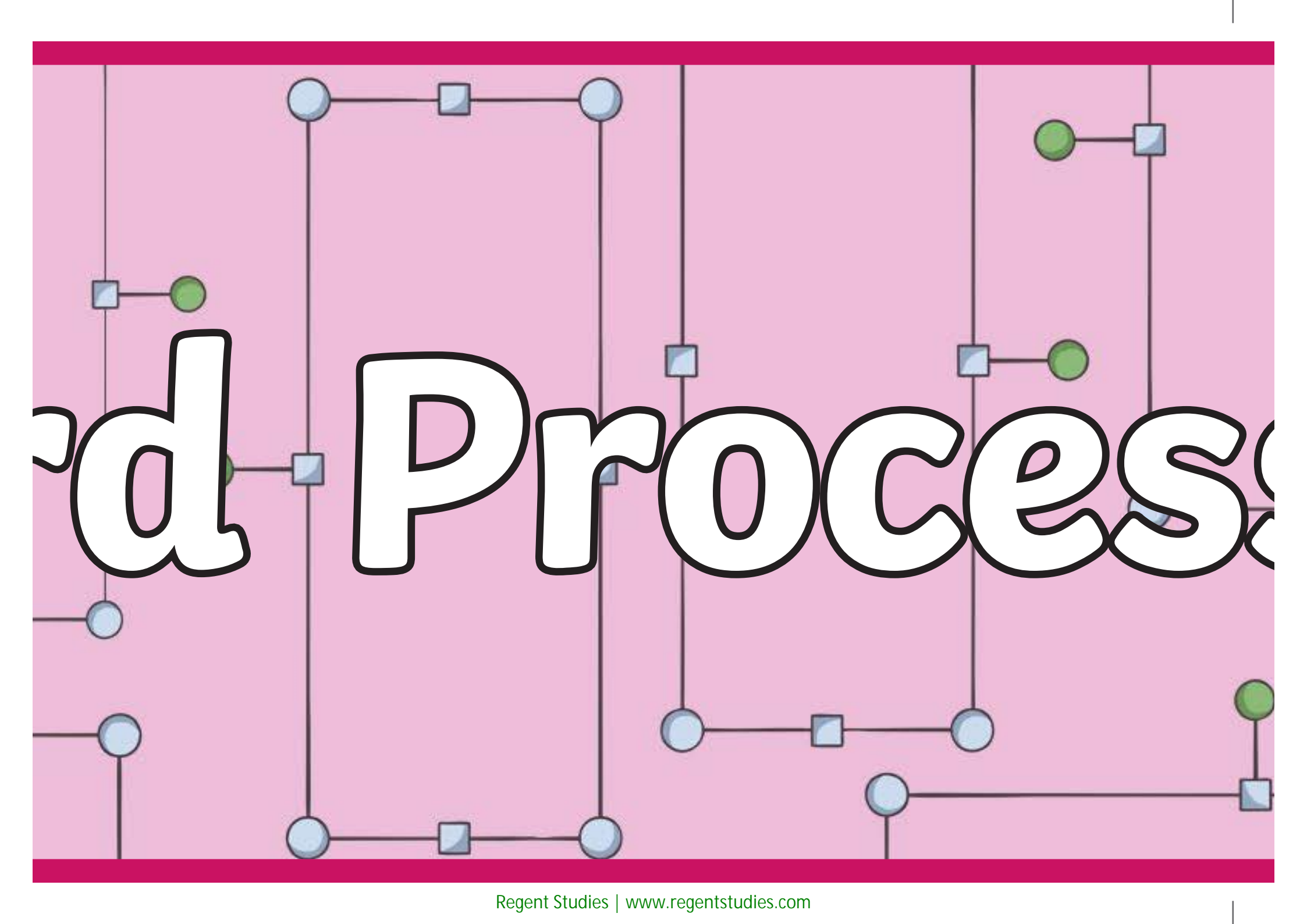
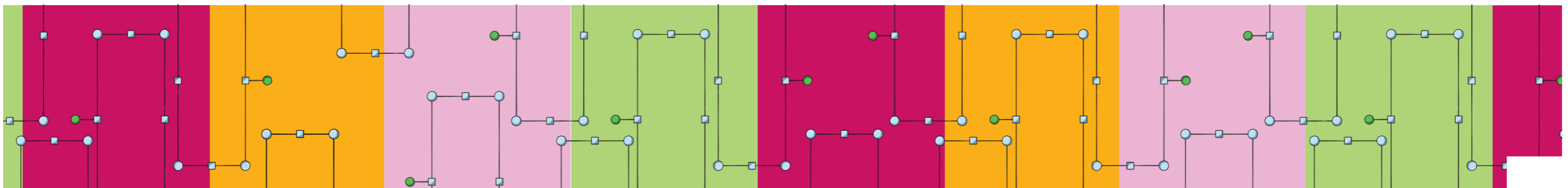
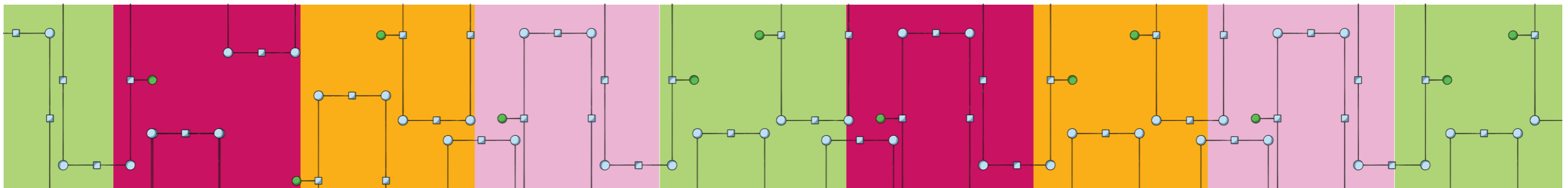
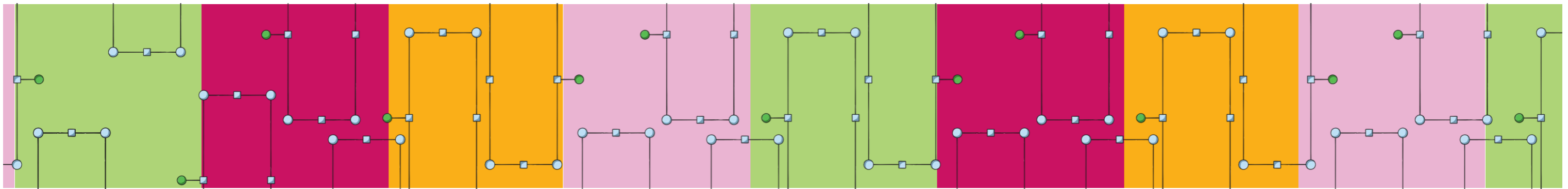
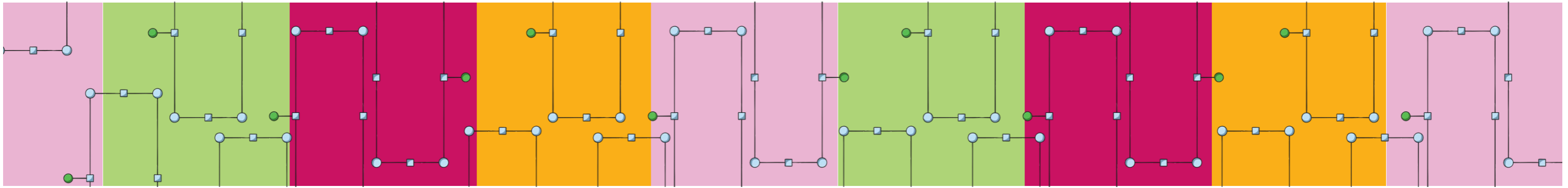
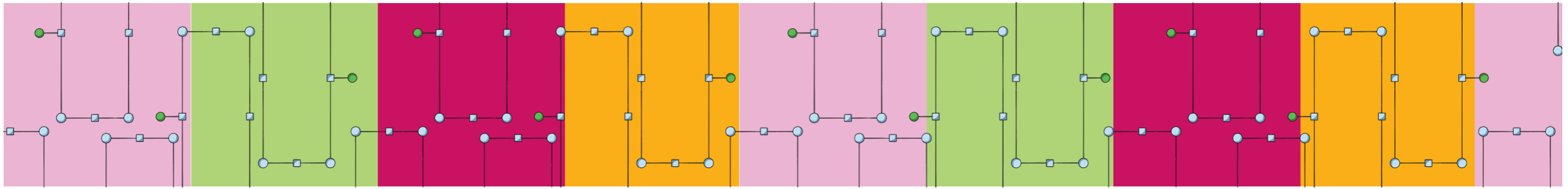


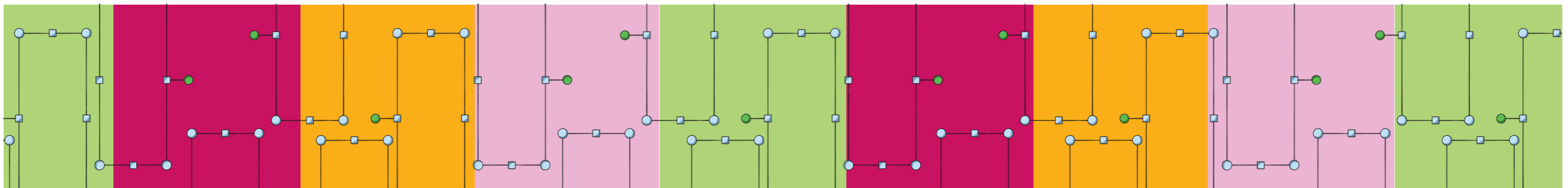
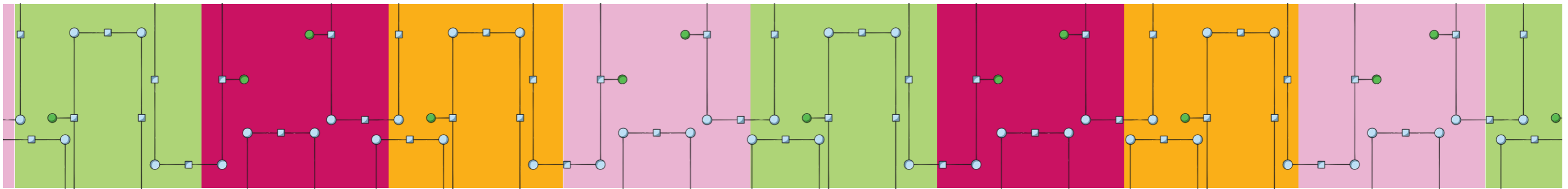
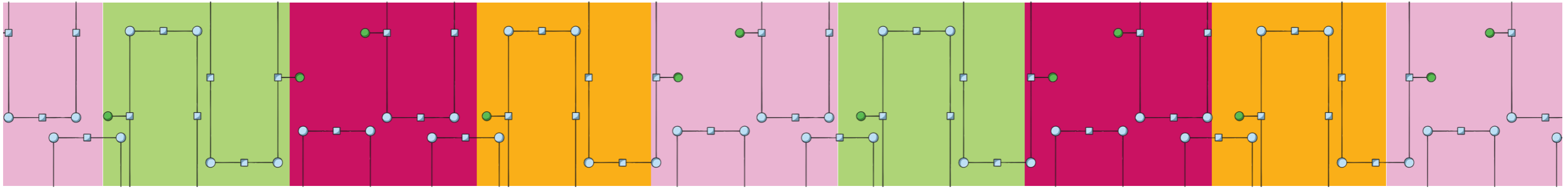
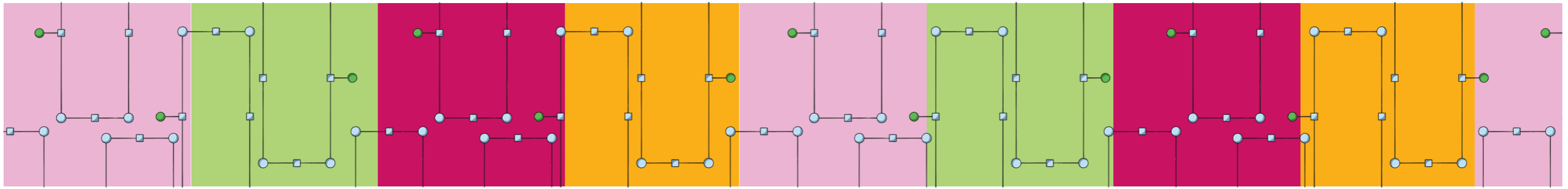
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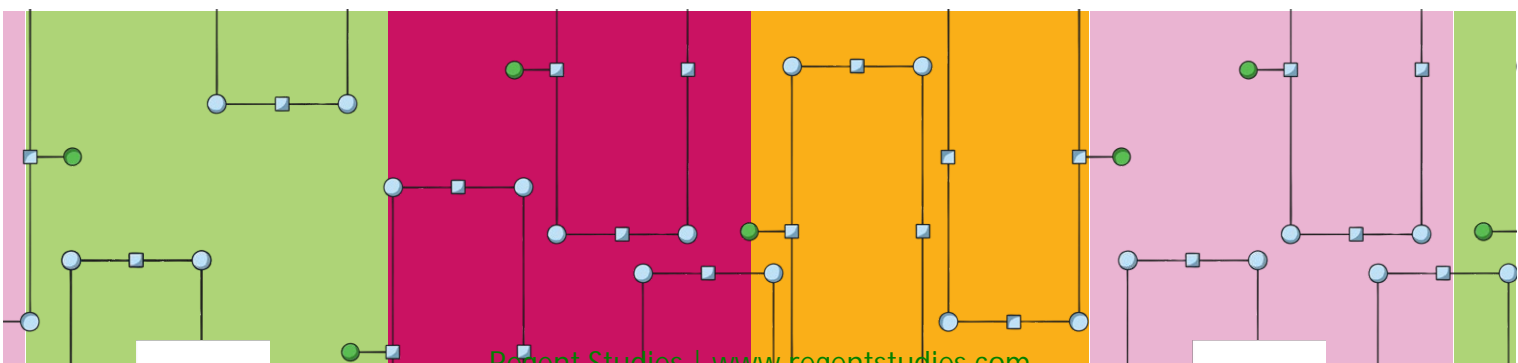
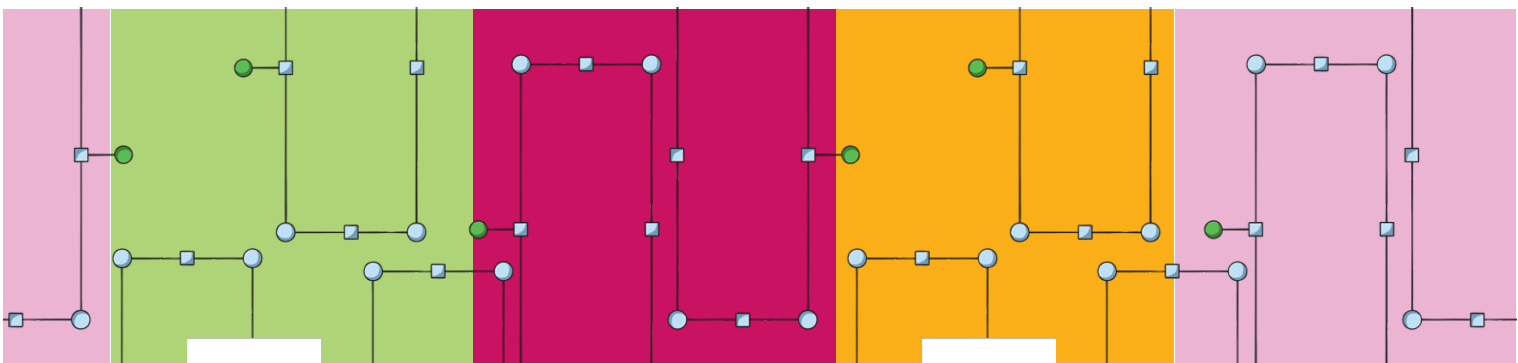
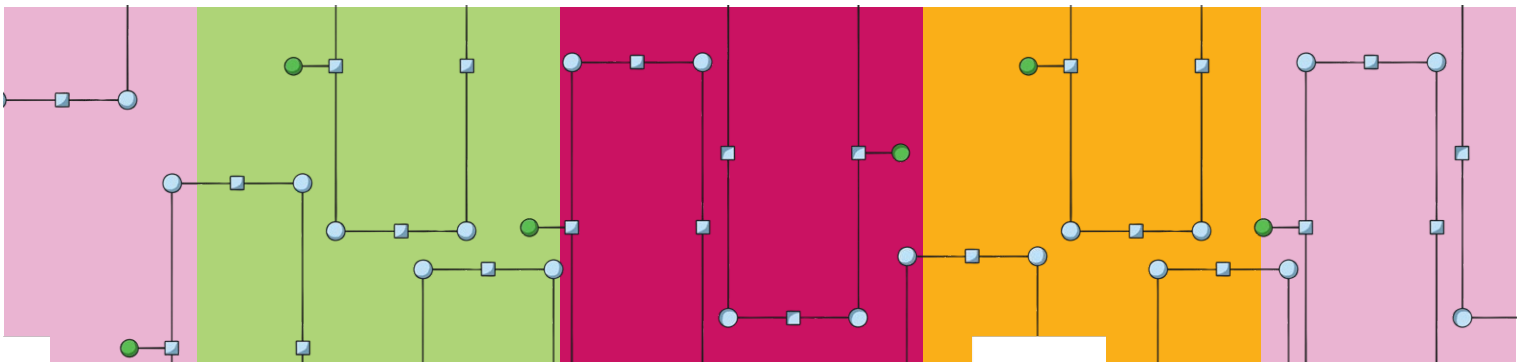
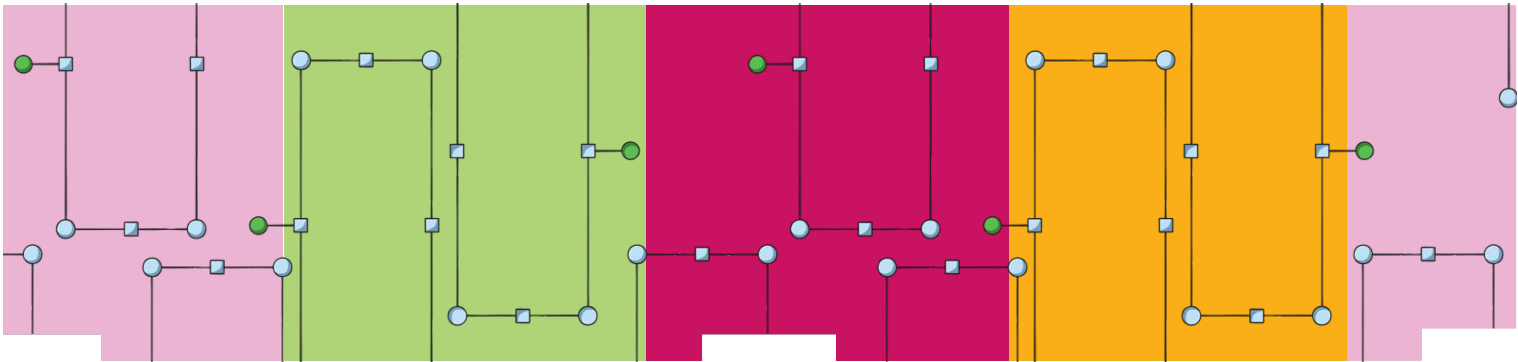
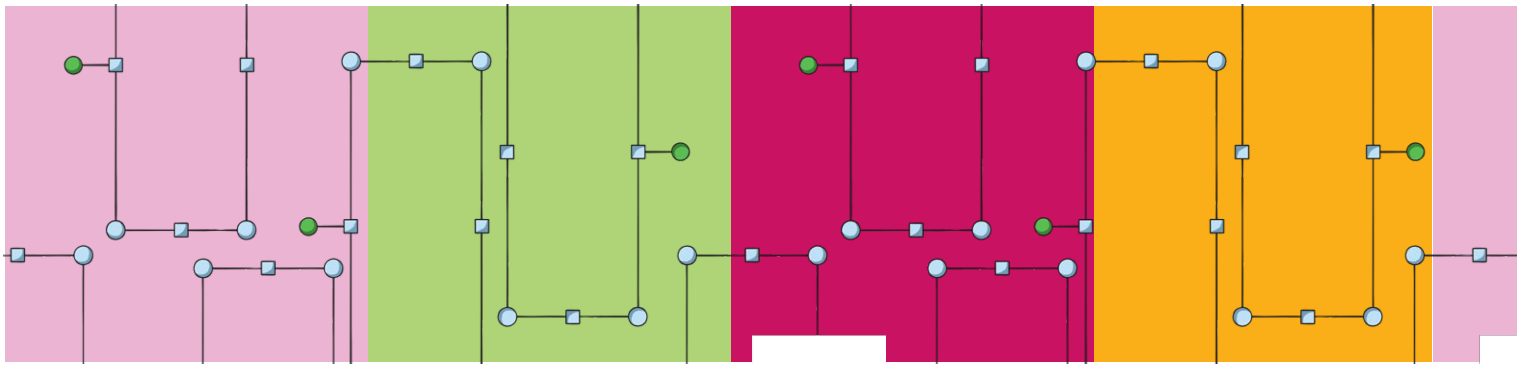


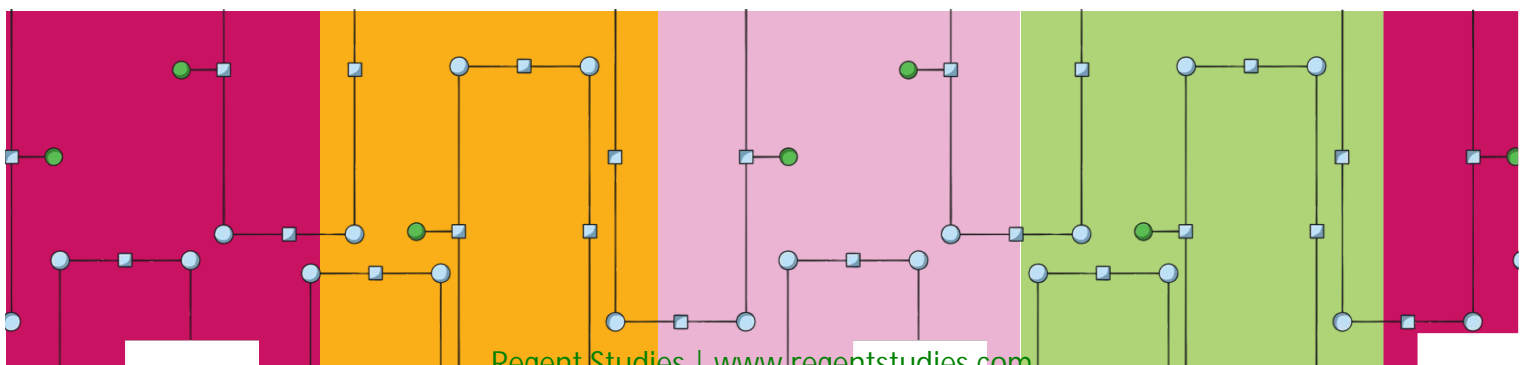
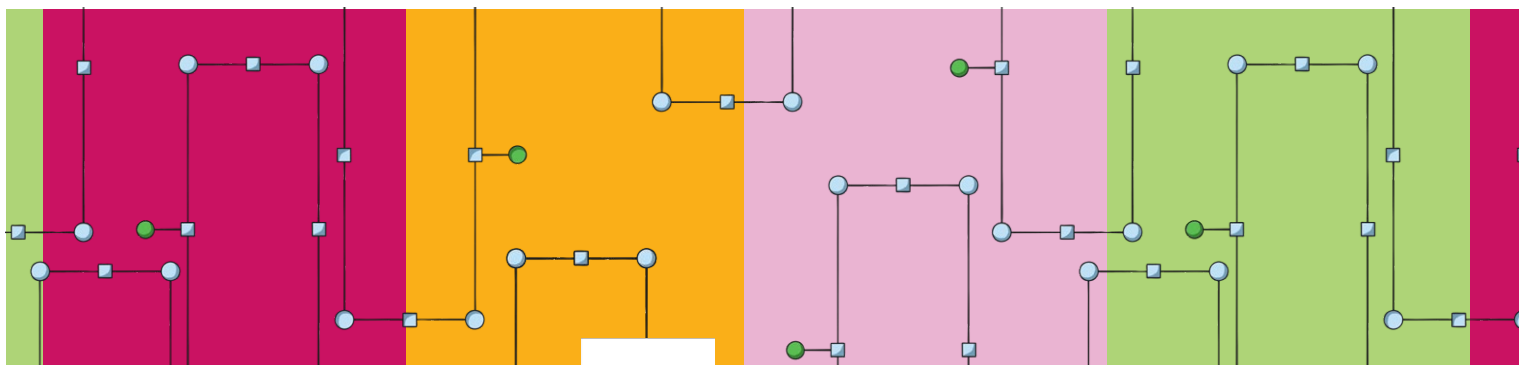
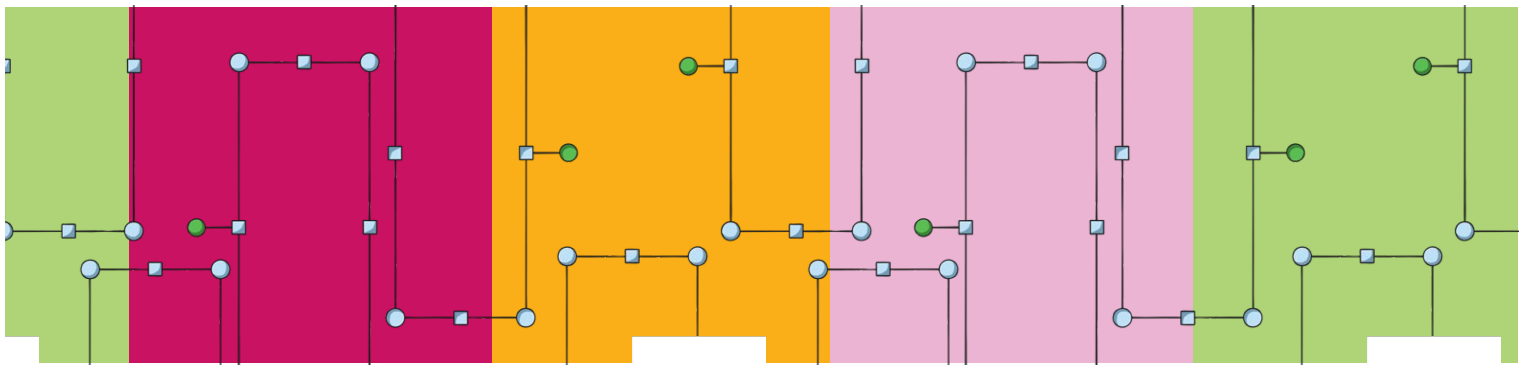
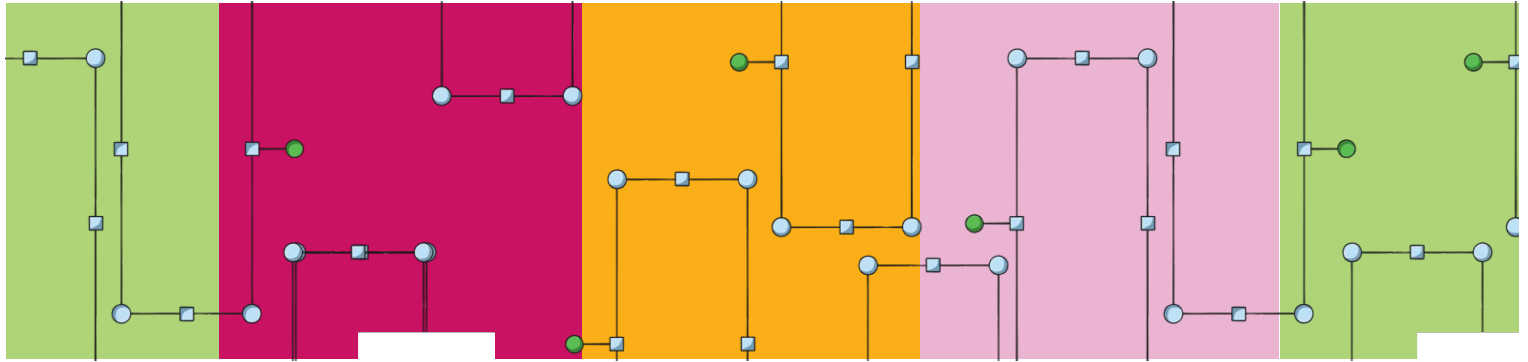
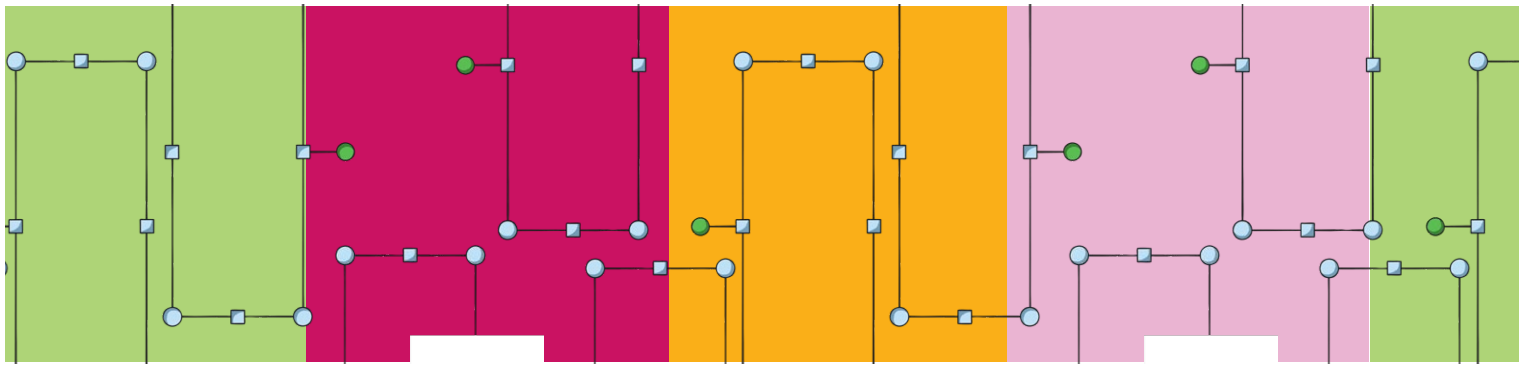
World Processes

