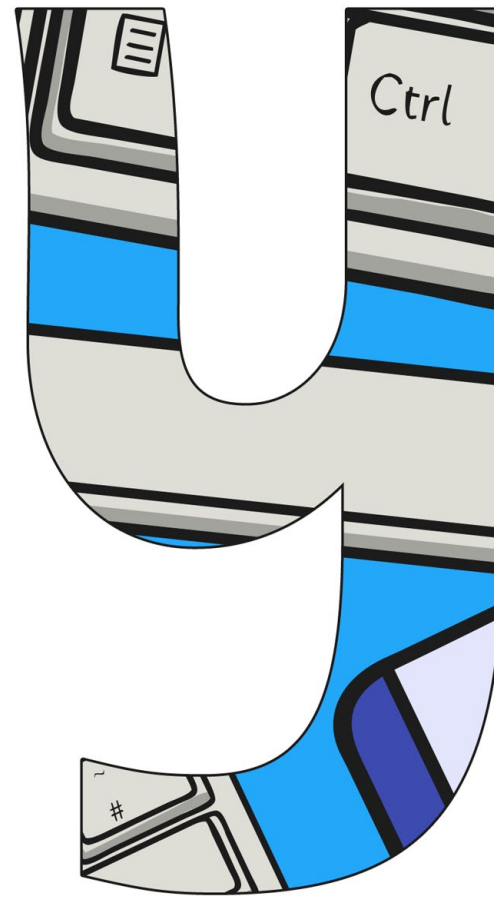
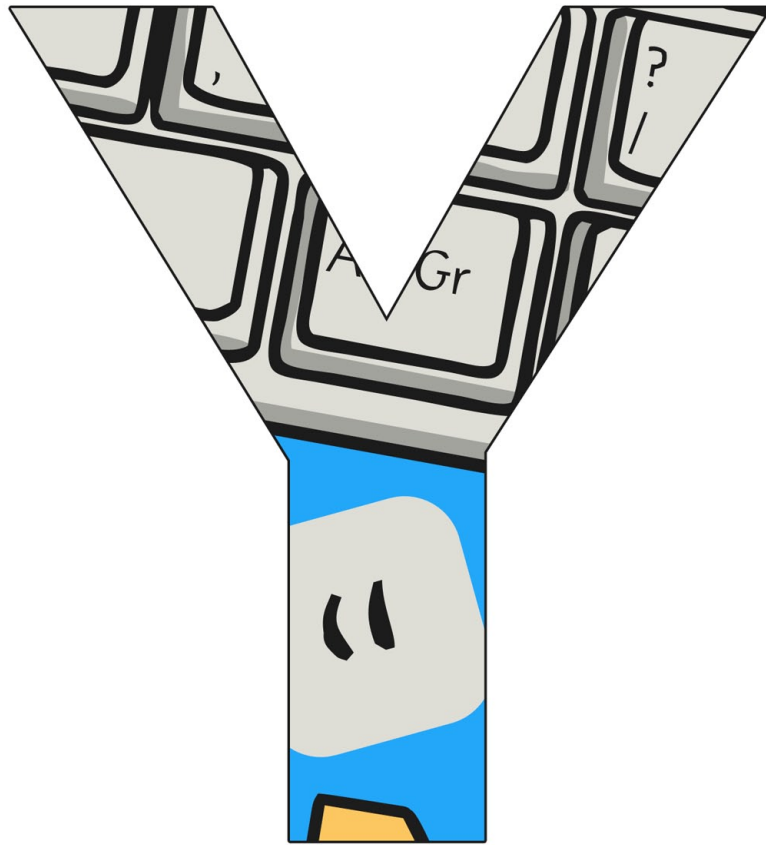


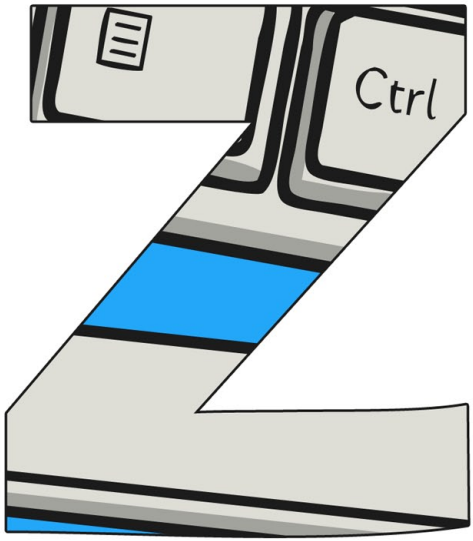
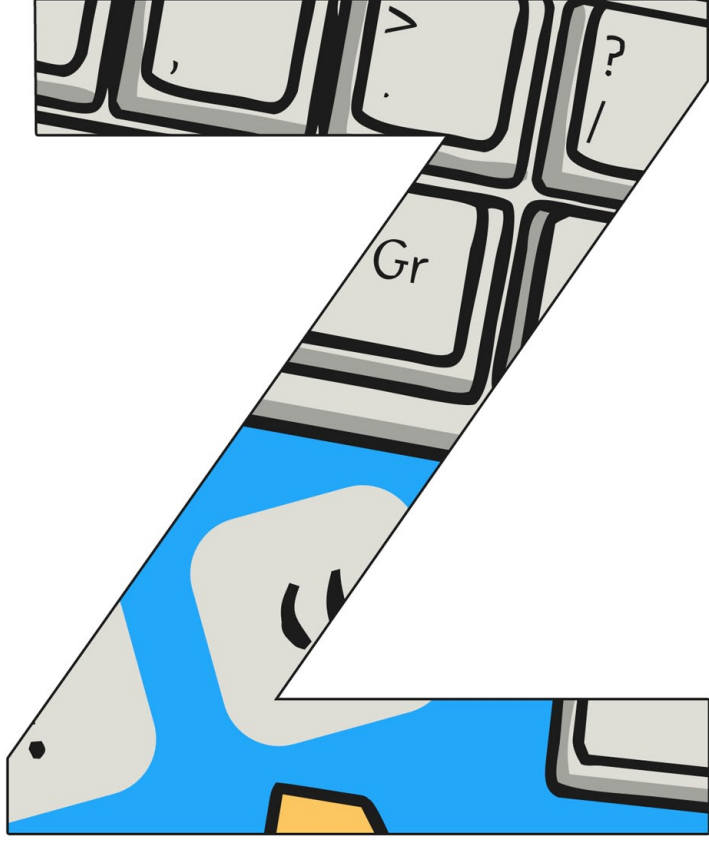


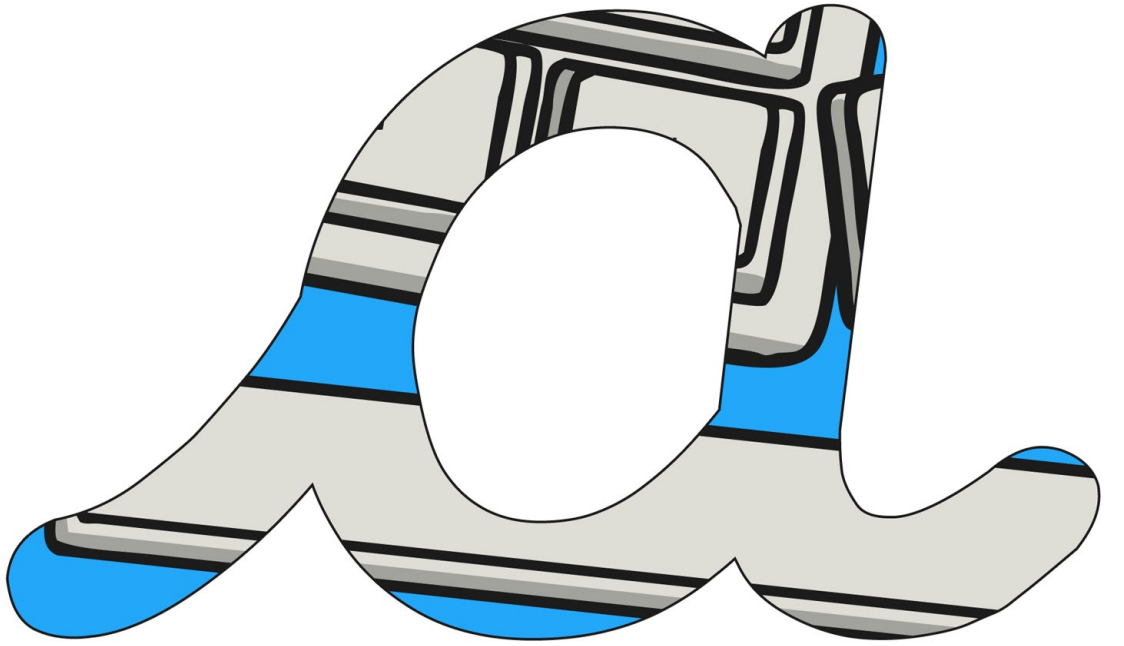
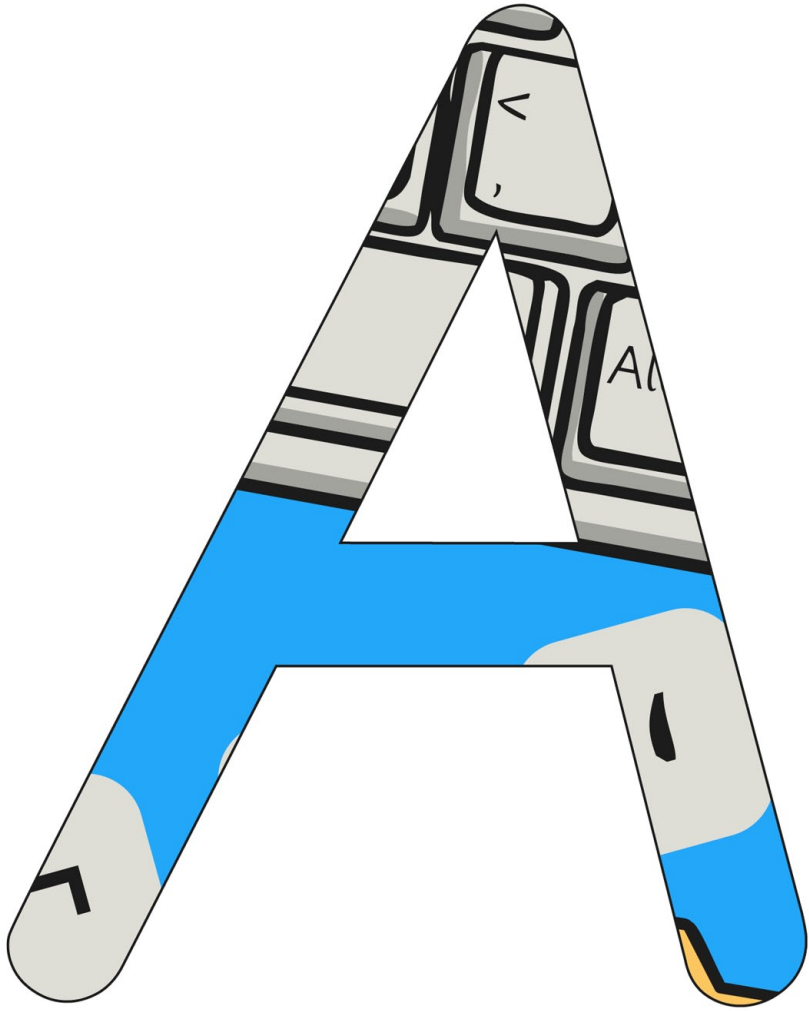


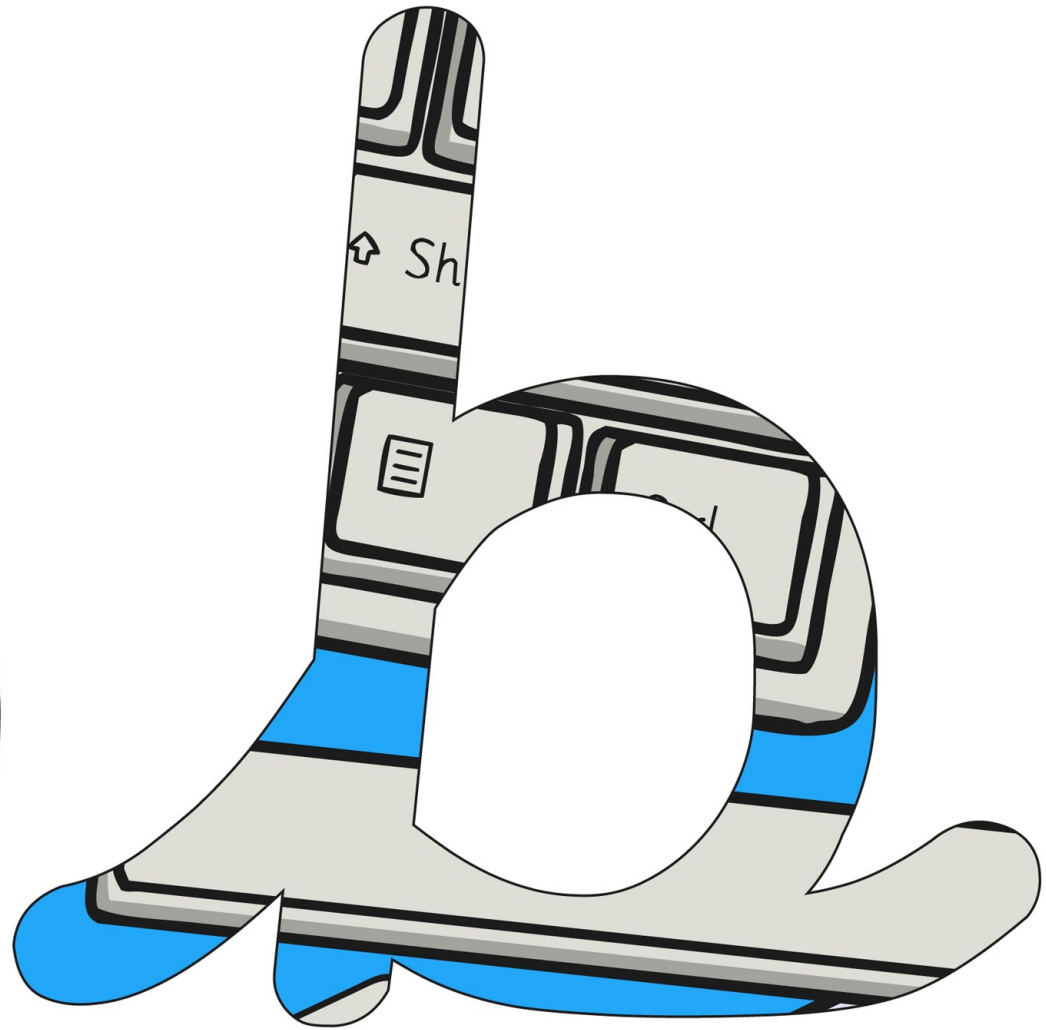
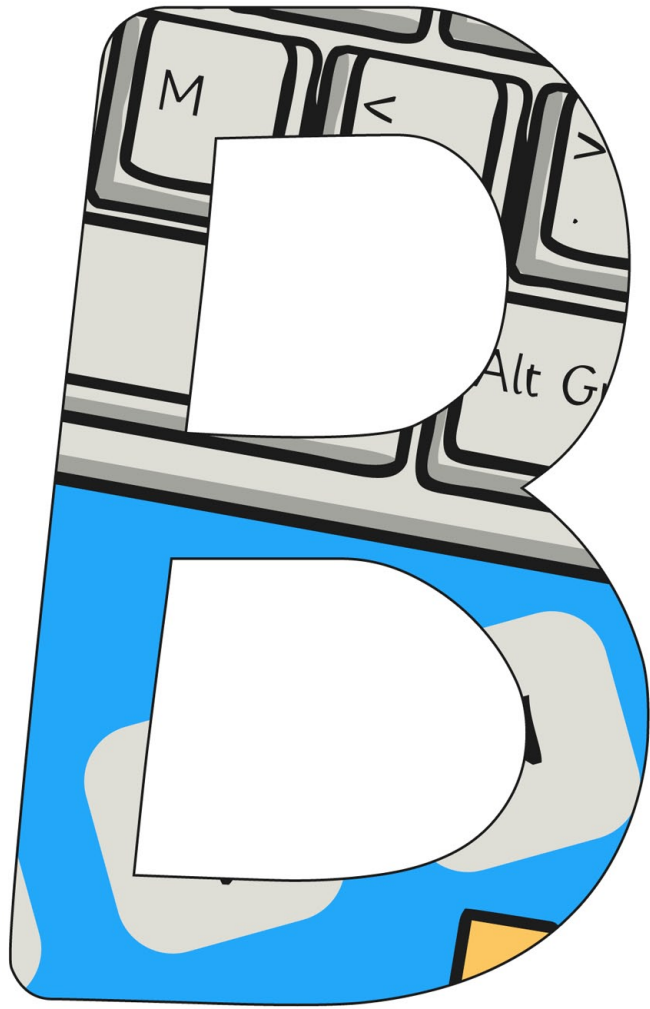


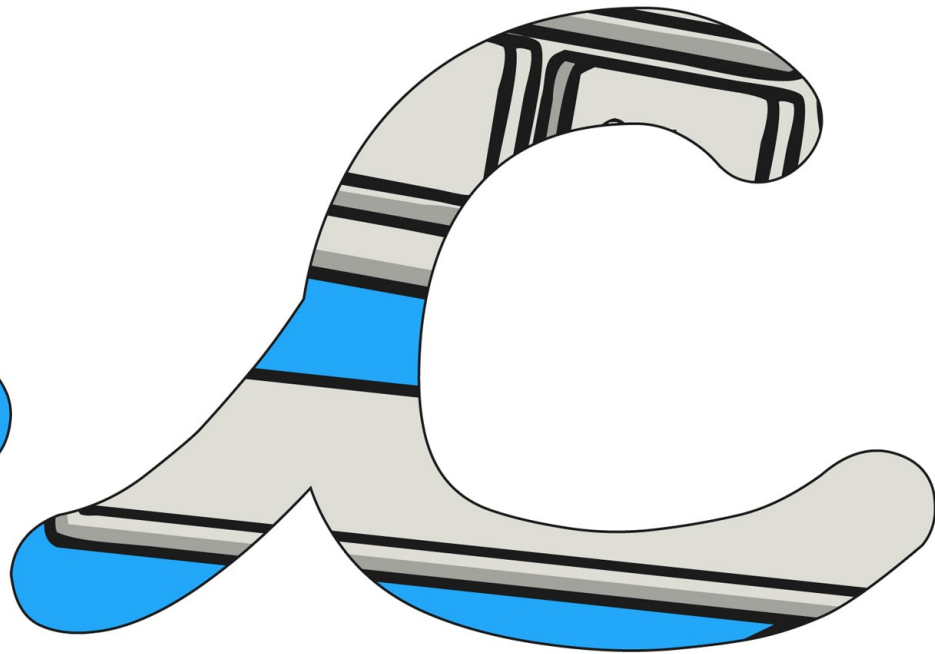
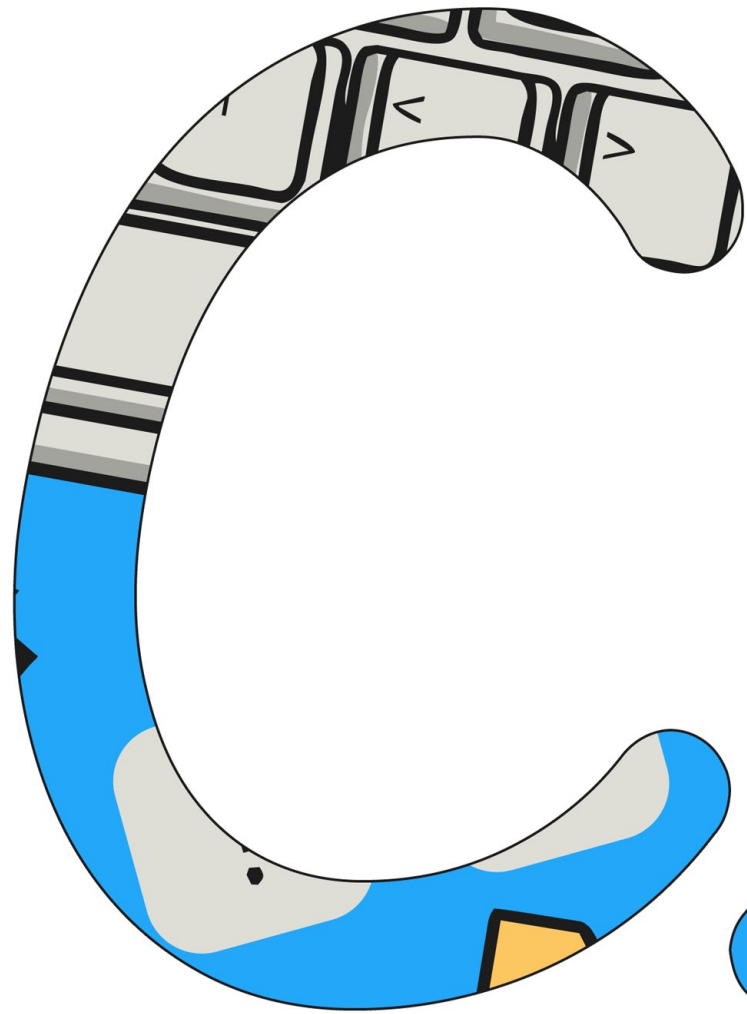


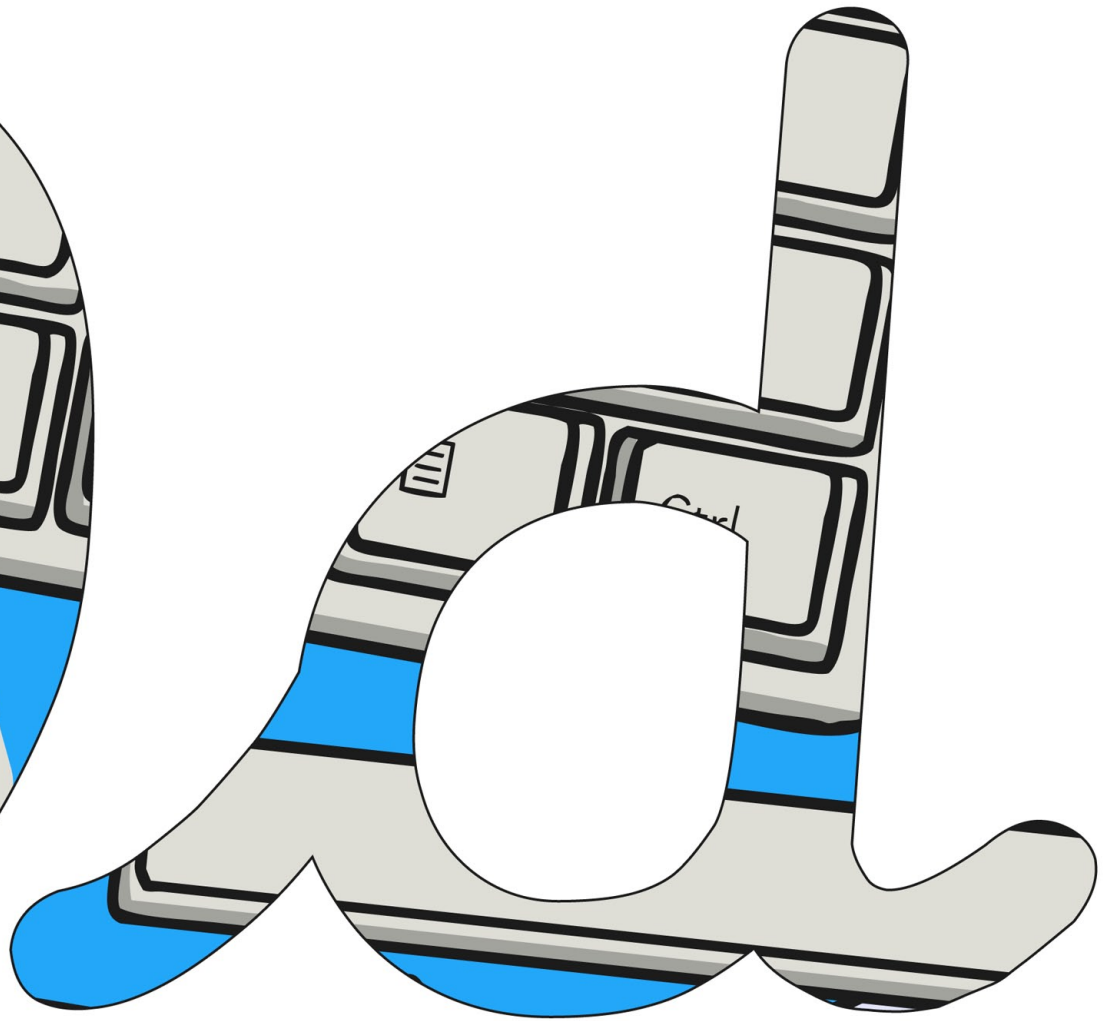
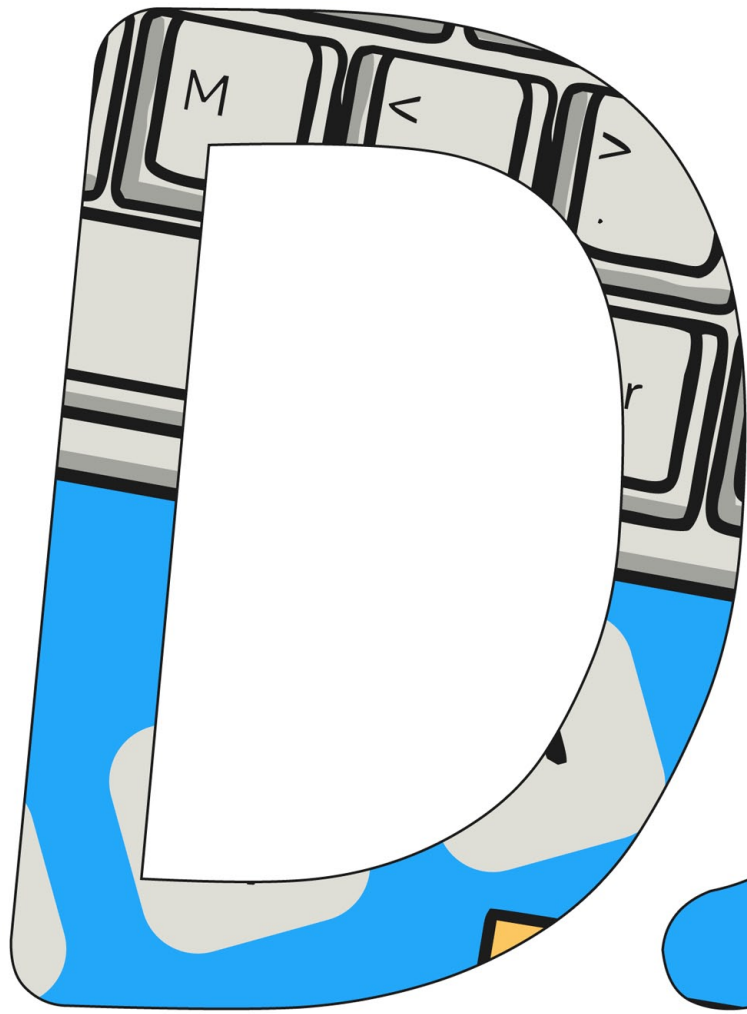


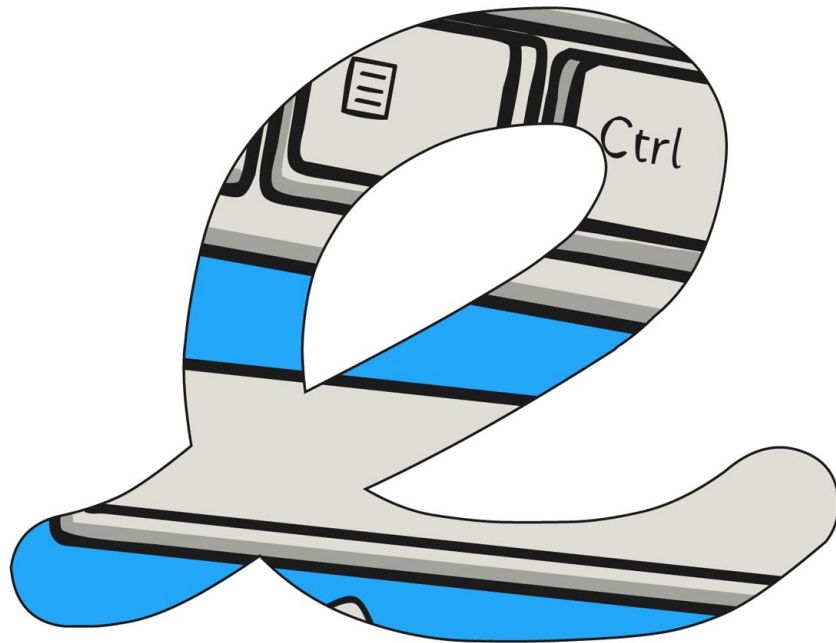
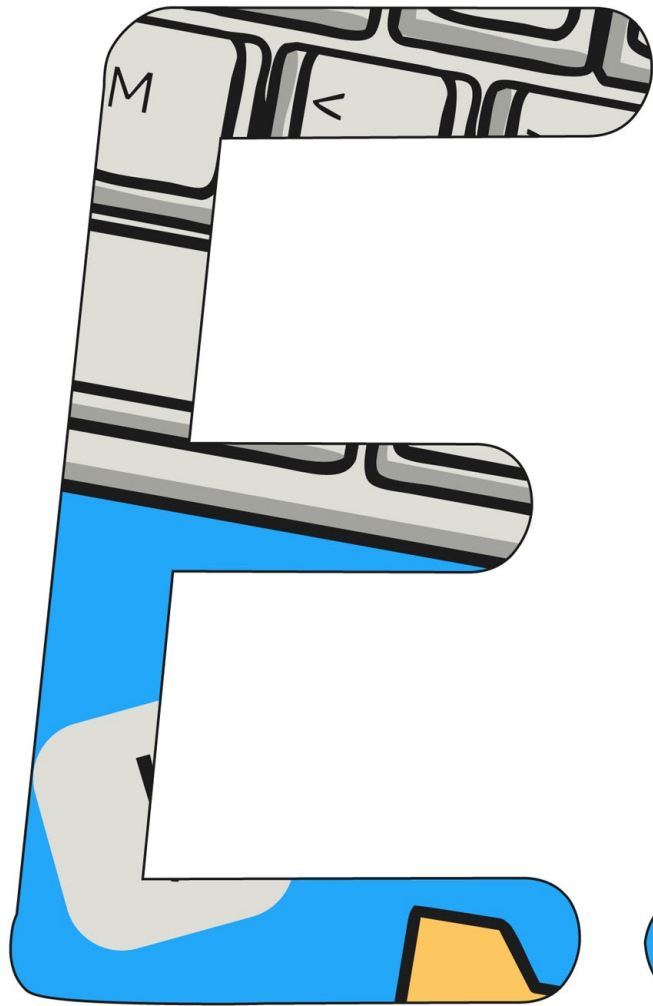




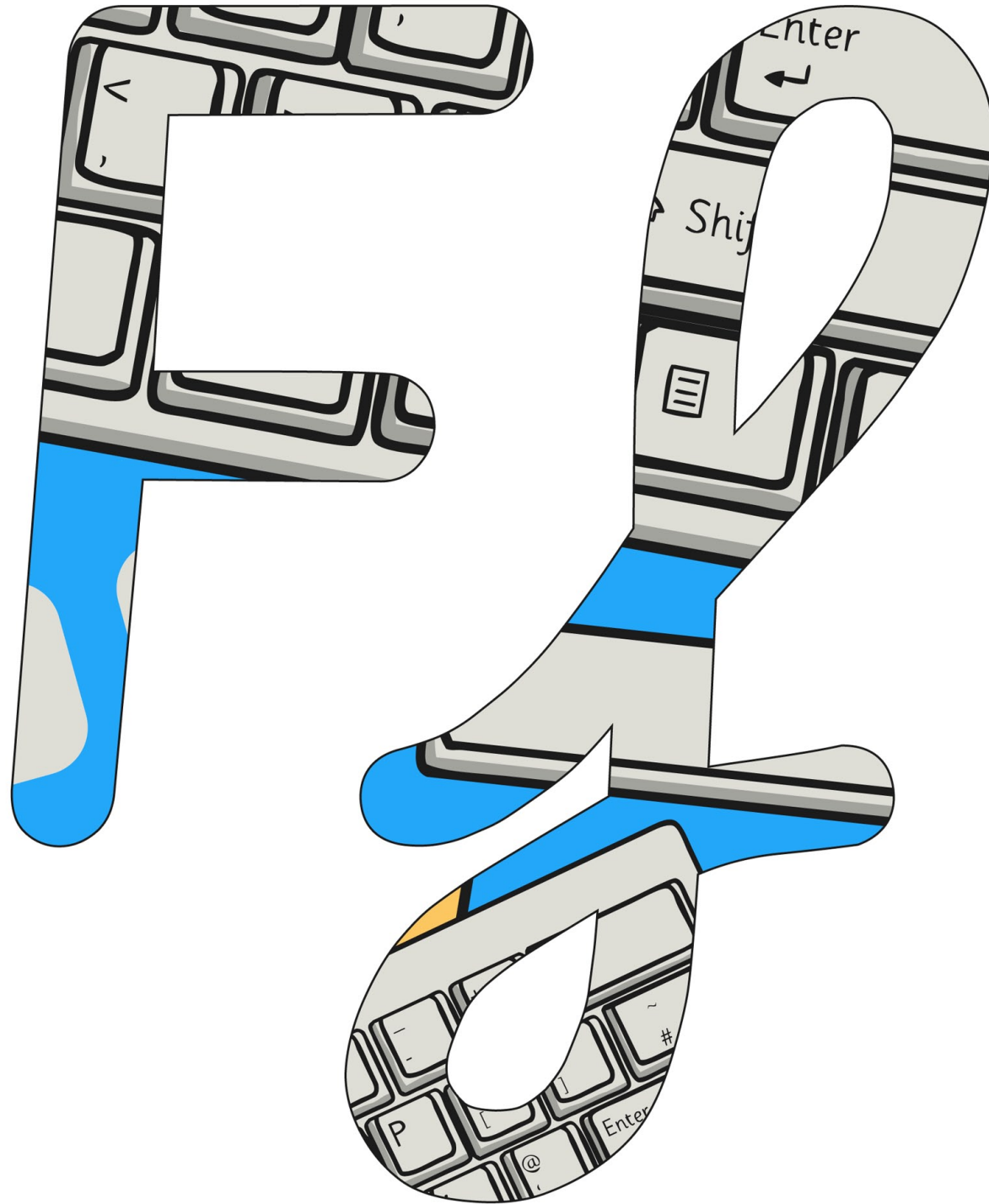


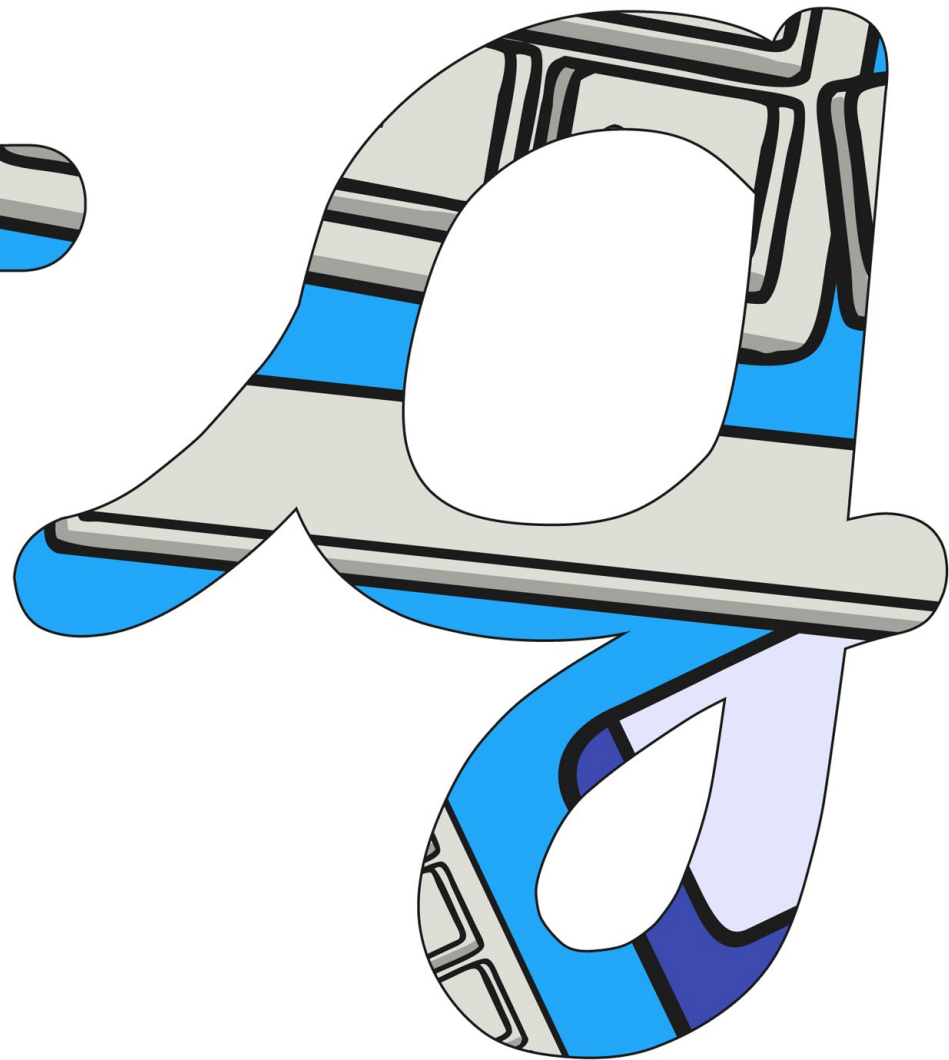
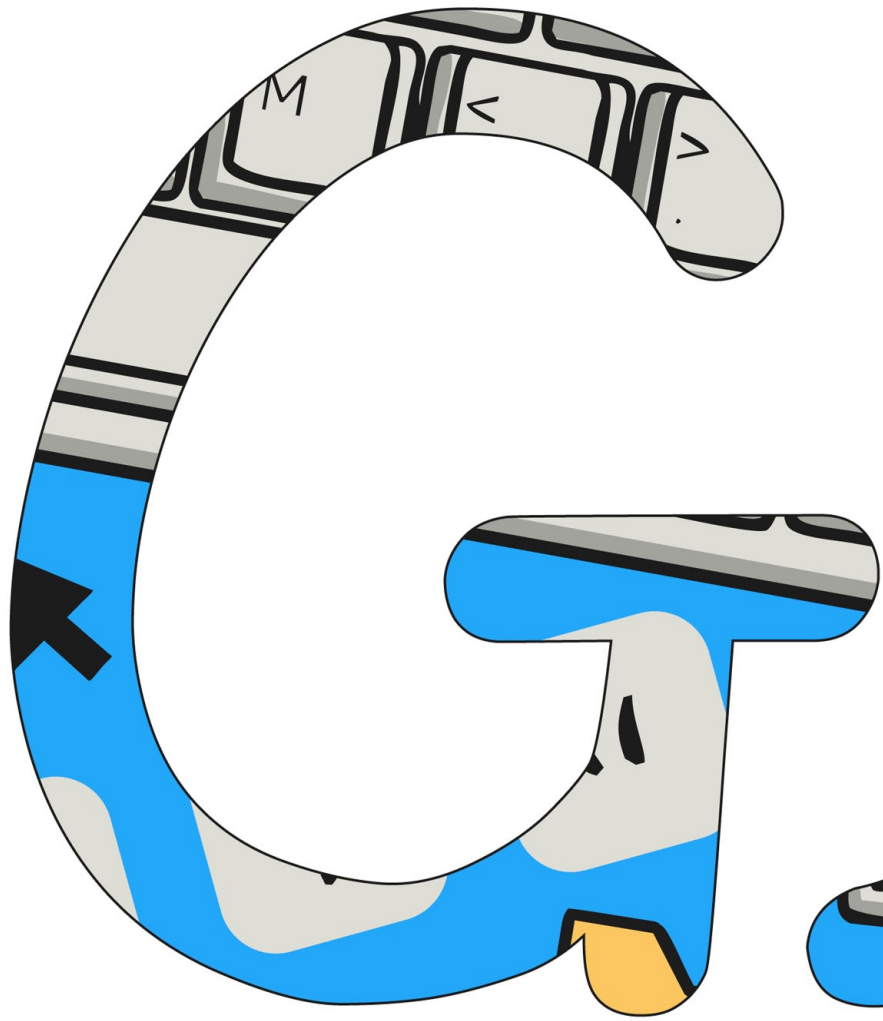


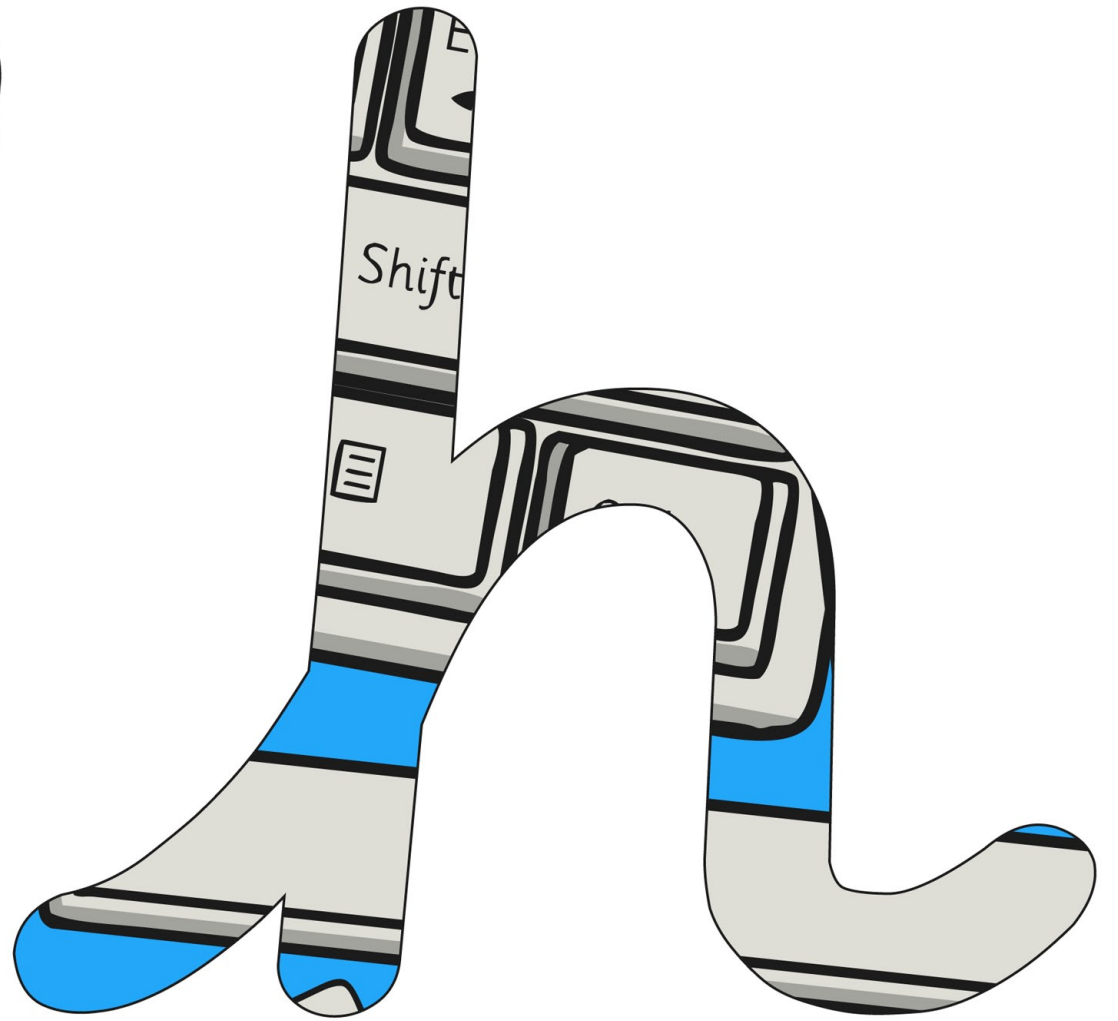
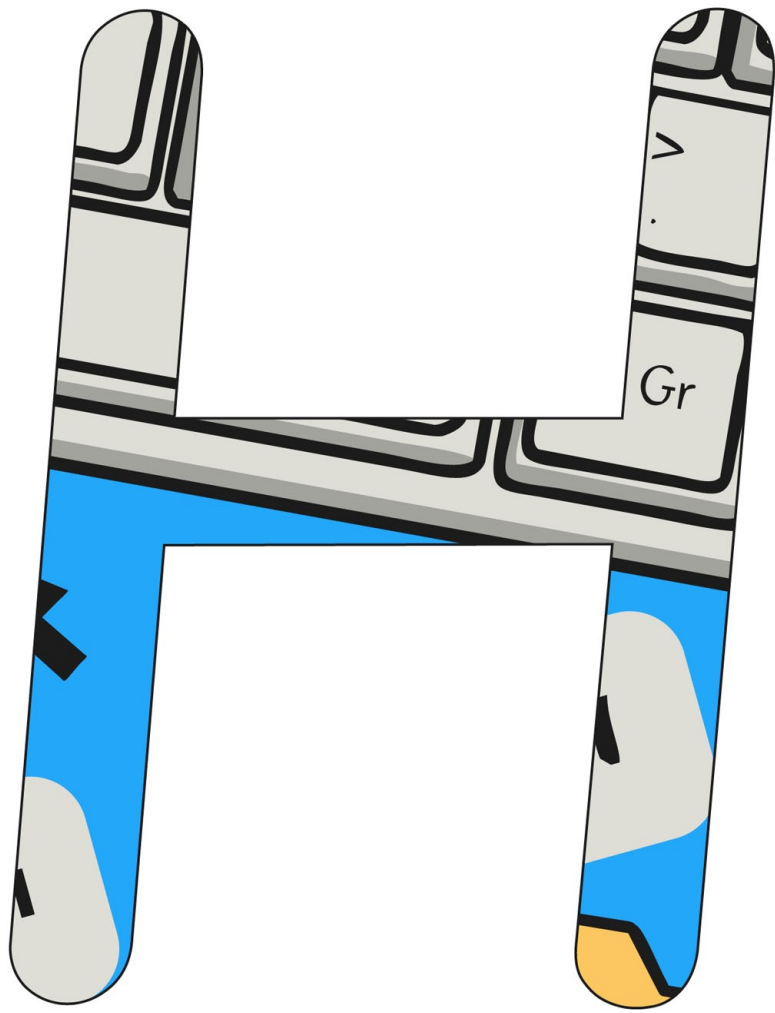


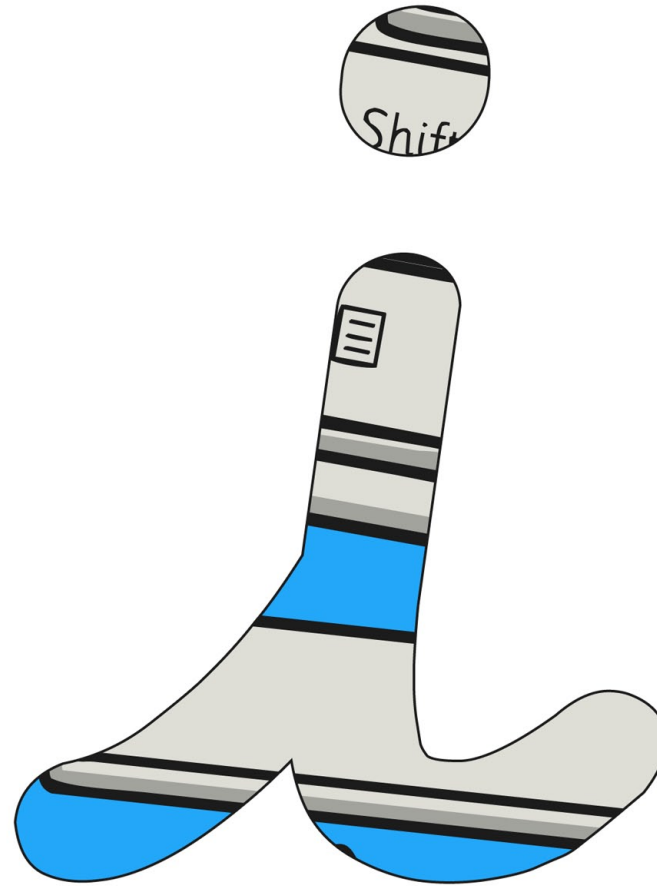
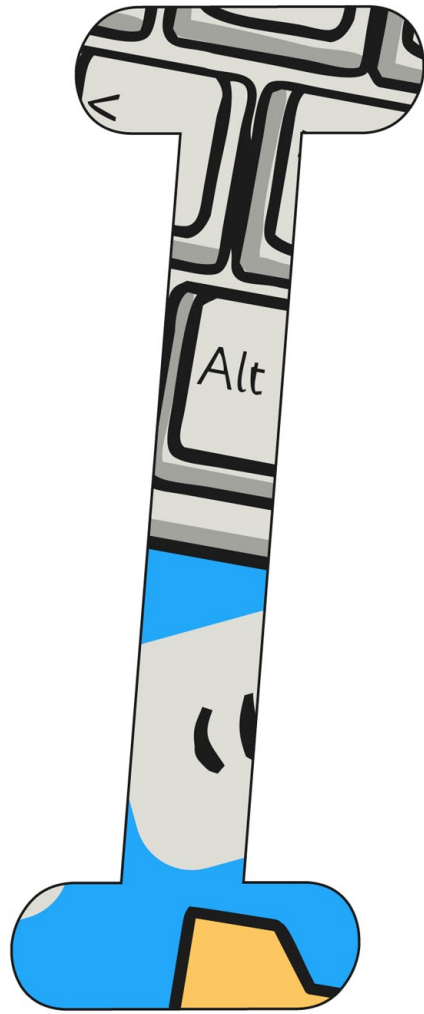


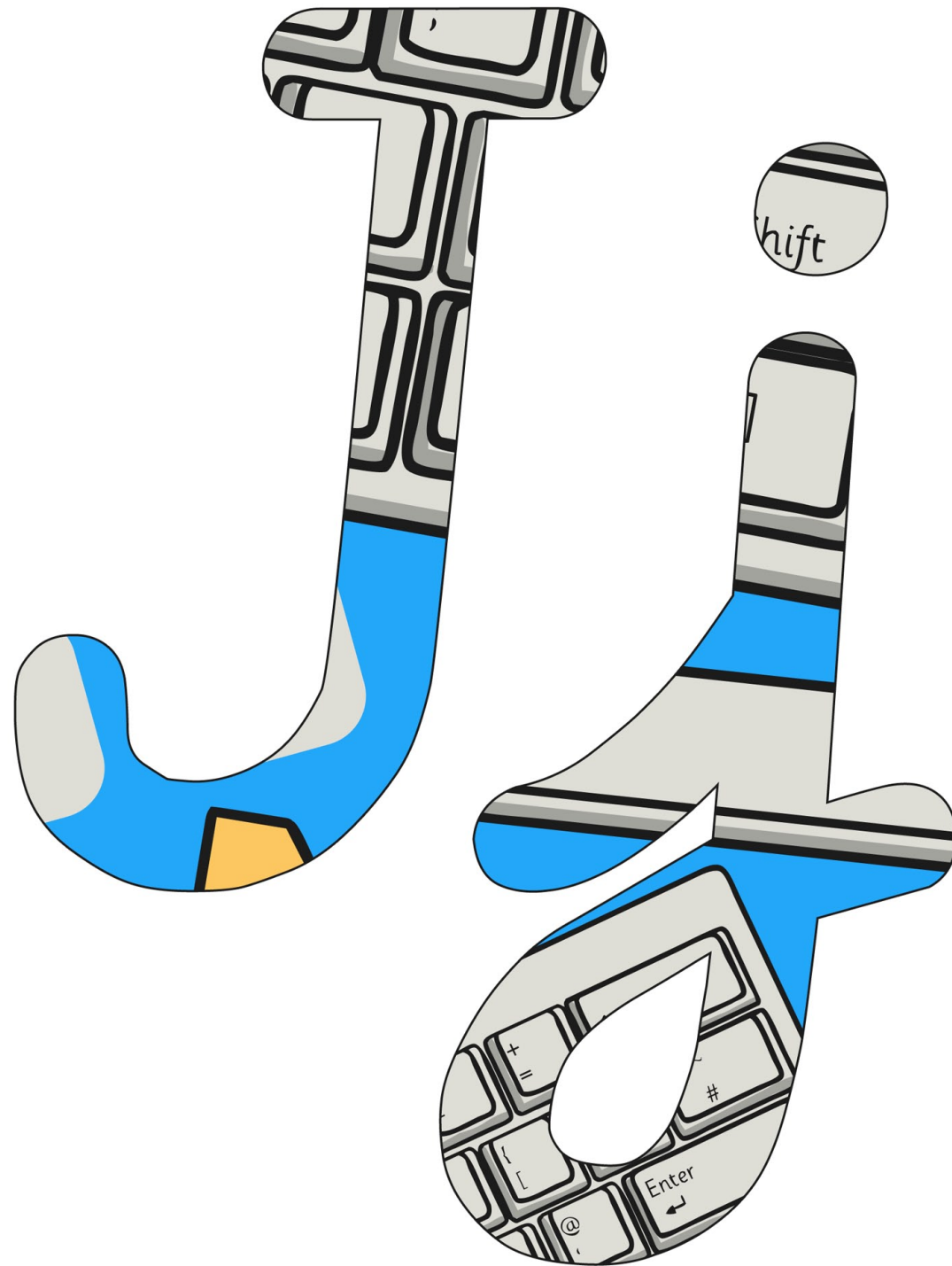


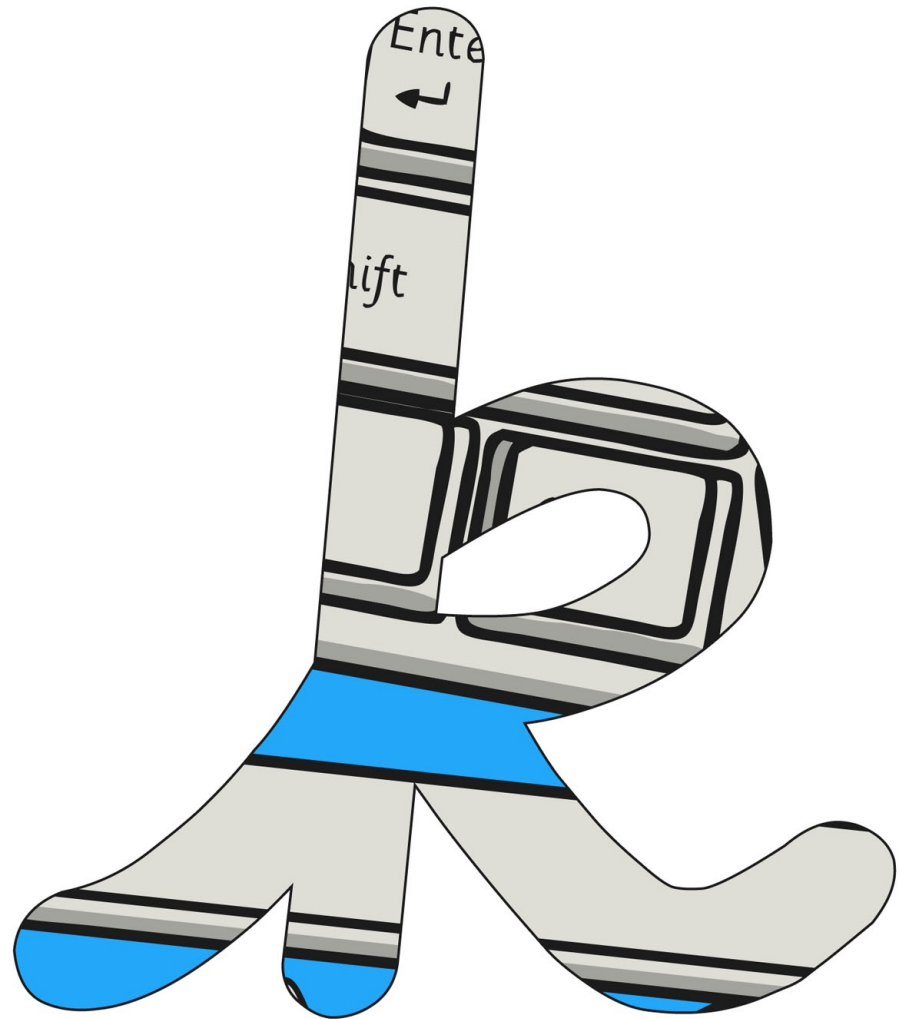
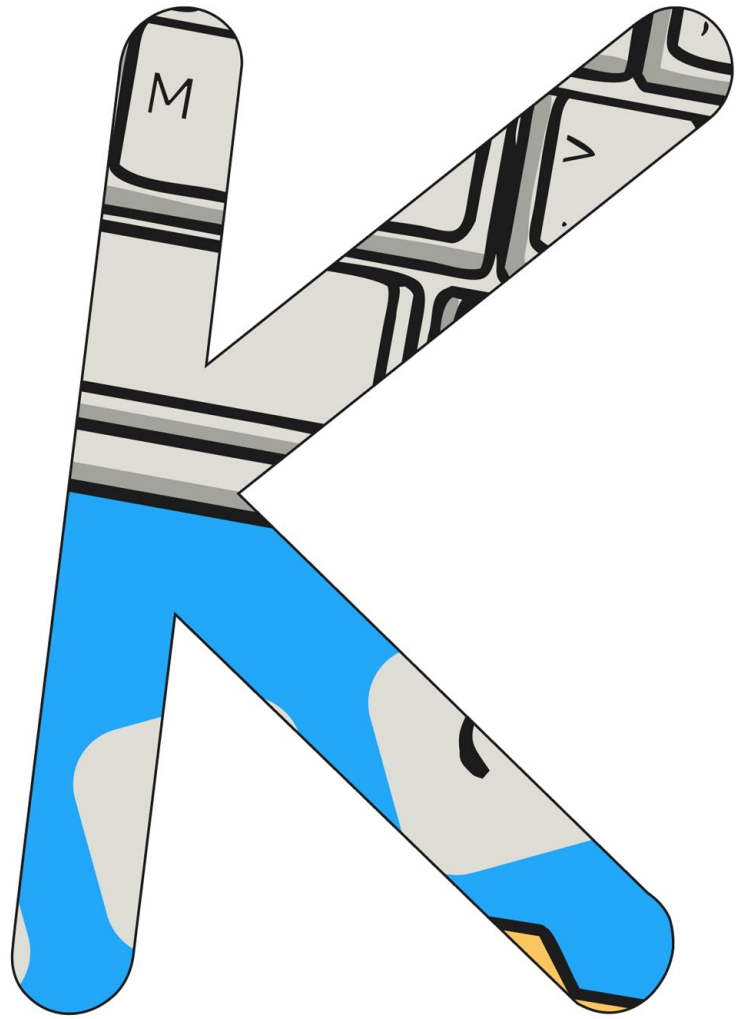


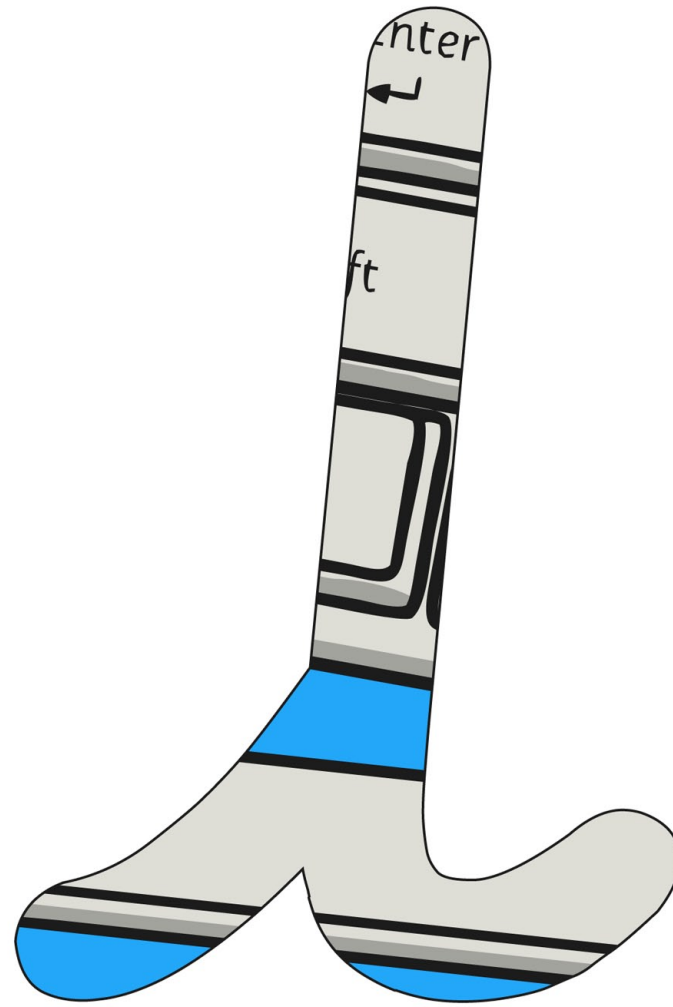
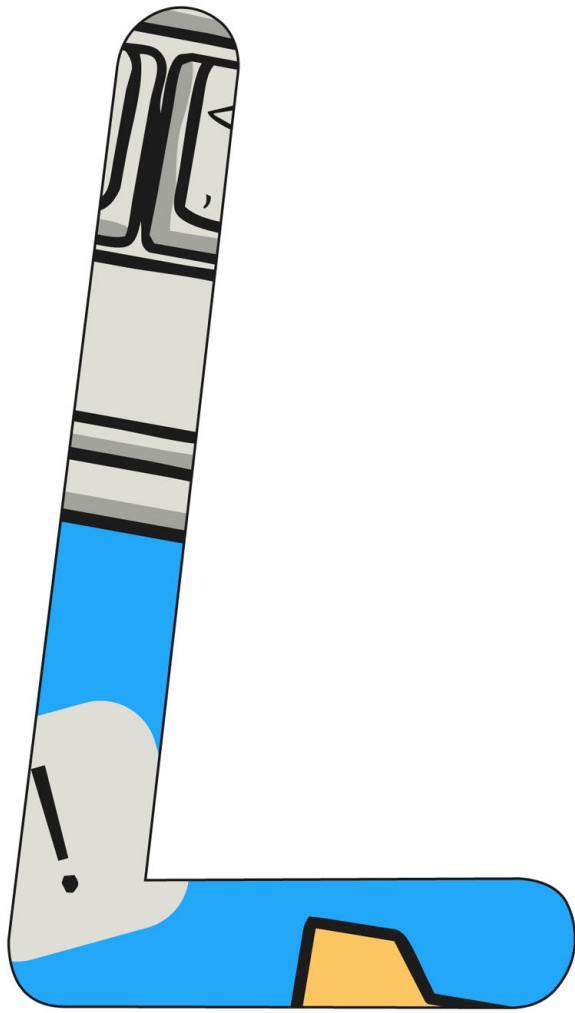


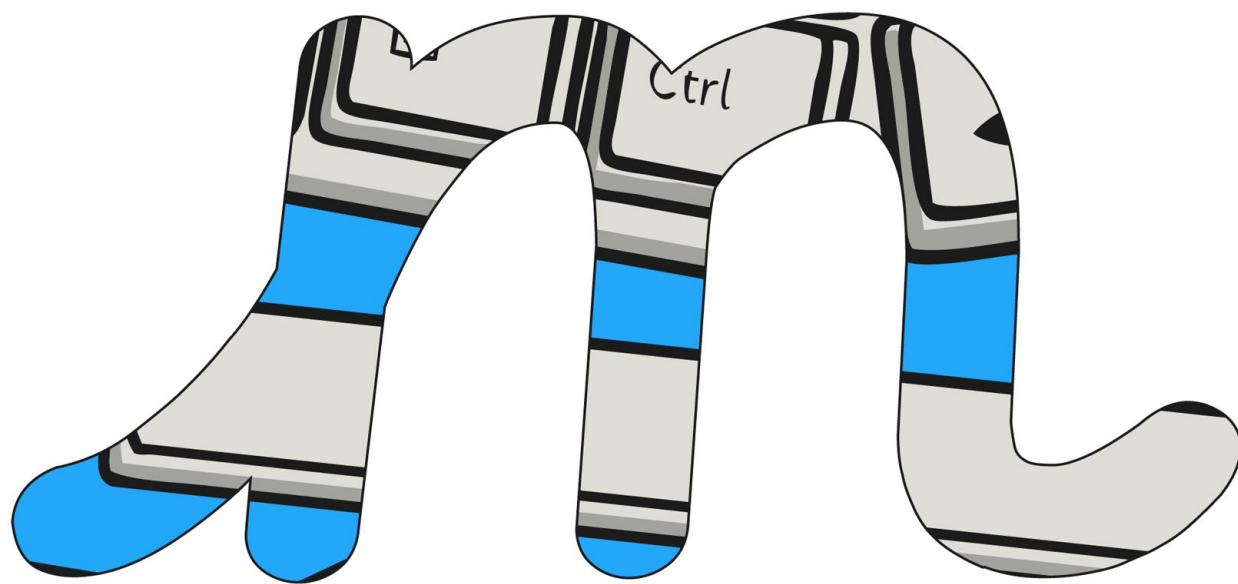
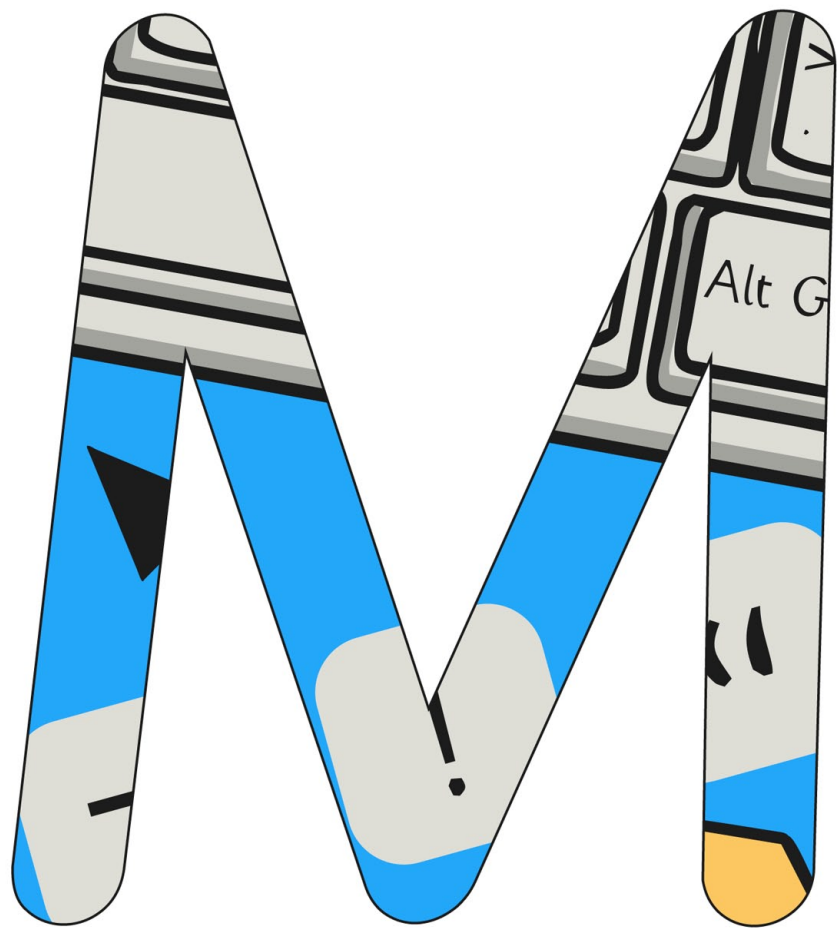




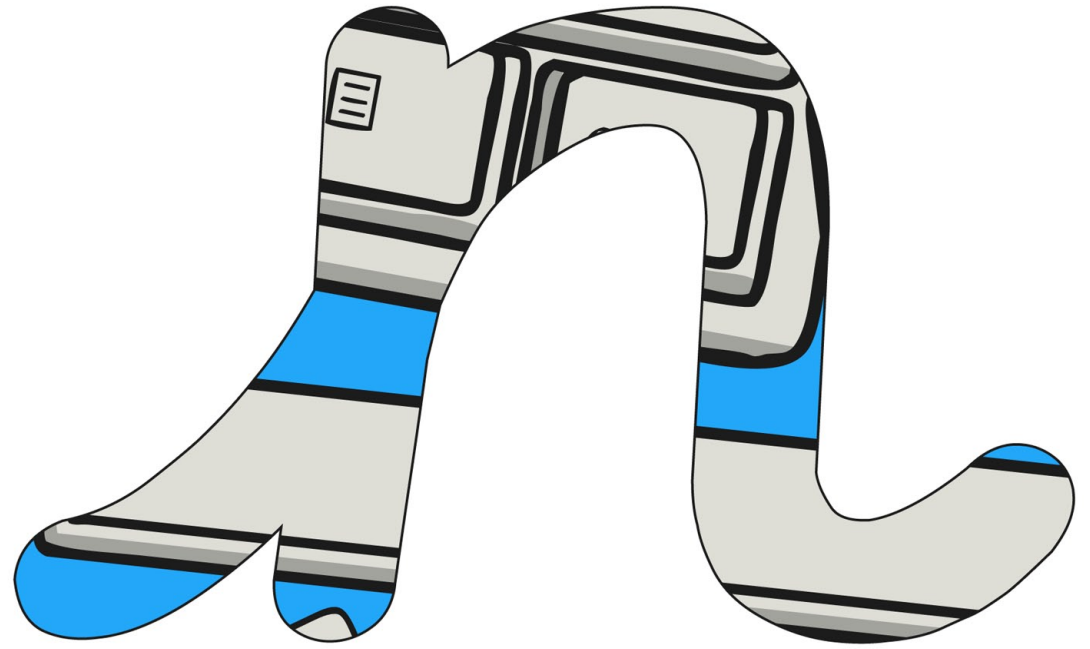
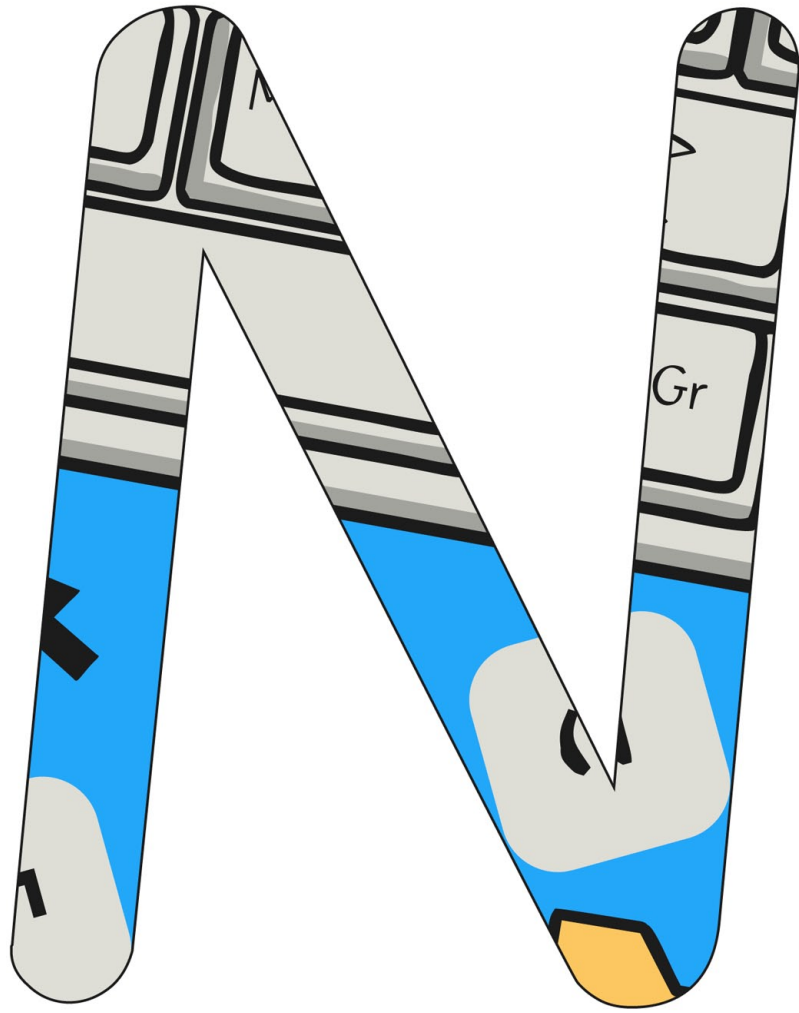


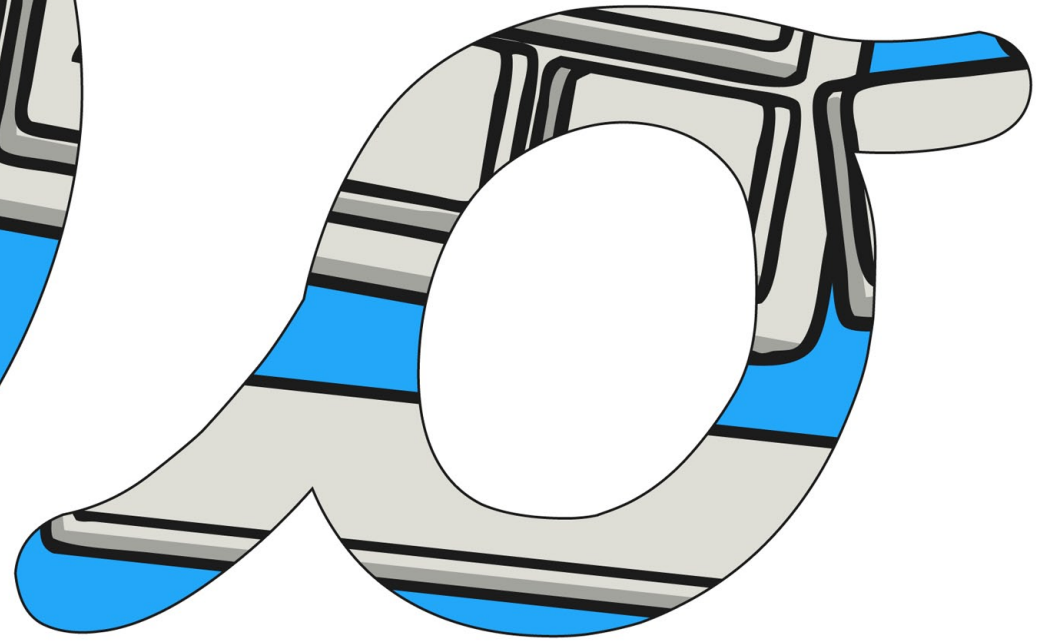
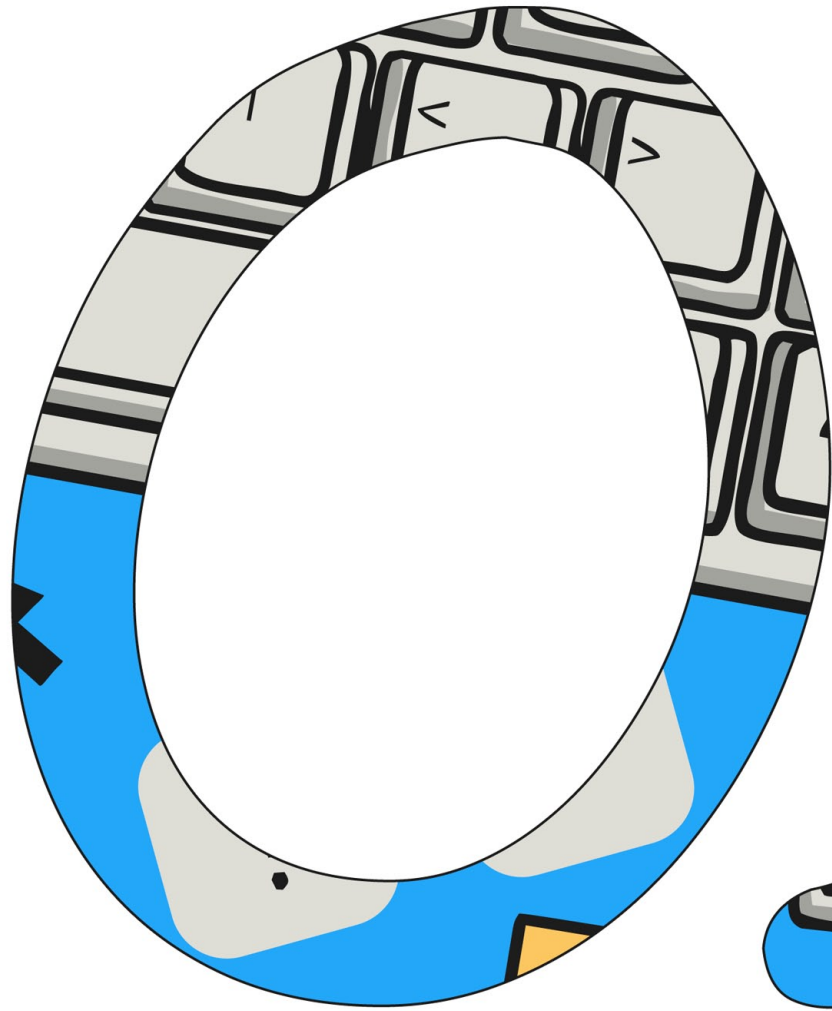