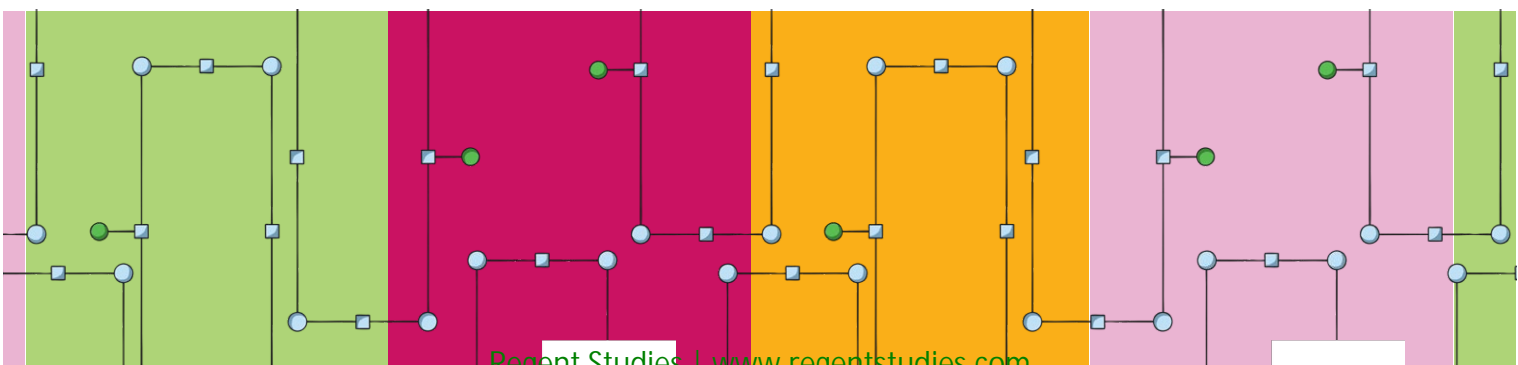
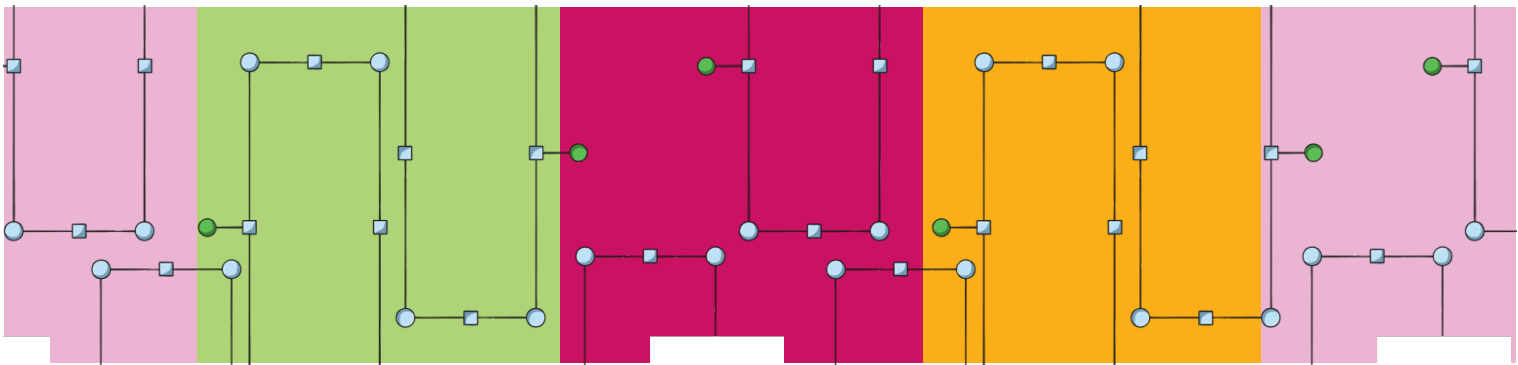
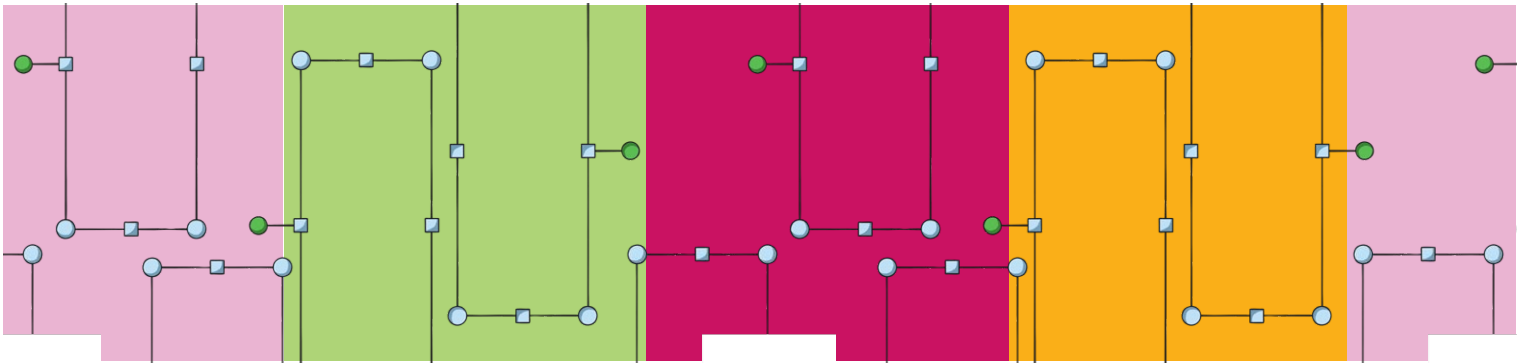
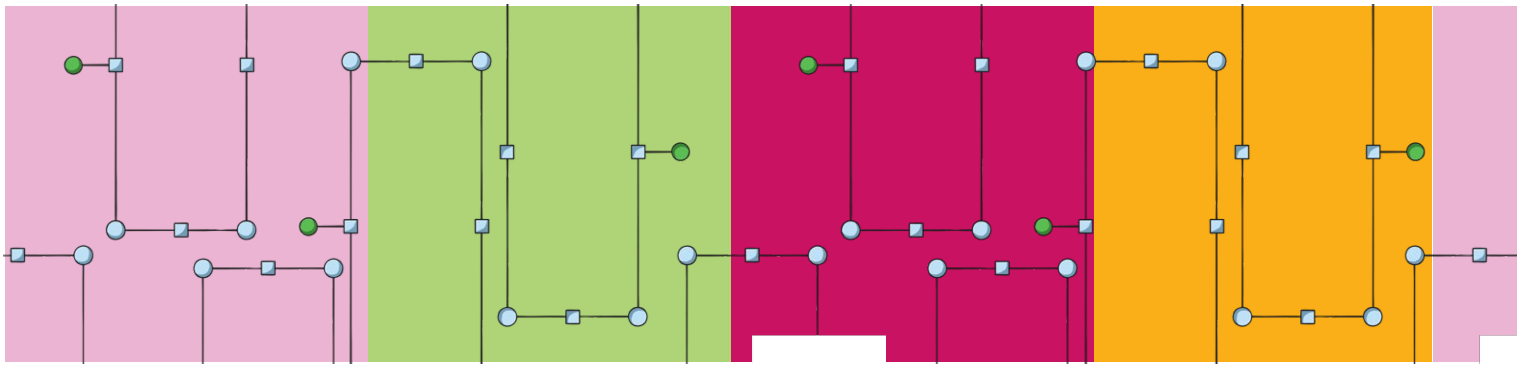
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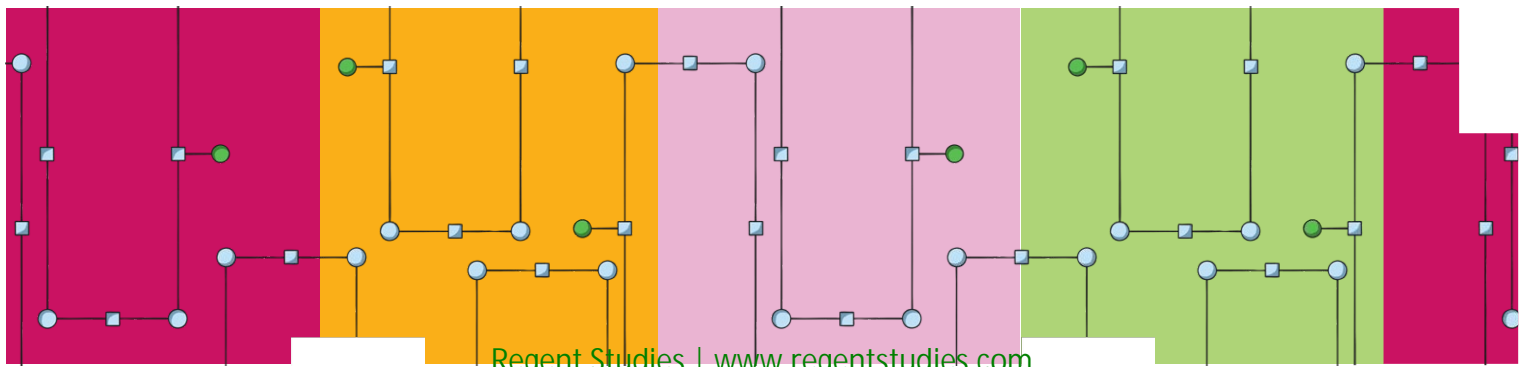
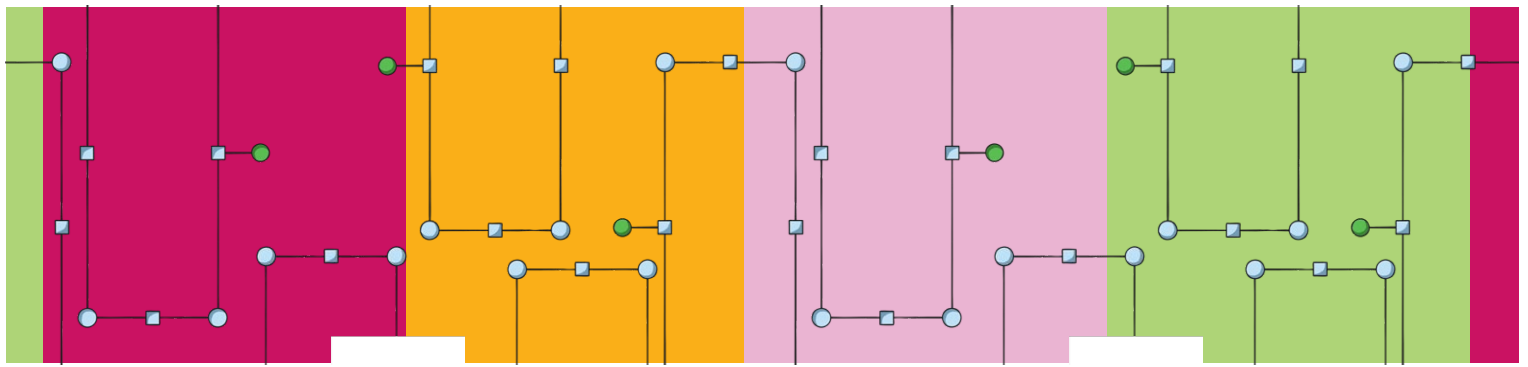
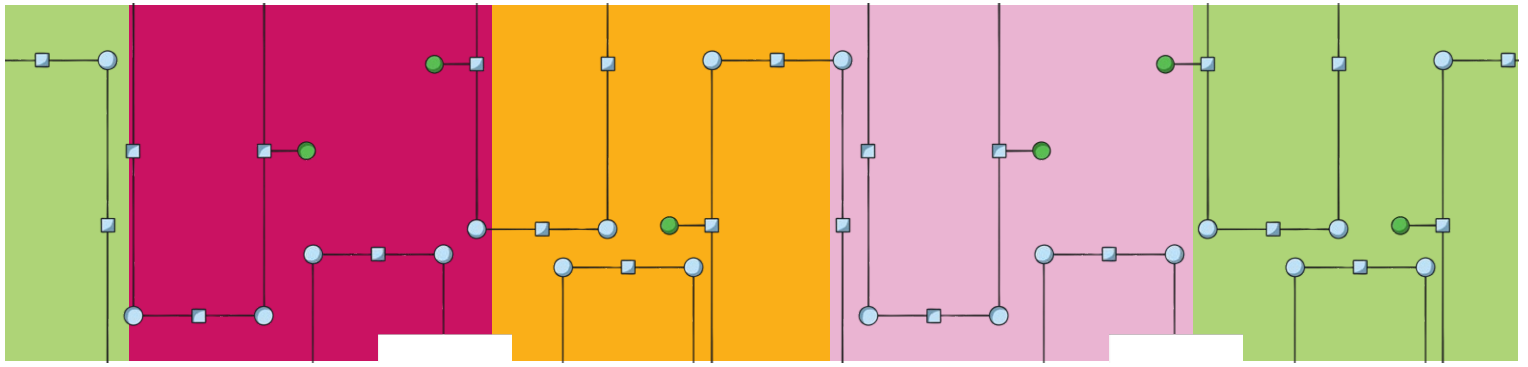
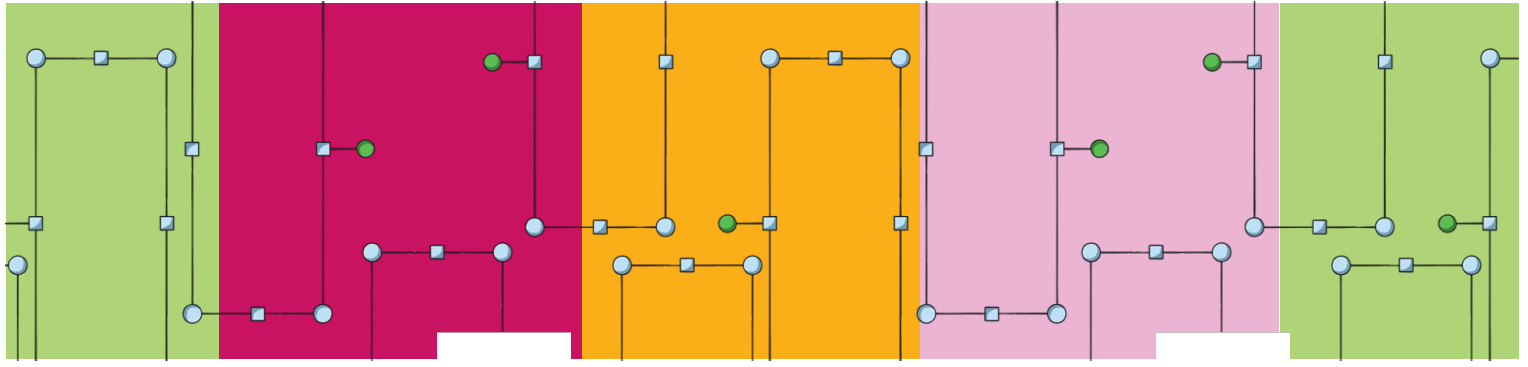
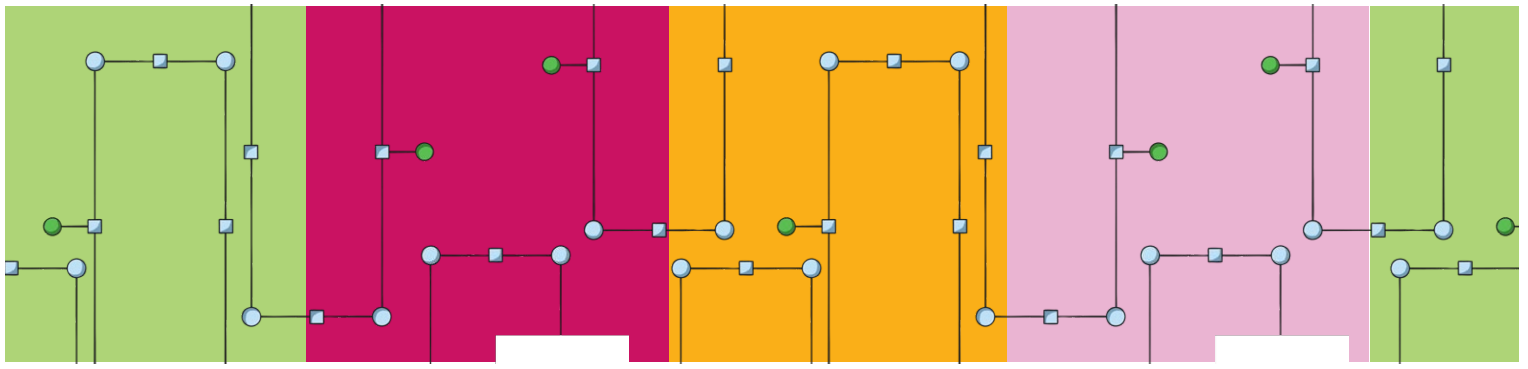


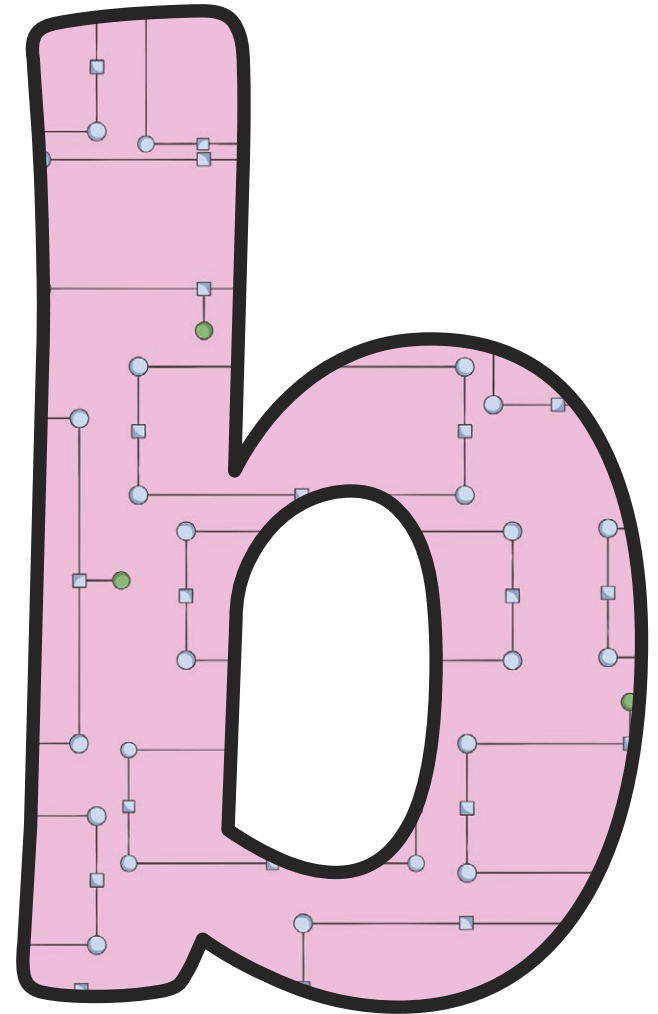
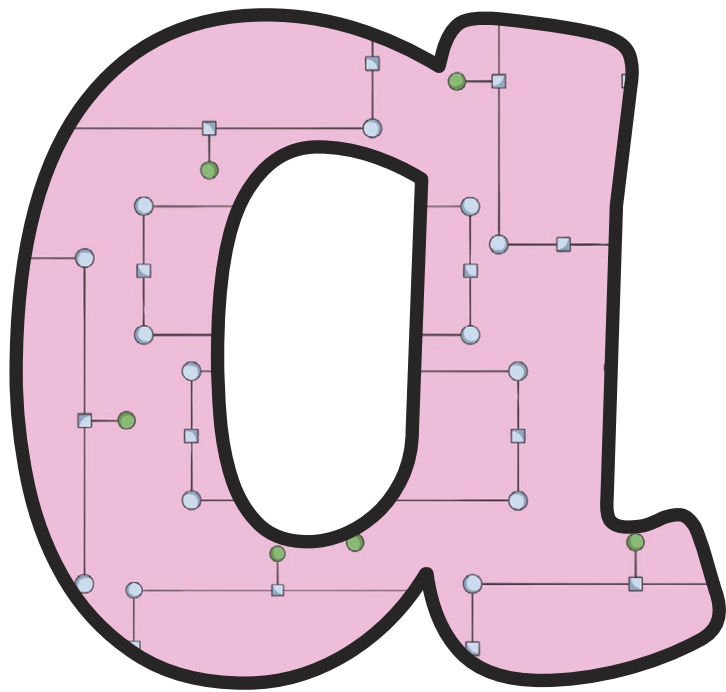


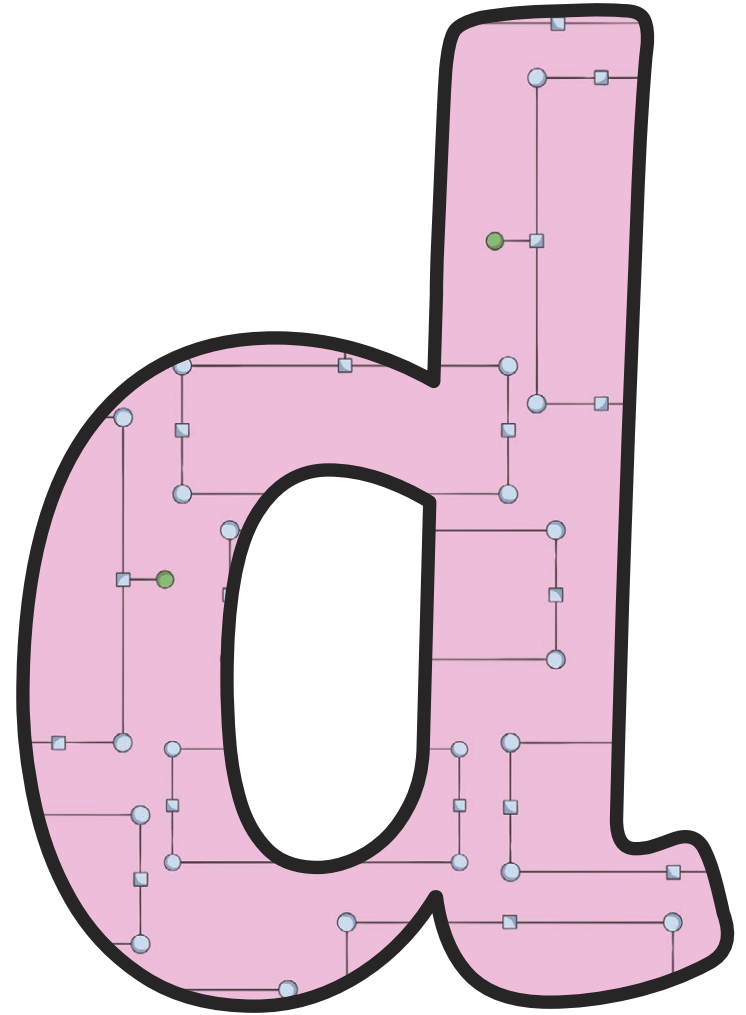
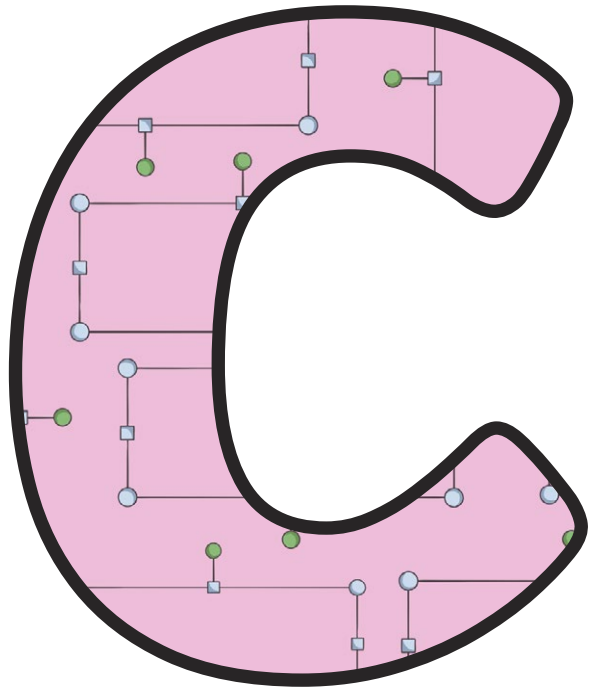


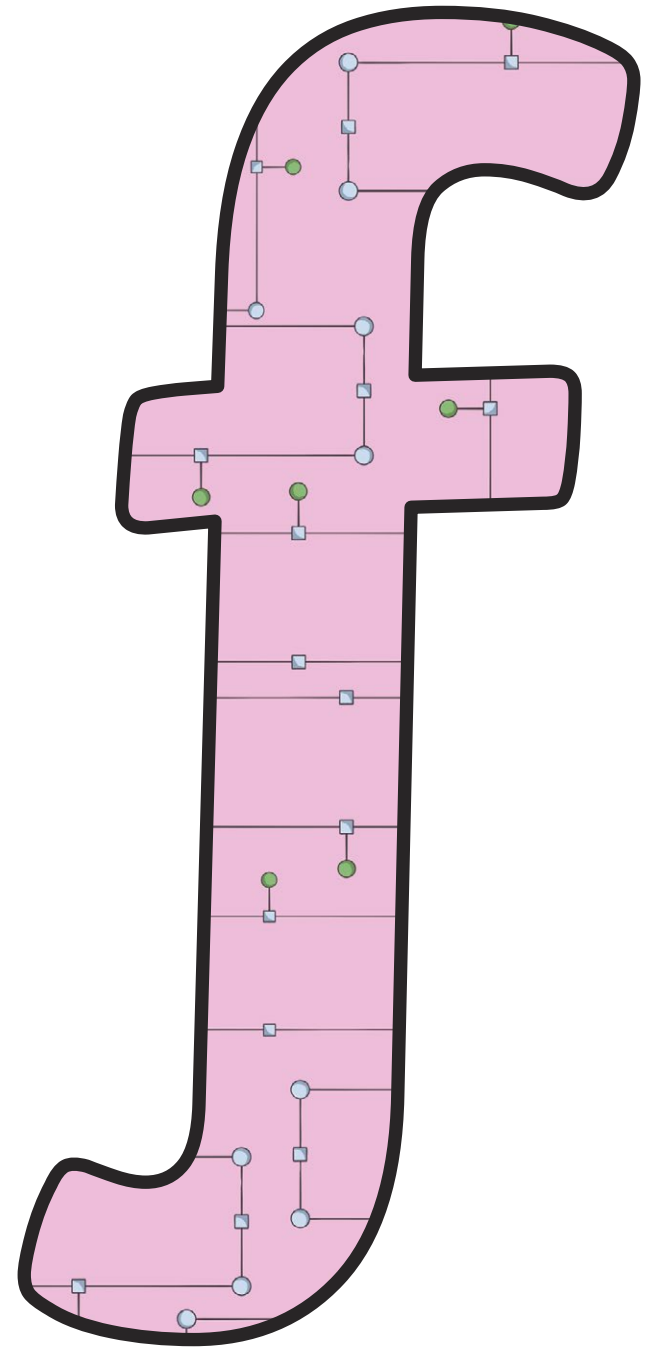
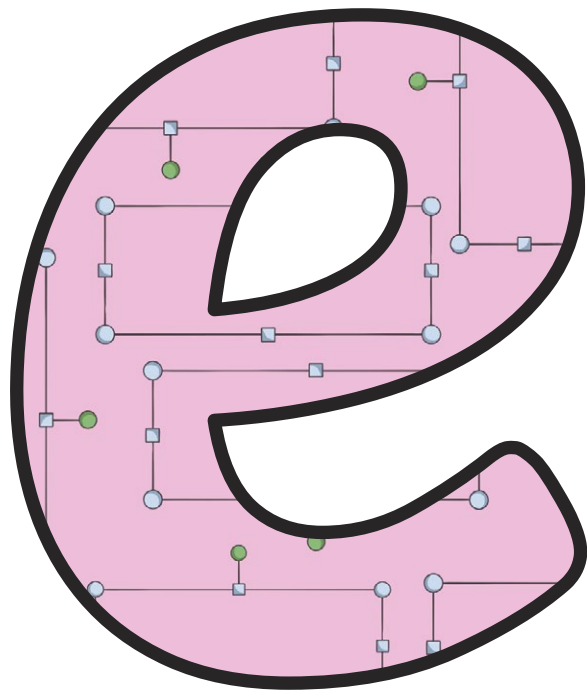


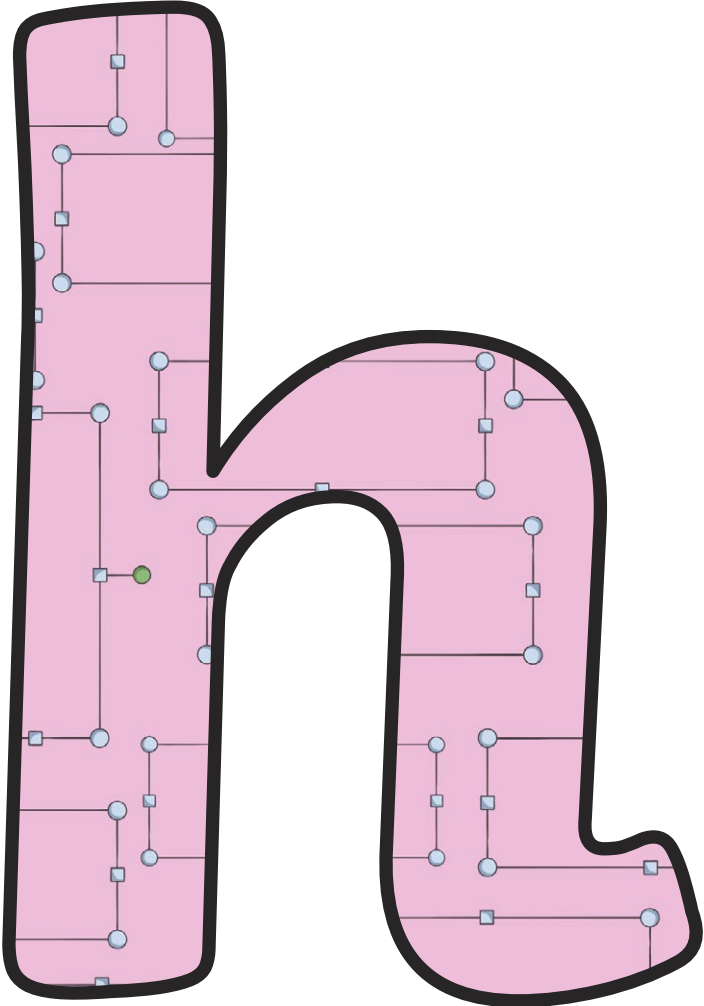
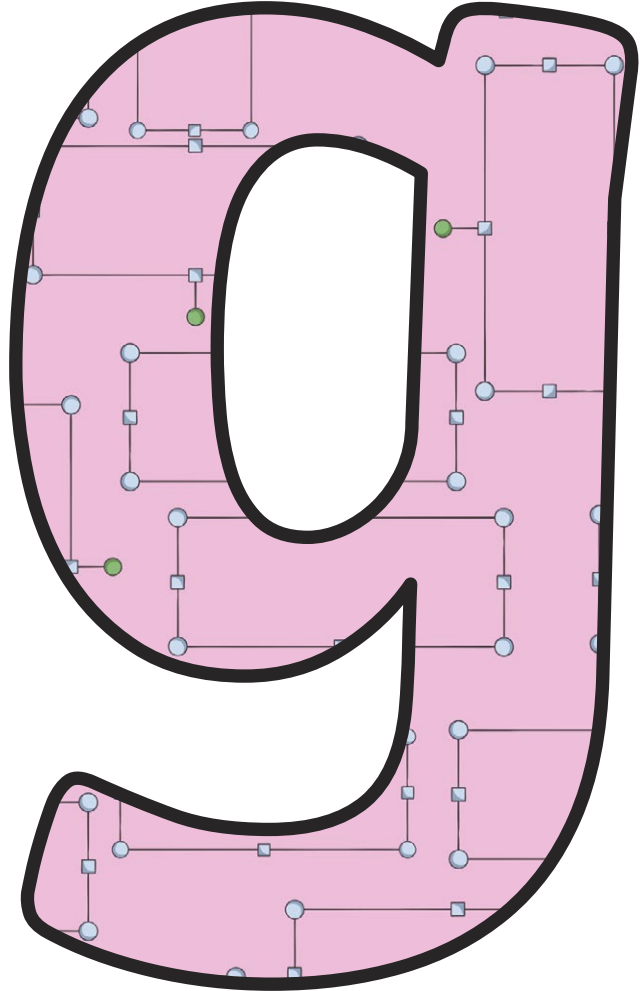


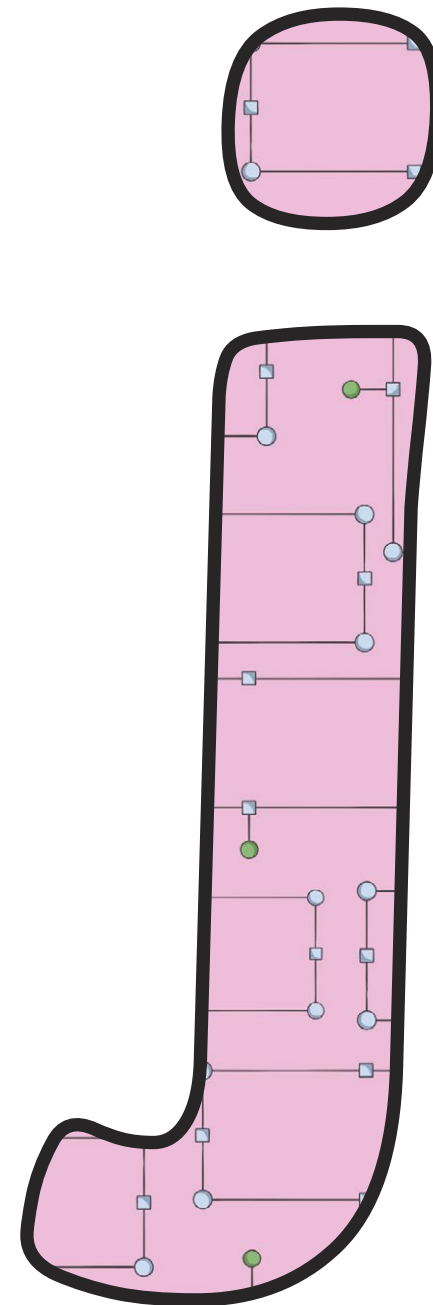
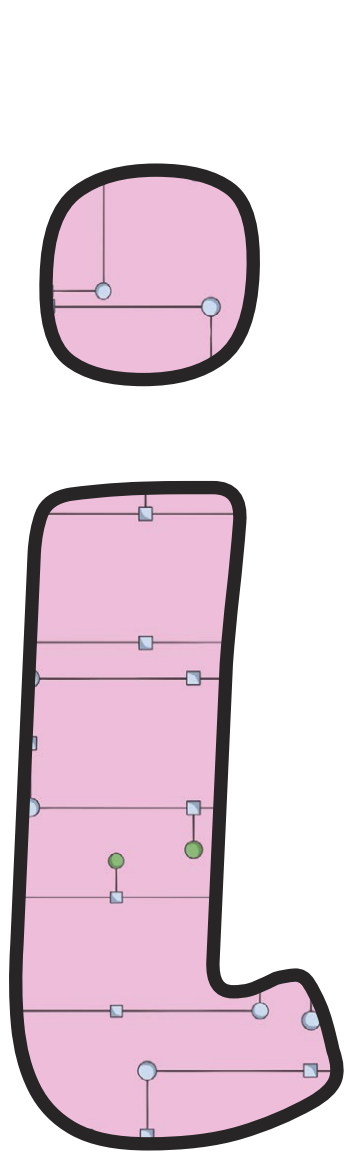


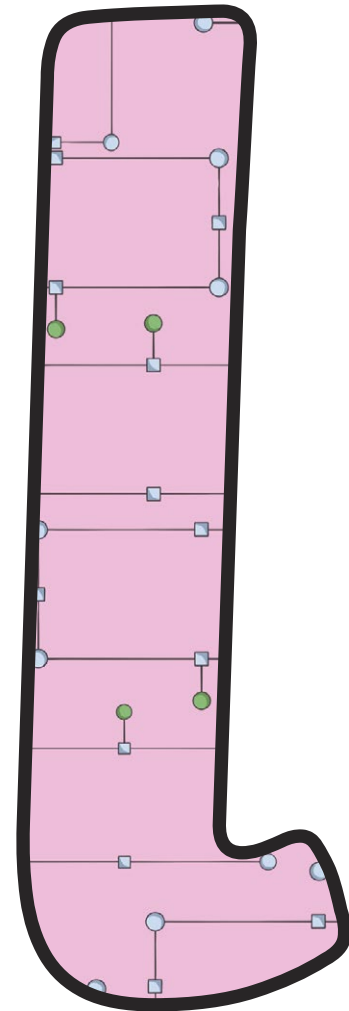
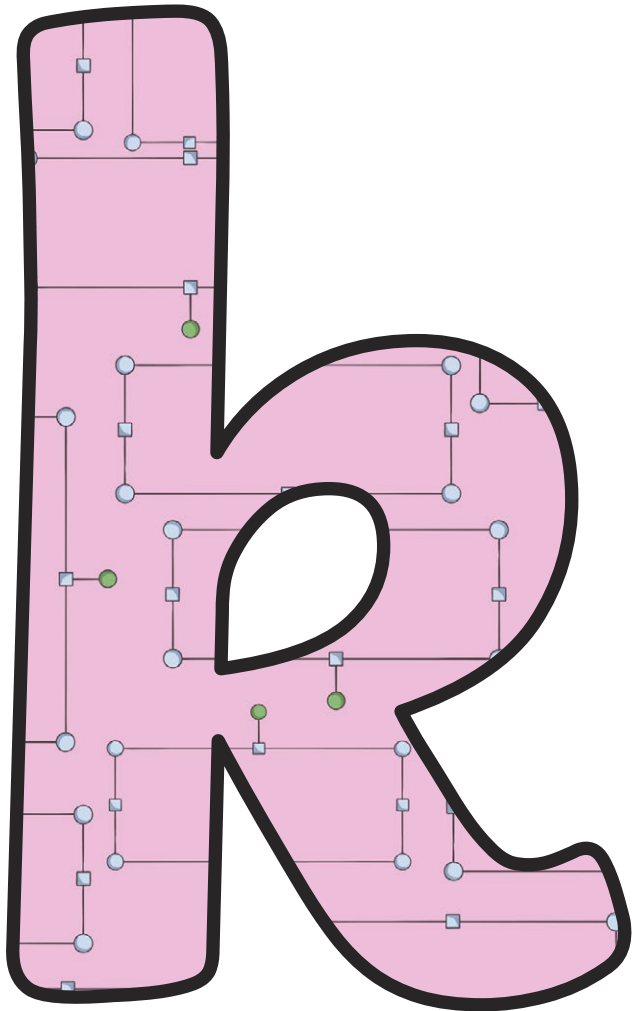


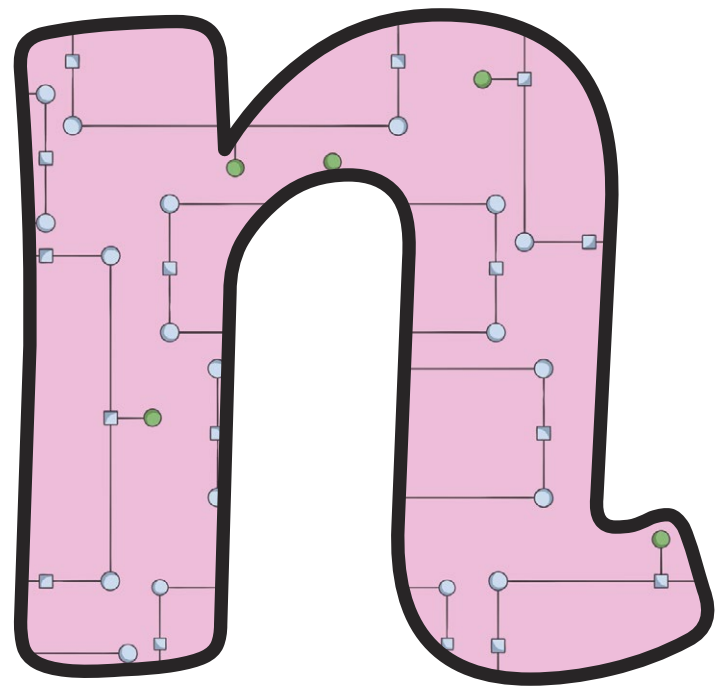
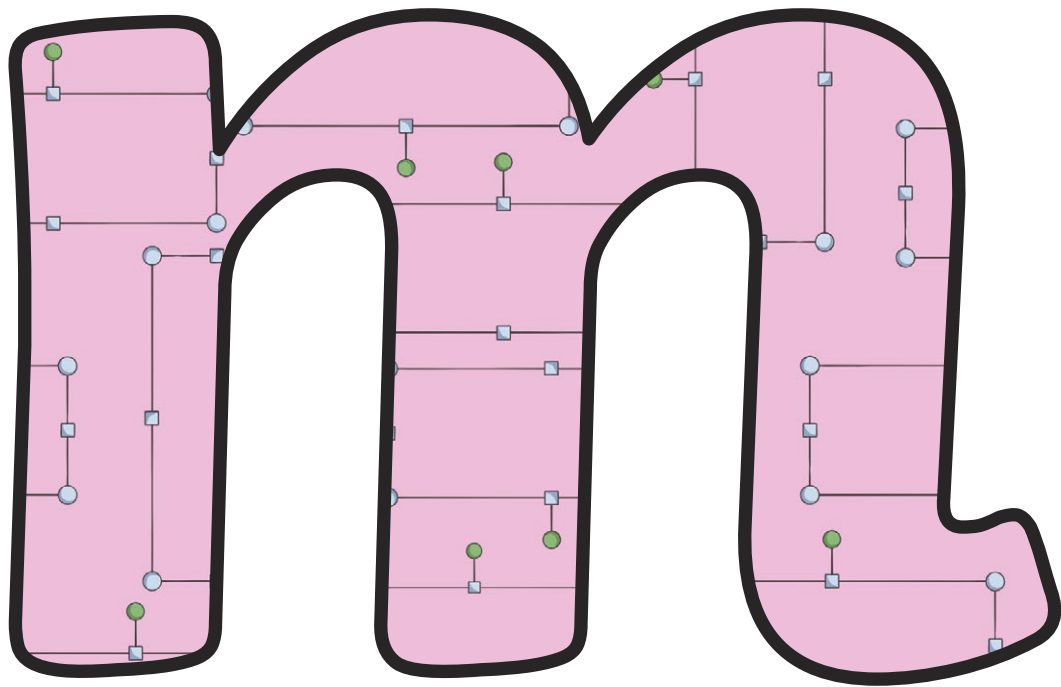


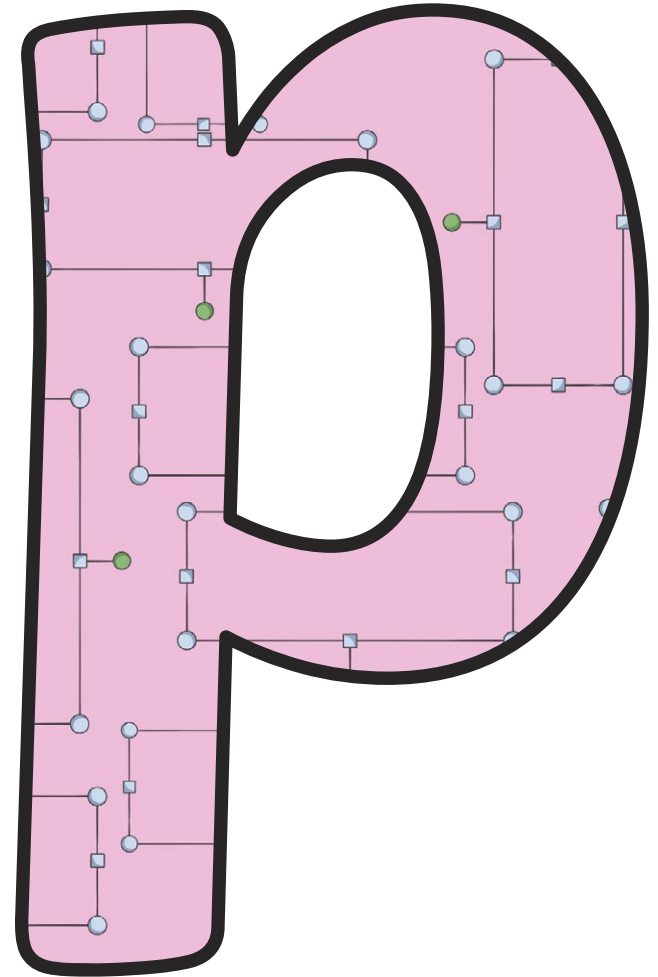
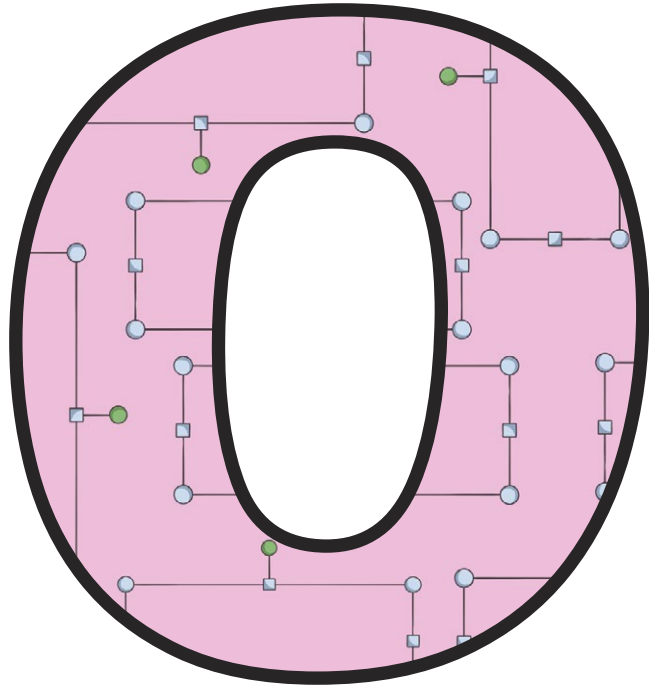


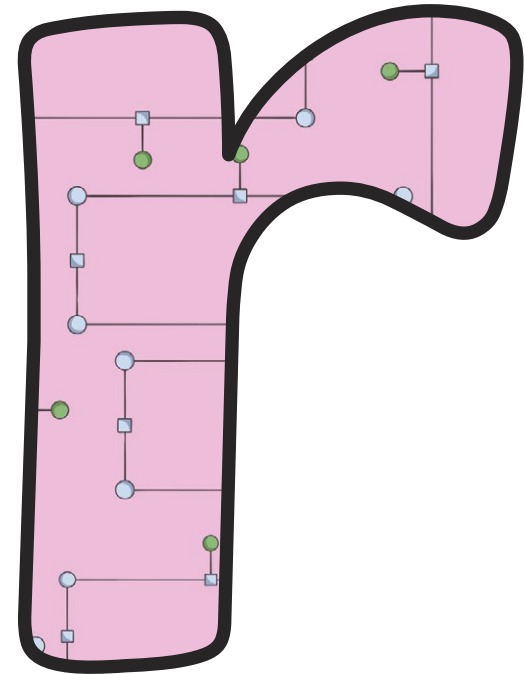
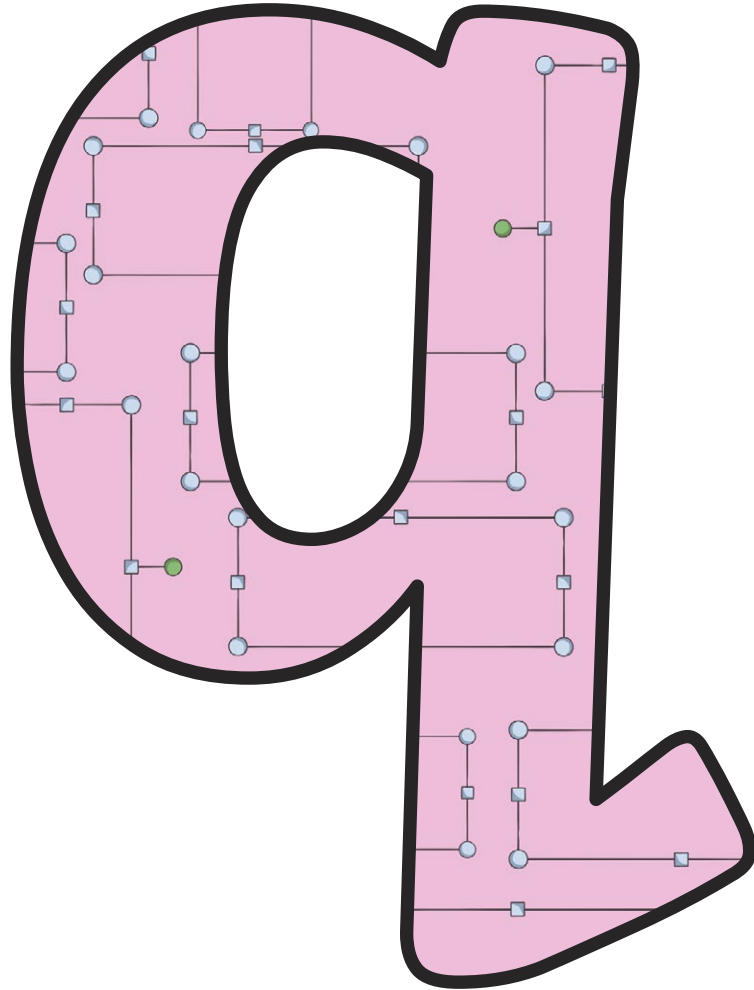


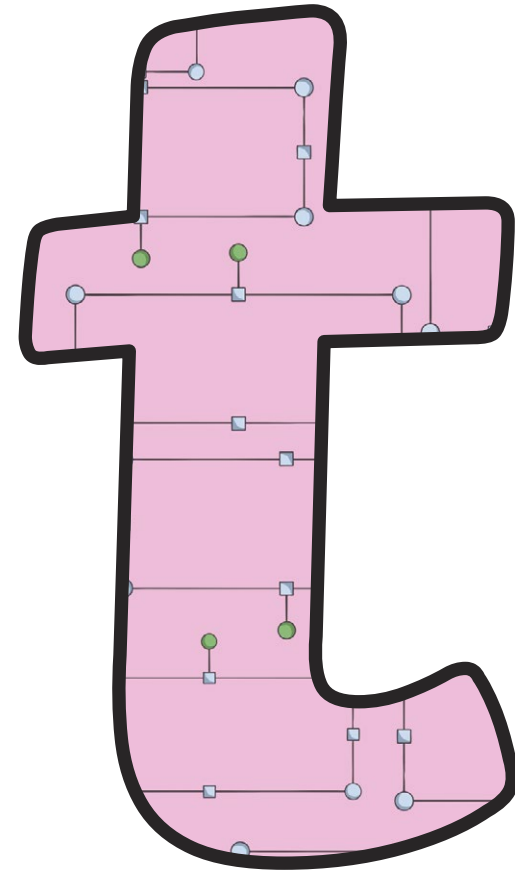
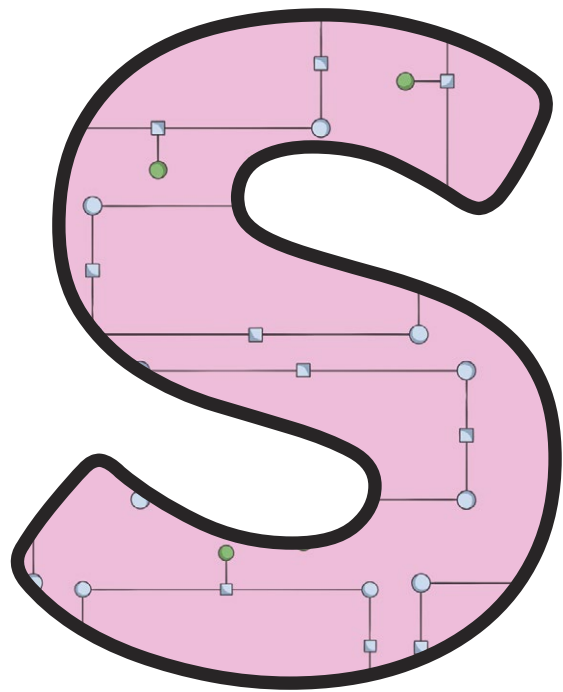


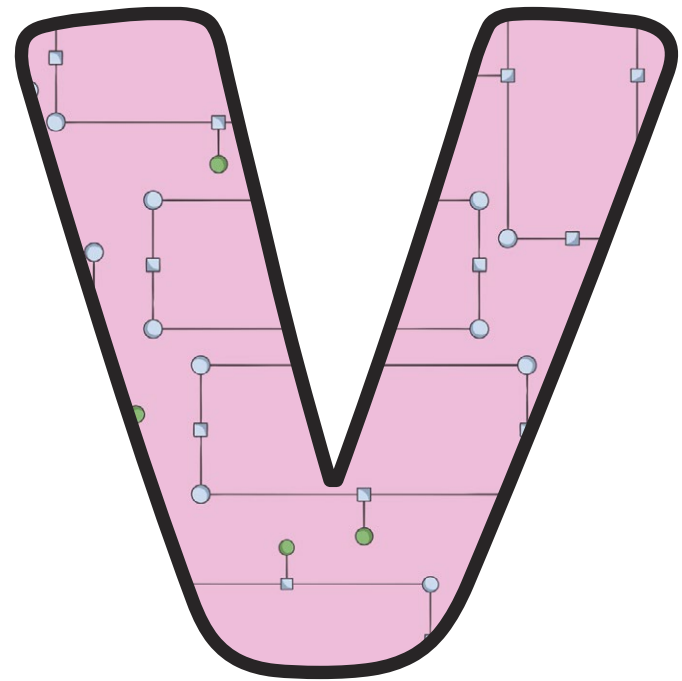
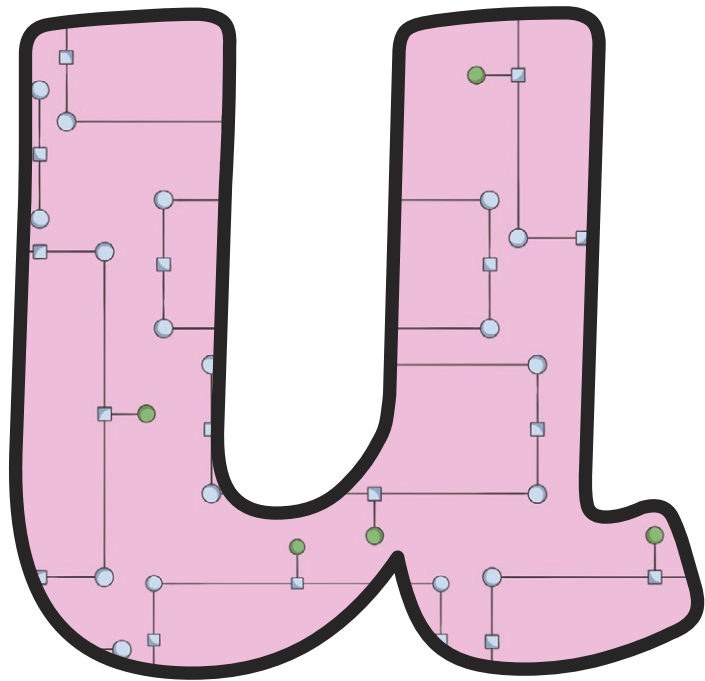


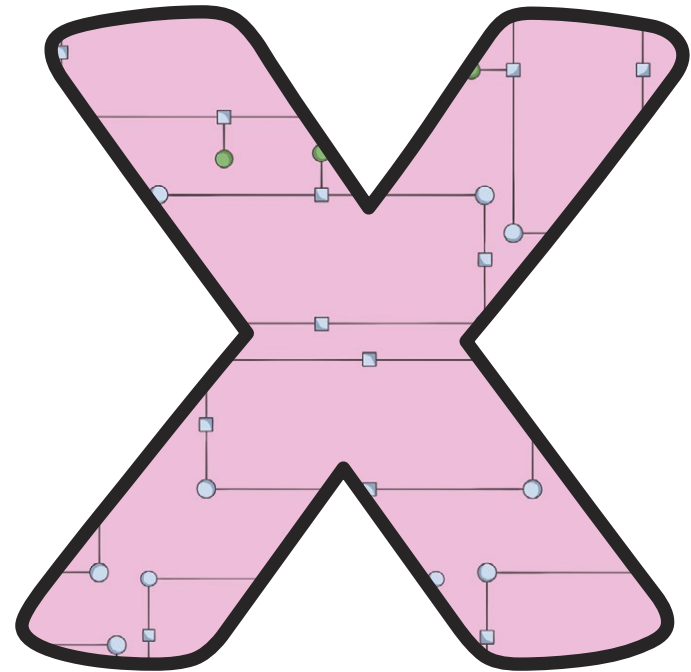
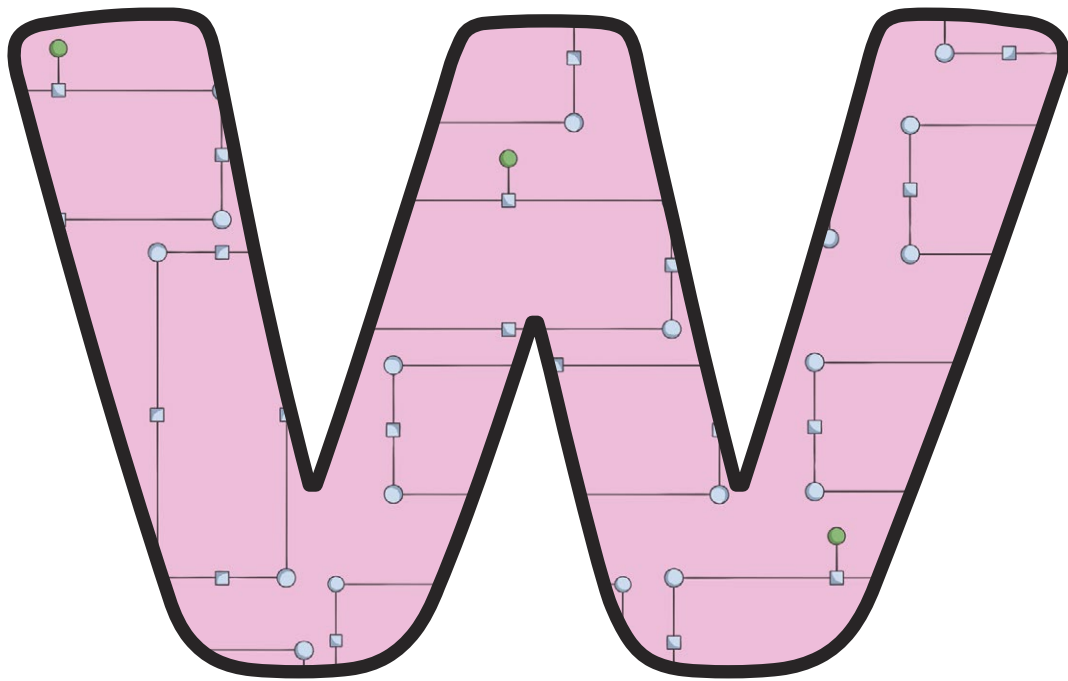


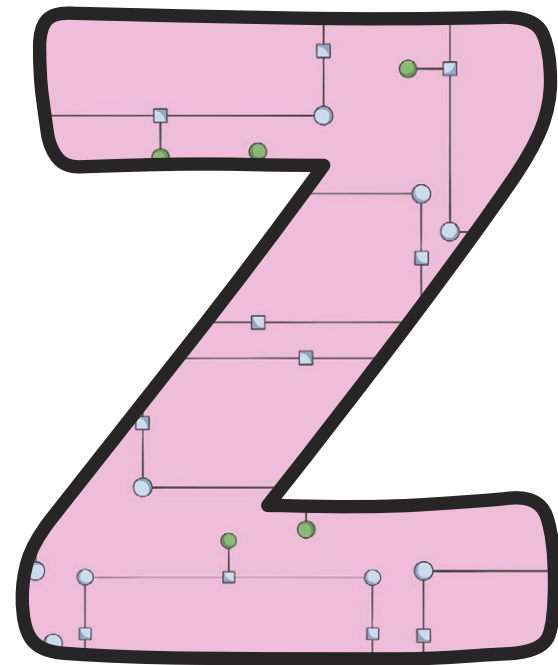
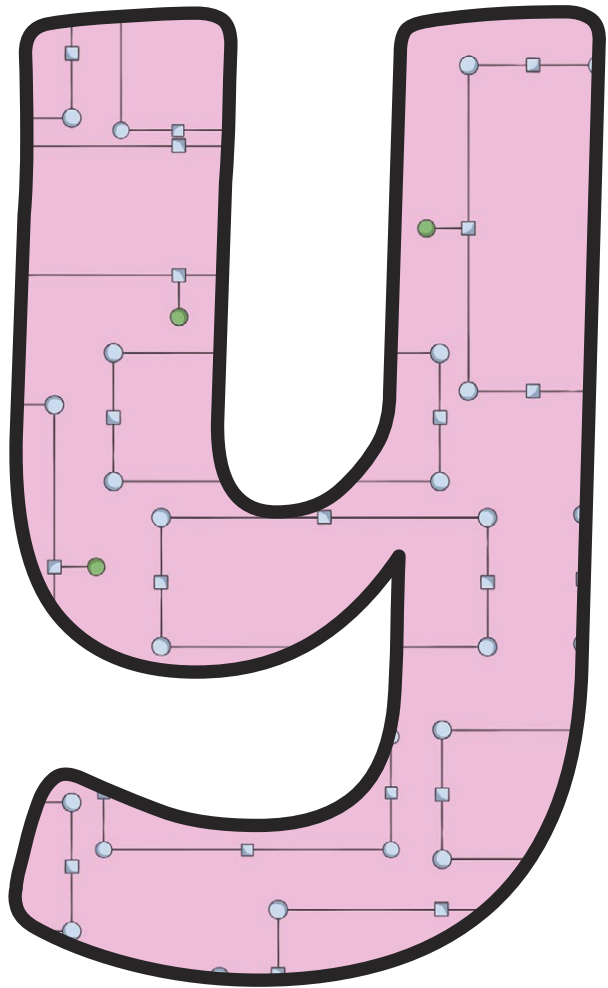


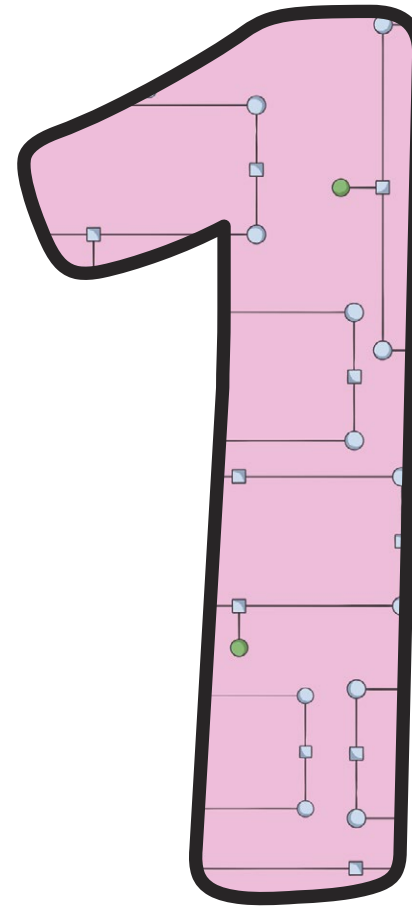
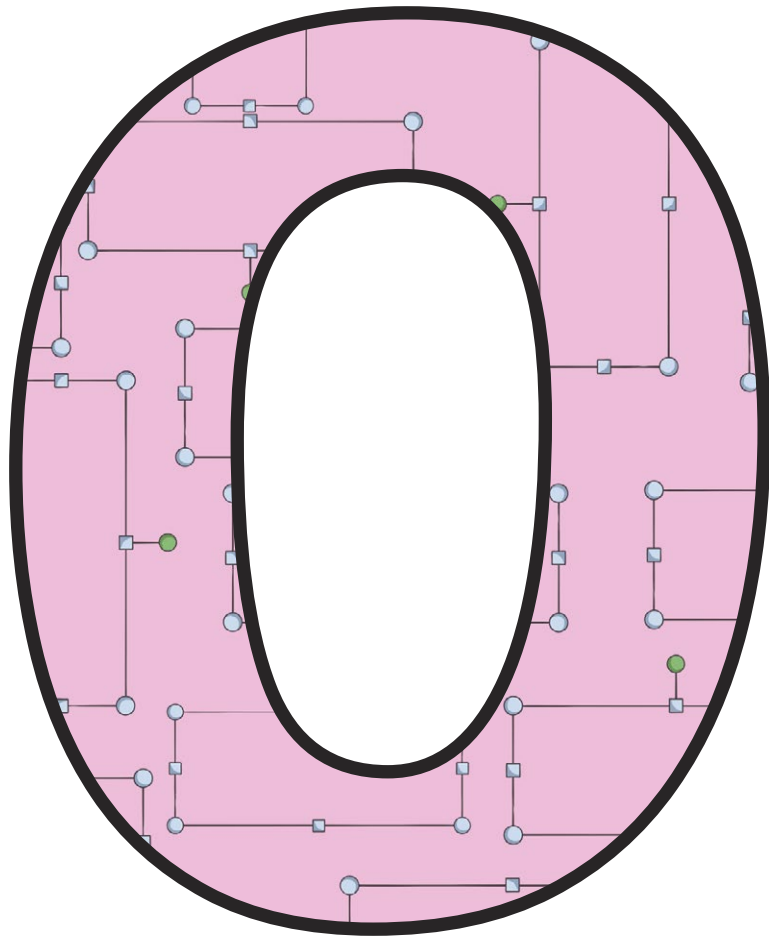


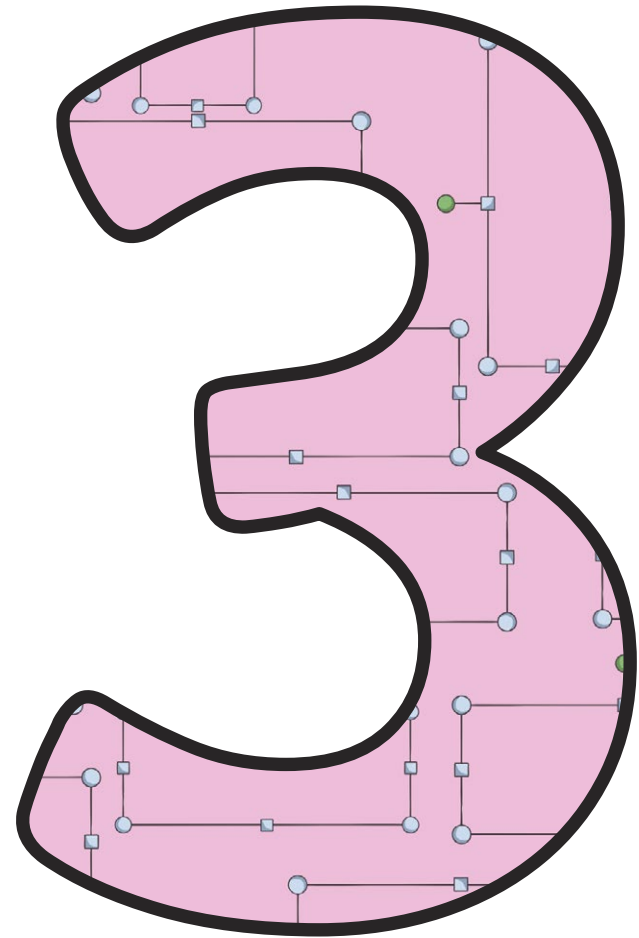
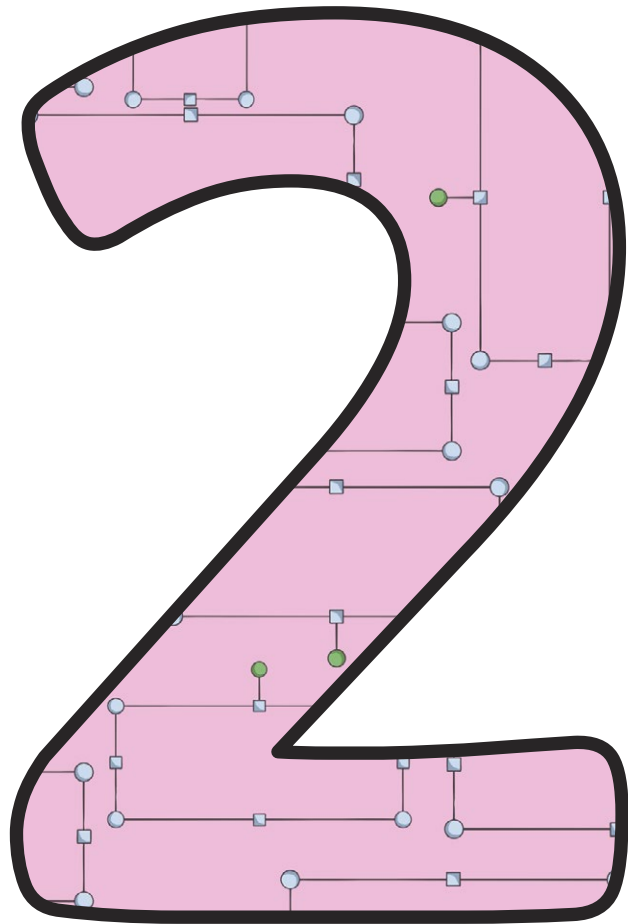


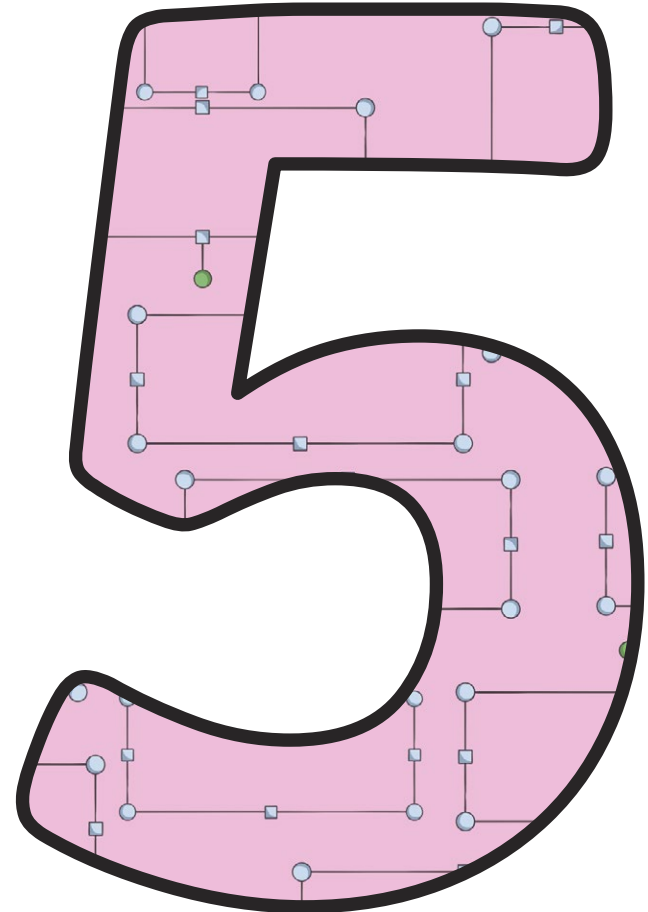
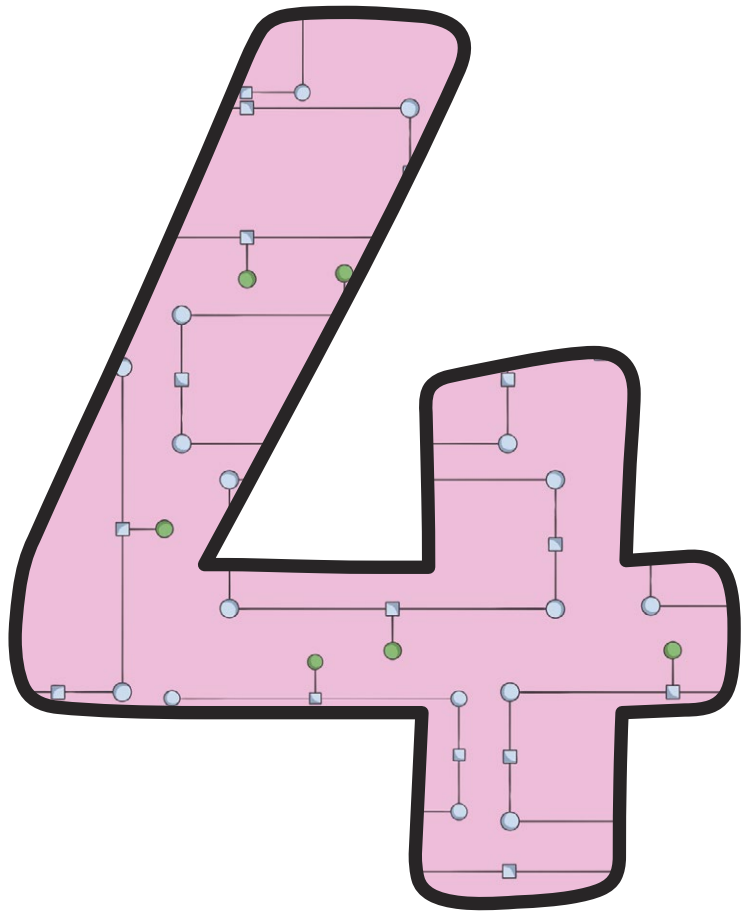