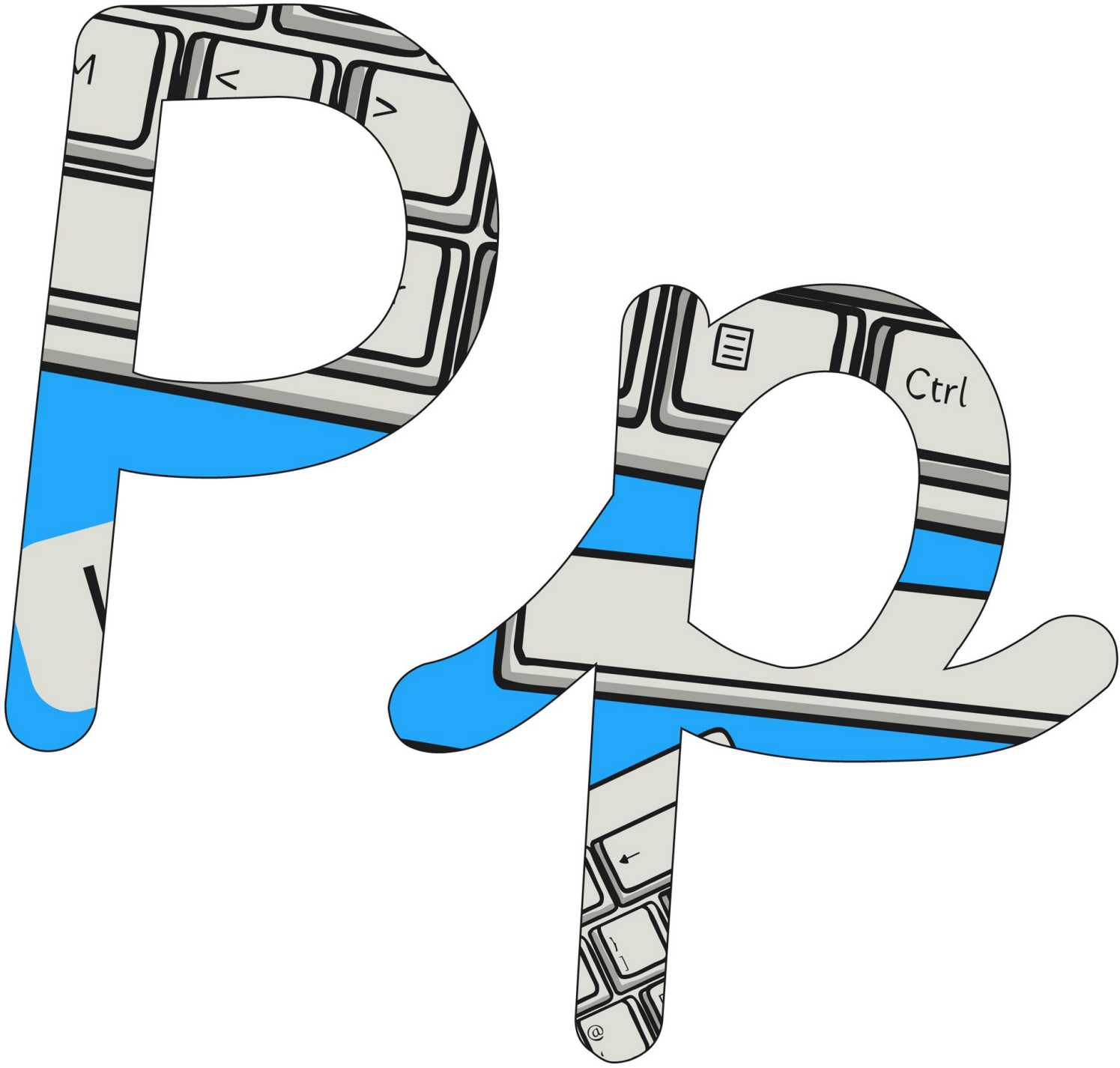


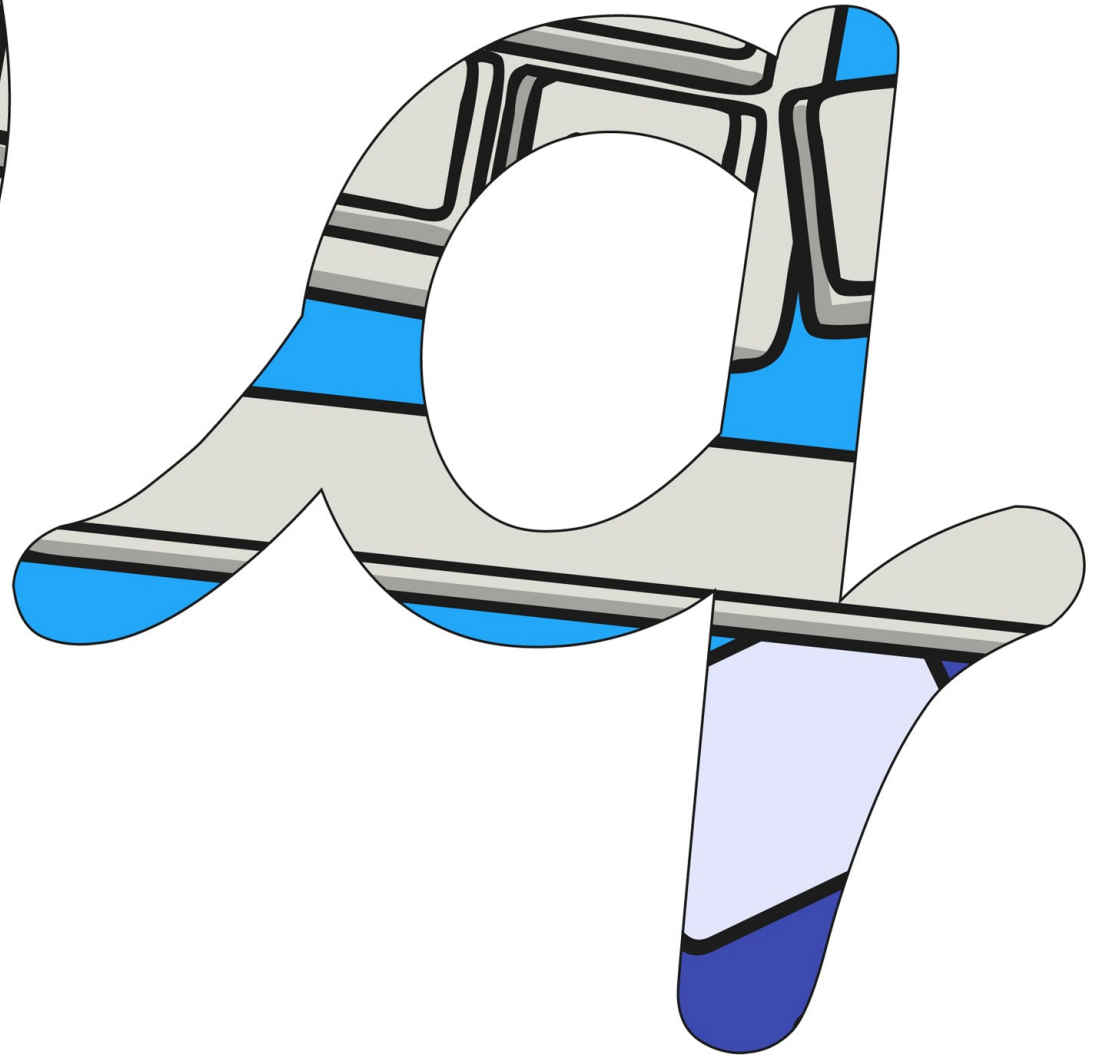
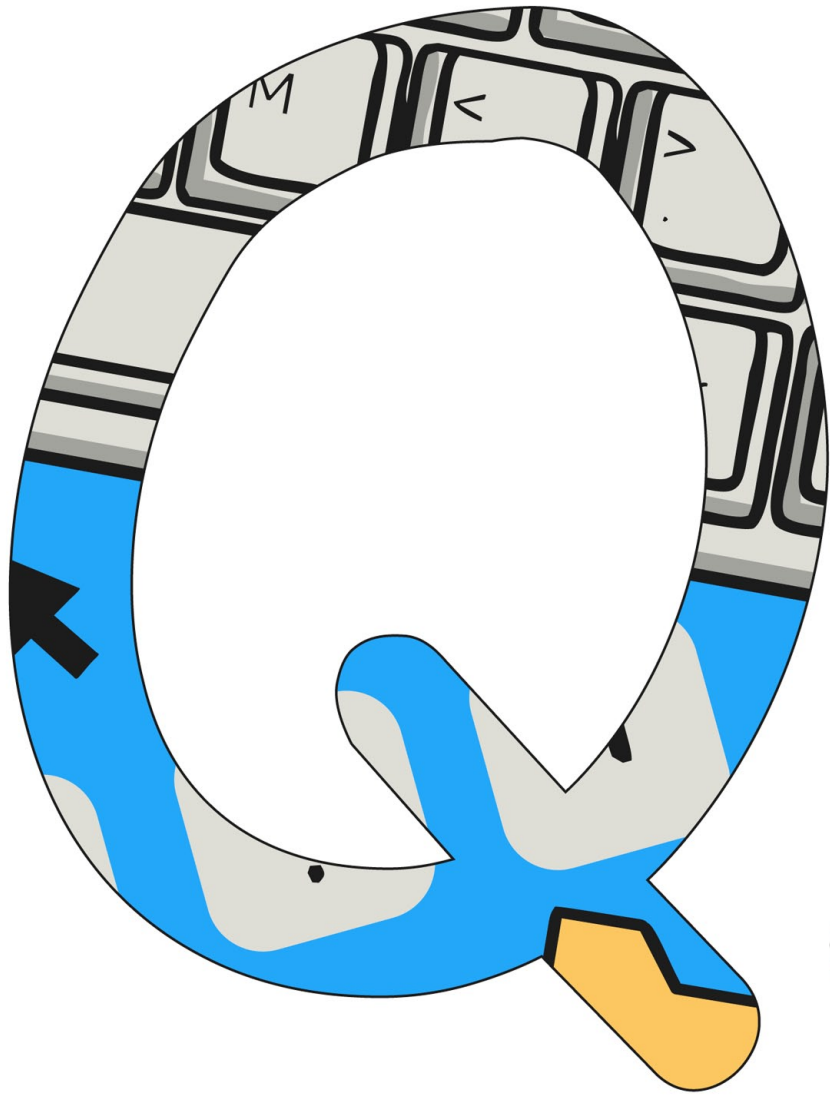


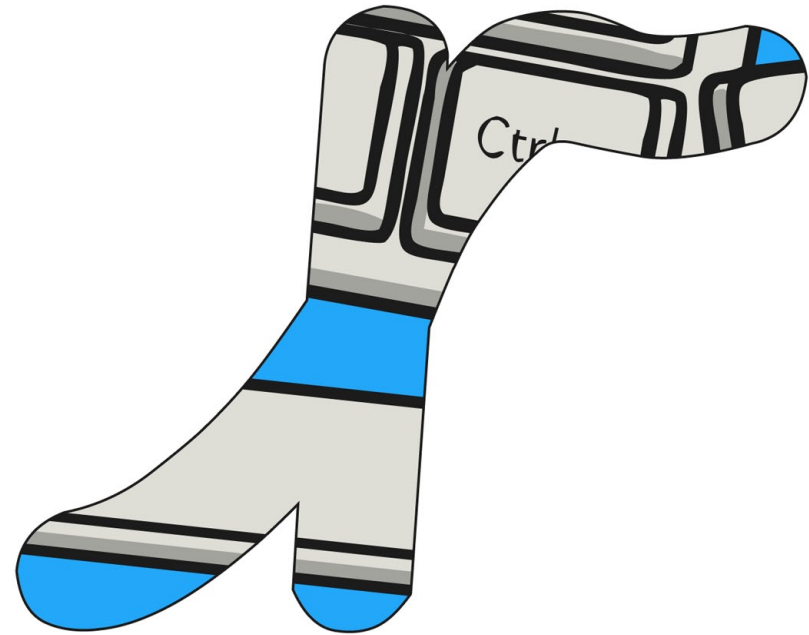
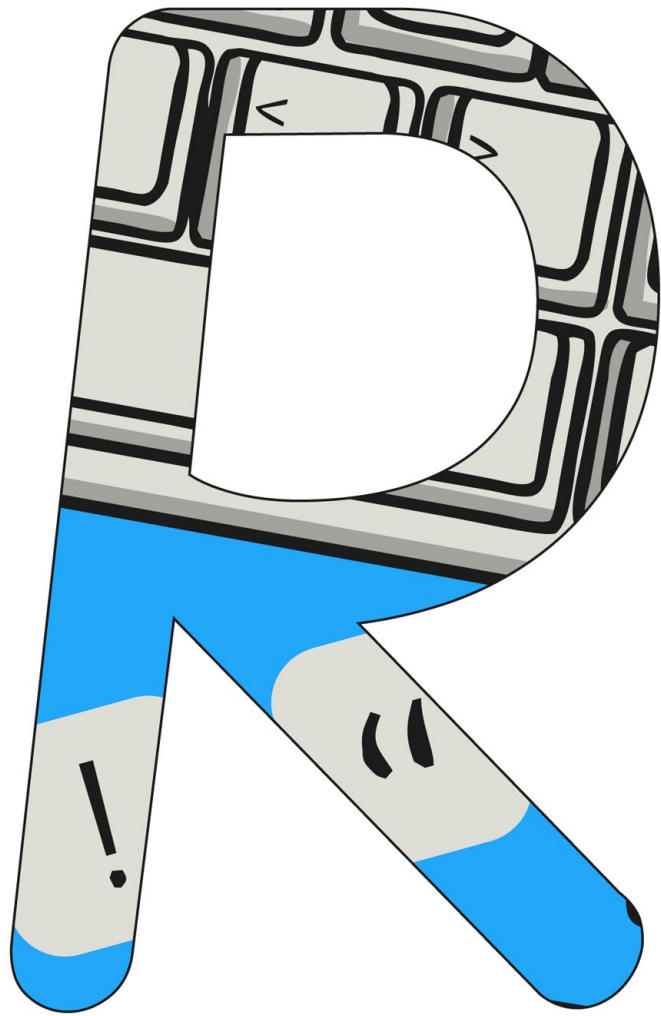


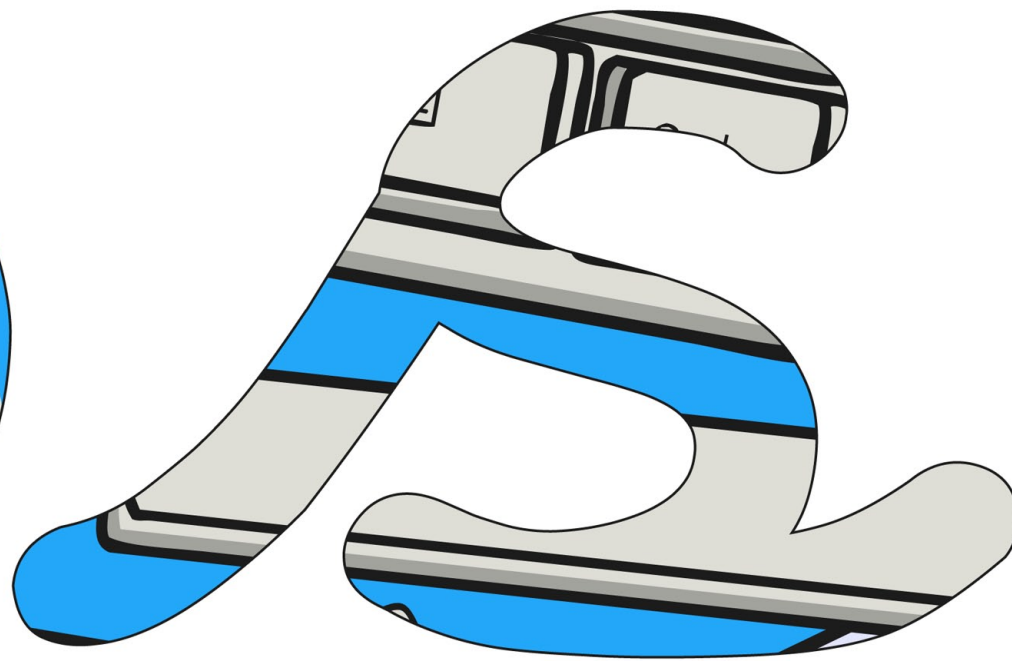
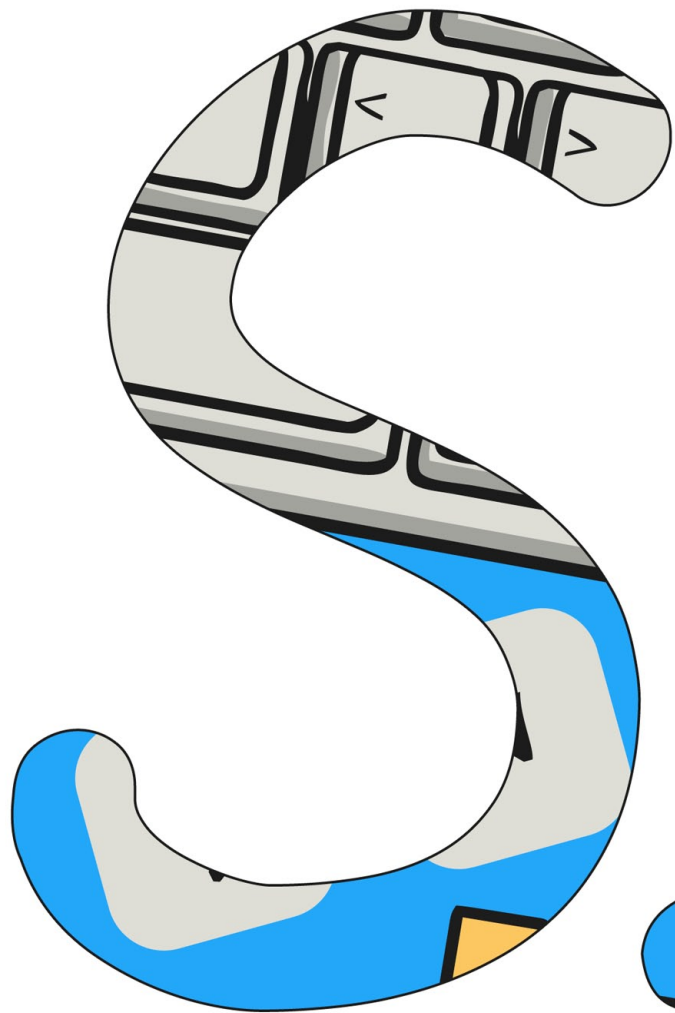


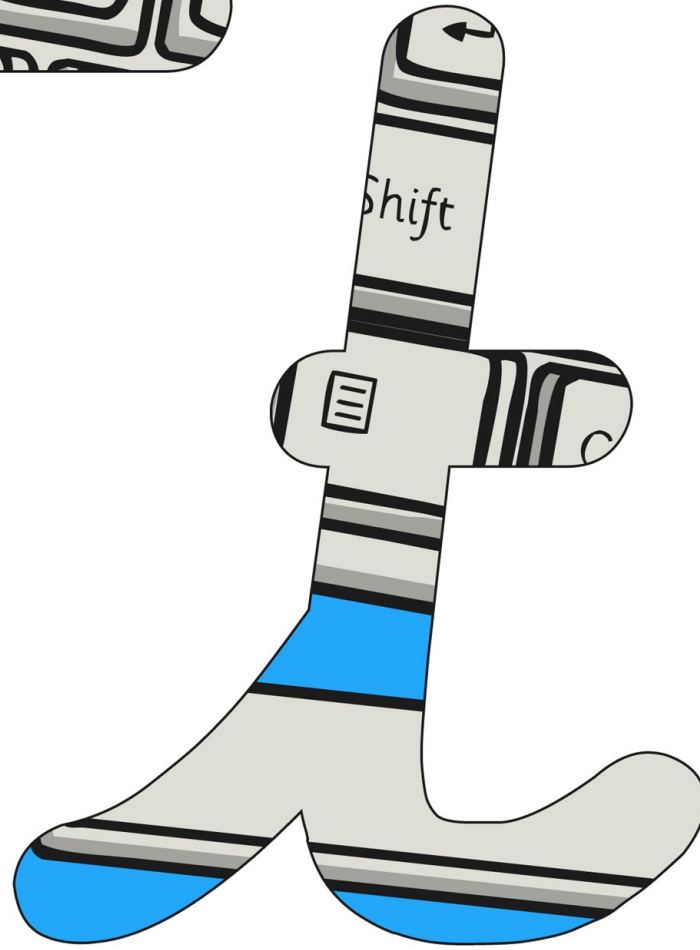
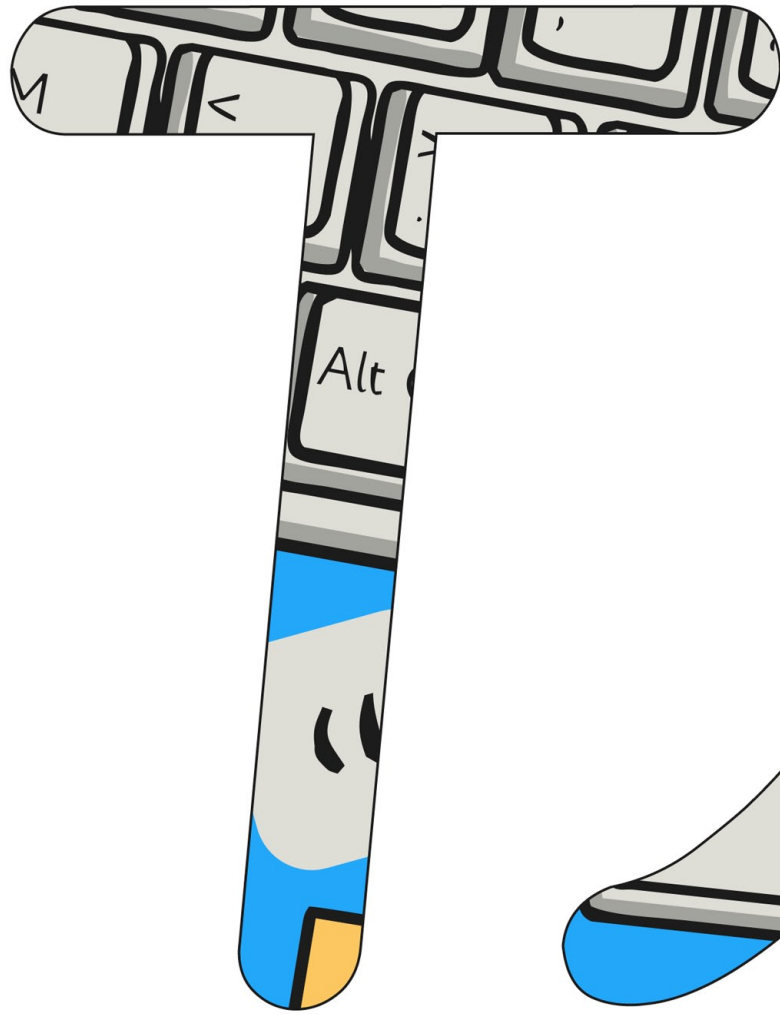


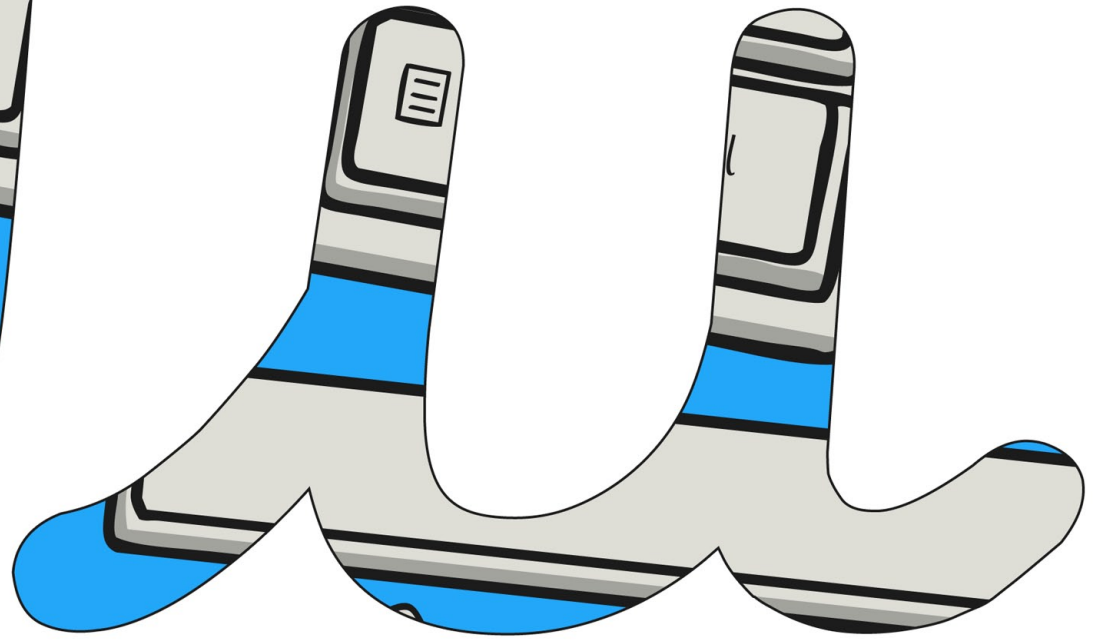
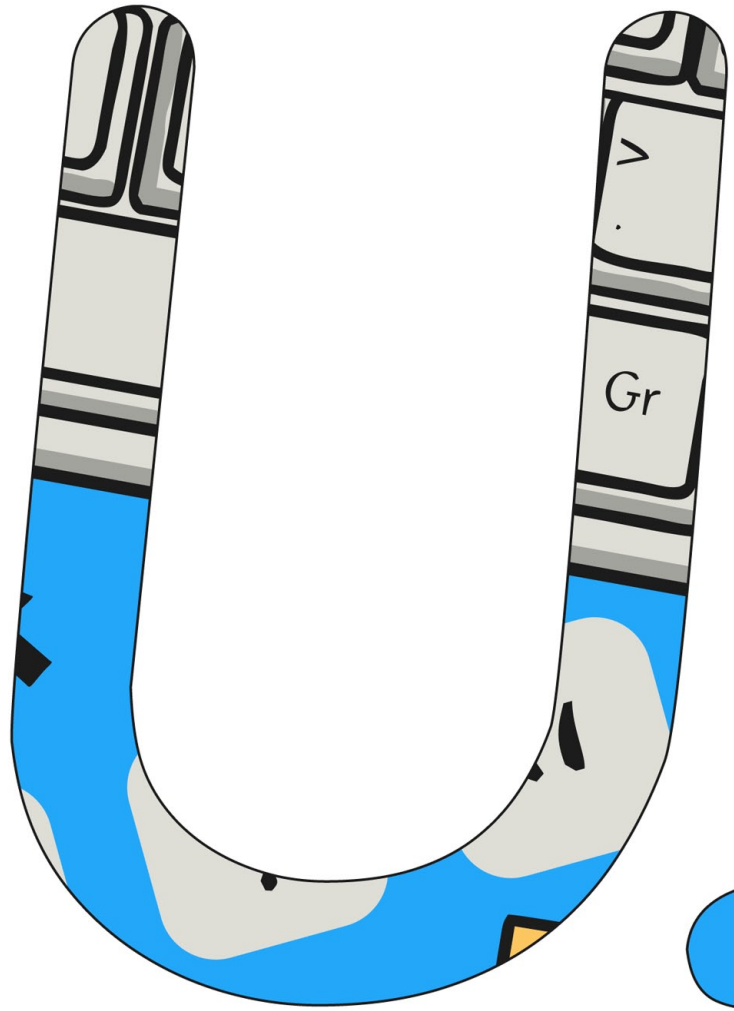








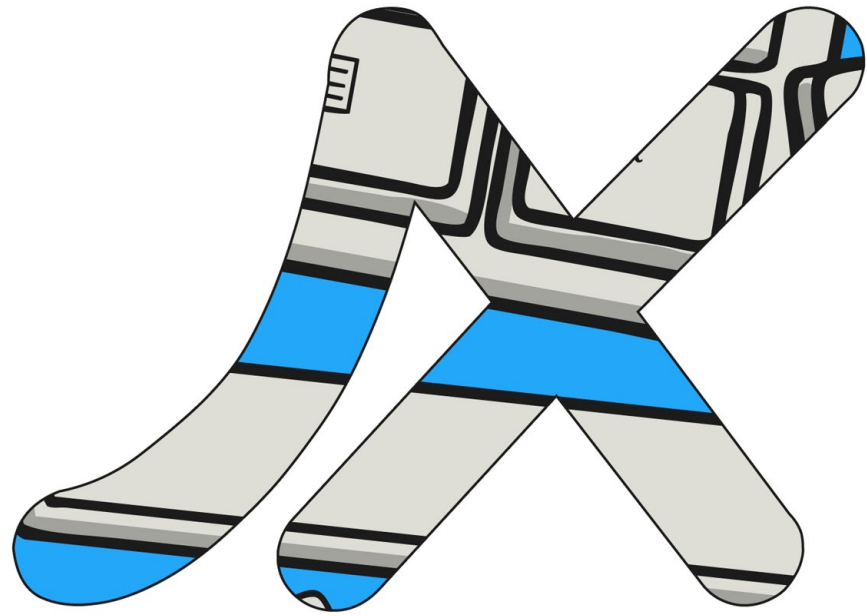
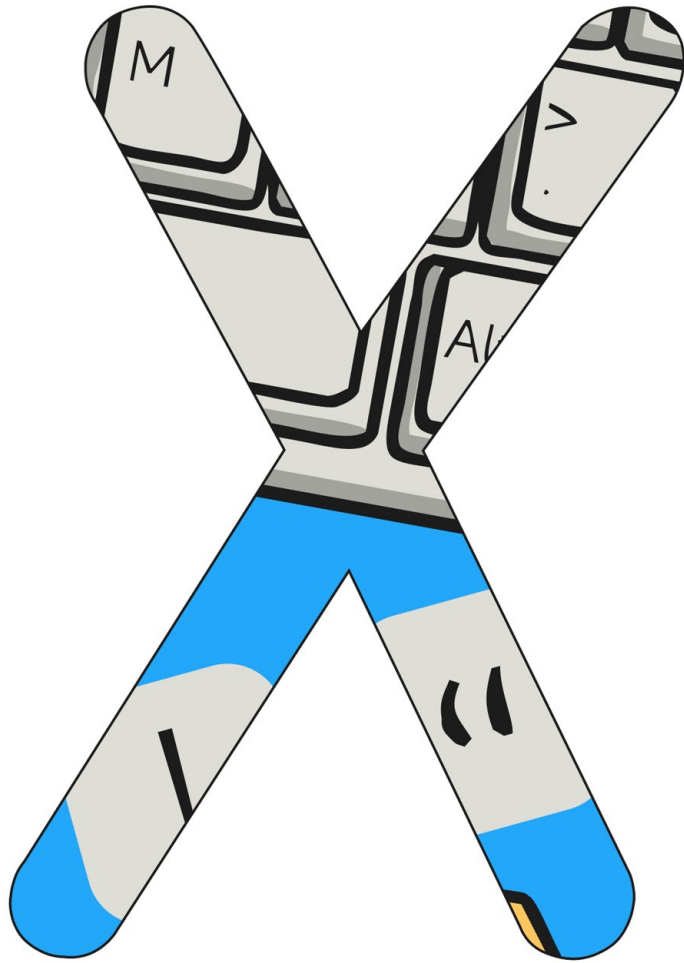


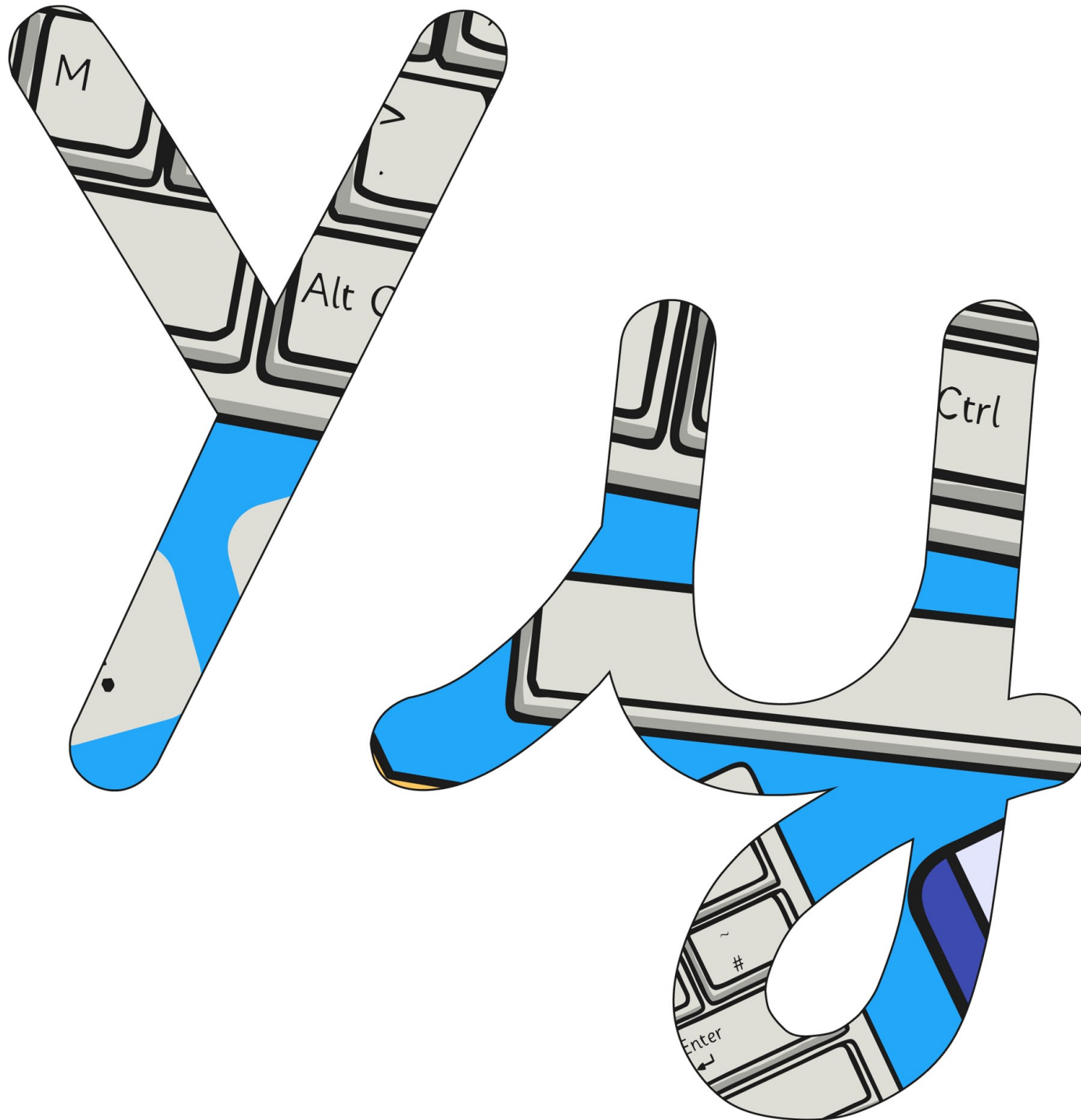


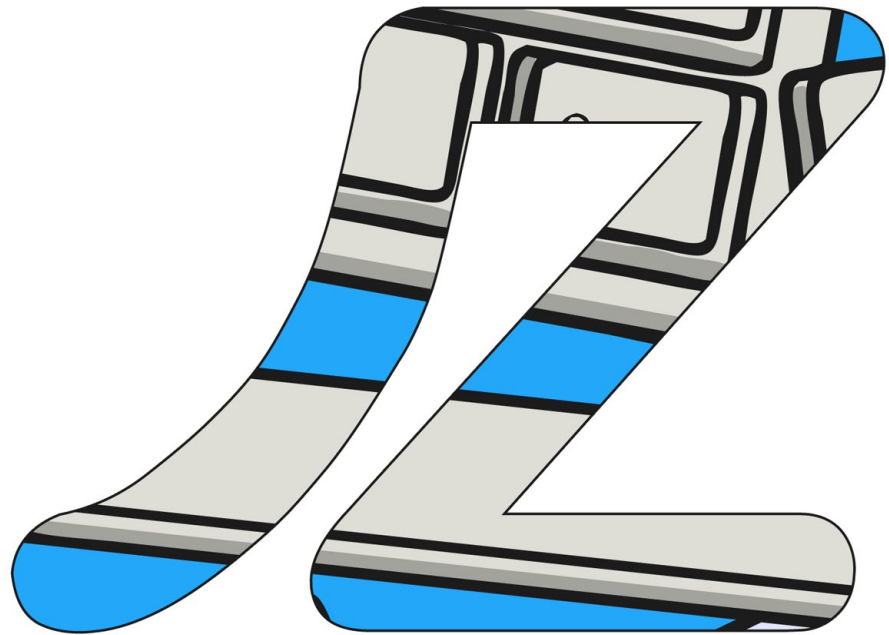
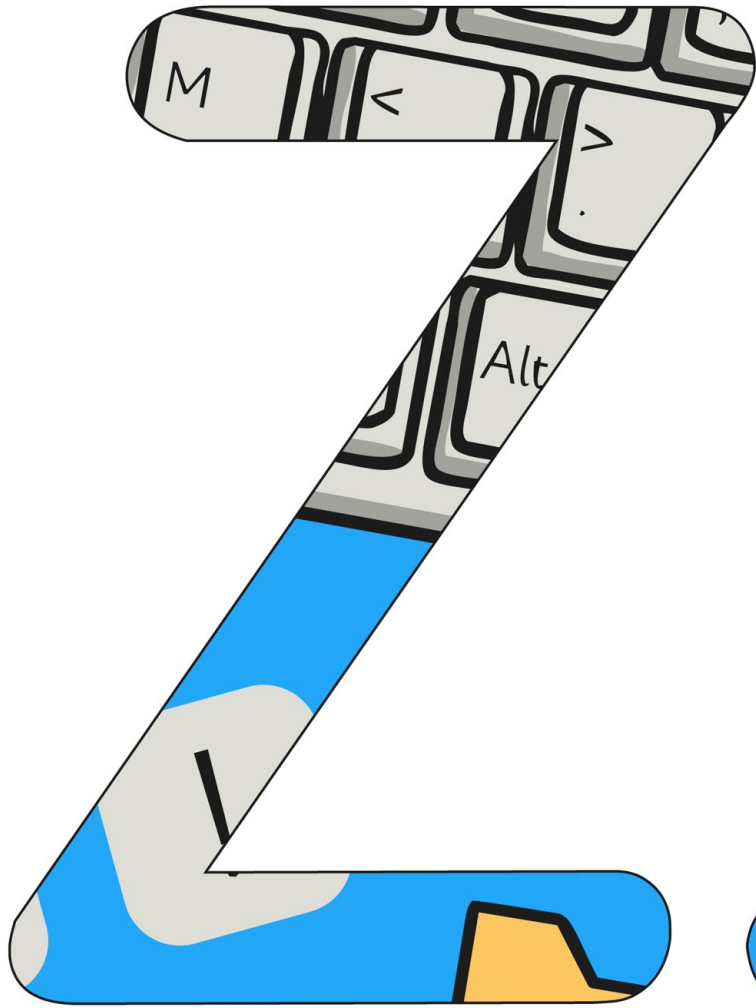


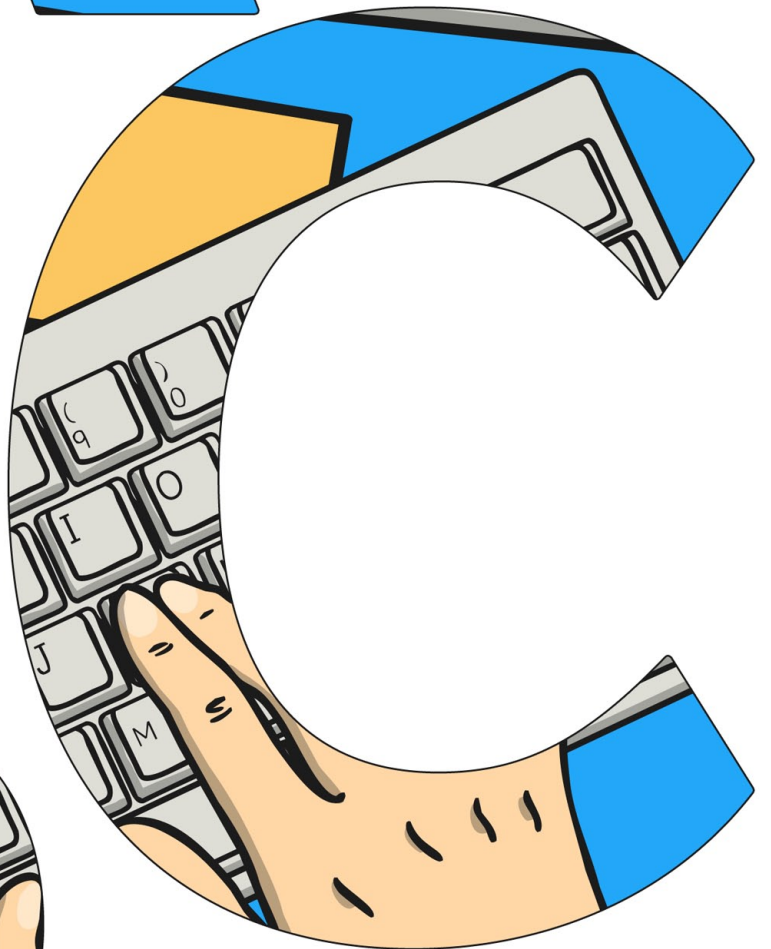
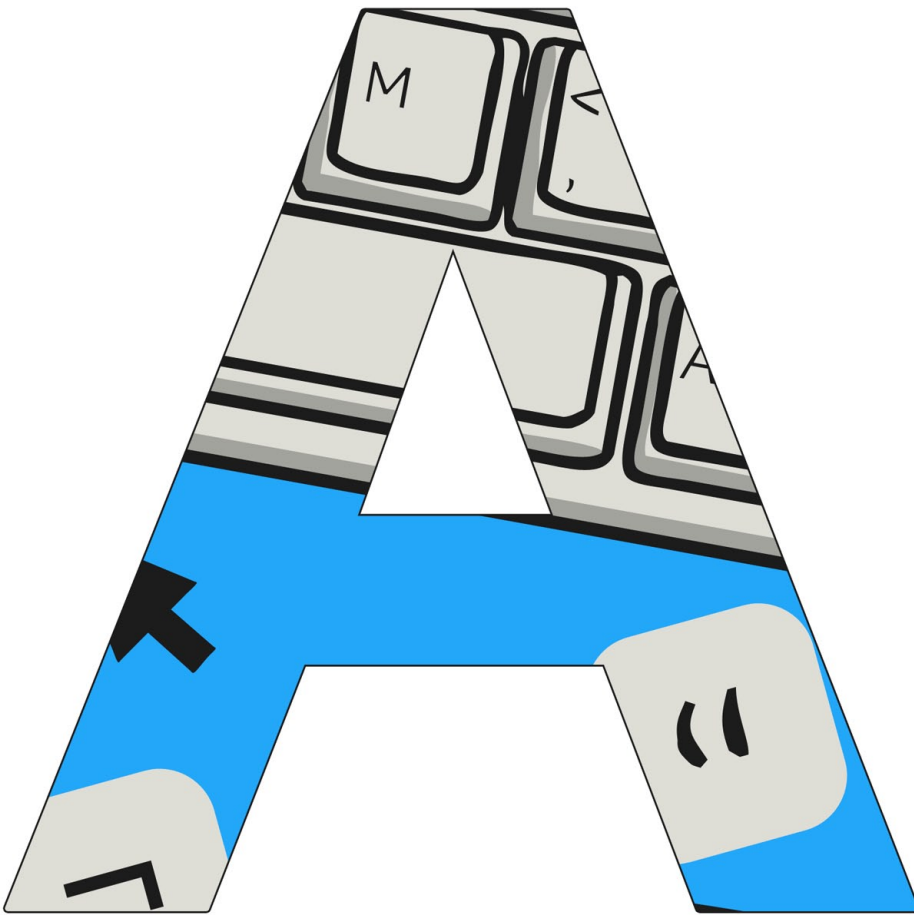


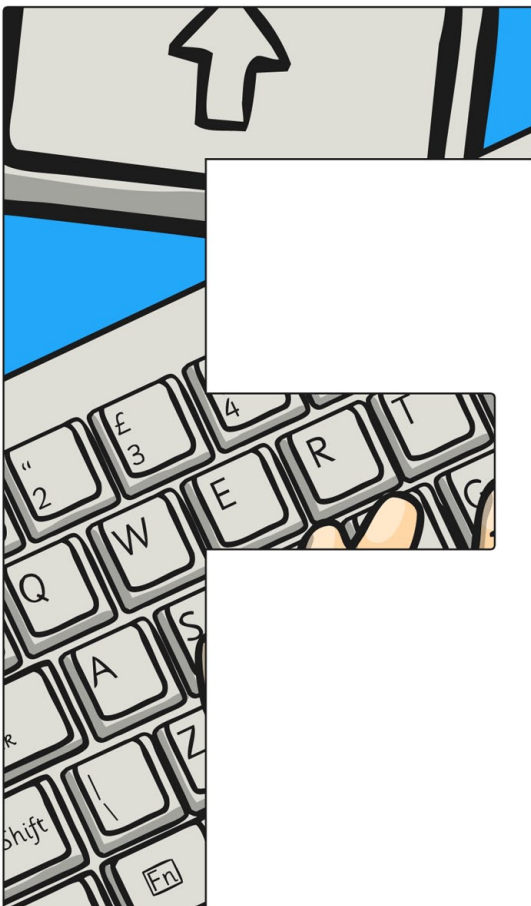


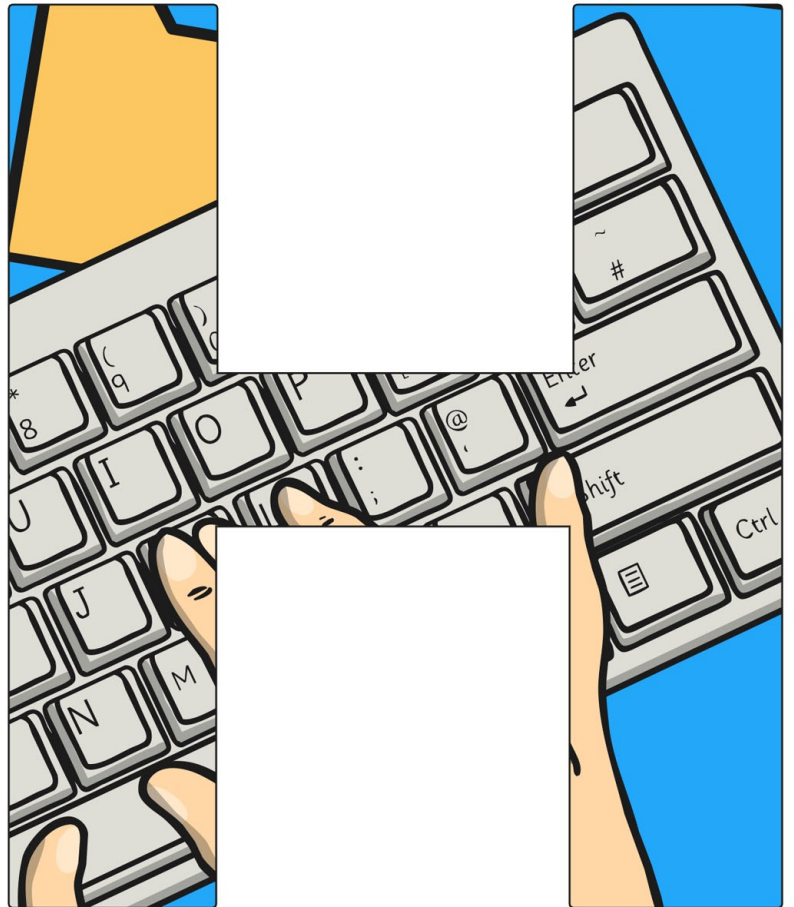
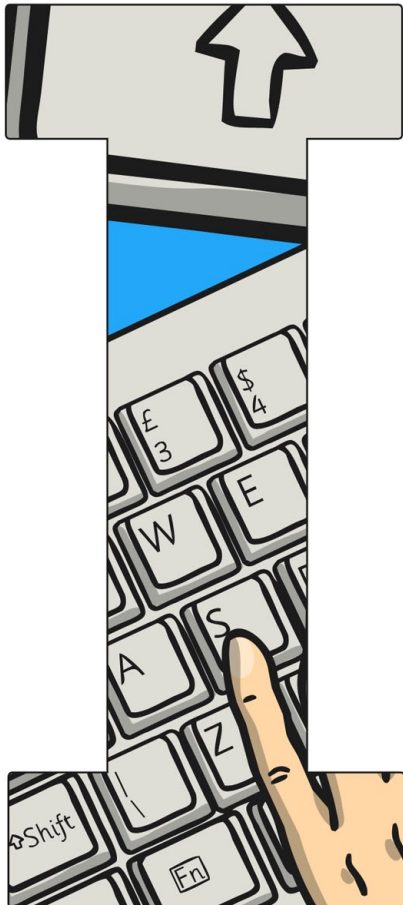
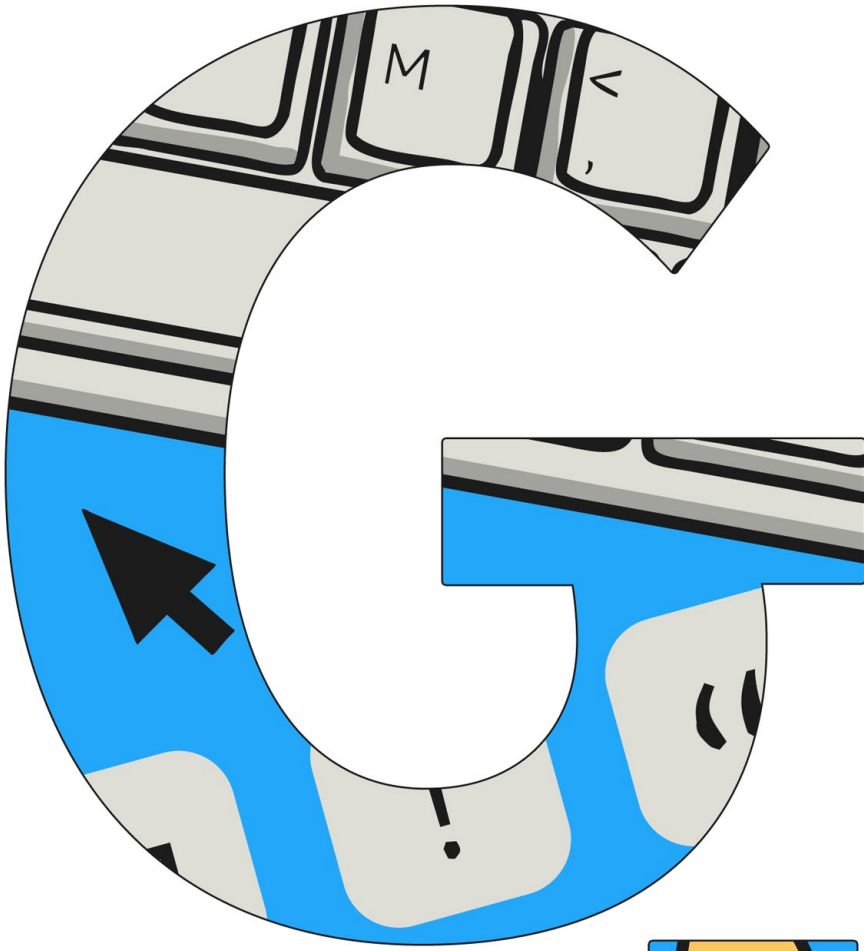




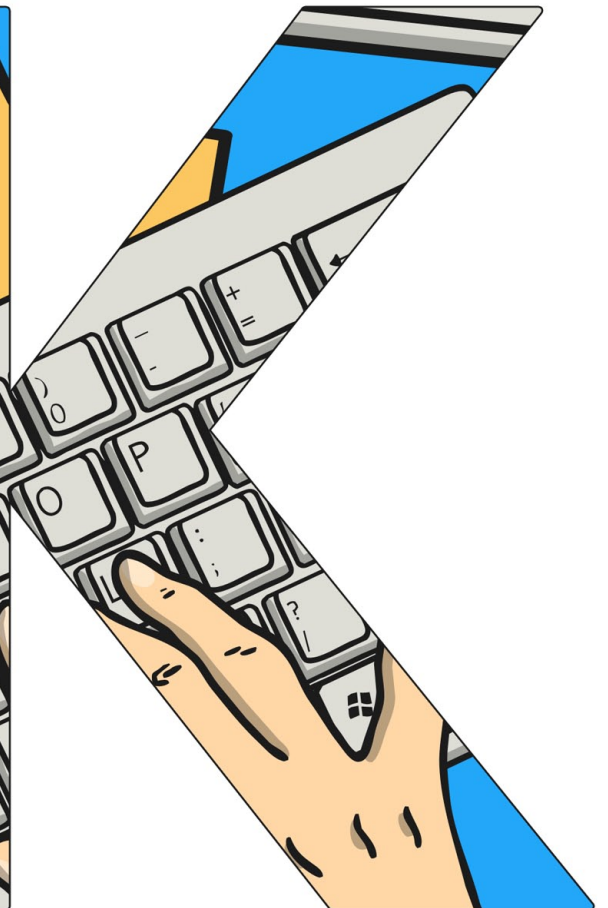
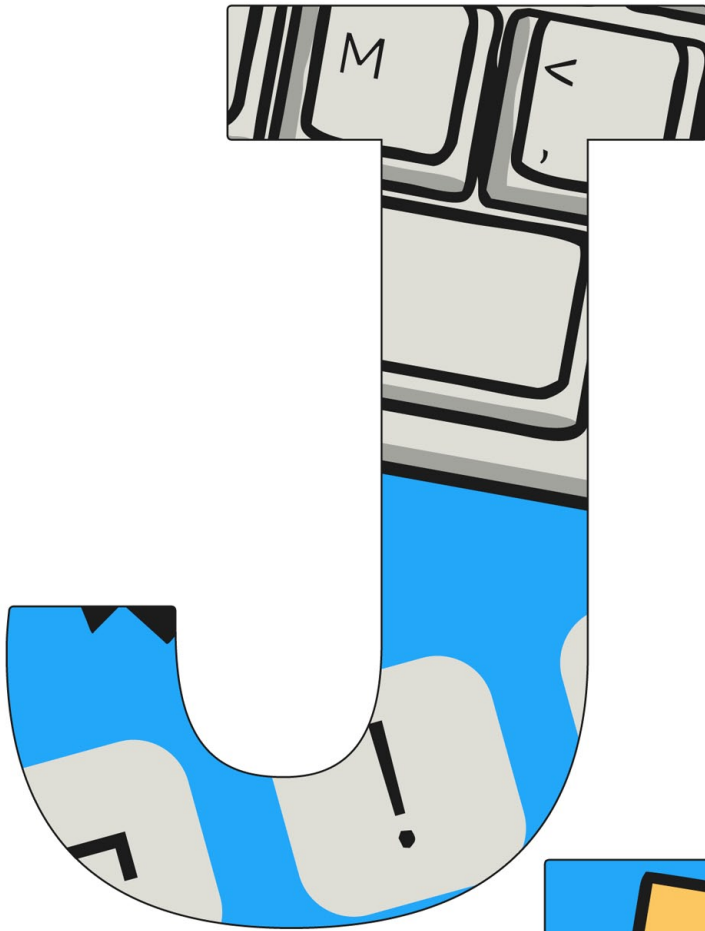


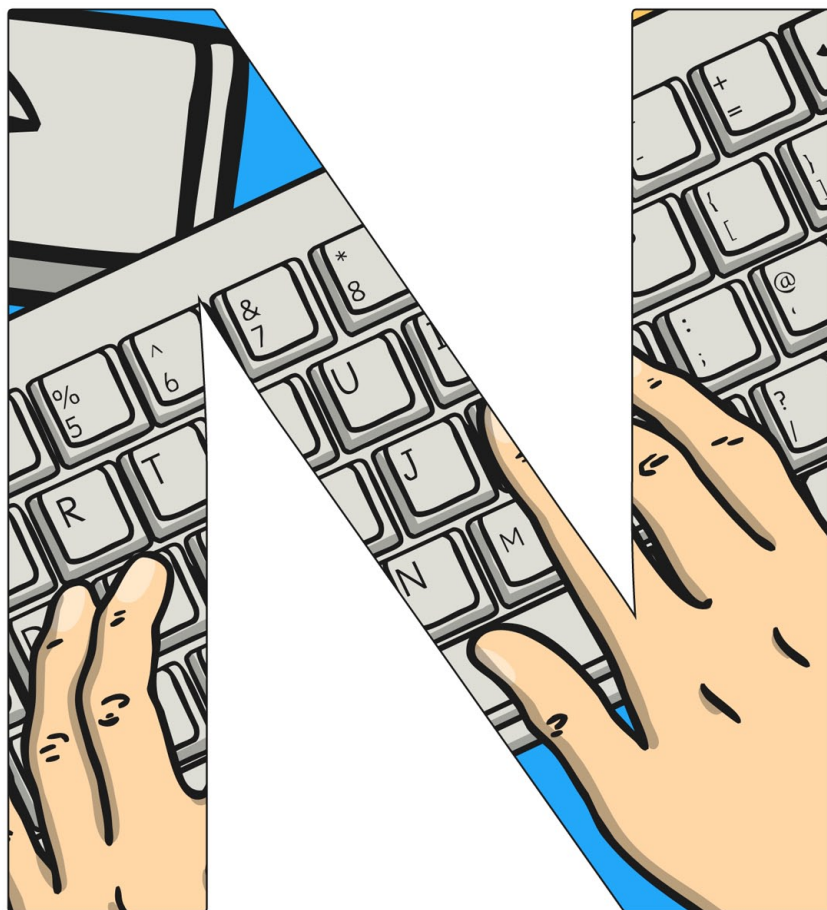
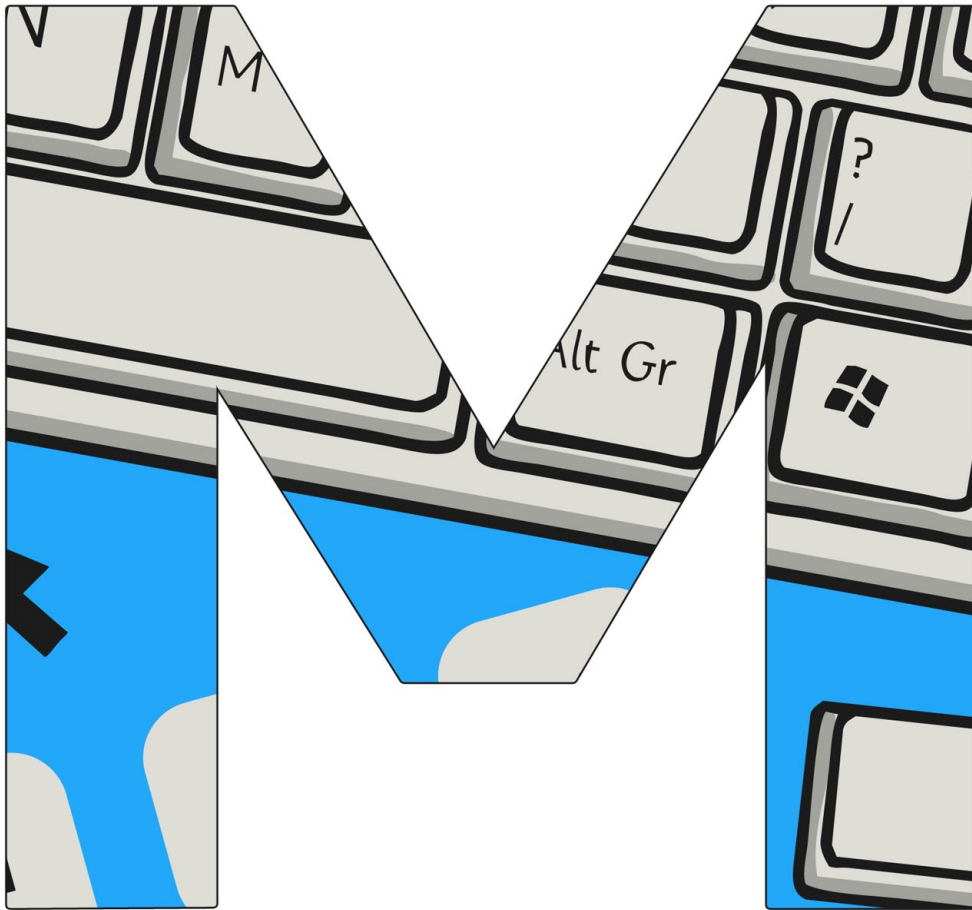


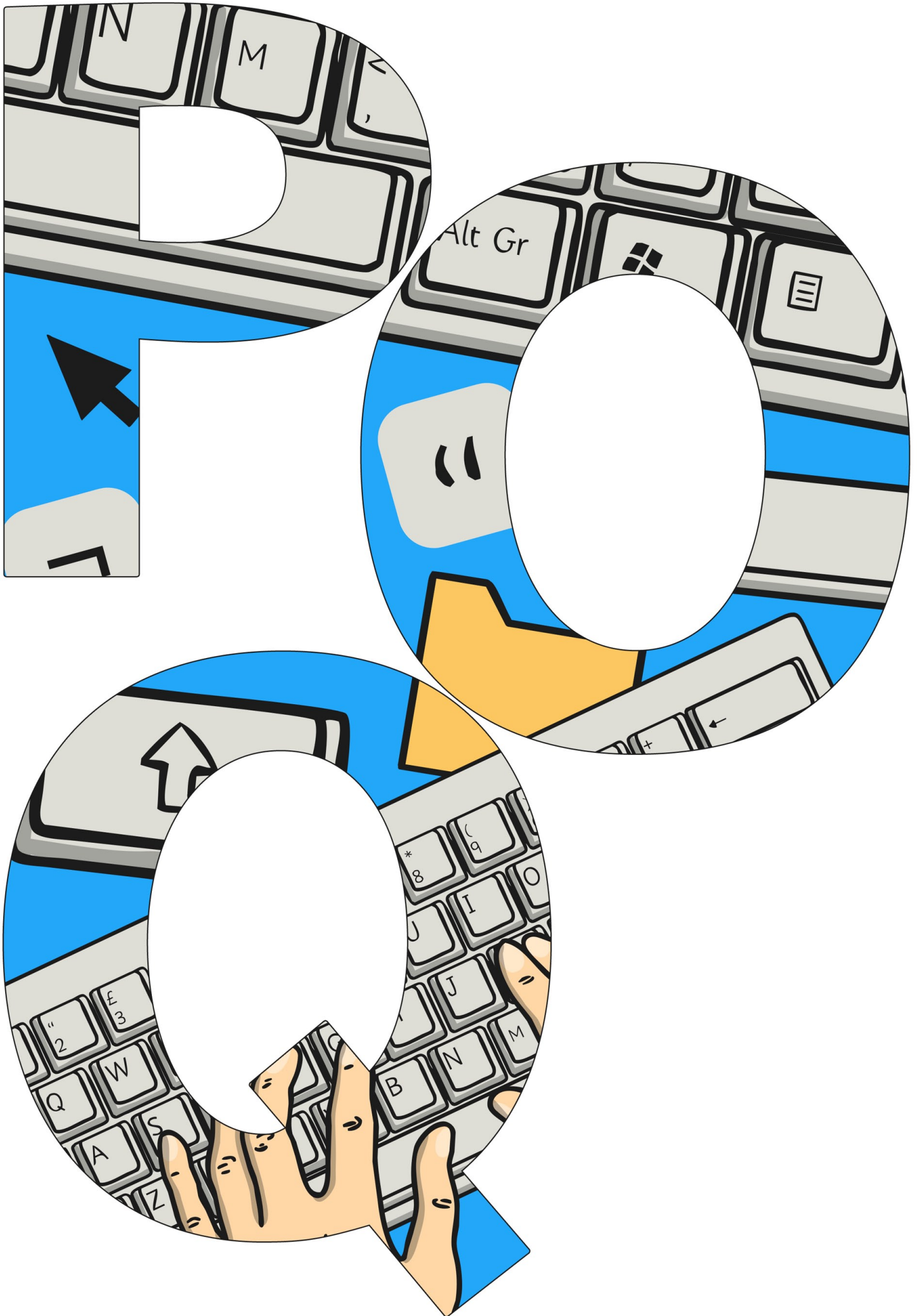


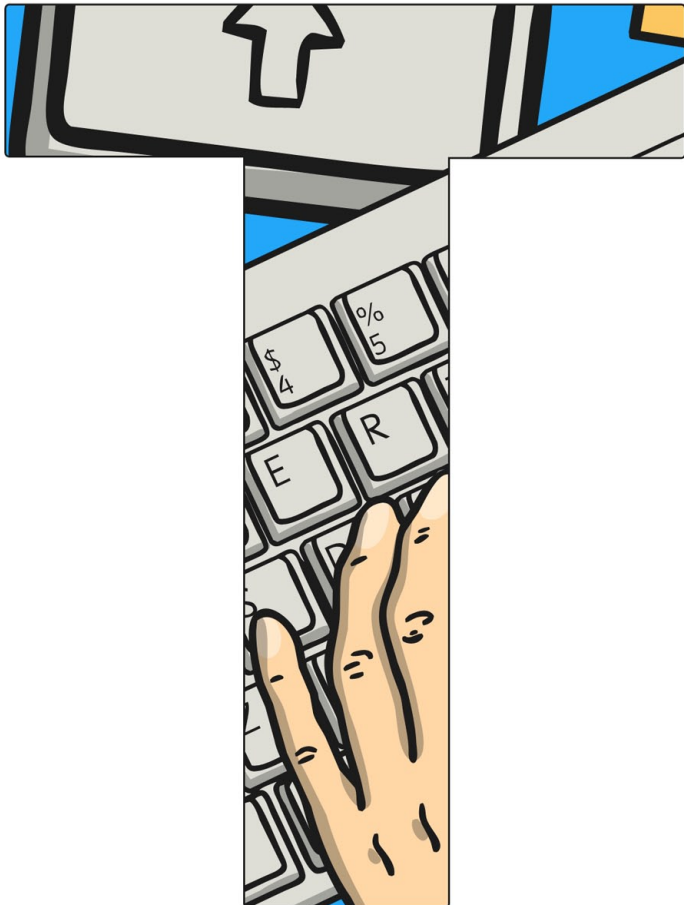
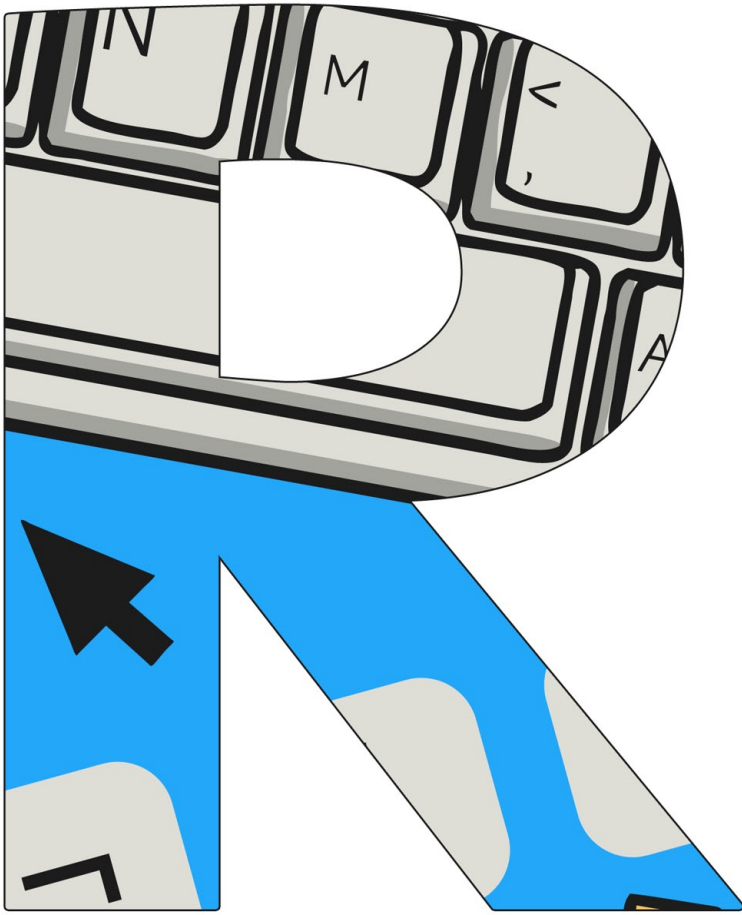


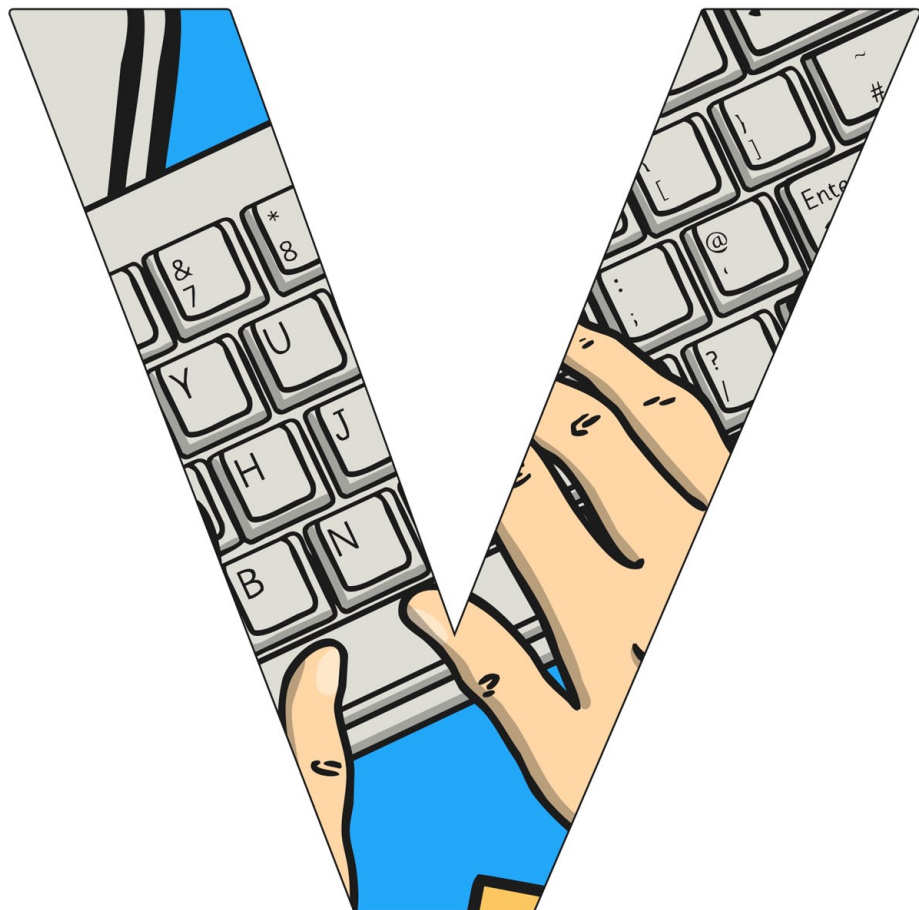


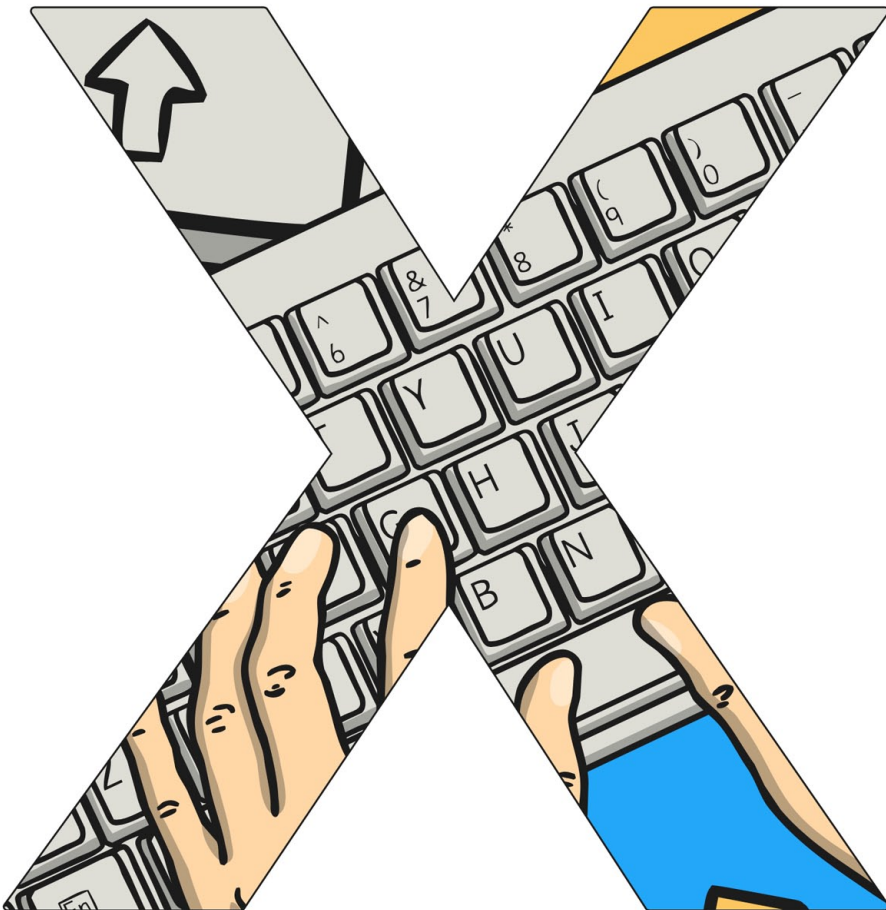


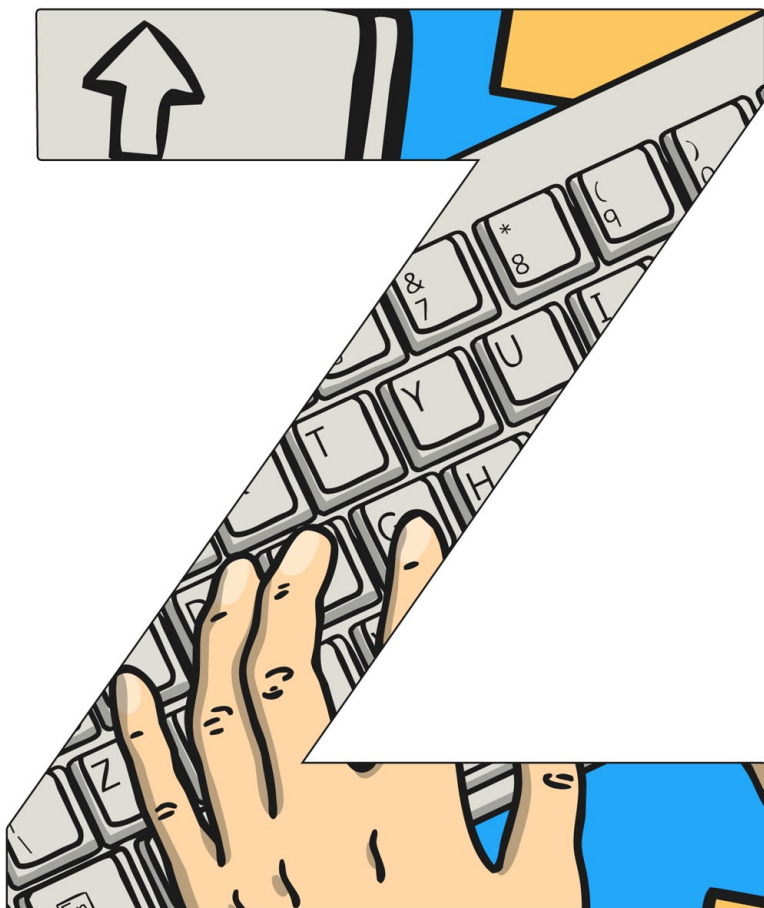
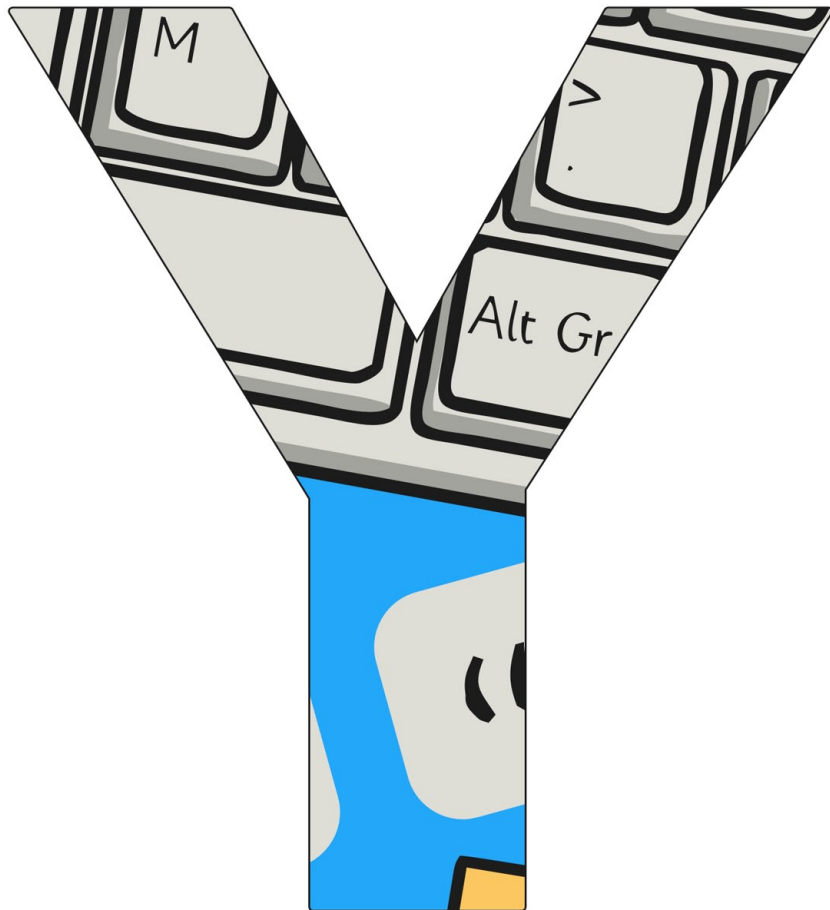