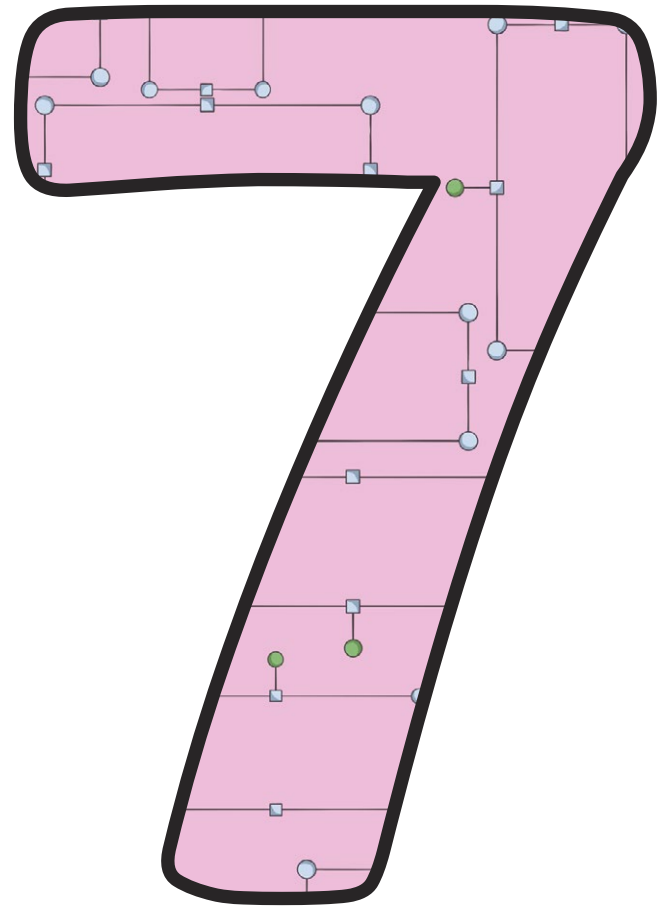
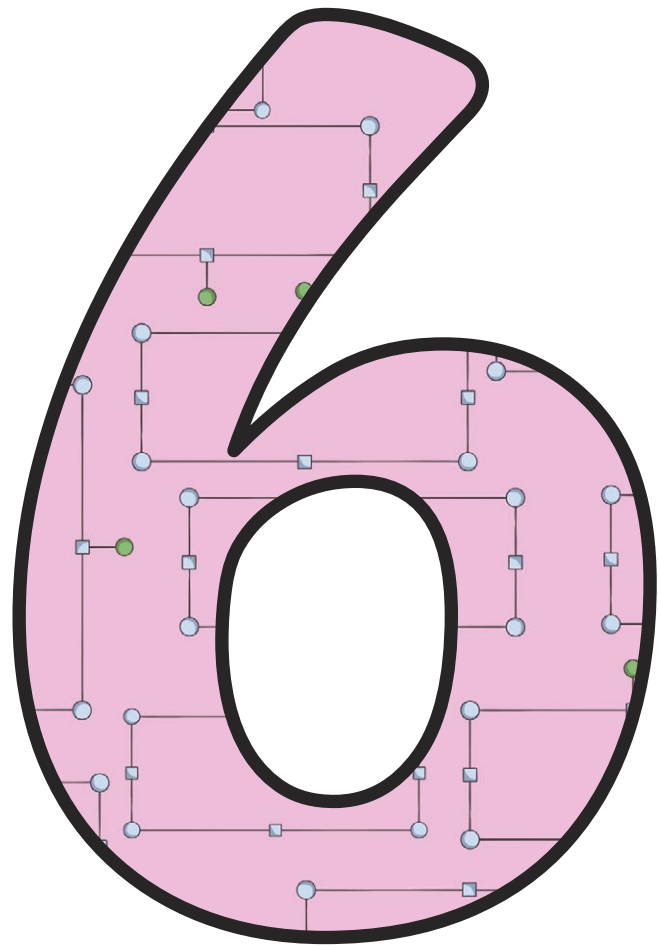


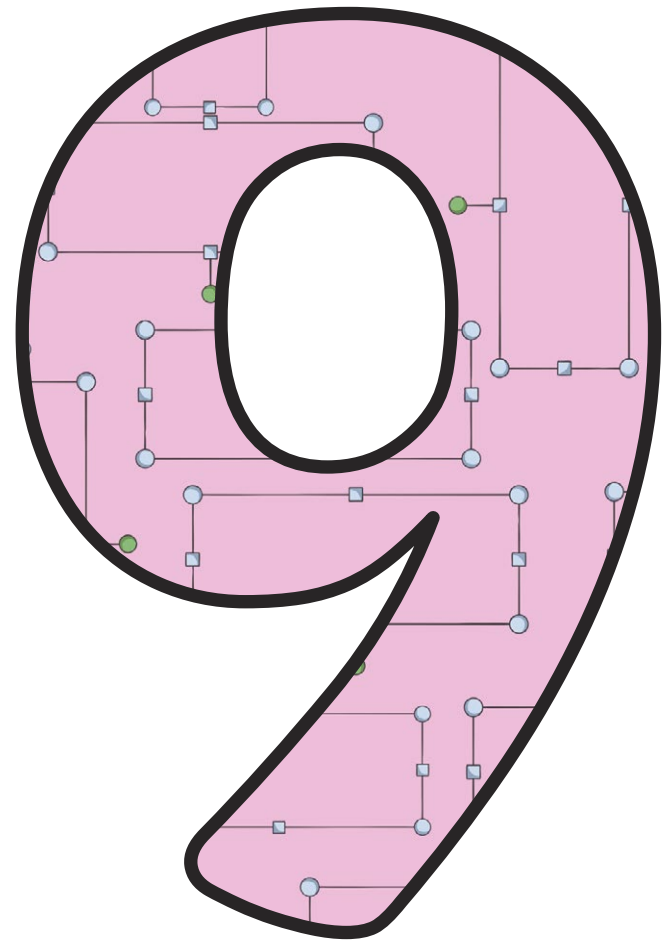
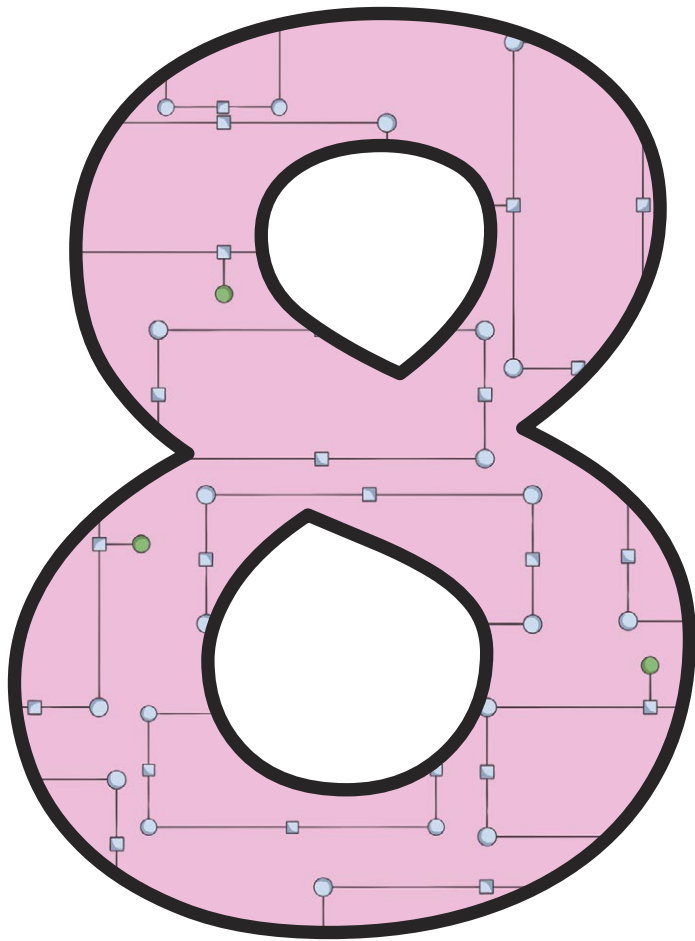


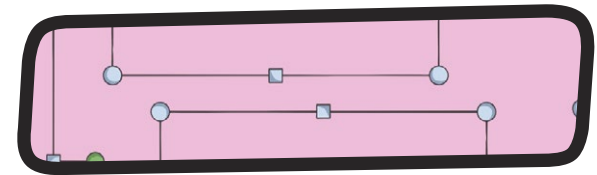
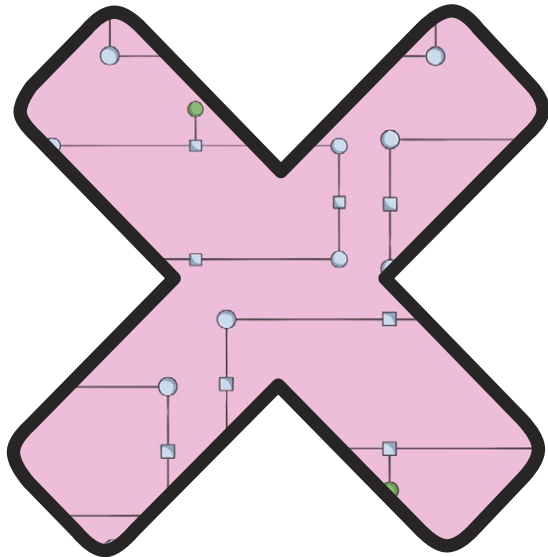
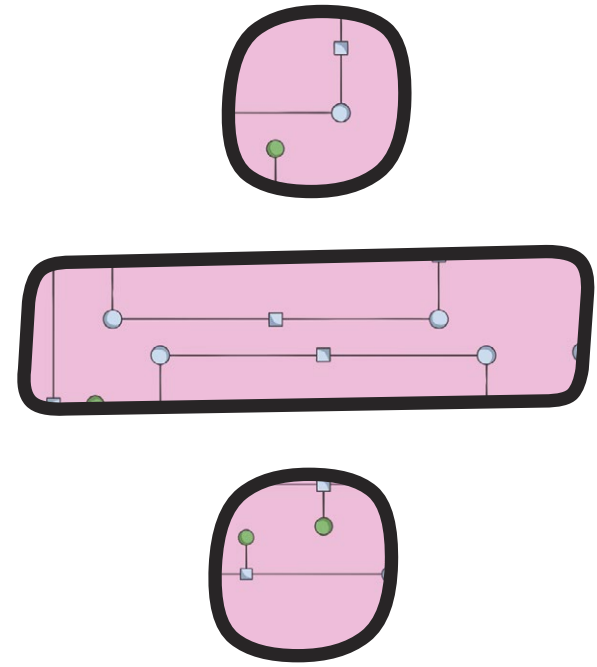
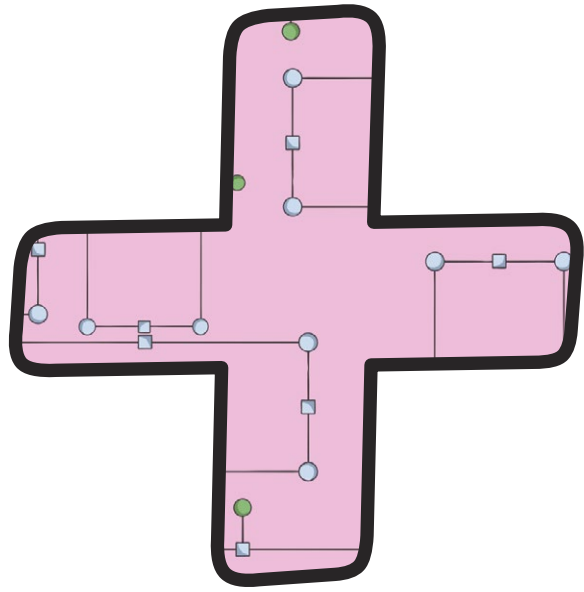


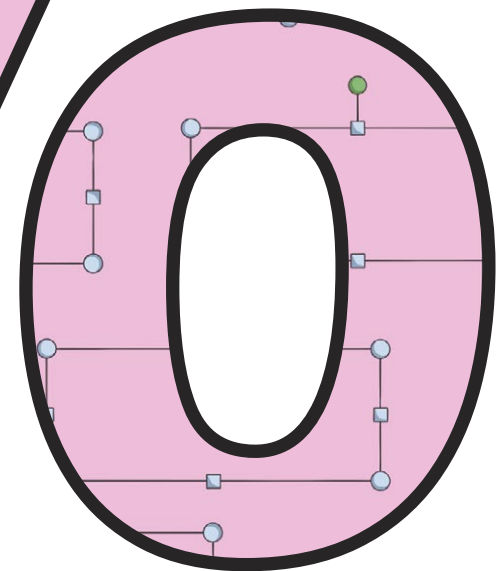
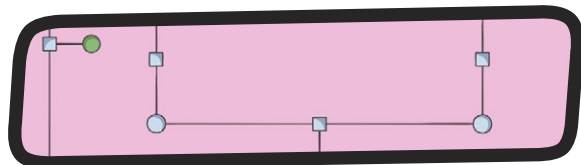
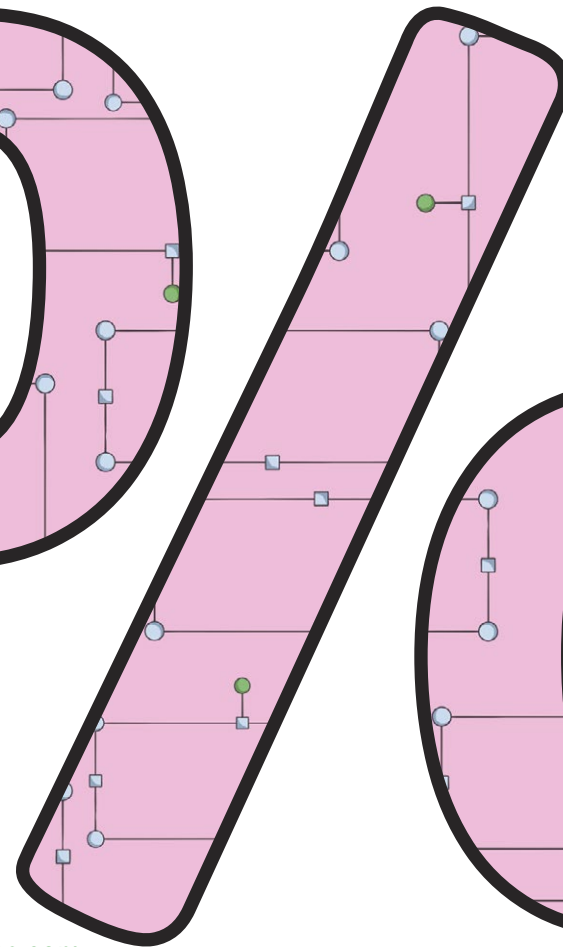
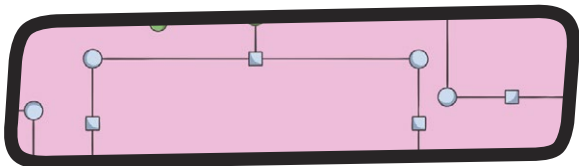
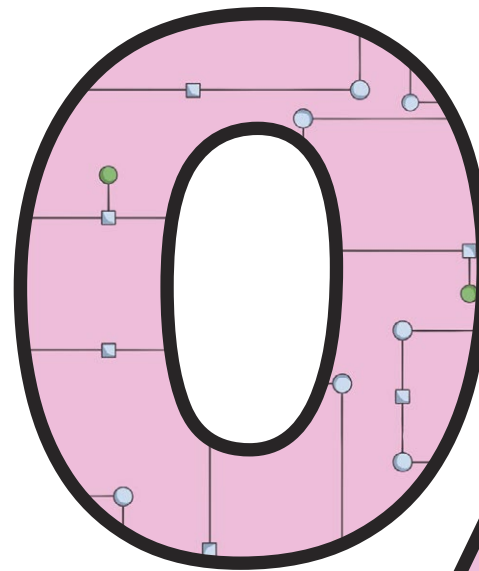
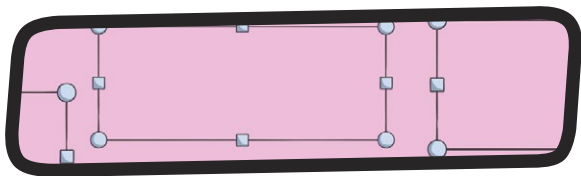
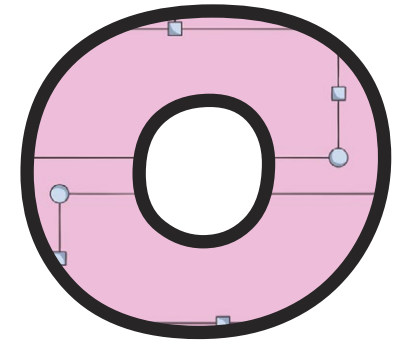
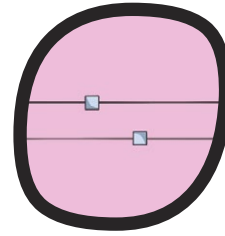
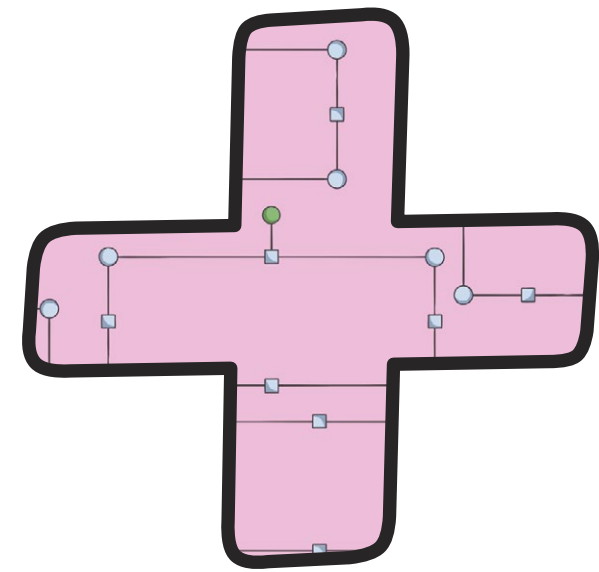


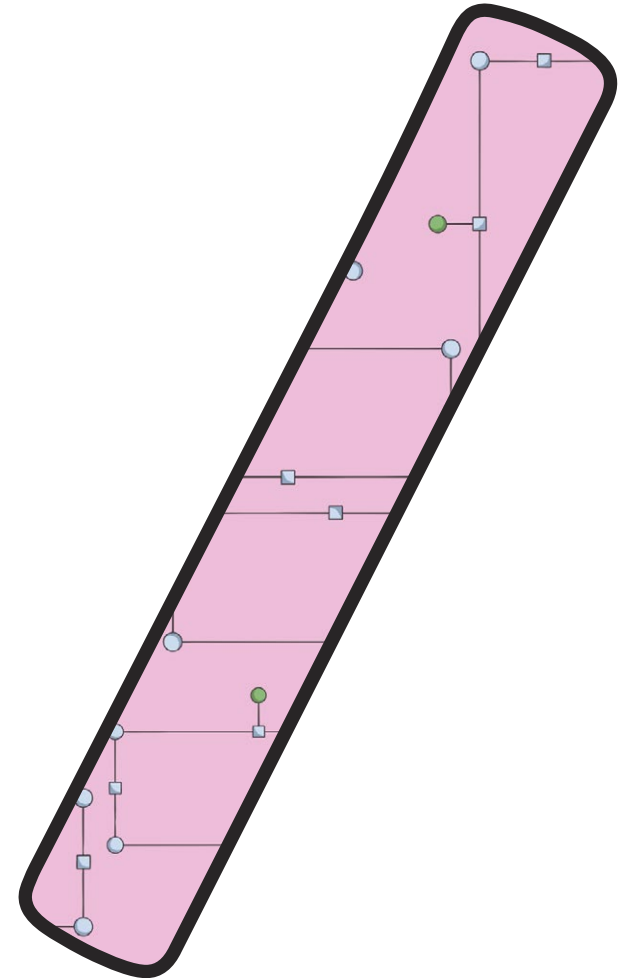
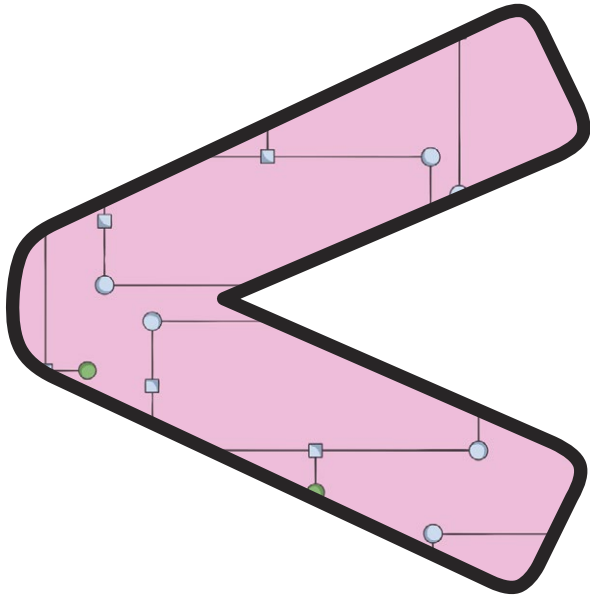
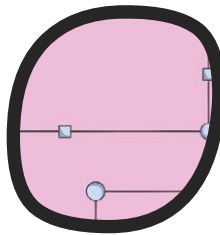
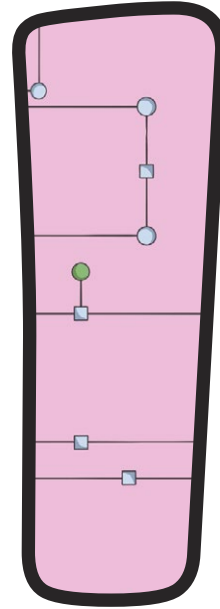
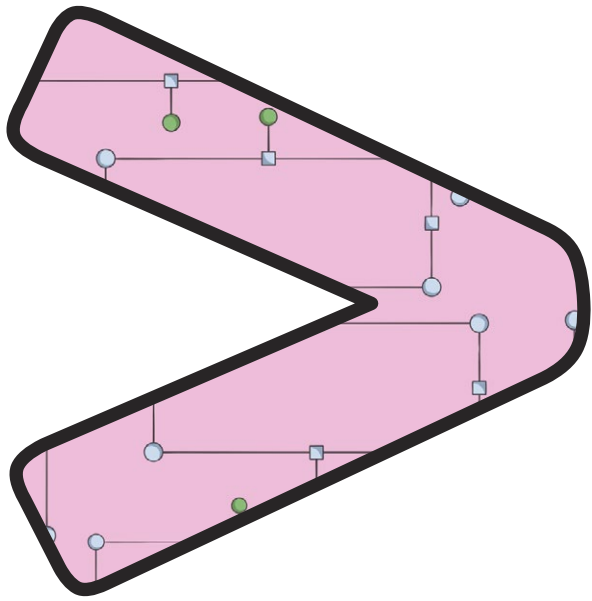


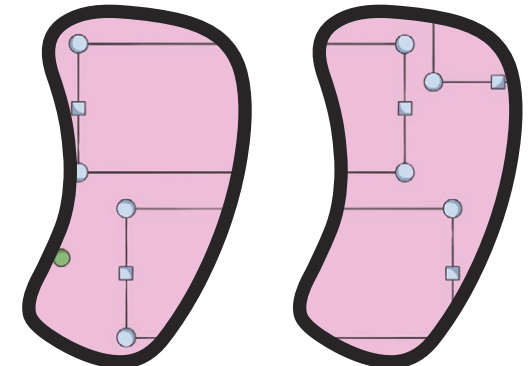
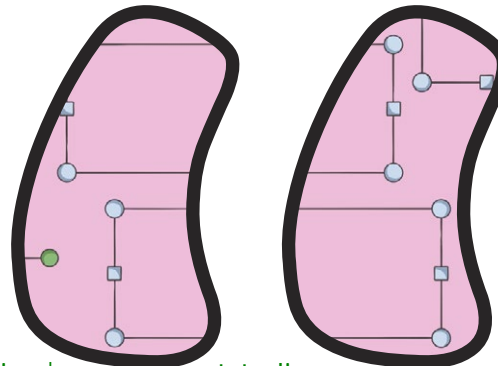
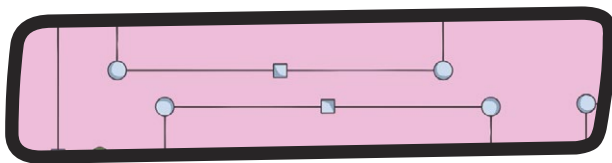
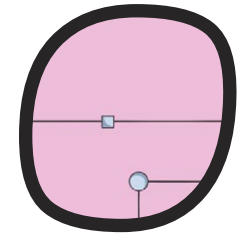
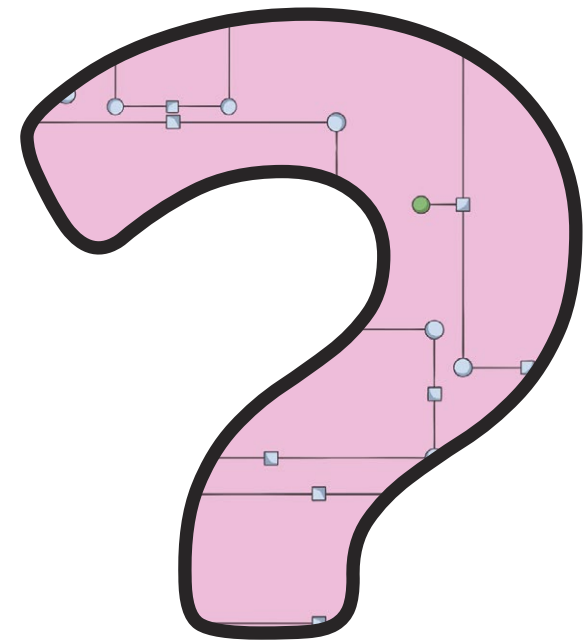
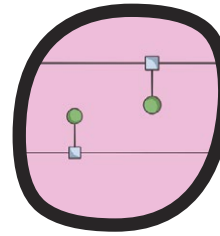
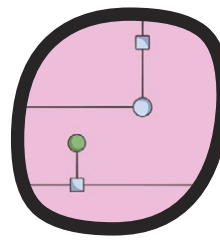
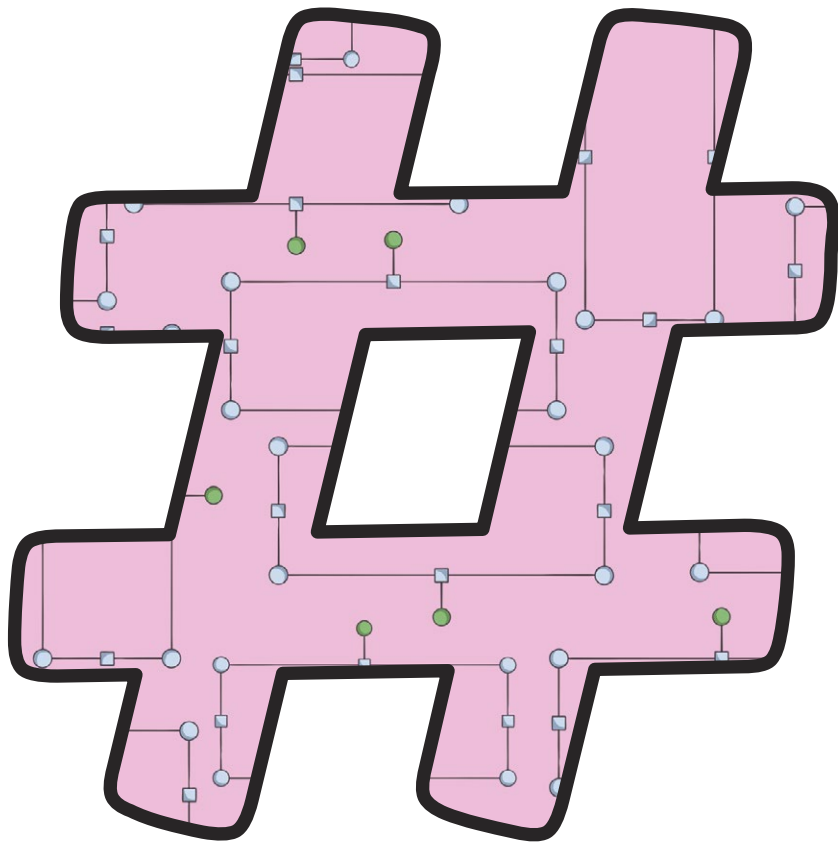


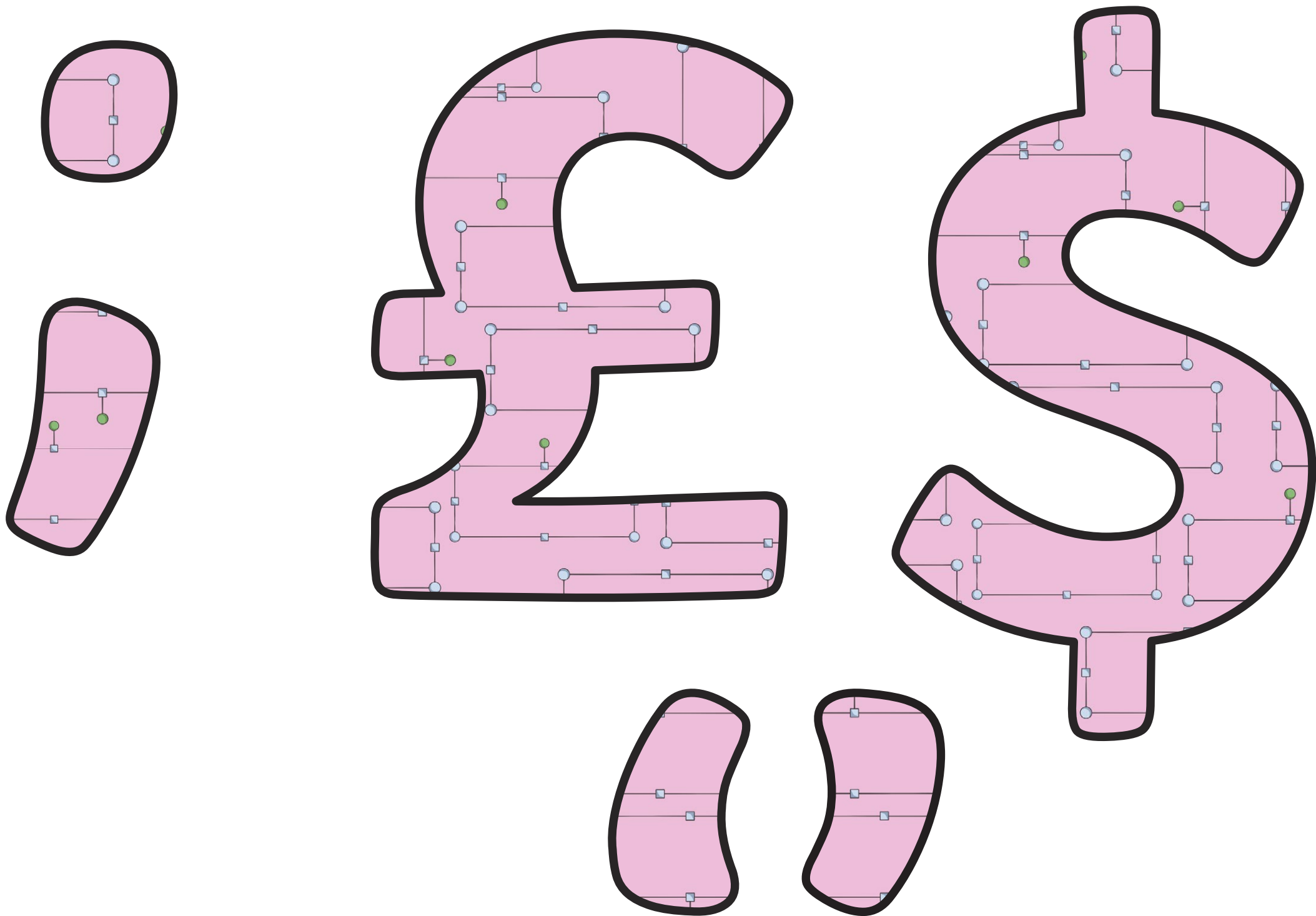


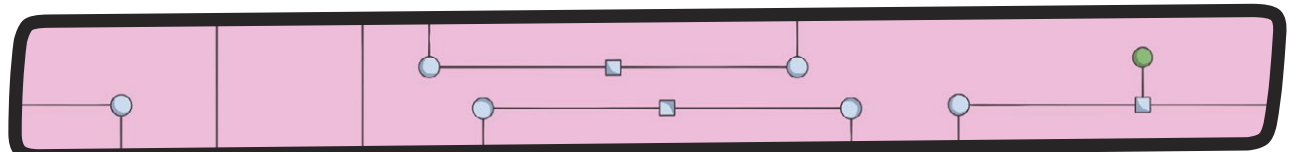
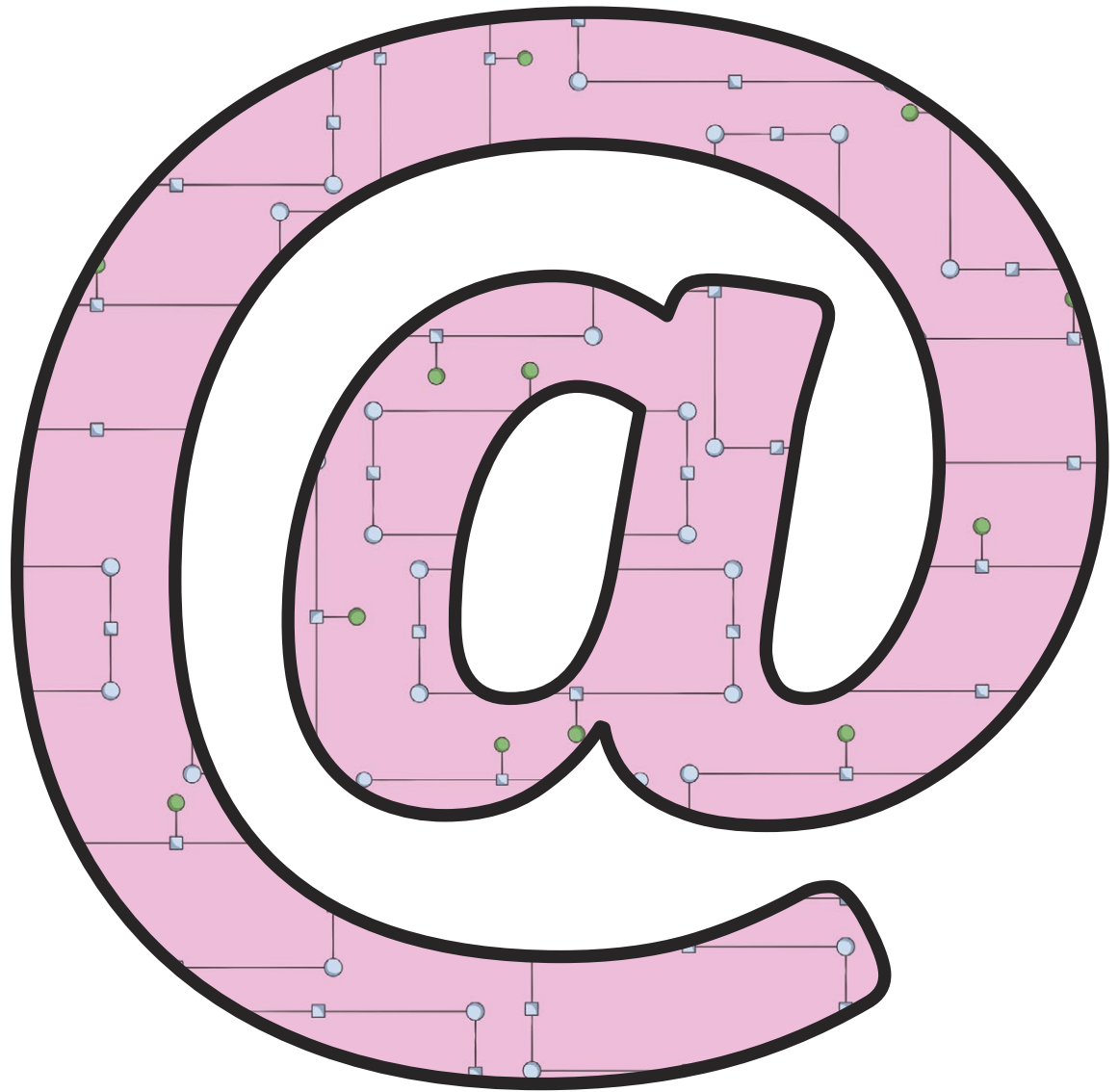
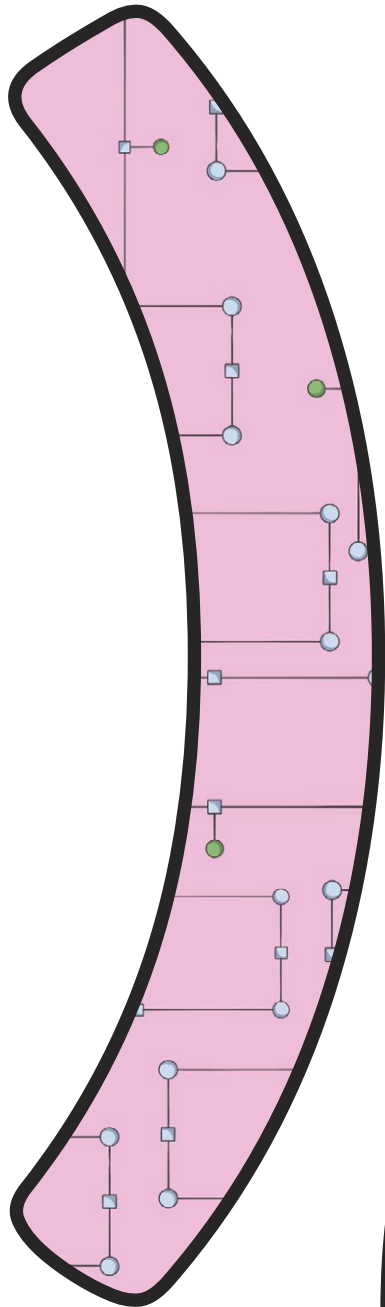
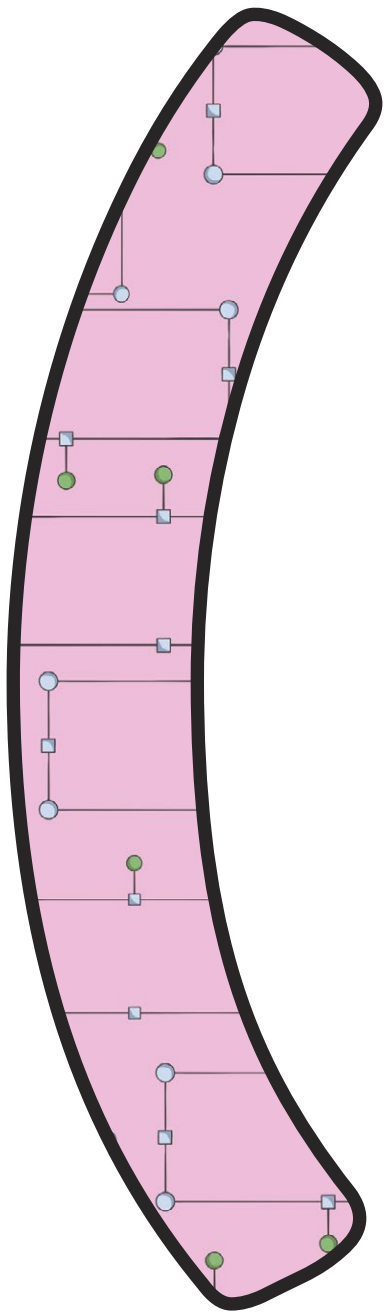