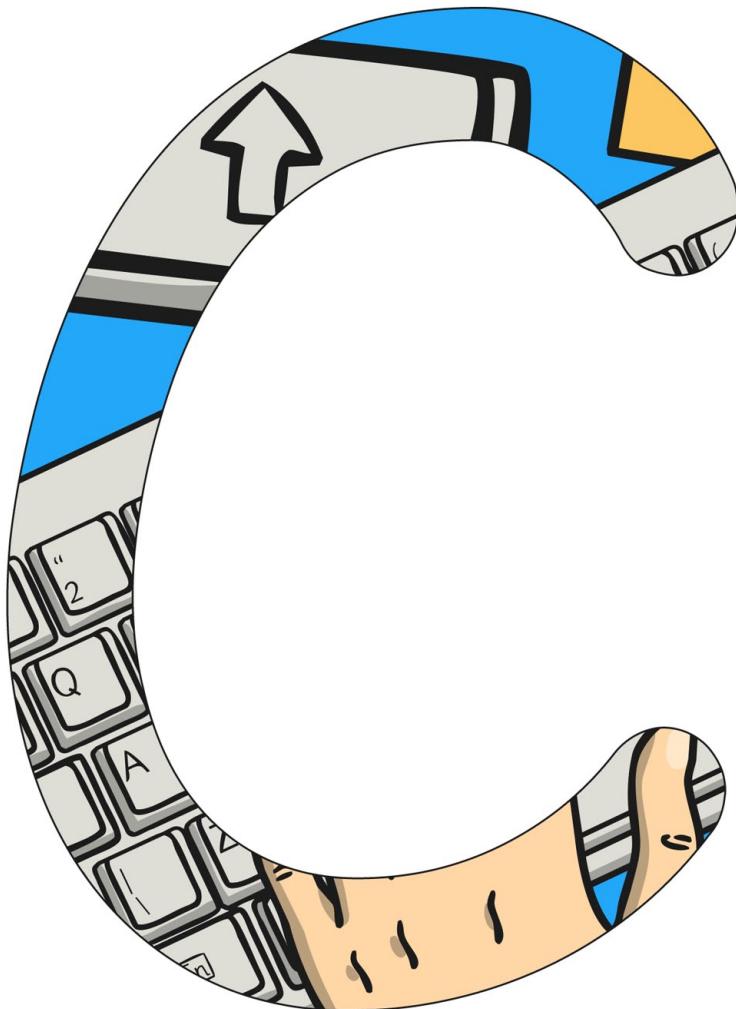
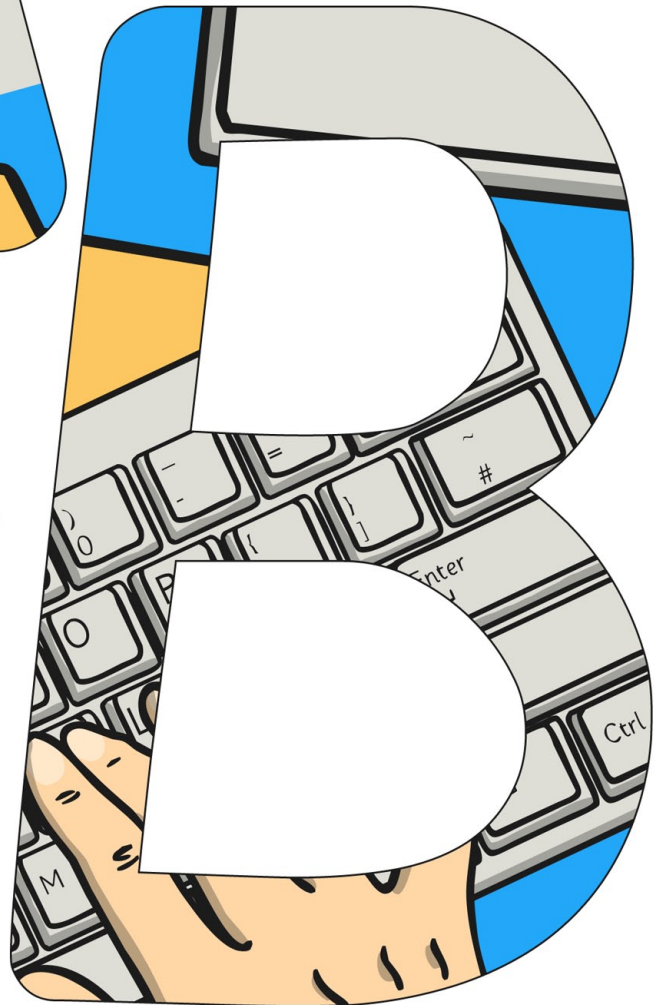
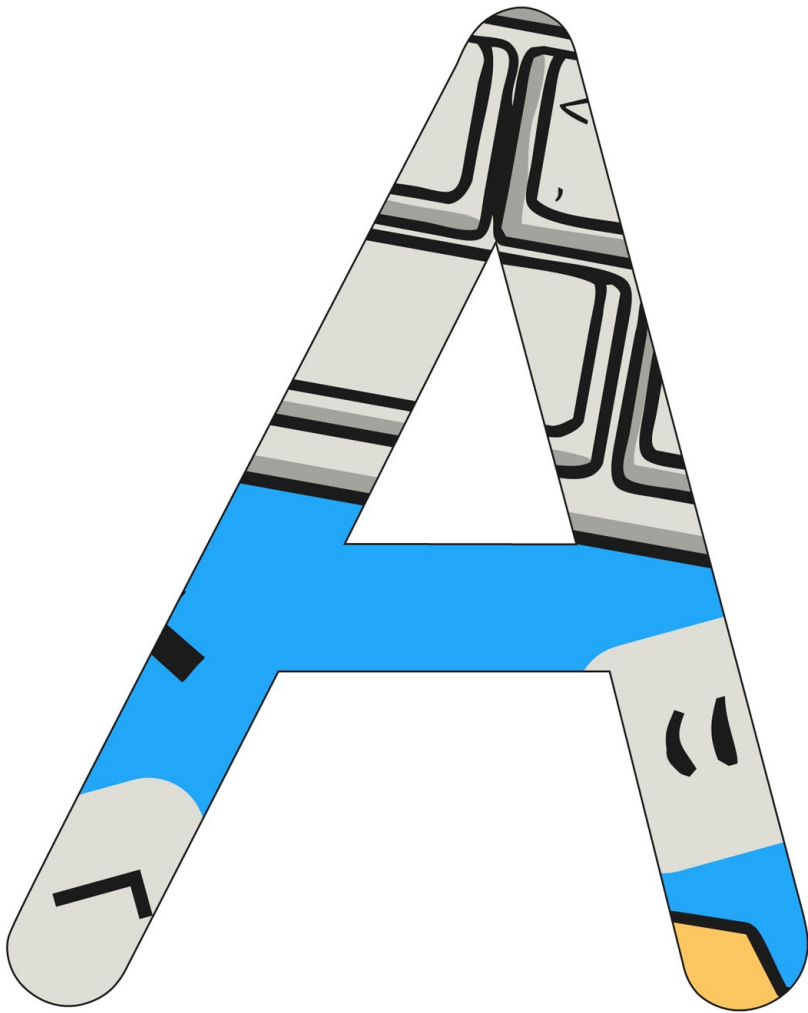




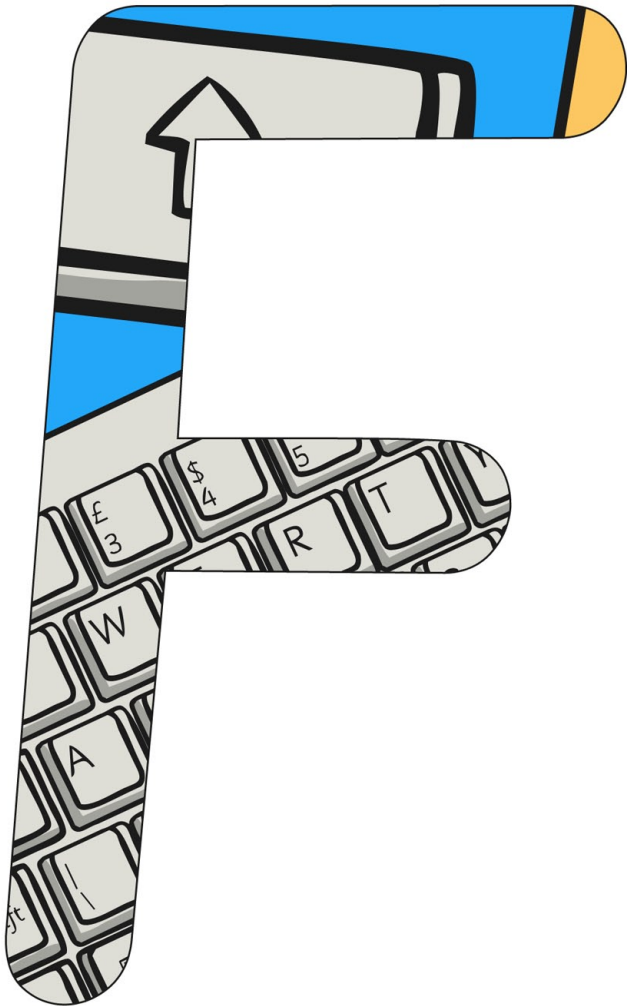
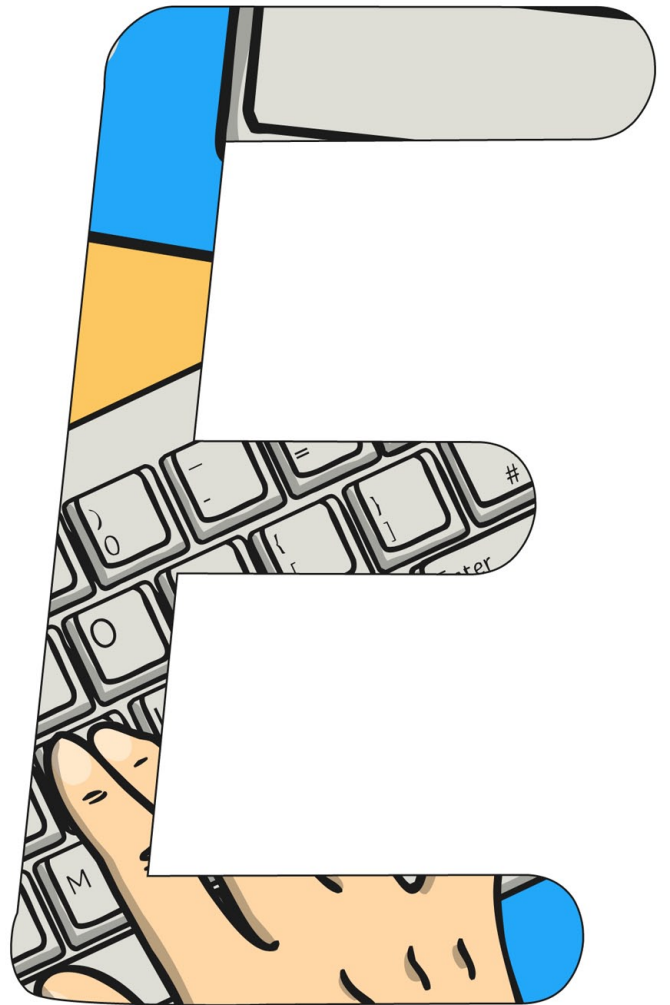
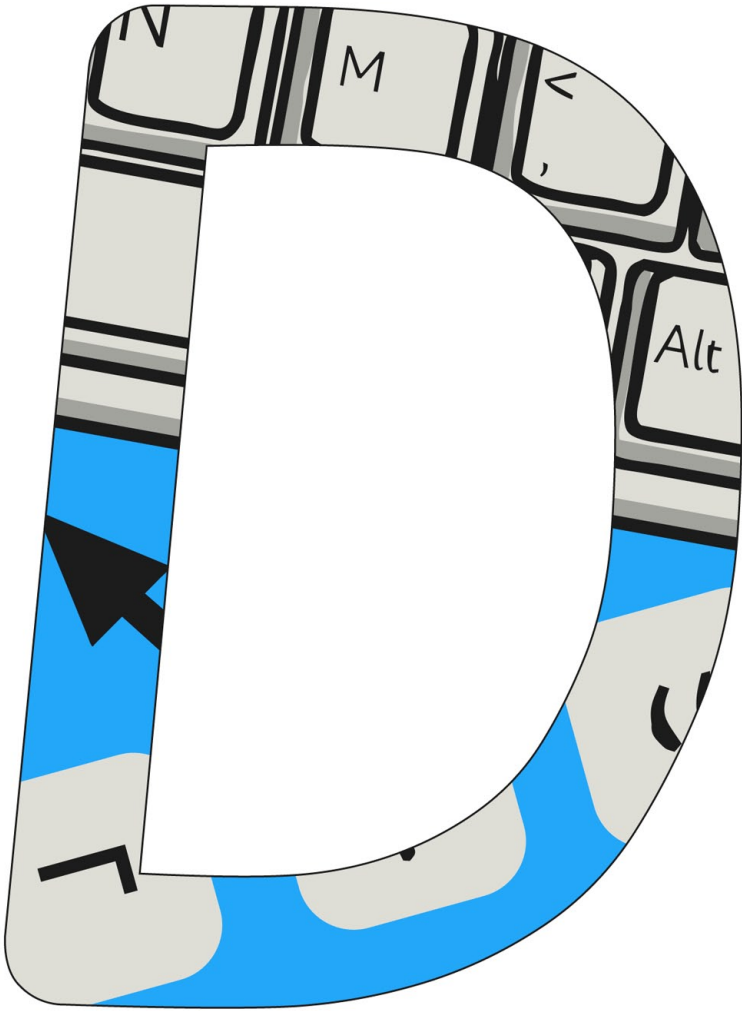


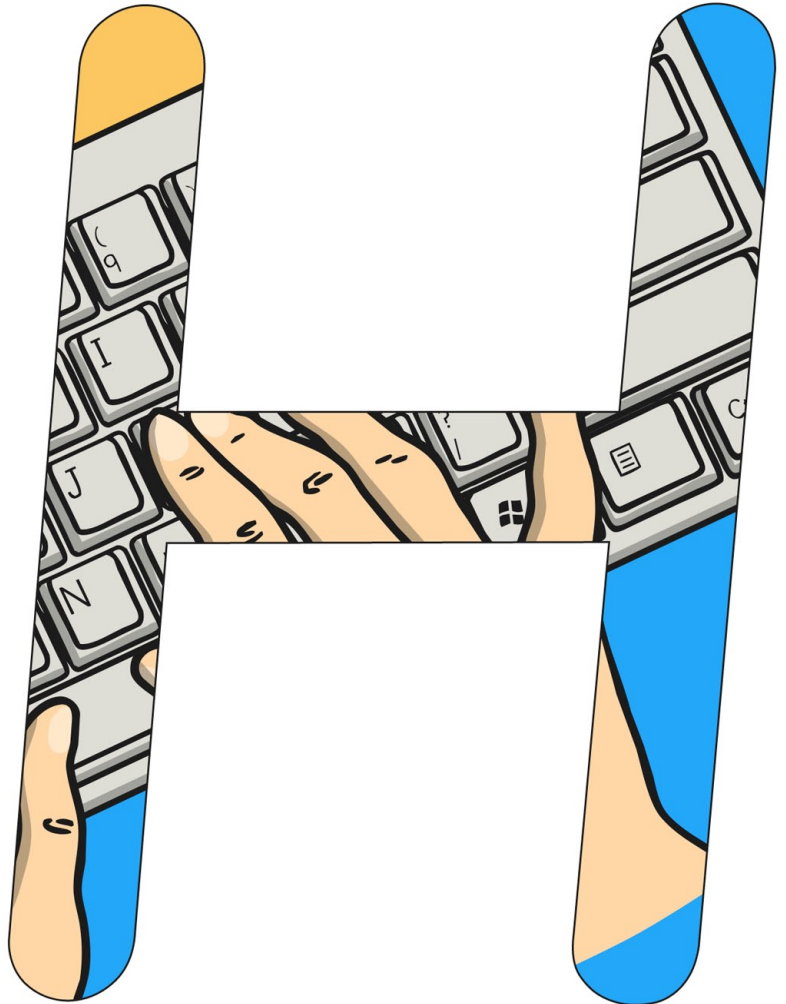
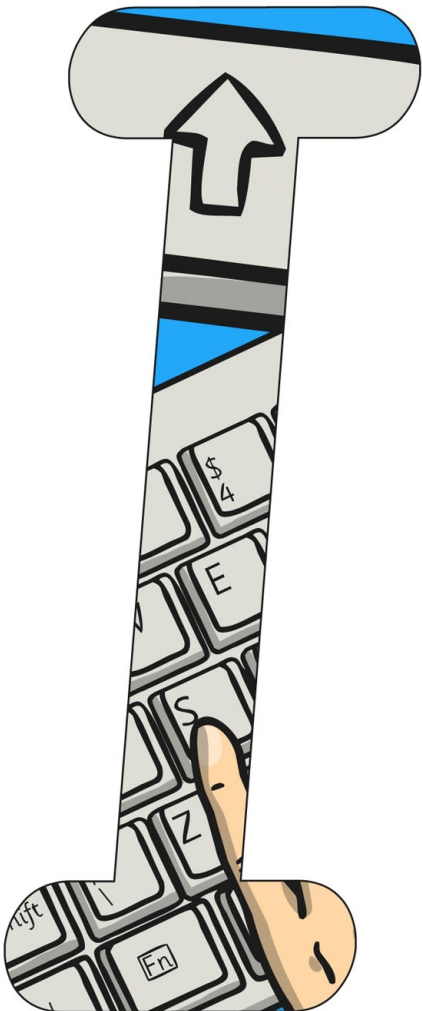
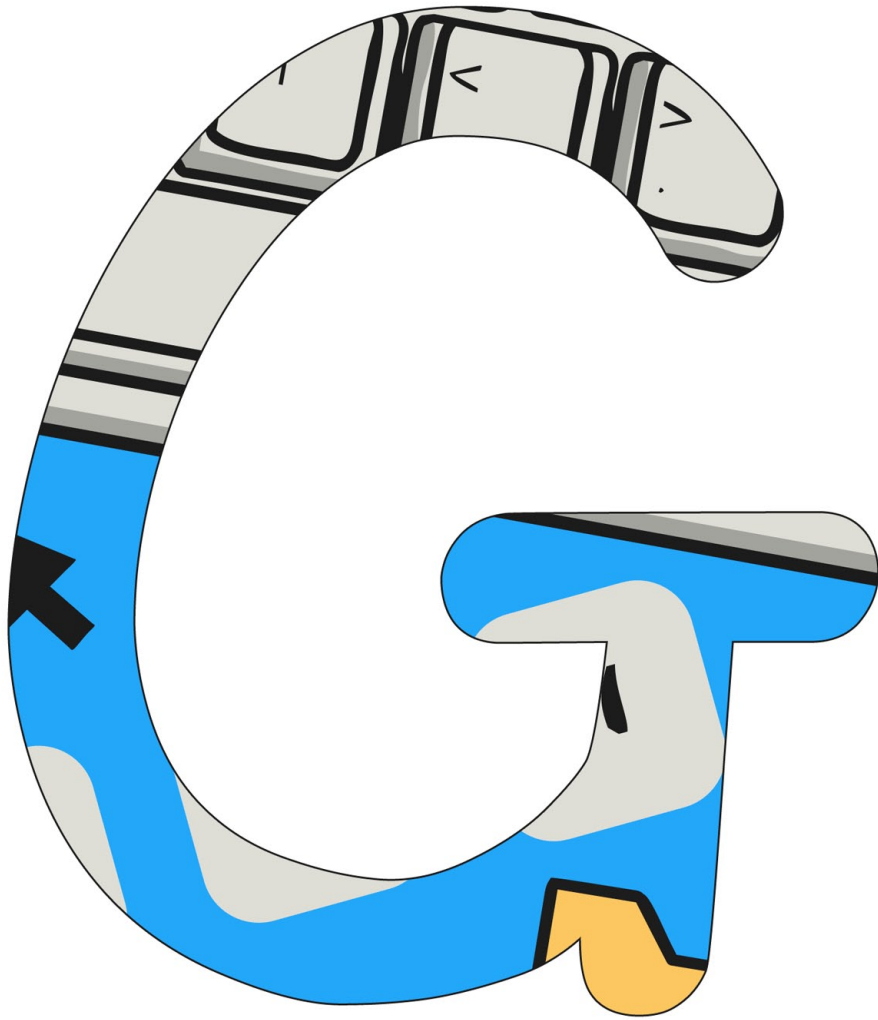


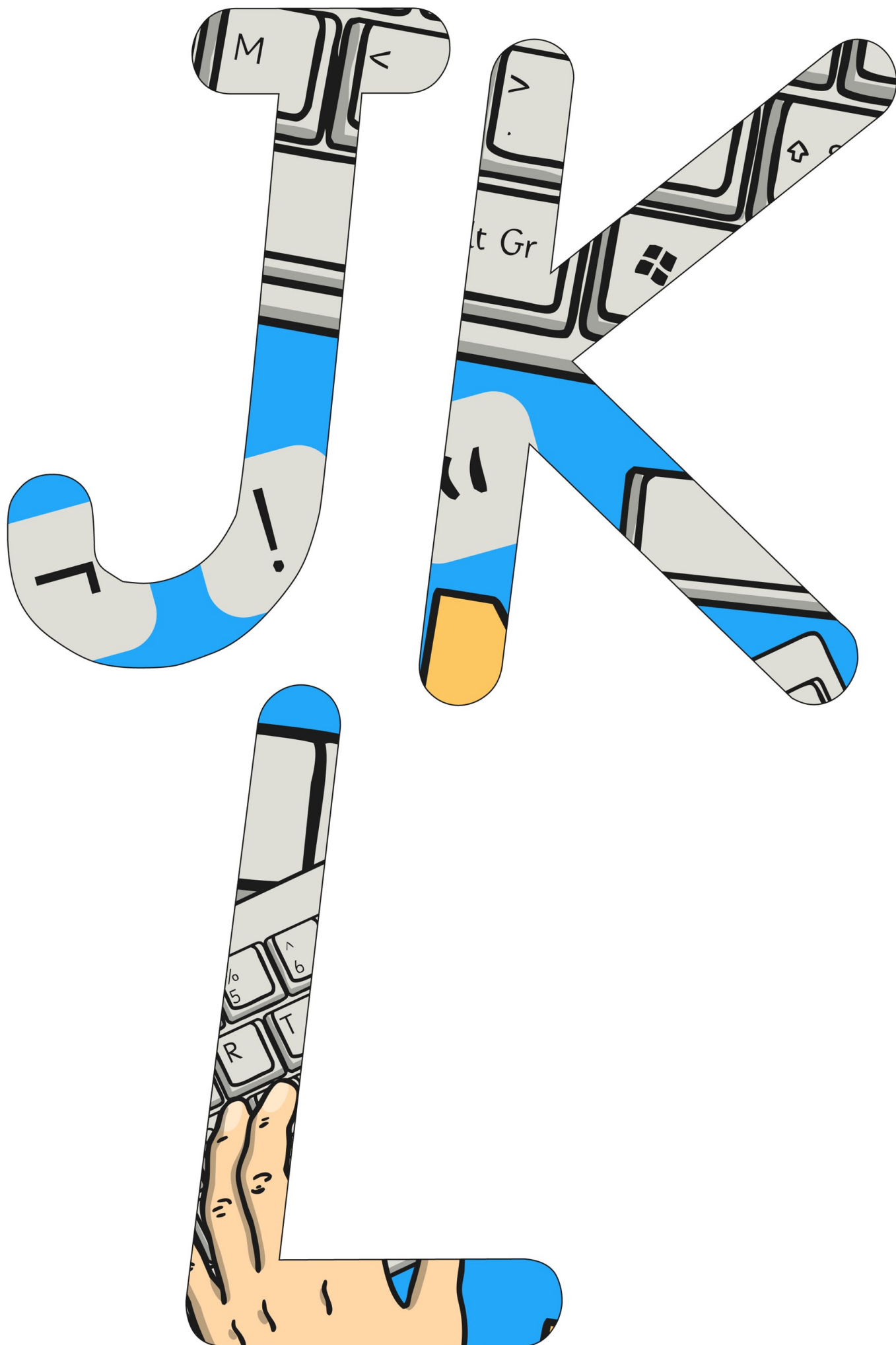


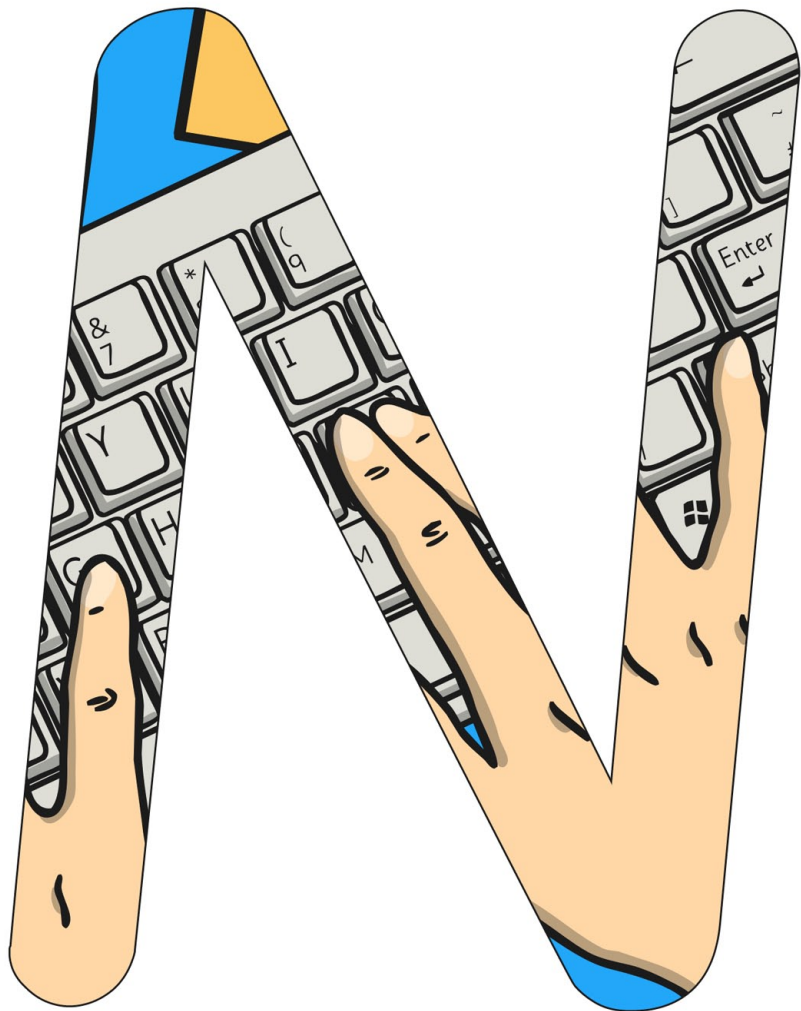
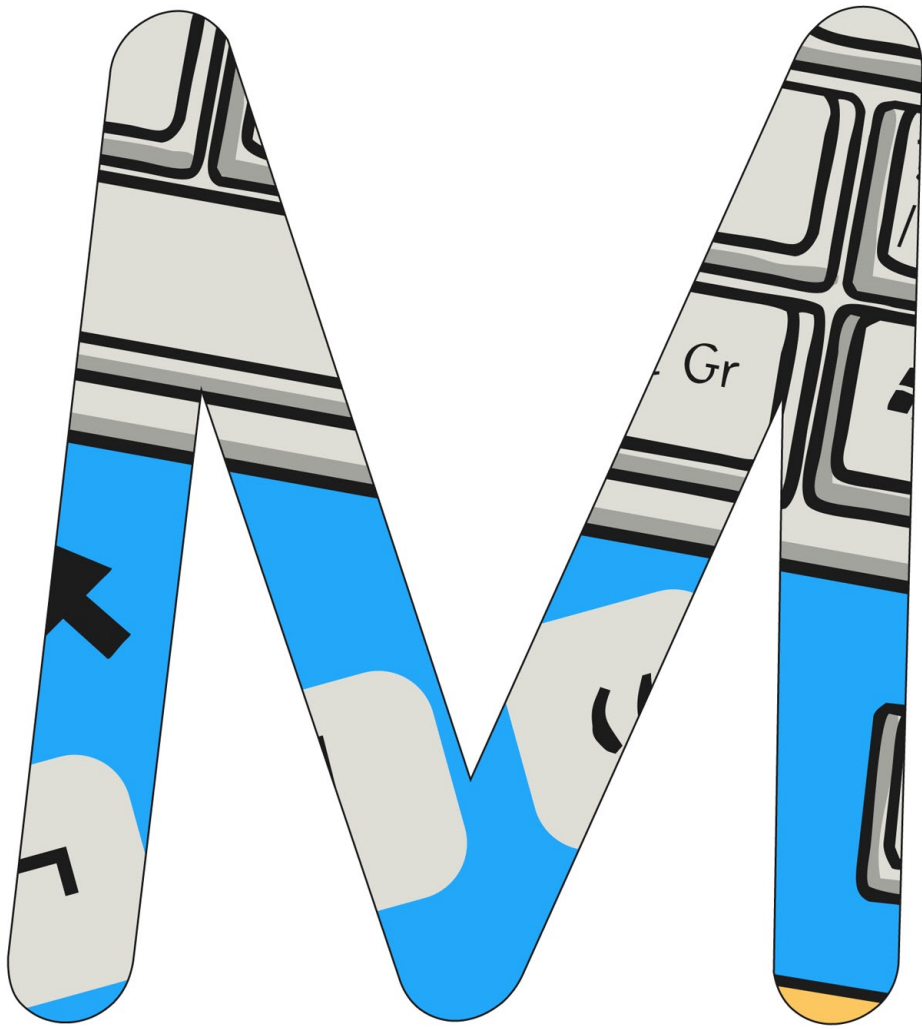


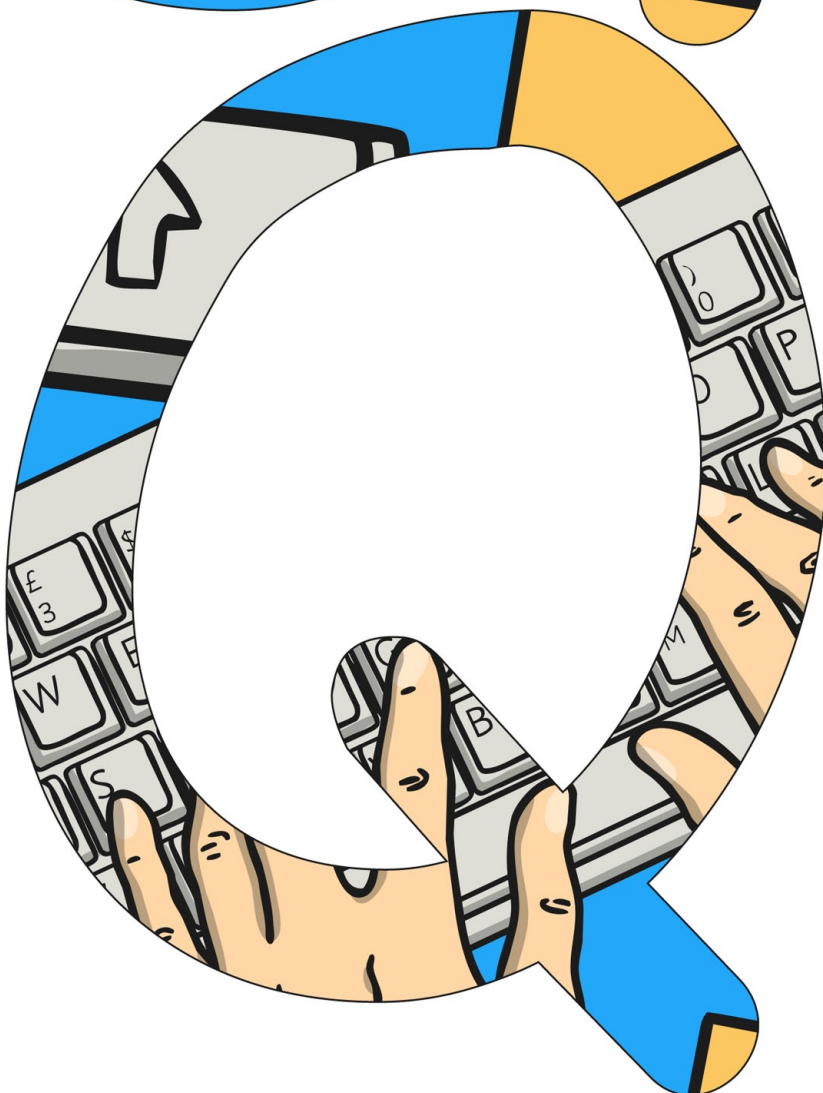
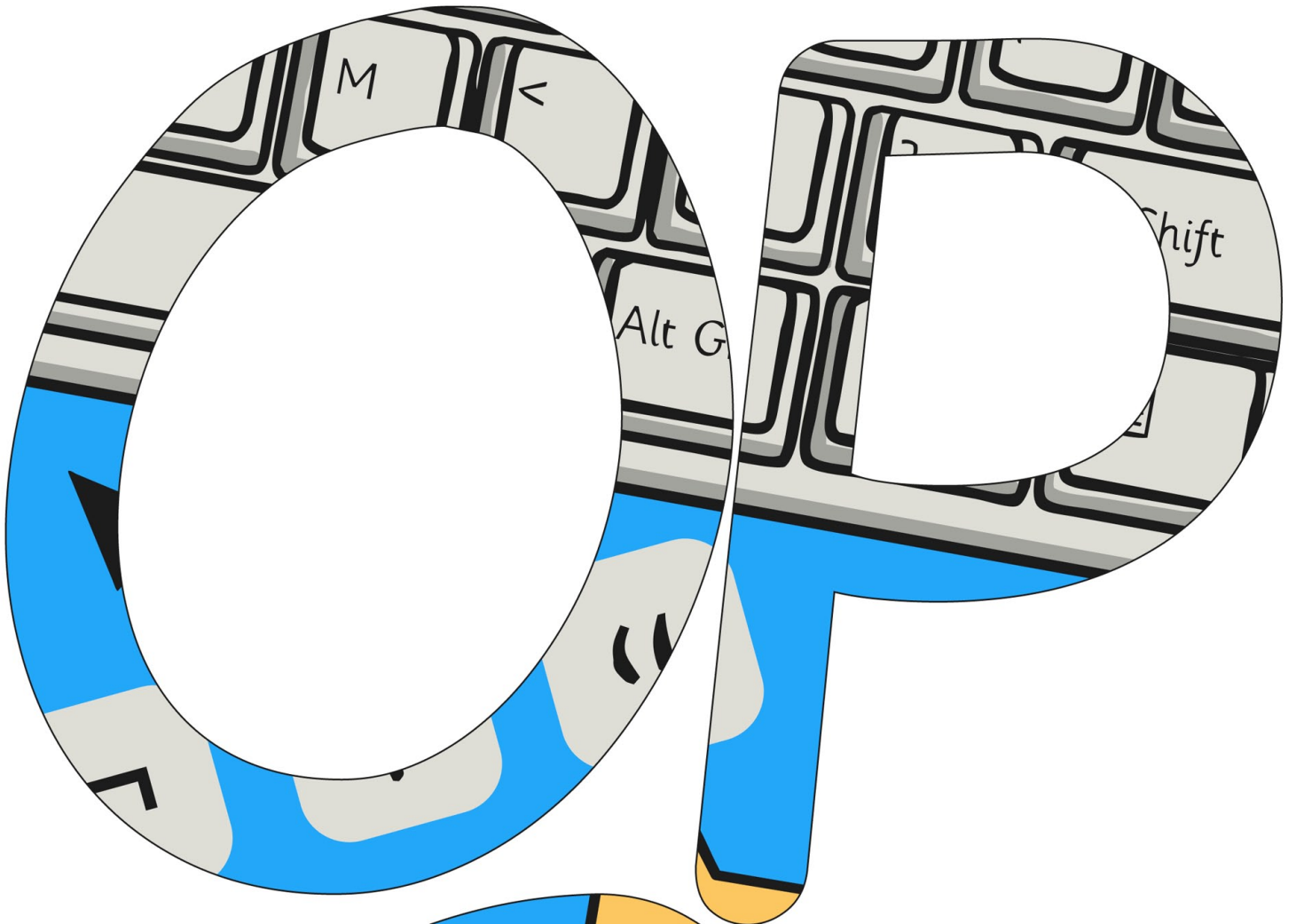


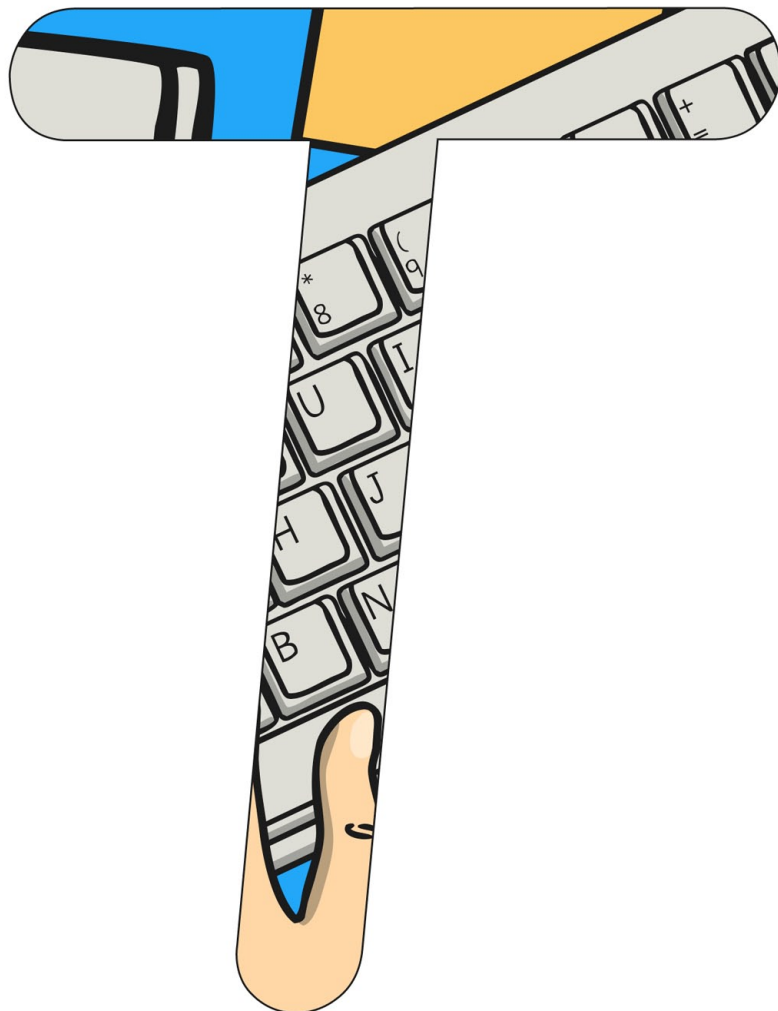
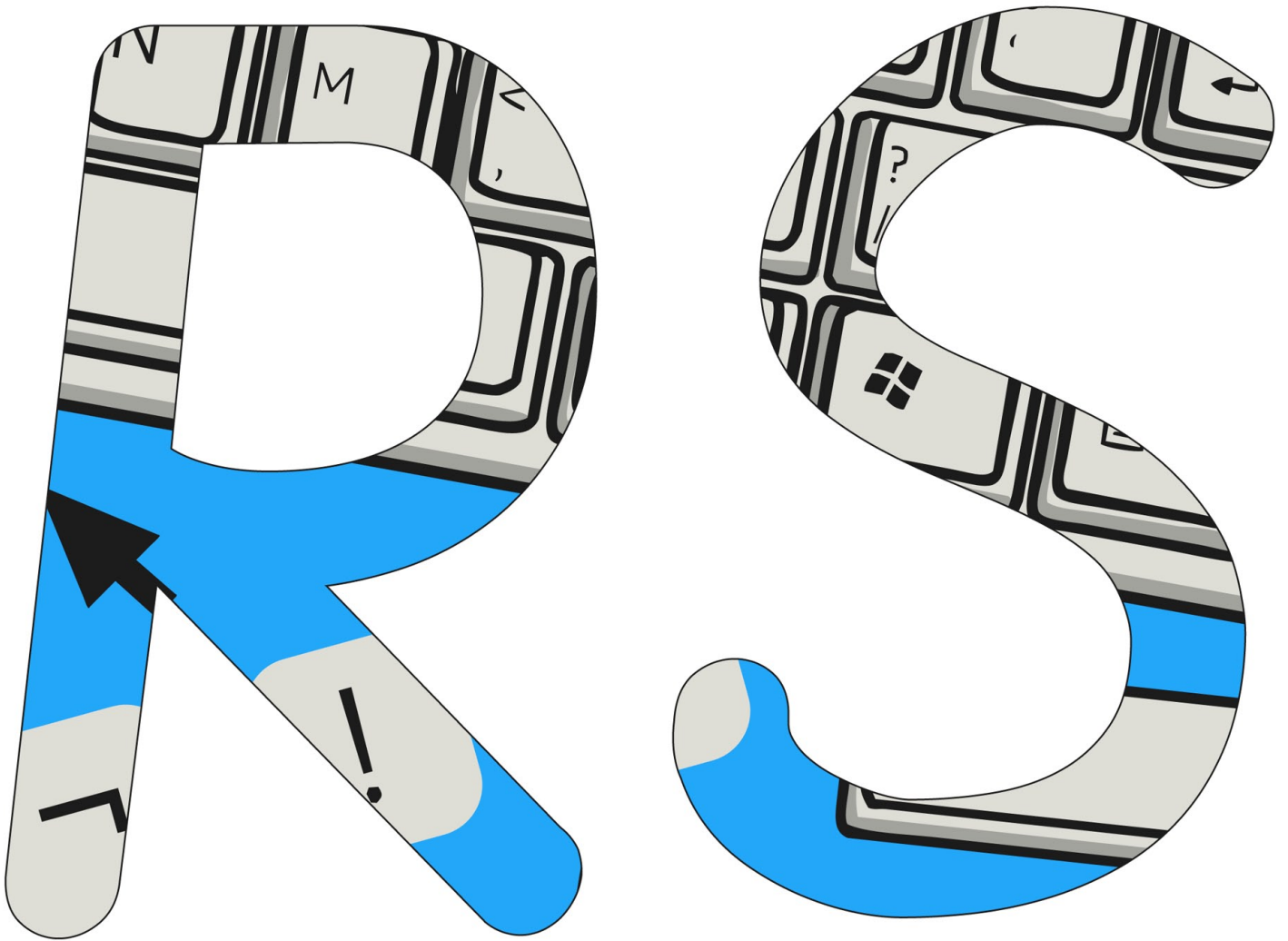


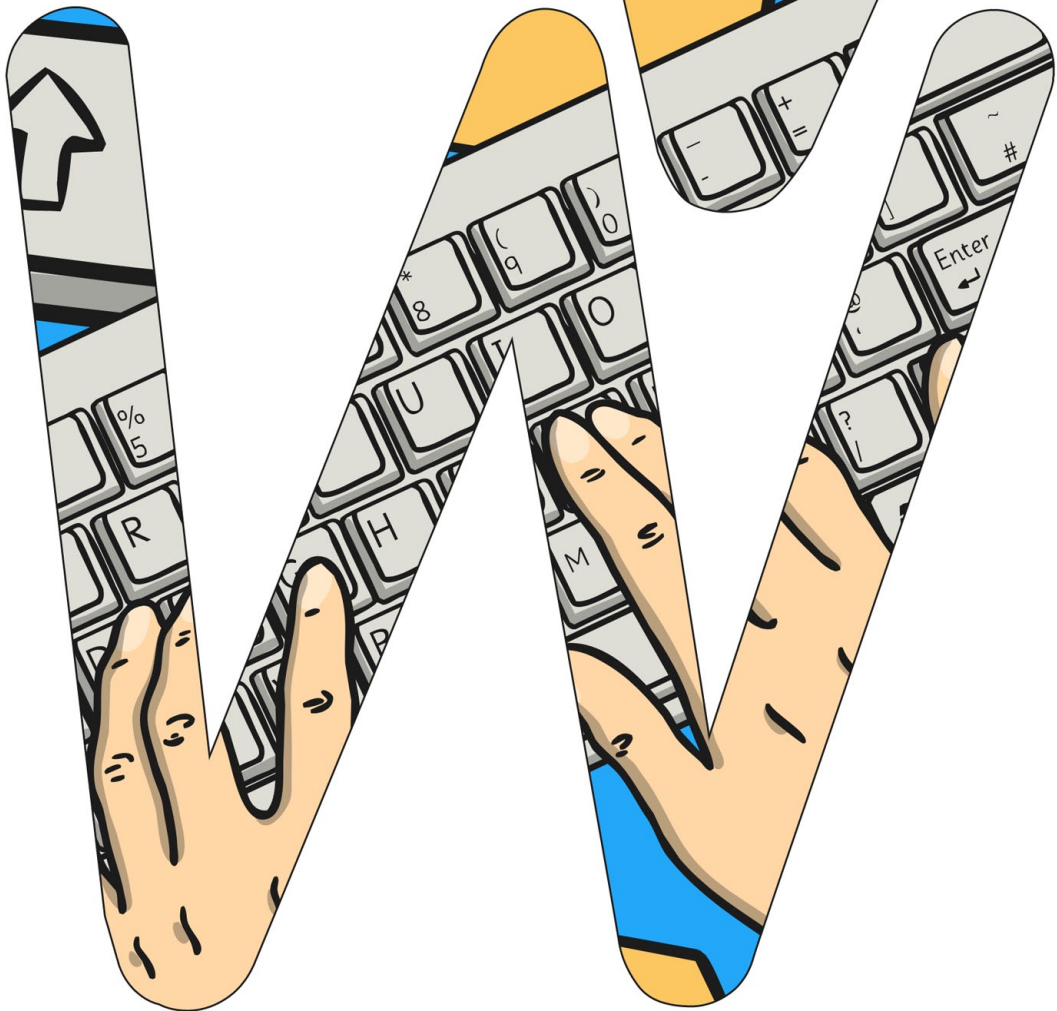
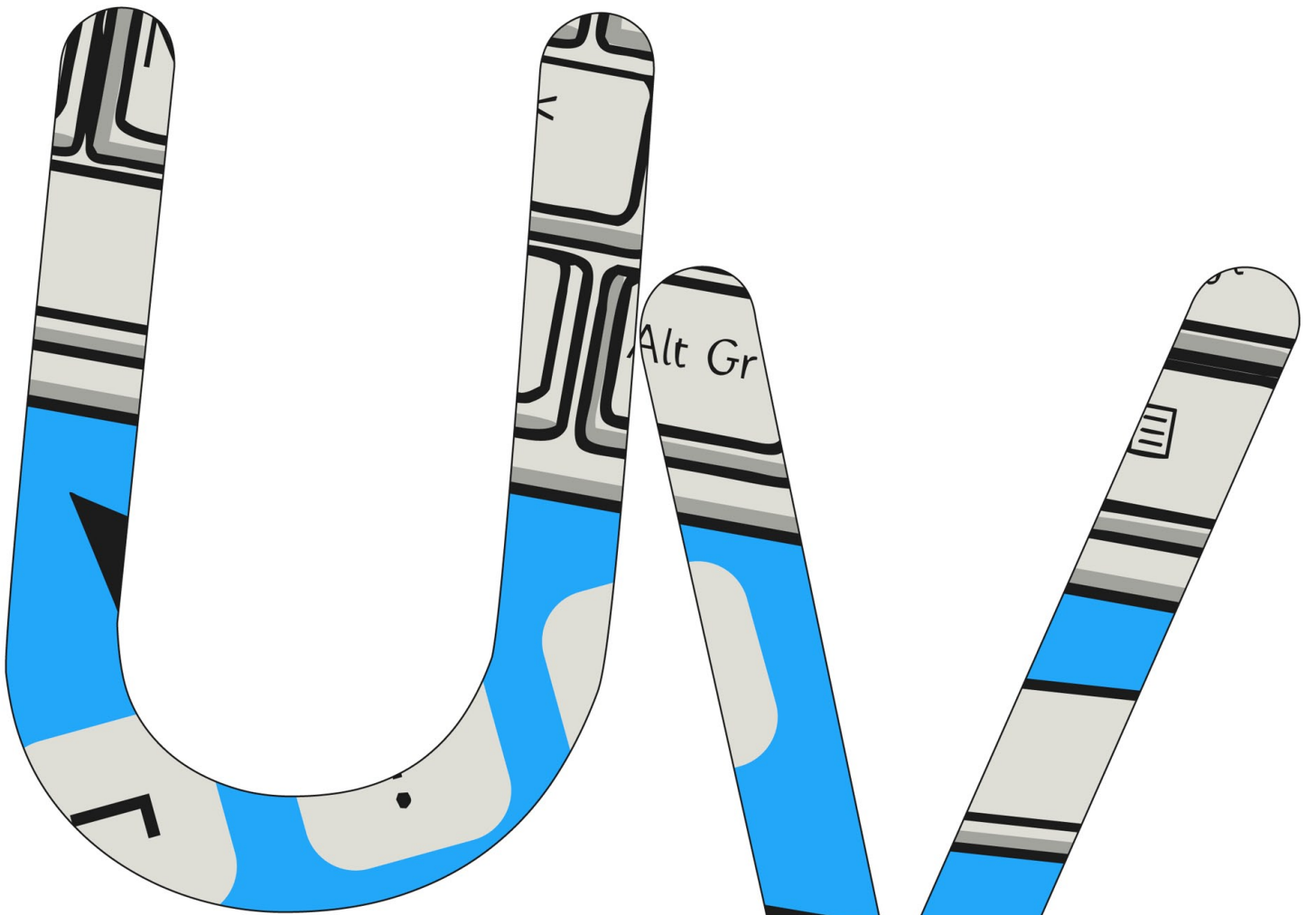


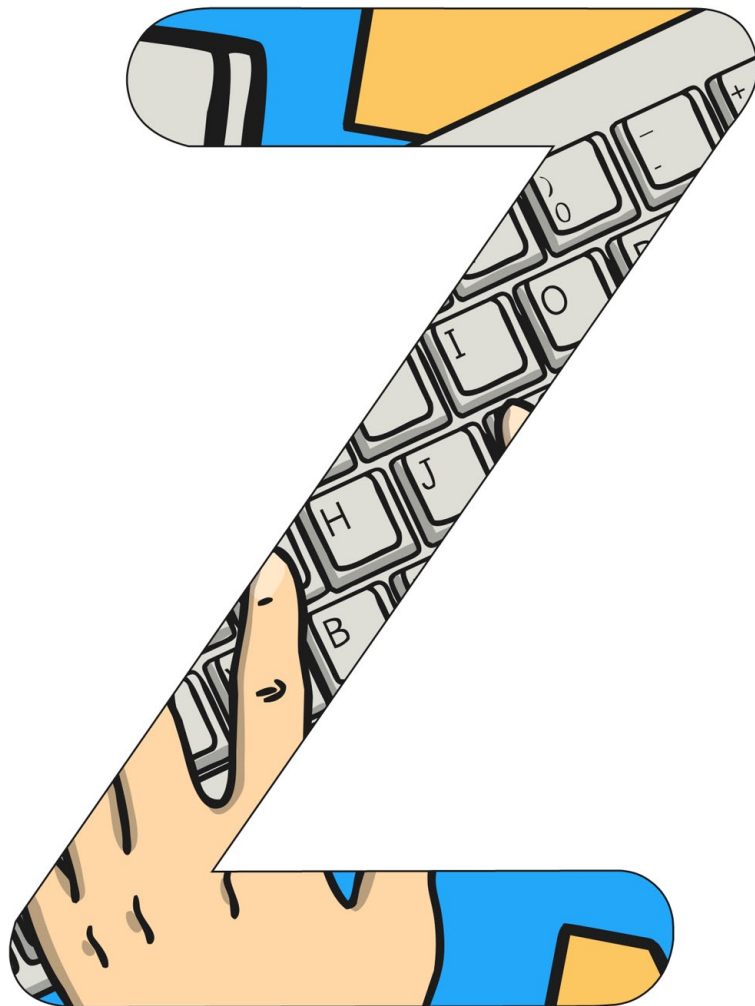
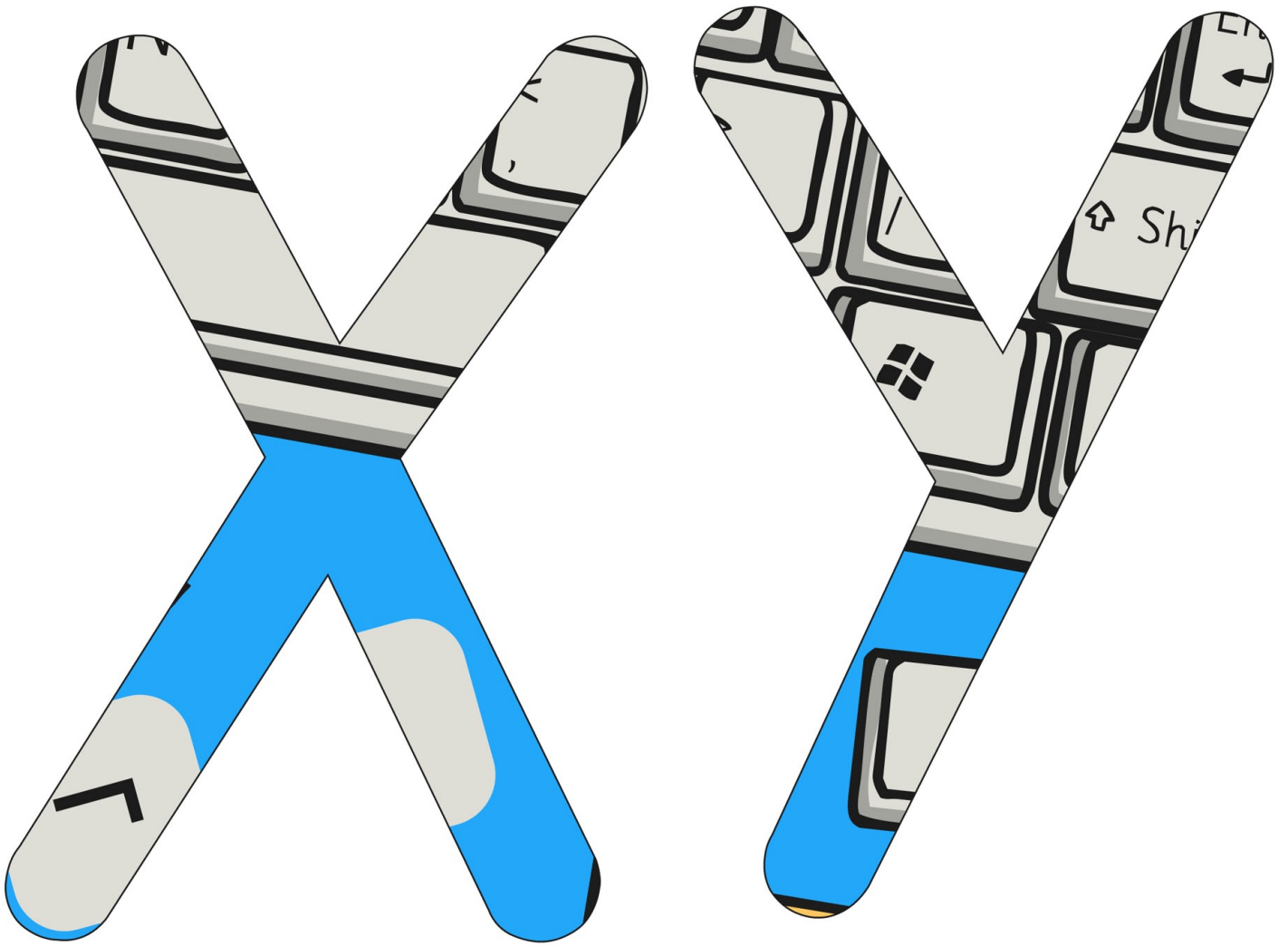






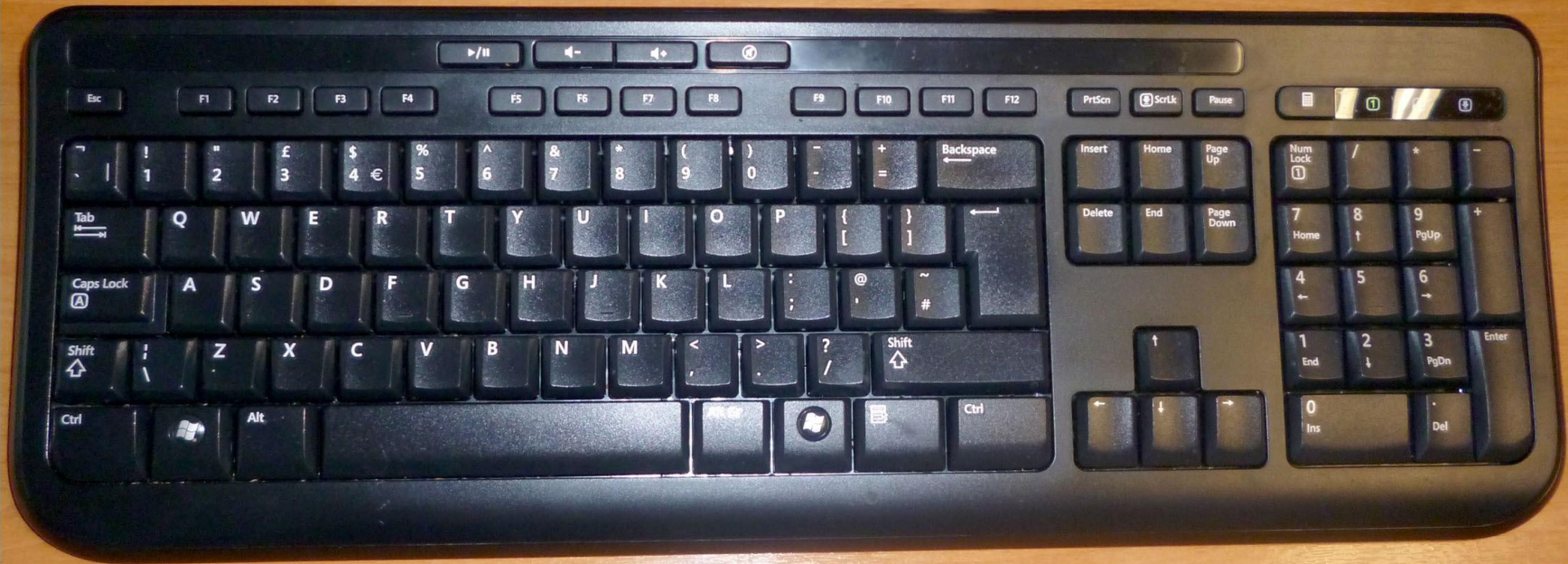








keyboard



*shift key*

⇧ Shift

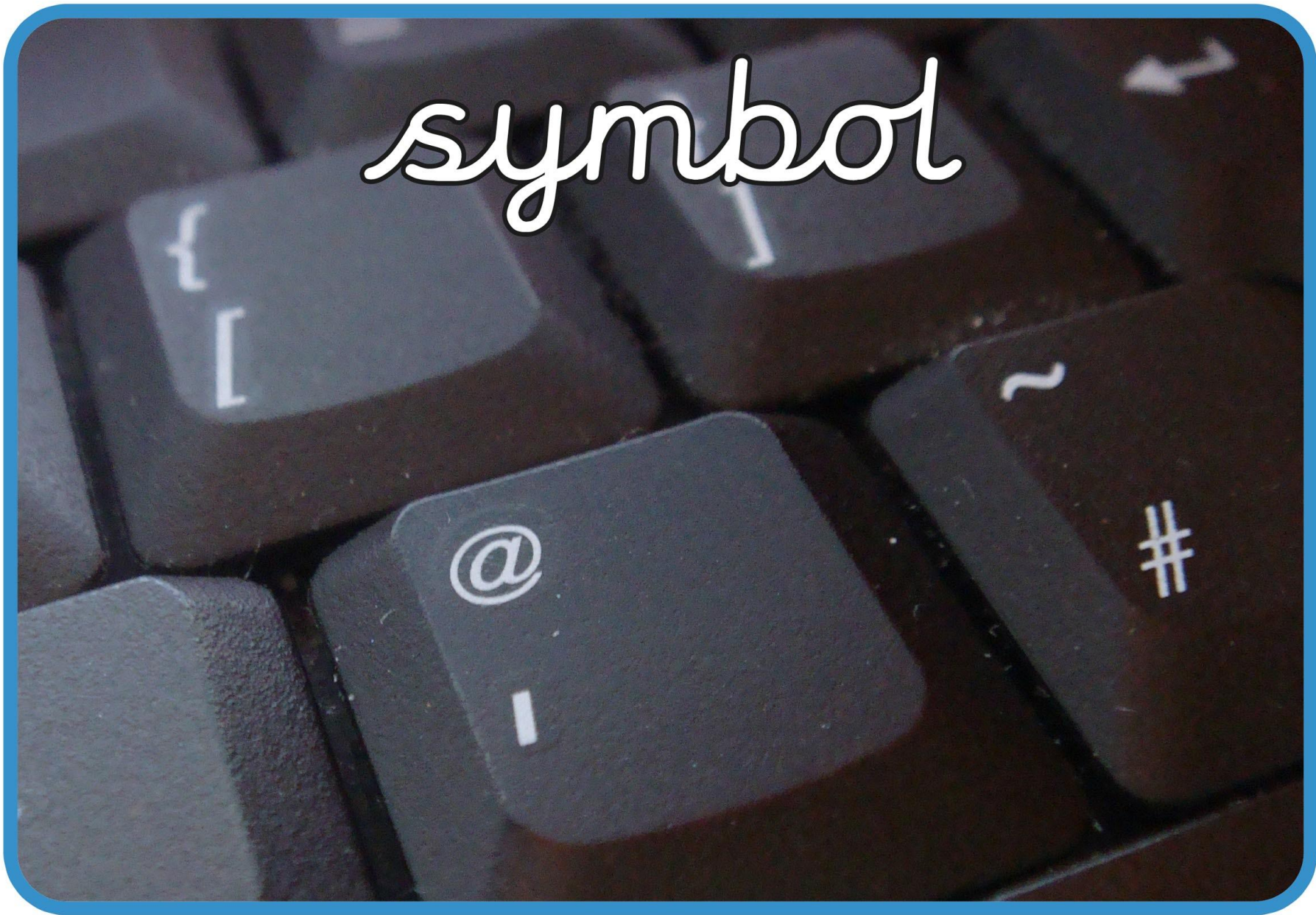
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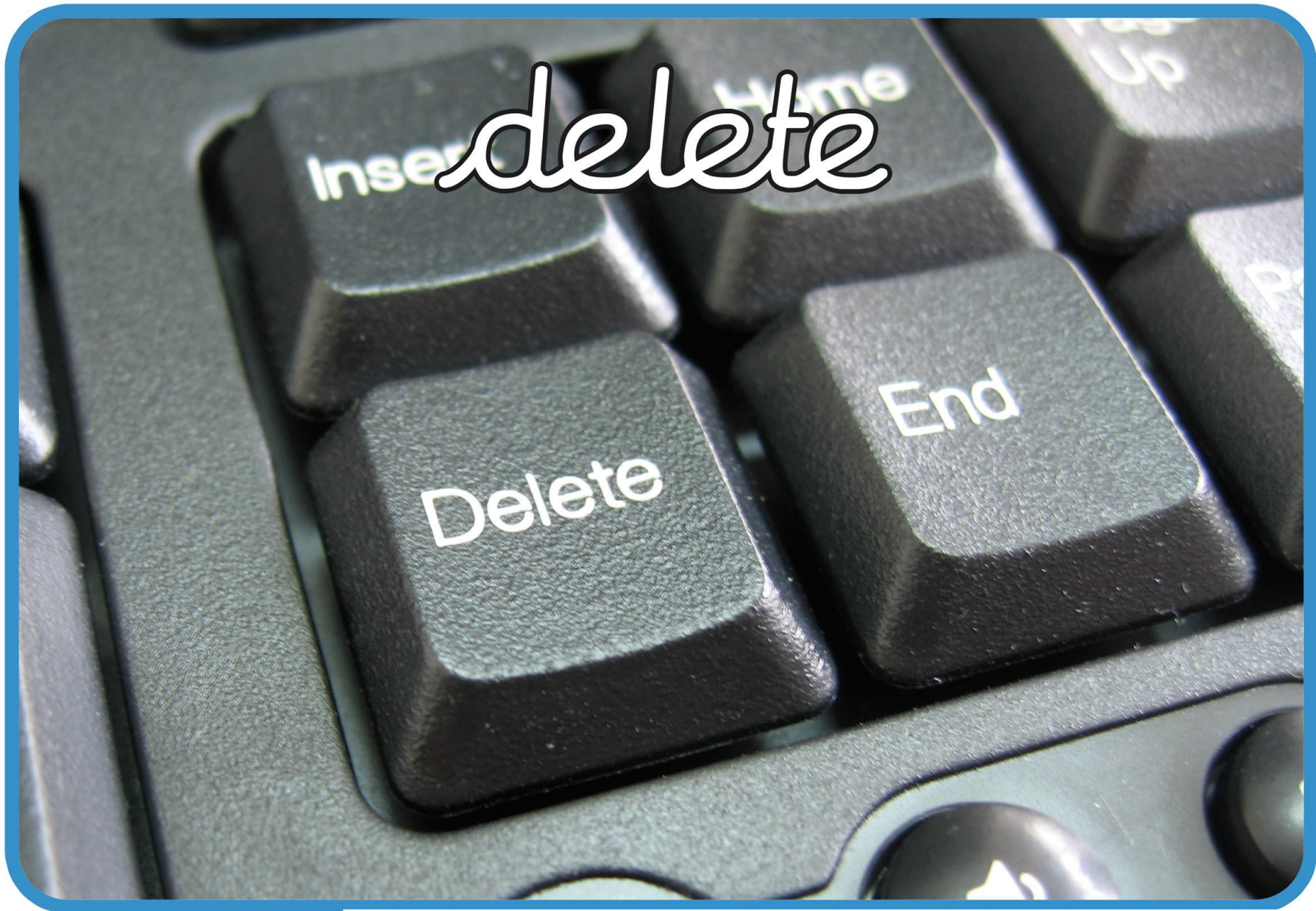
Ctrl

return











arrow keys





*backspace*



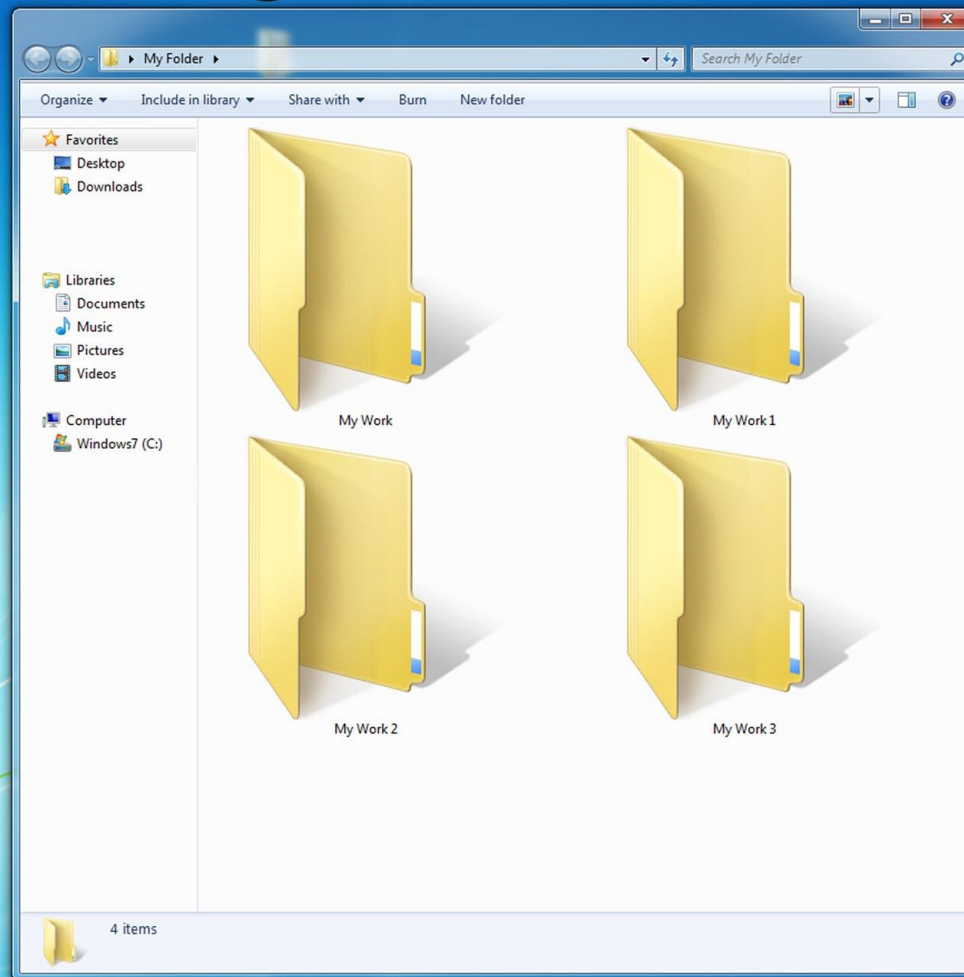
*space bar*

# save

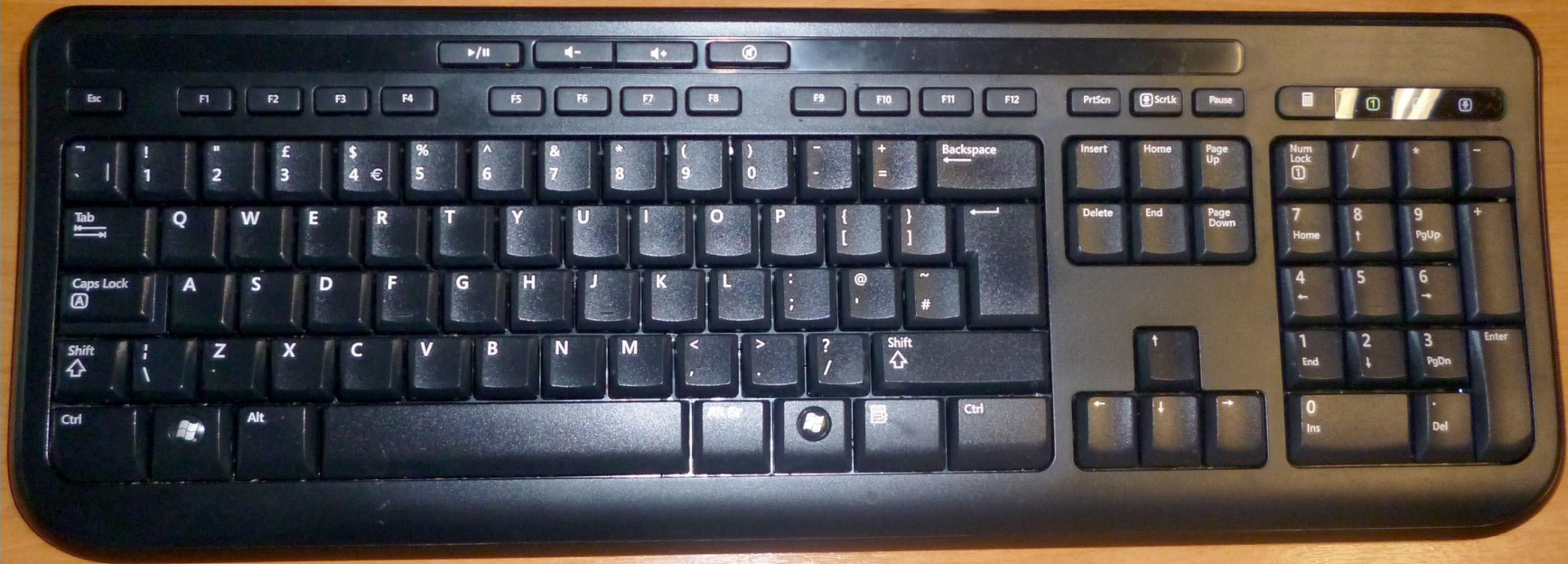
The image shows a Microsoft Word window titled "Document1 - Word" with a "Save As" dialog box open. The dialog box is titled "Save As" and shows the current location as "My Folder > My Work". The file name is "My Name" and the save type is "Word Document". The dialog box also includes fields for "Authors", "Tags", and "Title", and a "Save Thumbnail" checkbox. The "Save" and "Cancel" buttons are visible at the bottom right of the dialog box.

The background interface shows the "Save As" section of the Windows operating system. The left sidebar contains a navigation pane with options: Info, New, Open, Save, Save As (highlighted), Print, Share, Export, Close, Account, and Options. The main area displays "Save As" with options for "OneDrive - Personal", "Computer" (selected), and "Add a Place".

# folder



keyboard



shift key



return

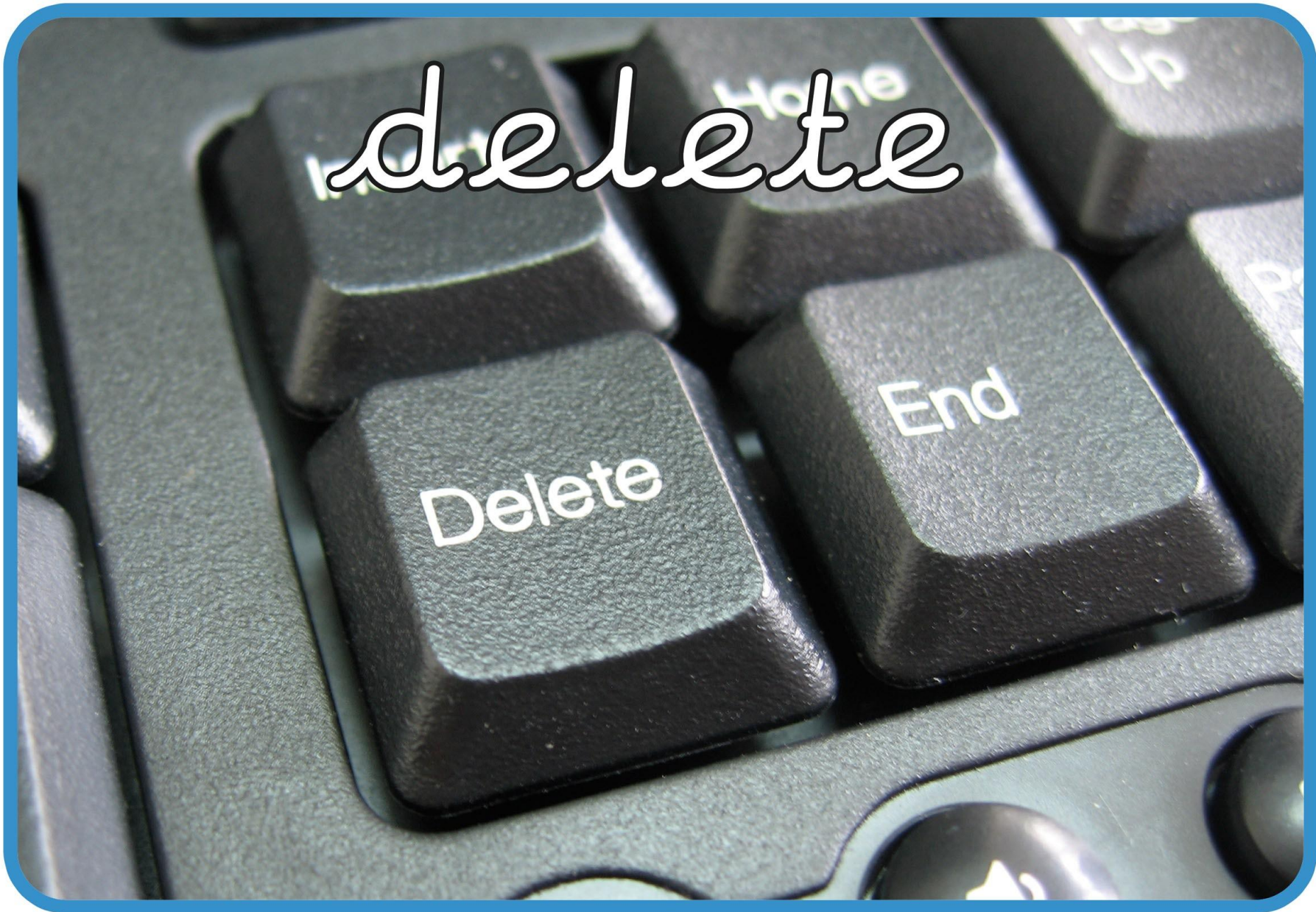






symbol







arrow keys



*backspace*



space bar

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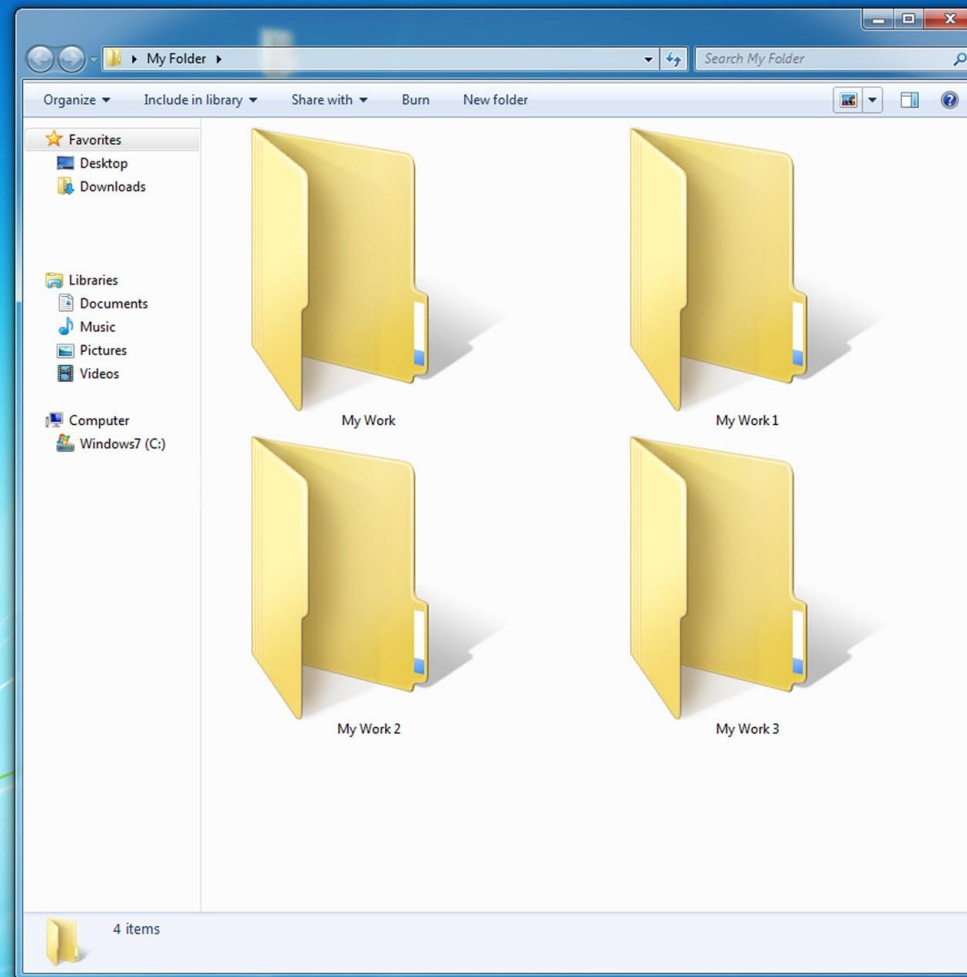
# save

The image shows a Microsoft Word window titled "Document1 - Word" with a "Save As" dialog box open. The dialog box is titled "Save As" and shows the current location as "My Folder > My Work". The file name is "My Name" and the save type is "Word Document". The dialog box also includes fields for "Authors:", "Tags: Add a tag", and "Title: Add a title", along with a "Save Thumbnail" checkbox. The "Save" and "Cancel" buttons are visible at the bottom right of the dialog box.

The background shows a Windows File Explorer window titled "Computer" with the "Computer" location selected. The File Explorer shows a list of folders: Desktop, Downloads, Libraries (Documents, Music, Pictures, Videos), and Computer (Windows7 (C:)). The search bar at the top right of the File Explorer contains the text "Search My Work" and the message "No items match your search." is displayed in the main area.

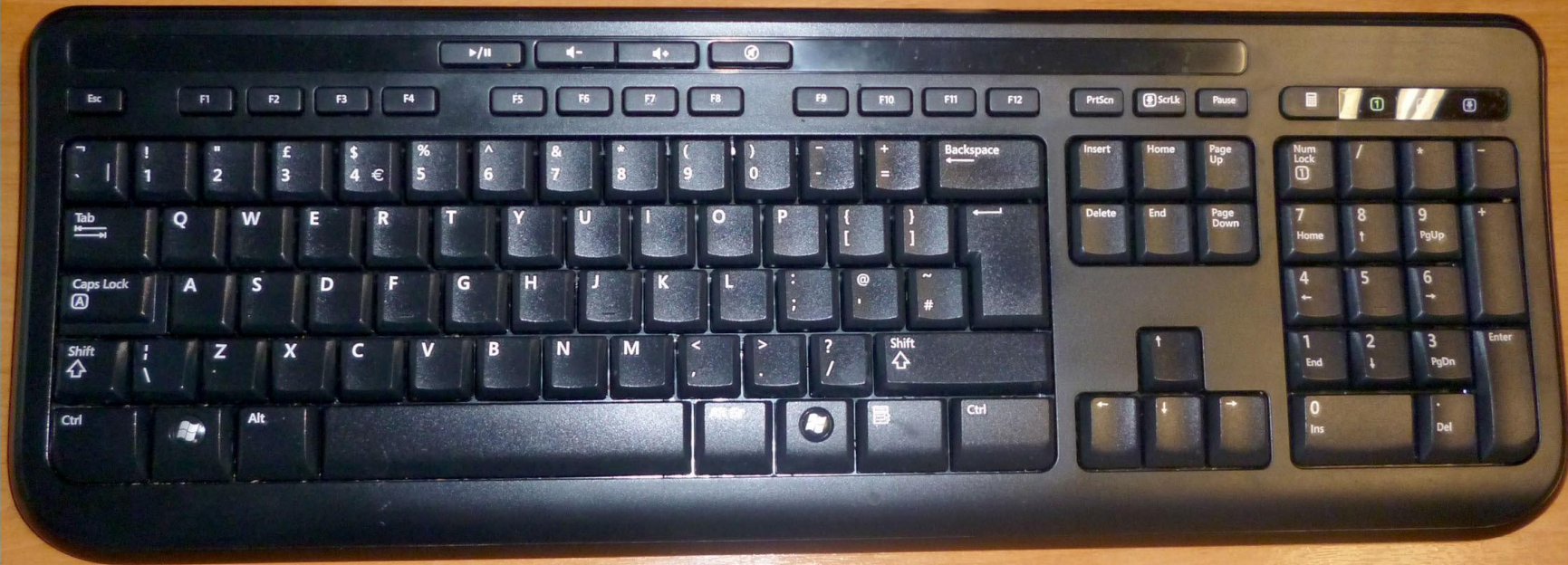
On the left side of the Word window, a sidebar contains the following options: Info, New, Open, Save, Save As (highlighted), Print, Share, Export, Close, Account, and Options.

# folder





# keyboard



# shift key



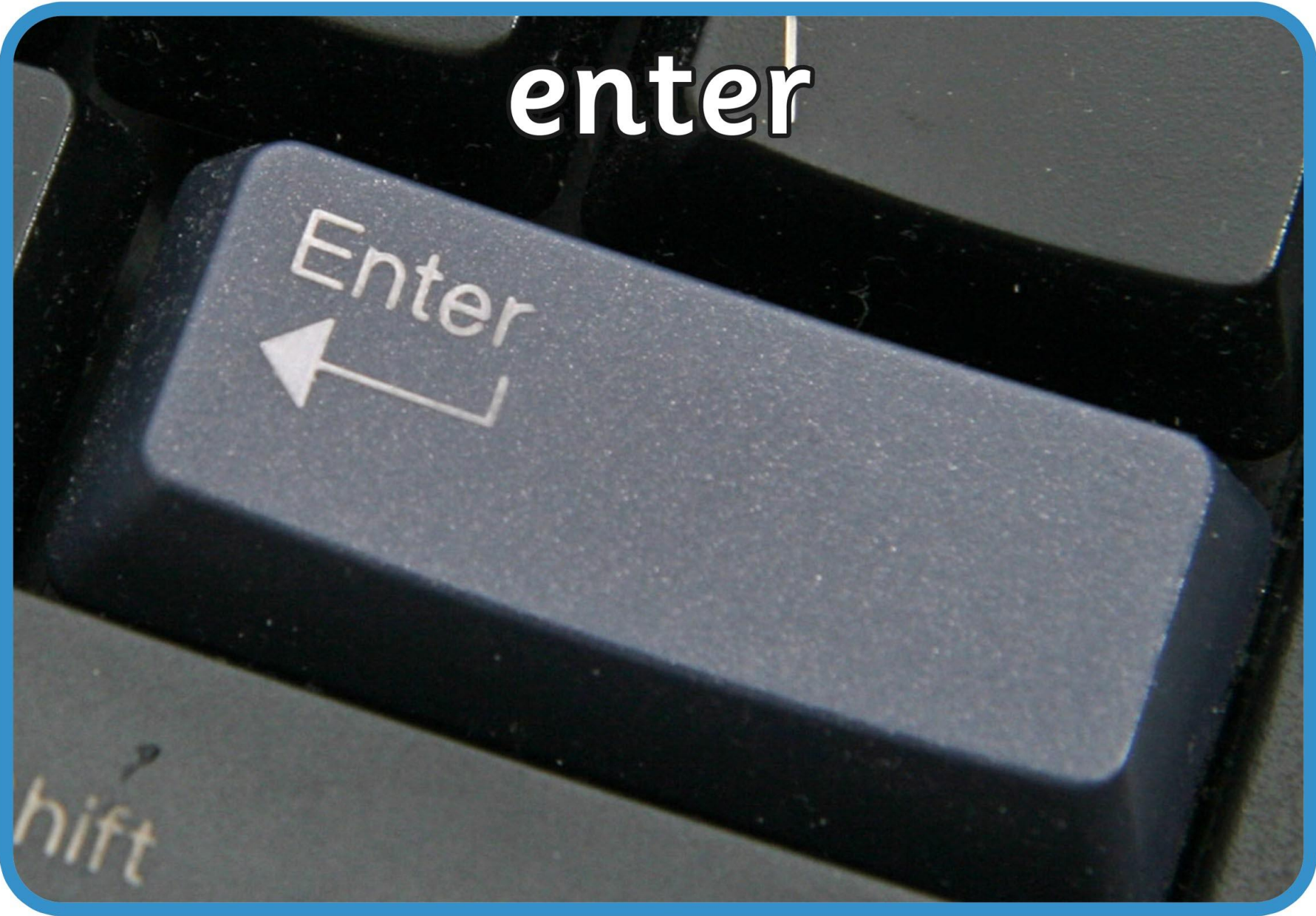
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# return

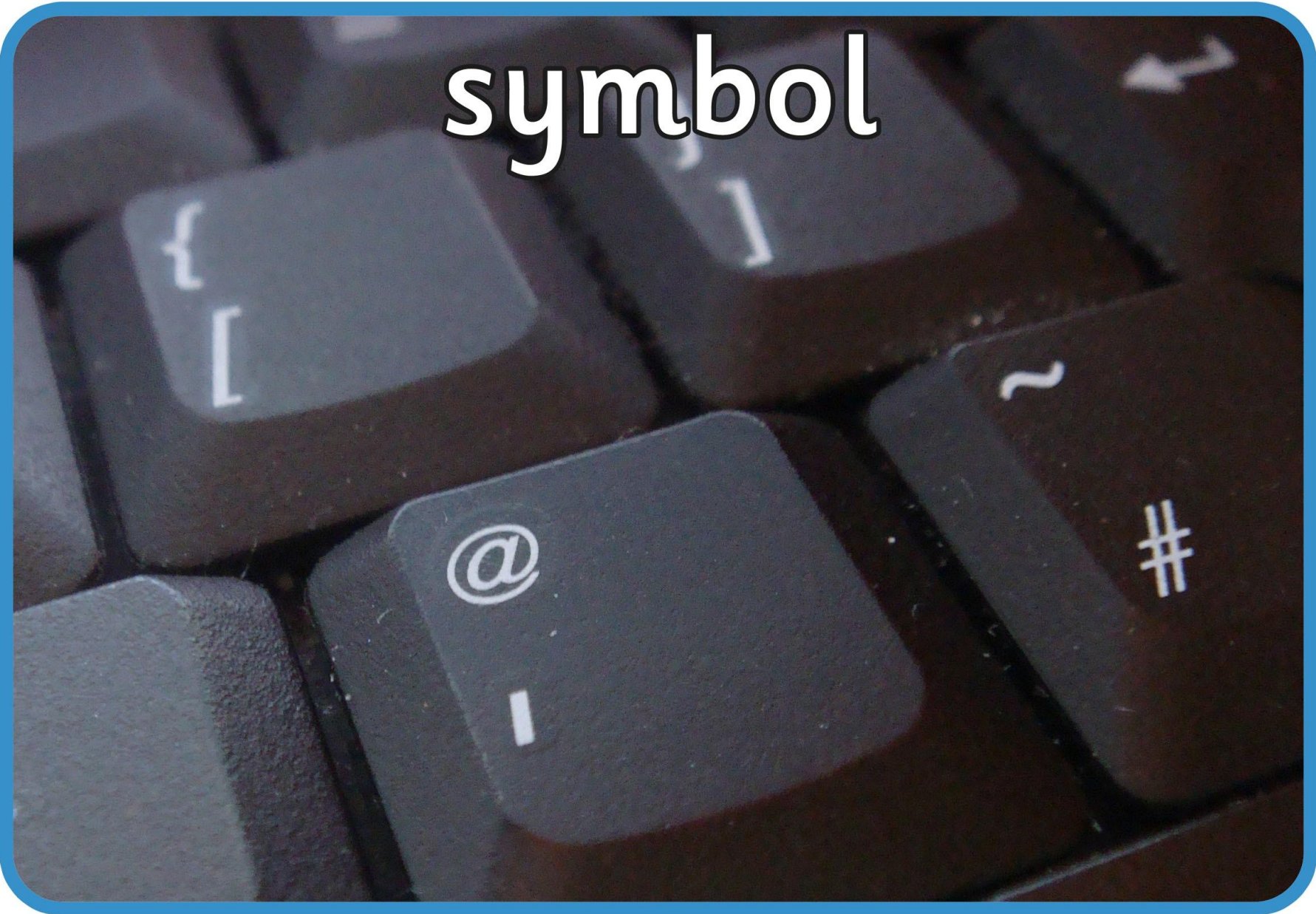


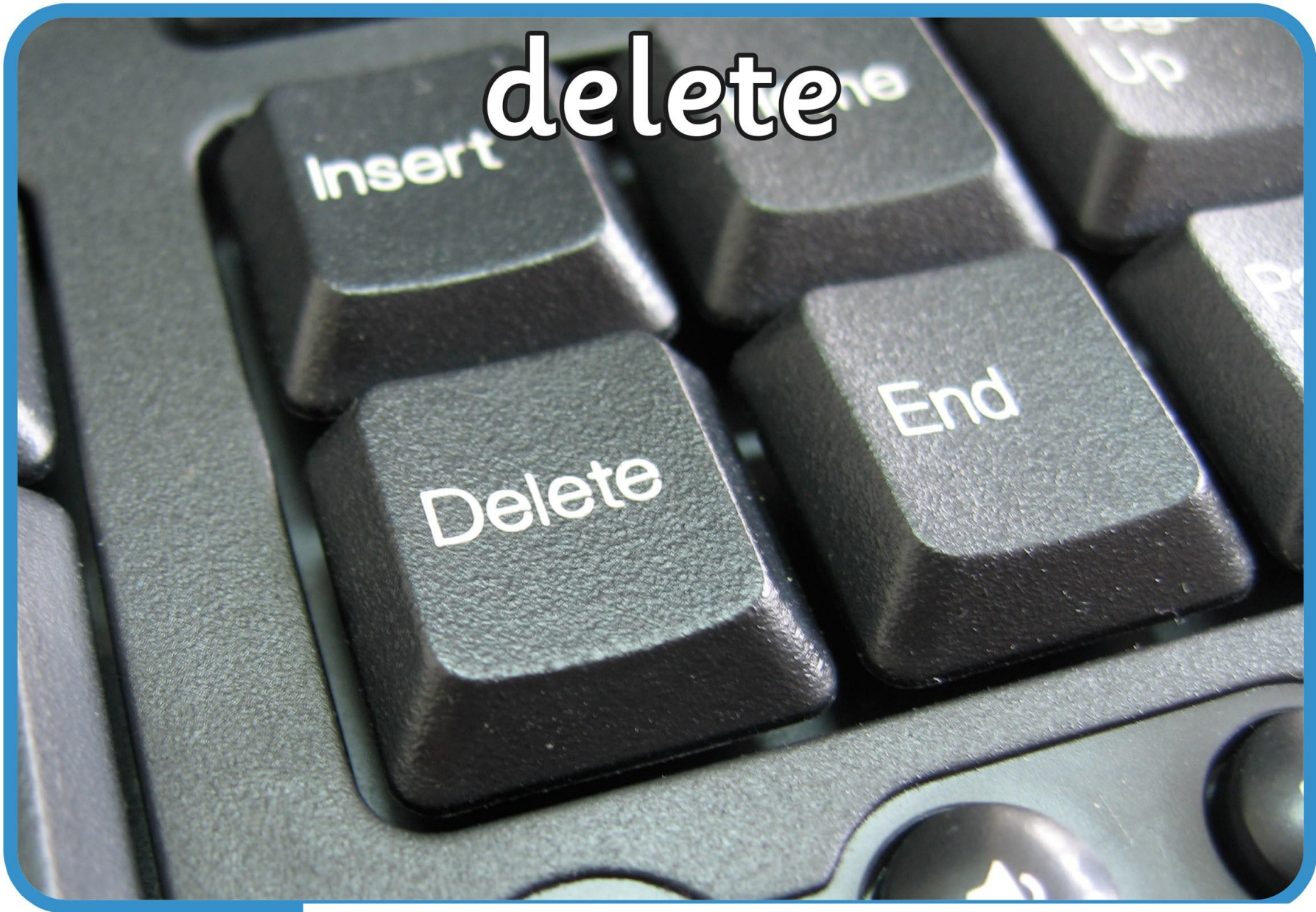
Regent Studies | [www.regentstudies.com](http://www.regentstudies.com)

enter



symbol







# arrow keys





# backspace



# space bar

A close-up photograph of a computer keyboard, focusing on the space bar. The space bar is a long, rectangular key located at the bottom of the keyboard. The keys are light-colored with dark lettering. The space bar is the largest key on the keyboard. The background is slightly blurred, showing other keys like 'B', 'N', and 'M'. The entire image is framed by a blue border.

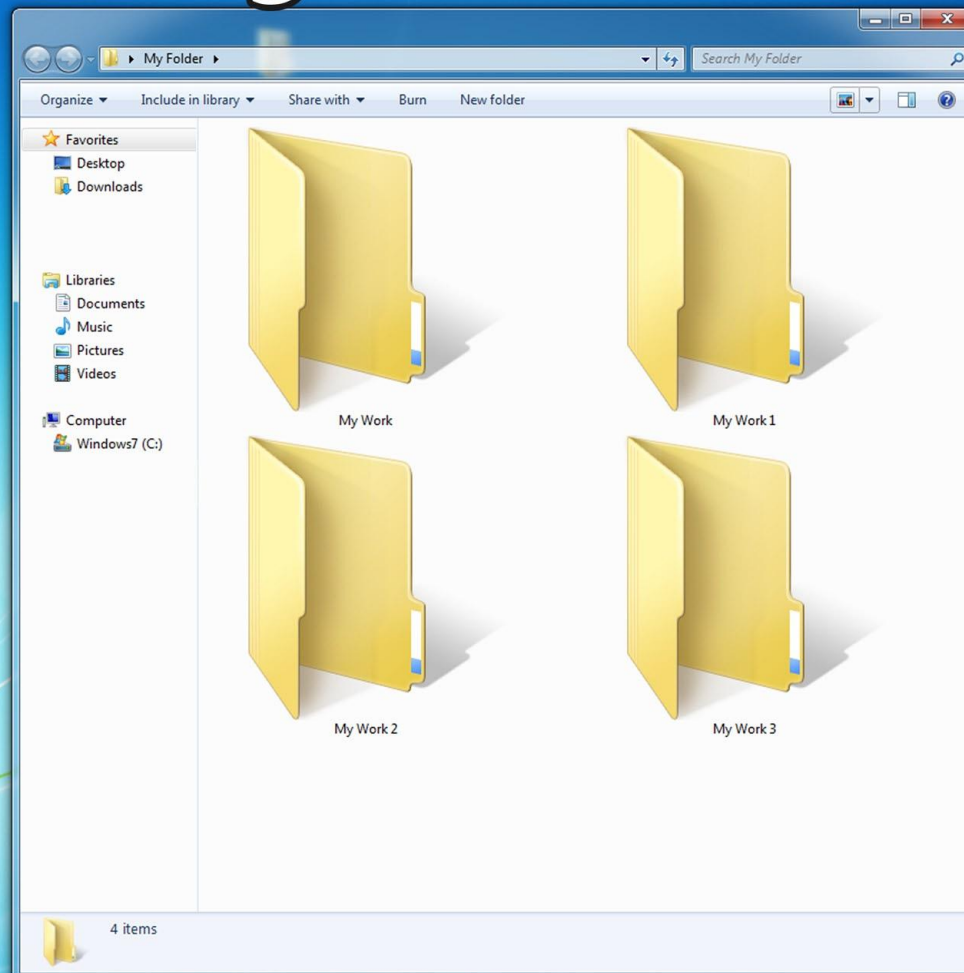
# save

The image shows a Microsoft Word window titled "Document1 - Word" with a "Save As" dialog box open. The dialog box is positioned over a Windows File Explorer window. The File Explorer window shows the "Computer" view, with the path "My Folder > My Work" selected. The File Explorer window displays a table with columns "Name", "Date modified", "Type", and "Size", and a message "No items match your search." The "Save As" dialog box has the following fields and options:

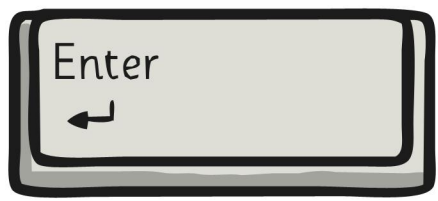
- File name: My Name
- Save as type: Word Document
- Authors: (empty)
- Tags: Add a tag
- Title: Add a title
- Save Thumbnail
- Buttons: Save, Cancel

The background shows the "Save As" ribbon tab in Word, with options like "Info", "New", "Open", "Save", "Save As", "Print", "Share", "Export", "Close", "Account", and "Options".

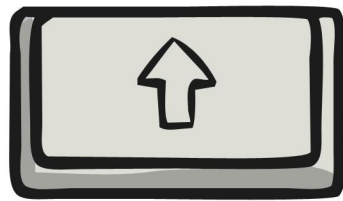
# folder



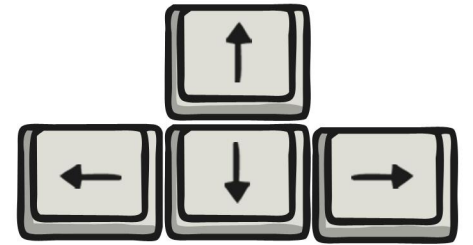
# Word Proce



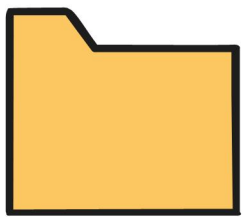
enter



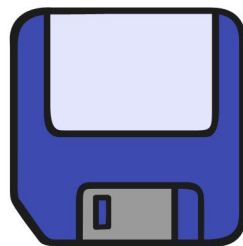
shift



arrow keys



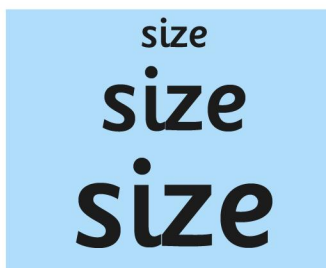
folder



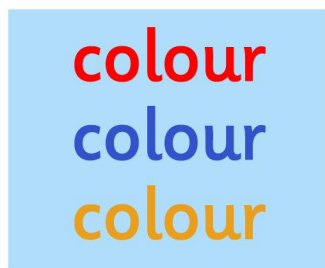
save



space bar



size



colour



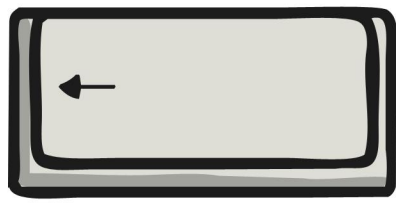
font



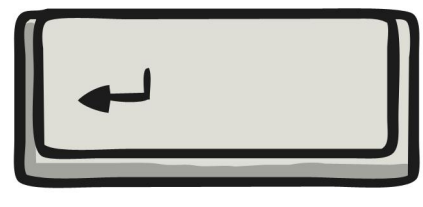
# Typing Skills



delete



backspace



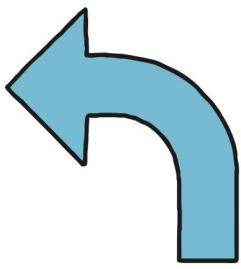
return



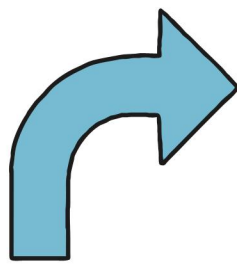
r



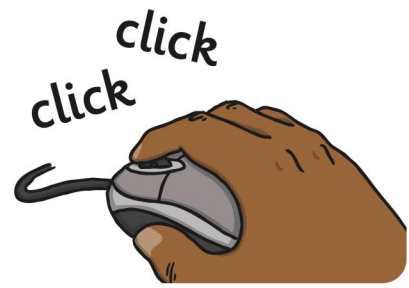
symbols



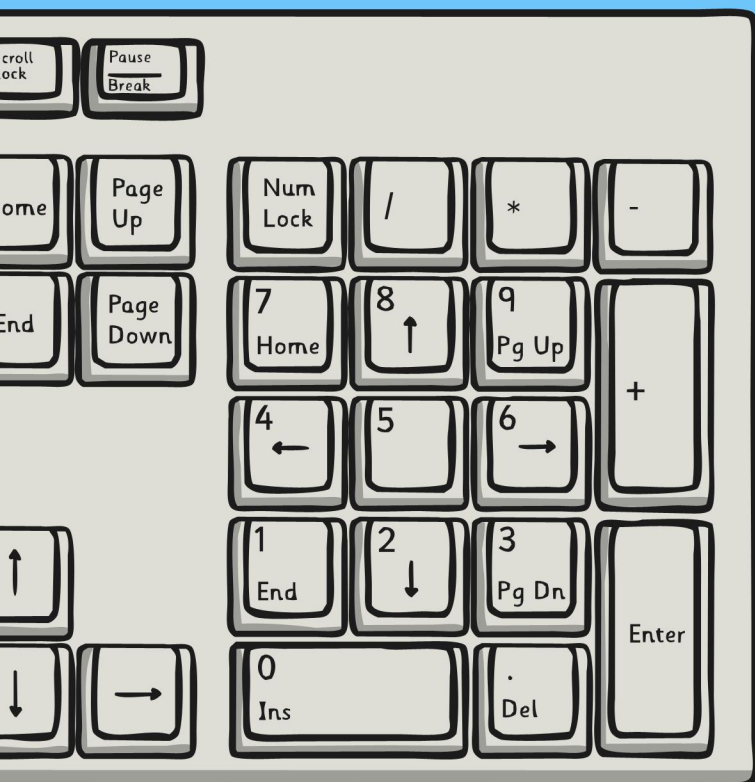
undo



redo



select



*I*

italics

U

underline



format

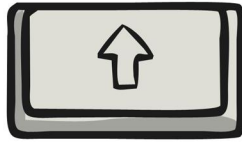
**B**

bold

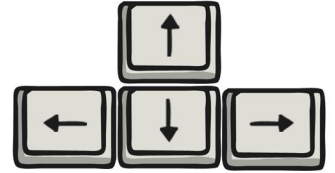
# Word Proce



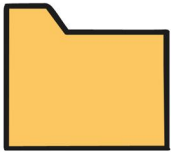
enter



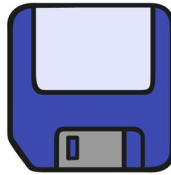
shift



arrow keys



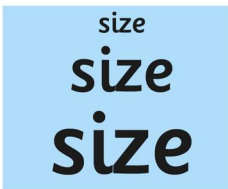
folder



save



space bar



size



colour



font



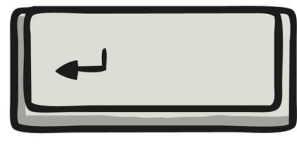
# Typing Skills



delete



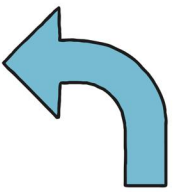
backspace



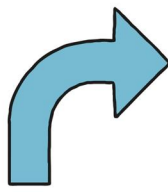
return



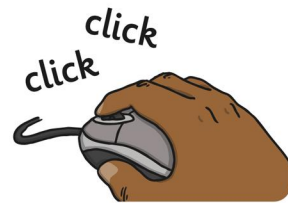
symbols



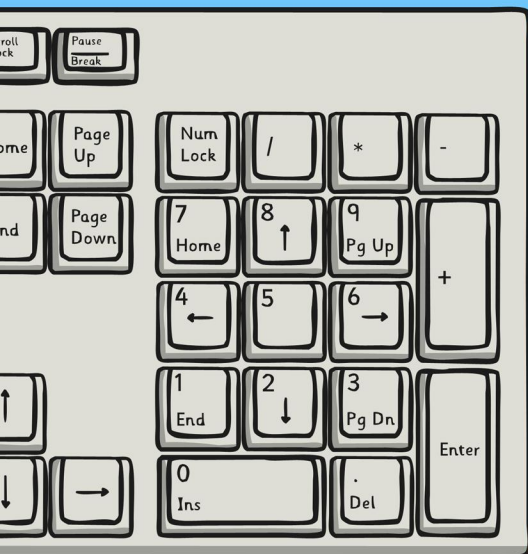
undo



redo



select



*I*

italics

U

underline



format

**B**

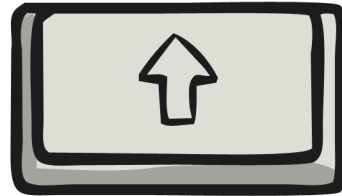
bold



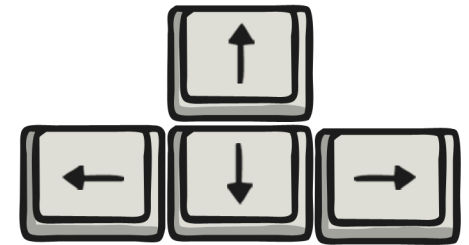
# Word Proce



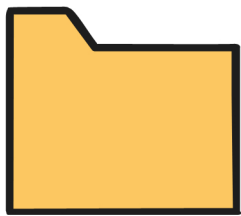
enter



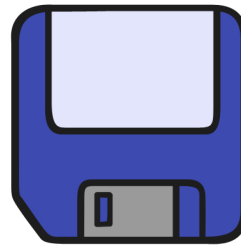
shift



arrow keys



folder

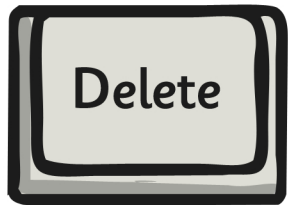


save



space bar

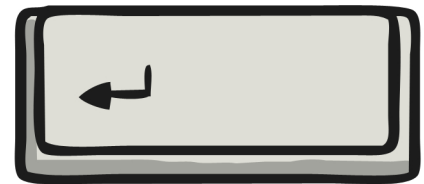
# Typing Skills



delete



backspace



return



symbols

size  
**size**  
size

size

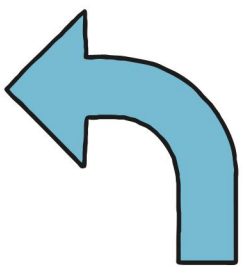
colour  
colour  
colour

colour

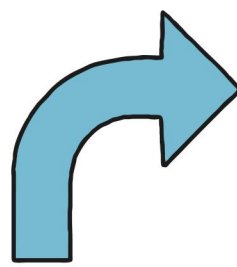
style  
**style**  
style

font

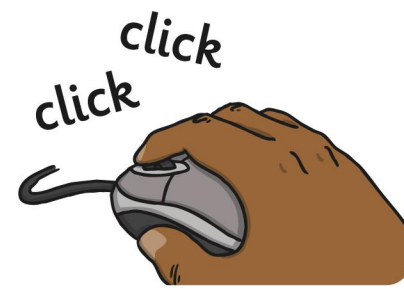




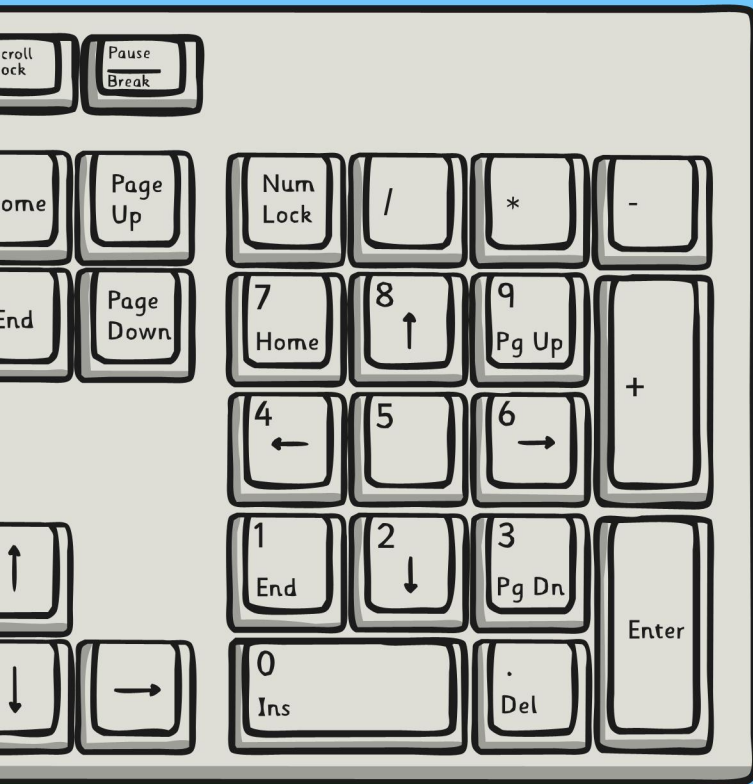
undo



redo



select



*I*

italics

U

underline



format

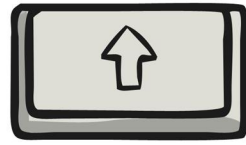
**B**

bold

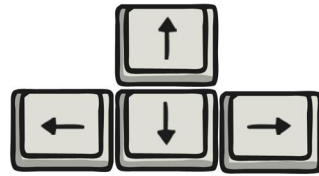
# Word Processing Skills



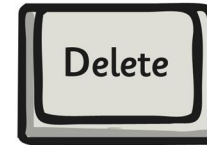
enter



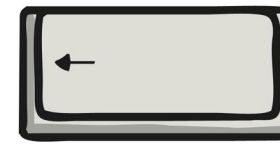
shift



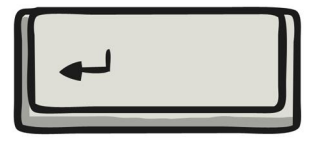
arrow keys



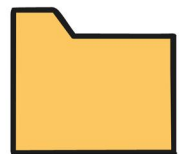
delete



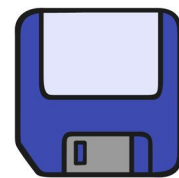
backspace



return



folder



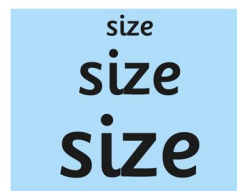
save



space bar



symbols



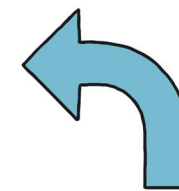
size



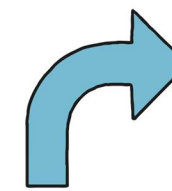
colour



font



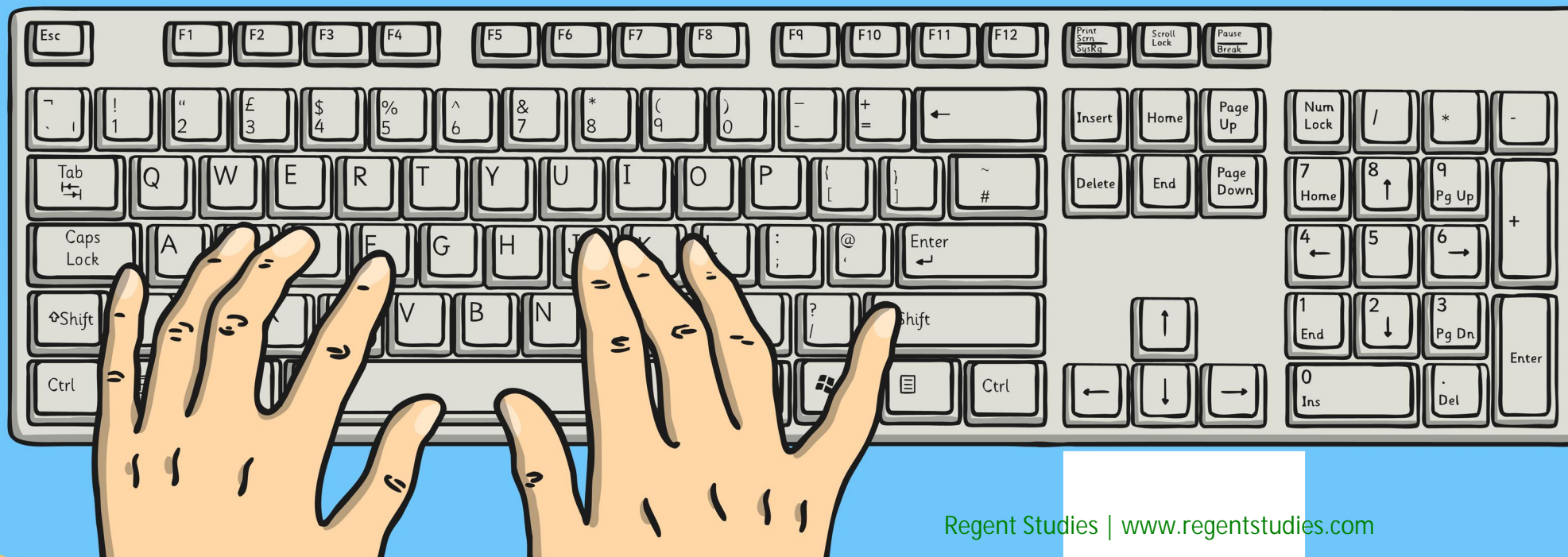
undo



redo



select



italics



underline



format

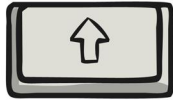


bold

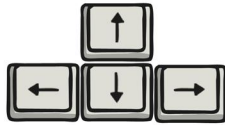
# Word Processing Skills



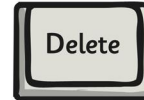
enter



shift



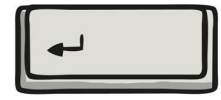
arrow keys



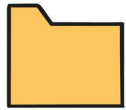
delete



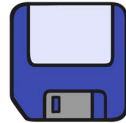
backspace



return



folder



save



space bar



symbols



size



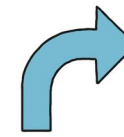
colour



font



undo



redo



select



italics



underline



format

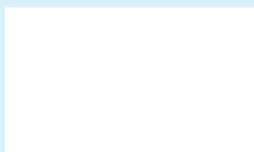
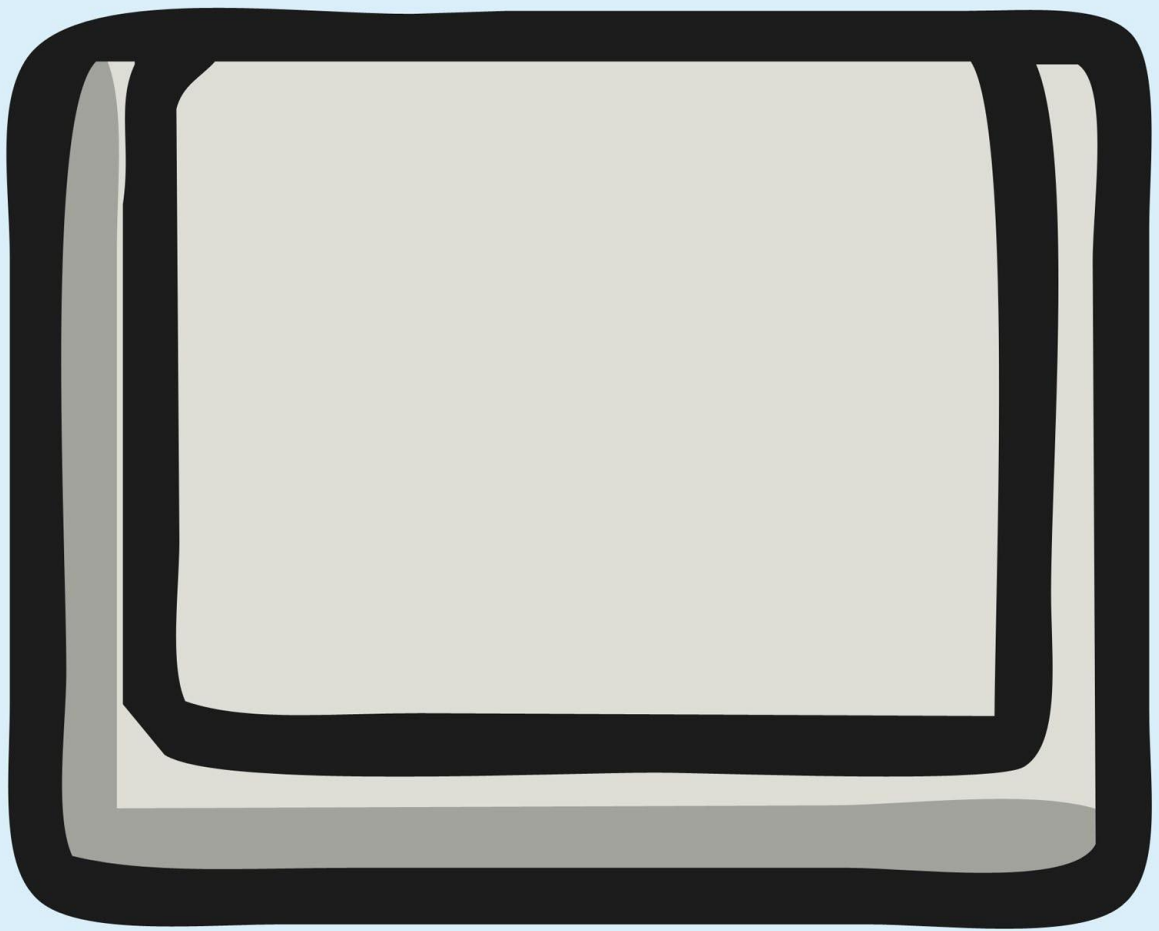


bold

# keyboard

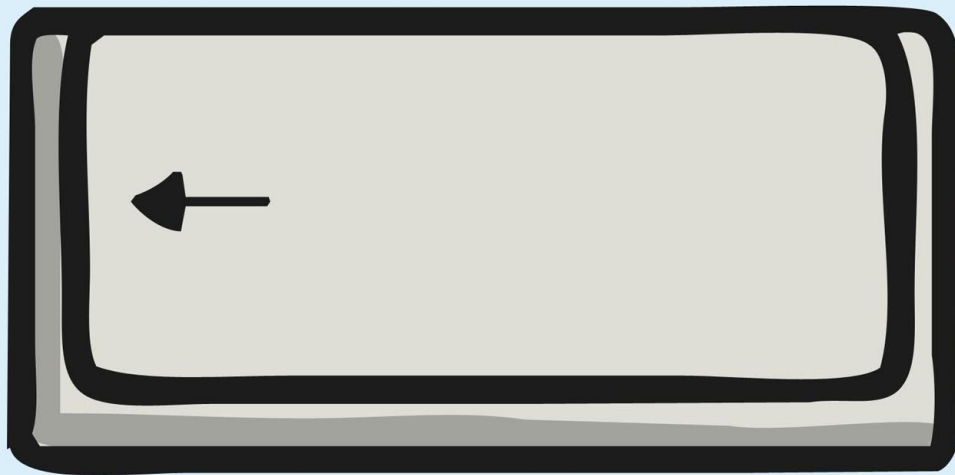


key

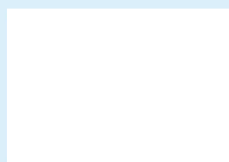
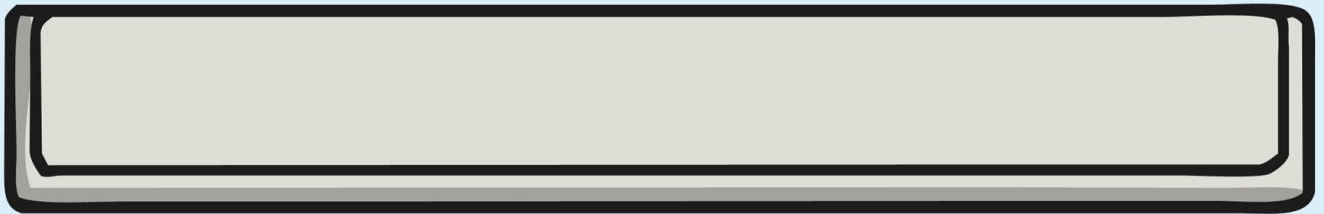




# backspace



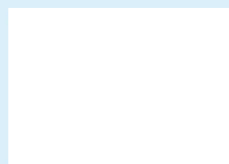
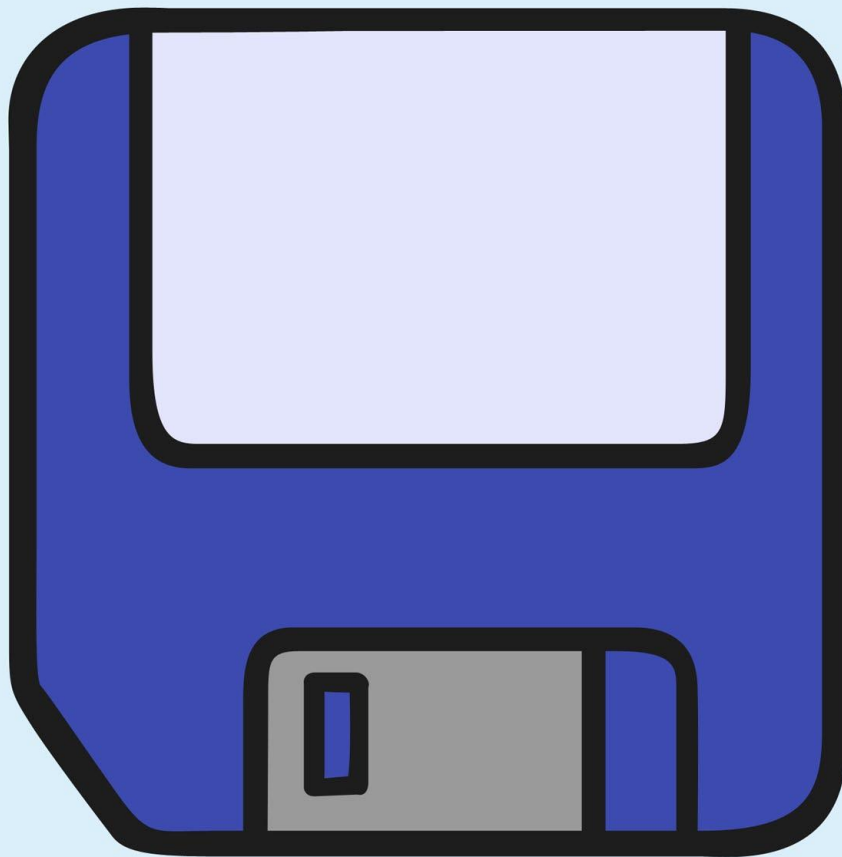
space bar



# return



save



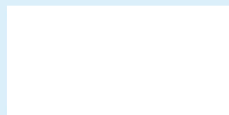
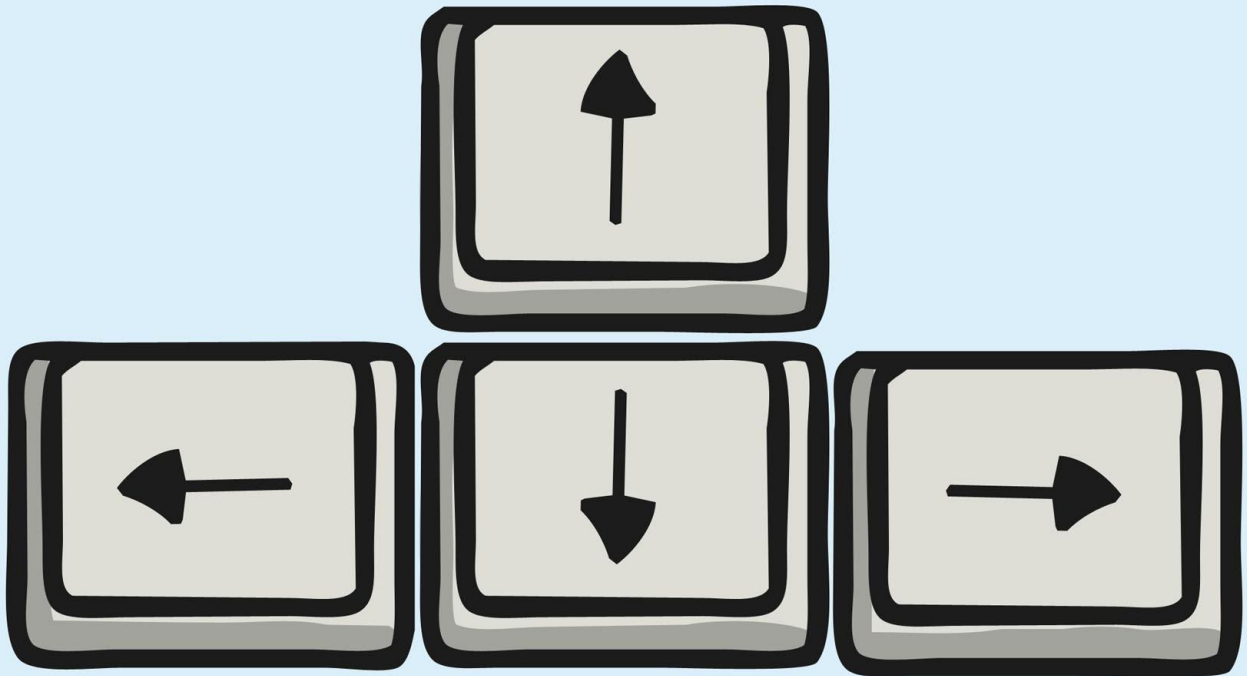
# type



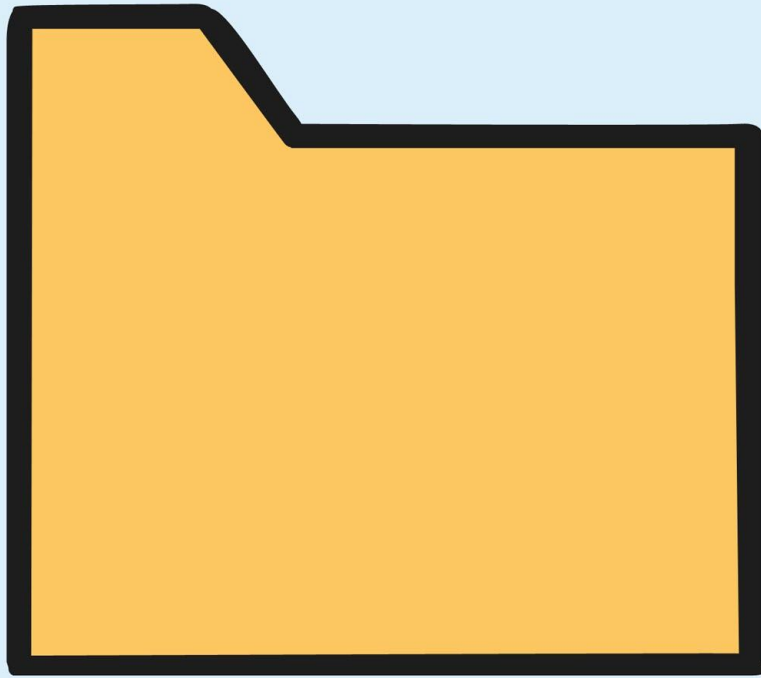
enter



# arrow keys

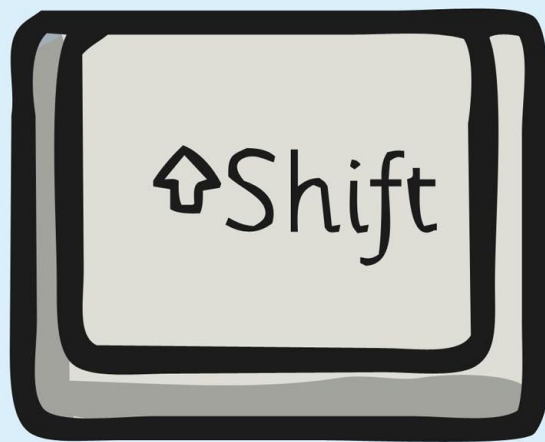


folder

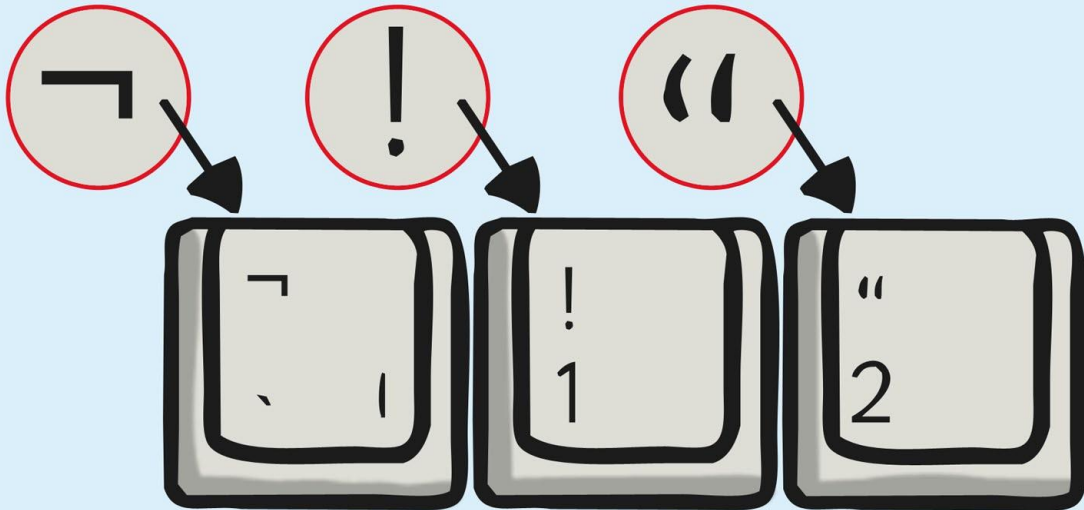




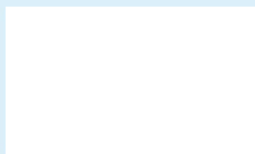
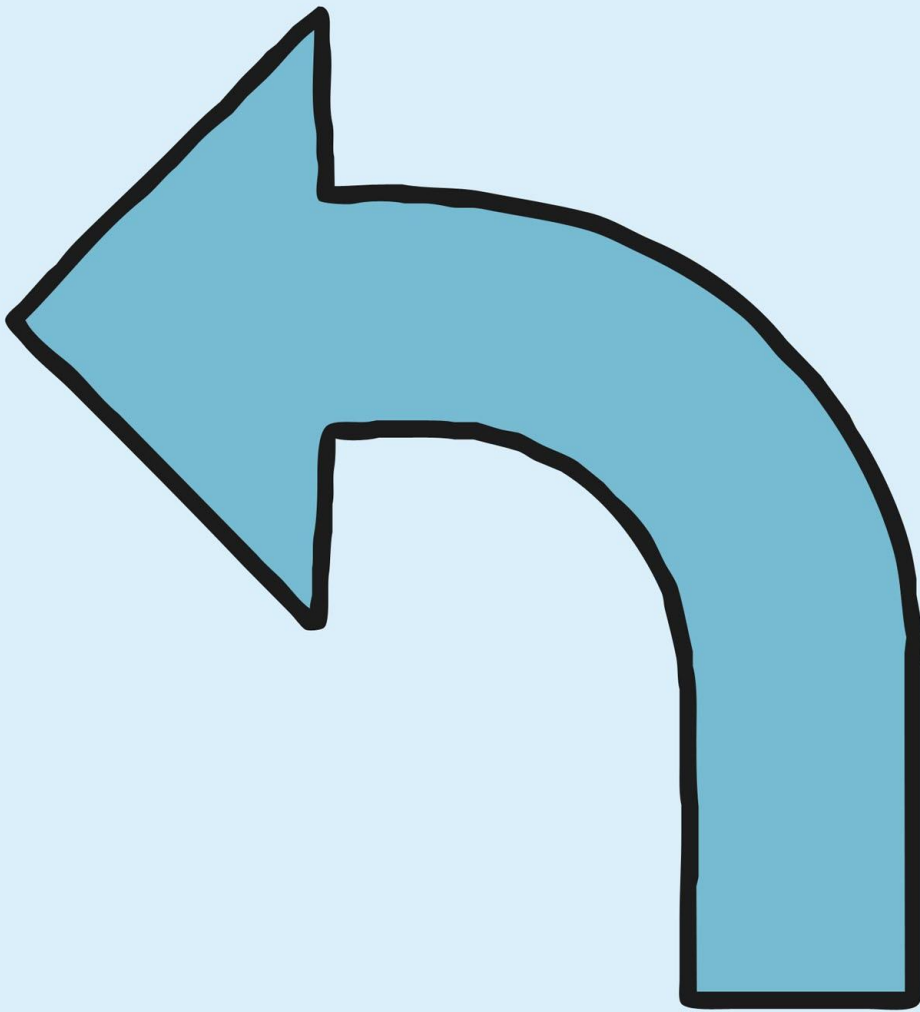
# shift key



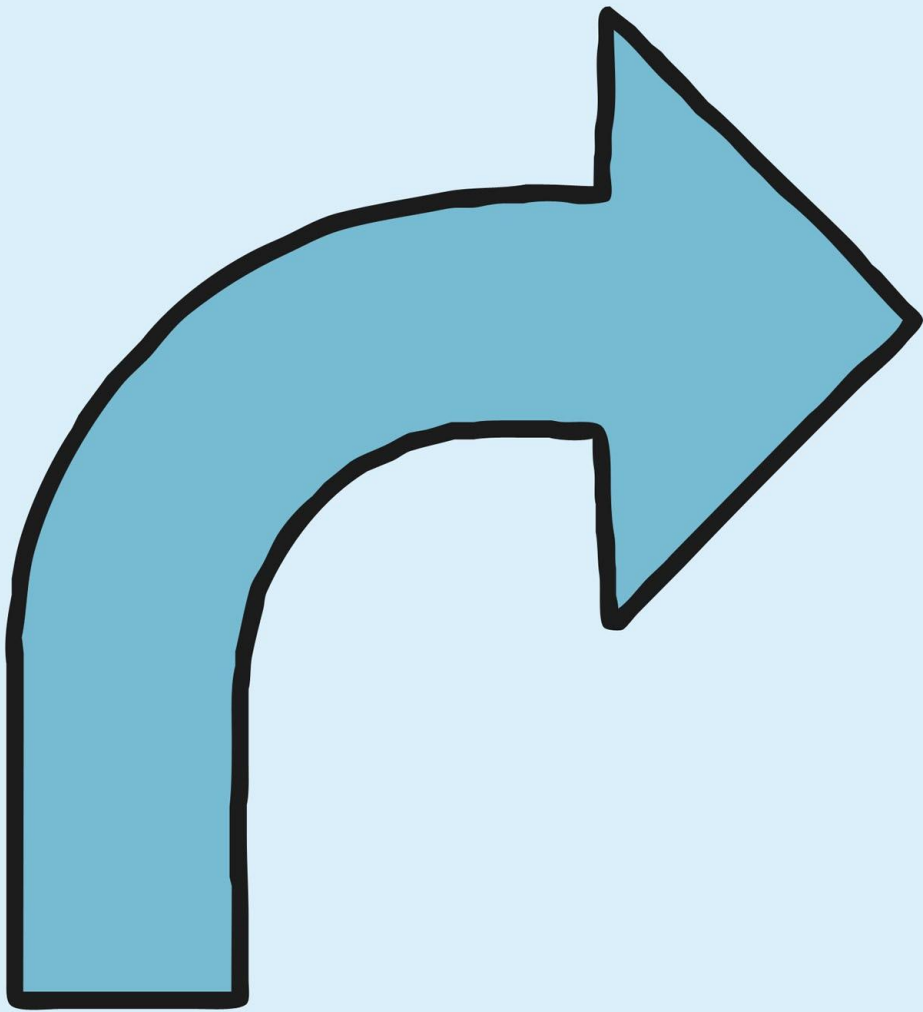
# symbols



*undo*

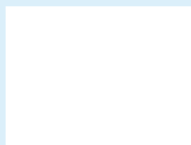
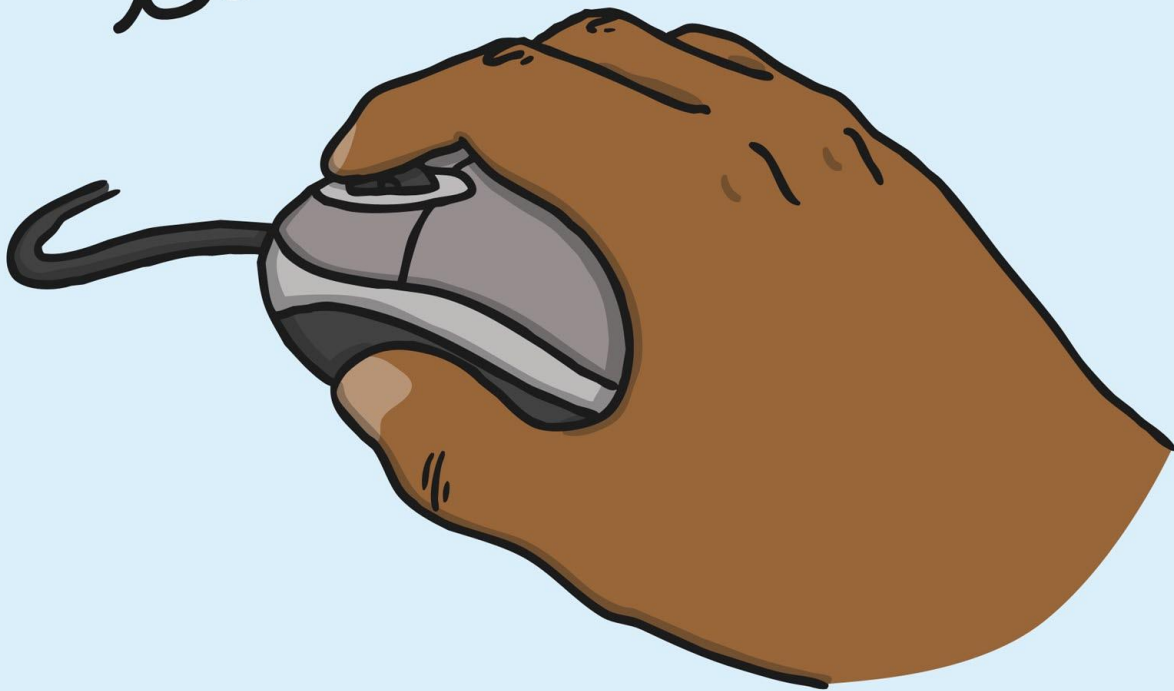


redo

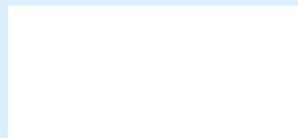
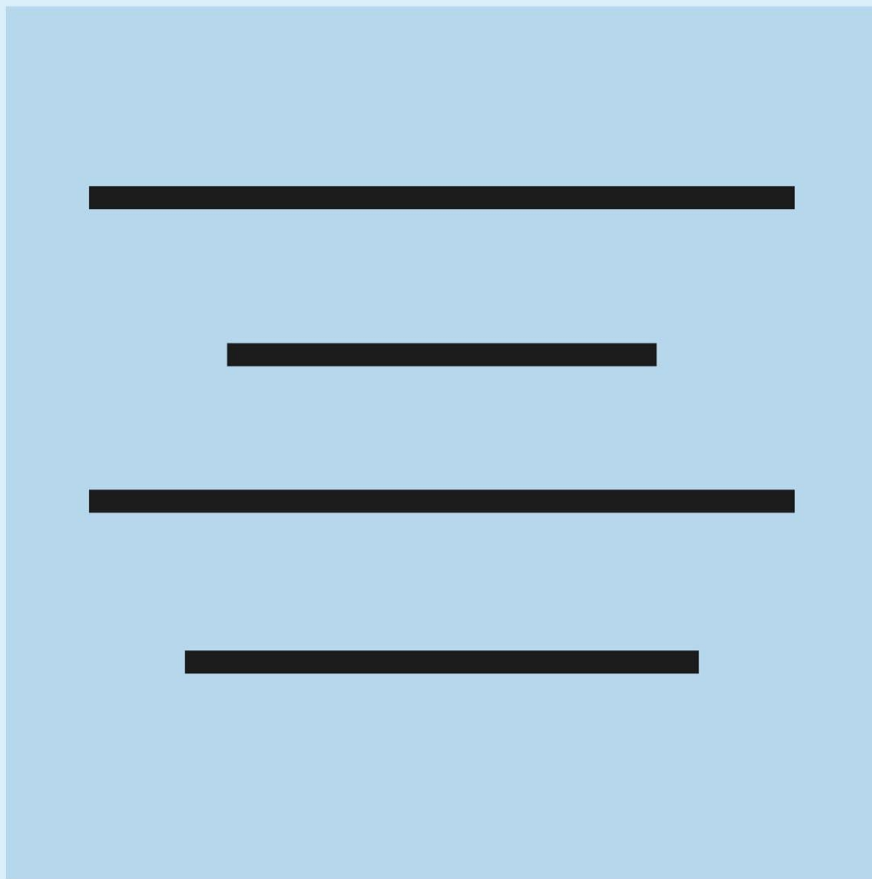