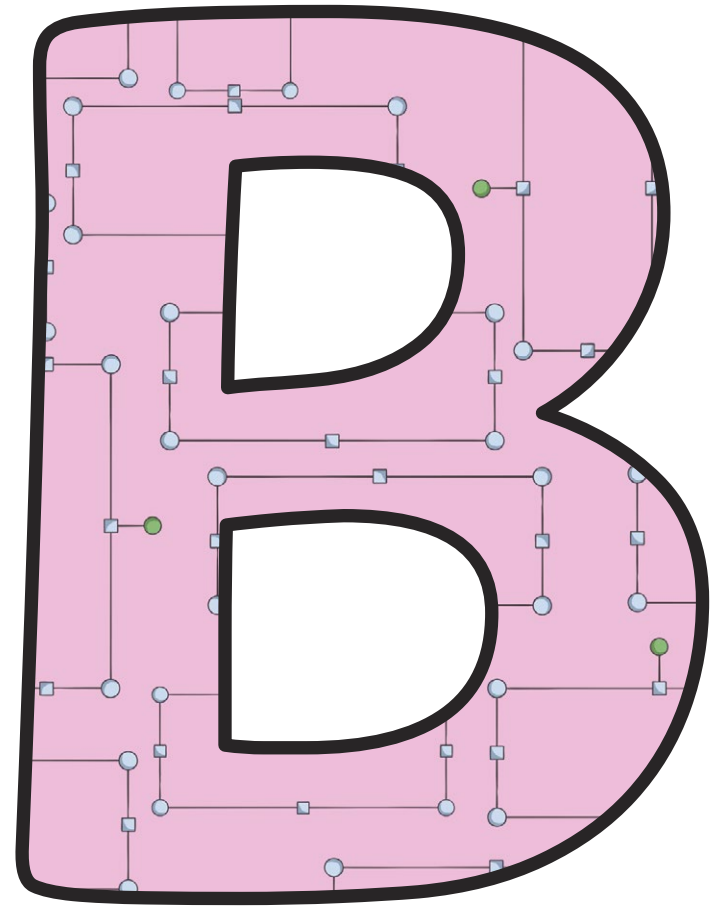
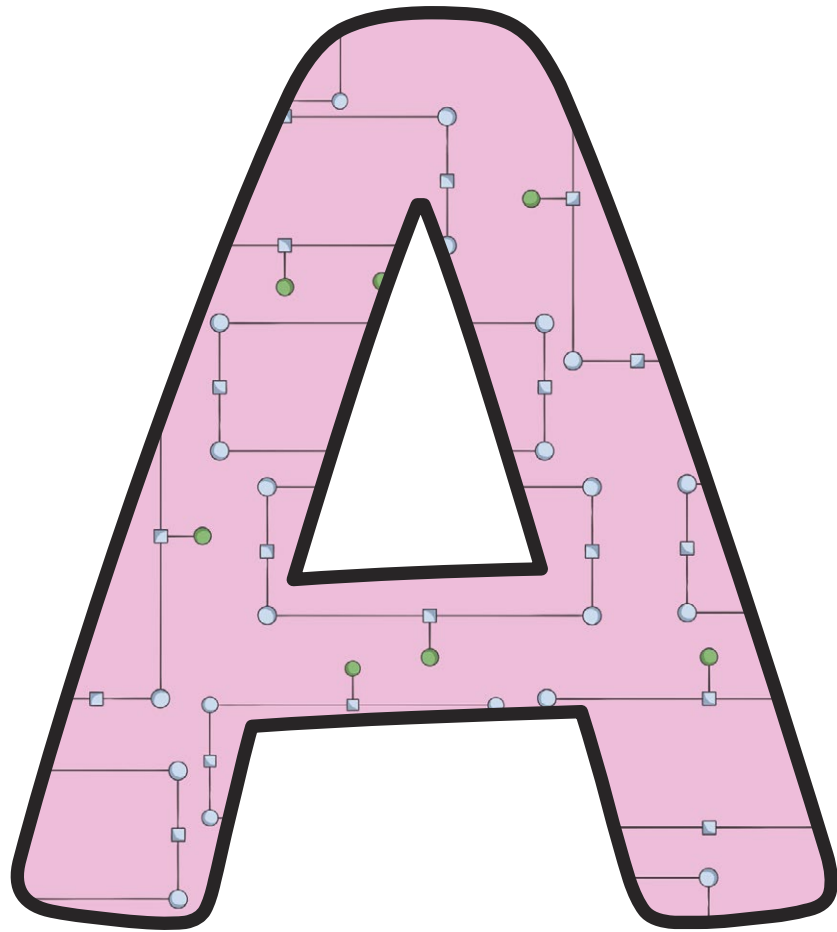


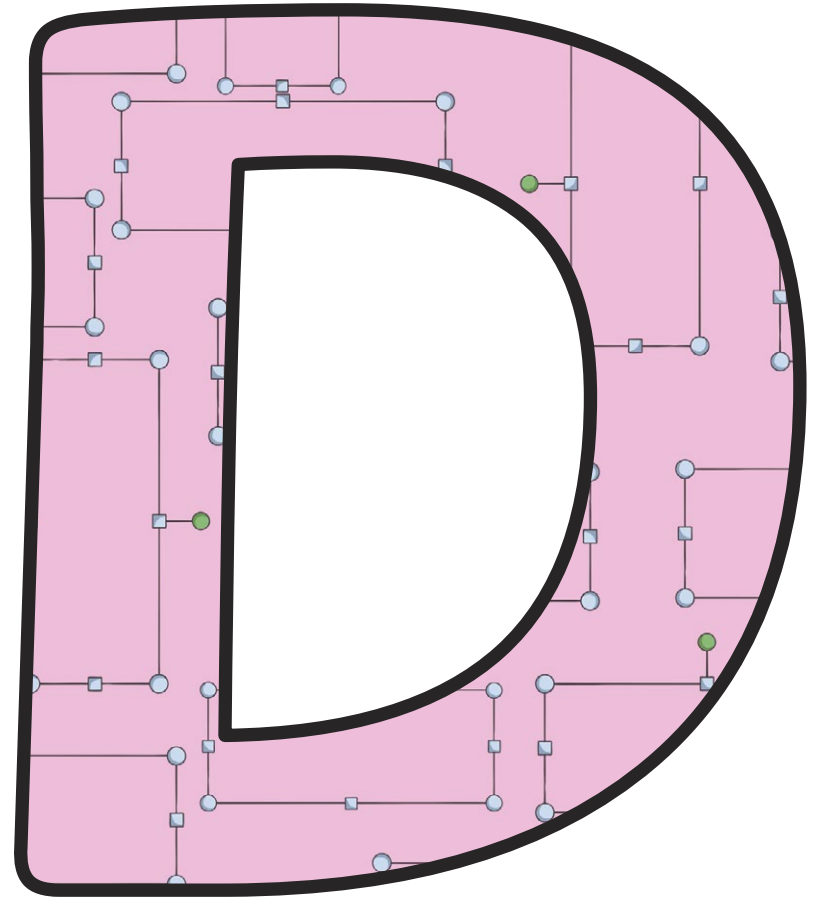
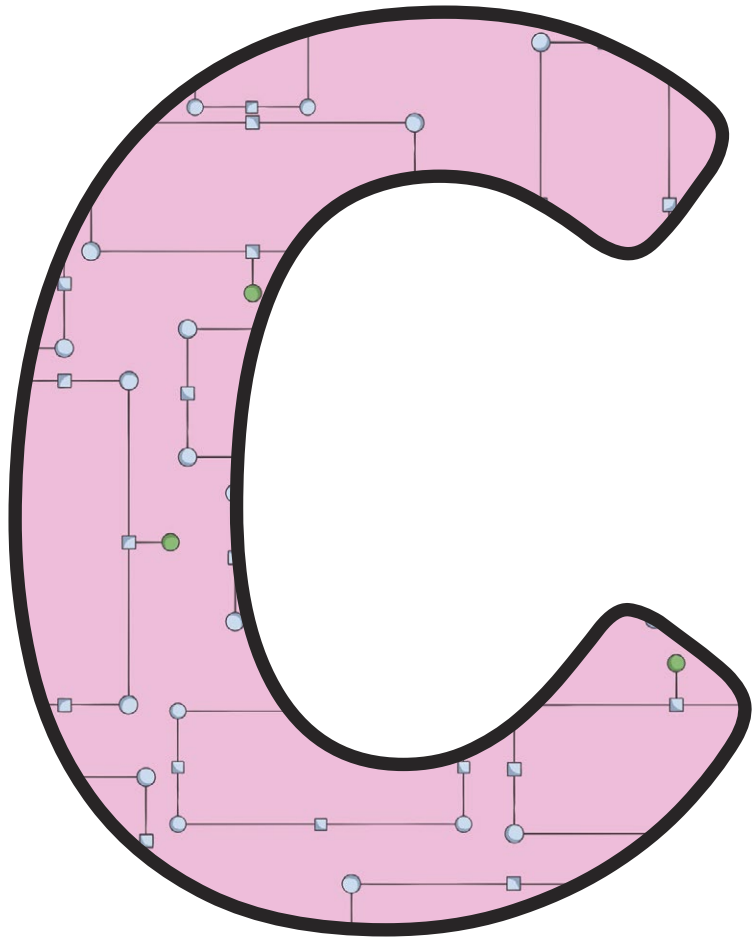


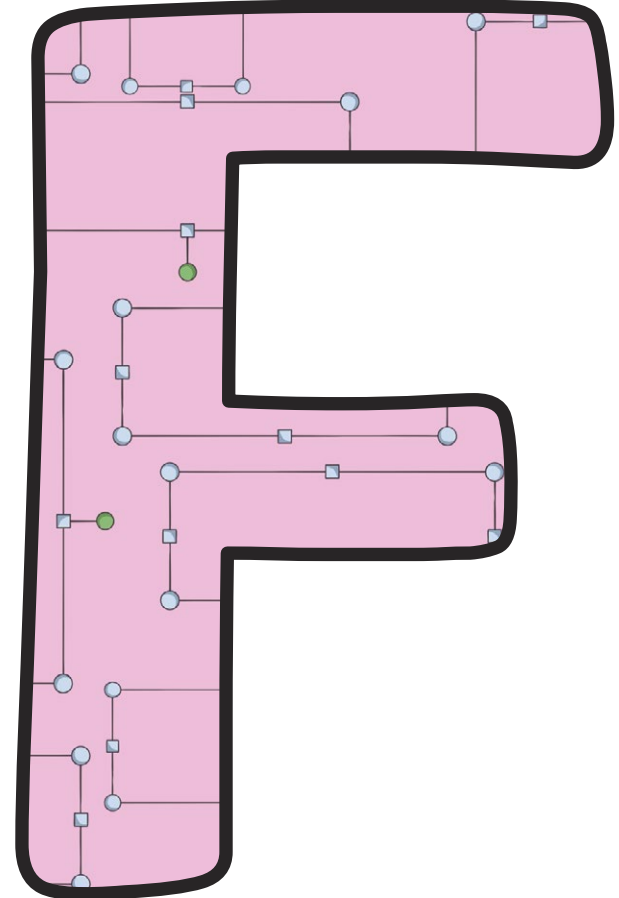
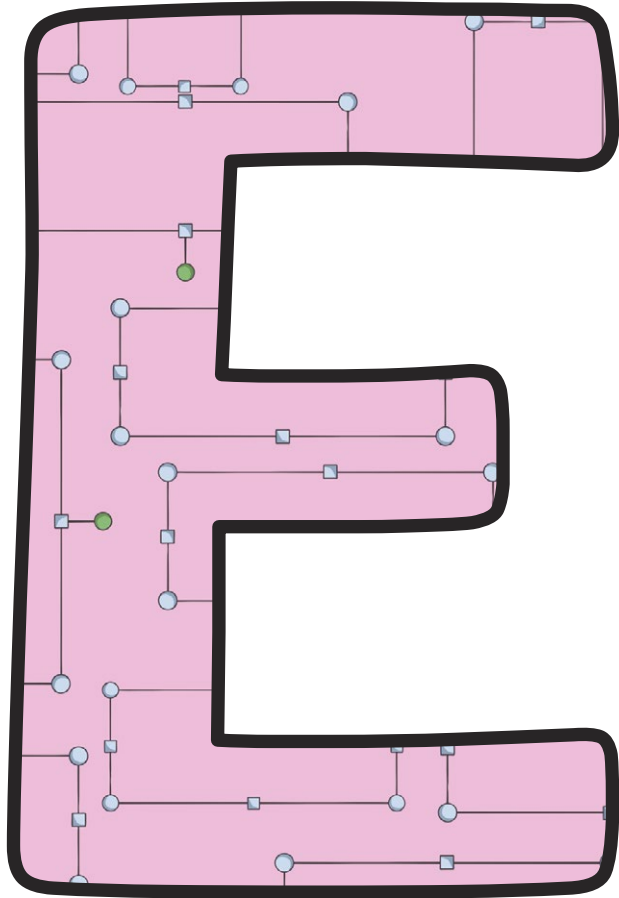


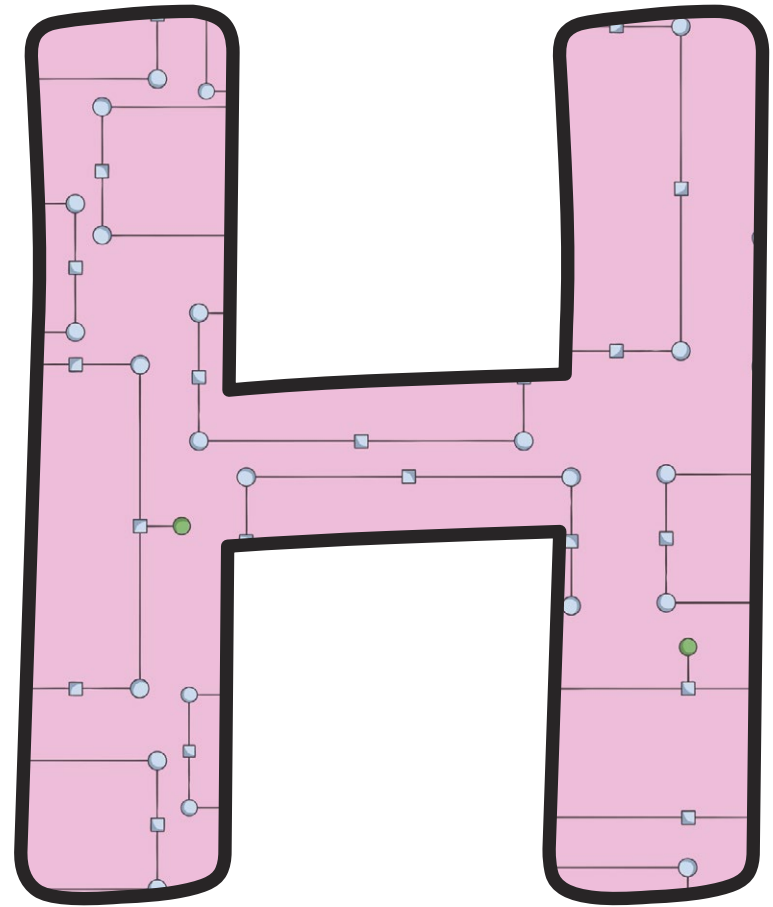
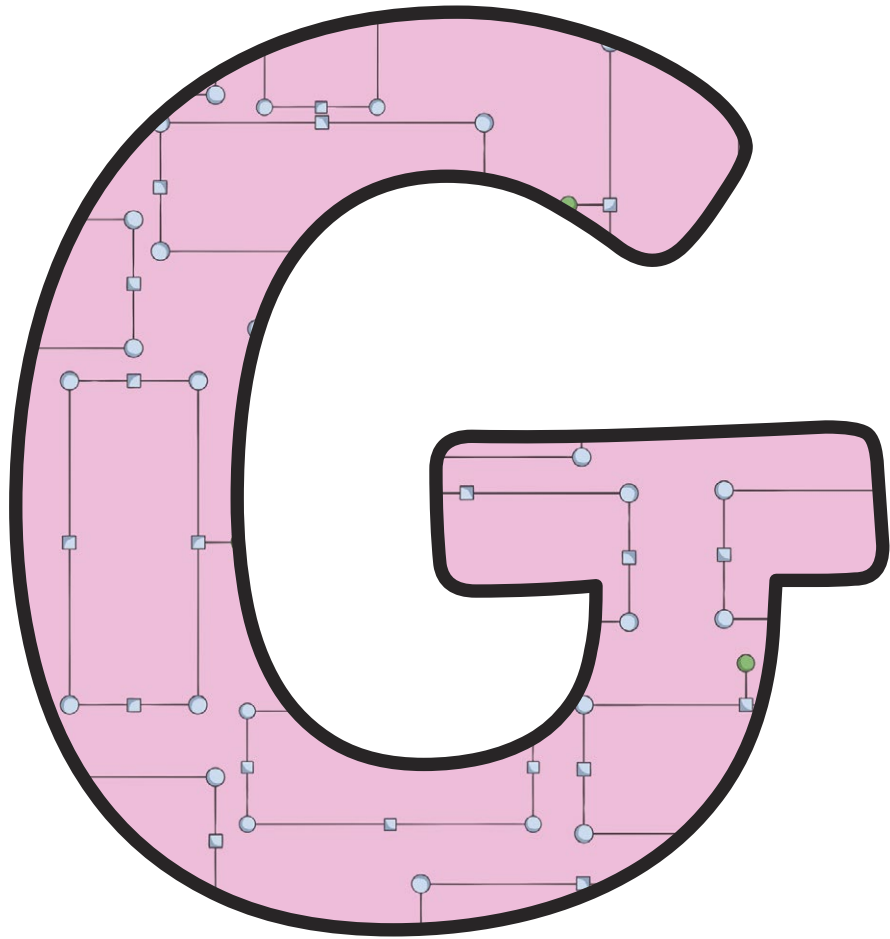


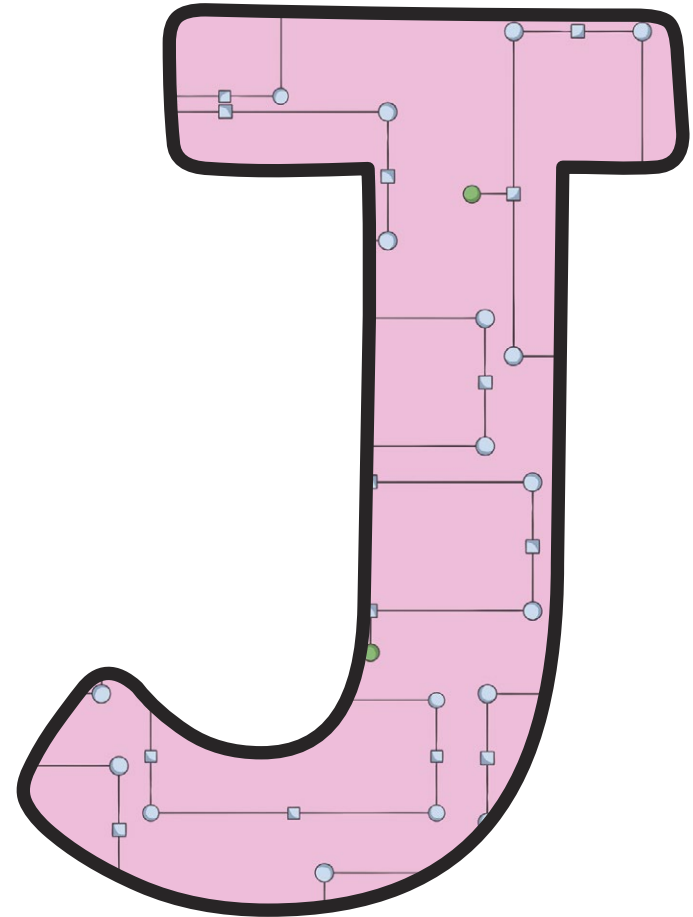
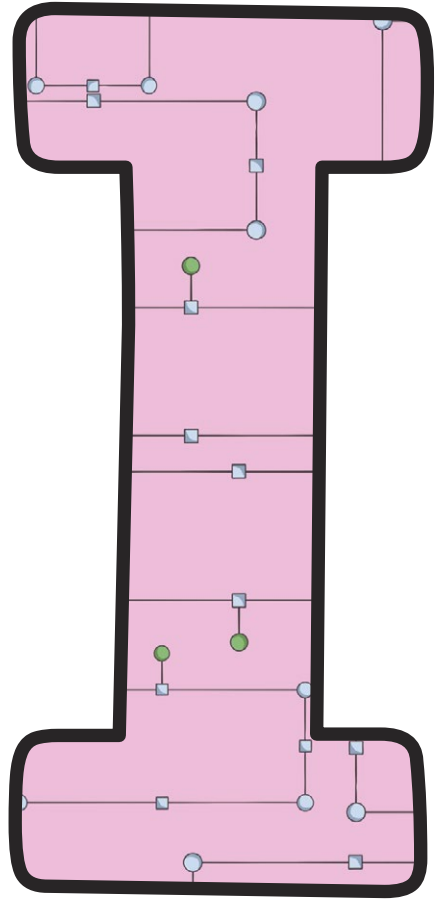


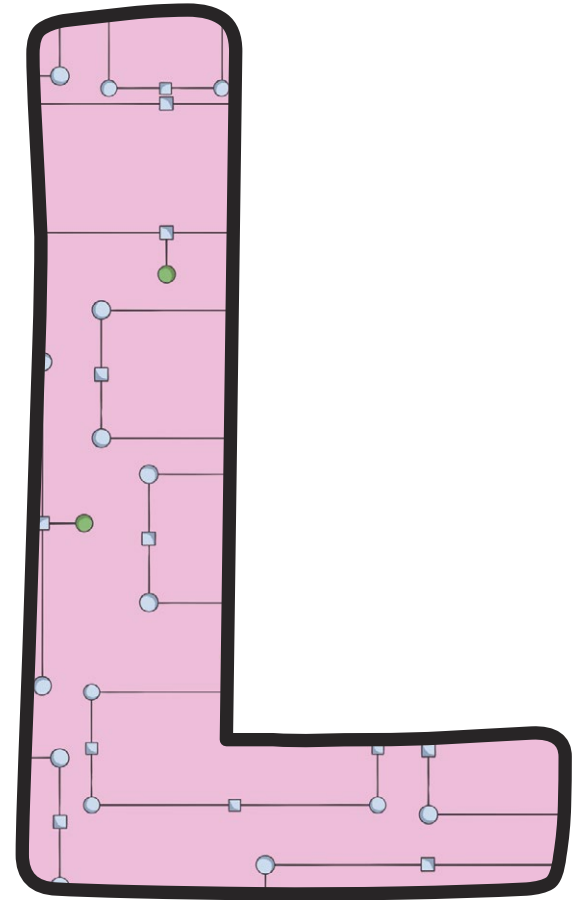
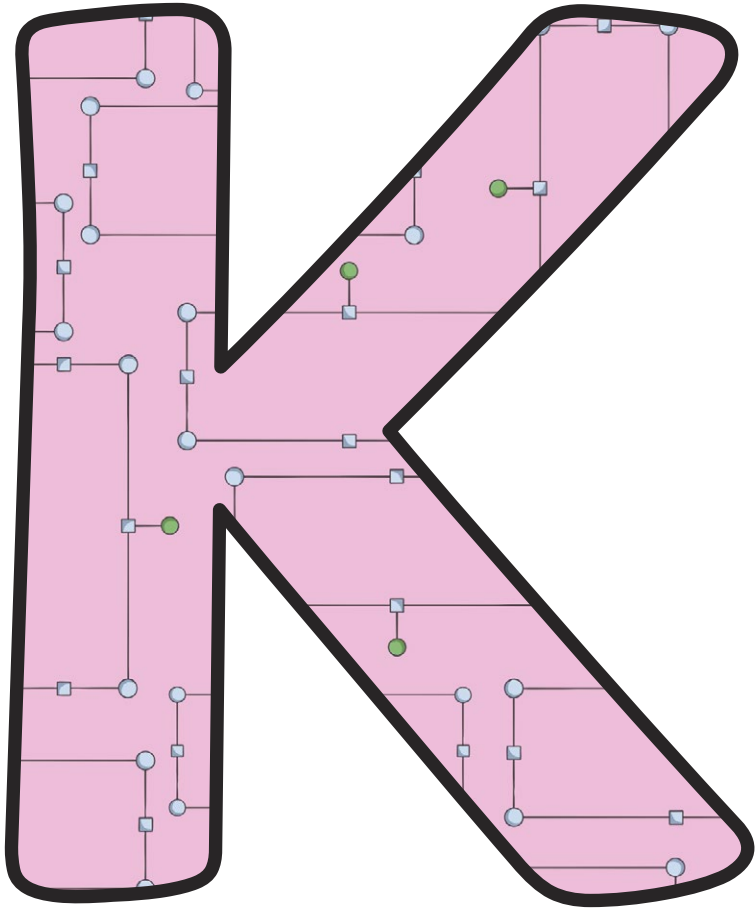


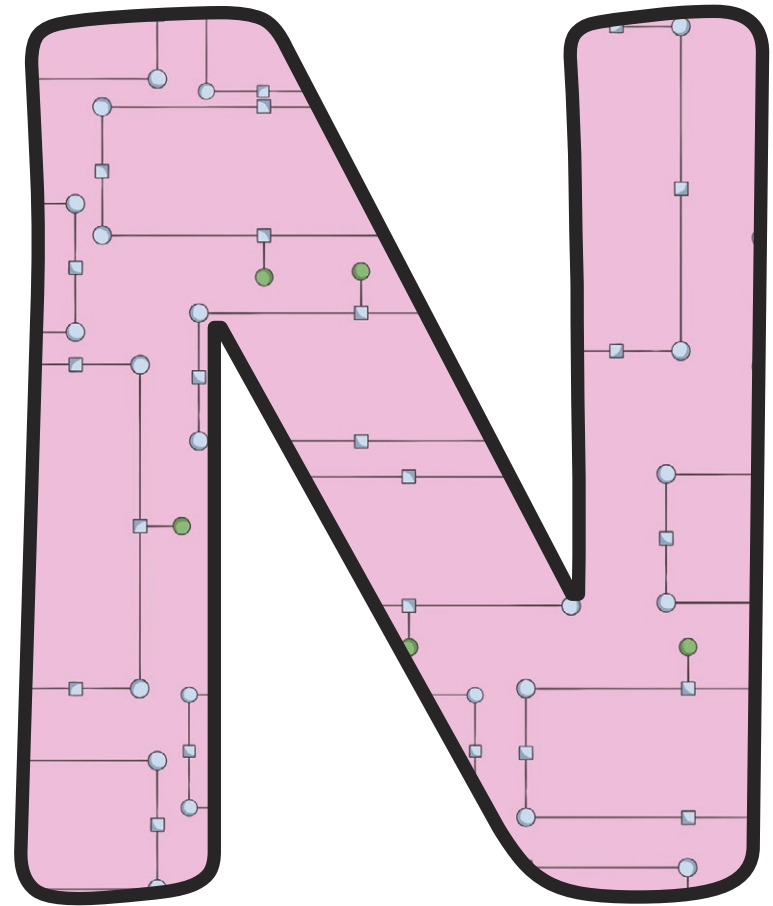
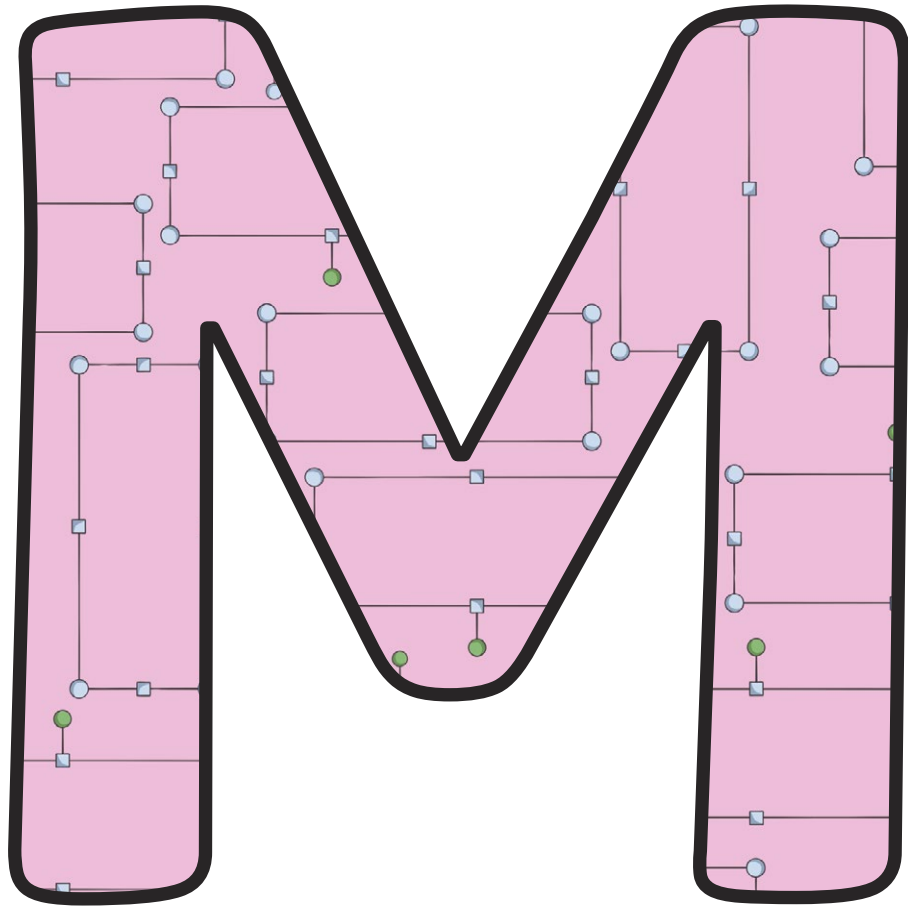