*select*

*click* *click*



*format*



*bold*

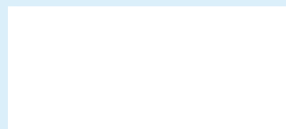
**B**

*italics*

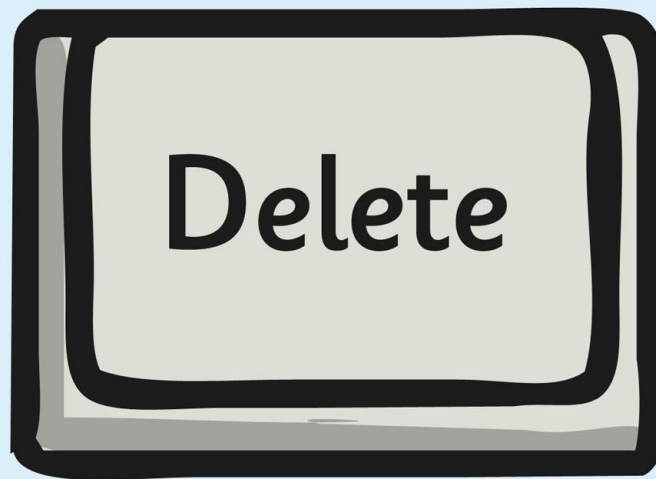
***I***



*underline*



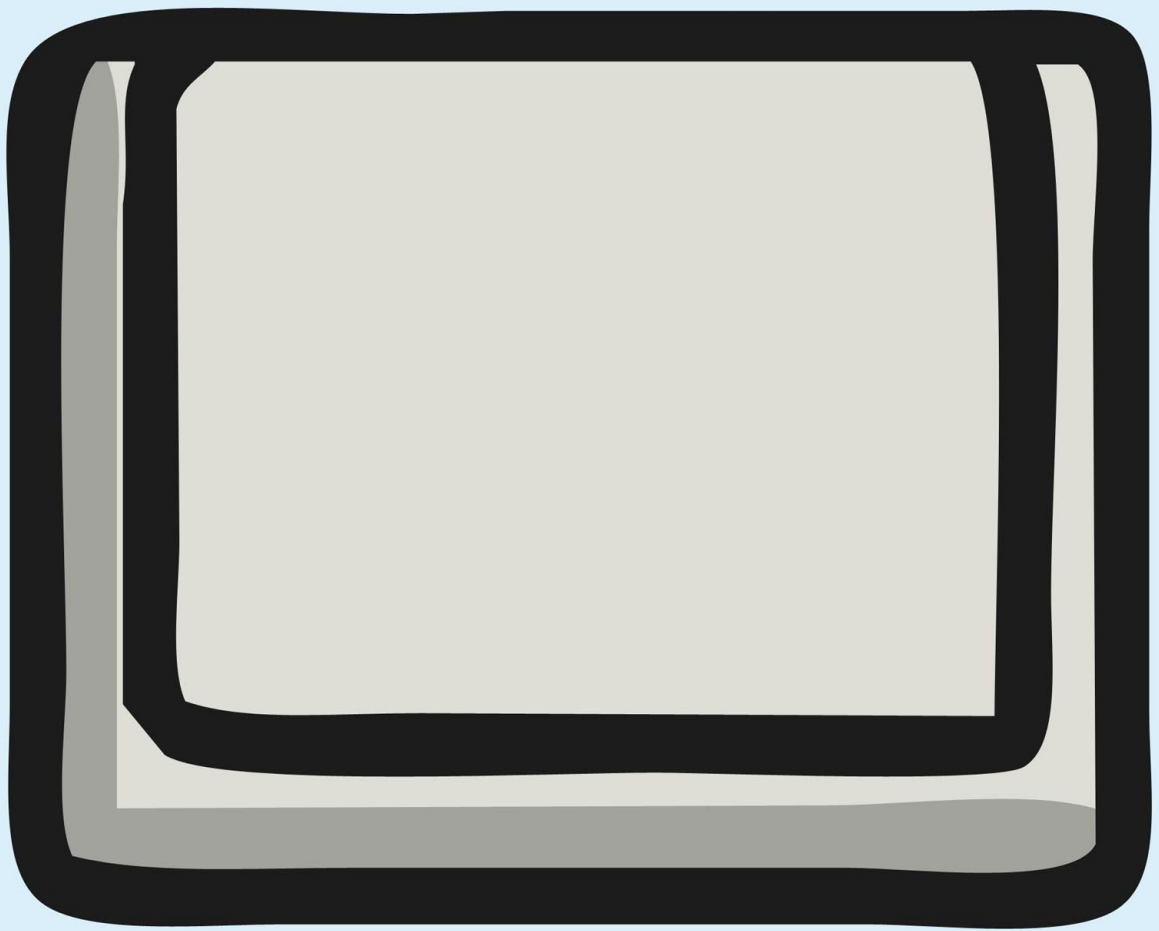
*delete*



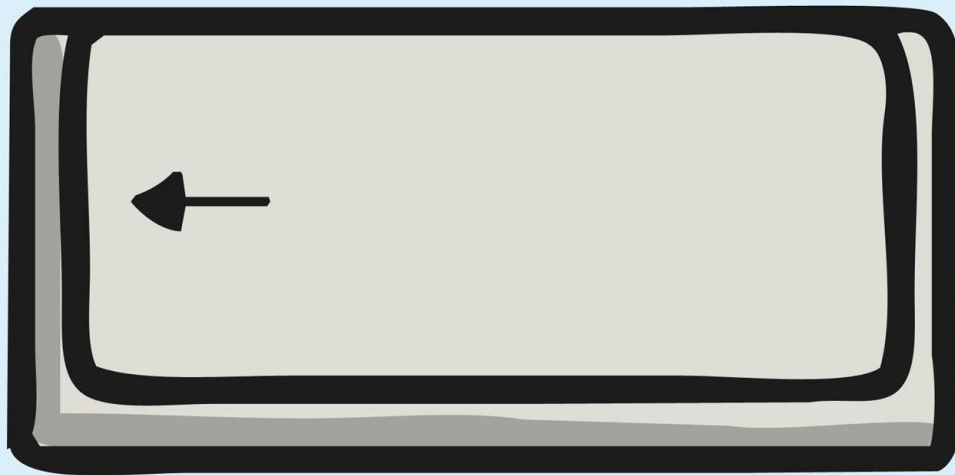
keyboard



key



# backspace



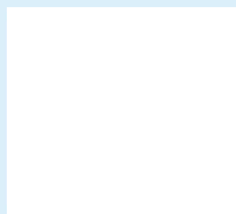
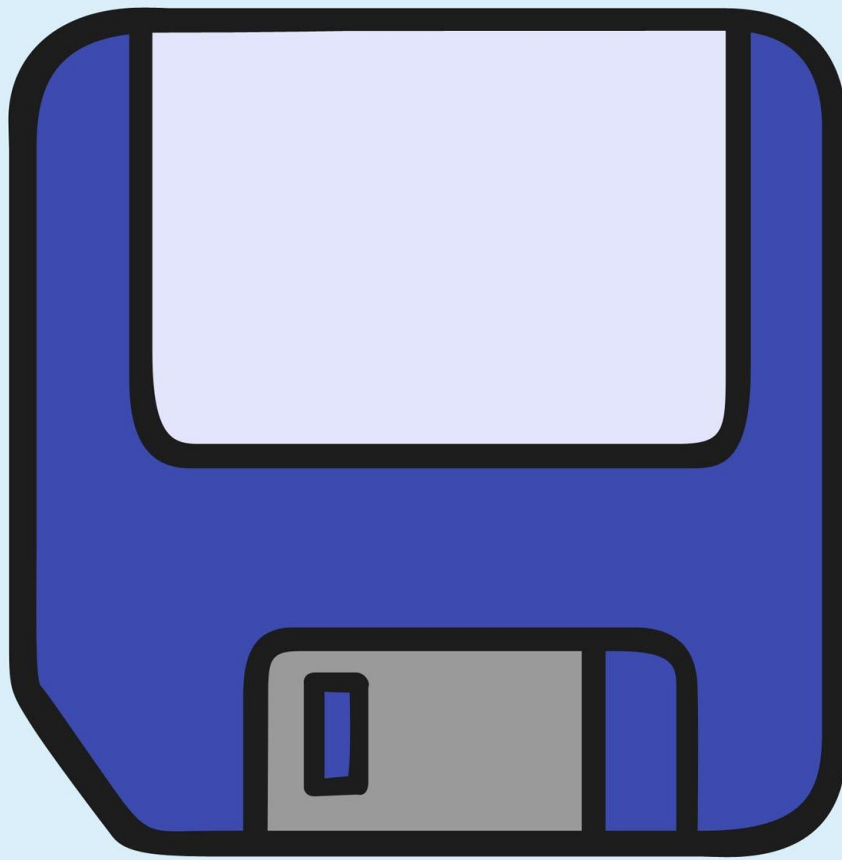
space bar



return



save





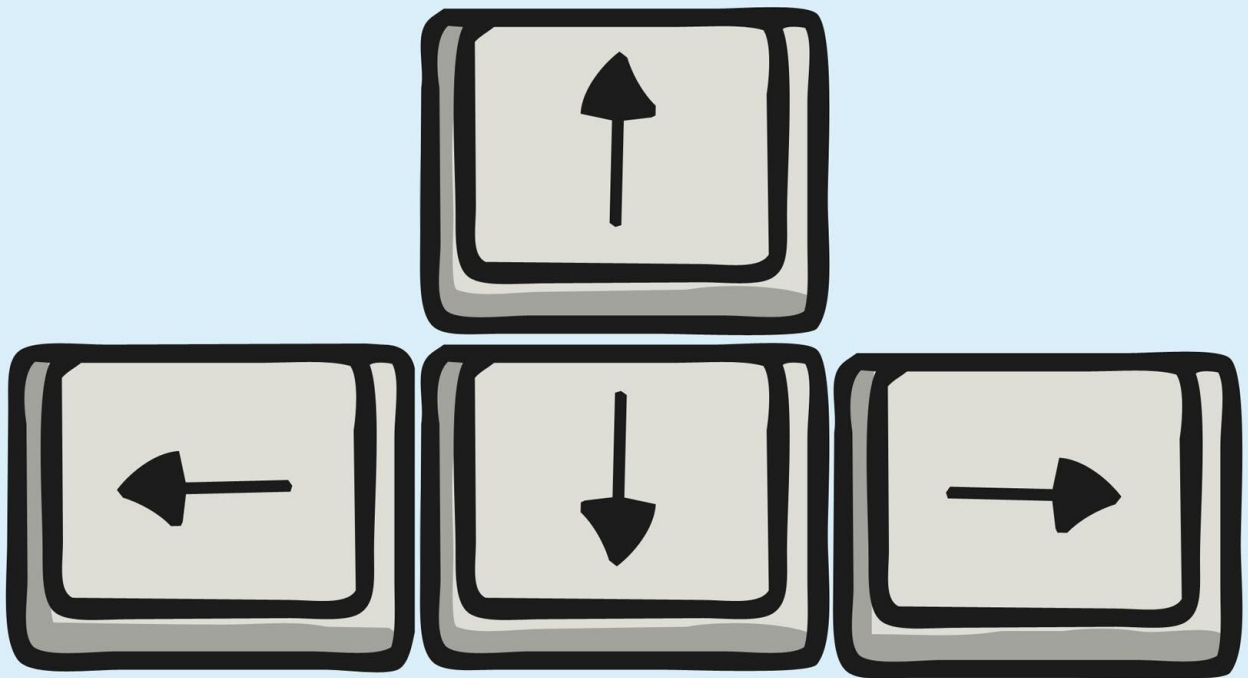
type



enter



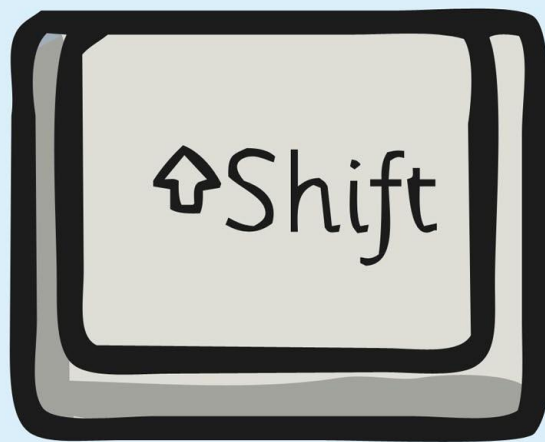
arrow keys



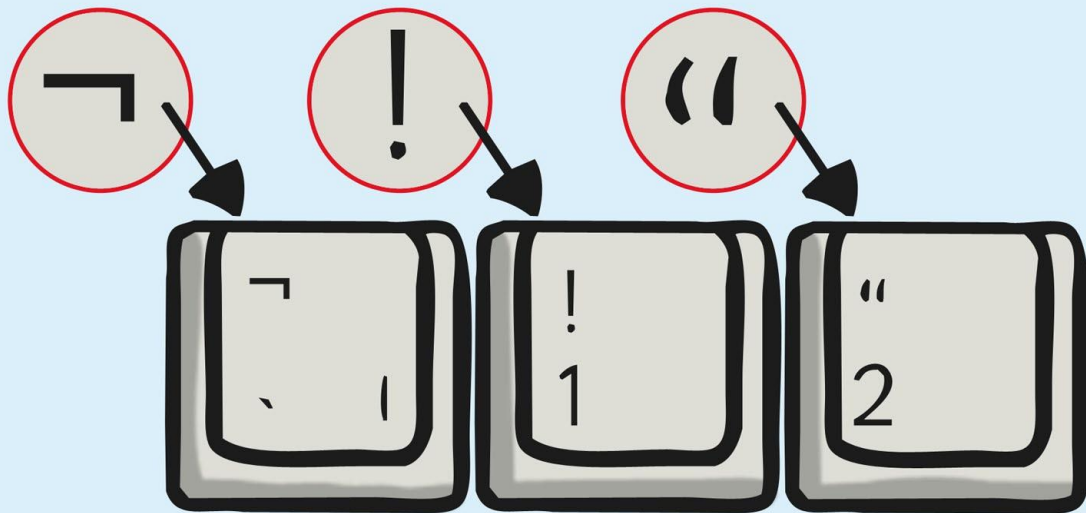
folder



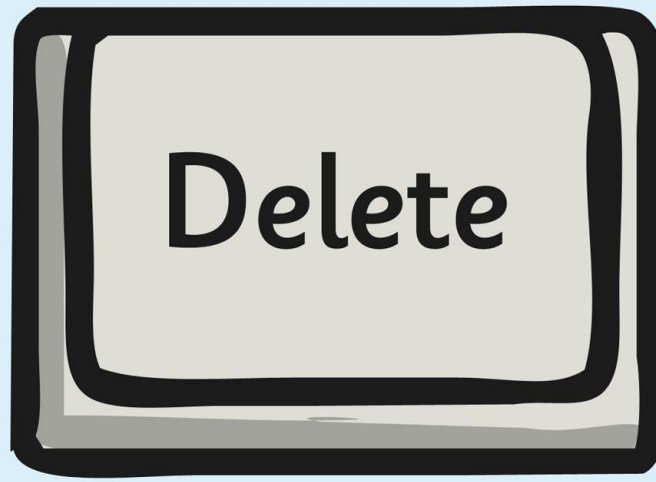
shift key



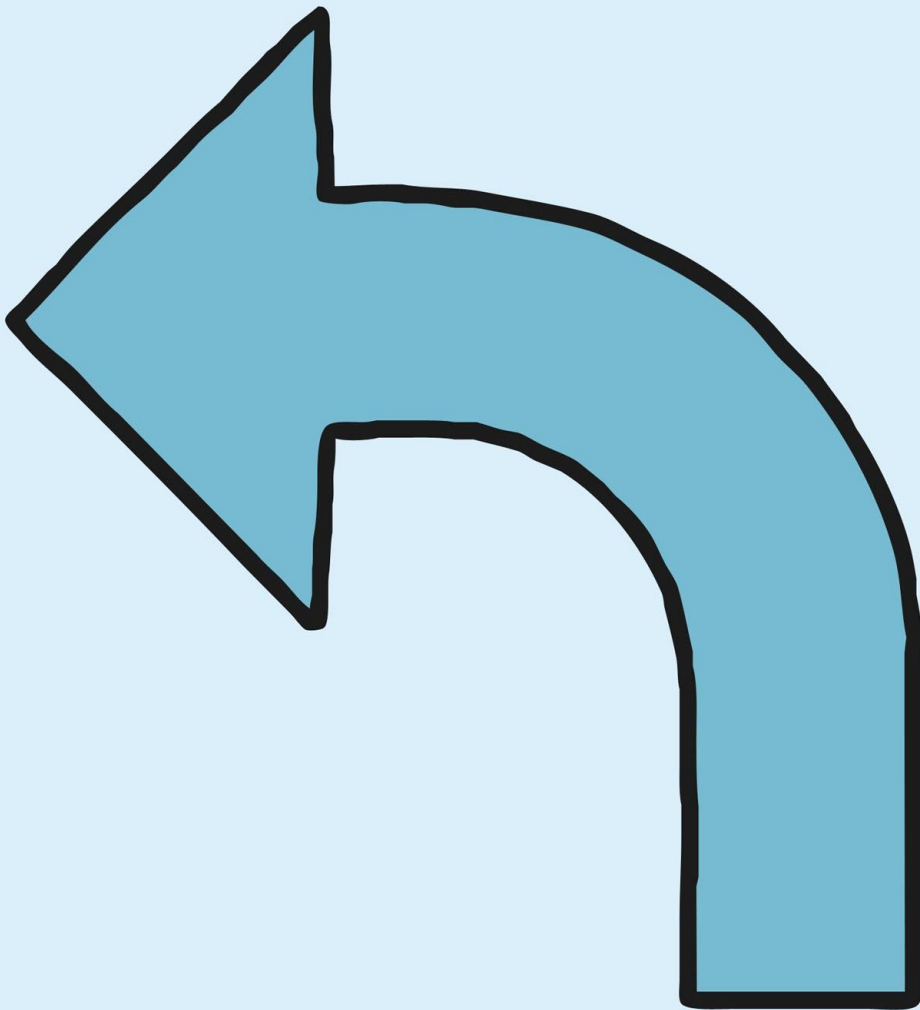
# symbols



delete

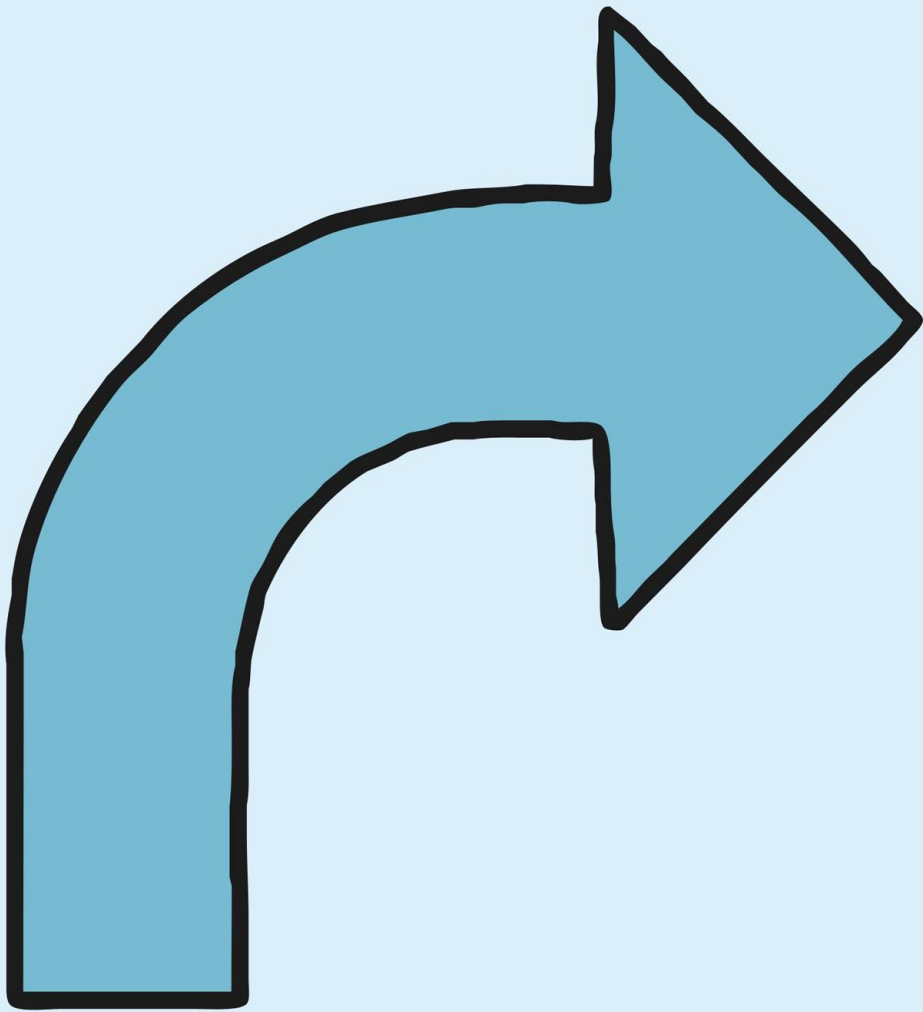


undo



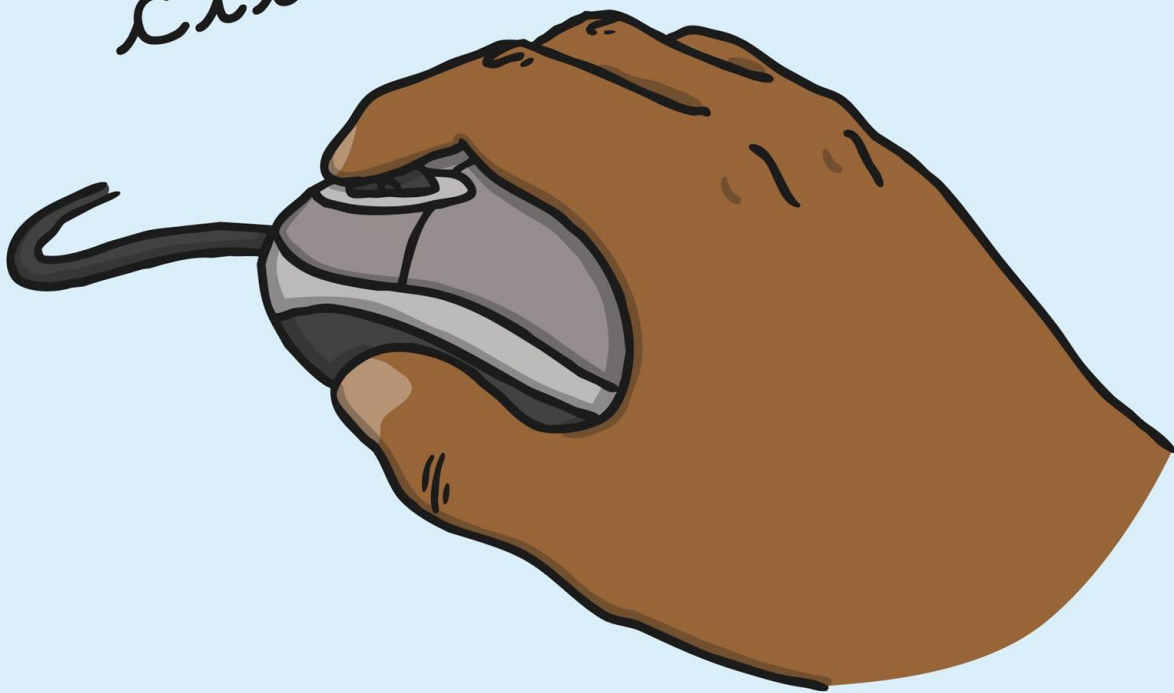


redo

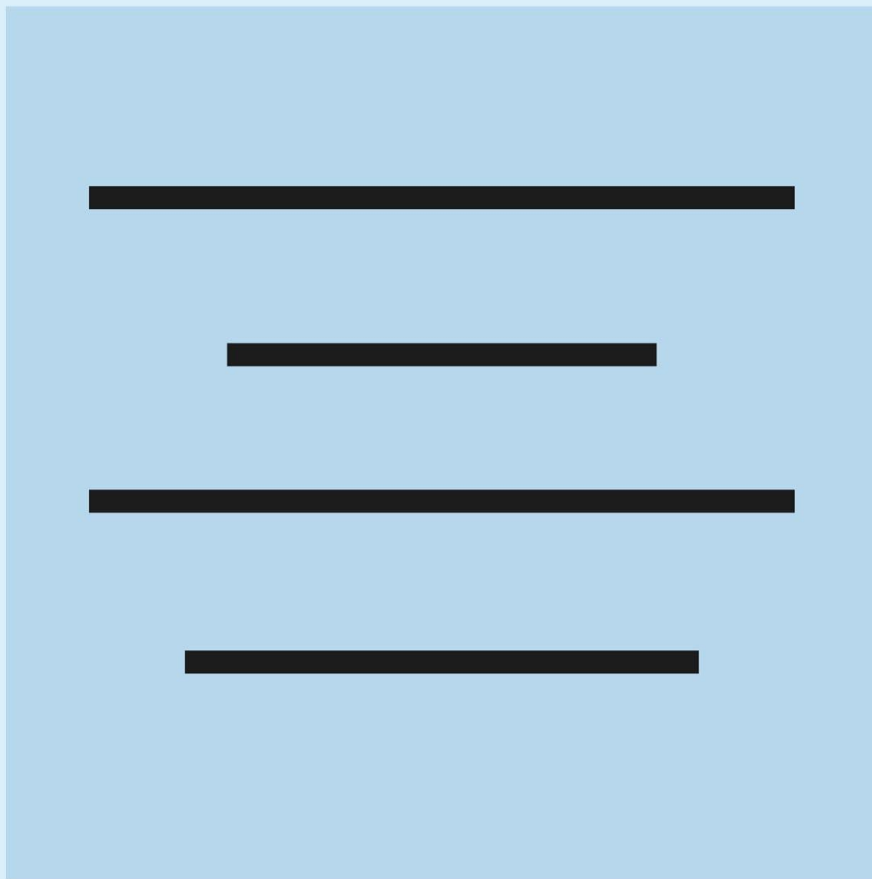


*select*

*click*  
*click*



format



*bold*

**B**

*italics*

***I***

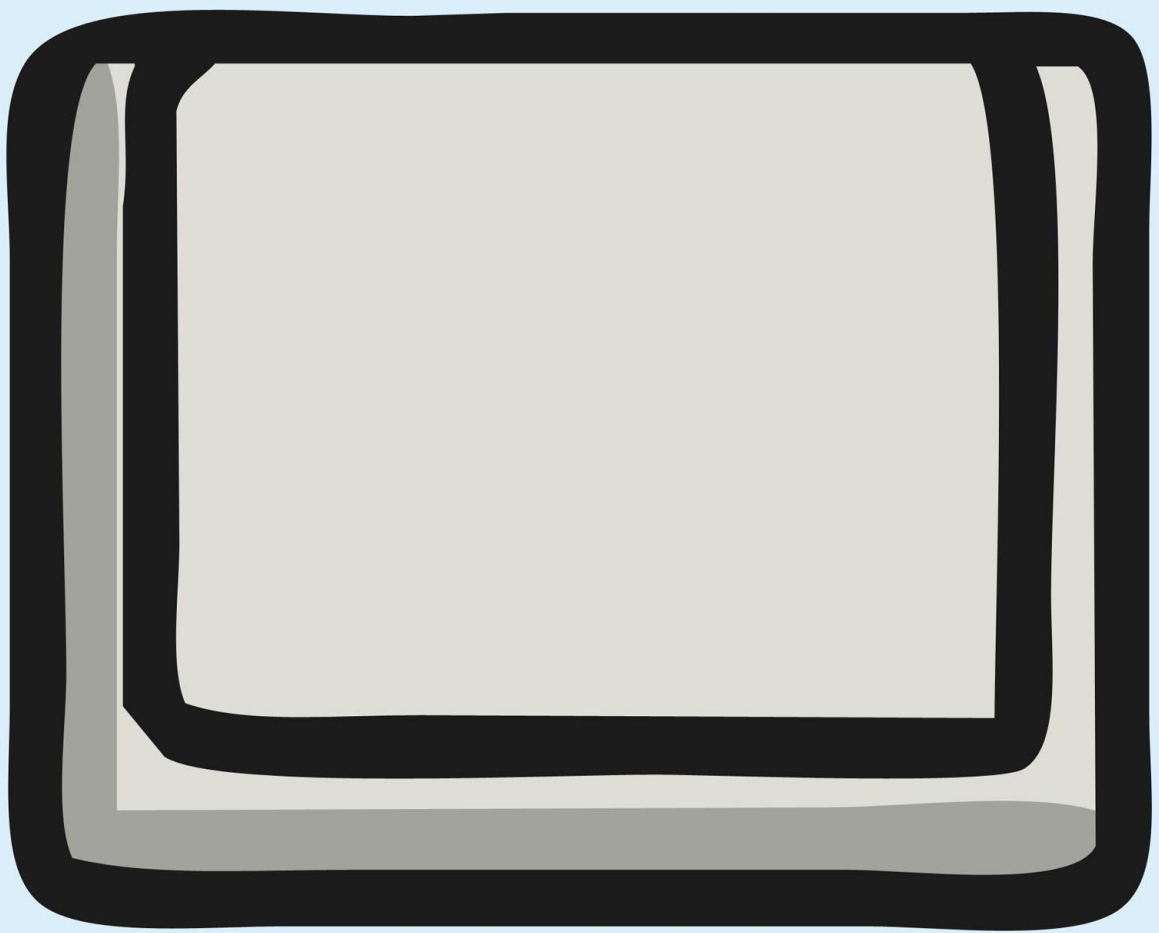
*underline*



# keyboard

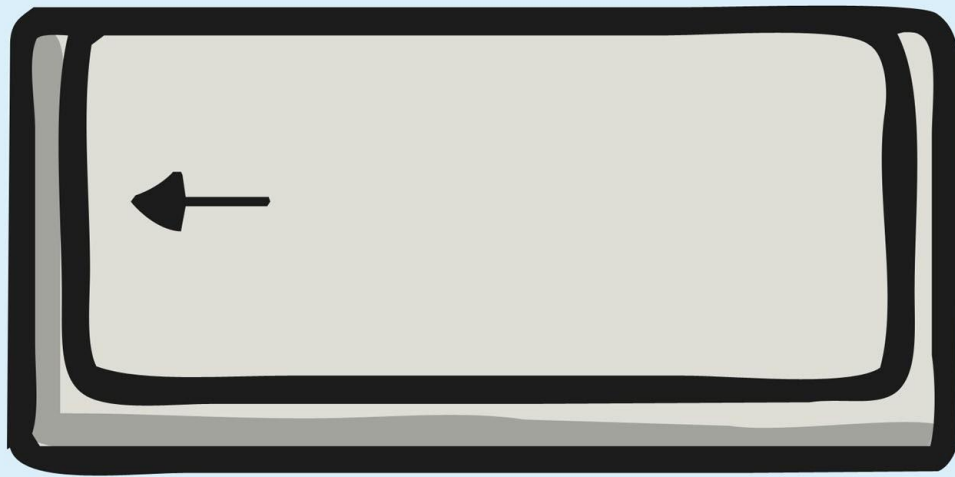


key

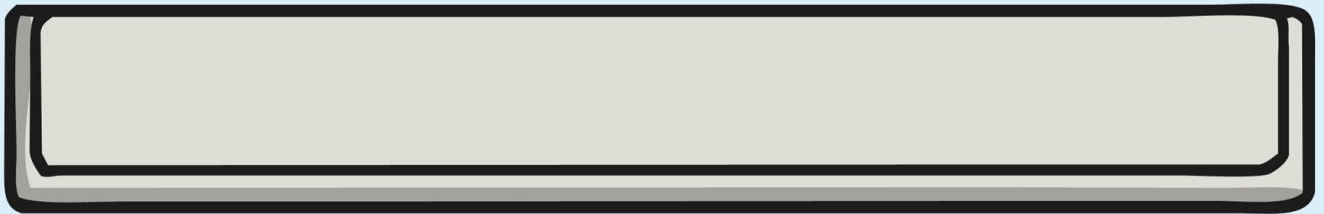




# backspace



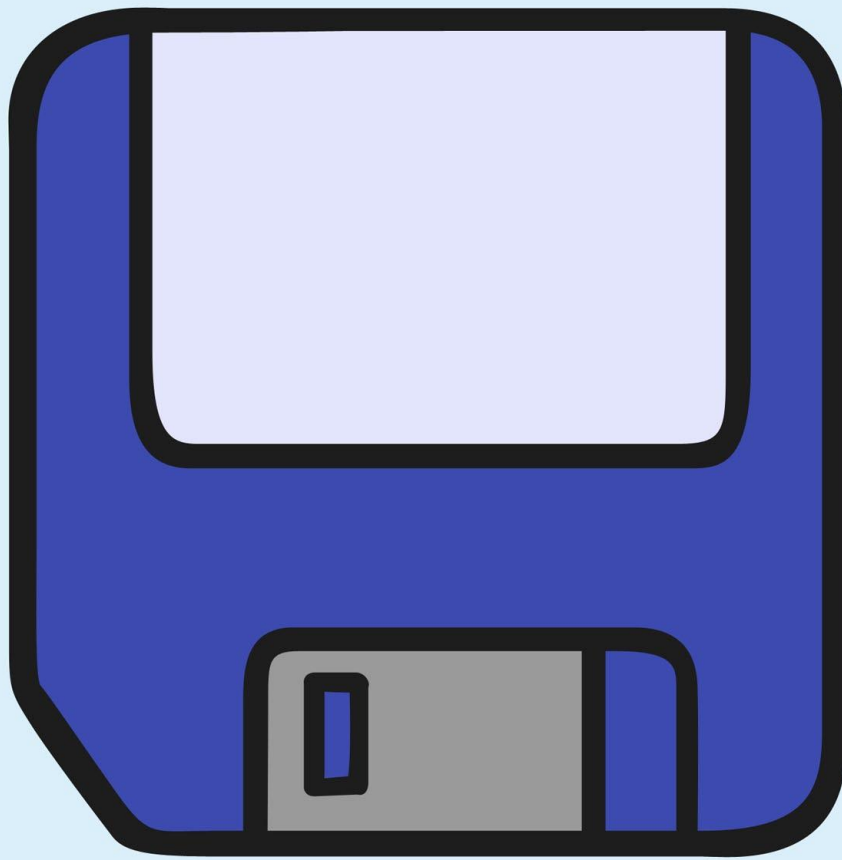
# space bar



# return



# save



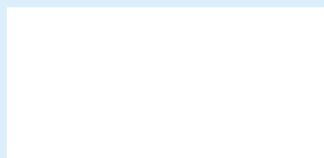
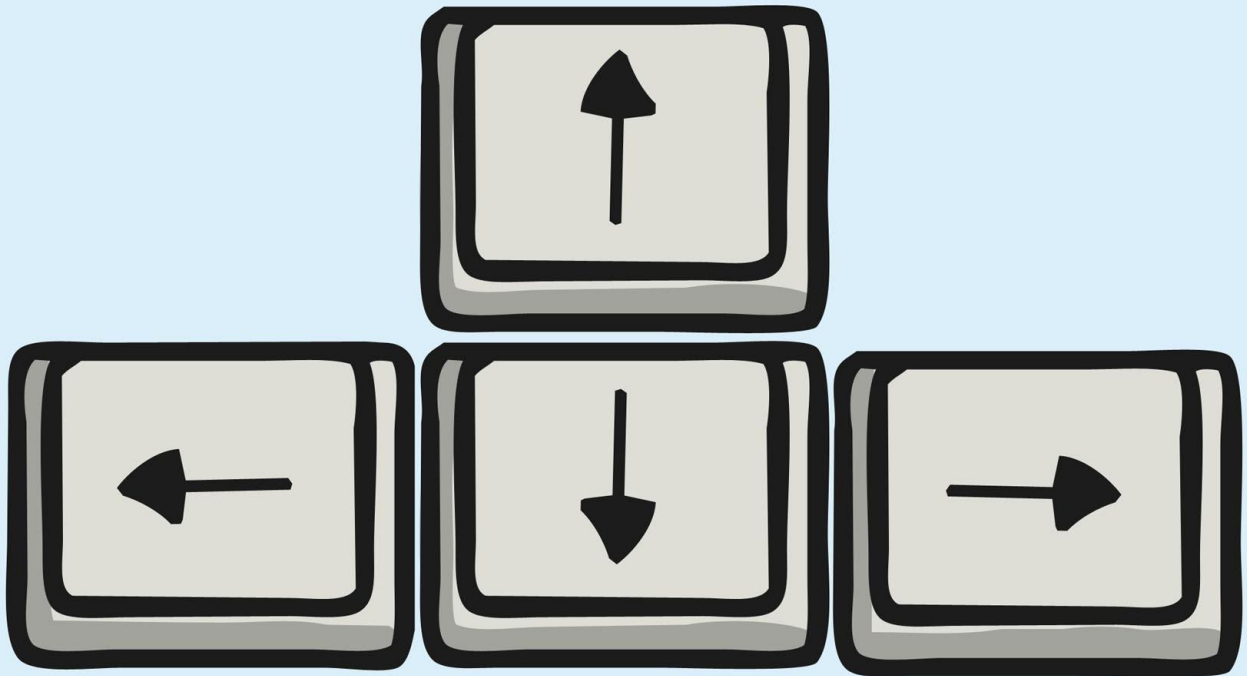
# type



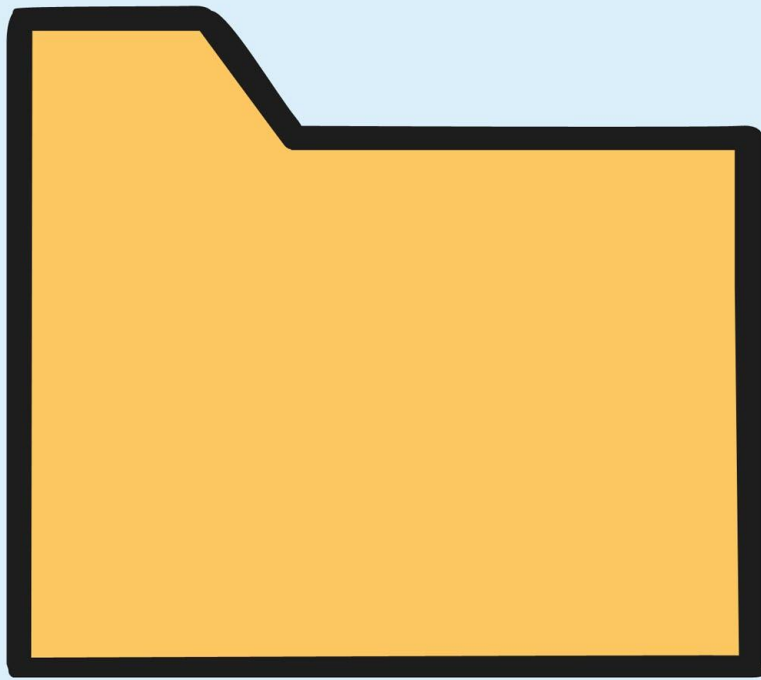
# enter



# arrow keys

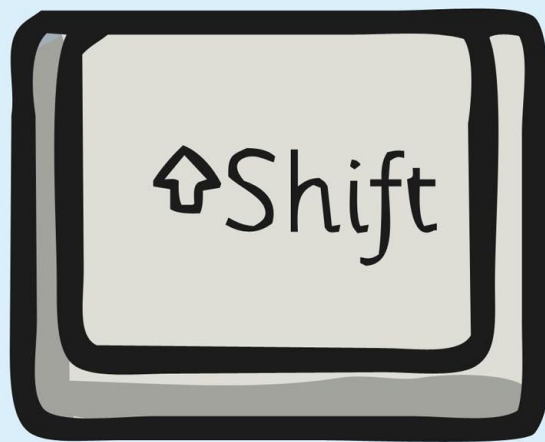


# folder

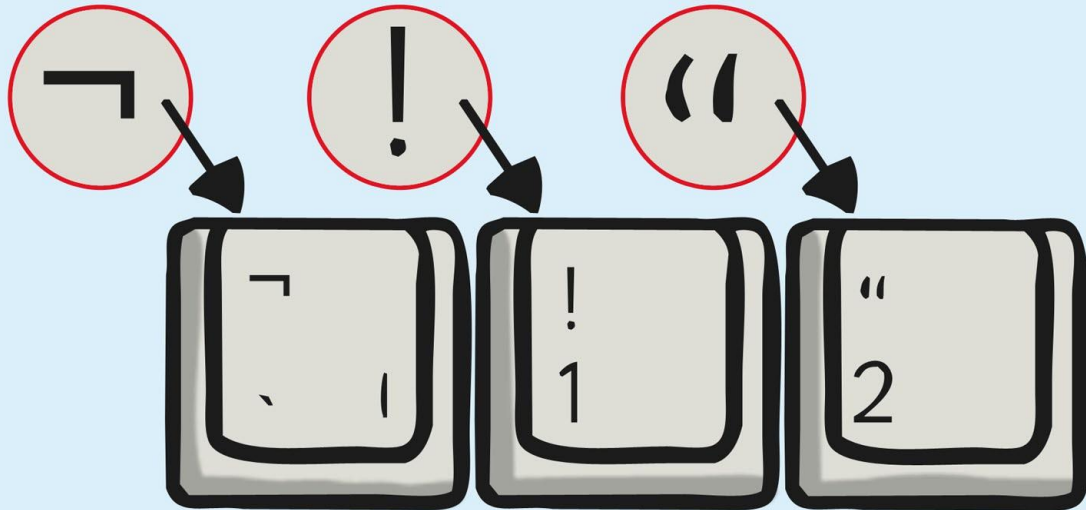




# shift key



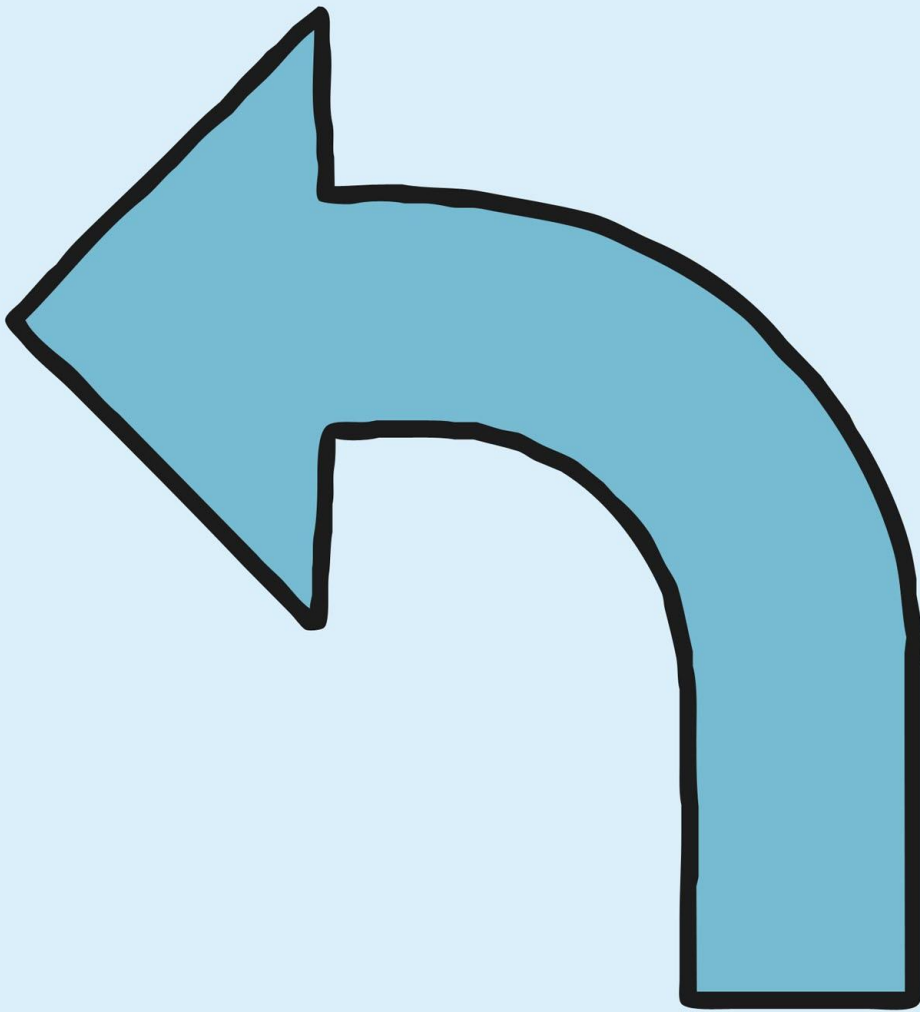
# symbols



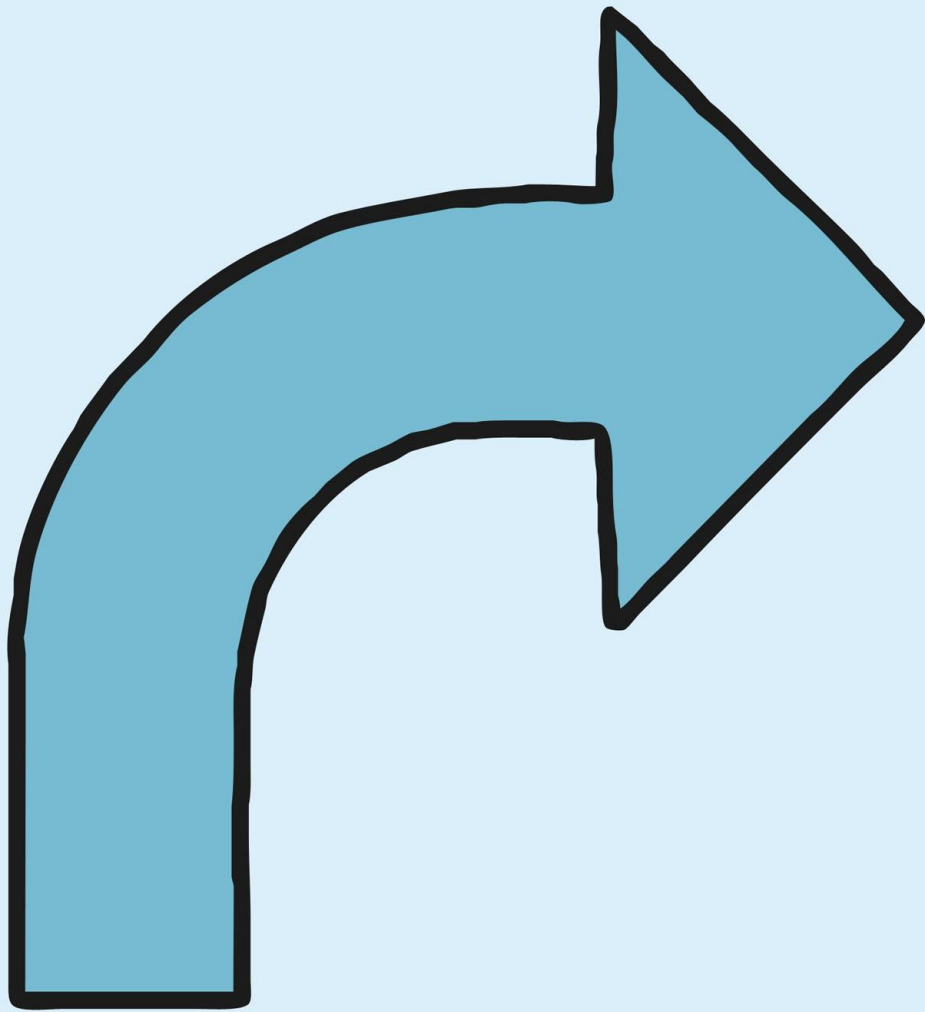
# delete



# undo

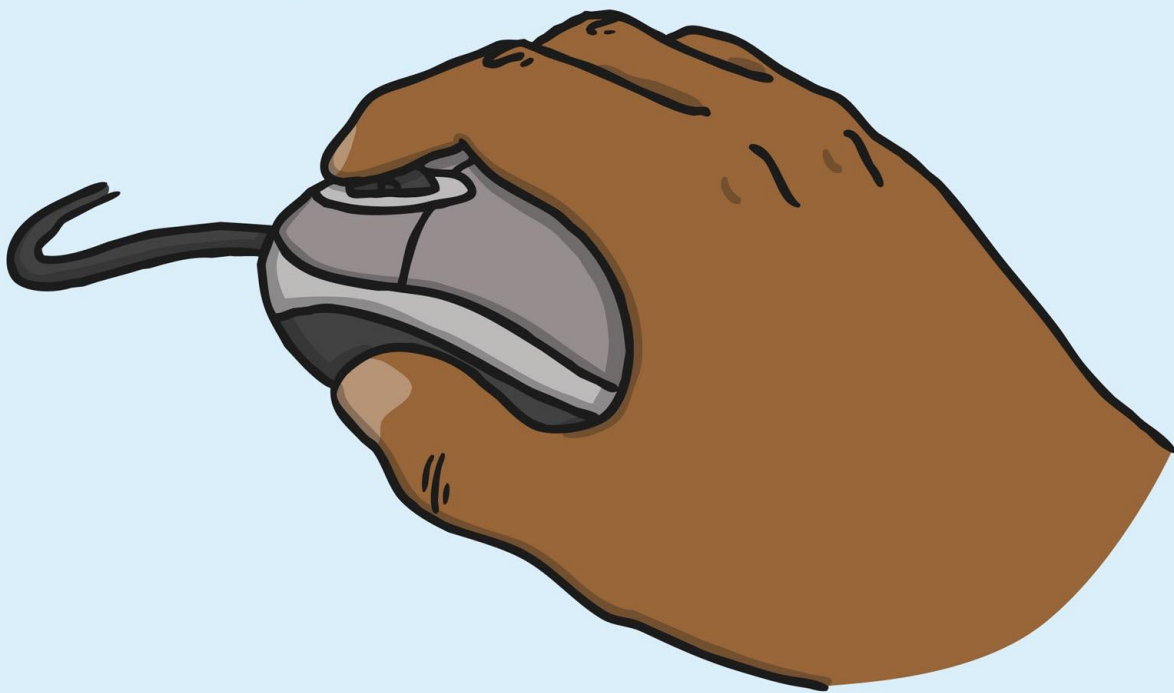


redo

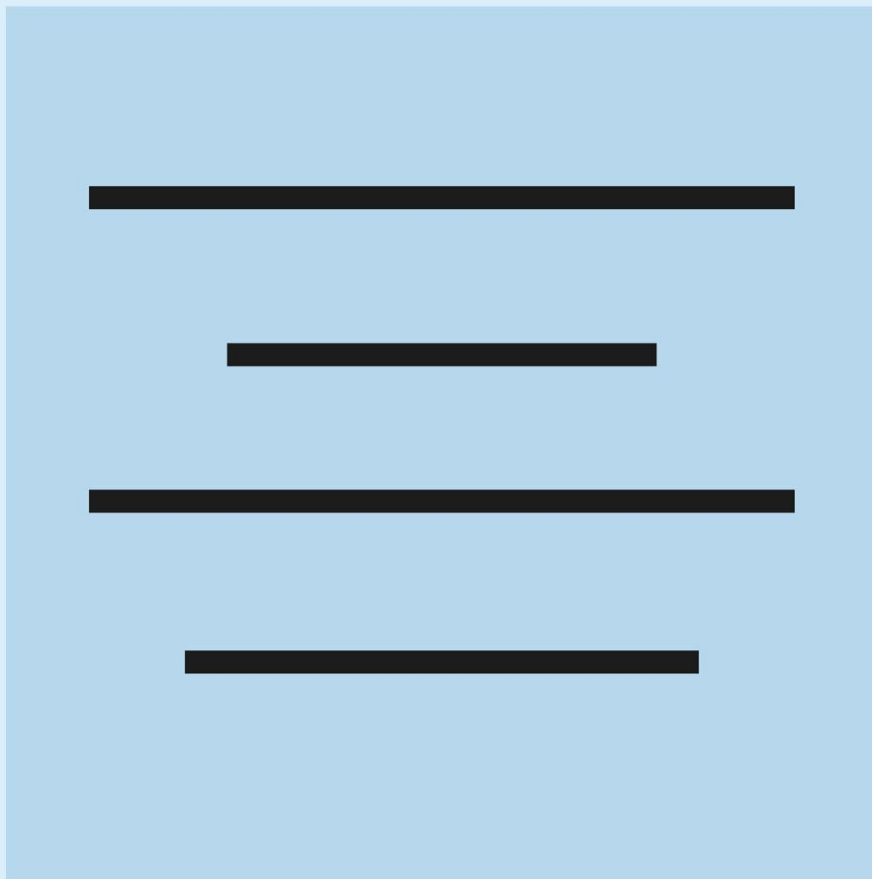


# select

*click* *click*



# format

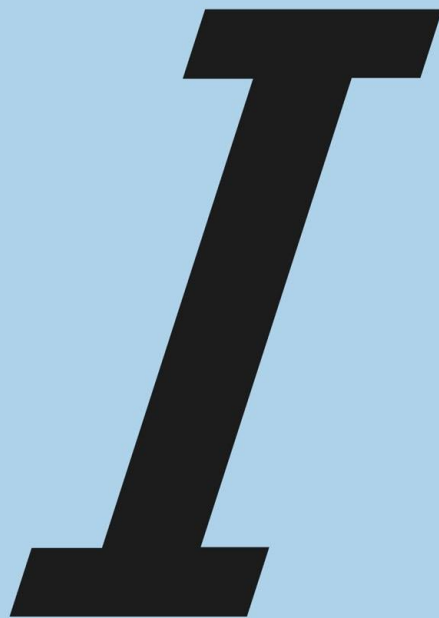


**bold**

**B**



# italics



***I***

# underline



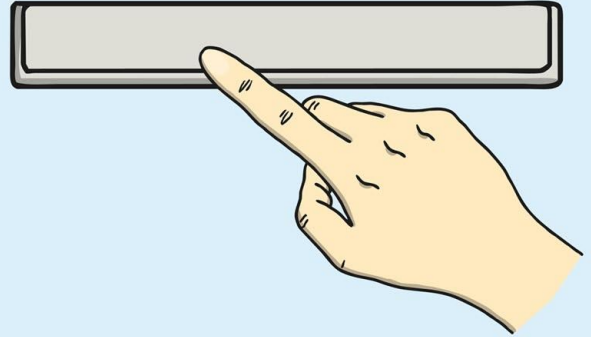
# Word Processing Skills



I can use 2 hands to type.

# Word Processing Skills

one space



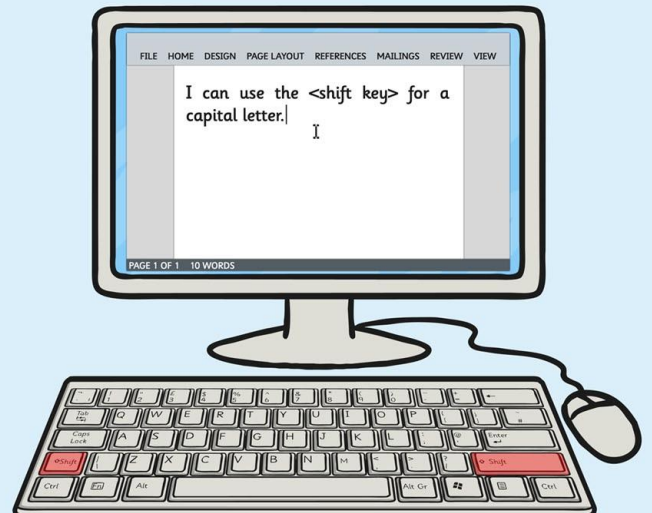
I can use one space between words.

# Word Processing Skills



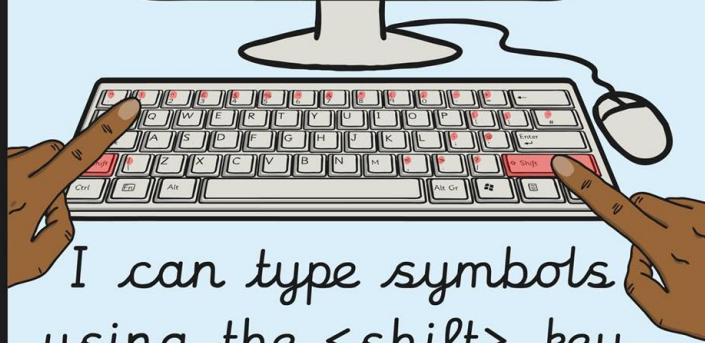
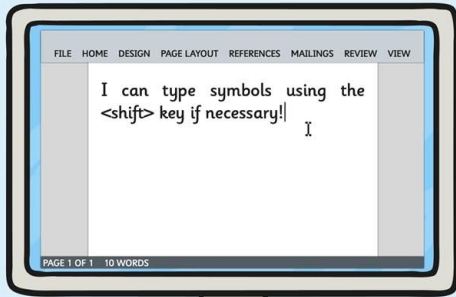
I can keep typing at the end of a line.

# Word Processing Skills



I can use the <shift> key for a capitals letter.

# Word Processing Skills

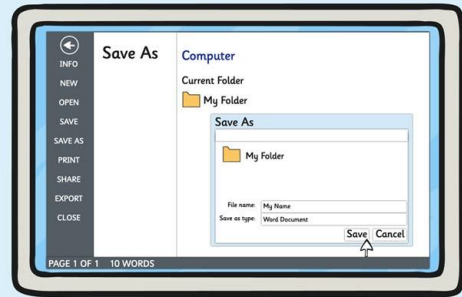


I can type symbols using the <shift> key



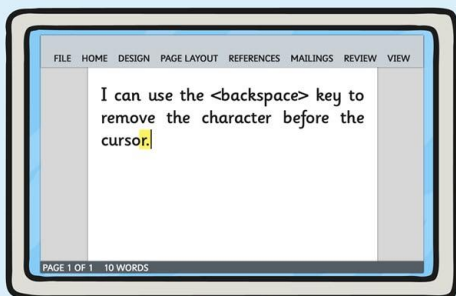
if necessary.


# Word Processing Skills



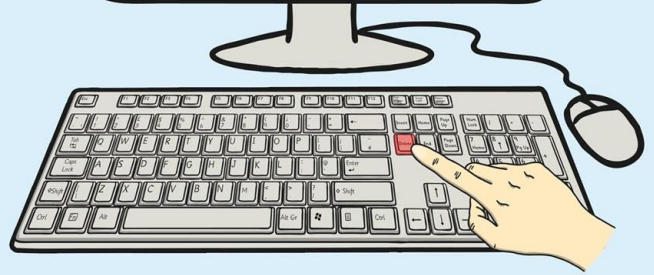
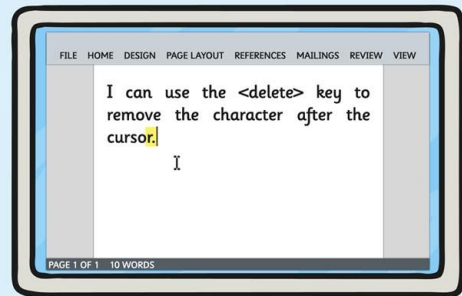
I can save  files in my folder .


# Word Processing Skills



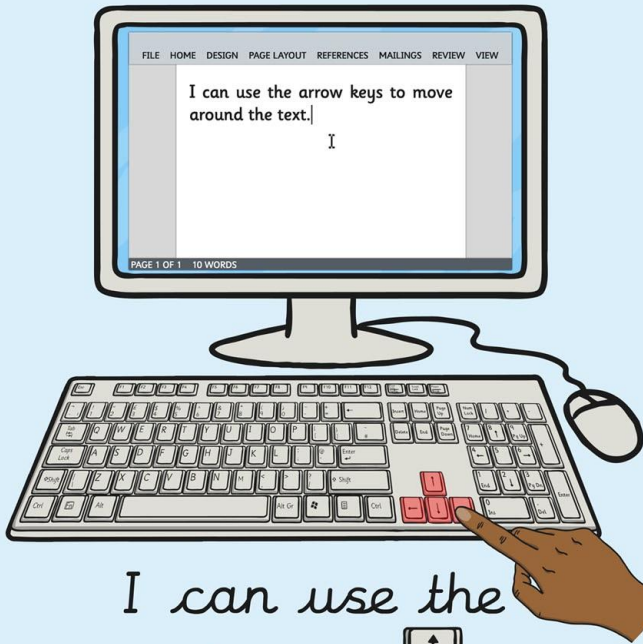
I can use the <backspace> key  to remove the character before the cursor.


# Word Processing Skills



I can use the <delete> key  to remove the character after the cursor.

# Word Processing Skills



I can use the  
arrow keys  to  
move around the text.

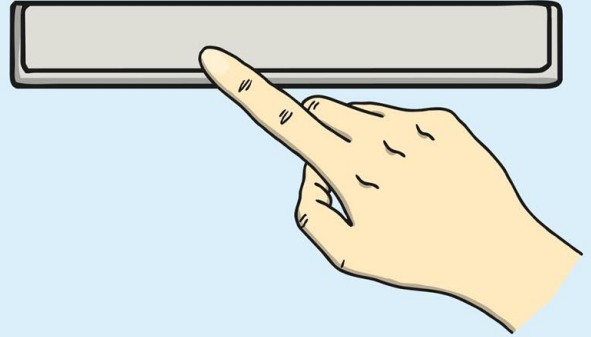
# Word Processing Skills



I can use 2 hands to type.

# Word Processing Skills

one space



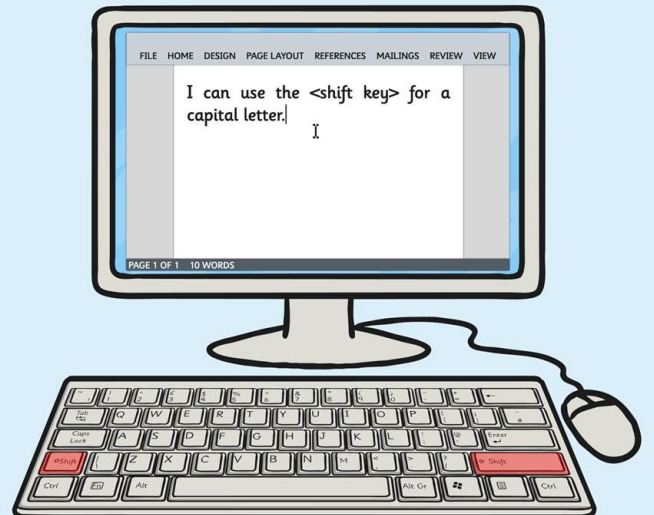
I can use one space between words.


# Word Processing Skills



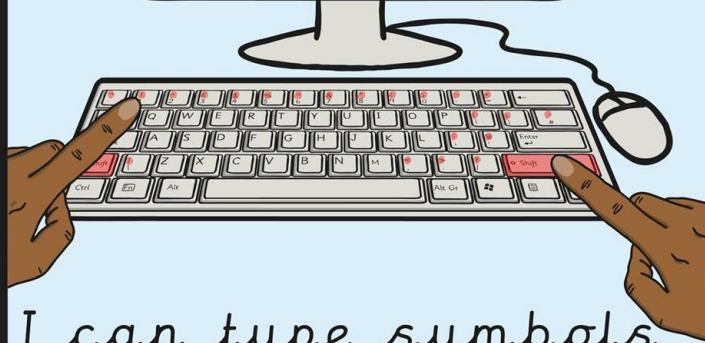
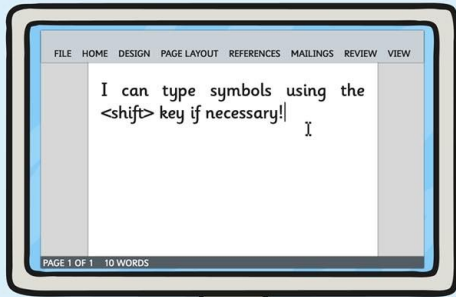
I can keep typing at the end of a line.


# Word Processing Skills



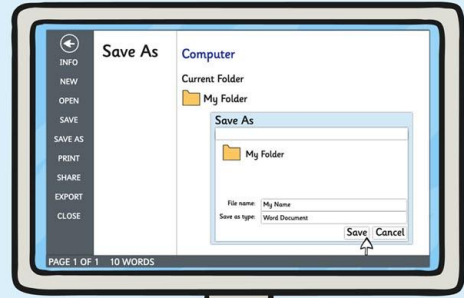
I can use the <shift> key  for a capital letter.

# Word Processing Skills



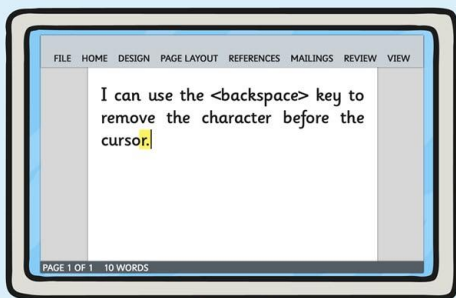
I can type symbols using the <shift> key  if necessary.

# Word Processing Skills



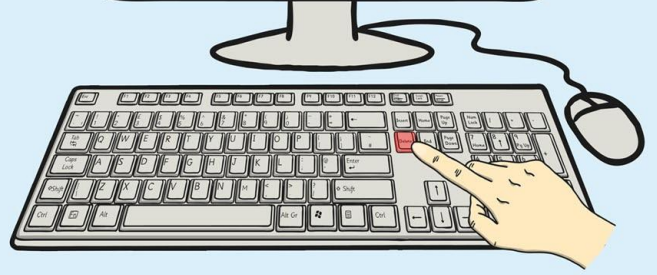
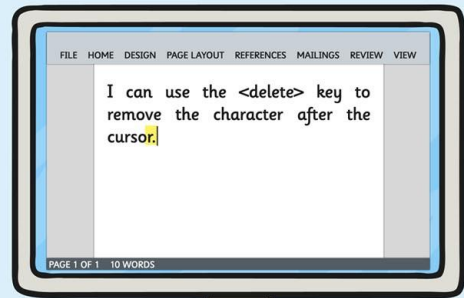
I can save  files in my folder .


# Word Processing Skills



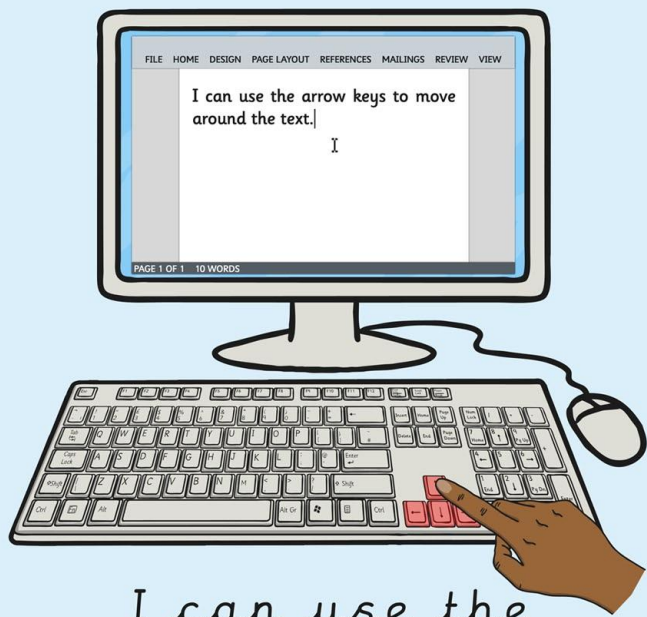
I can use the <backspace> key  to remove the character before the cursor.


# Word Processing Skills



I can use the <delete> key  to remove the character after the cursor.

# Word Processing Skills



I can use the  
arrow keys  to  
move around the text.



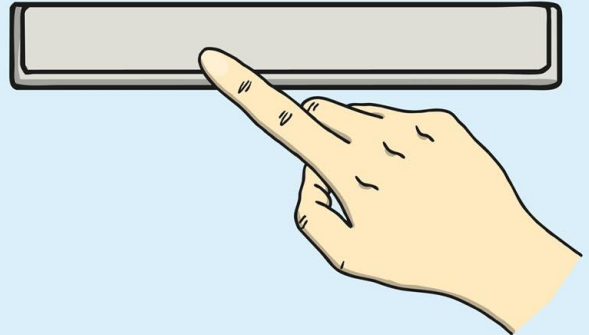
## Word Processing Skills



I can use 2 hands to type.

## Word Processing Skills

one space



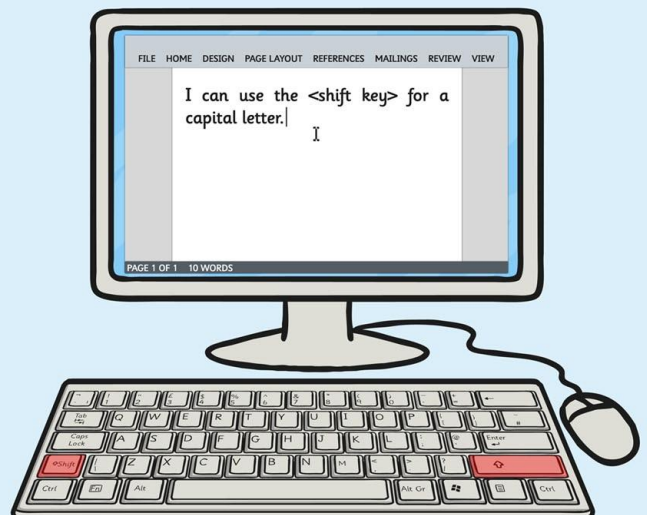
I can use one space between words.

## Word Processing Skills



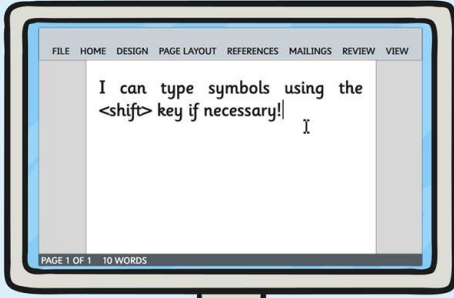
I can keep typing at the end of a line.


## Word Processing Skills



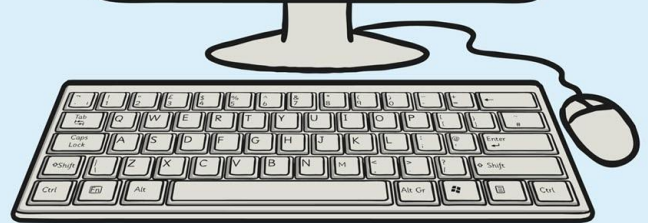
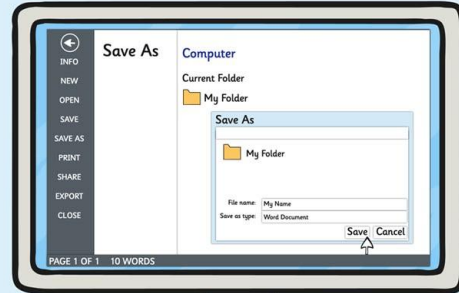
I can use the <shift> key for a capital letter.

# Word Processing Skills



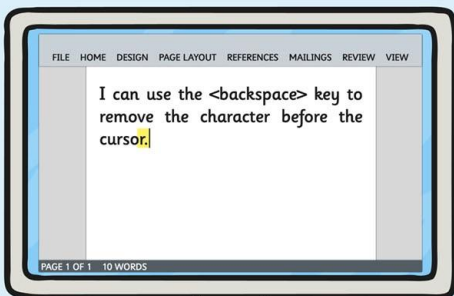
I can type symbols using the <shift> key  if necessary.

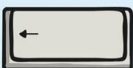
# Word Processing Skills



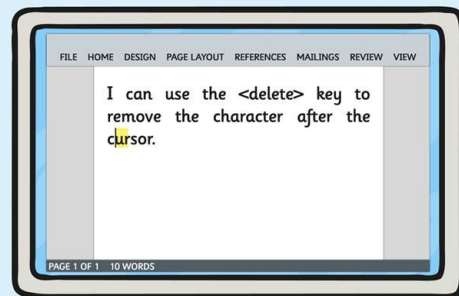
I can save  files in my folder .


# Word Processing Skills



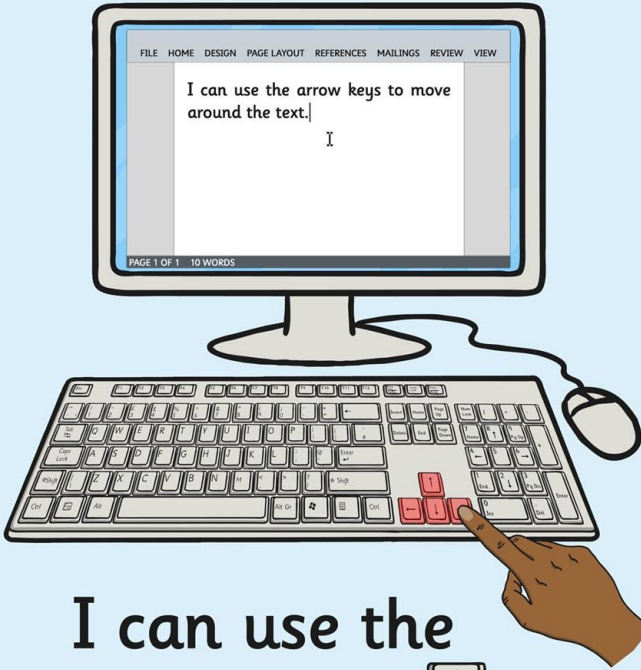
I can use the <backspace> key  to remove the character before the cursor.


# Word Processing Skills



I can use the <delete> key  to remove the character after the cursor.

# Word Processing Skills



I can use the  
arrow keys  to  
move around the text.

# Word Processing Skills

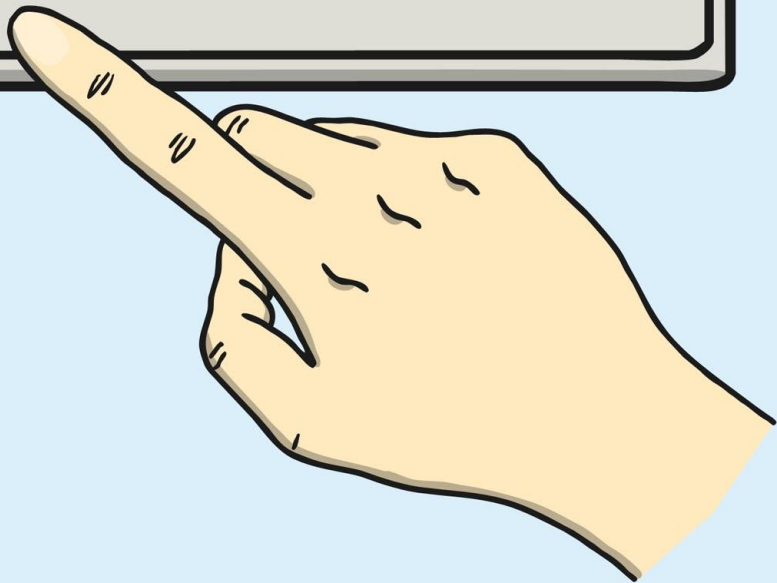


I can use 2 hands to type.



# Word Processing Skills

one space



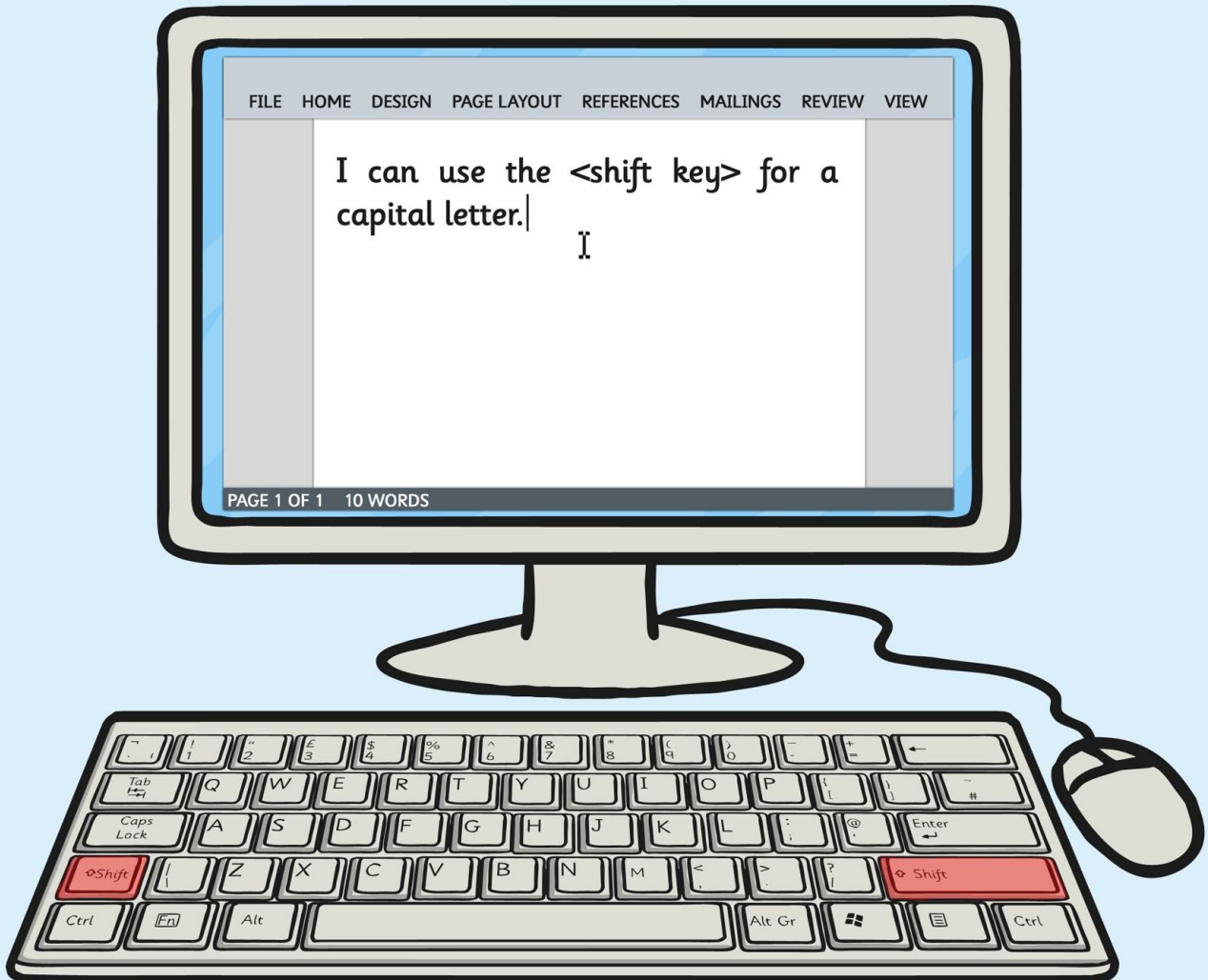
I can use one  
space between  
words.

# Word Processing Skills



I can keep typing at the end of a line.

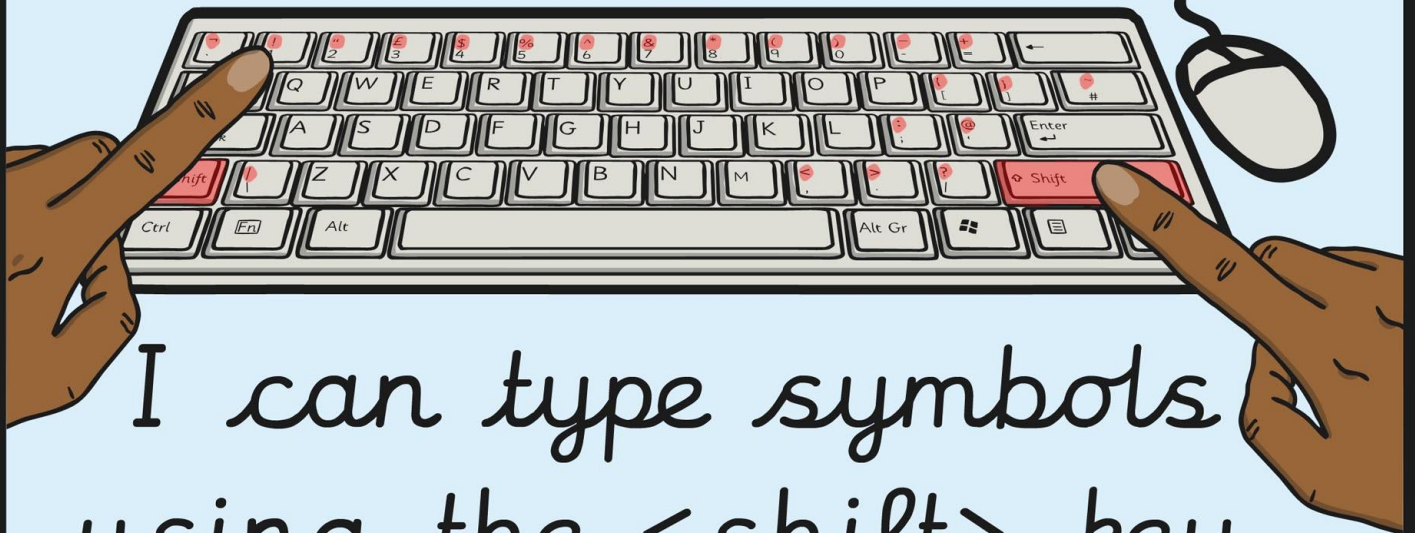
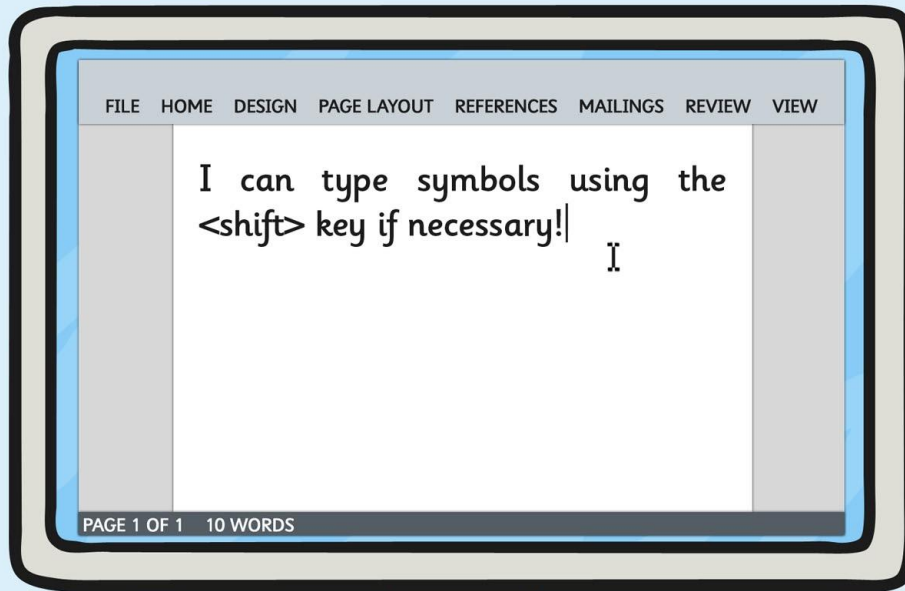
# Word Processing Skills



I can use the <shift> key for a capitals letter.



# Word Processing Skills



I can type symbols using the <shift> key



if necessary.

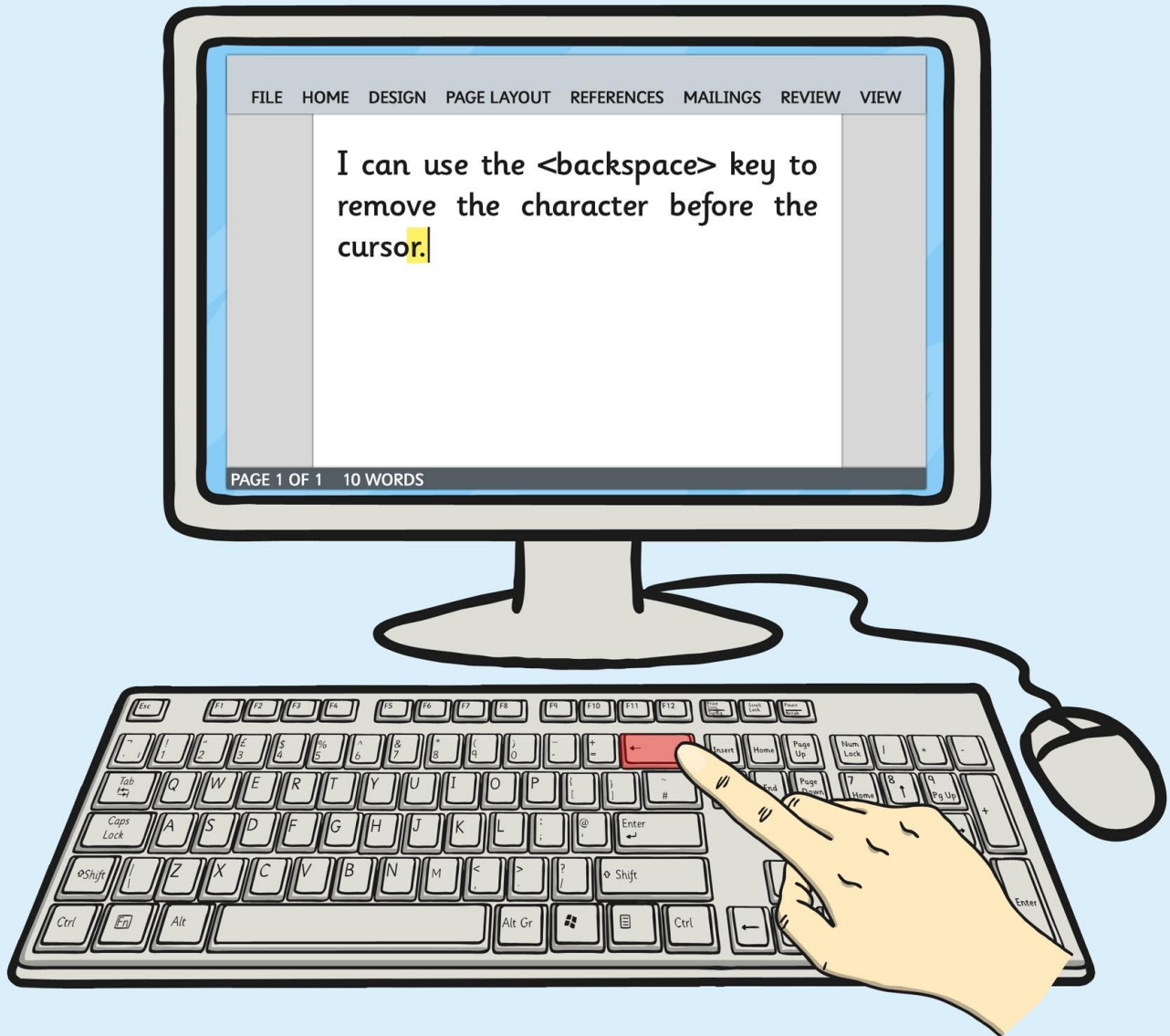



# Word Processing Skills



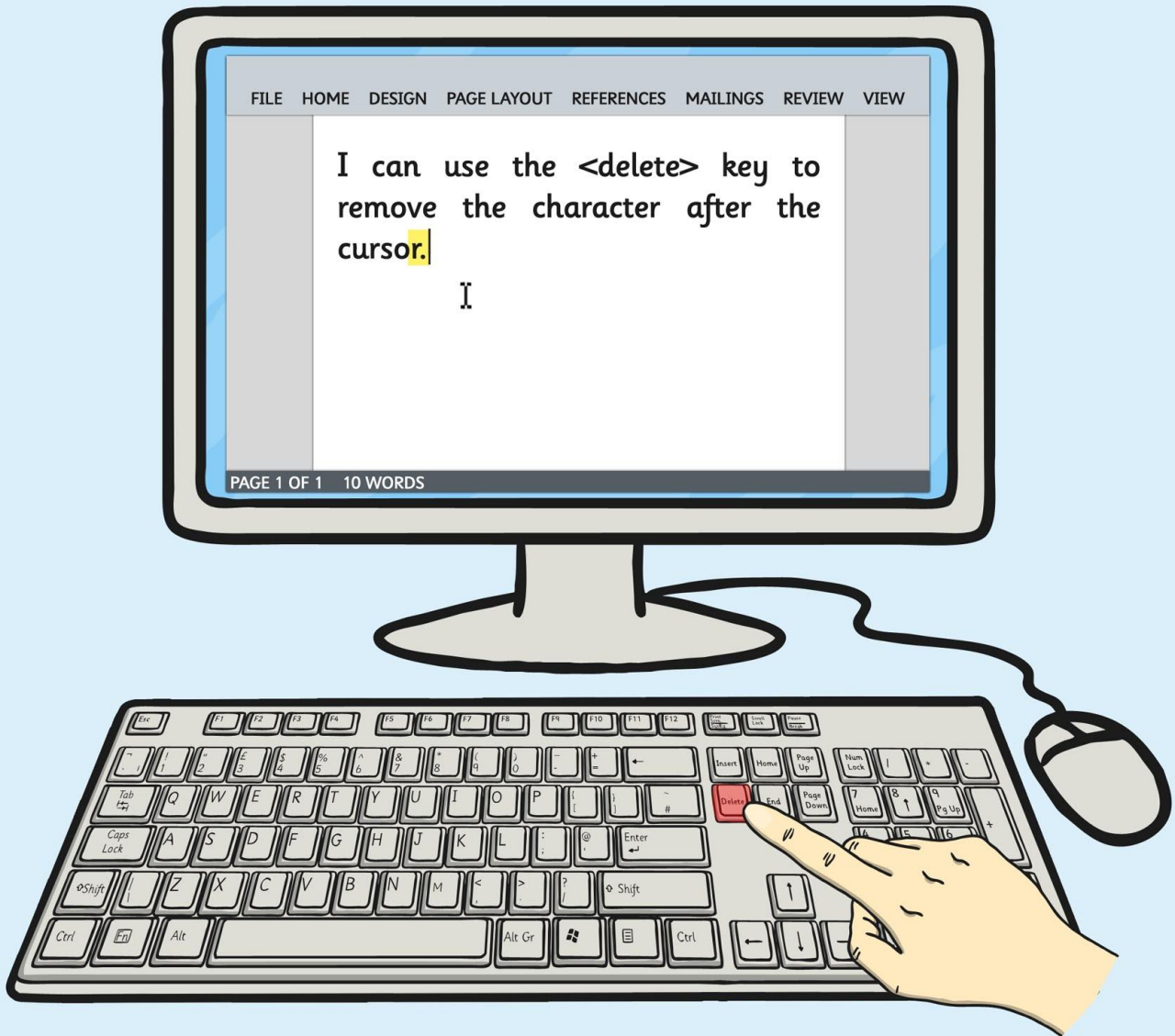
I can save  files  
in my folder  .

# Word Processing Skills

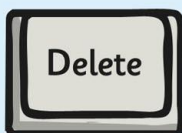


I can use the <backspace> key  to remove the character before the cursor.

# Word Processing Skills

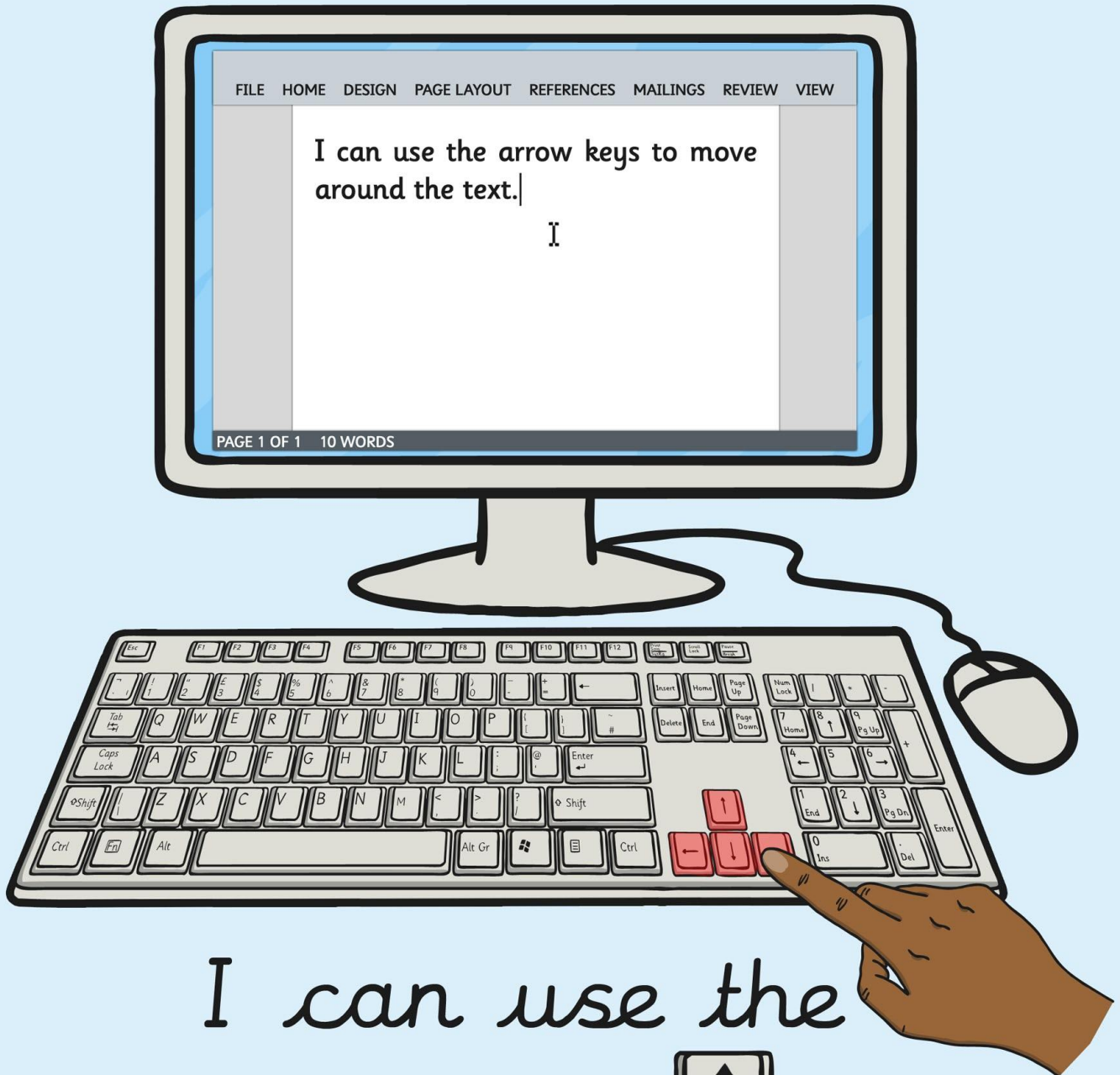


I can use the <delete> key



to remove the character after the cursor.

# Word Processing Skills



I can use the  
arrow keys  to  
move around the text.

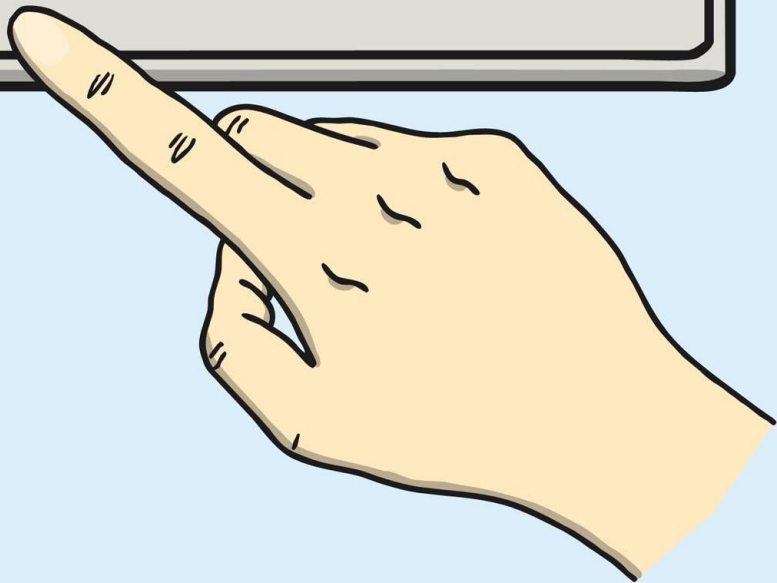
# Word Processing Skills



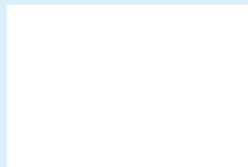
I can use 2 hands to type.

# Word Processing Skills

one space



I can use one  
space between  
words.

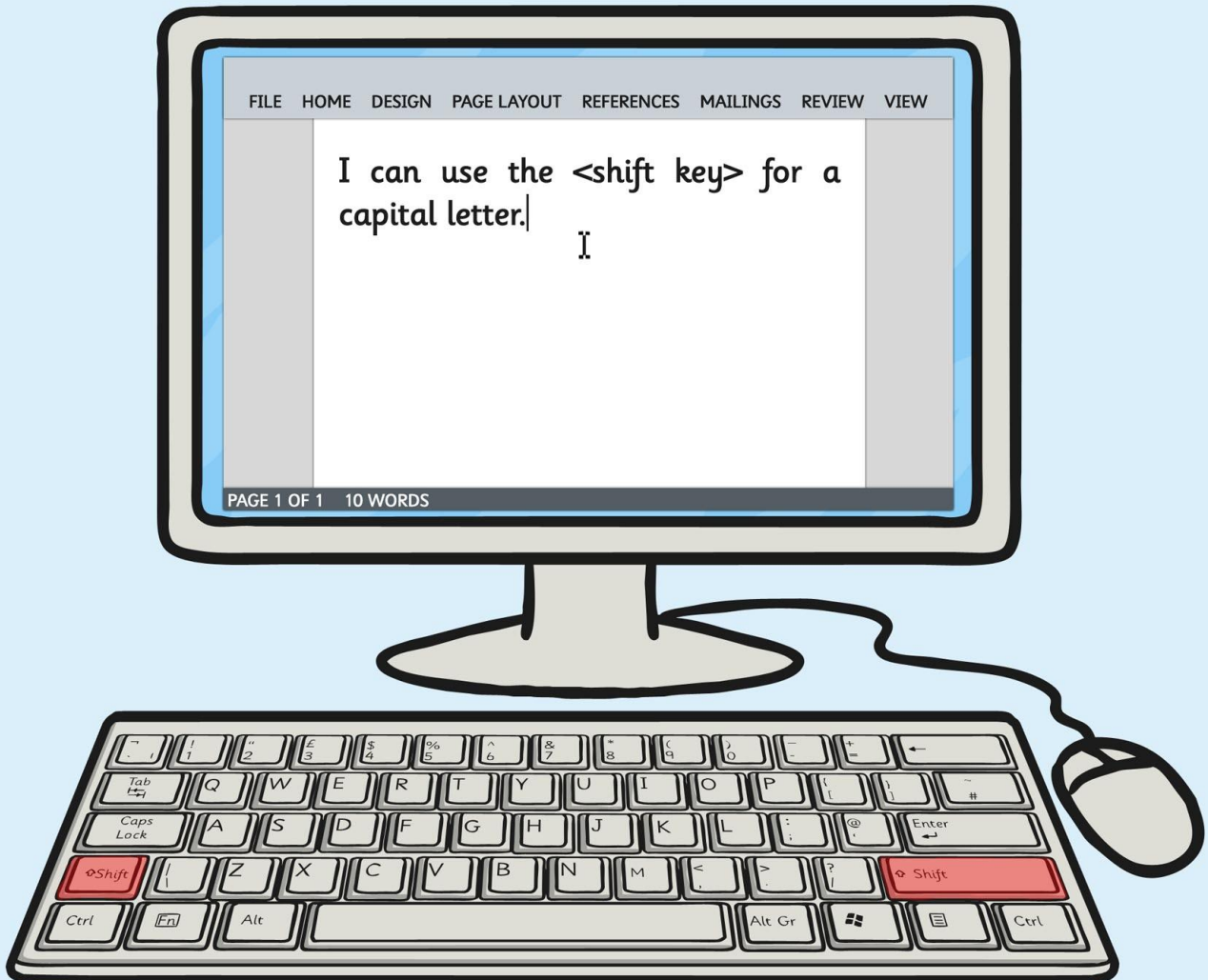



# Word Processing Skills



I can keep typing at the end of a line.

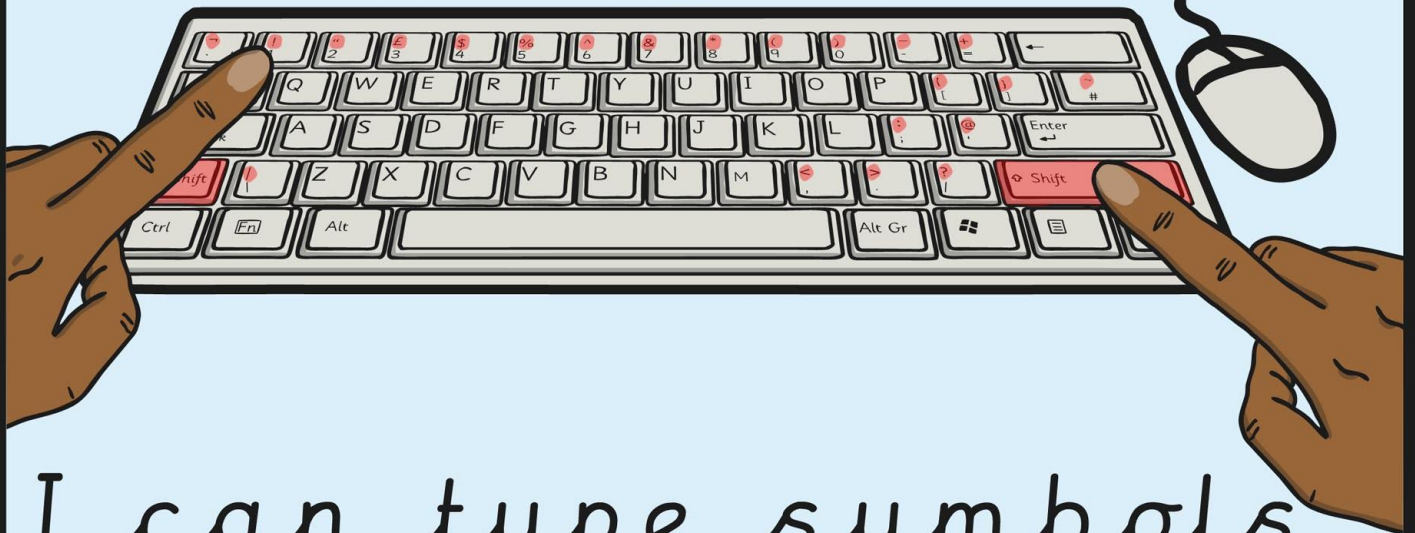
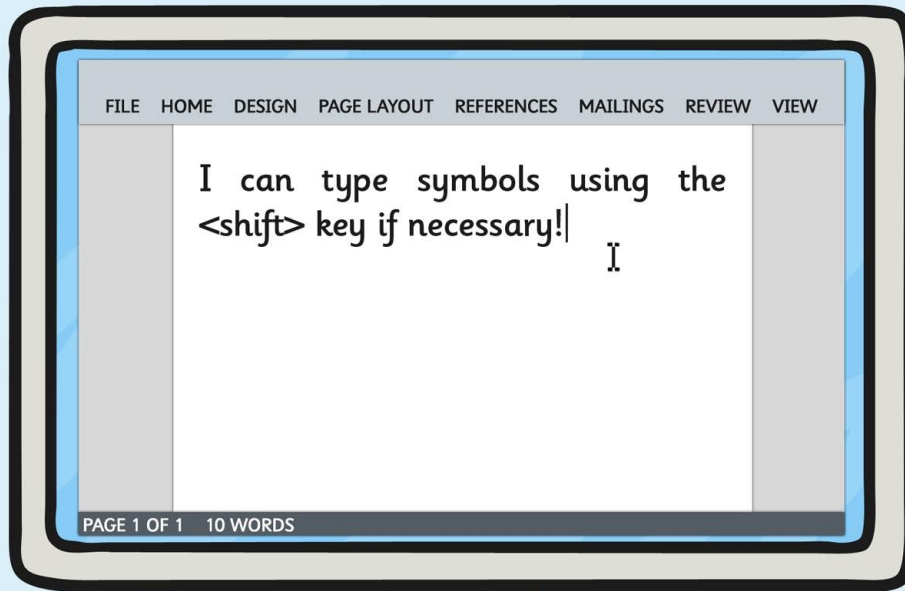
# Word Processing Skills



I can use the <shift>  
key  for a capital  
letter.



# Word Processing Skills


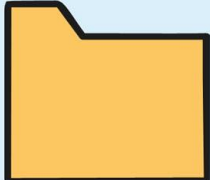


I can type symbols using the <shift> key if necessary.

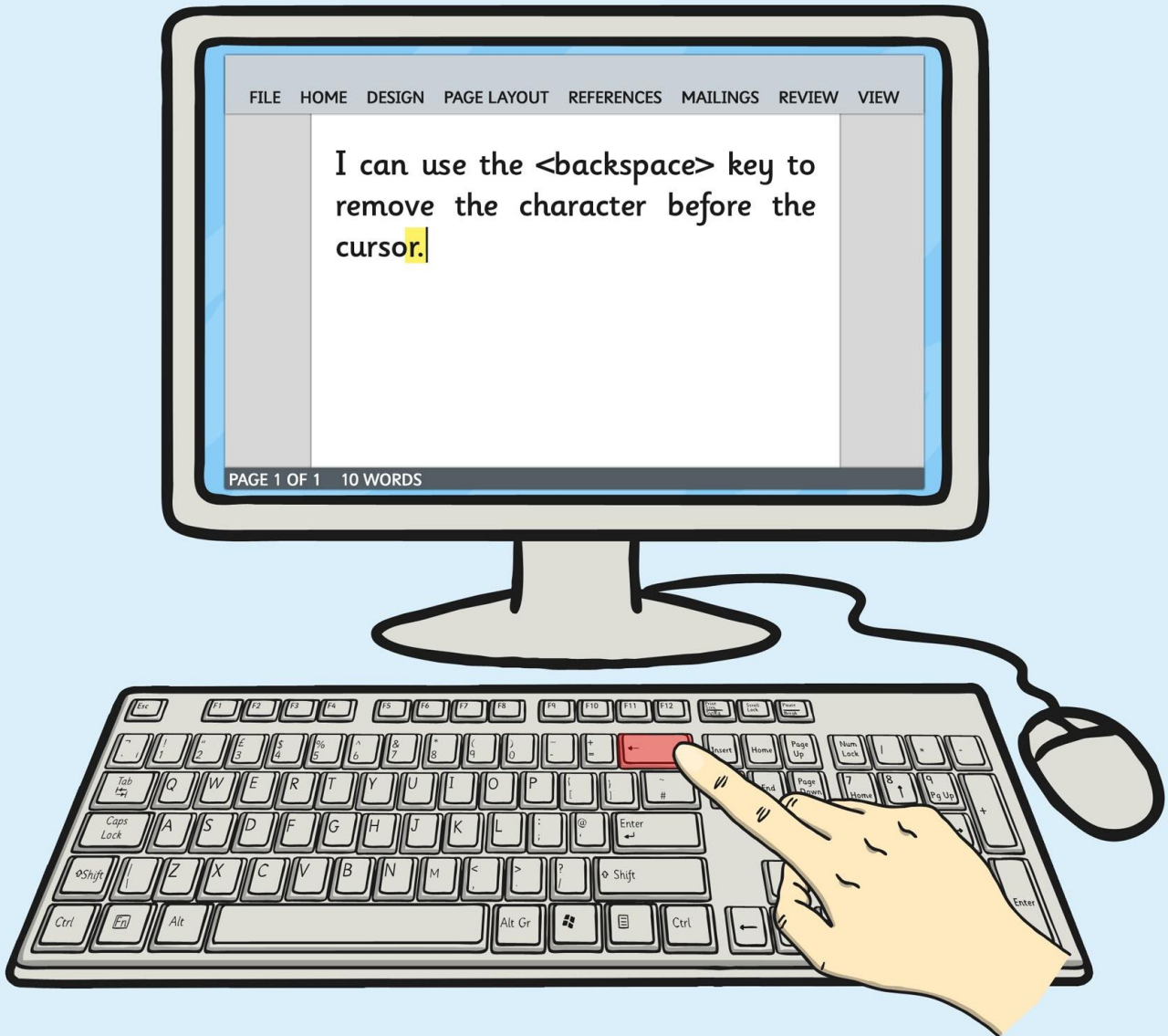


# Word Processing Skills



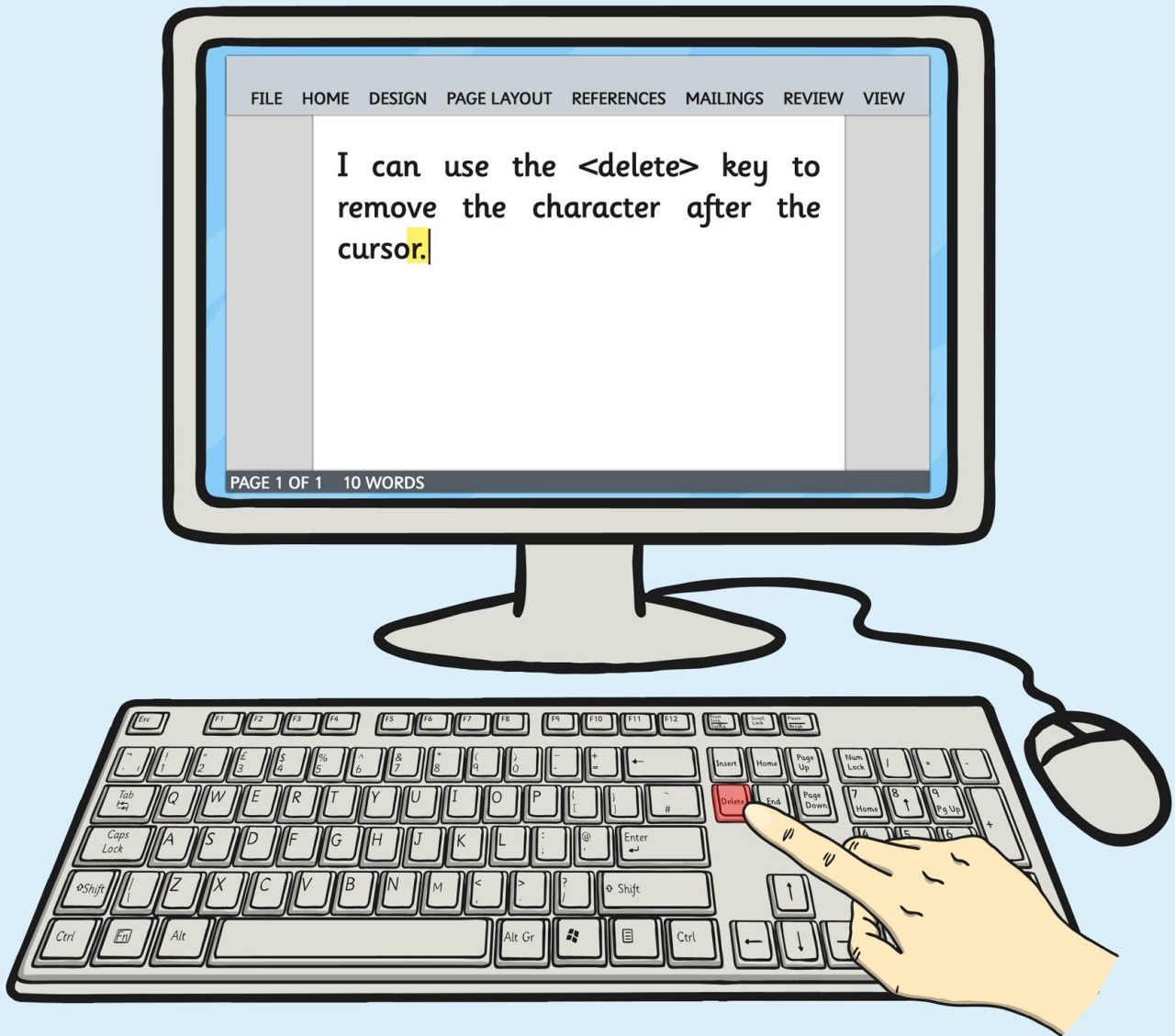
I can save  files  
in my folder  .

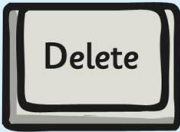
# Word Processing Skills



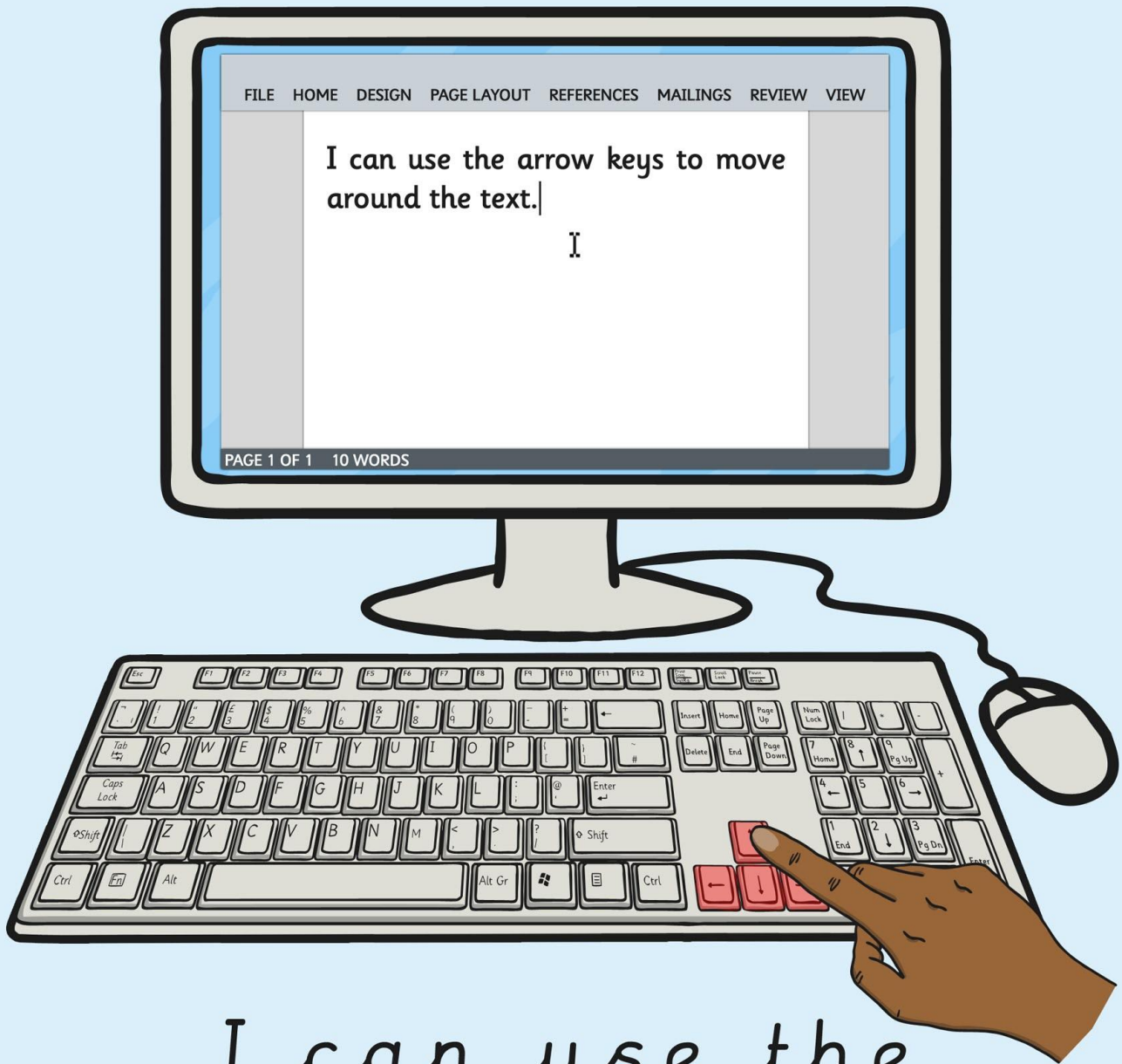
I can use the <backspace>  
key  to remove the  
character before the cursor.


# Word Processing Skills



I can use the <delete> key  
 to remove the  
character after the cursor.

# Word Processing Skills



I can use the  
arrow keys  to  
move around the text.

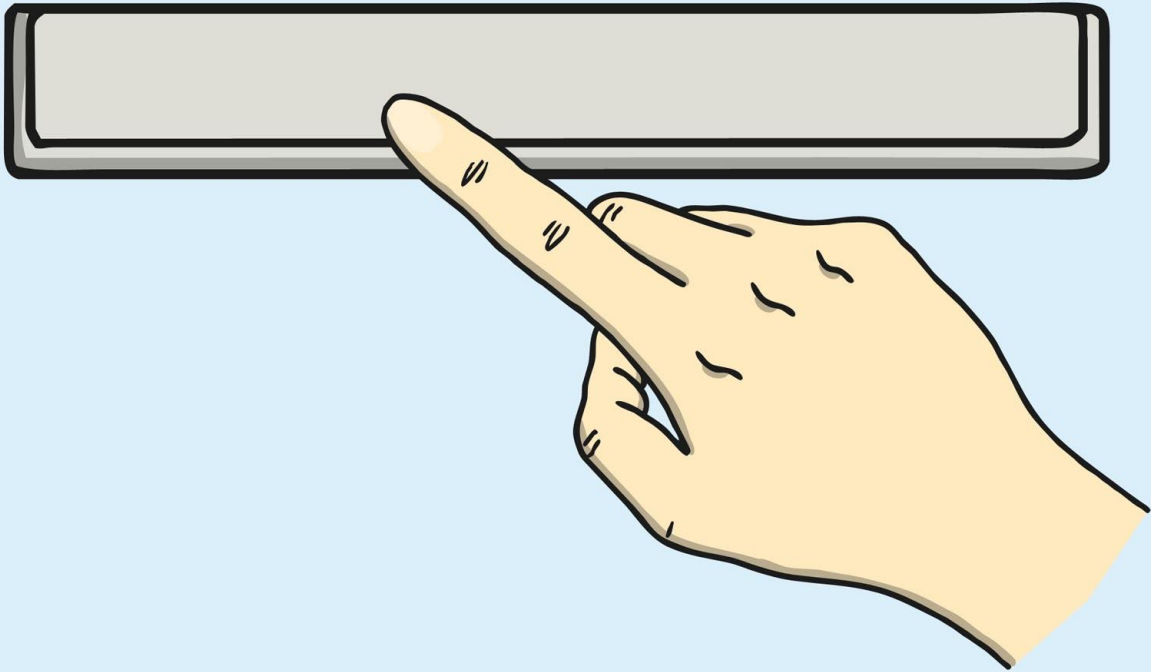
# Word Processing Skills



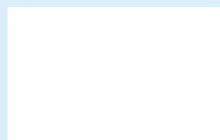
**I can use 2 hands  
to type.**

# Word Processing Skills

one space



I can use one space  
between words.



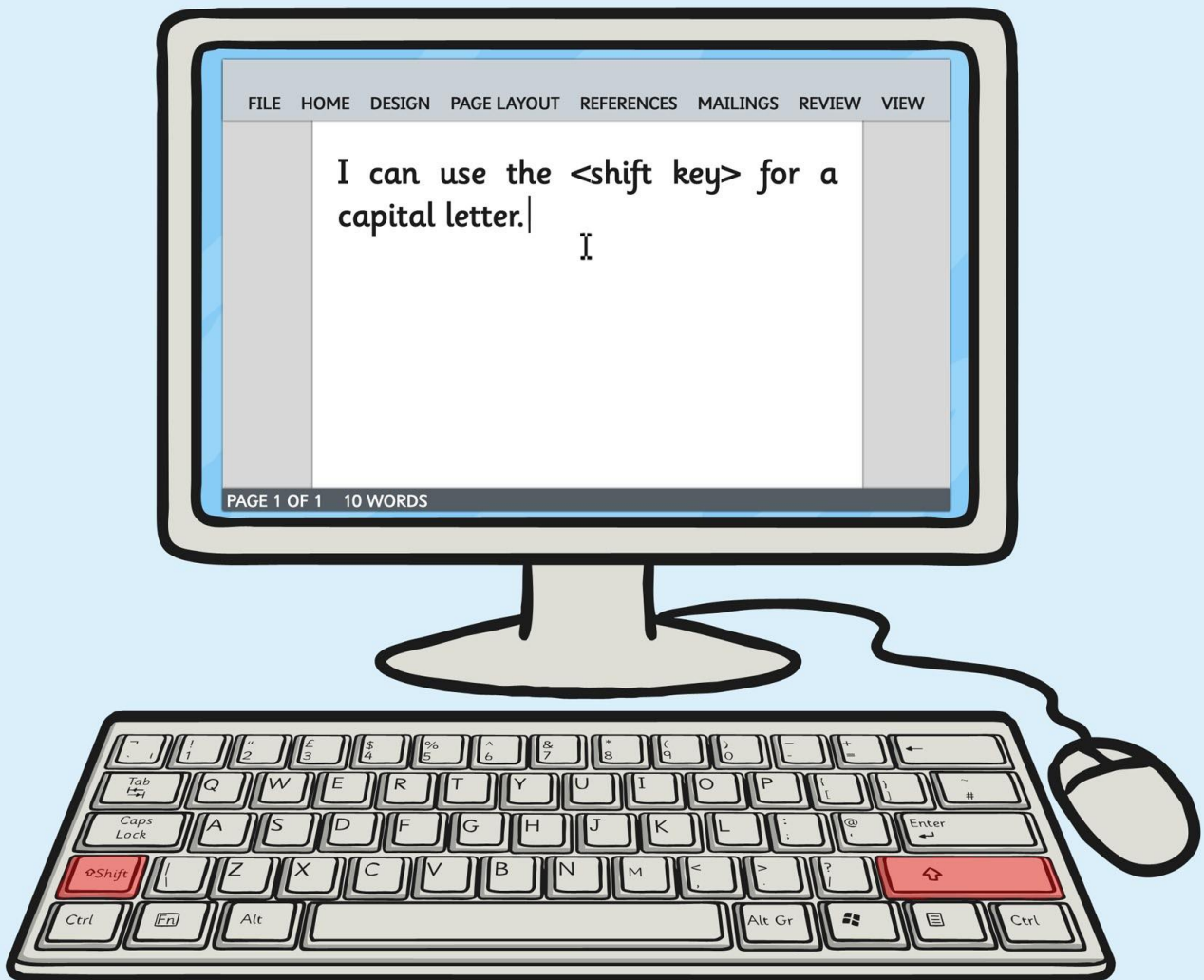
# Word Processing Skills



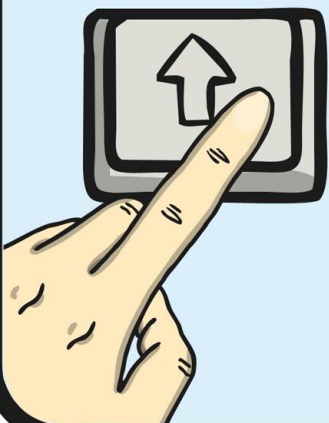
**I can keep typing at  
the end of a line.**



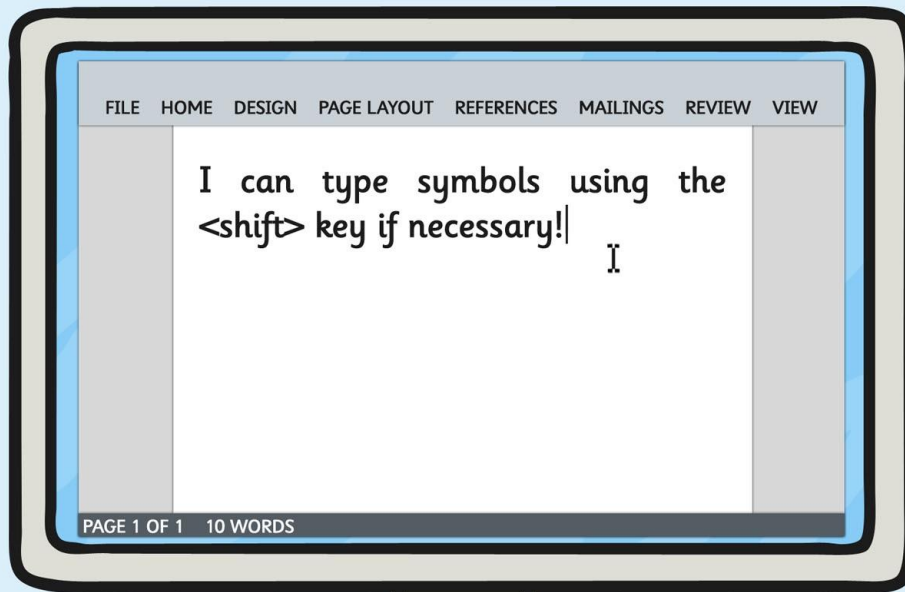
# Word Processing Skills




I can use the <shift> key  
for a capital letter.



# Word Processing Skills



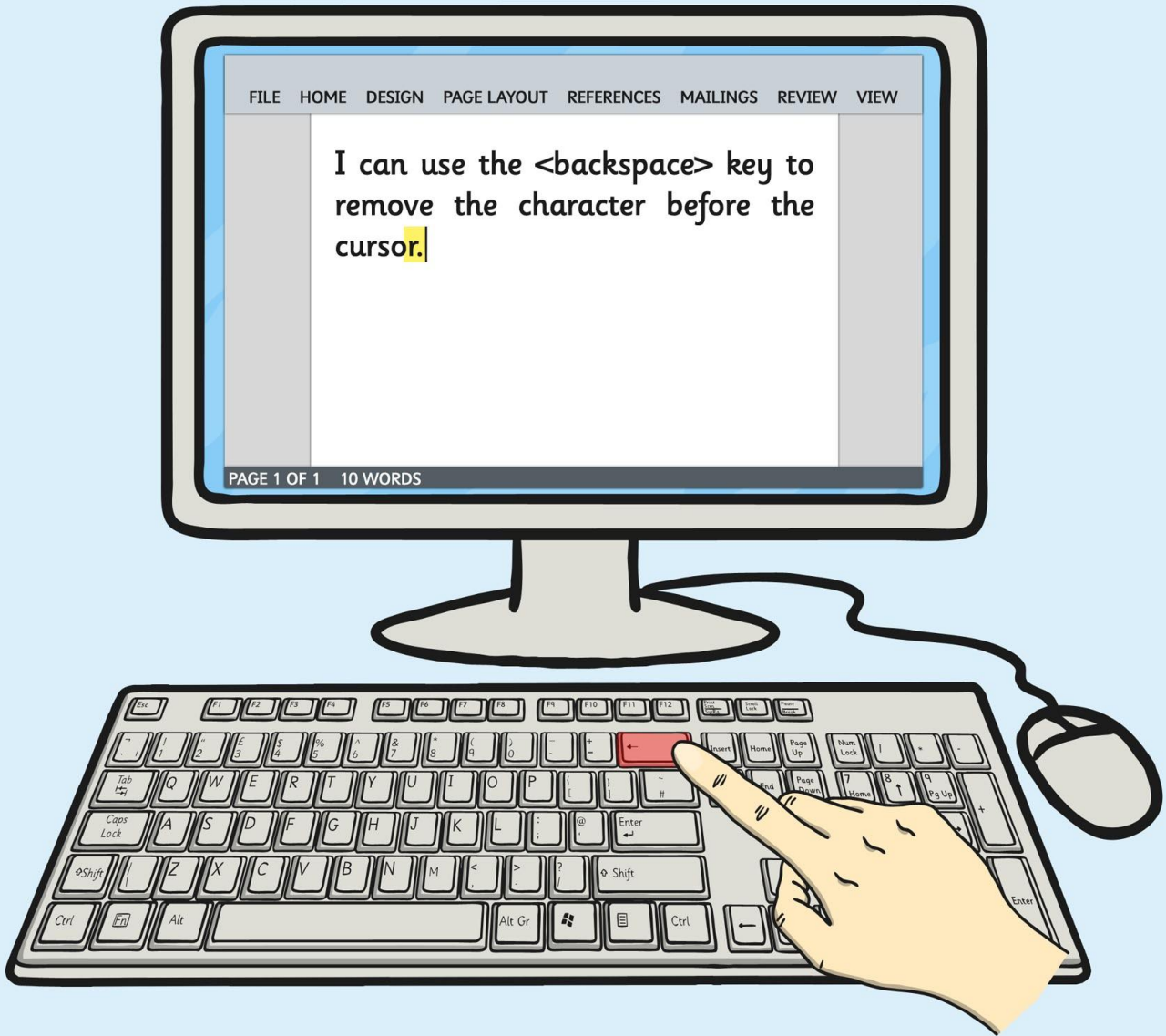
I can type symbols  
using the <shift> key  
 if necessary.


# Word Processing Skills



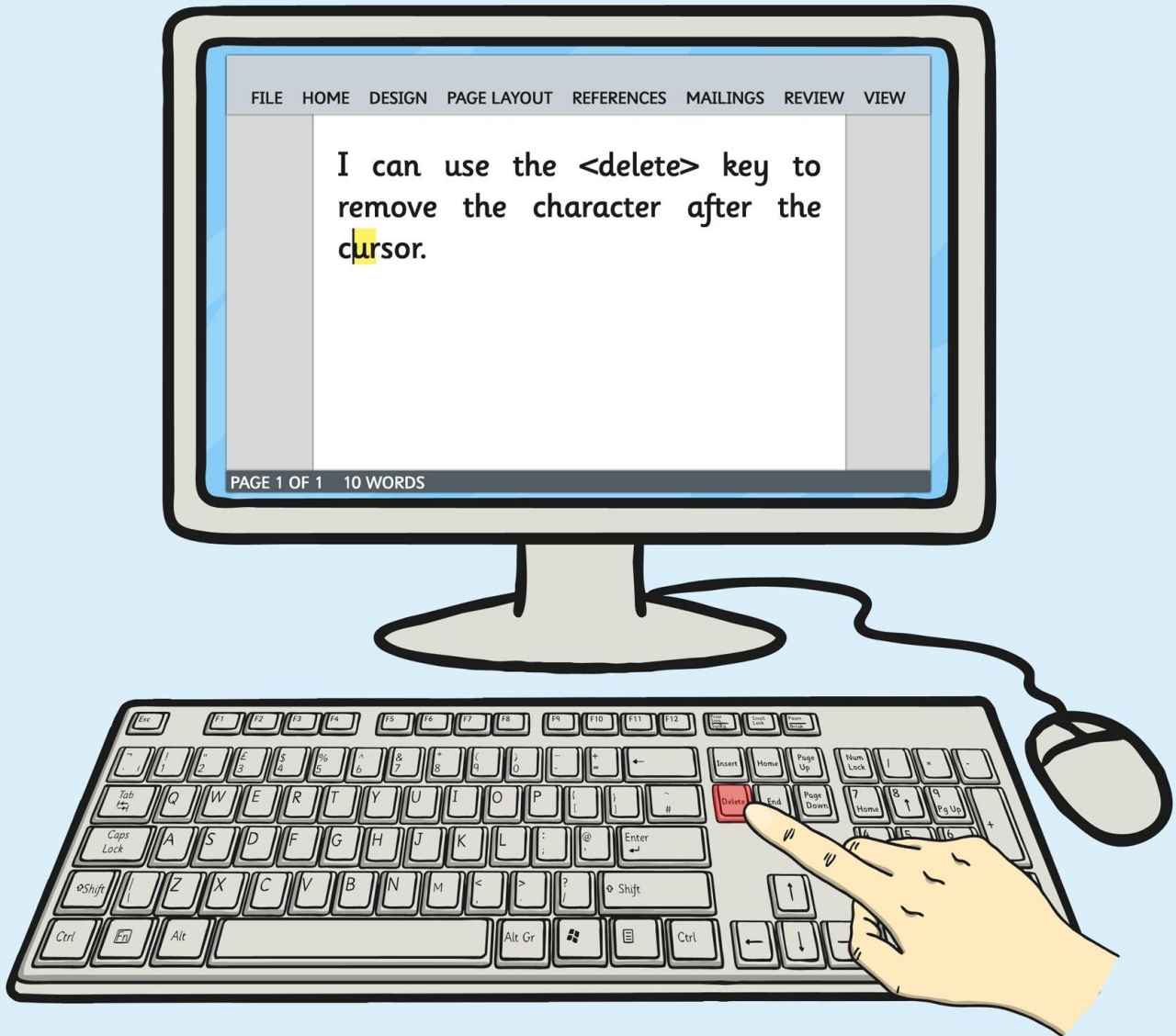
I can save  files  
in my folder .

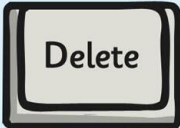
# Word Processing Skills



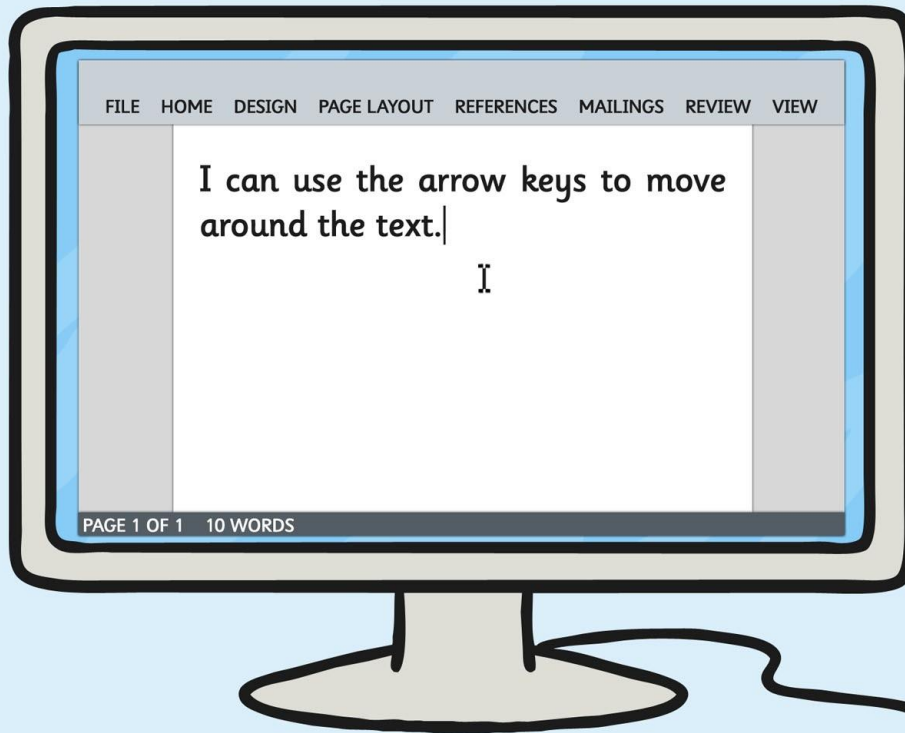
I can use the **<backspace>** key  to remove the character before the cursor.

# Word Processing Skills

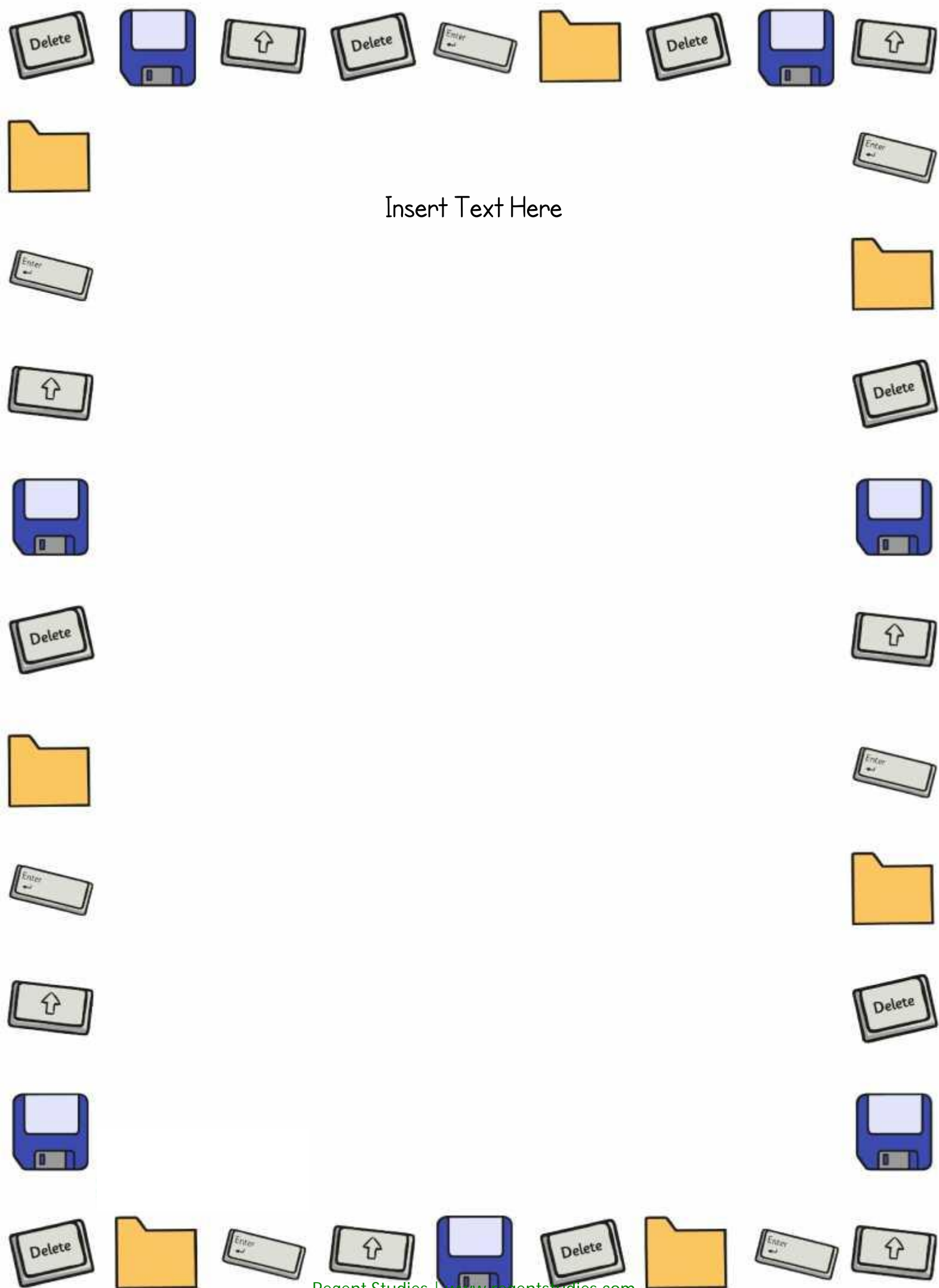


I can use the <delete>  
key  to remove the  
character after the cursor.

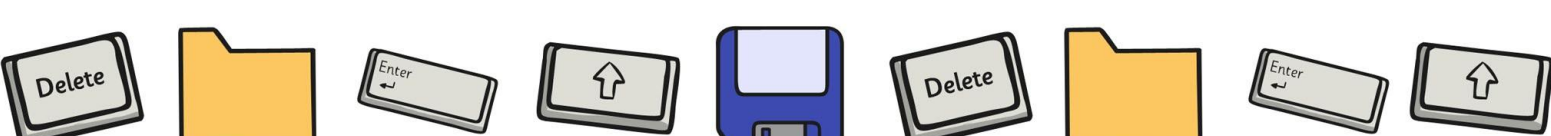
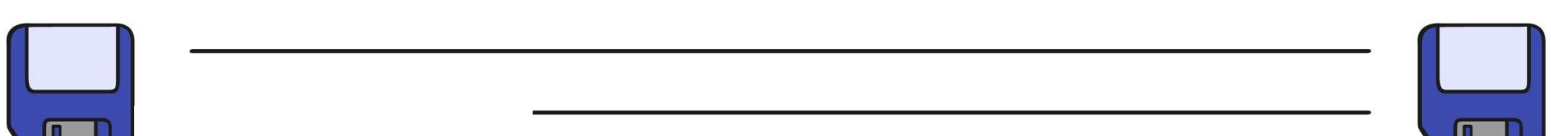
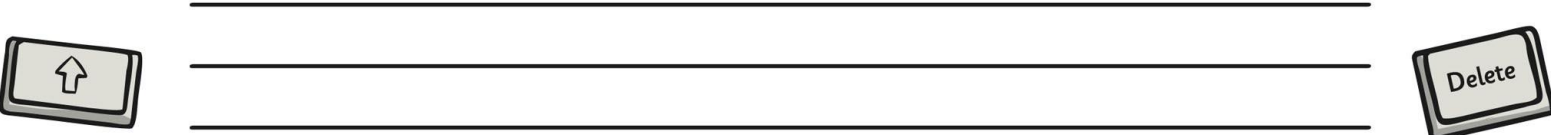
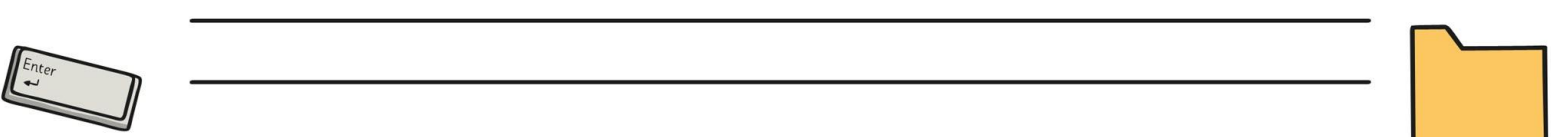
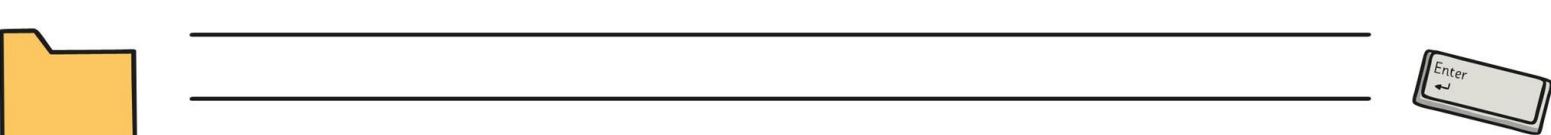
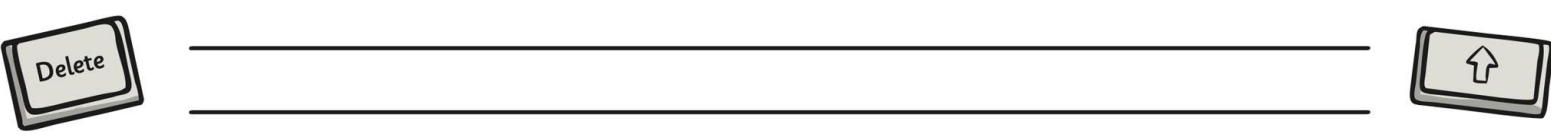
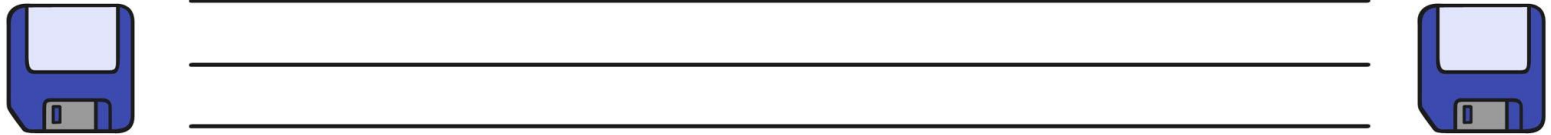
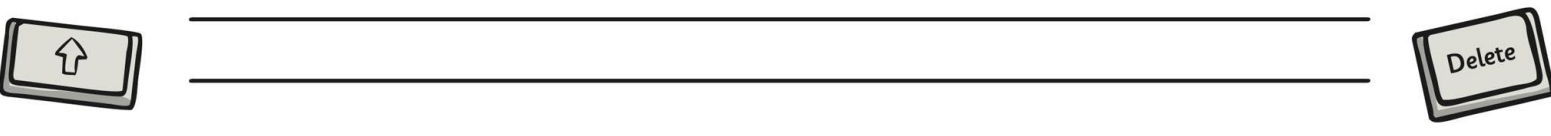
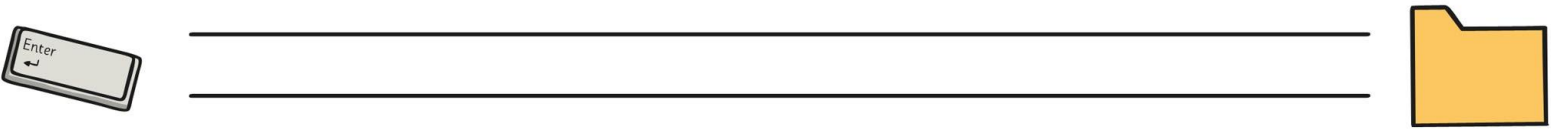
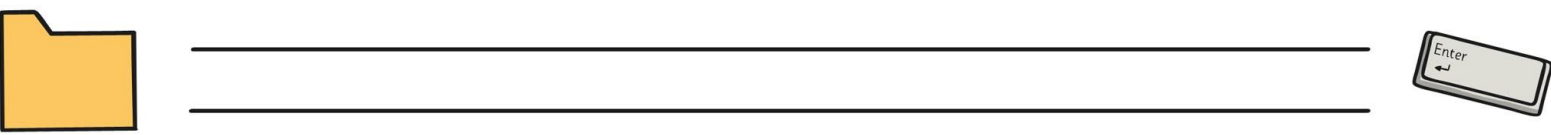
# Word Processing Skills



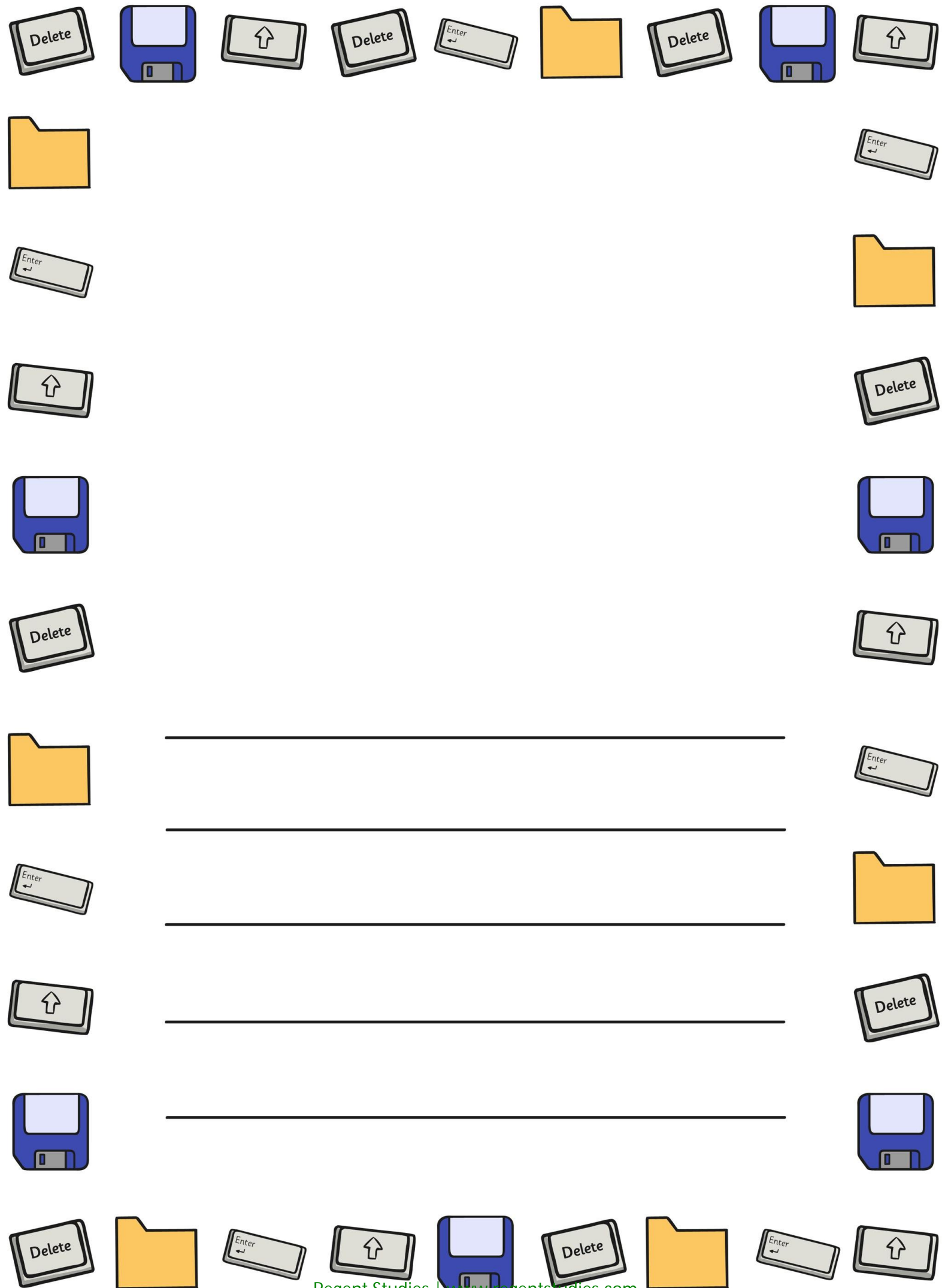
I can use the  
arrow keys  to  
move around the text.