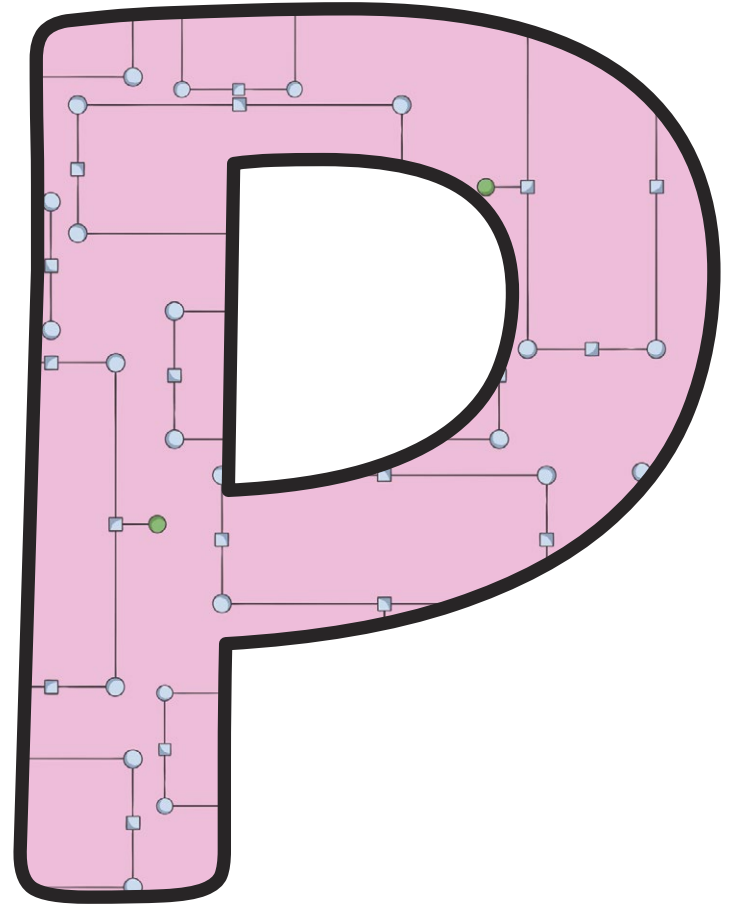
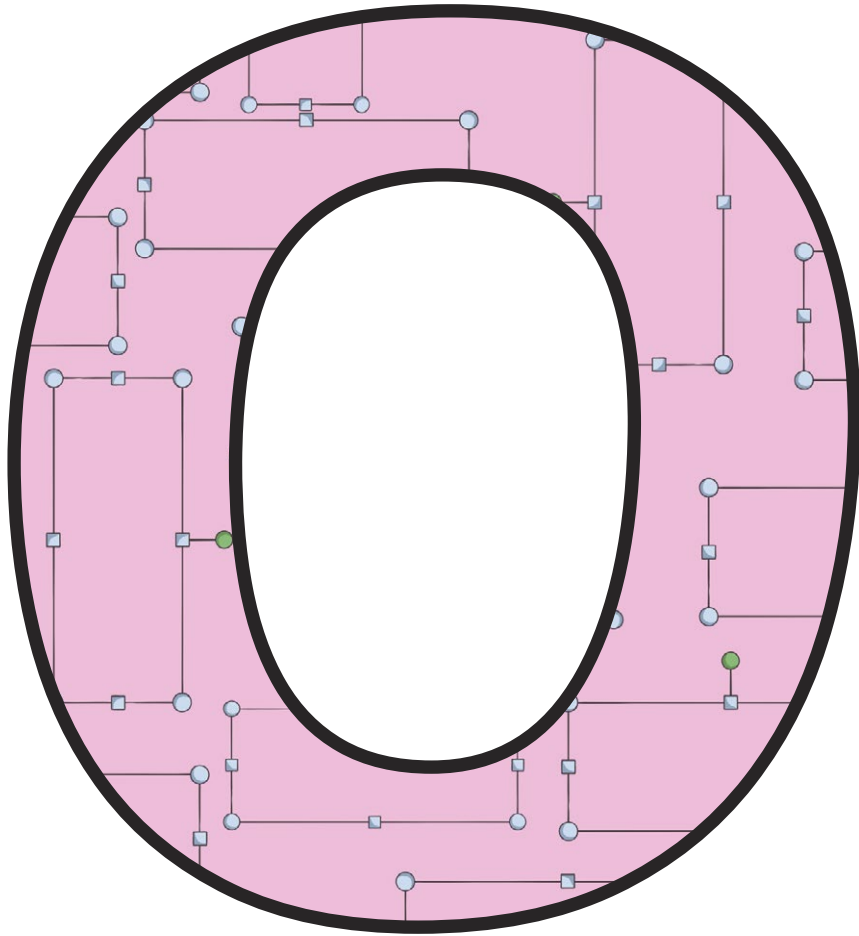


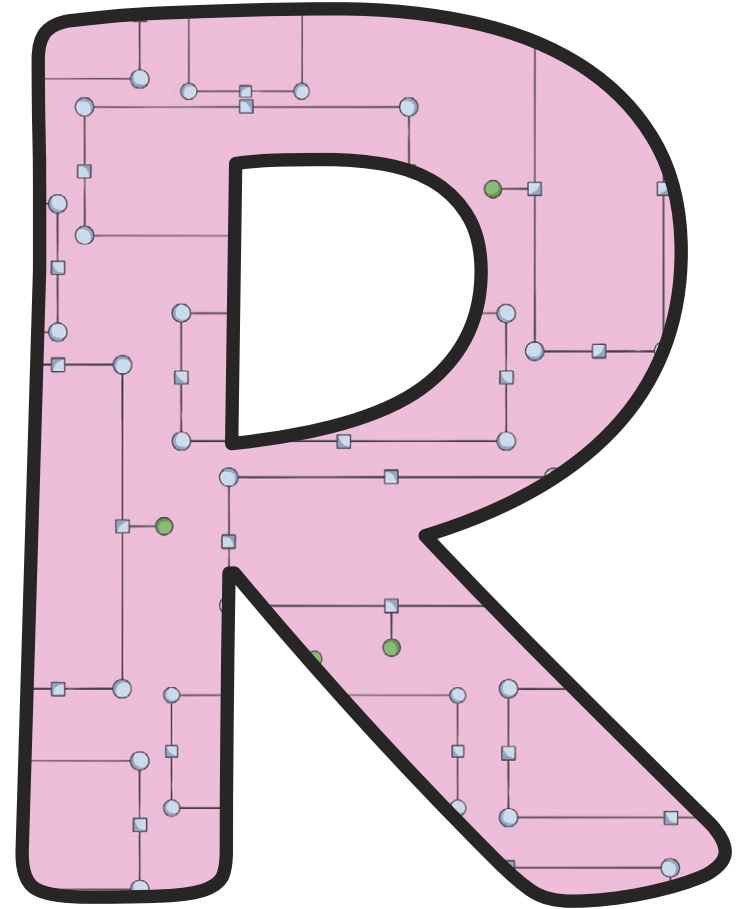
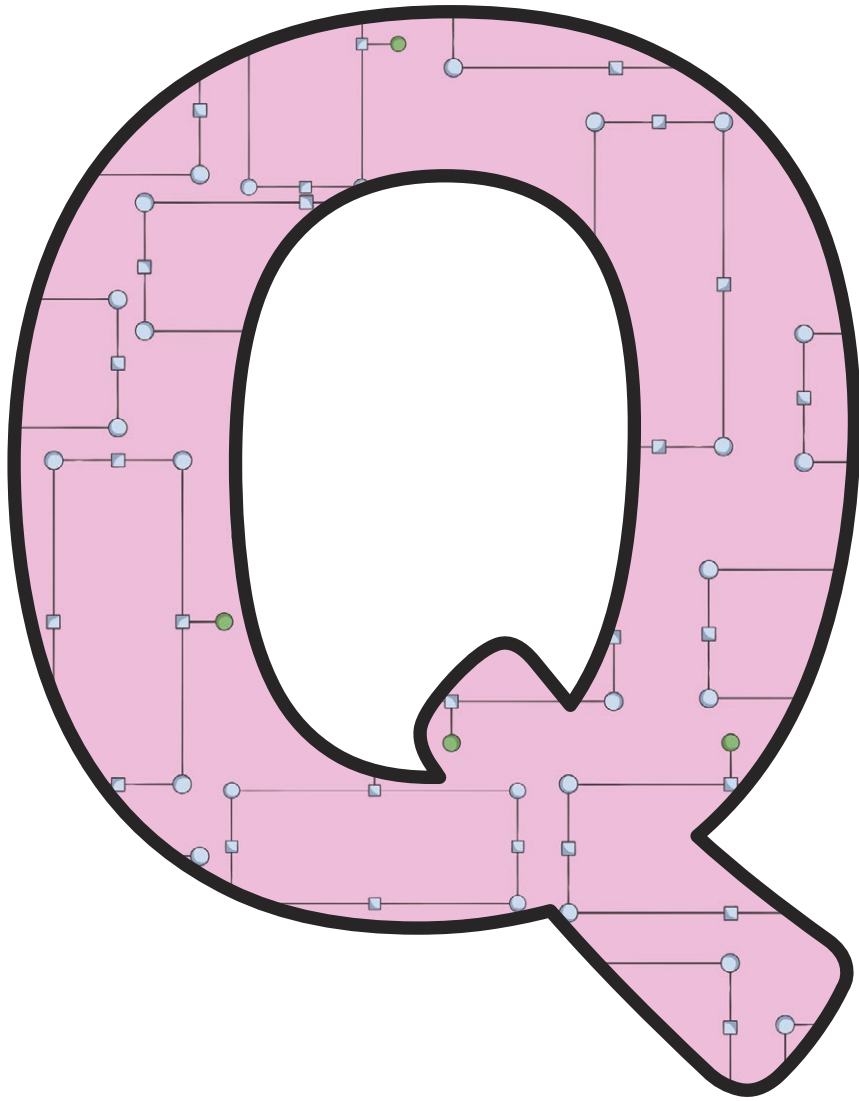


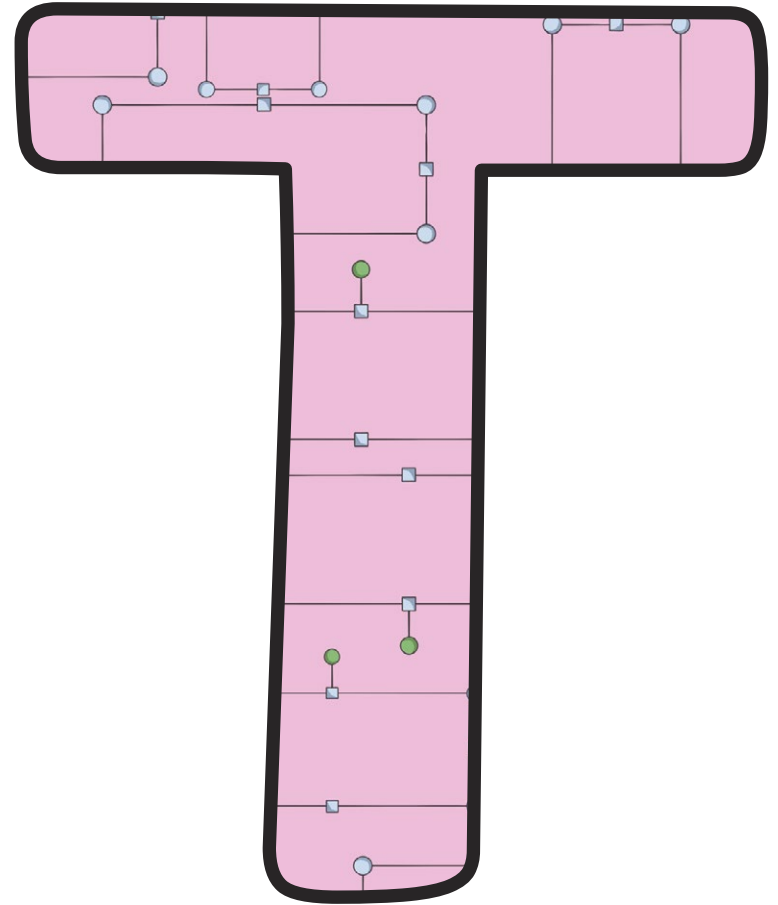
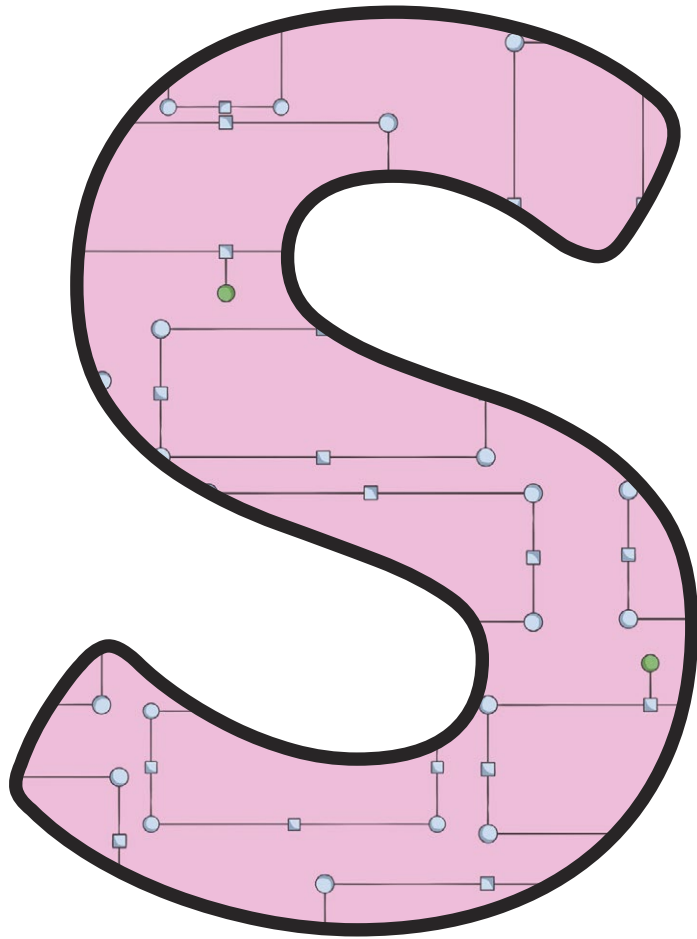


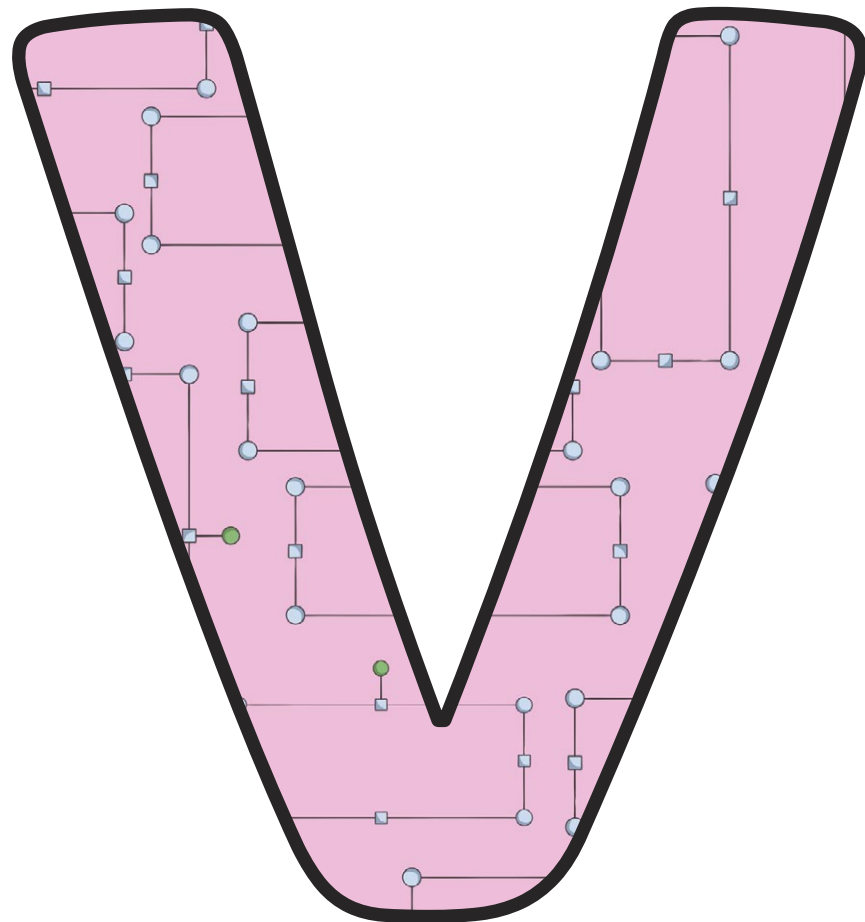
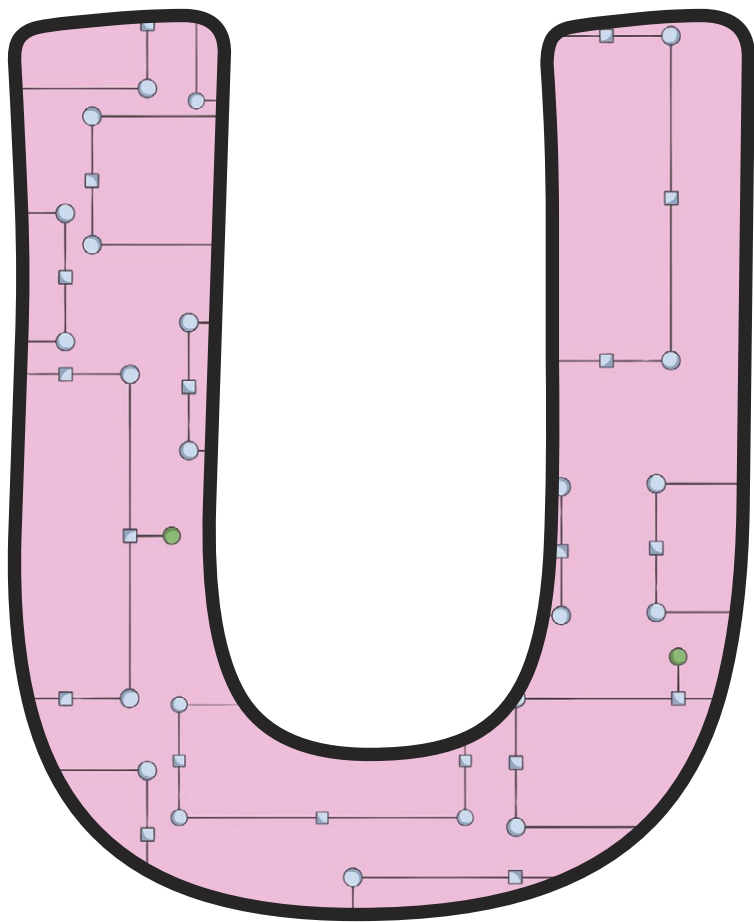


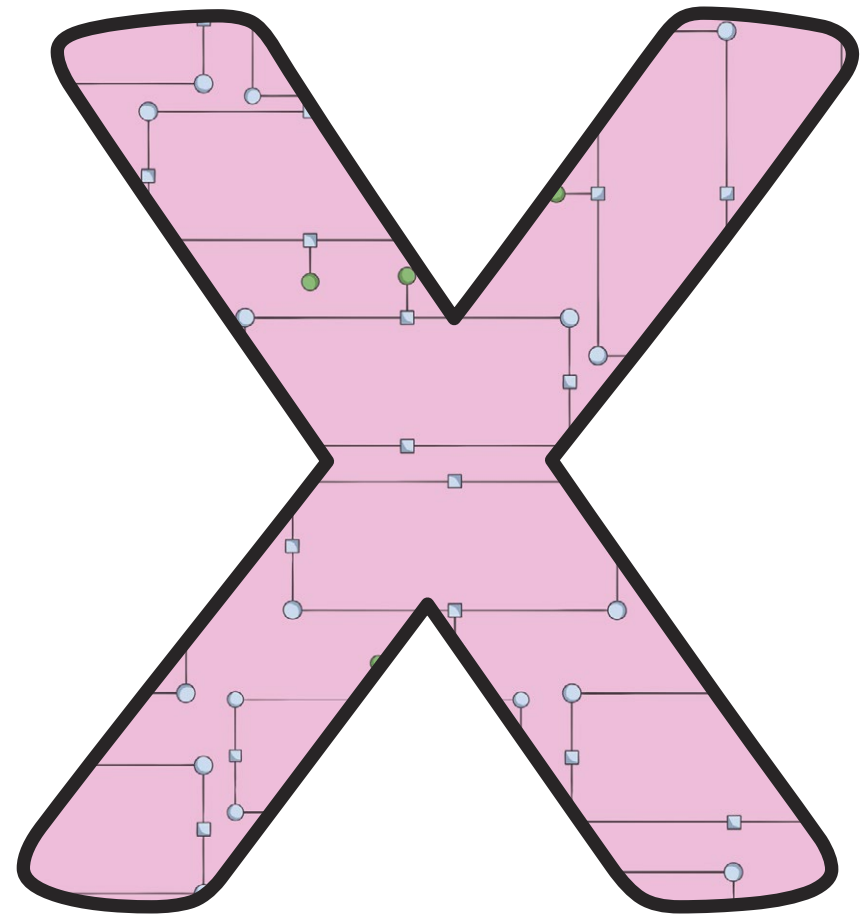
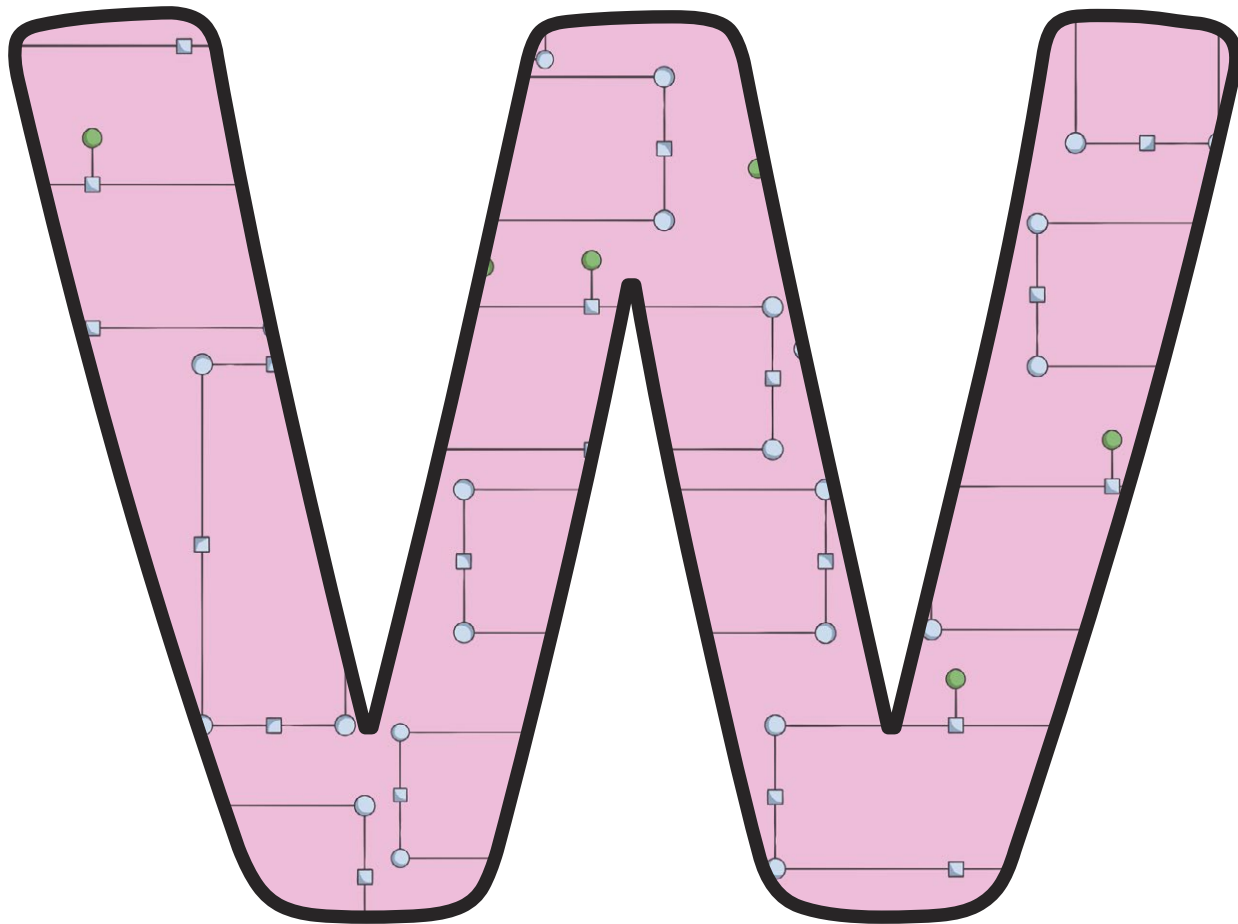


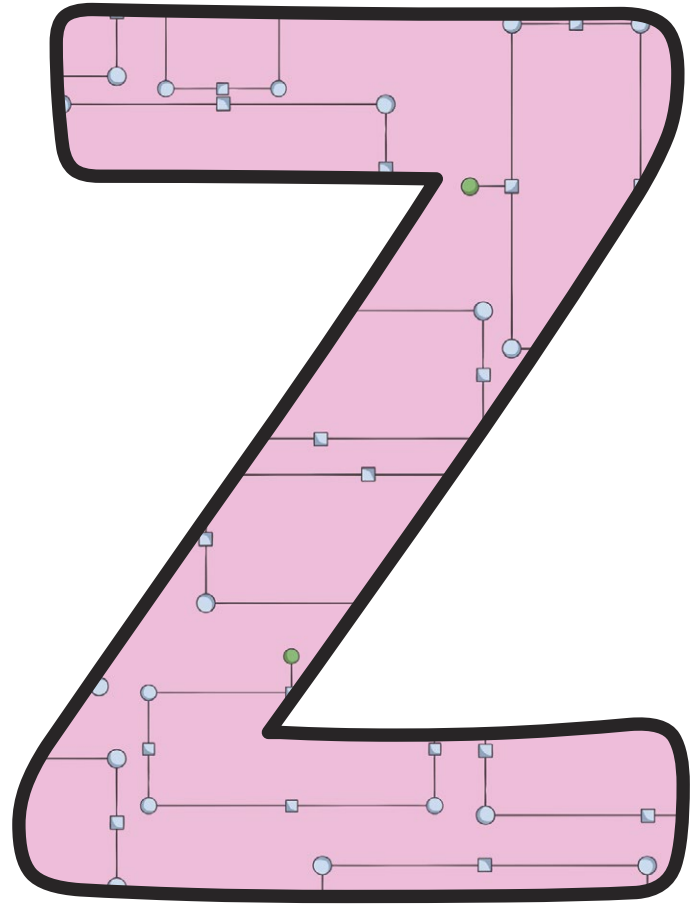
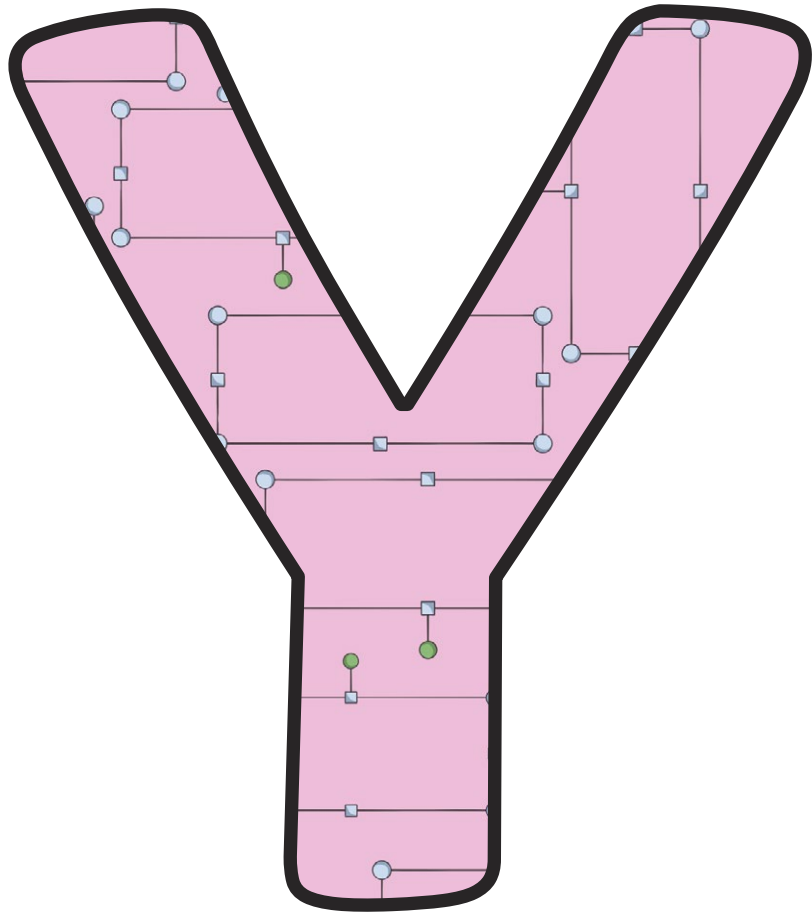




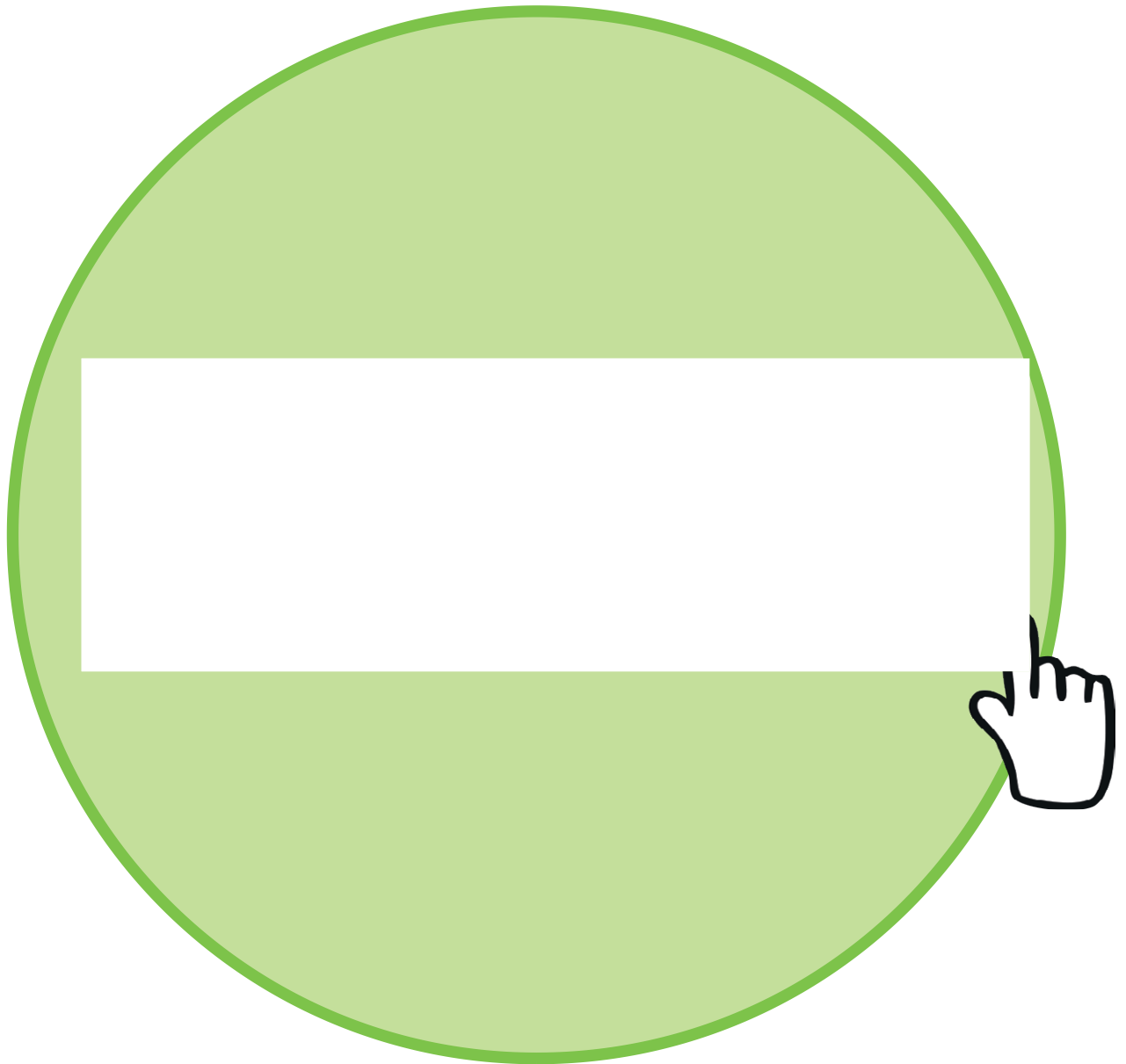




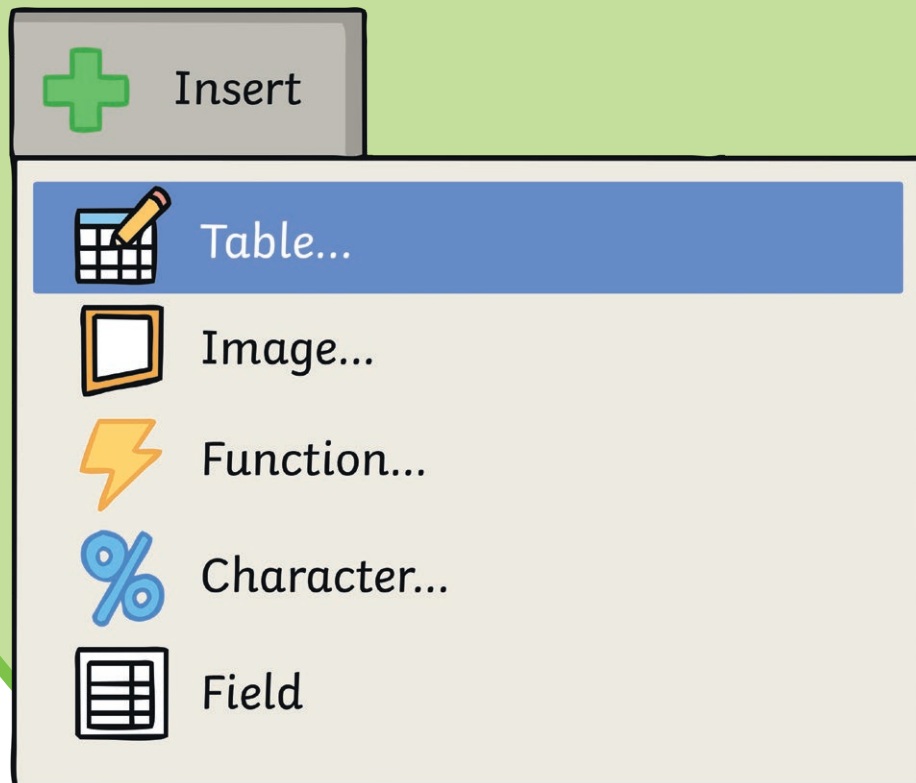




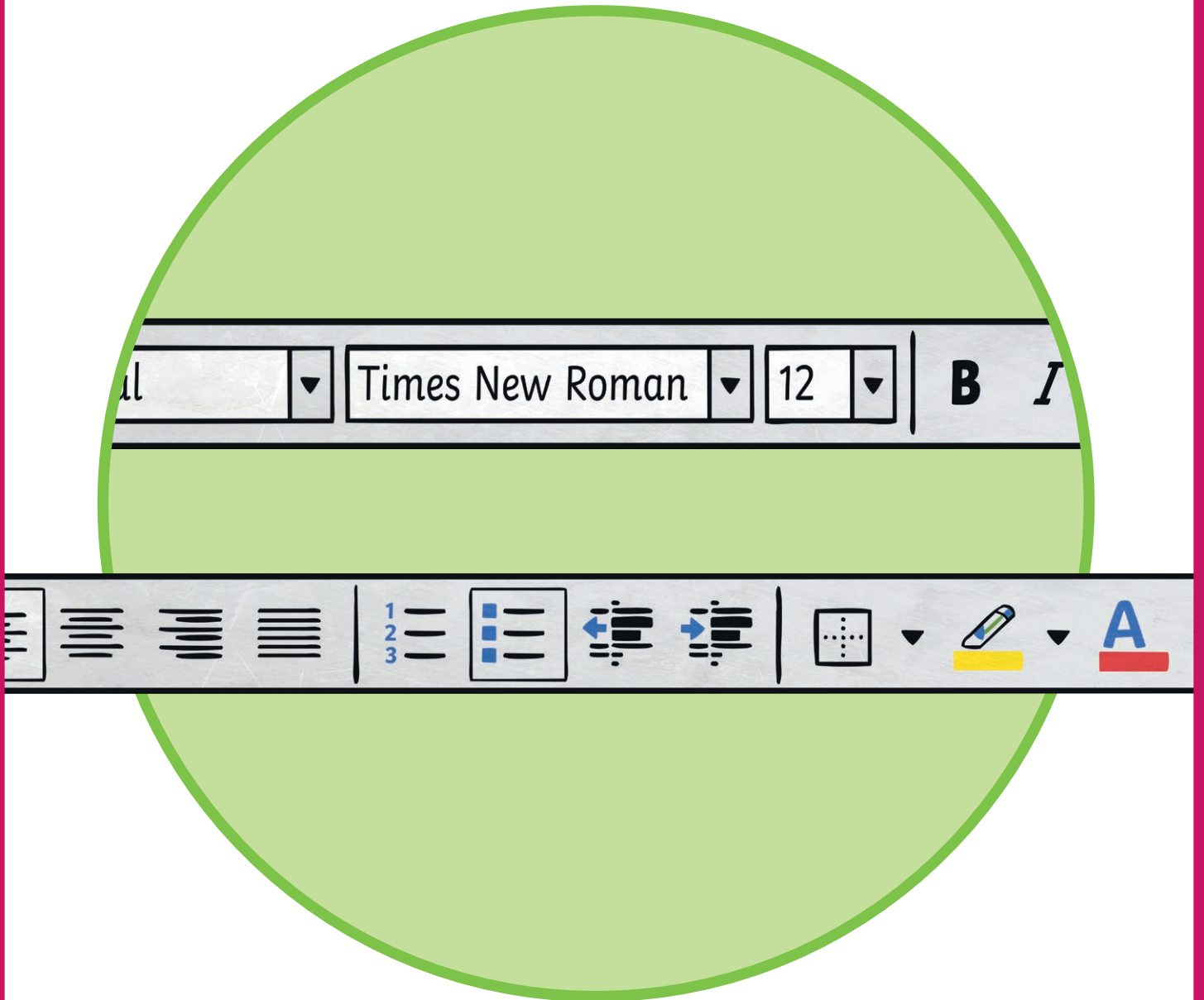
Hyperlink



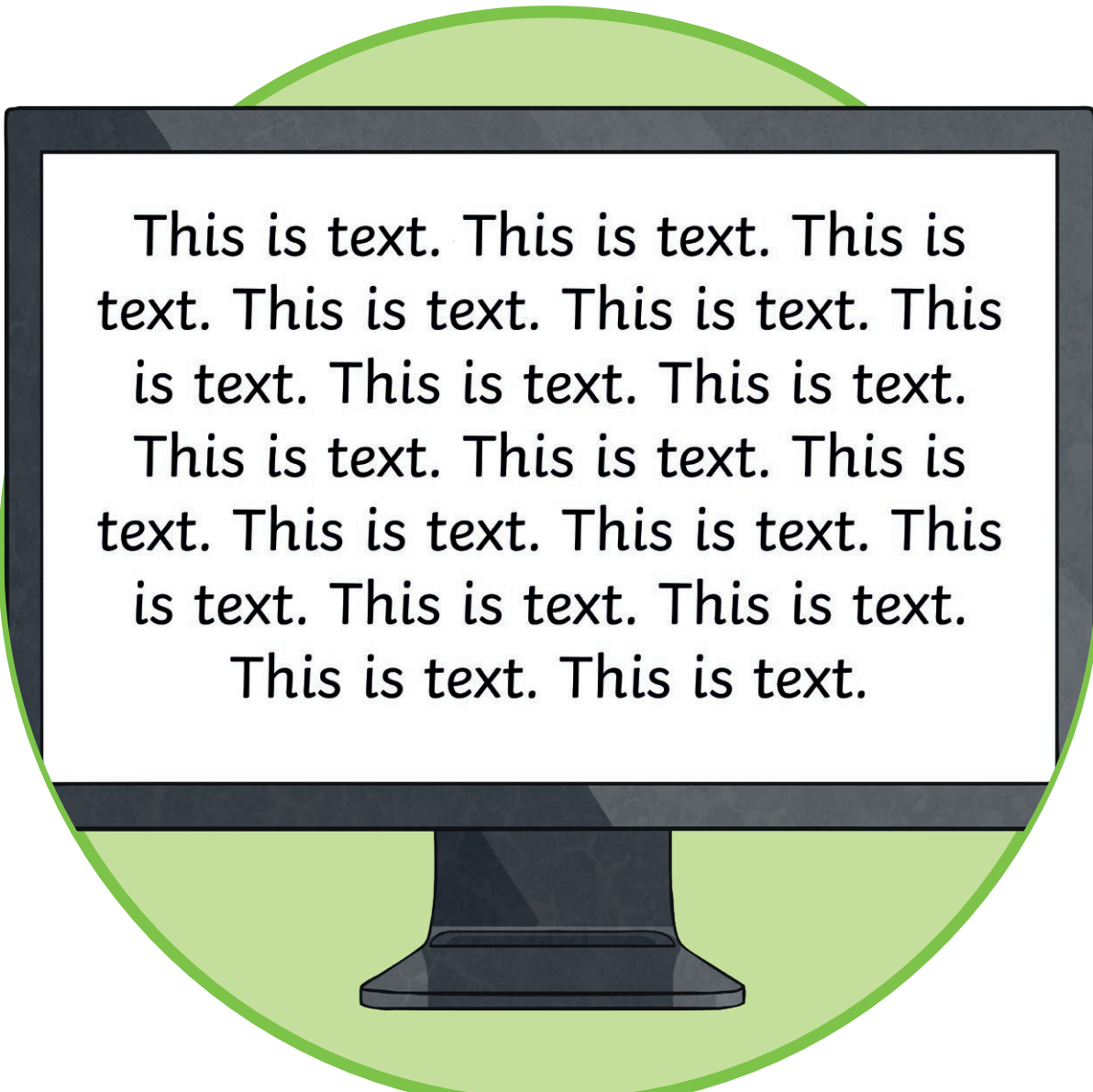
Insert



Toolbar

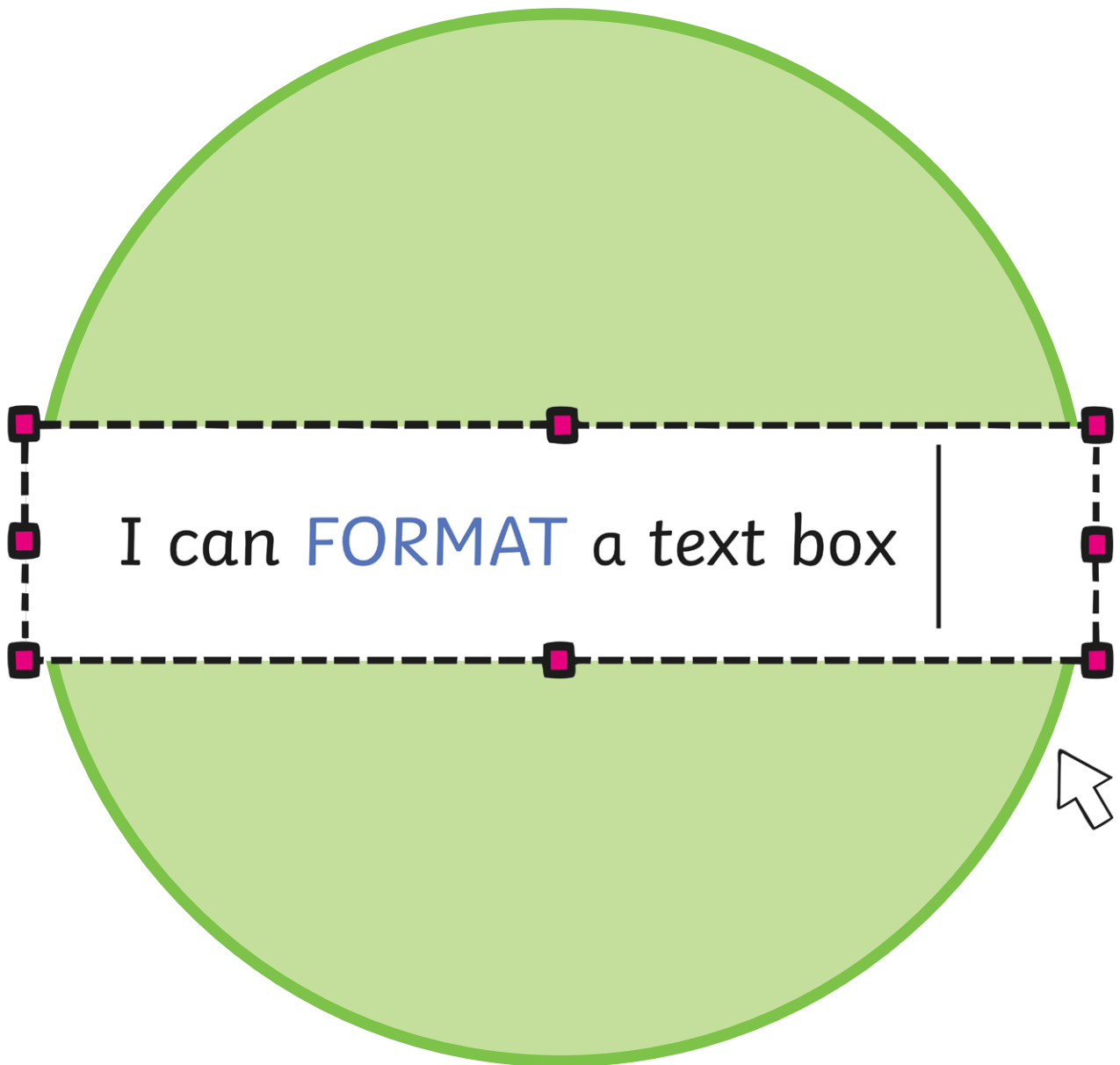


Text



This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text.

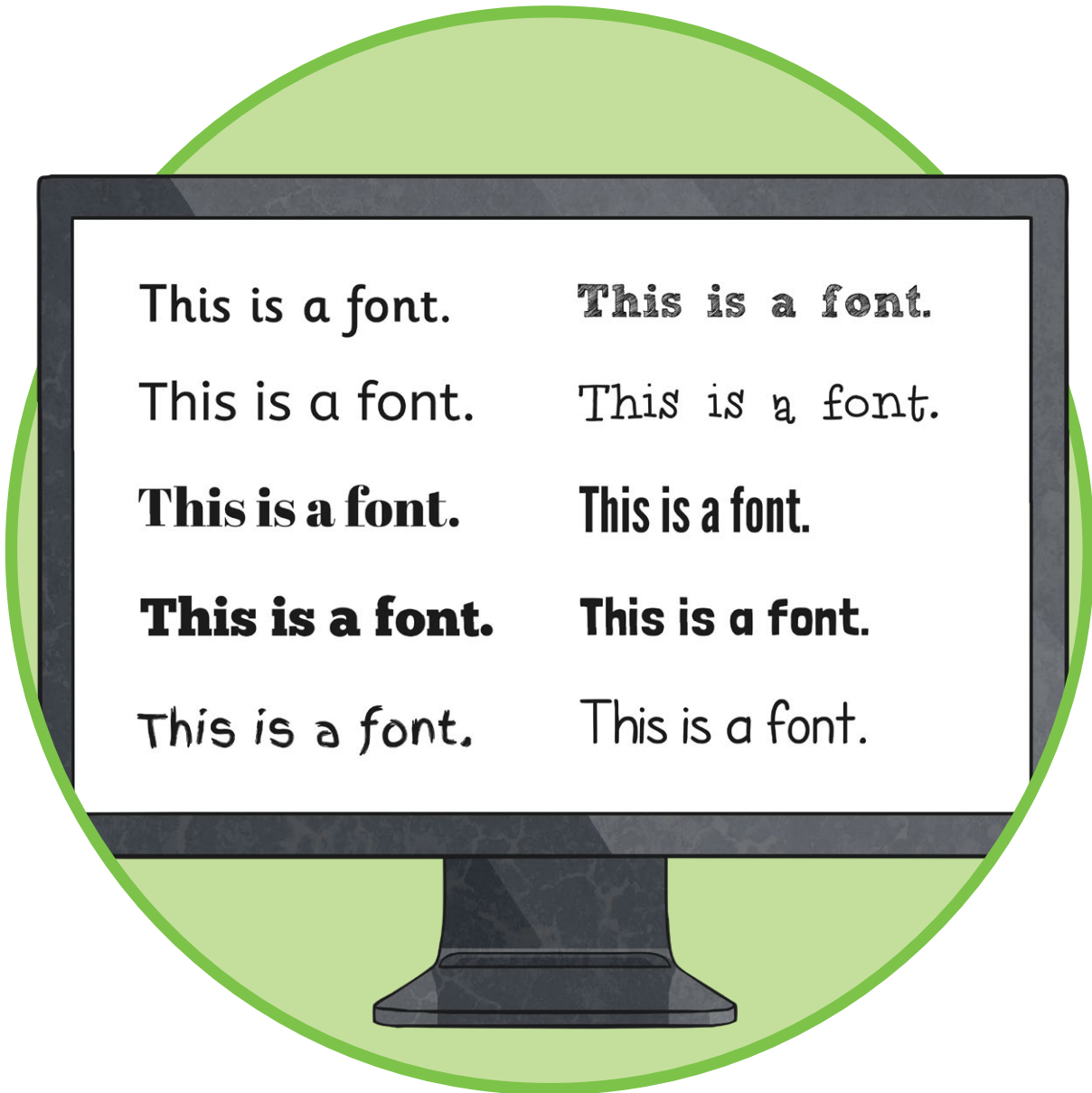
Format



Edit



Font Type



This is a font.

This is a font.

This is a font.

This is a font.

This is a font.

This is a font.

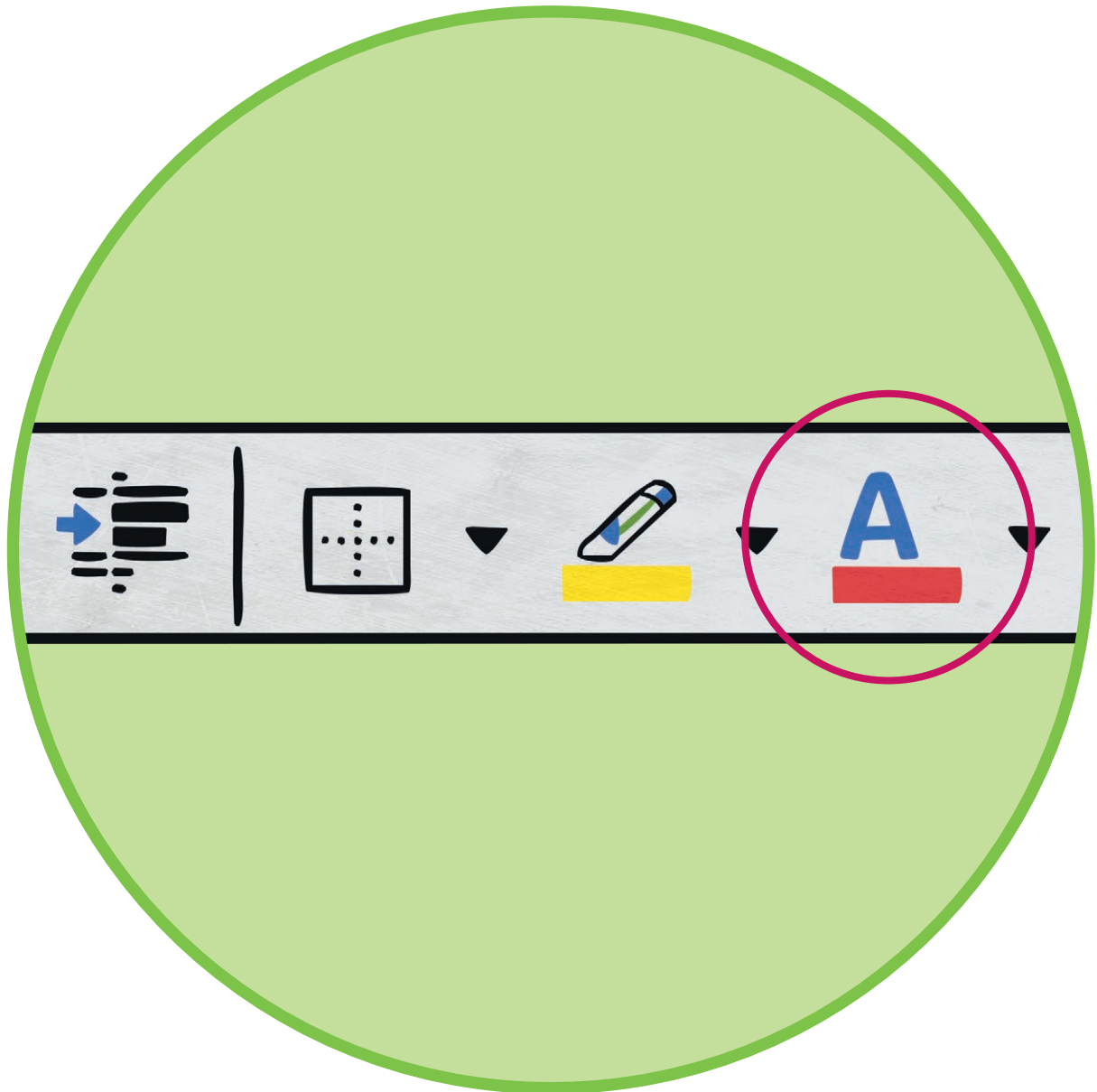
This is a font.

This is a font.

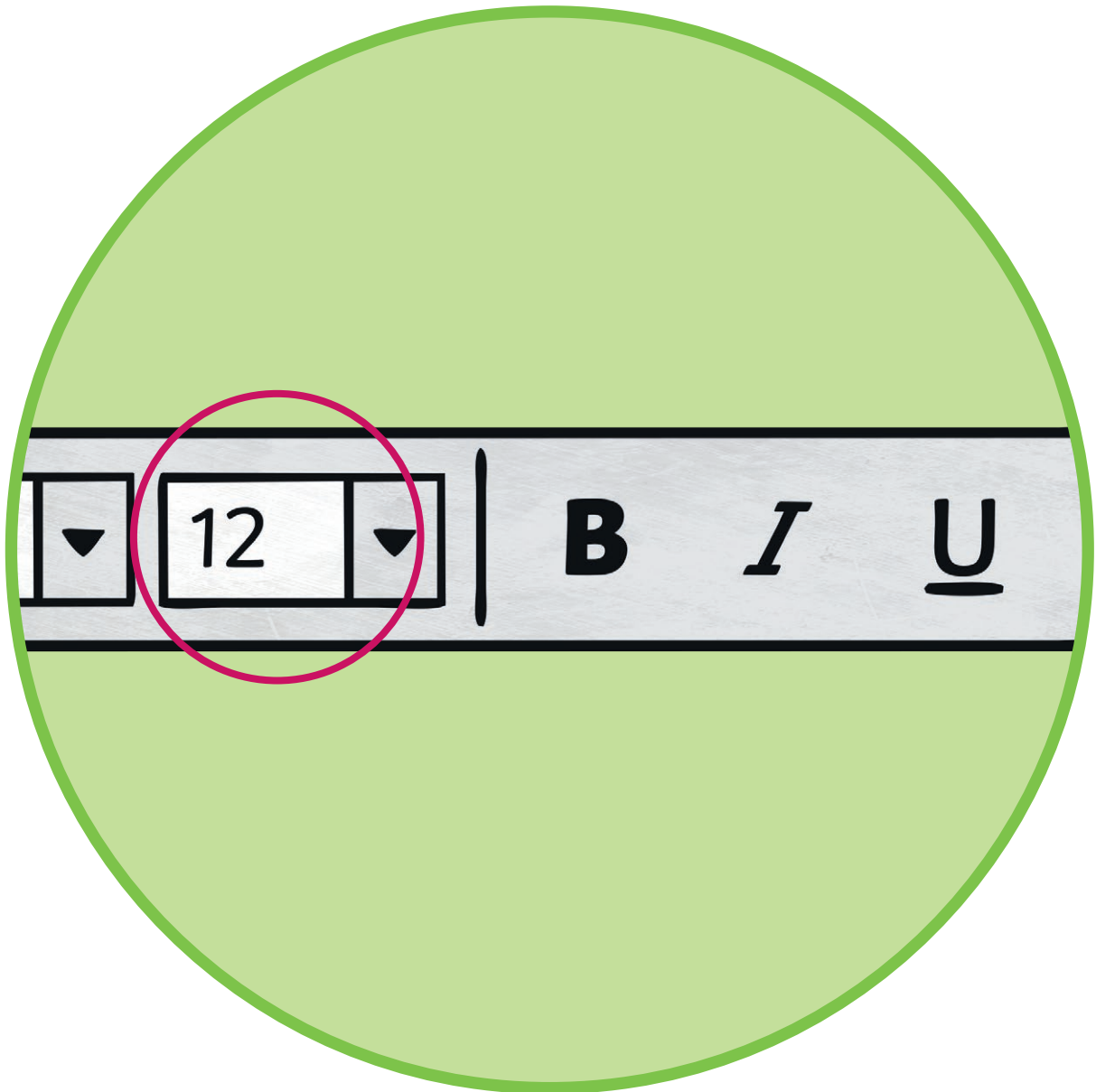
This is a font.

This is a font.

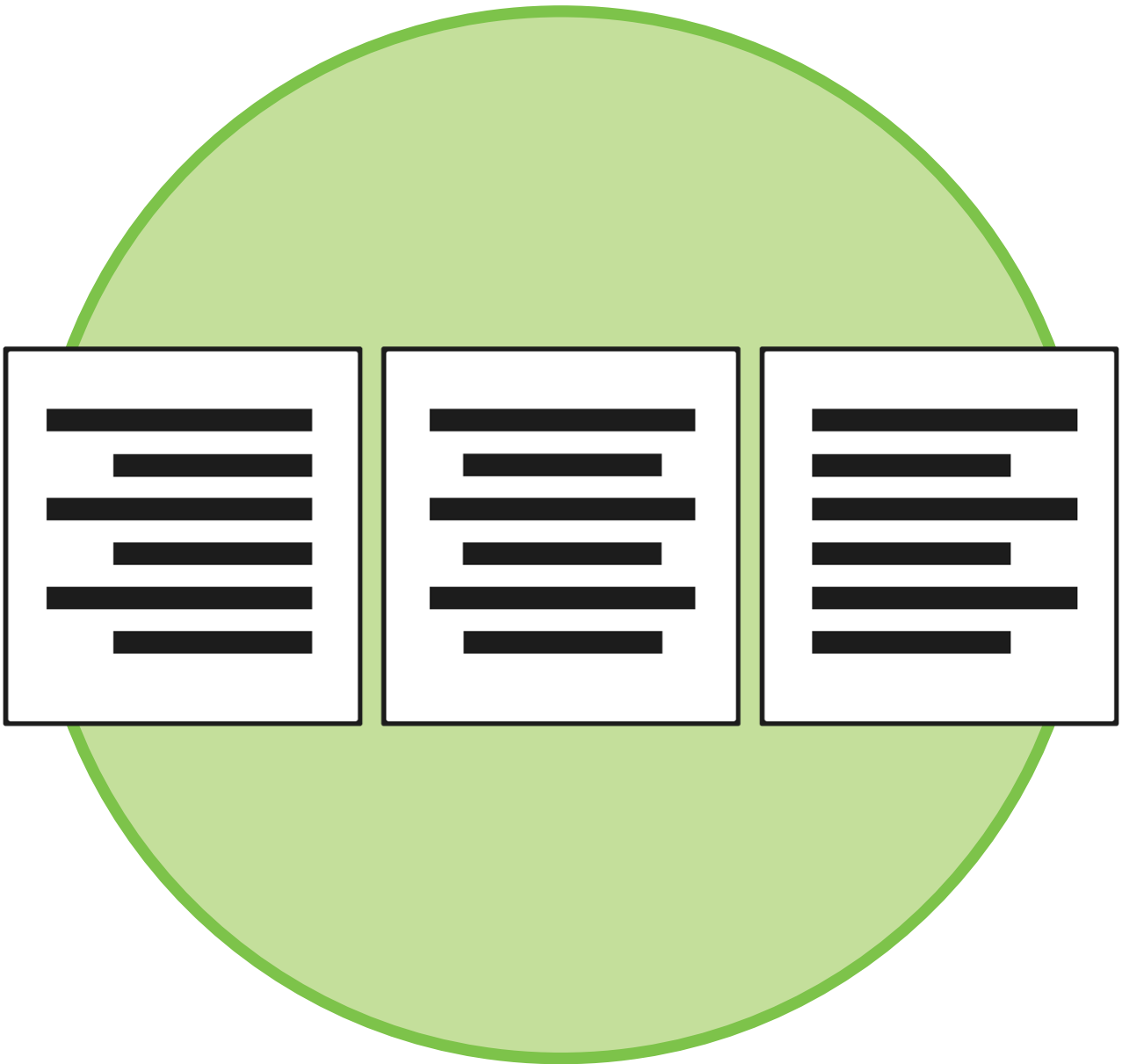
Font Colour



Font Size



Align



Paste



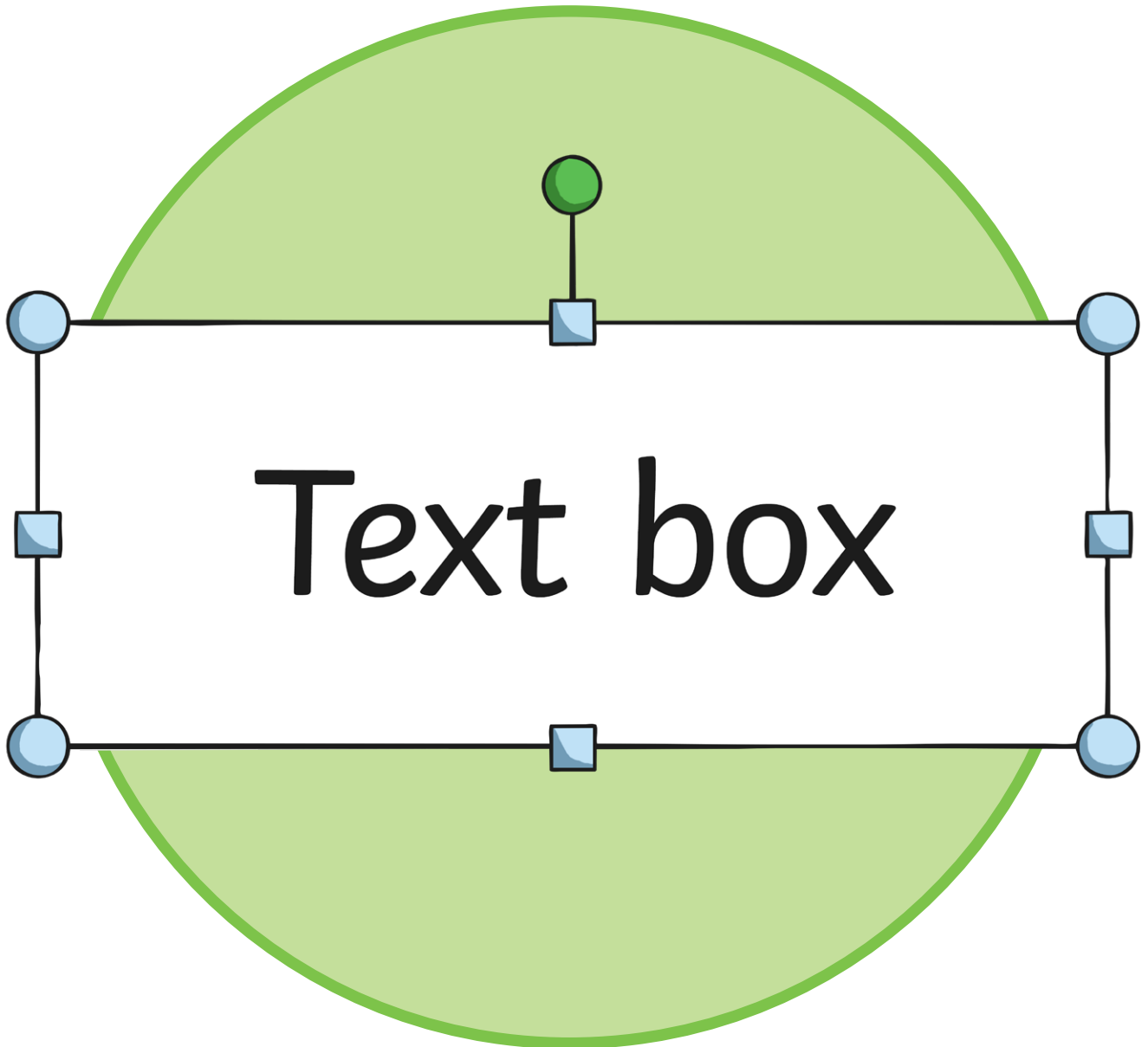
Copy



Bullet

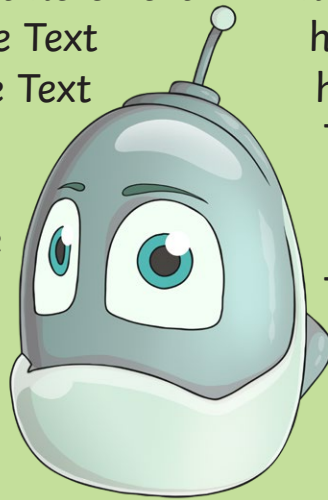
● _____	○ _____	■ _____
● _____	○ _____	■ _____
● _____	○ _____	■ _____

Text Box



Wrap

Text here Text here Text here Text here Text here
Text here Text here Text here Text here Text here
Text here Text here Text here Text here Text here
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Text here Text here Text here Text here Text here
Text here Text here Text here Text here Text here