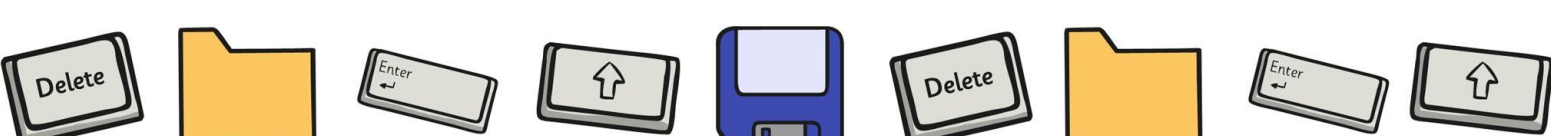
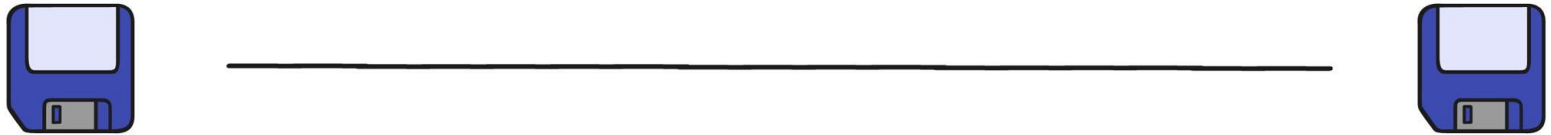


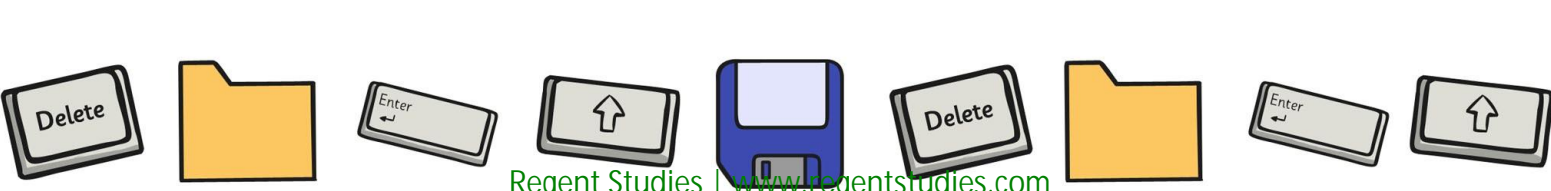
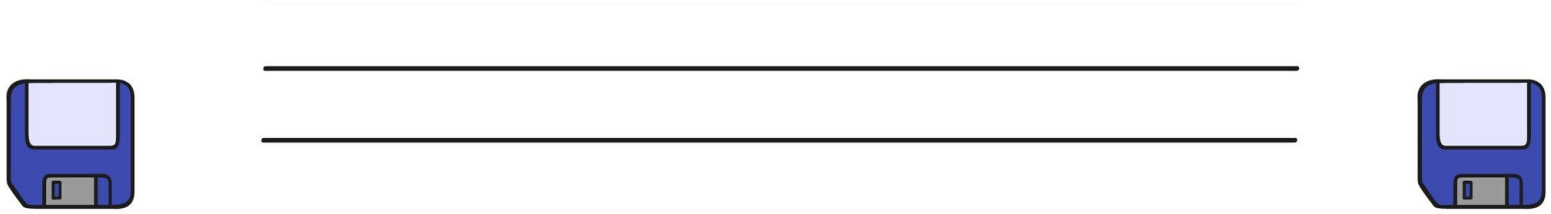
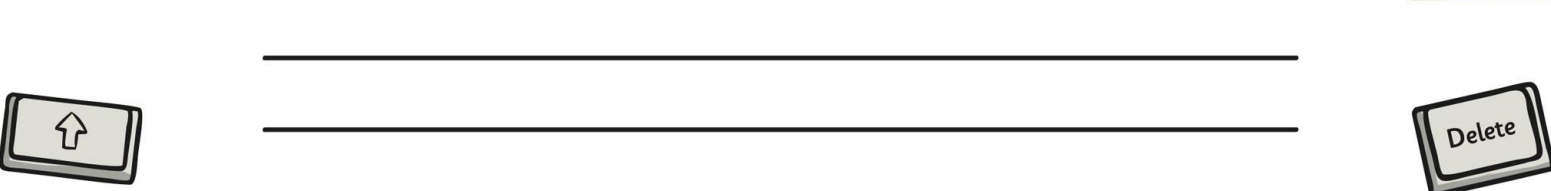
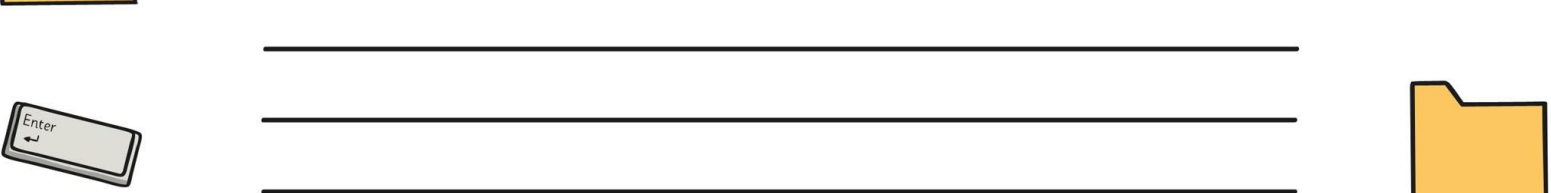
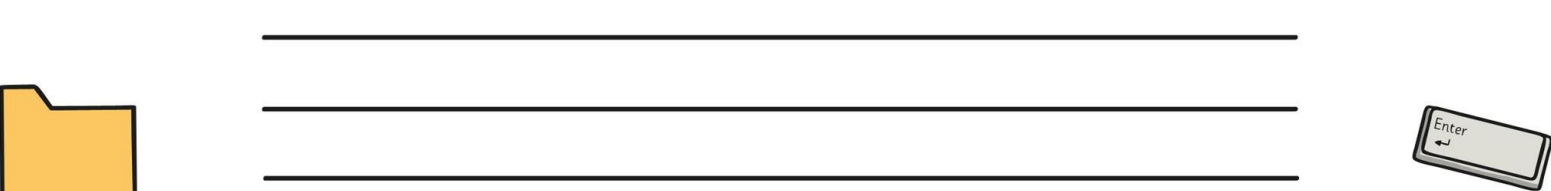
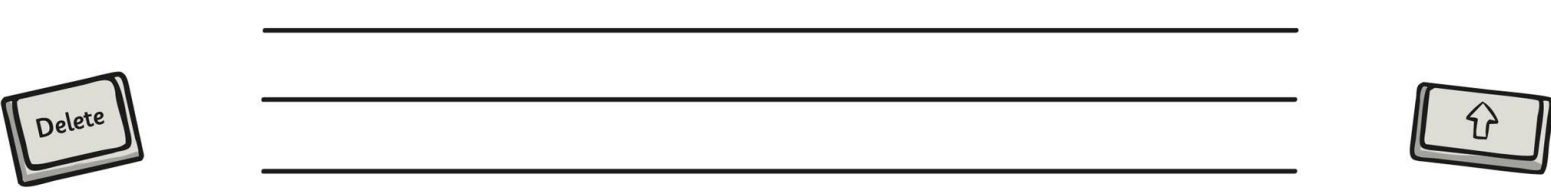
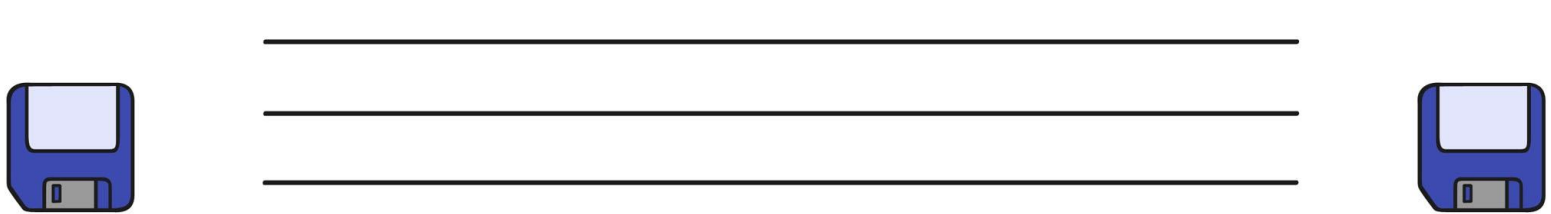
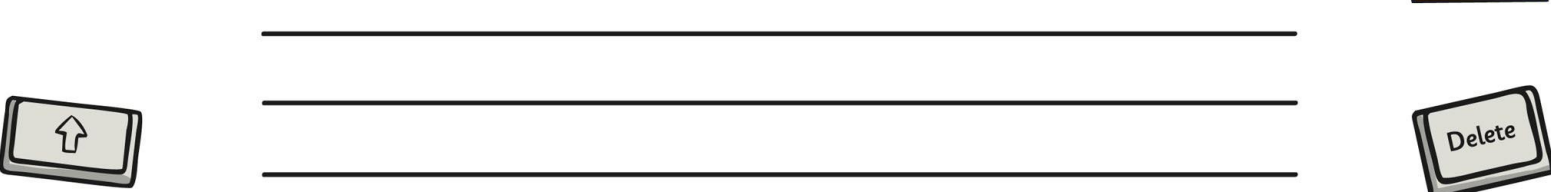
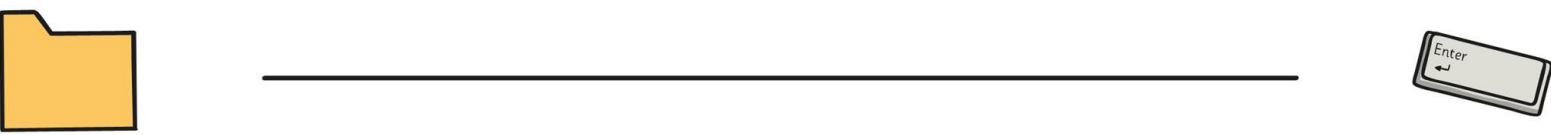
Insert Text Here



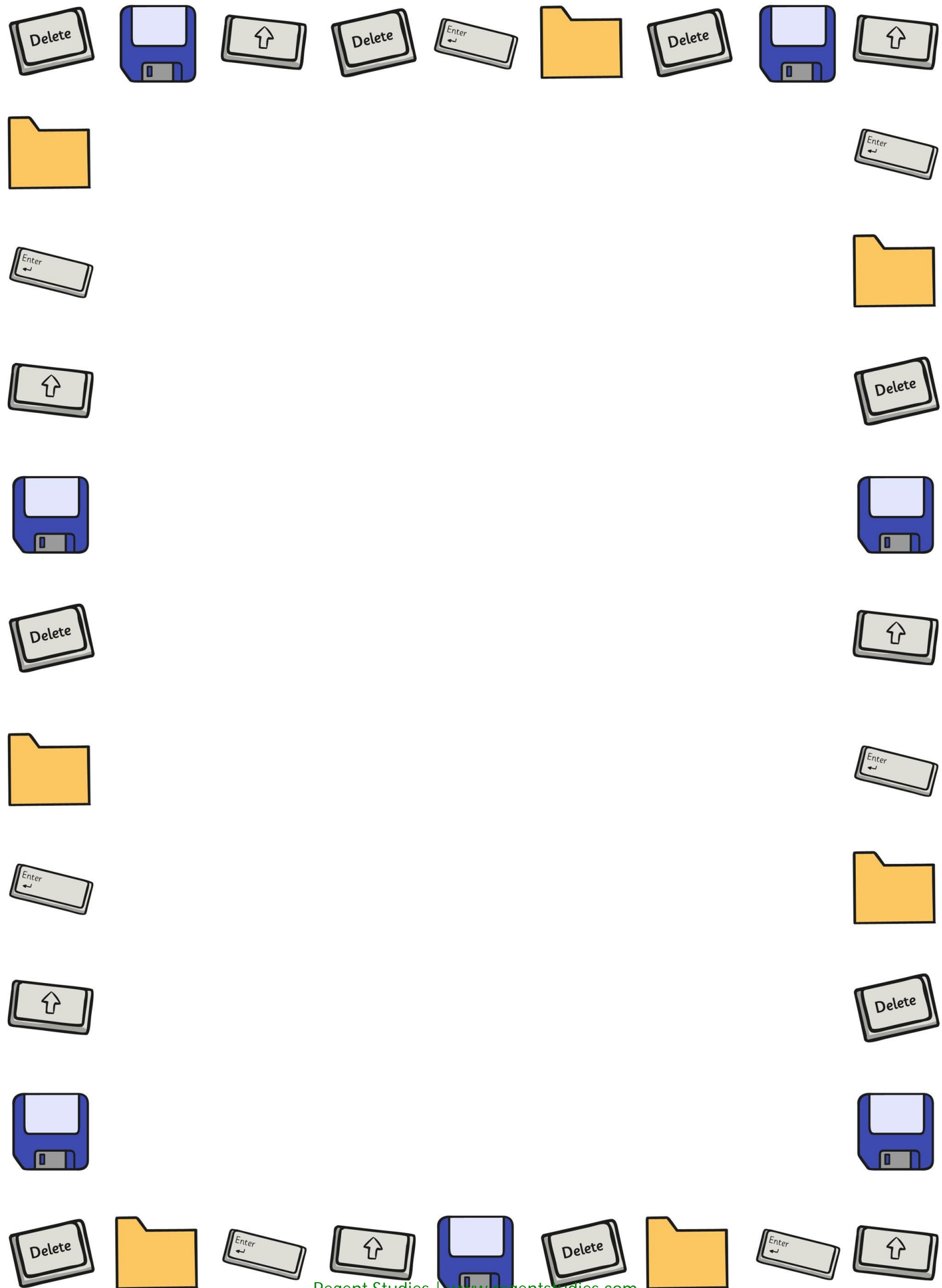


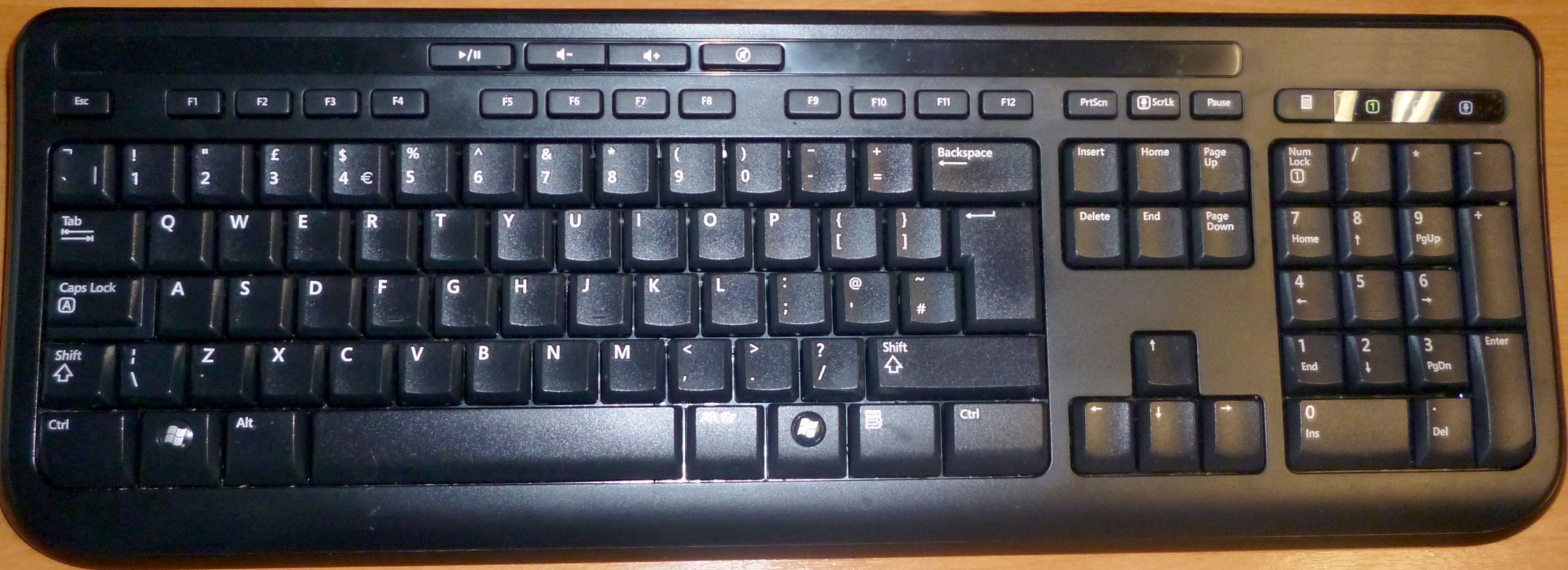






Handwriting practice lines consisting of 10 rows of horizontal lines.







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Ctrl

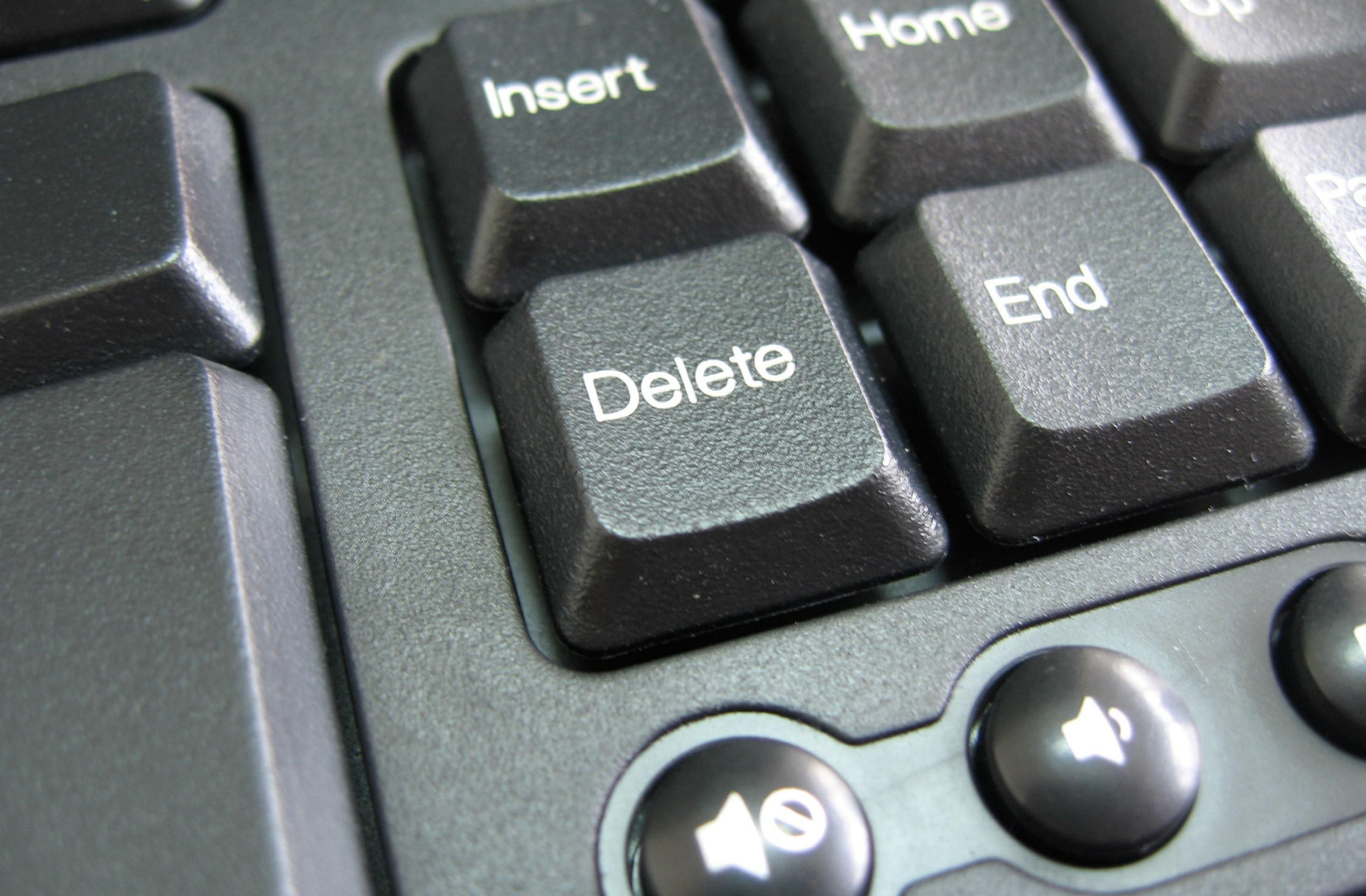


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# Save As

OneDrive - Personal

Computer

Add a Place



- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options

Document1 - Word



## Computer

Save As

My Folder > My Work

Search My Work

Organize New folder

Name	Date modified	Type	Size
No items match your search.			

Desktop  
Downloads

Libraries

- Documents
- Music
- Pictures
- Videos

Computer

- Windows7 (C:)

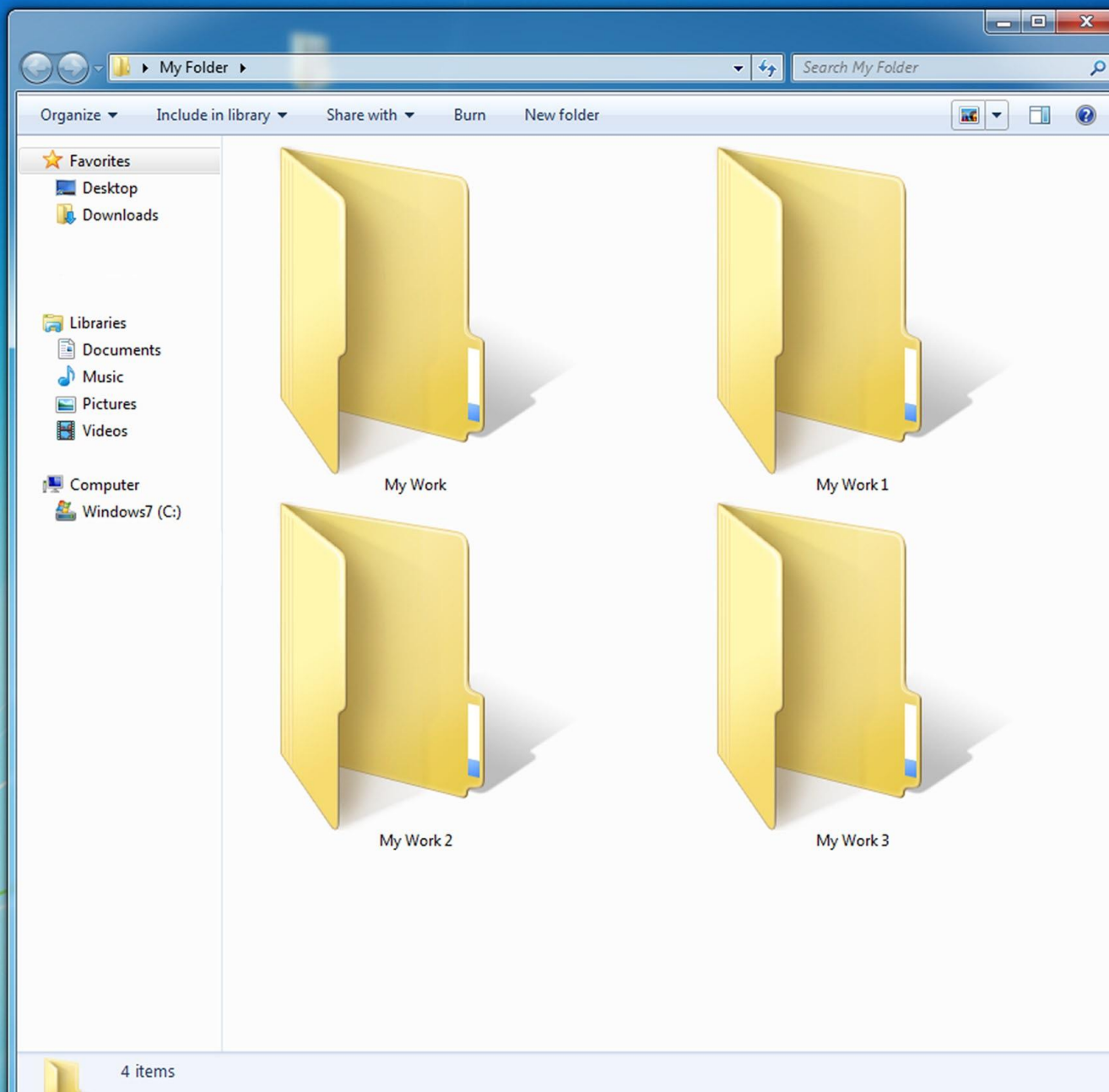
File name: My Name

Save as type: Word Document

Authors: Tags: Add a tag Title: Add a title

Save Thumbnail

Hide Folders Tools Save Cancel





keyboard



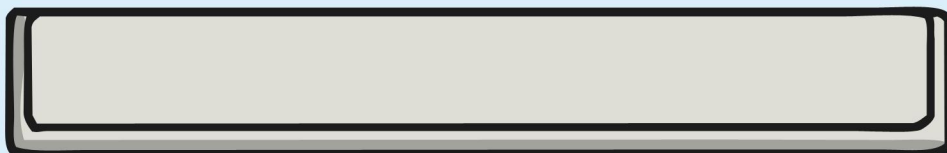
type



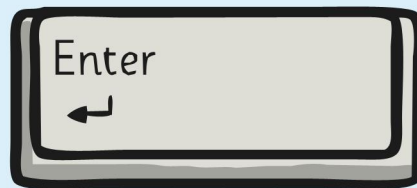
shift



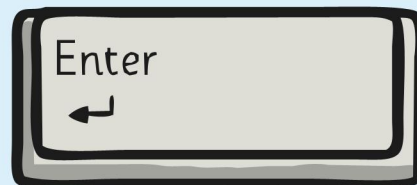
space bar



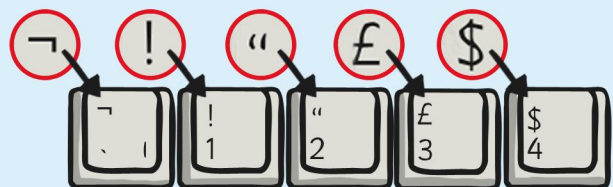
*return*



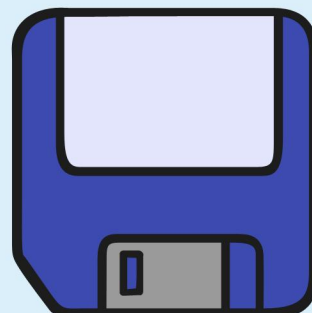
*enter*



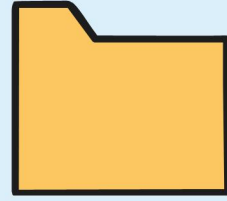
*symbol*



*save*



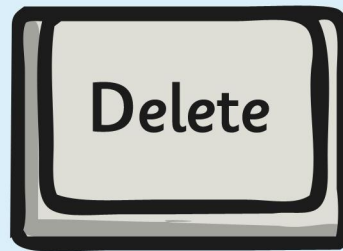
folder



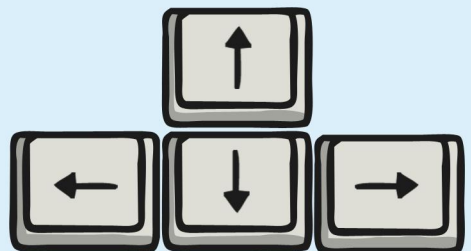
backspace



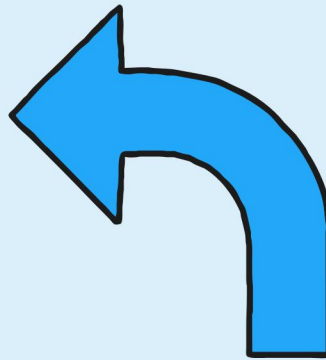
delete



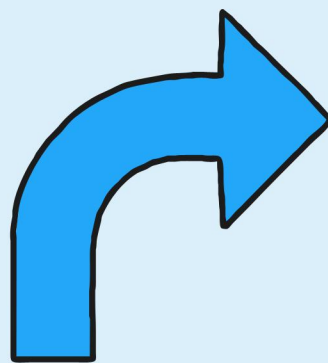
arrow keys



*undo*



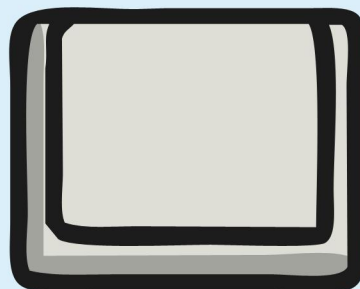
*redo*



*format*



*key*



*bold*

**B**

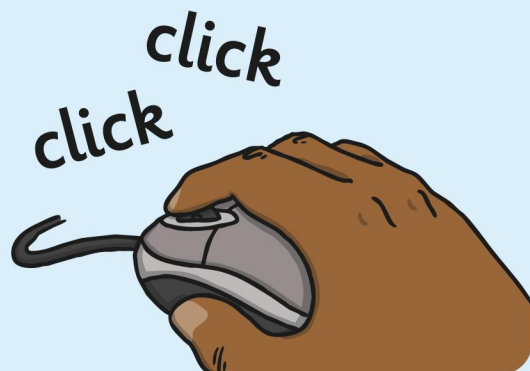
*italics*

*I*

*underline*

U

*select*



keyboard



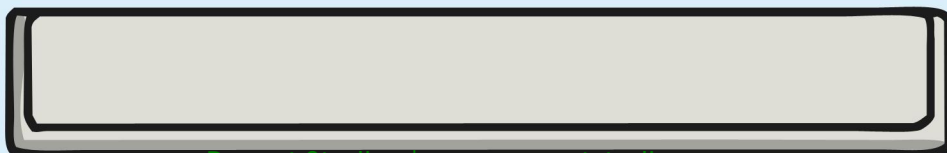
type



shift



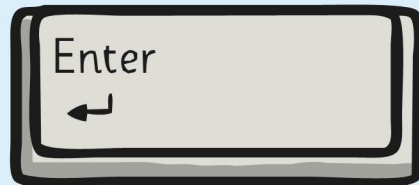
space bar



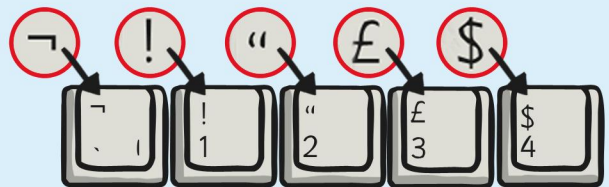
*return*



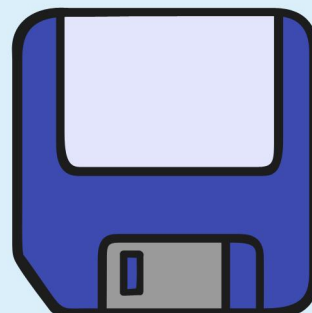
*enter*



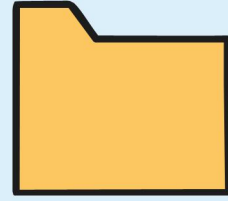
*symbol*



*save*



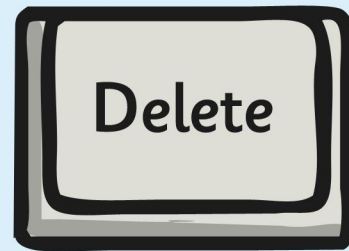
folder



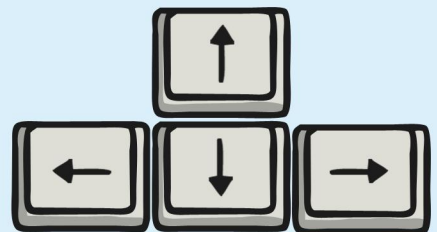
backspace



delete

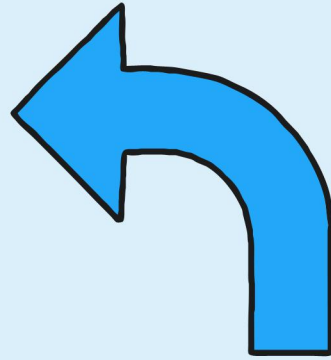


arrow keys

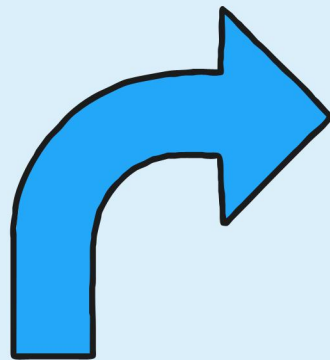




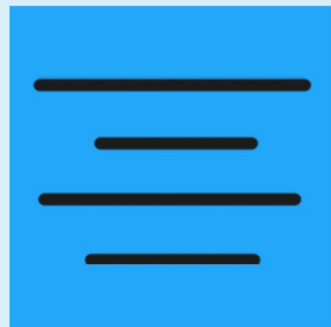
*undo*



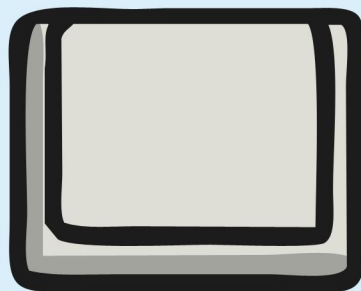
*redo*



*format*



*key*



*bold*

**B**

*italics*

*I*

*underline*

U

*select*



# keyboard



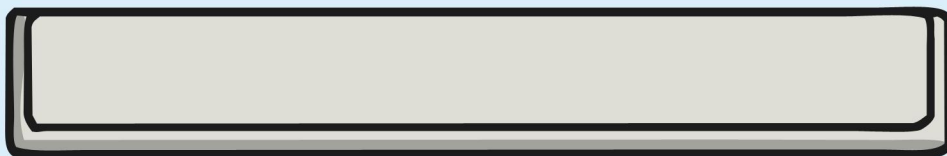
# type



# shift



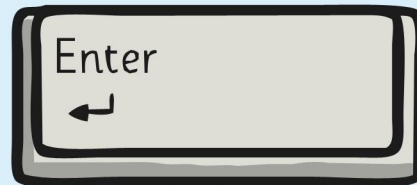
# space bar



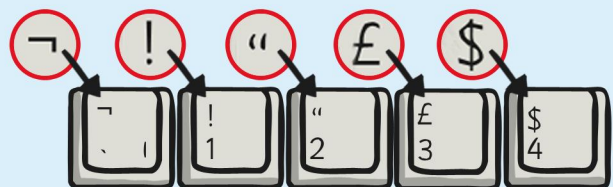
**return**



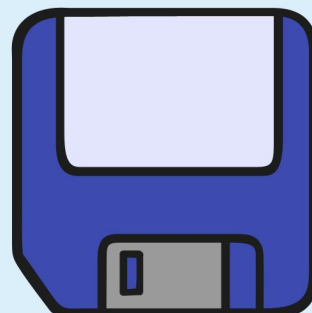
**enter**



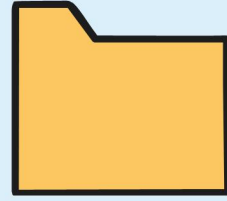
**symbol**



**save**



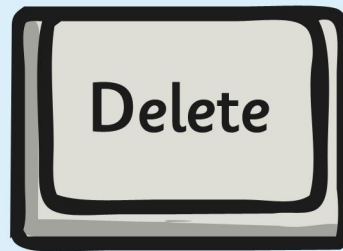
folder



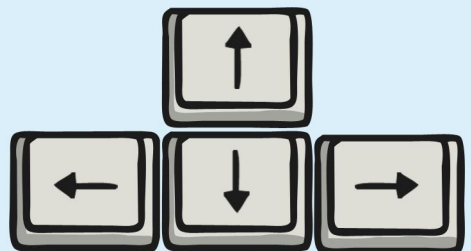
backspace



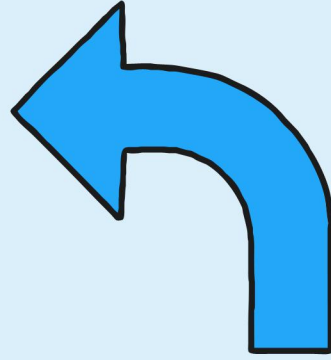
delete



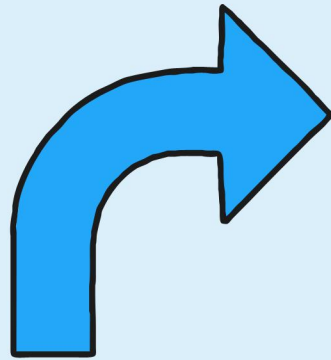
arrow keys



undo



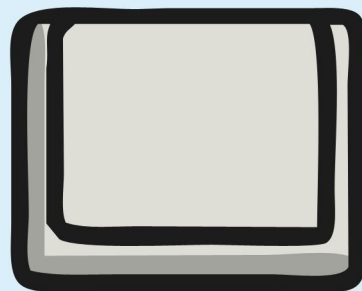
redo



format



key



bold

**B**

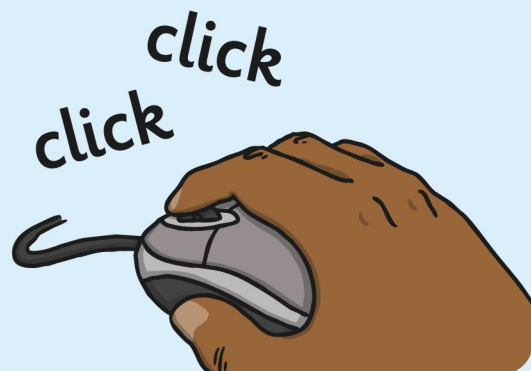
italics

*I*

underline

U

select



# Word Processing Skills



keyboard



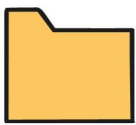
backspace



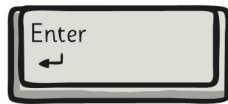
shift



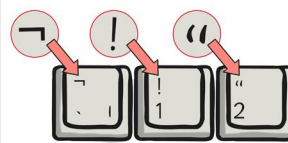
type



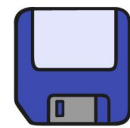
folder



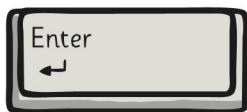
enter



symbols



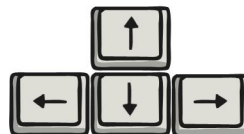
save



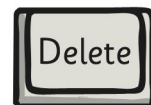
return



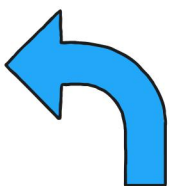
space bar



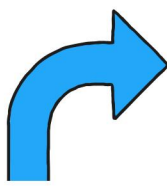
arrow keys



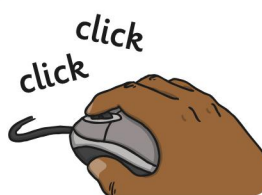
delete



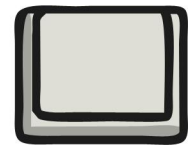
undo



redo



select



key



bold



italics

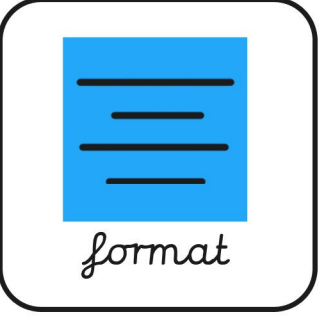
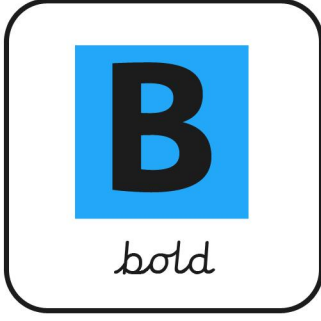
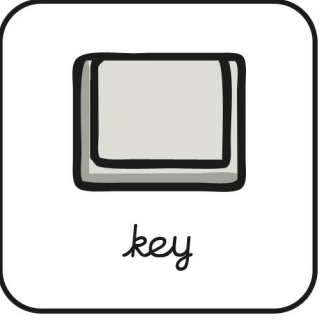
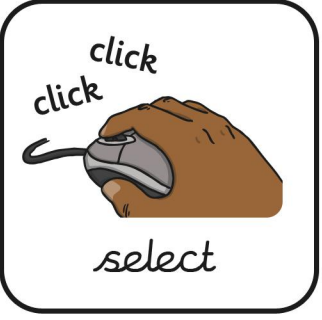
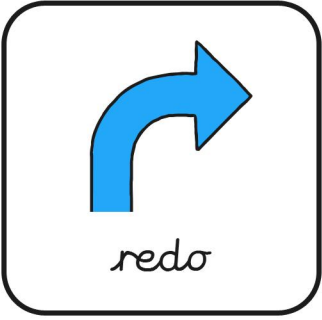
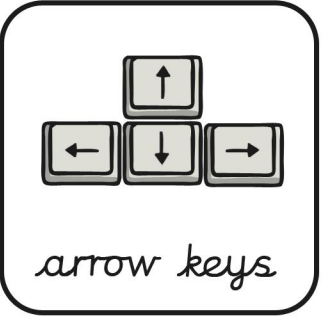
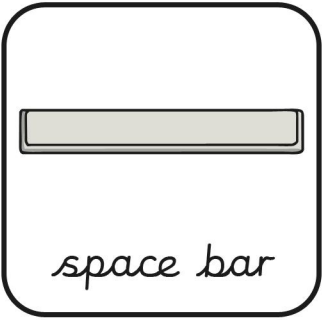
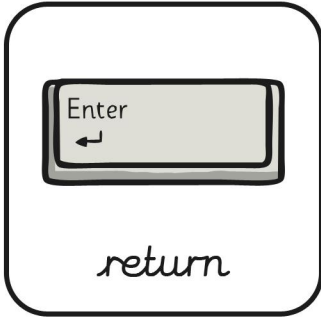
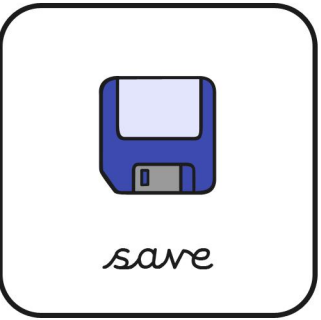
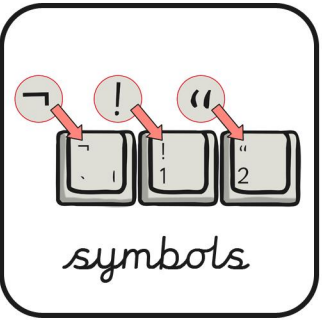
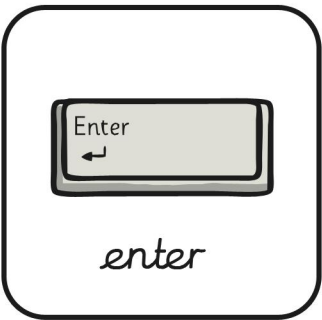
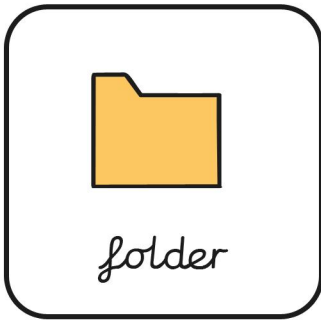
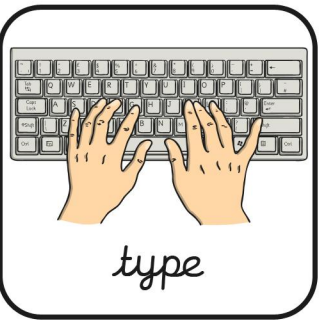
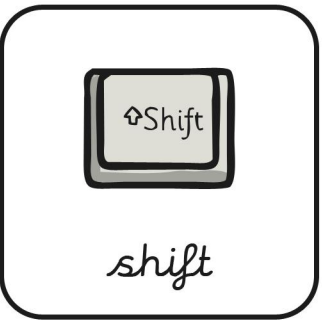
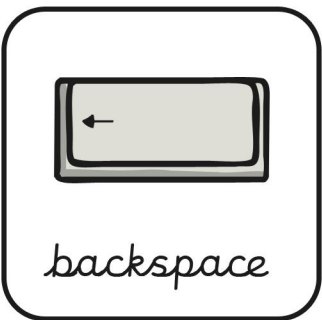


underline



format





# Word Processing Skills



keyboard



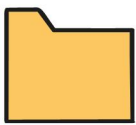
backspace



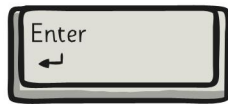
shift



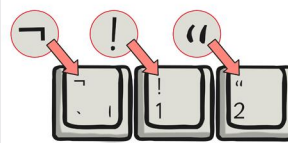
type



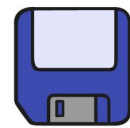
folder



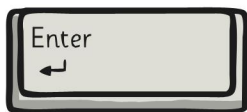
enter



symbols



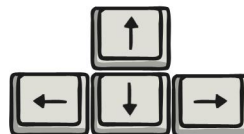
save



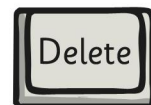
return



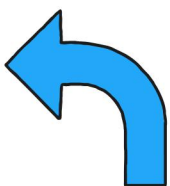
space bar



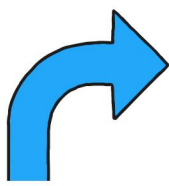
arrow keys



delete



undo



redo



select



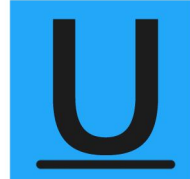
key



bold



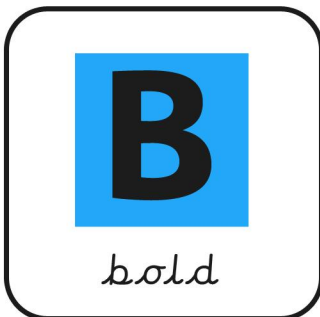
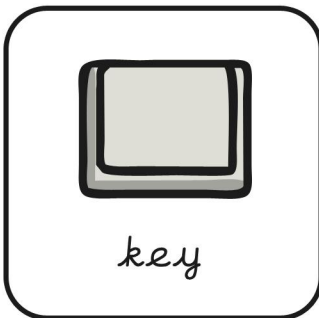
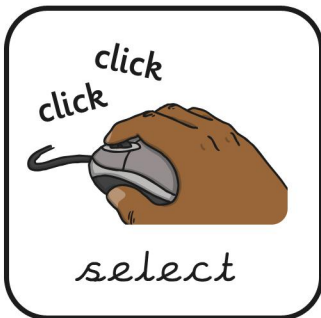
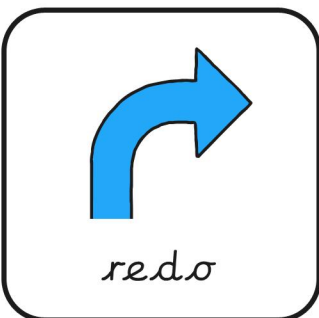
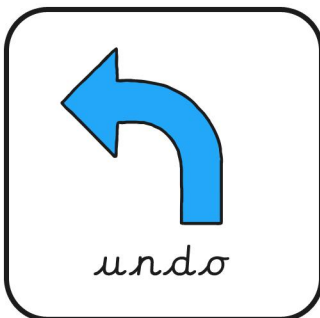
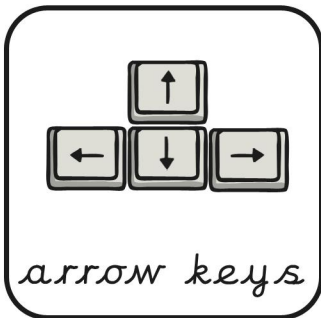
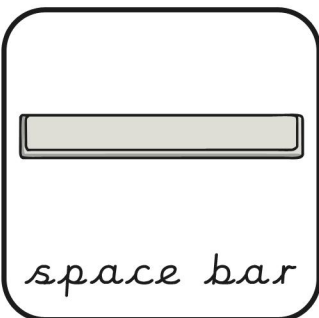
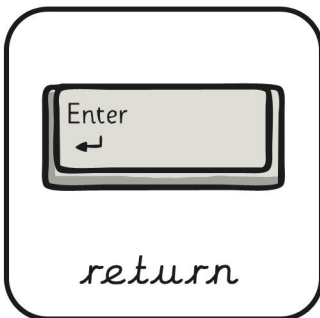
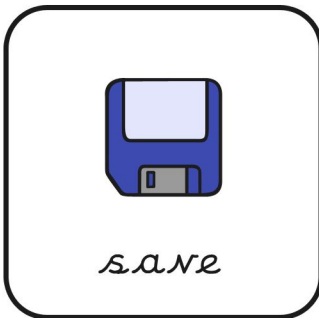
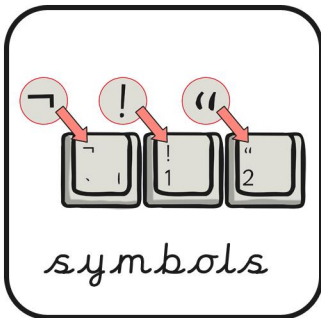
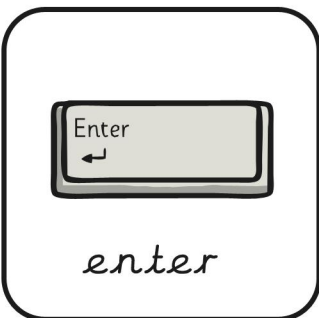
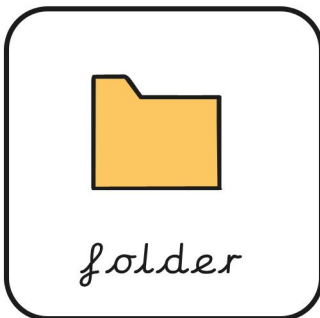
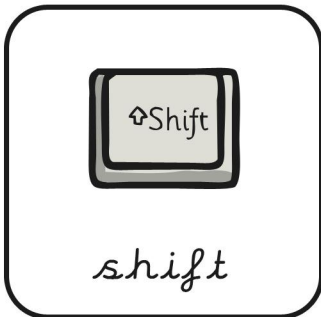
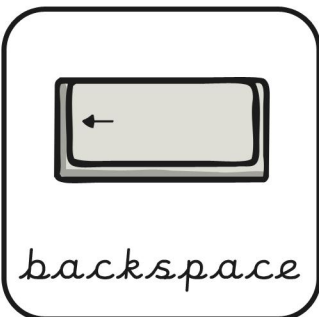
italics



underline



format



# Word Processing Skills



keyboard



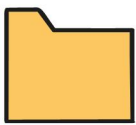
backspace



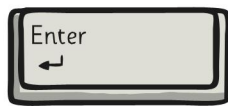
shift



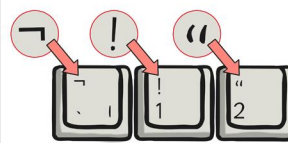
type



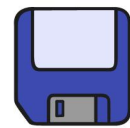
folder



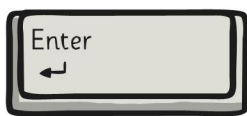
enter



symbols



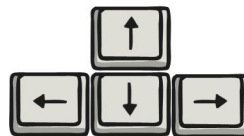
save



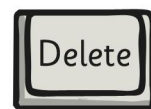
return



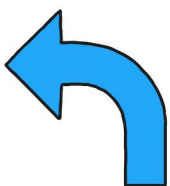
space bar



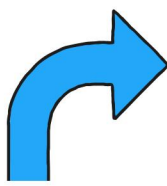
arrow keys



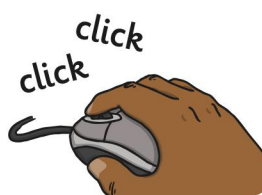
delete



undo



redo



select



key



bold



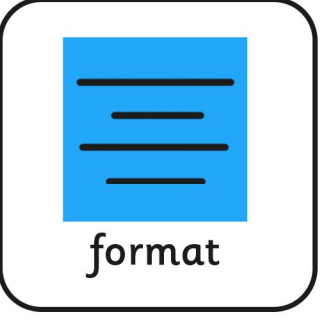
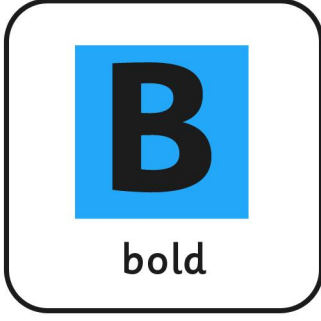
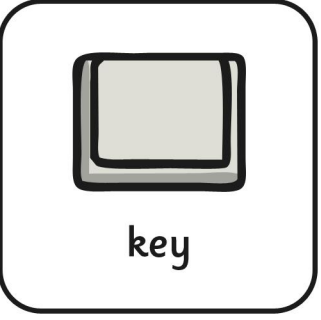
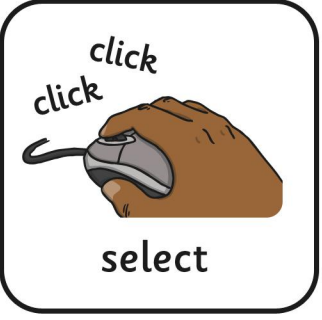
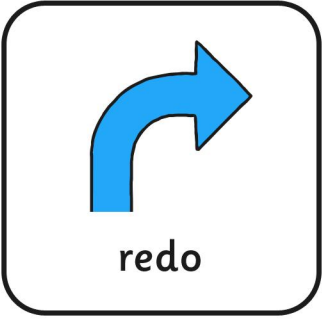
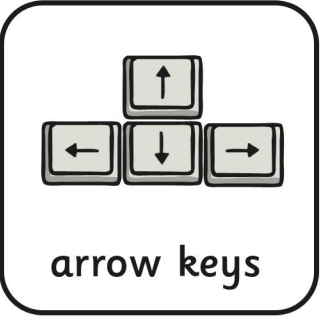
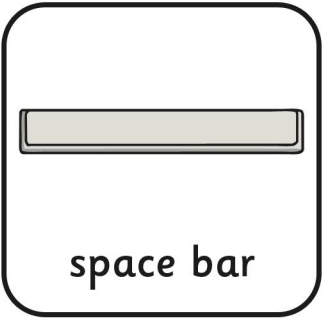
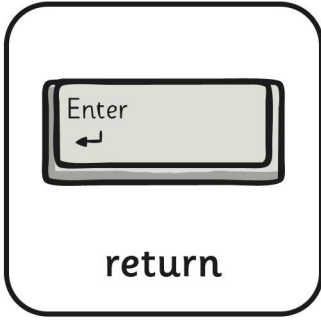
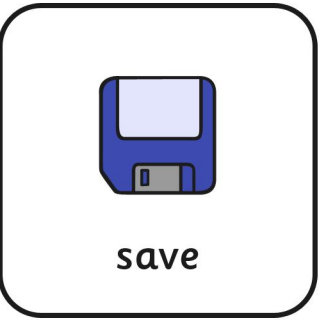
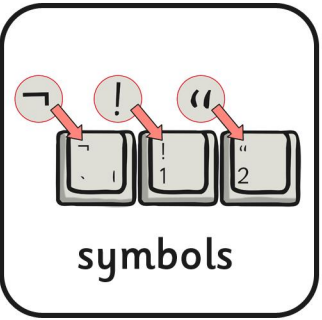
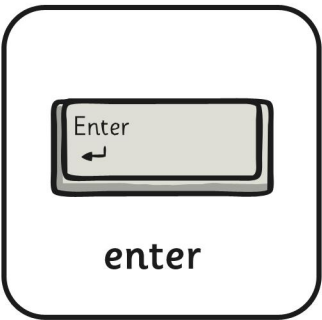
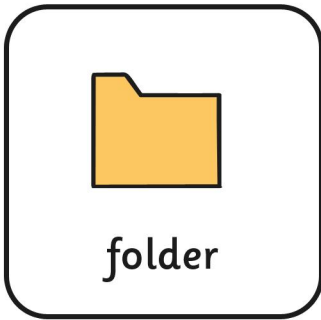
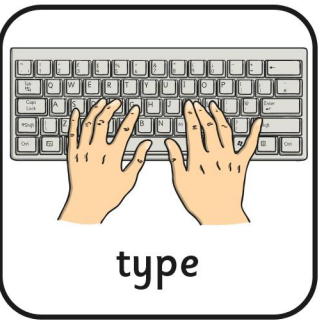
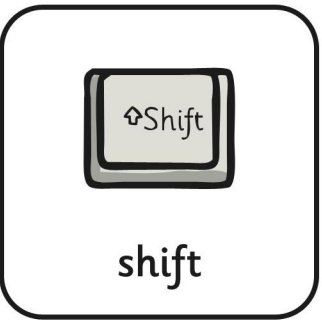
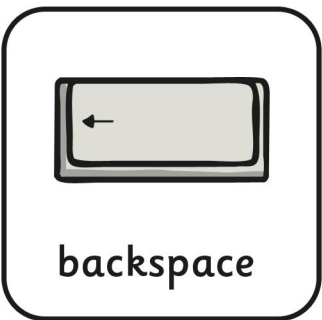
italics



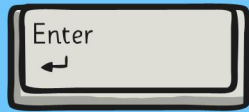
underline



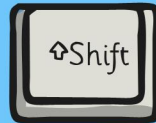
format



# Word Processing Skills



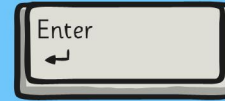
return



shift



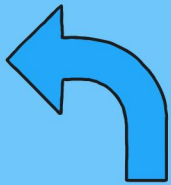
backspace



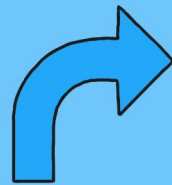
enter



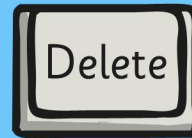
type



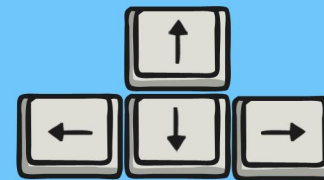
undo



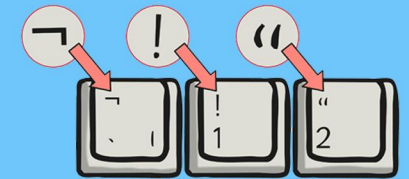
redo



delete



arrow keys



symbol



space bar



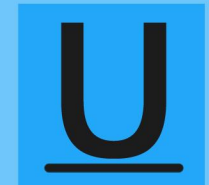
format



bold



italics



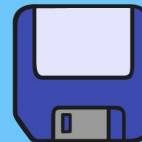
underline



keyboard



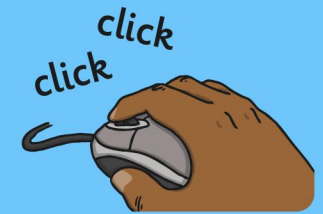
folder



save

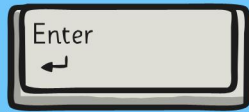


key

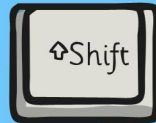


select

# Word Processing Skills



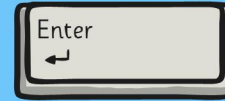
*return*



*shift*



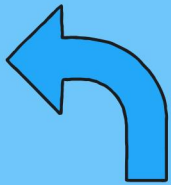
*backspace*



*enter*



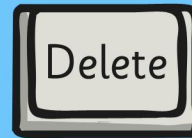
*type*



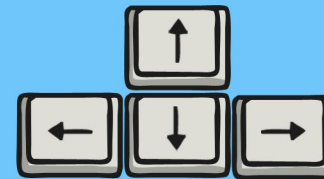
*undo*



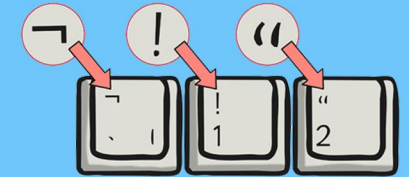
*redo*



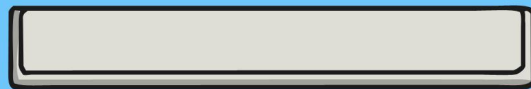
*delete*



*arrow keys*



*symbol*



*space bar*



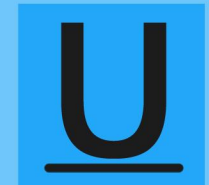
*format*



*bold*



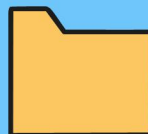
*italics*



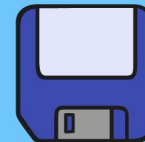
*underline*



*keyboard*



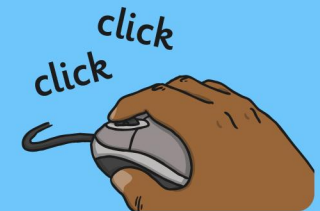
*folder*



*save*

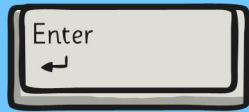


*key*

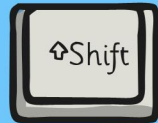


*select*

# Word Processing Skills



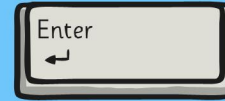
return



shift



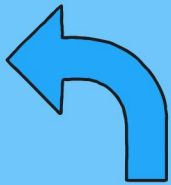
backspace



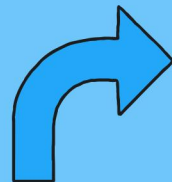
enter



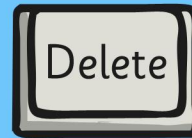
type



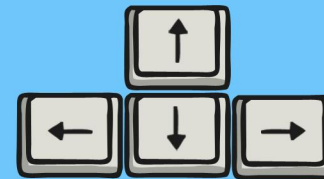
undo



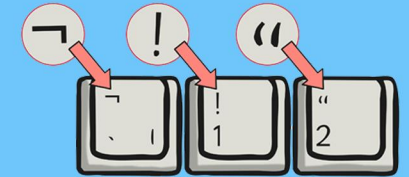
redo



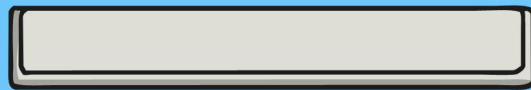
delete



arrow keys



symbol



space bar



format



bold



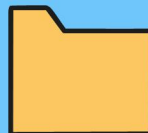
italics



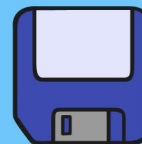
underline



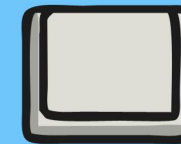
keyboard



folder



save



key



select



# Word Processing Skills

a d e l e t e c o i r a  
d o y s b t h t s s i r  
s h i f t k e y r a j r !  
b c k t g e o p e v n o  
a a f b e y u e p e q w  
c u o n v b q n d e o k  
k z l a p o z r v w k e  
s z d s p a c e b a r y  
p m e e y r z t n f l s  
a l r j o d i u u m g i  
c s y m b o l r w e a h  
e m o k u x e n t e r j

keyboard  
type  
shift key  
space bar  
return  
enter

symbol  
folder  
backspace  
arrow keys  
delete  
save

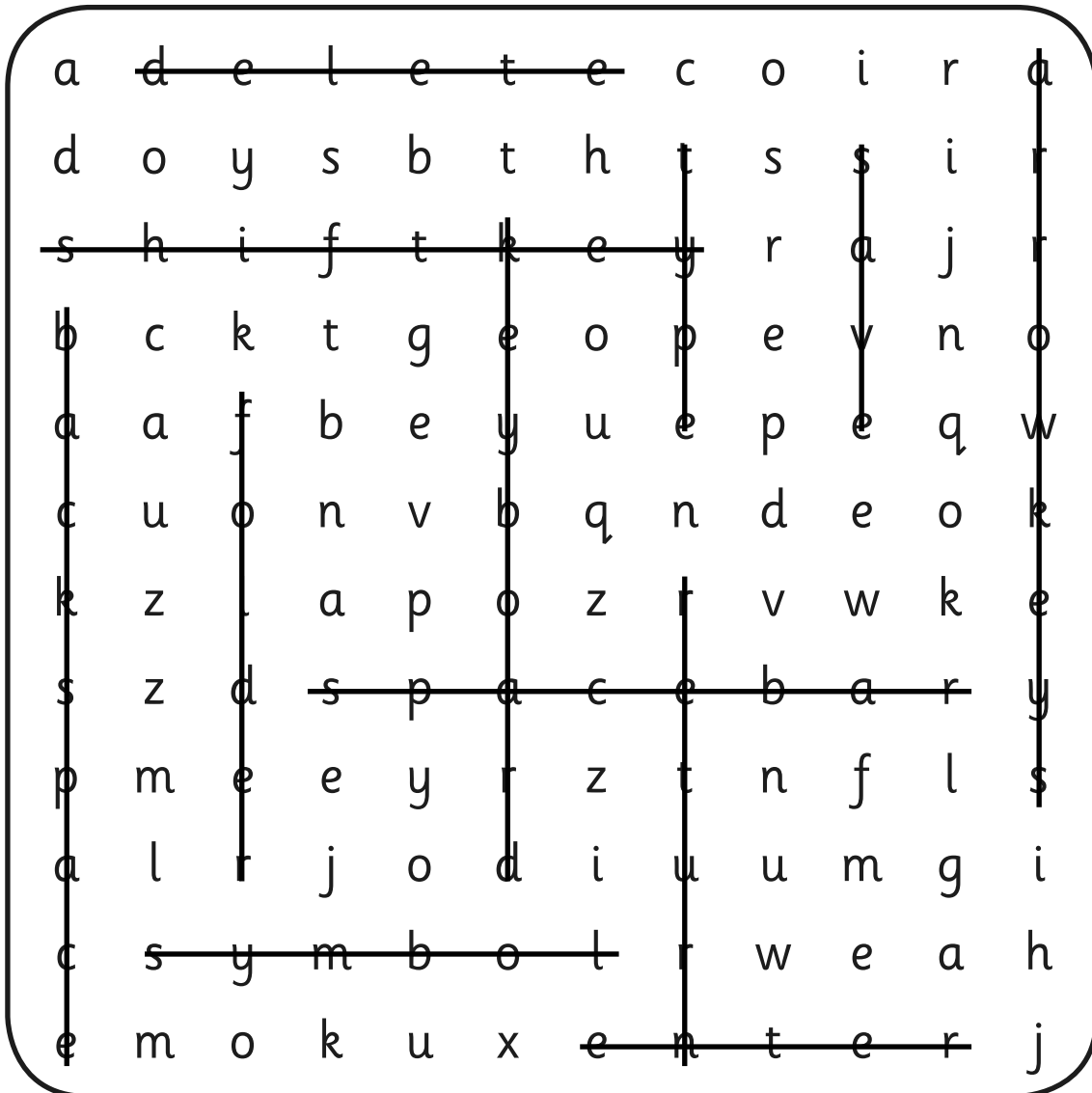
# Word Processing Skills

n j k r e t u r n  
s y m b o l s d y  
a s a v e n h r t  
i j o l d w i m y  
e n t e r s f b p  
f o l d e r t w e  
s q o d e l e t e  
k e y b o a r d u  
s p a c e b a r v

save  
enter  
delete  
return  
shift

space bar  
folder  
type  
symbol  
keyboard

# Answers



keyboard

type

shift key

space bar

return

enter

symbol

folder

backspace

arrow keys

delete

save

# Answers

n j k ~~r e t u r n~~

~~s y m b o l~~ \$ d y

a ~~s a v e n~~ h r t

i j o l d w . m y

~~e n t e r~~ s f b p

~~f o l d e r~~ t w e

s q o ~~d e l e t e~~ e

~~k e y b o a r d~~ u

~~s p a c e b a r~~ v

save  
enter  
delete  
return  
shift

space bar  
folder  
type  
symbol  
keyboard

# Word Processing Skills

a d e l e t e c o i r a  
d o y s b t h t s s i r  
s h i f t k e y r a j r  
b c k t g e o p e v n o  
a a f b e y u e p e q w  
c u o n v b q n d e o k  
k z l a p o z r v w k e  
s z d s p a c e b a r y  
p m e e y r z t n f l s  
a l r j o d i u u m g i  
c s y m b o l r w e a h  
e m o k u x e n t e r j

keyboard  
type  
shift key  
space bar  
return  
enter

symbol  
folder  
backspace  
arrow keys  
delete  
save

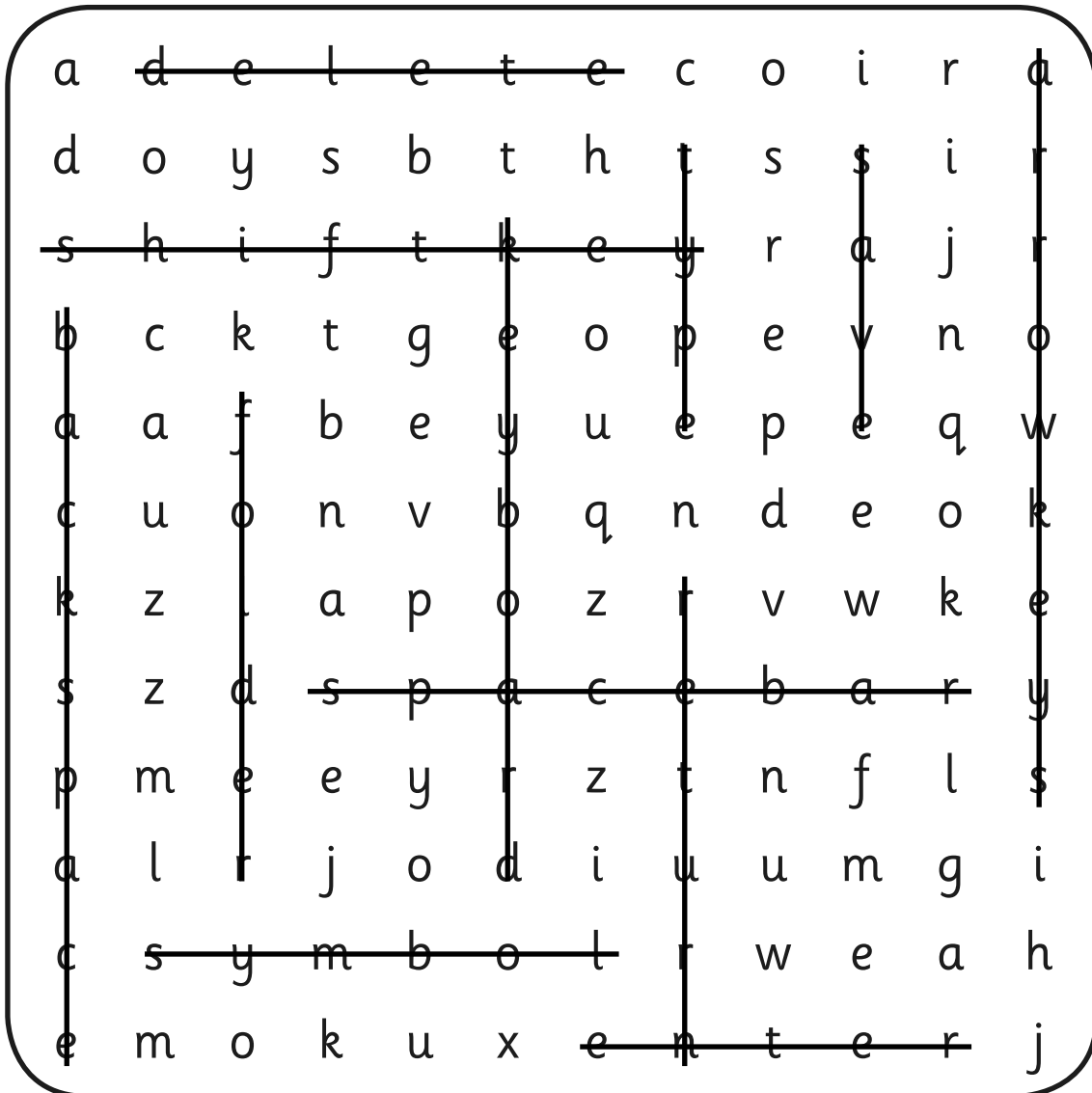
# Word Processing Skills

n j k r e t u r n  
s y m b o l s d y  
a s a v e n h r t  
i j o l d w i m y  
e n t e r s f b p  
f o l d e r t w e  
s q o d e l e t e  
k e y b o a r d u  
s p a c e b a r v

save  
enter  
delete  
return  
shift

space bar  
folder  
type  
symbol  
keyboard

# Answers



keyboard  
type  
shift key  
space bar  
return  
enter

symbol  
folder  
backspace  
arrow keys  
delete  
save

# Answers

n j k ~~r e t u r n~~

~~s y m b o l~~ \$ d y

a ~~s a v e n~~ h r t

i j o l d w . m y

~~e n t e r~~ s f b p

~~f o l d e r~~ t w e

s q o ~~d e l e t e~~ e

~~k e y b o a r d~~ u

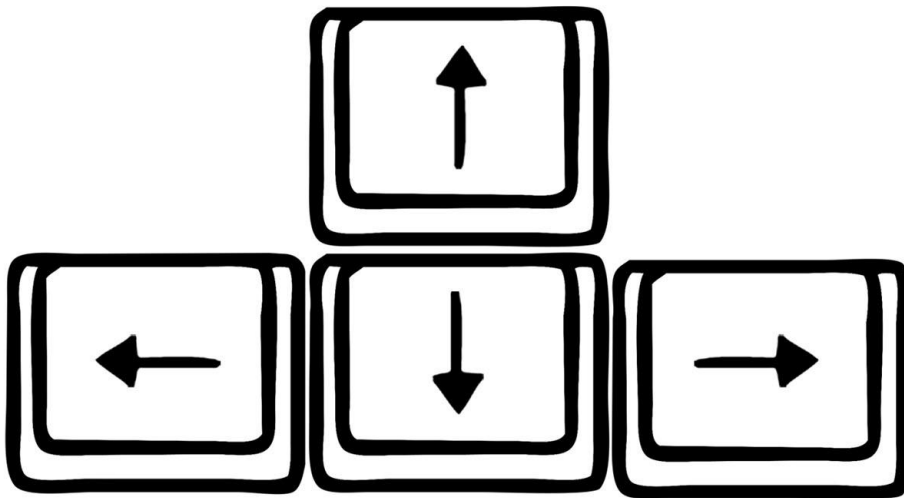
~~s p a c e b a r~~ v

save  
enter  
delete  
return  
shift

space bar  
folder  
type  
symbol  
keyboard



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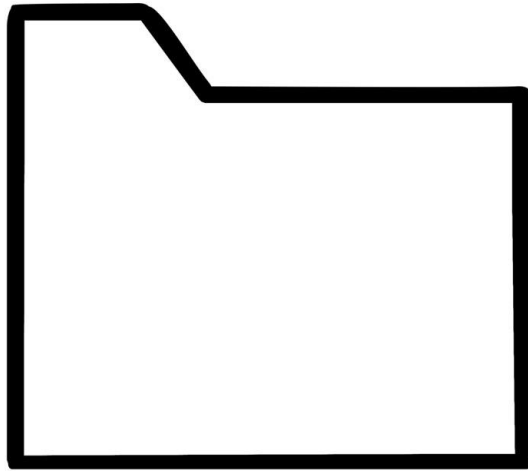


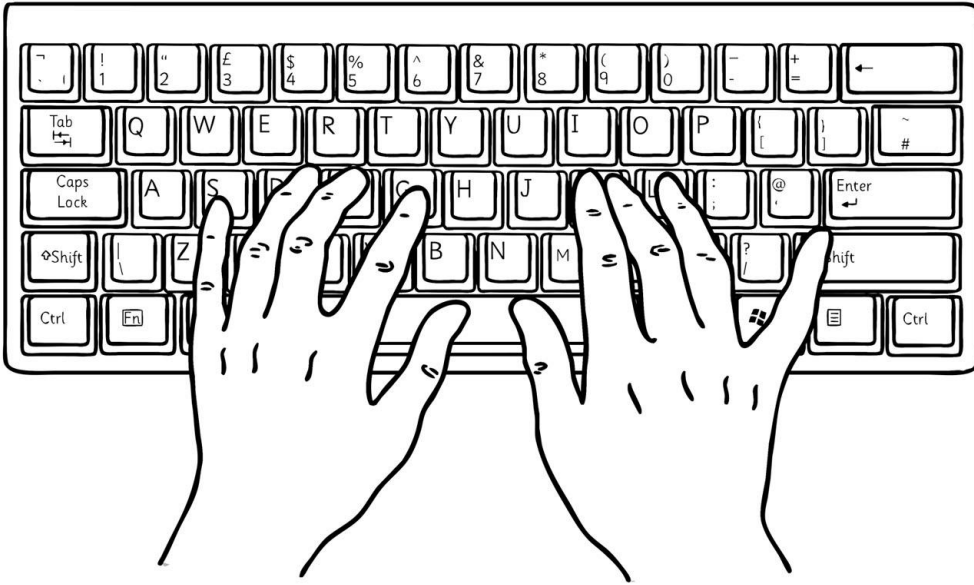


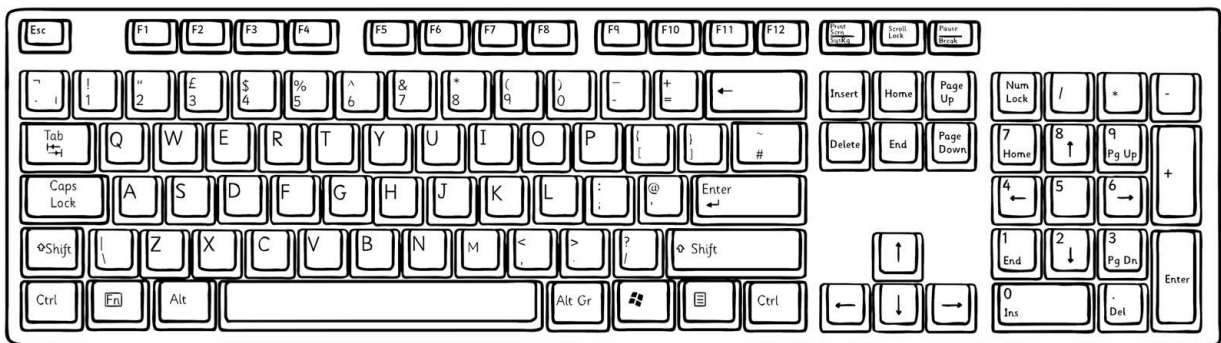


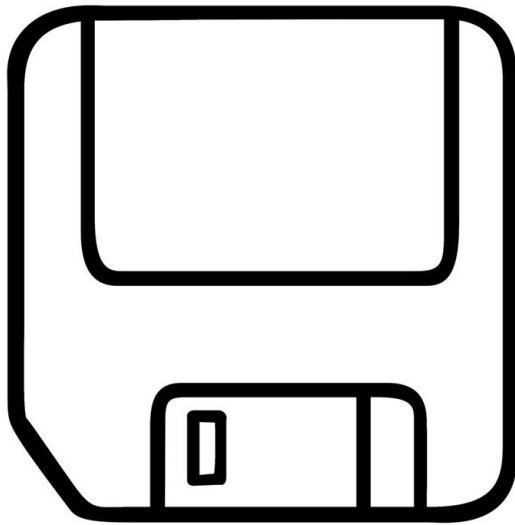
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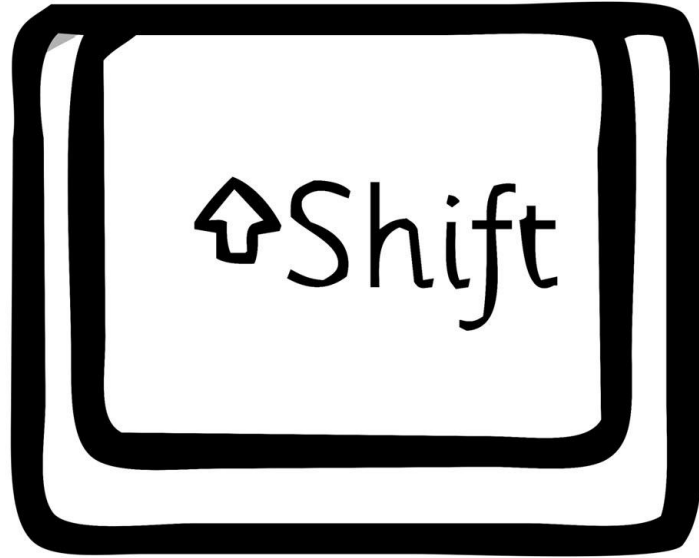






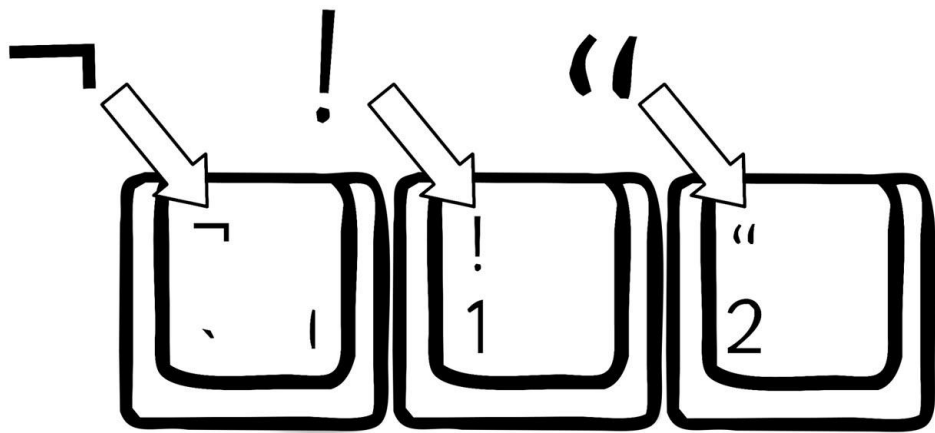




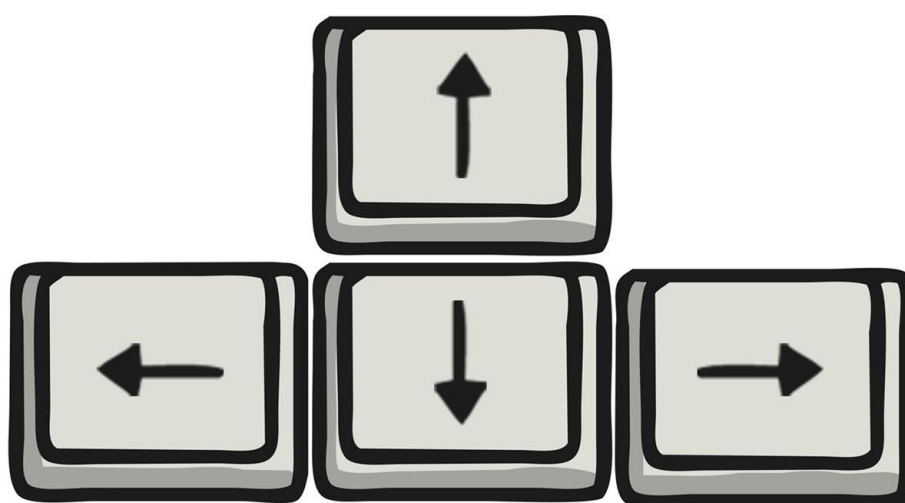


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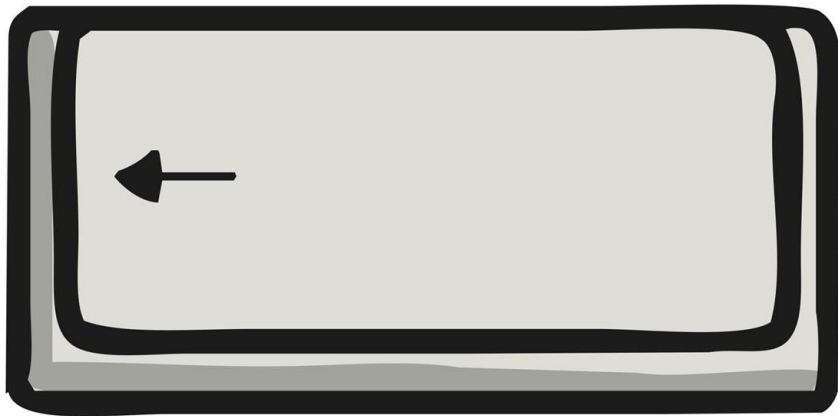
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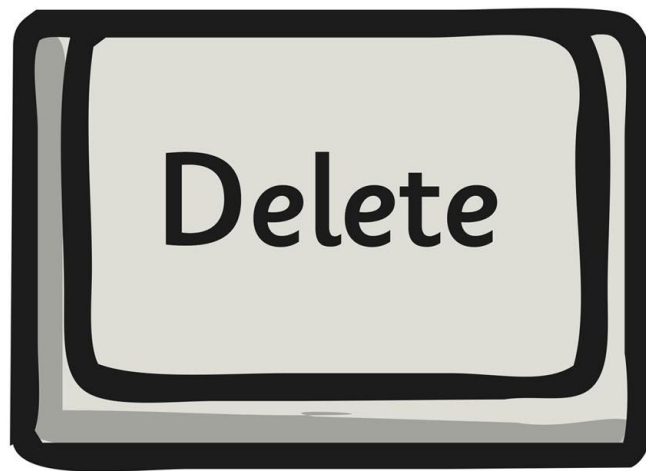
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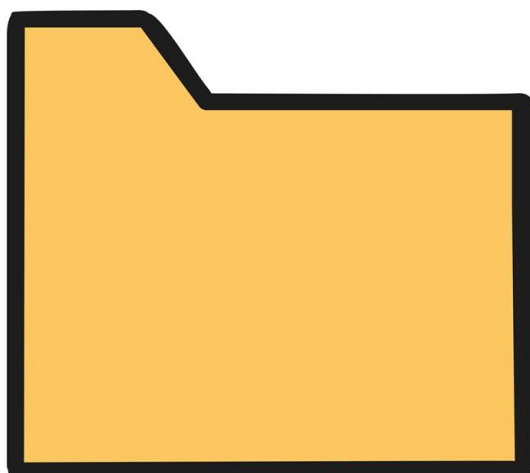
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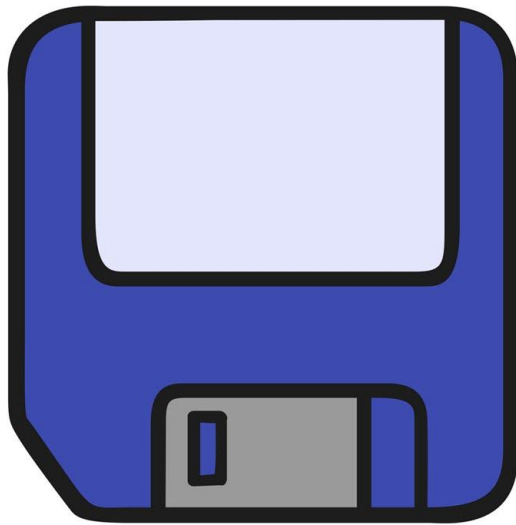
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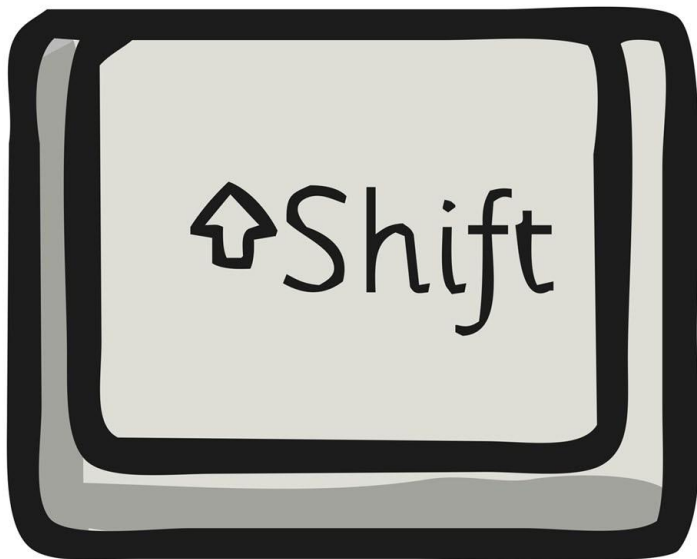
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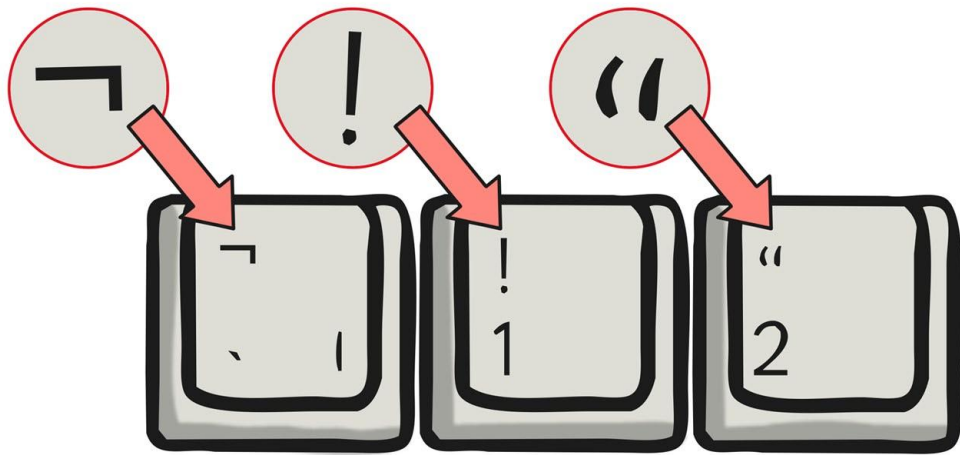
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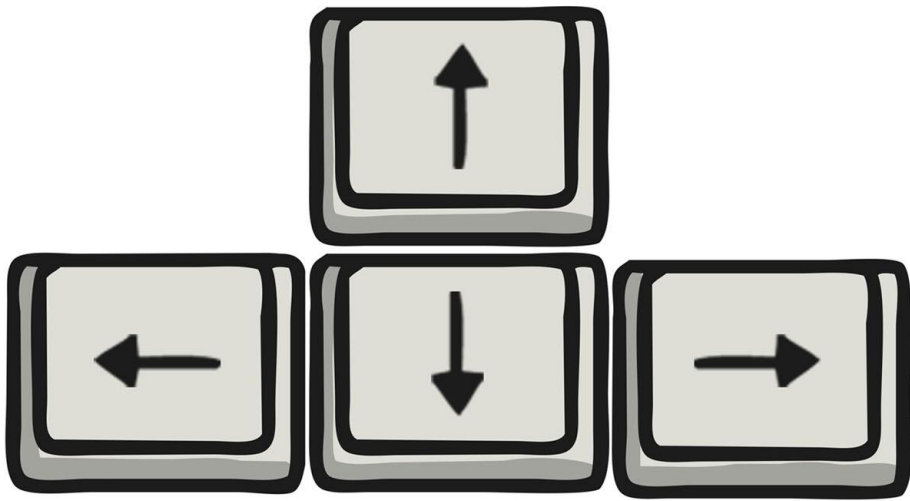
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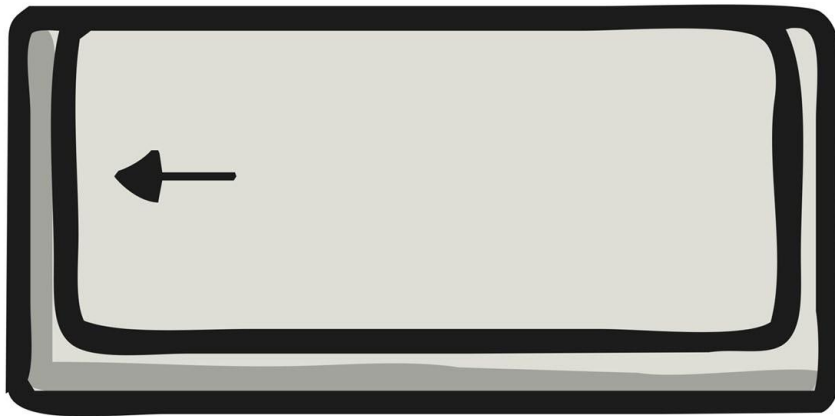
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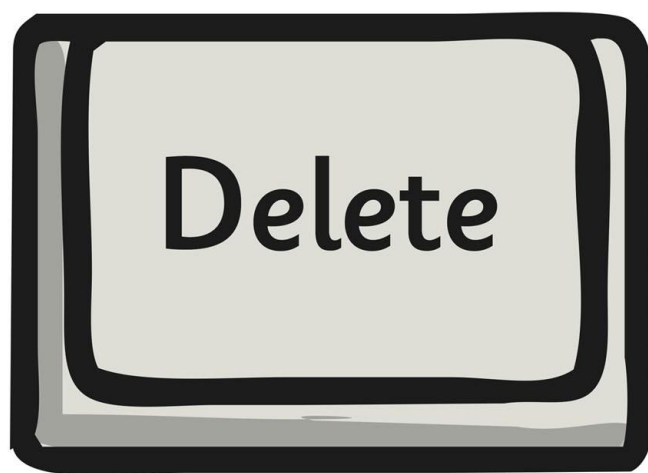
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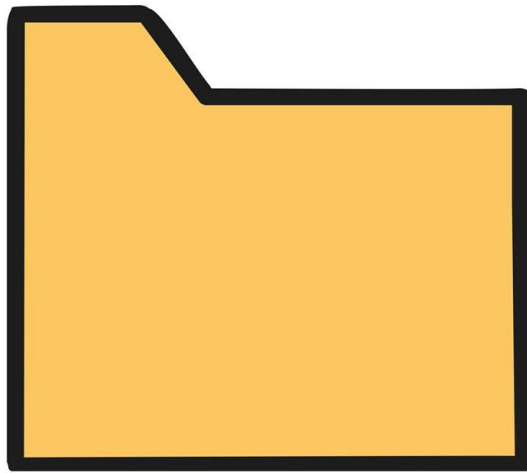
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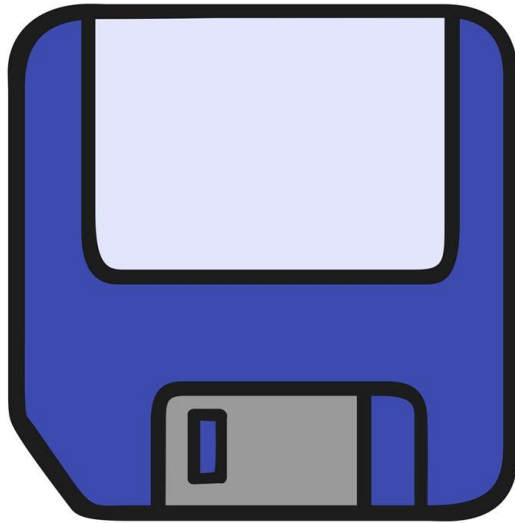
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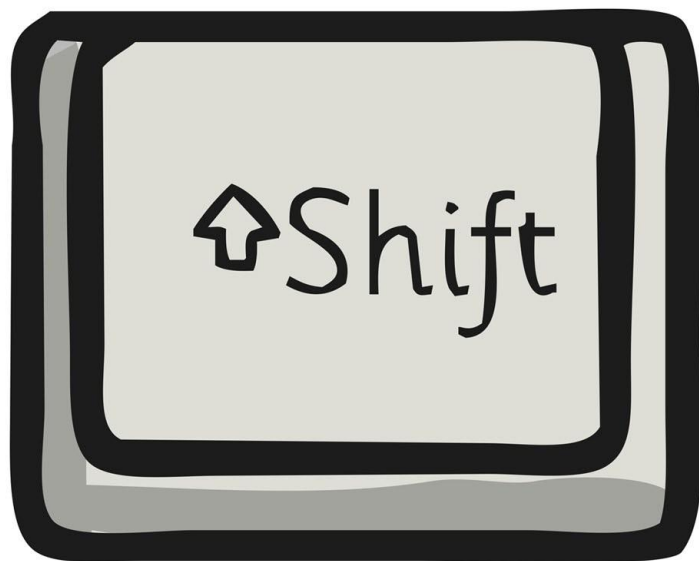
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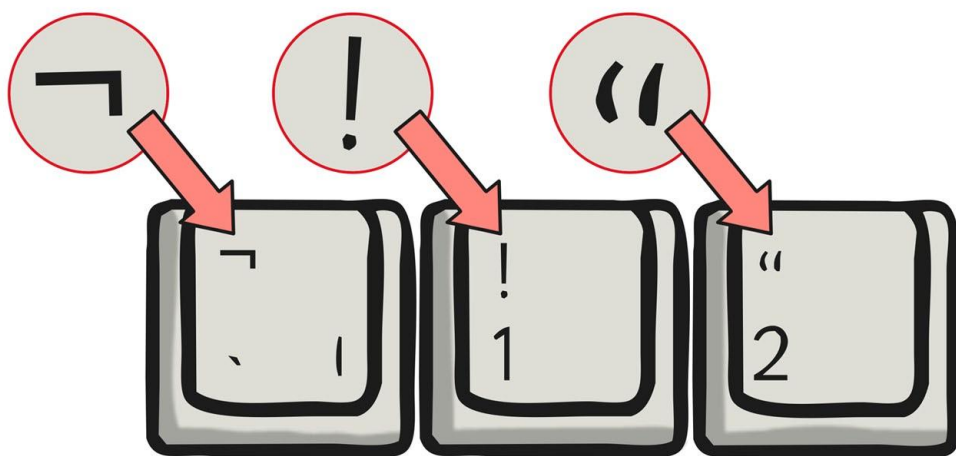
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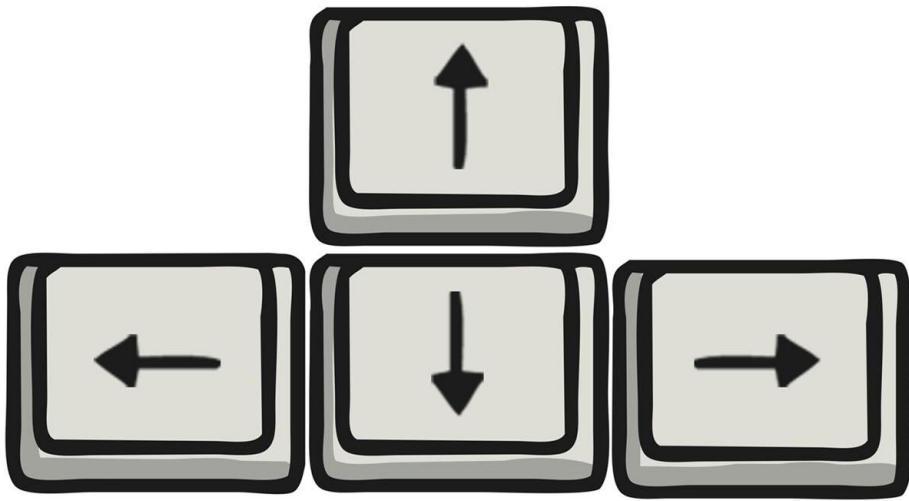
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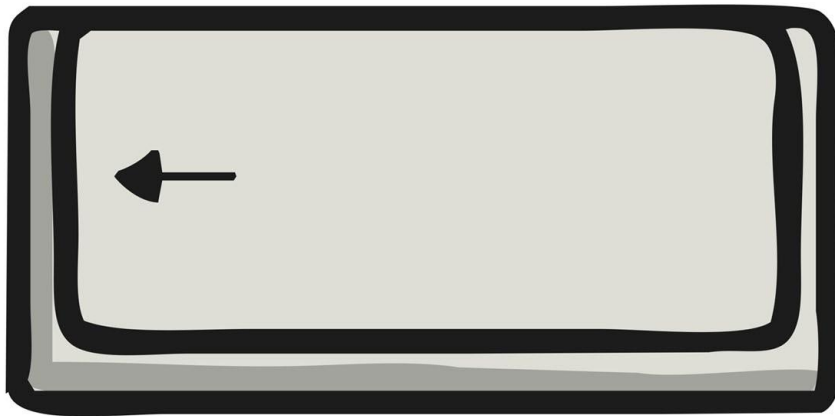
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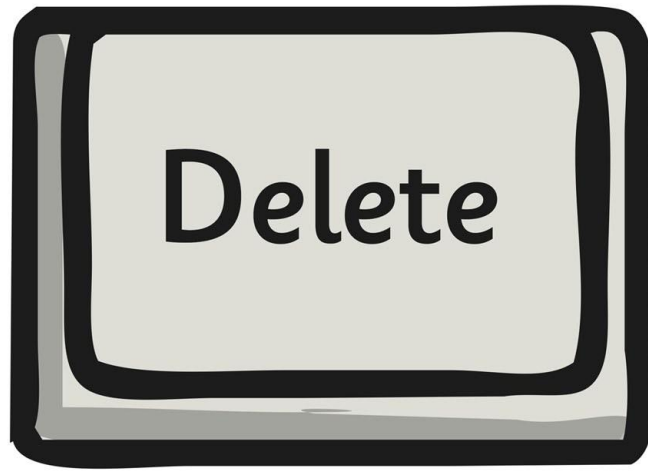
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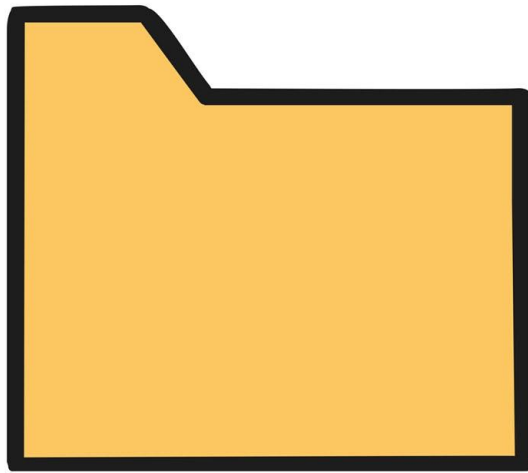
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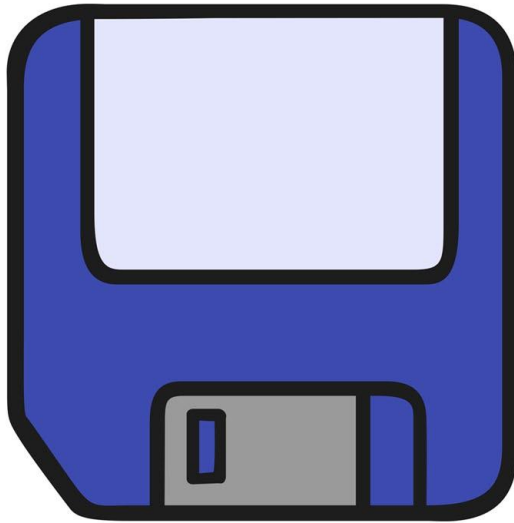
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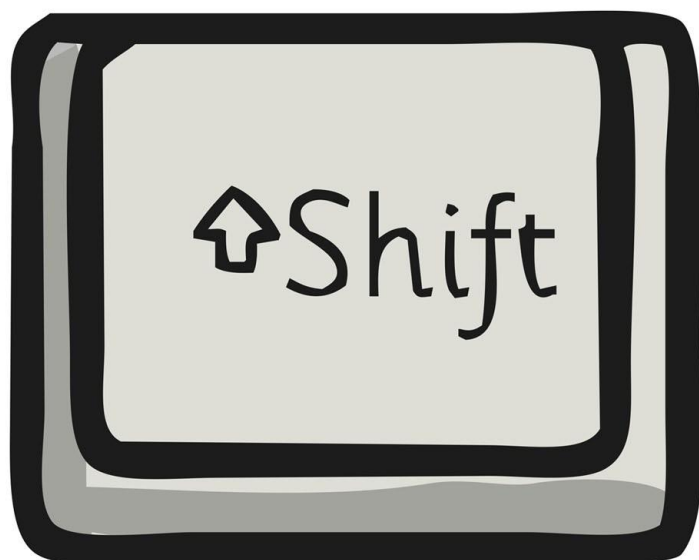
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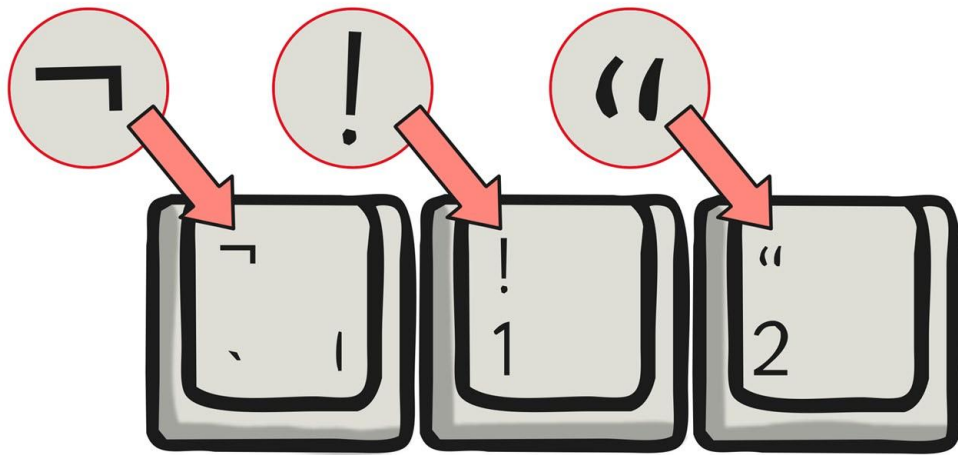
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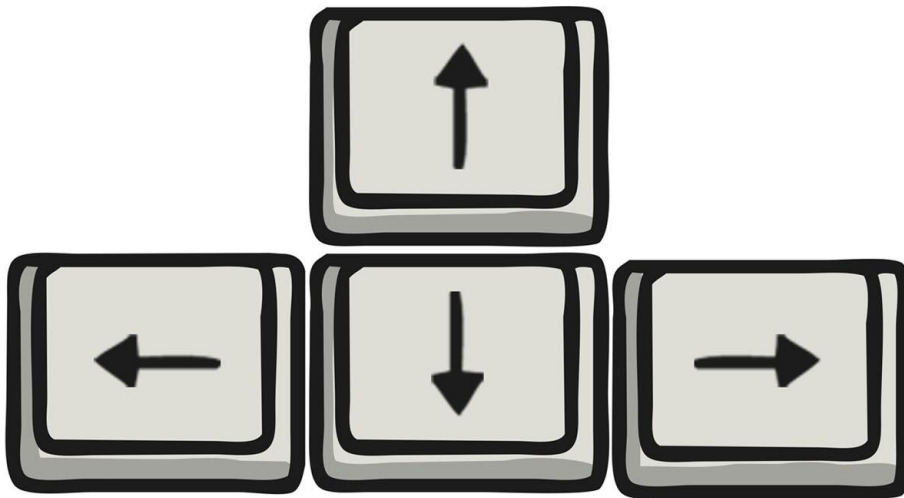
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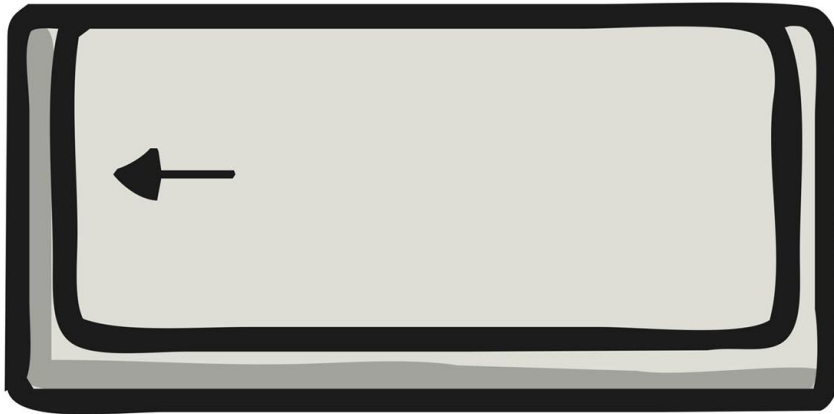
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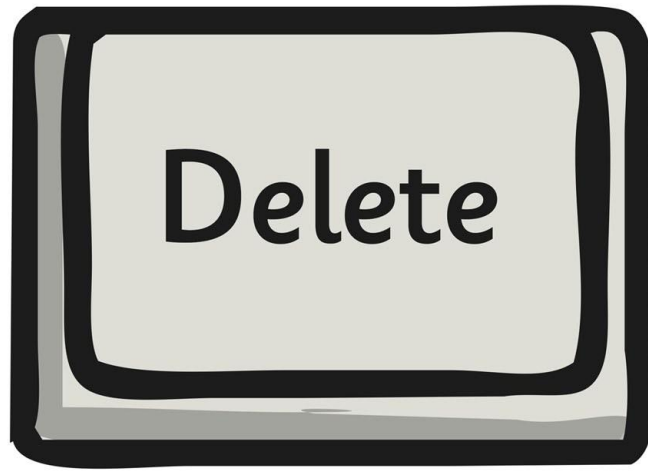
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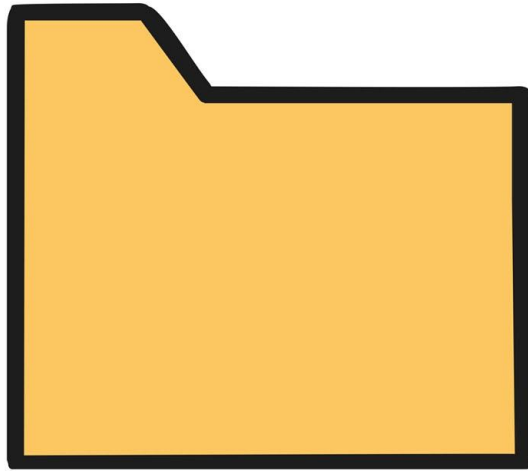






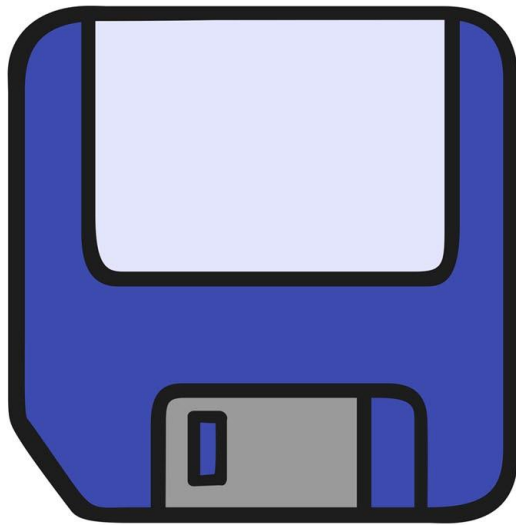


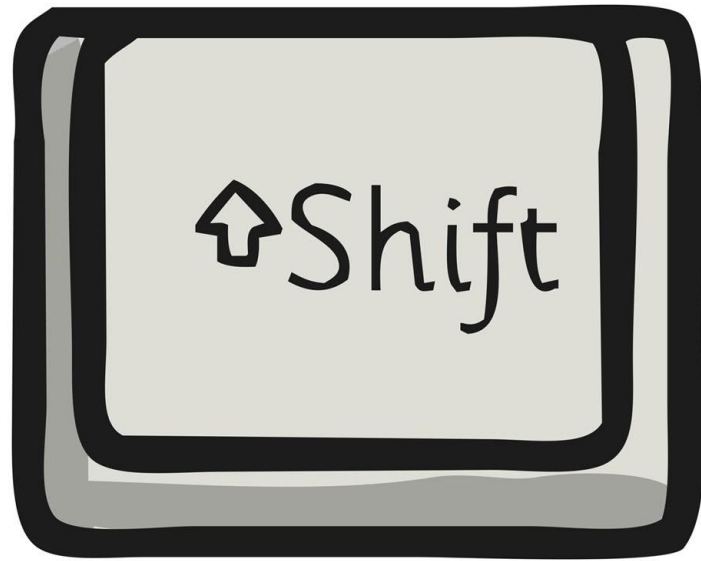








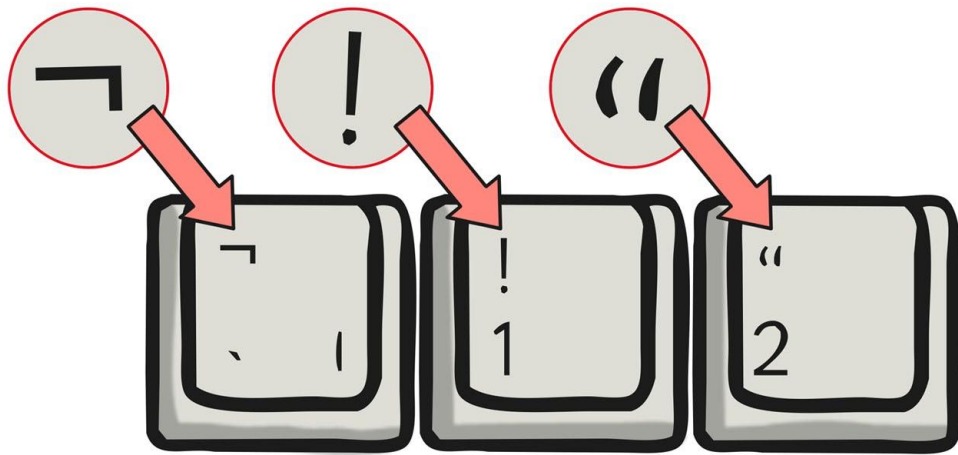




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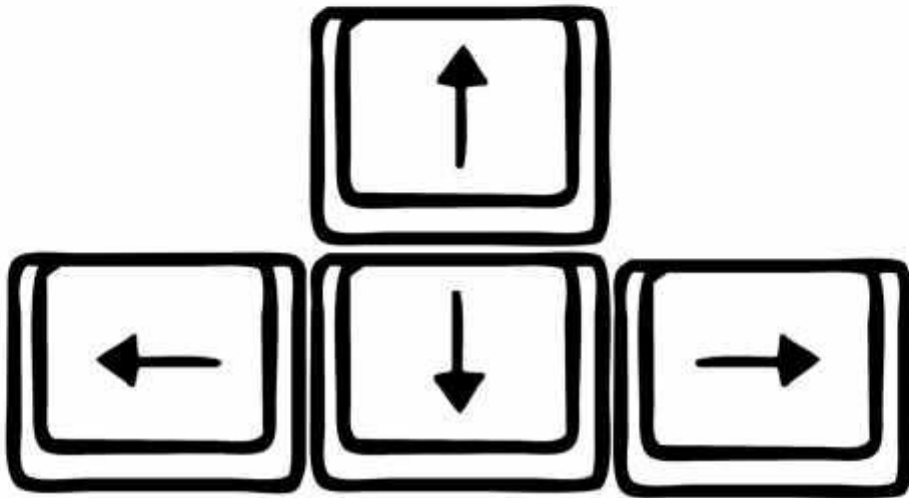


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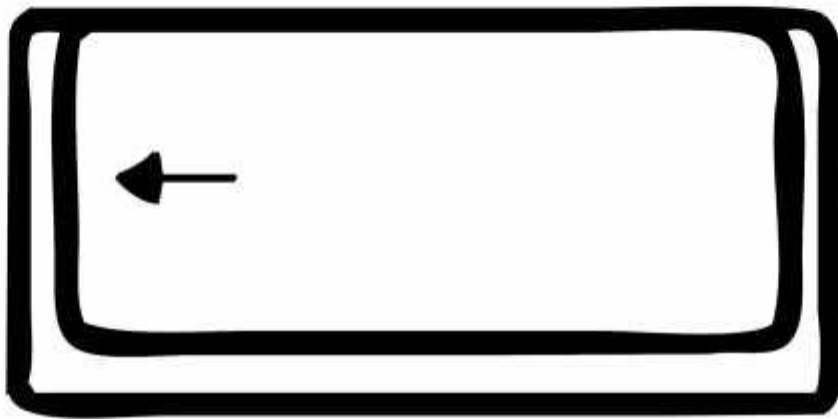
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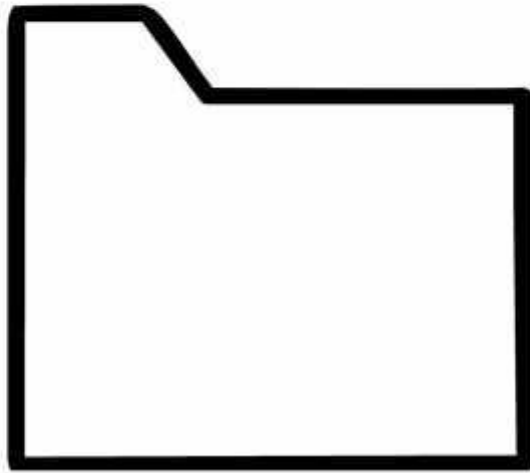
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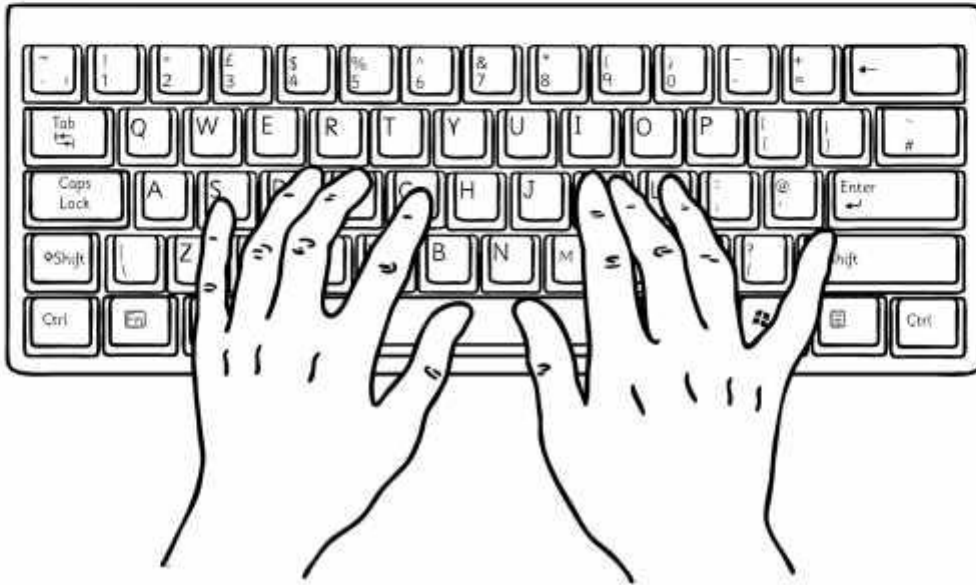
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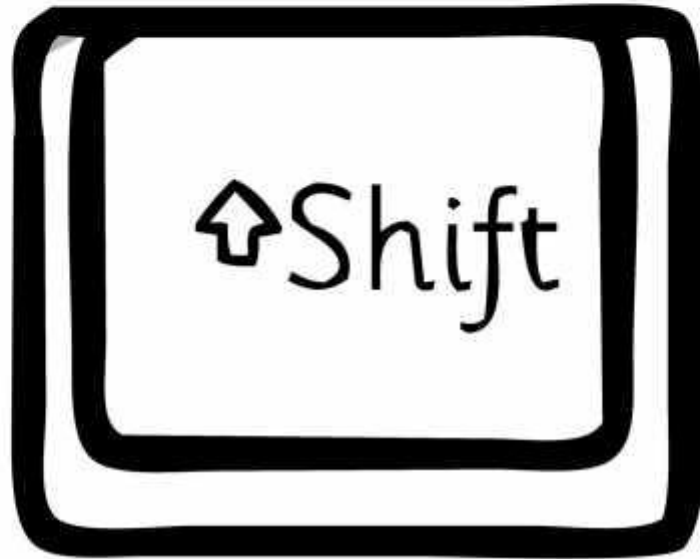
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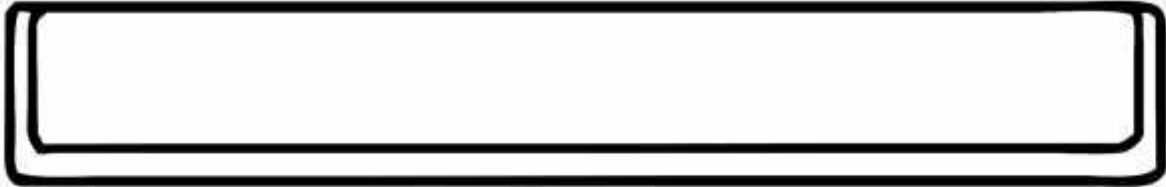
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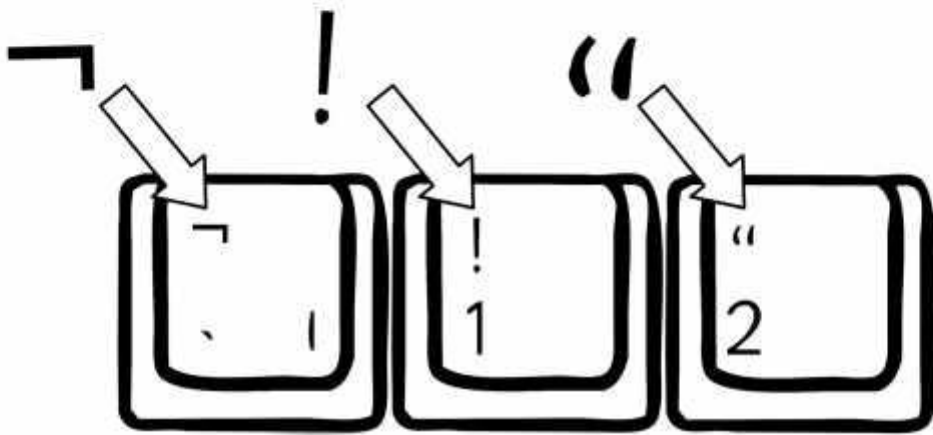


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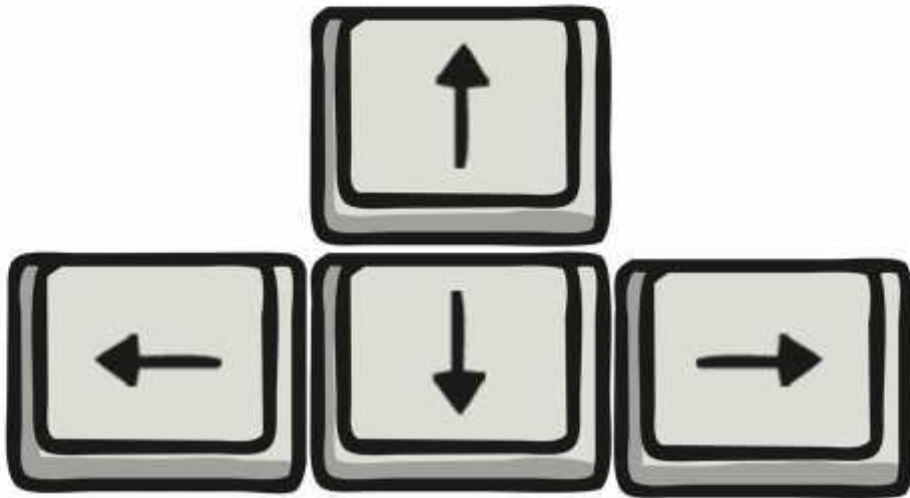
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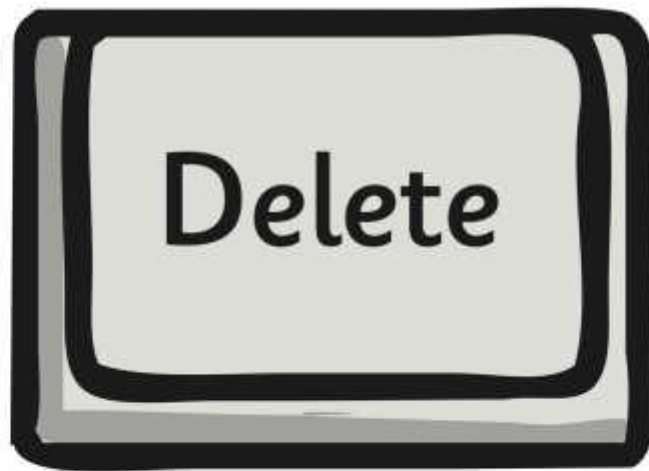
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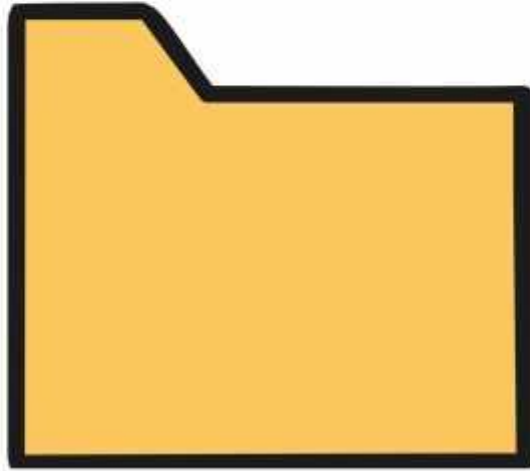
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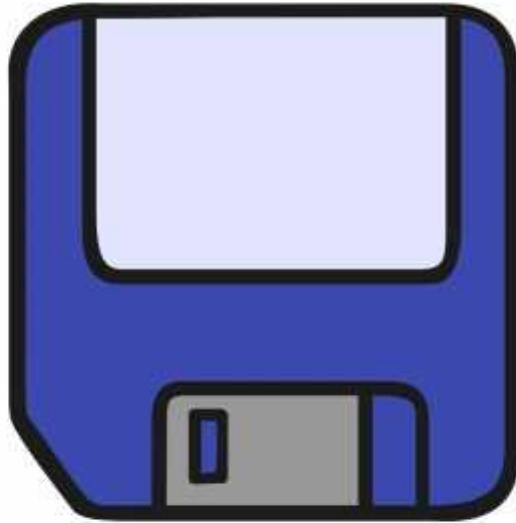
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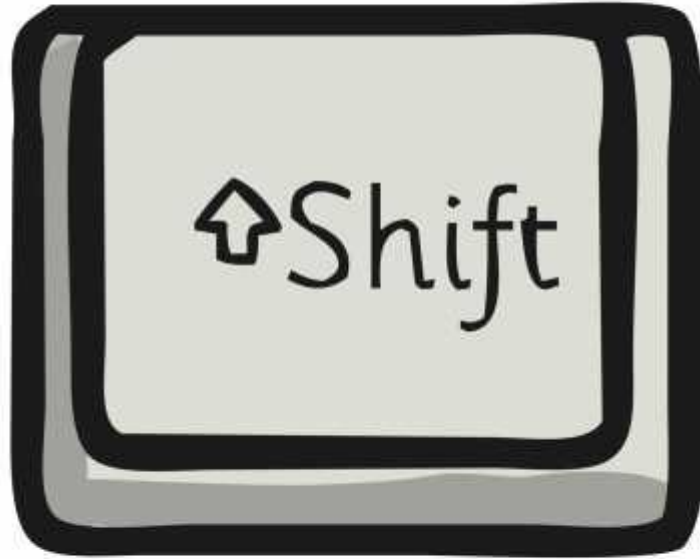
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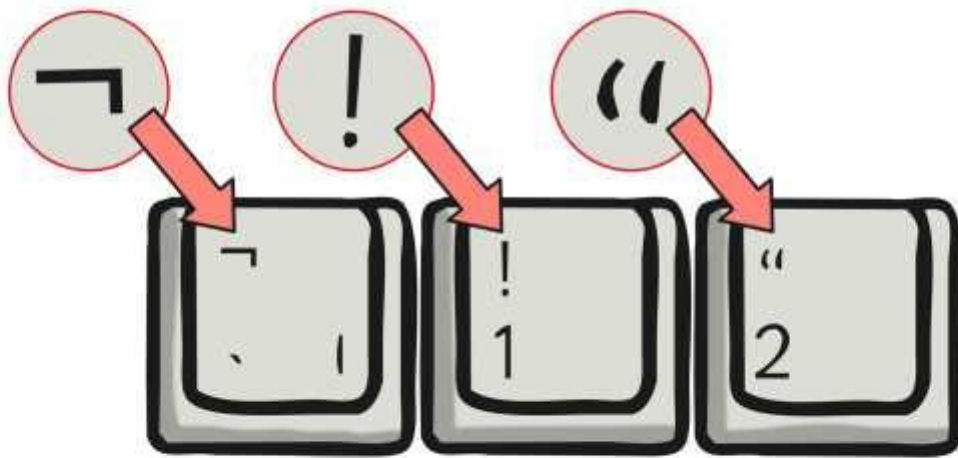
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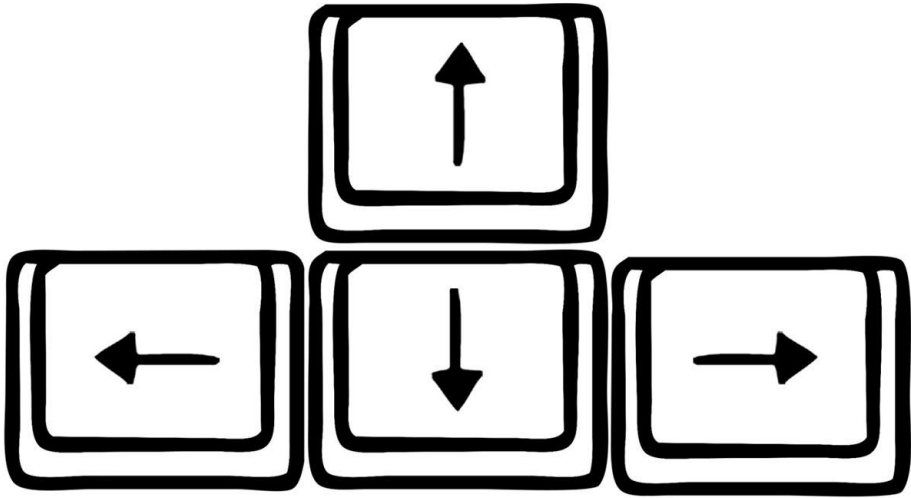
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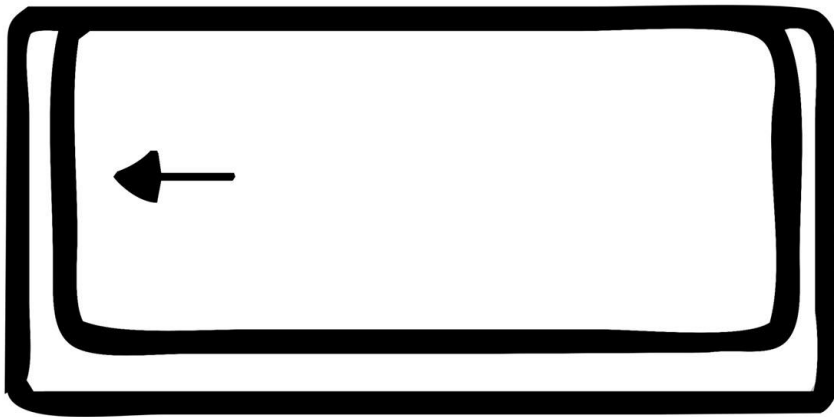
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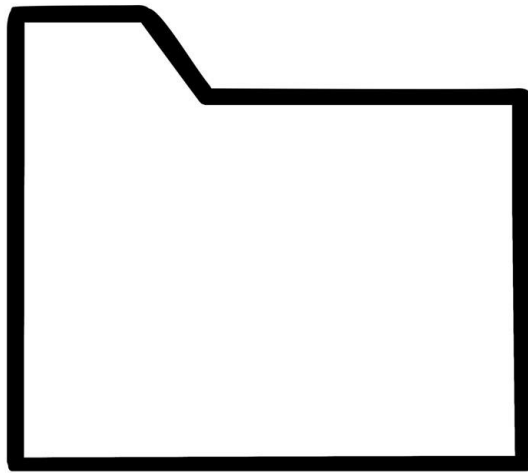
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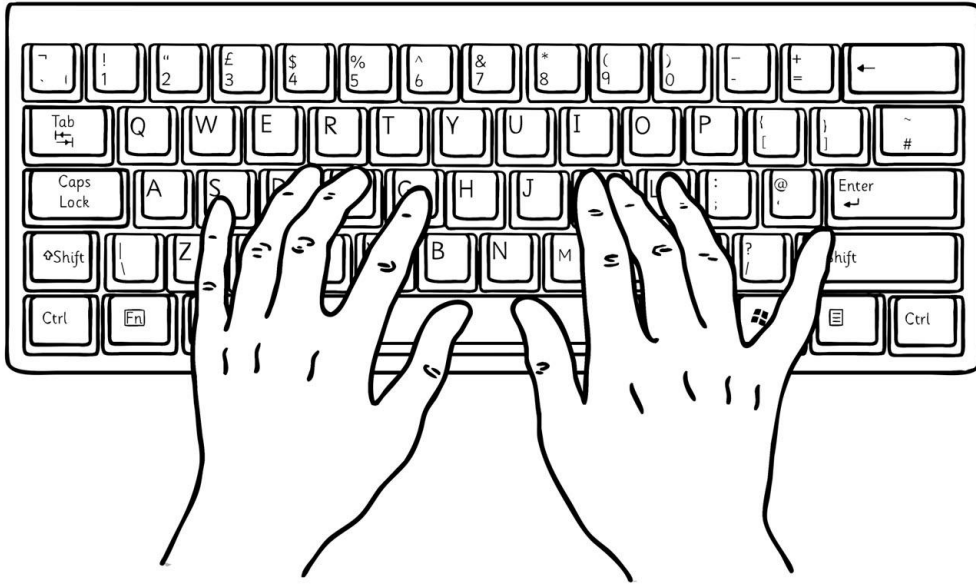
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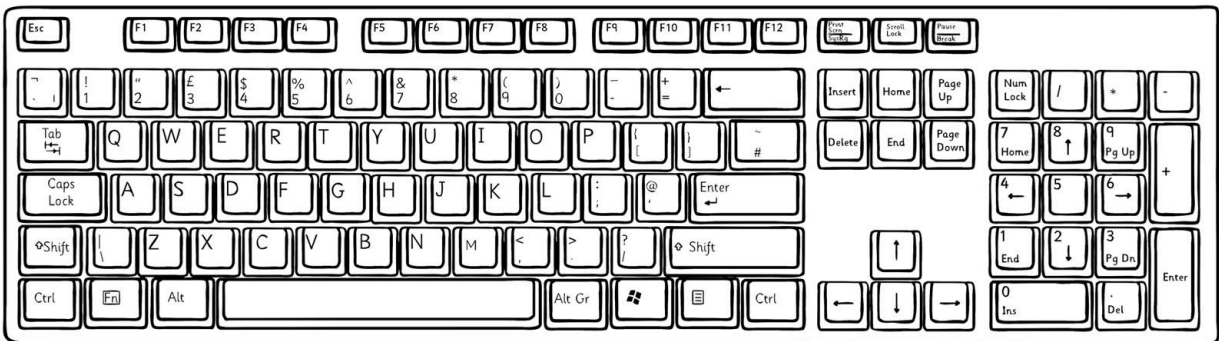
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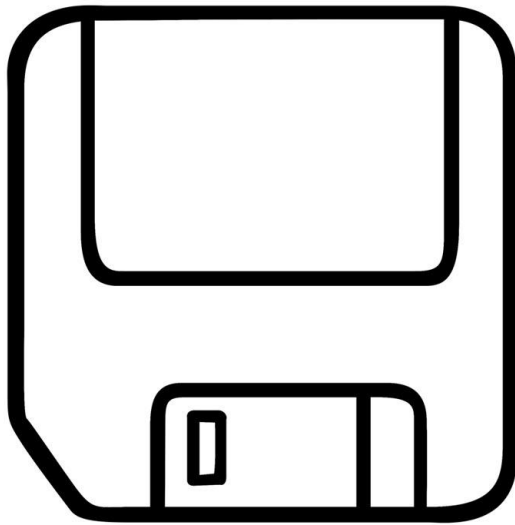
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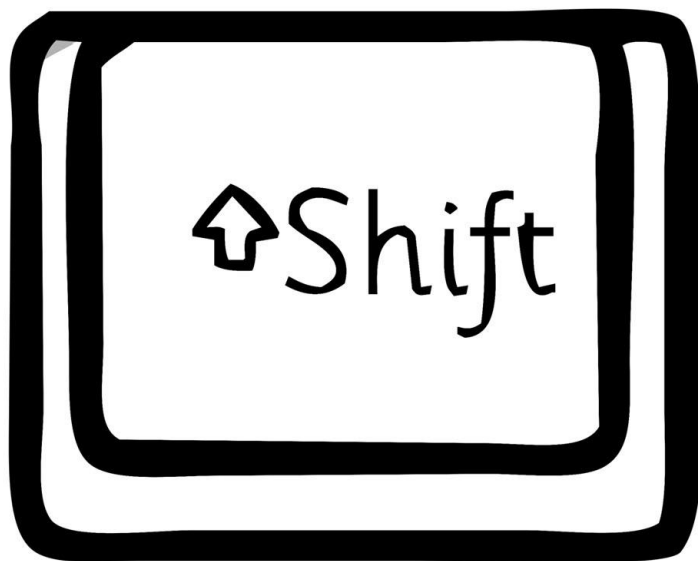
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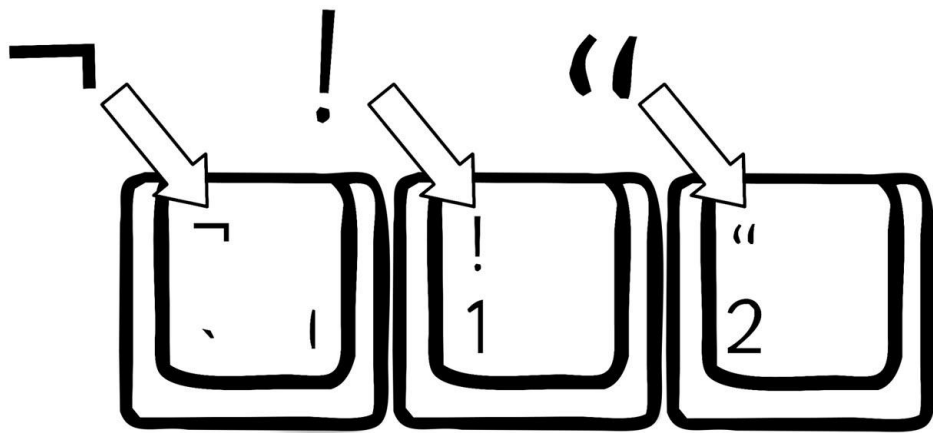
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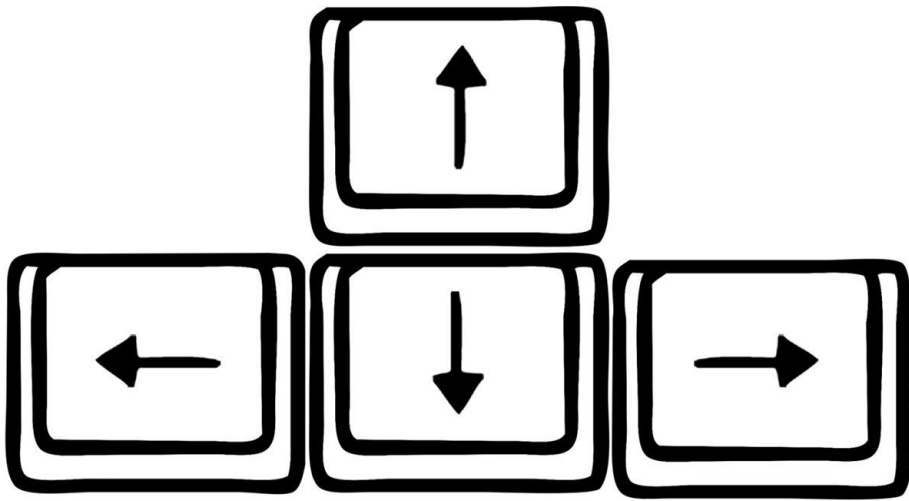
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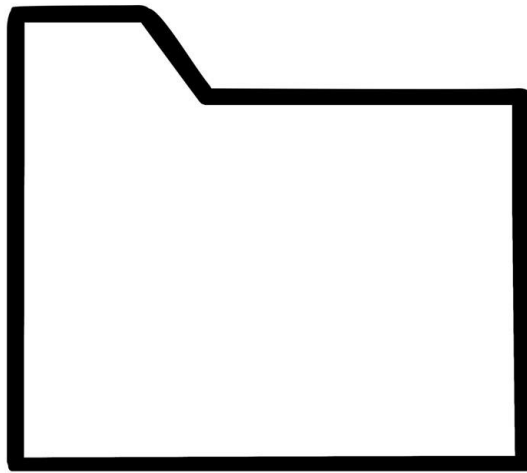
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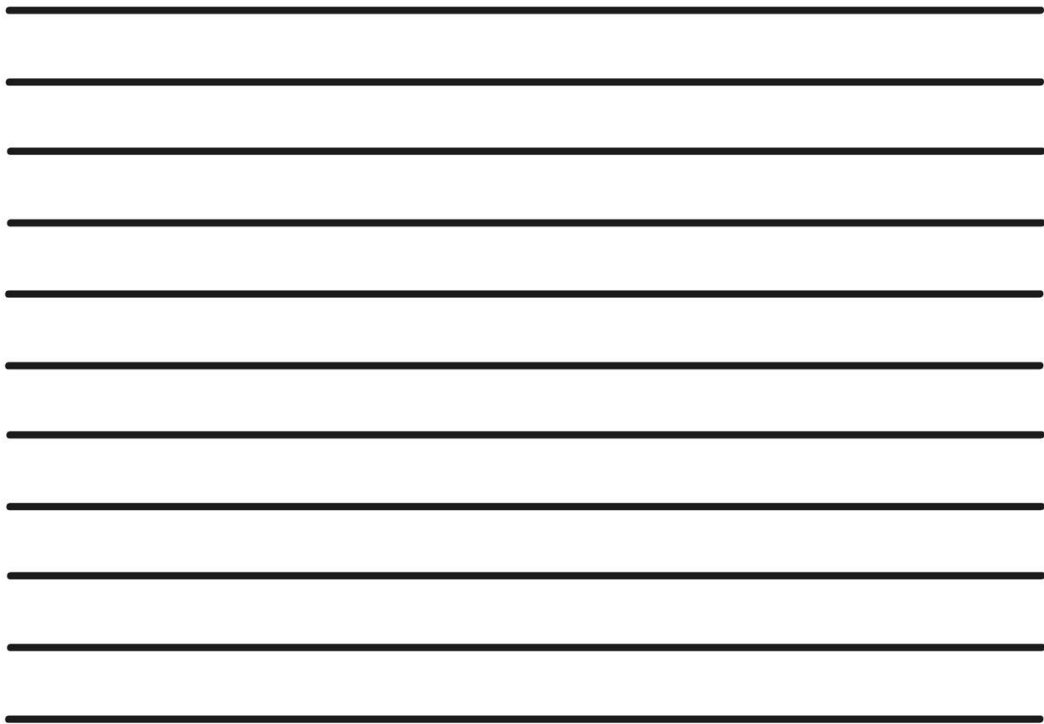
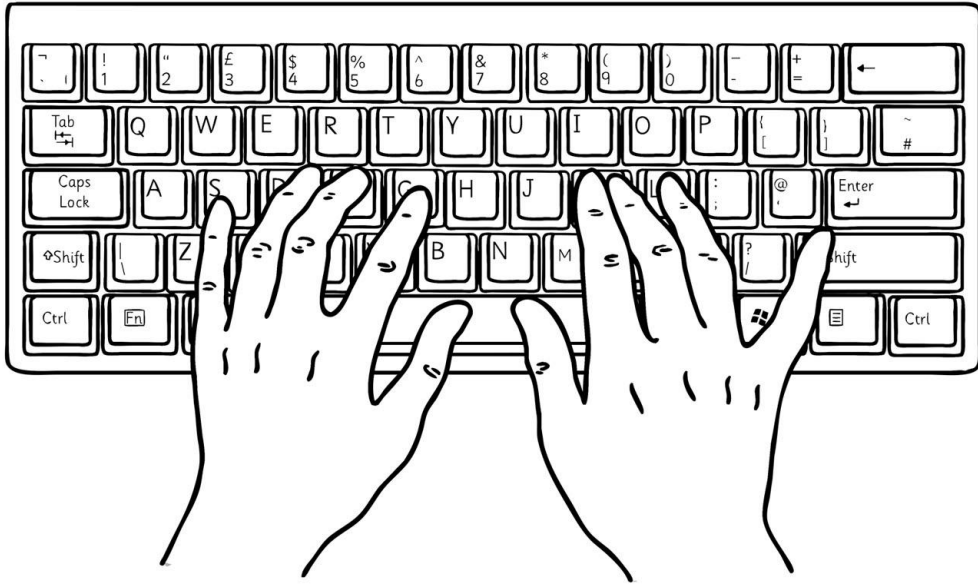
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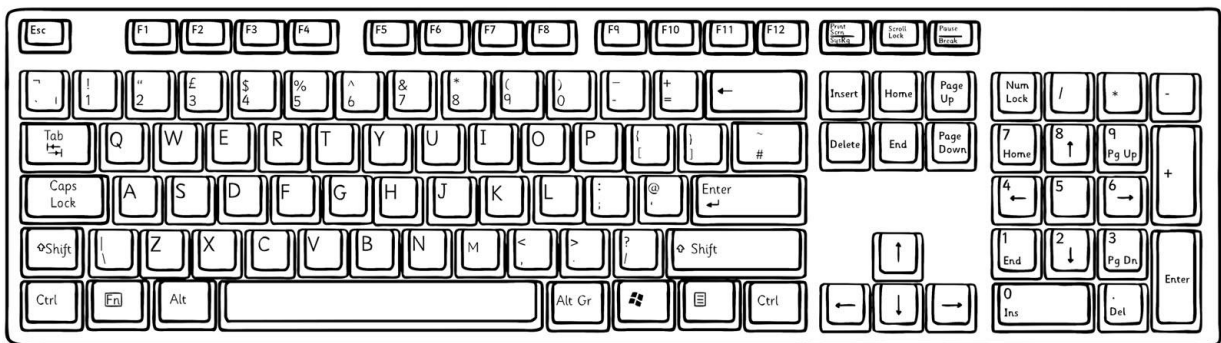
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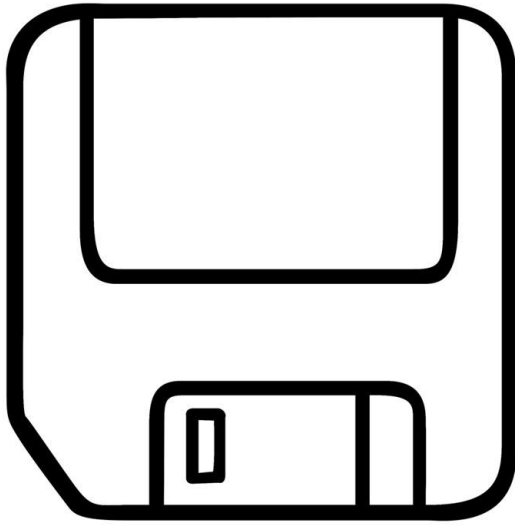


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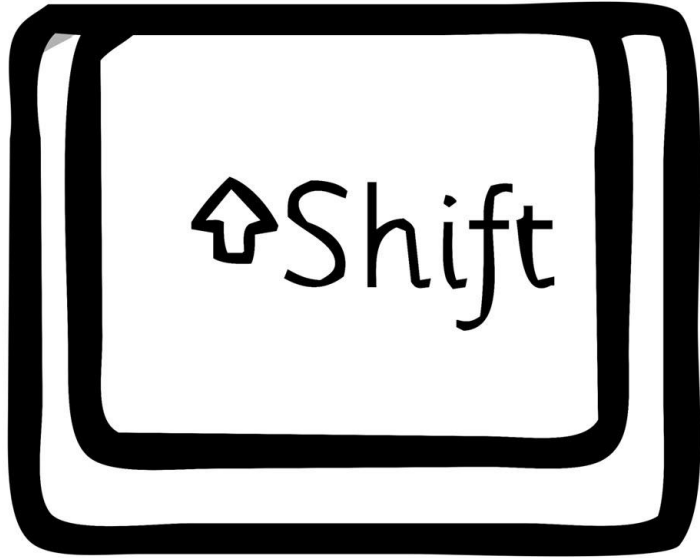
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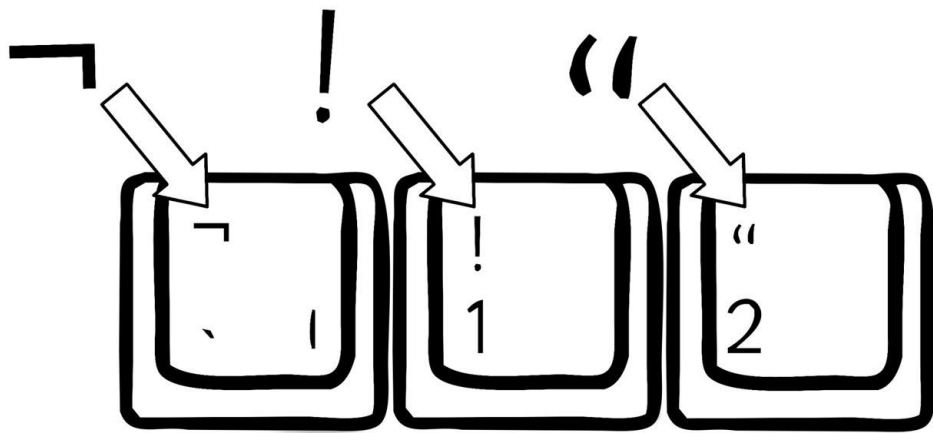
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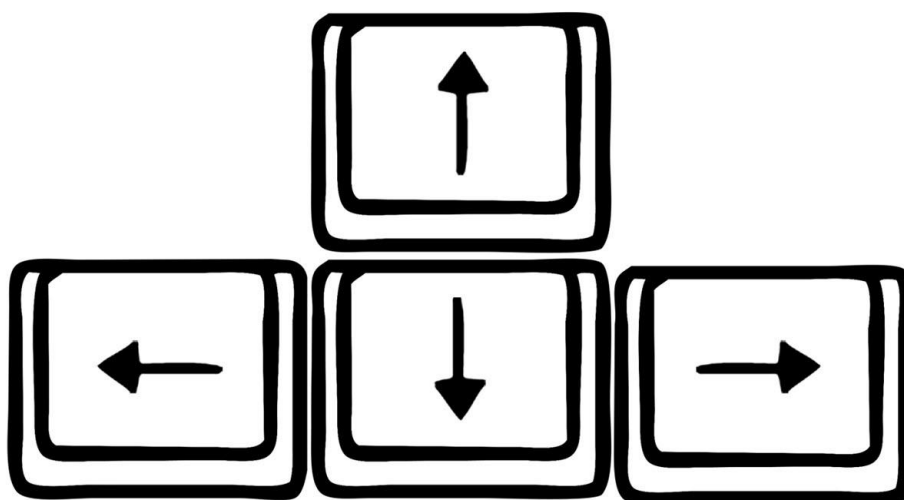
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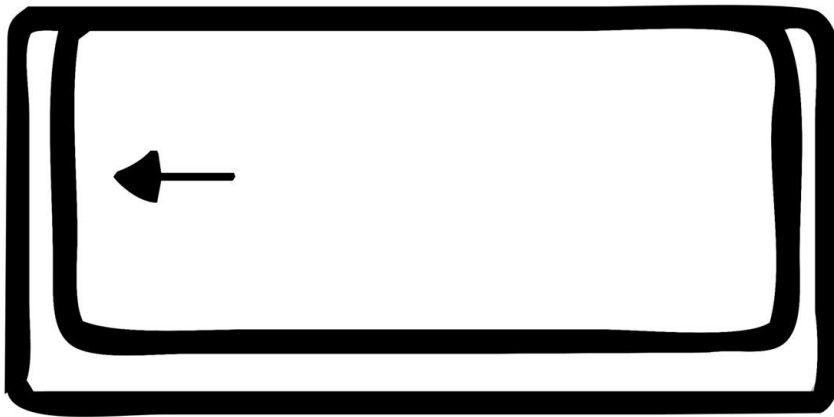
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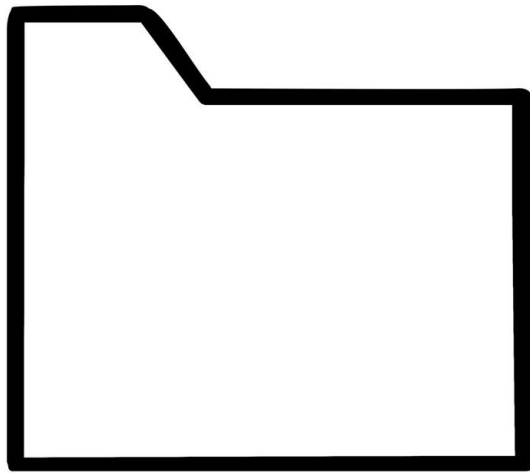
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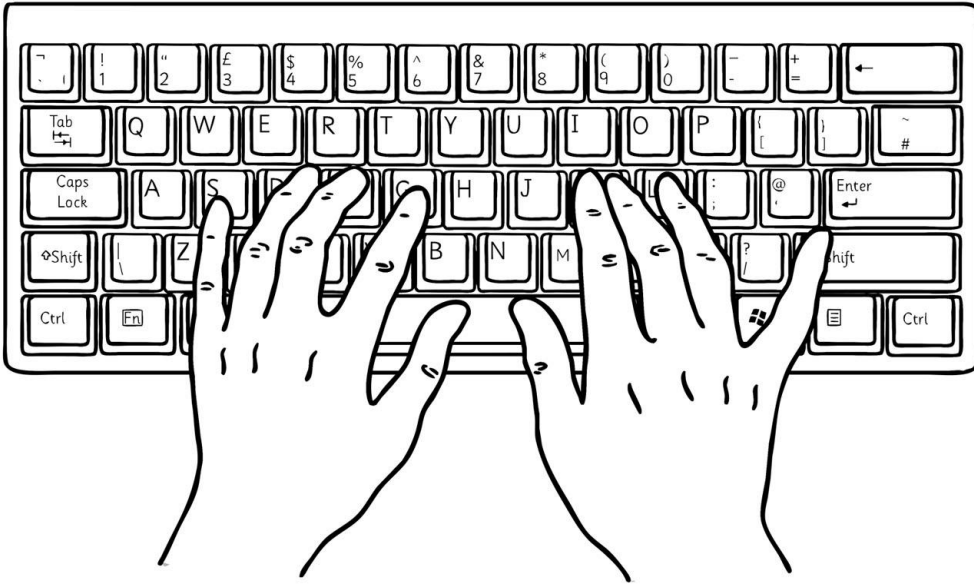
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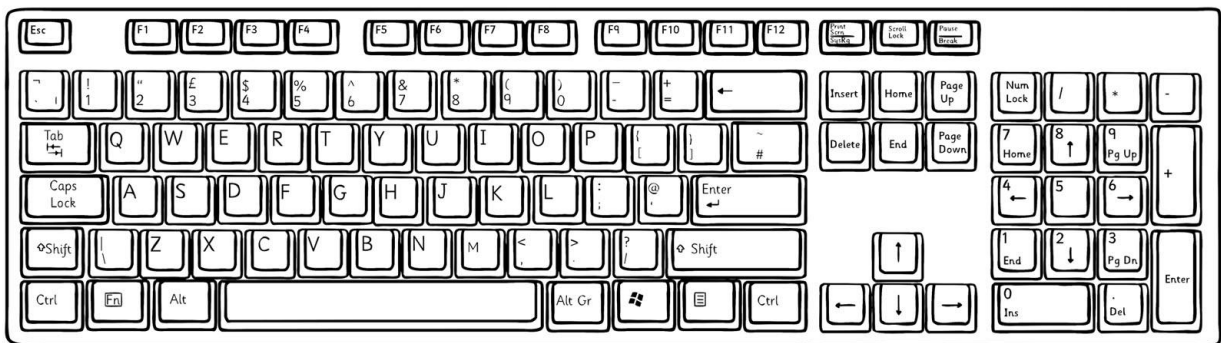
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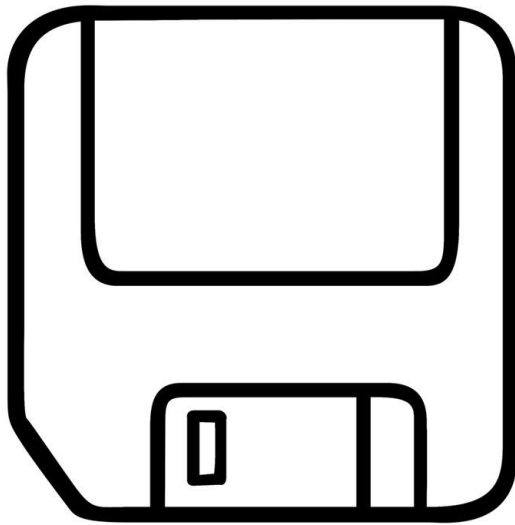
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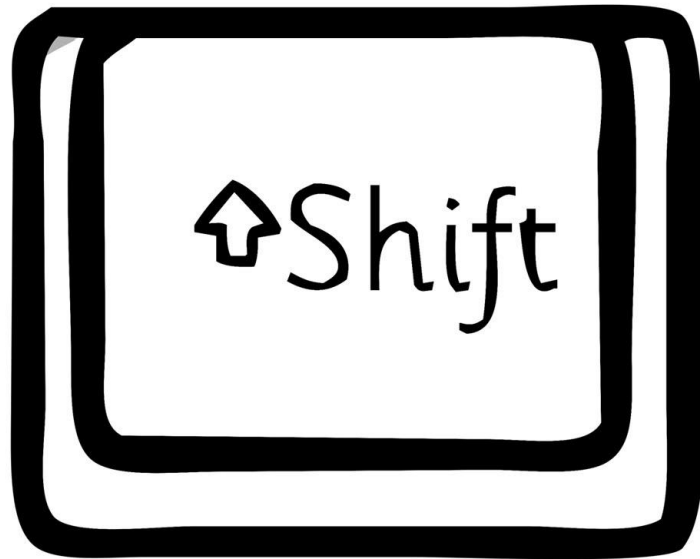
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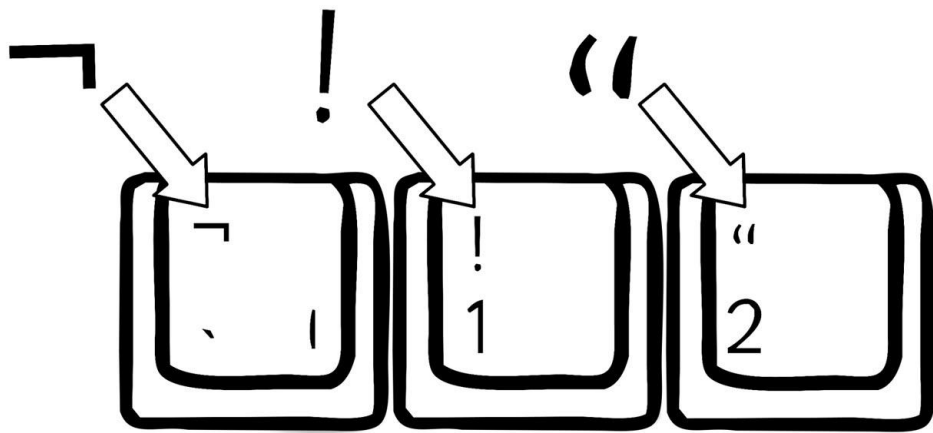
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