Save



Spellcheck



Review



Highlight

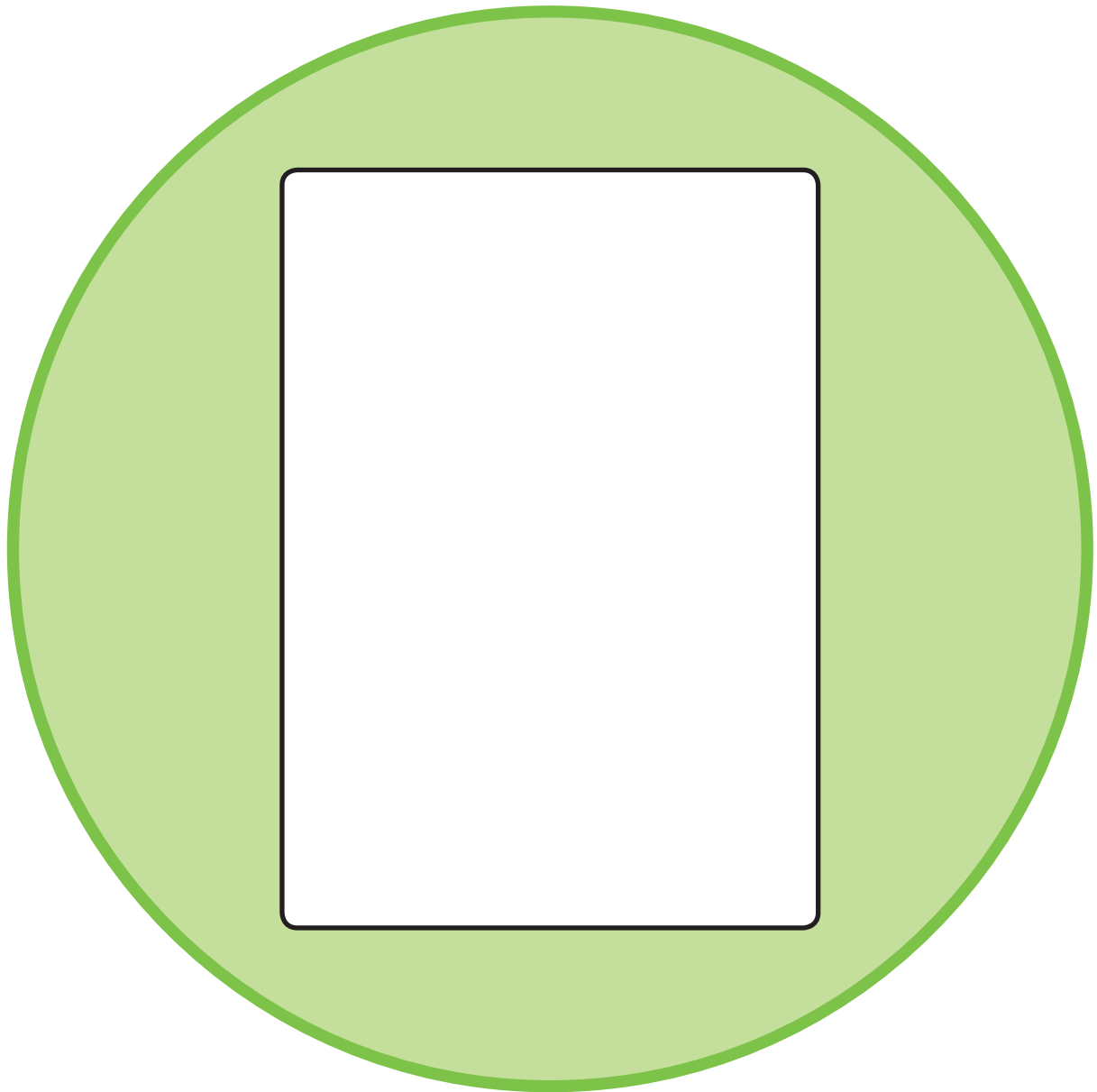


highlight

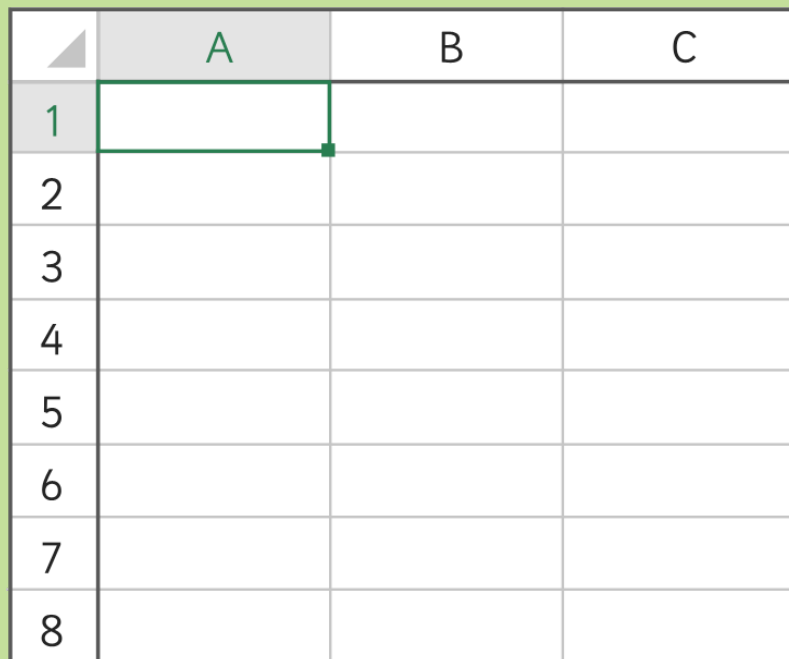
Cursor



Border

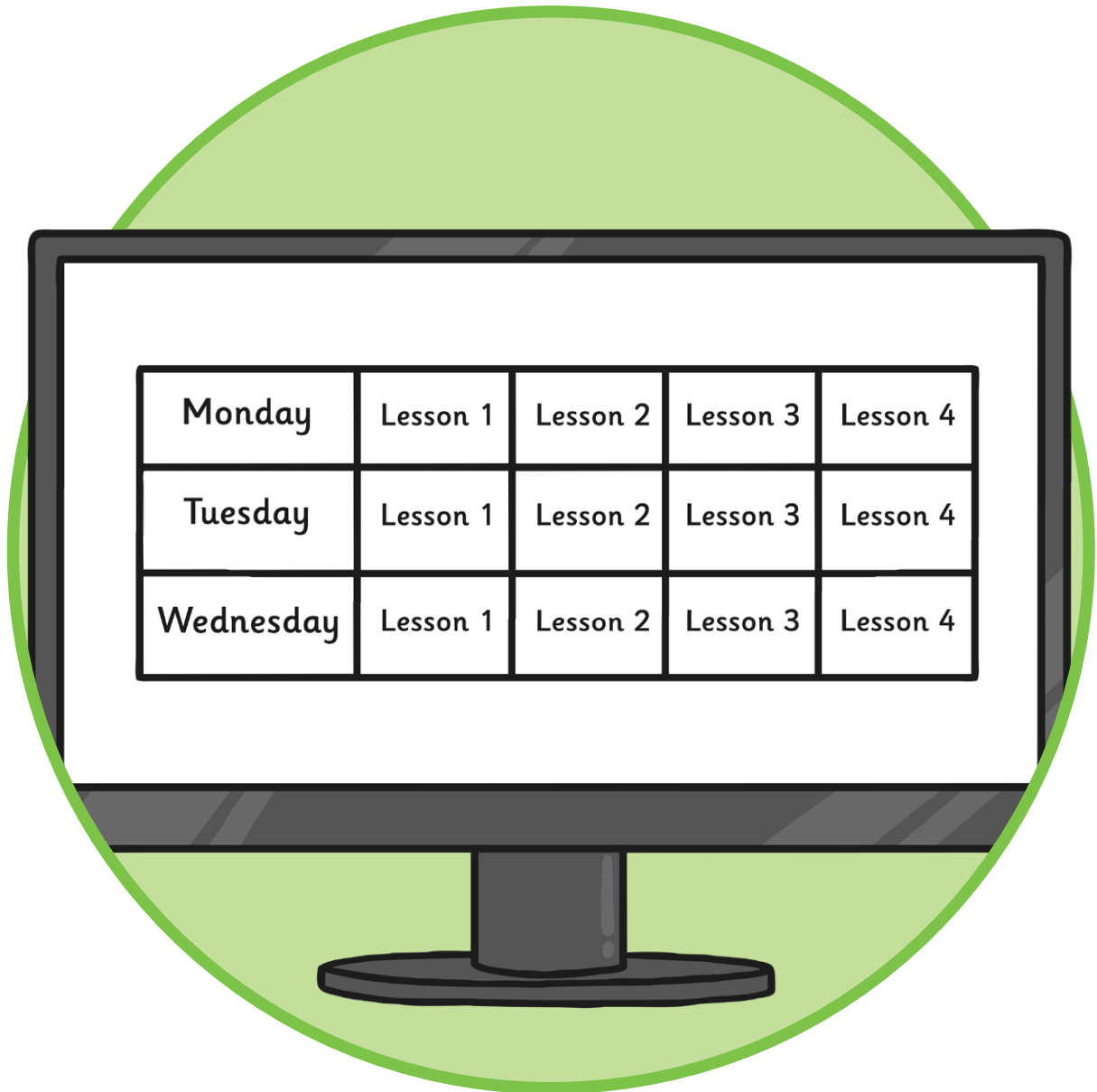


Cell

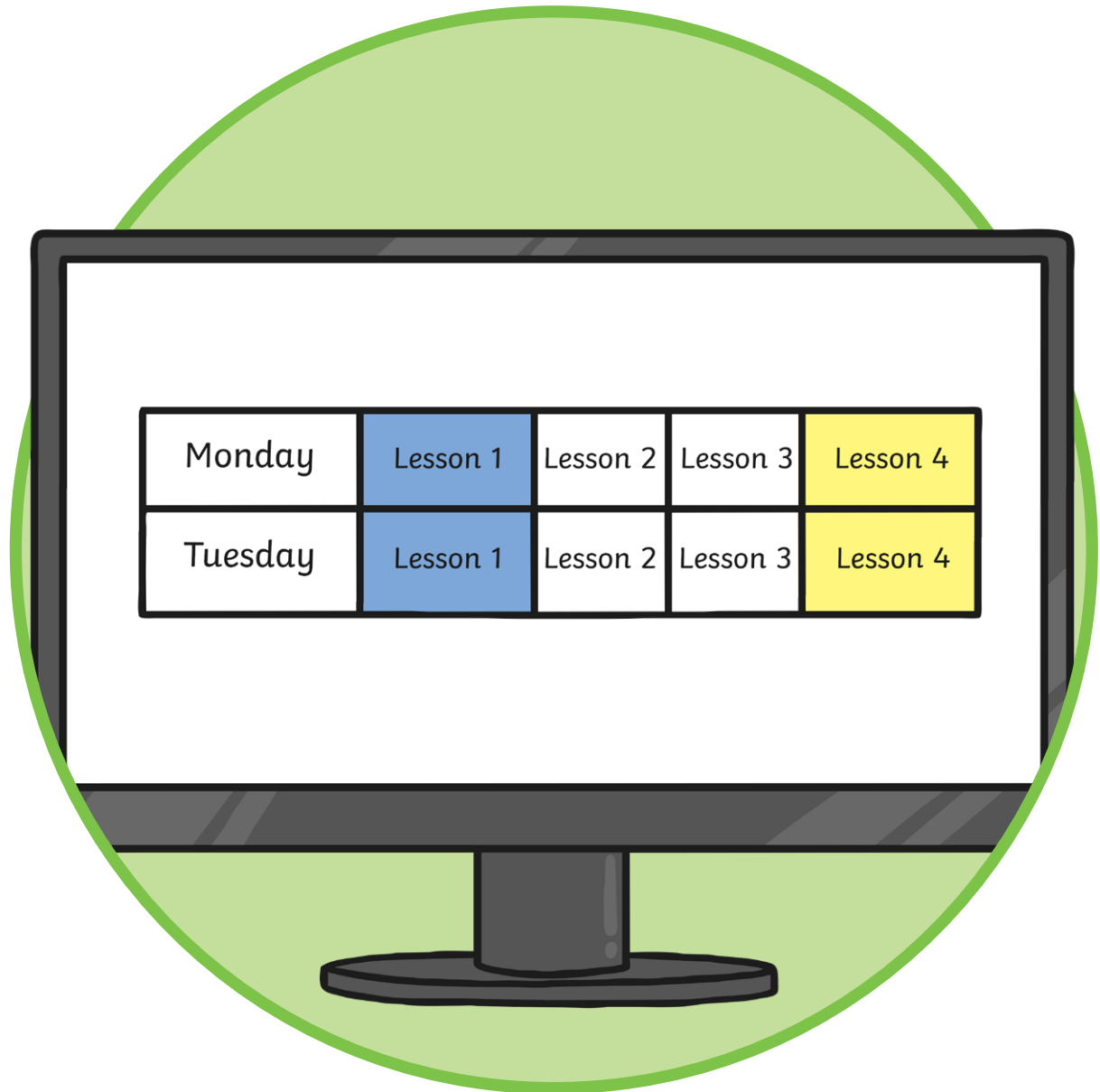


	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			

Table



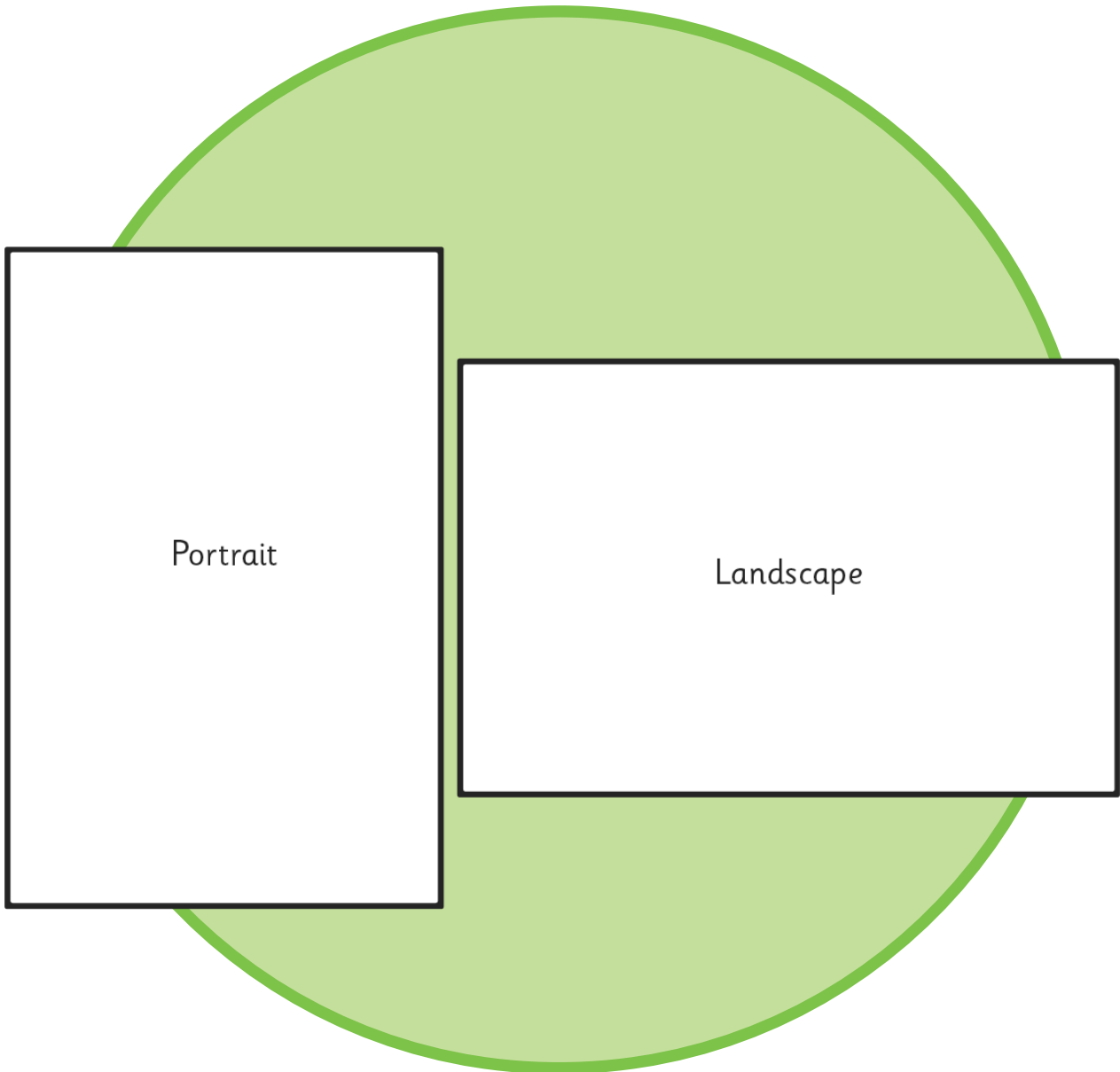
Shading



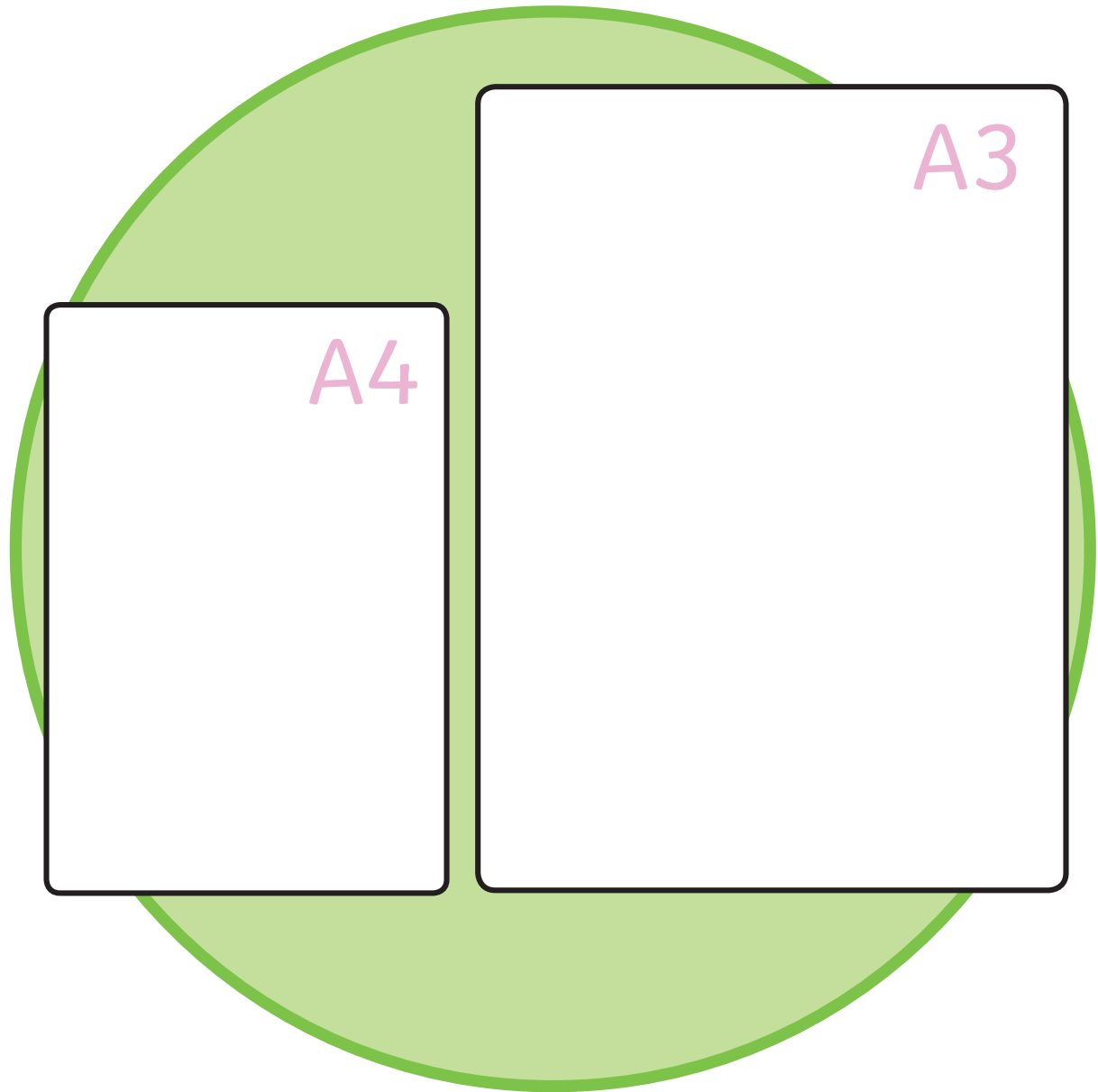
Columns

	A	B	C
1			
2			
3			
4			
5			
6			
7			
8			

Page Layout



Page Size



Inserting a Table

Insert > Table

Choose your columns and rows.

Inserting an Image

Insert > Image

Find the file location of your picture.

Spellchecking

Review > Spelling and Grammar

> **Change** to change the spelling Or

> **Ignore** to keep it the same.

Creating Columns

Page Layout > Columns

Choose how many columns you need.

Changing the Page Size

Page Layout > Size

Choose your page size.

Creating a Hyperlink

Highlight the text you want to hyperlink.

Insert > Hyperlink

In the address bar, type or paste the URL you want the text to hyperlink to.

Inserting a Table

Insert > Table

Choose your columns and rows.

Inserting an Image

Insert > Image

Use your mouse to drag the photo onto the box or find the file location of your picture.

Spellchecking

Tools > Spelling

- > Change to change the spelling Or
- > Ignore to keep it the same.

Creating Columns

Format > Columns

Choose how many columns you need.

Changing the Page Size

File > Page Setup

Under the heading Paper Size, choose your page size.

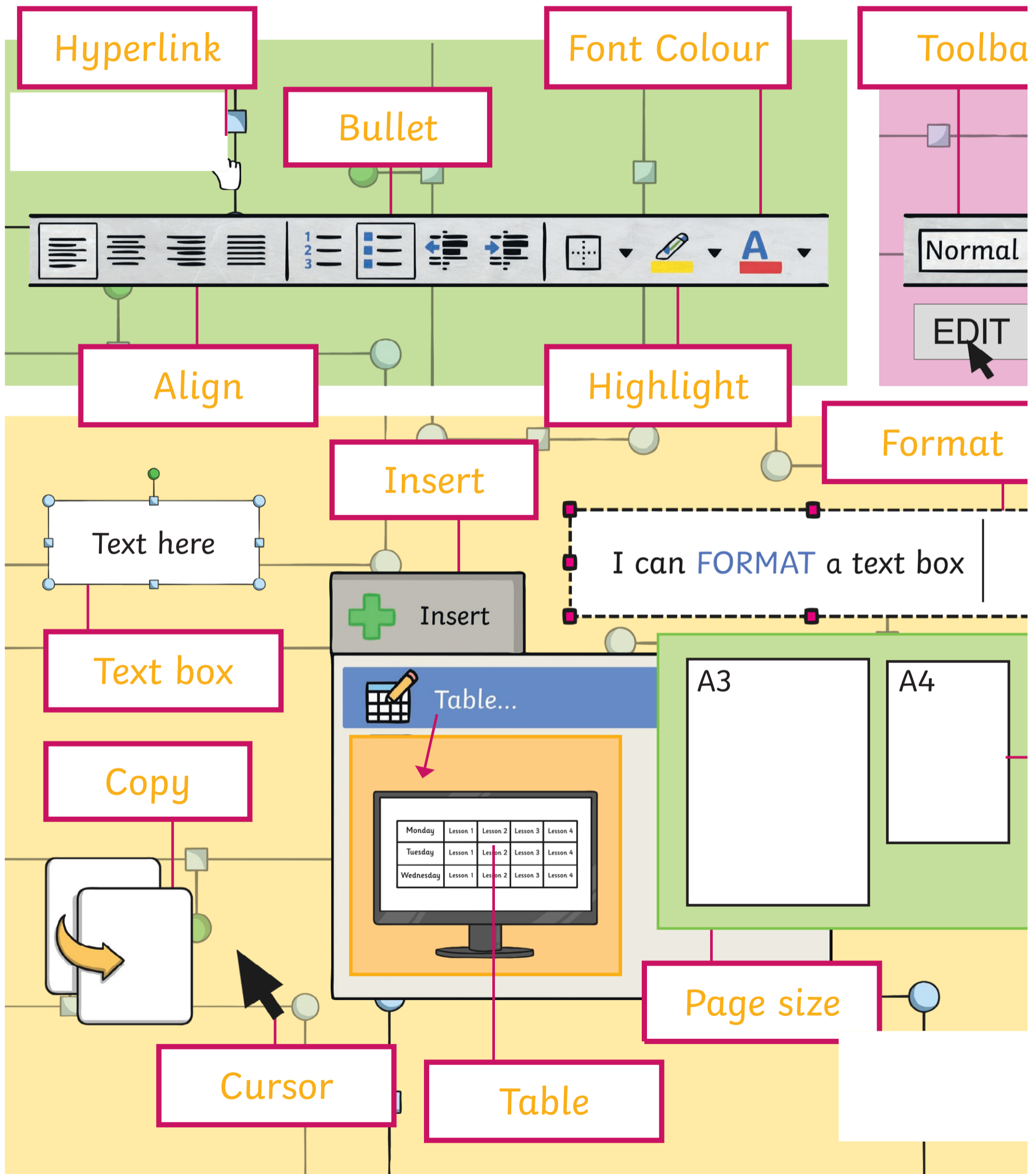
Creating a Hyperlink

Highlight the text you want to hyperlink.

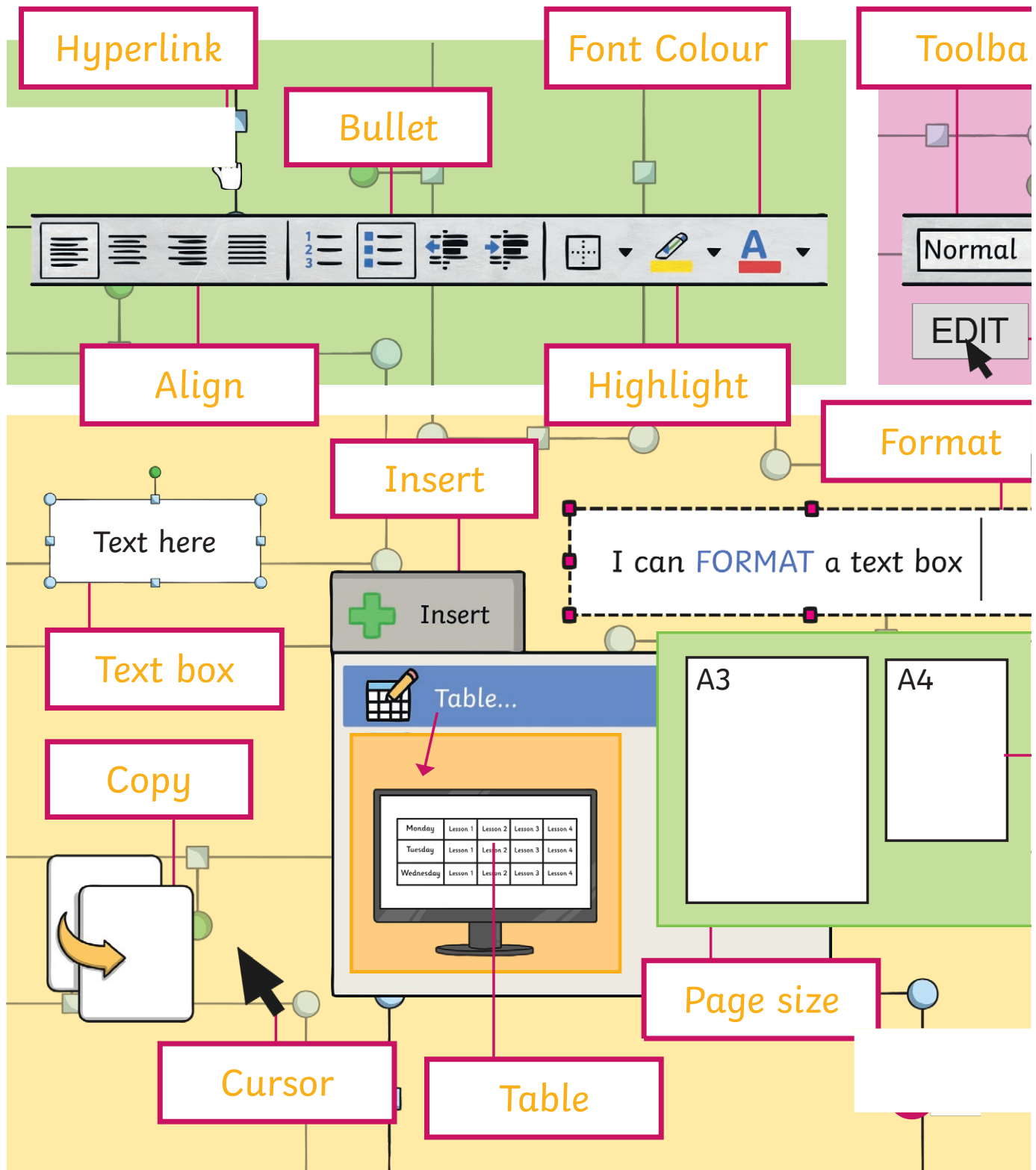
Insert > Image

In the address bar, type or paste the URL you want the text to hyperlink to.

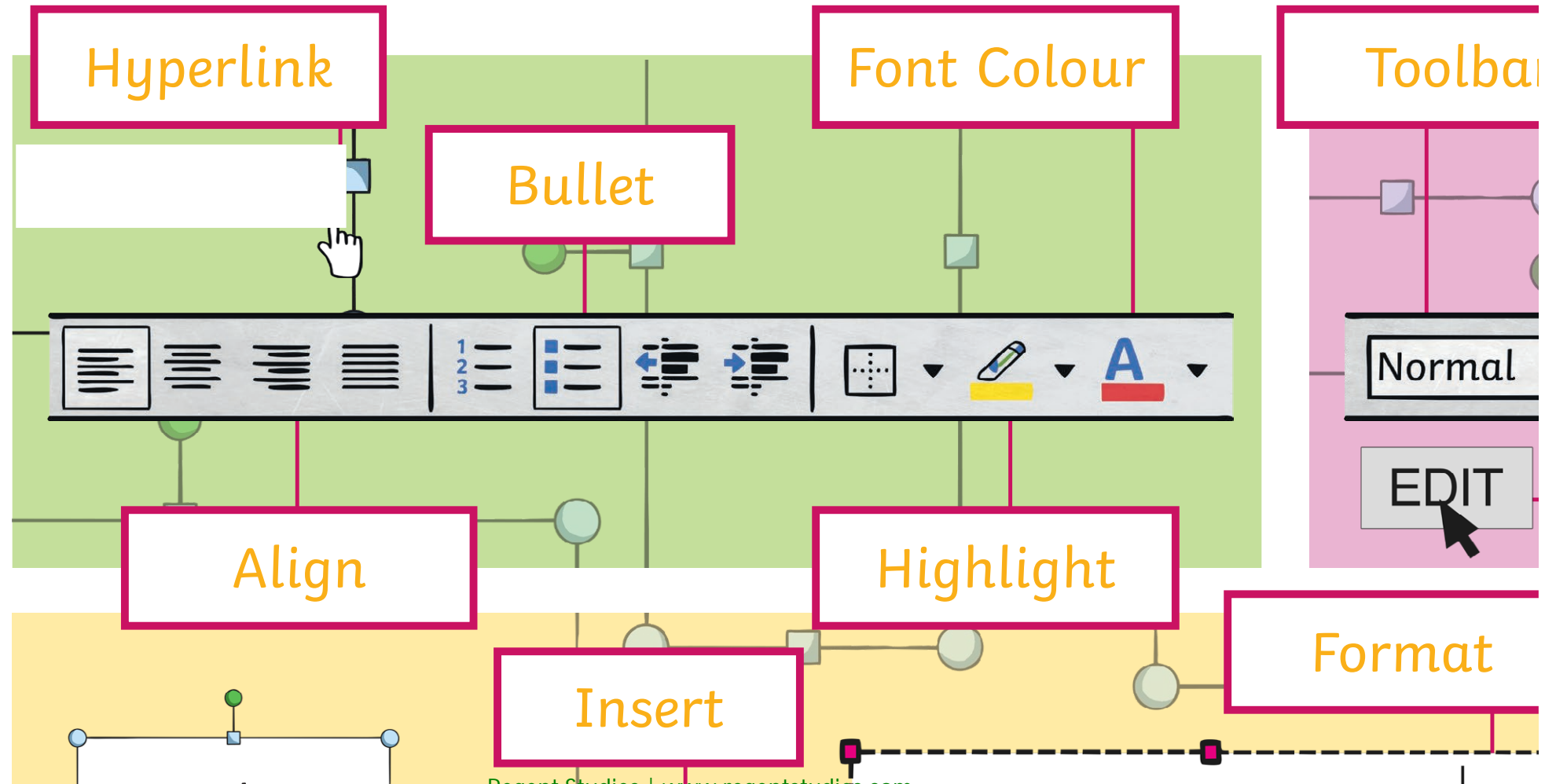
Word Pro

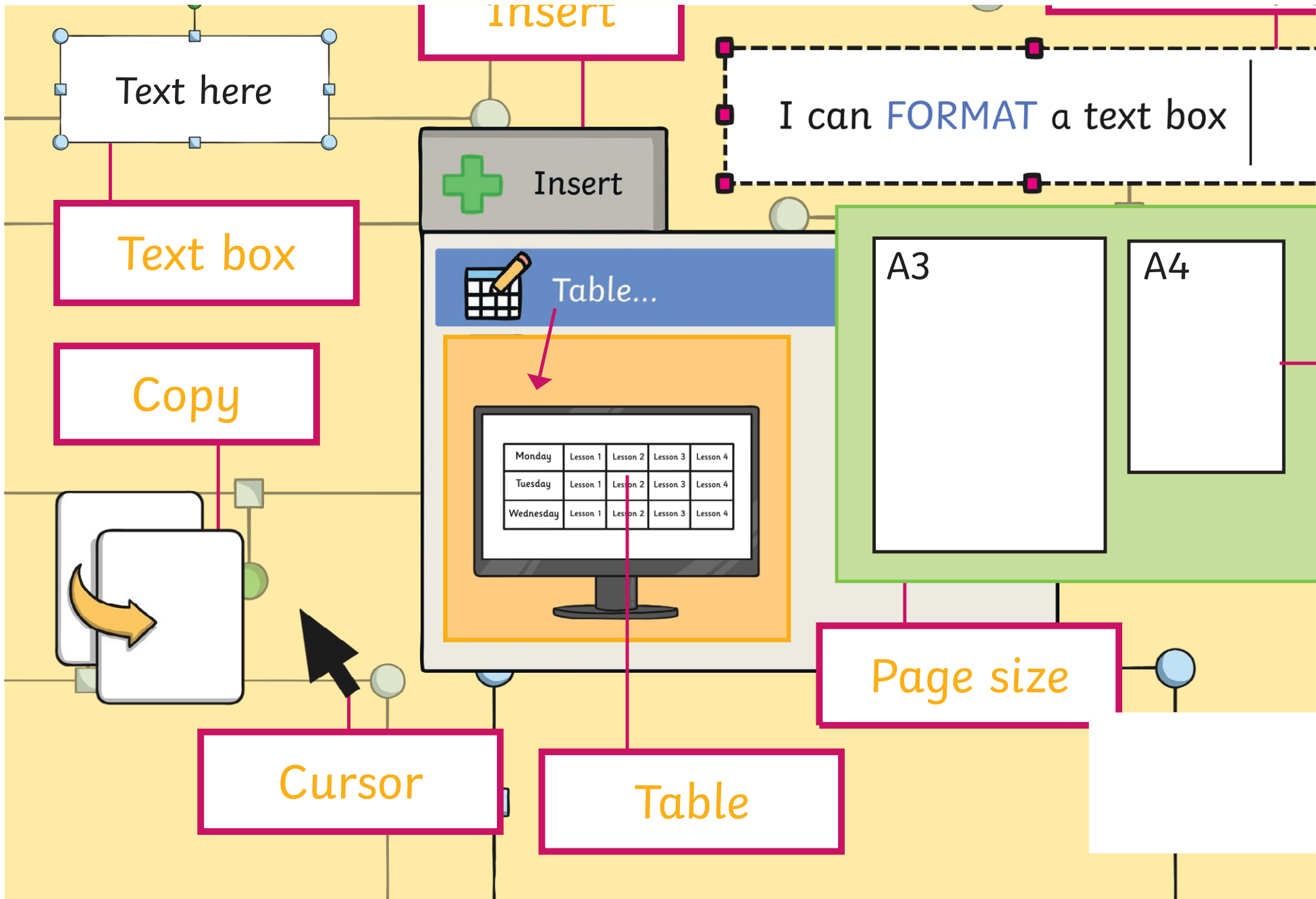


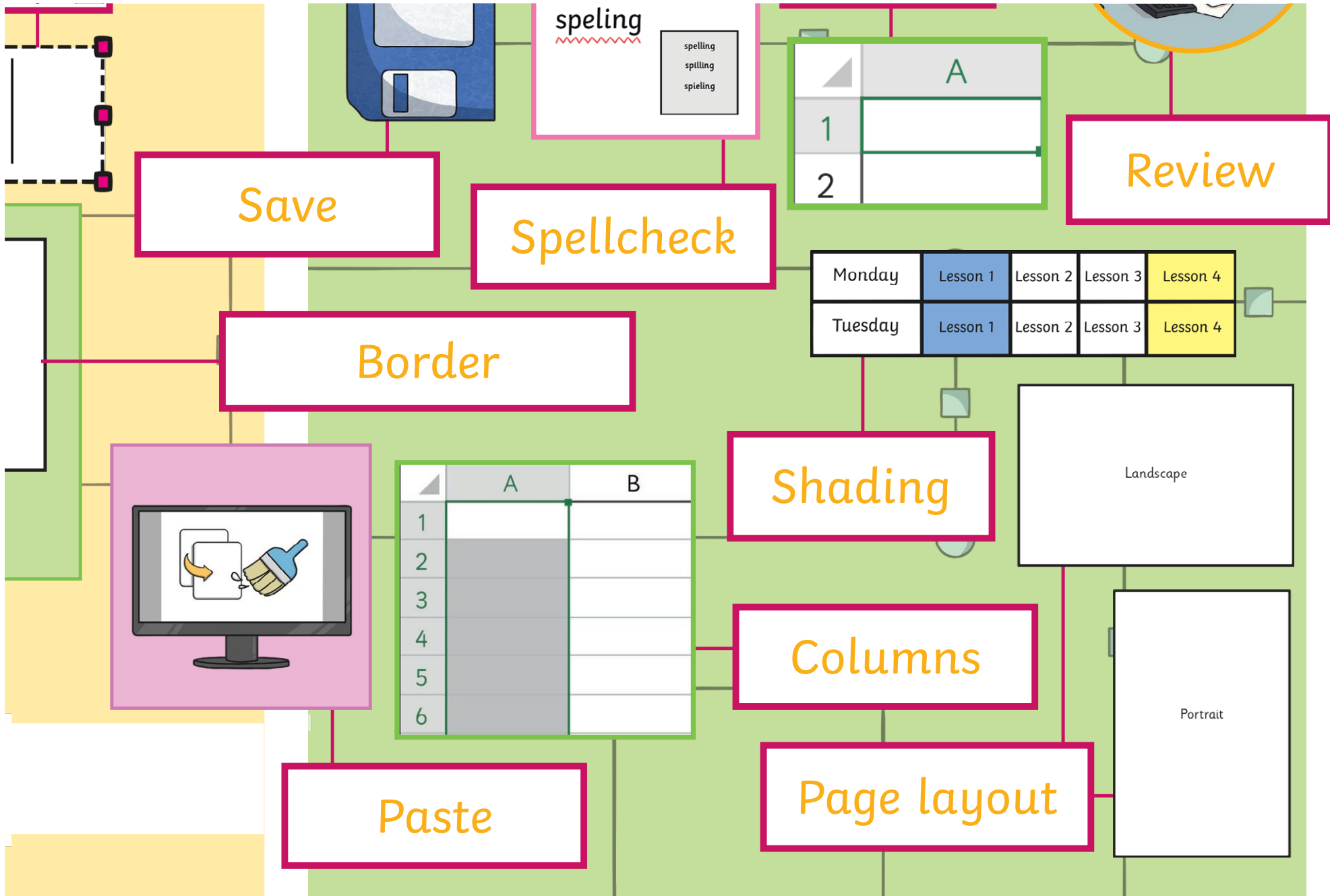
Word Pro



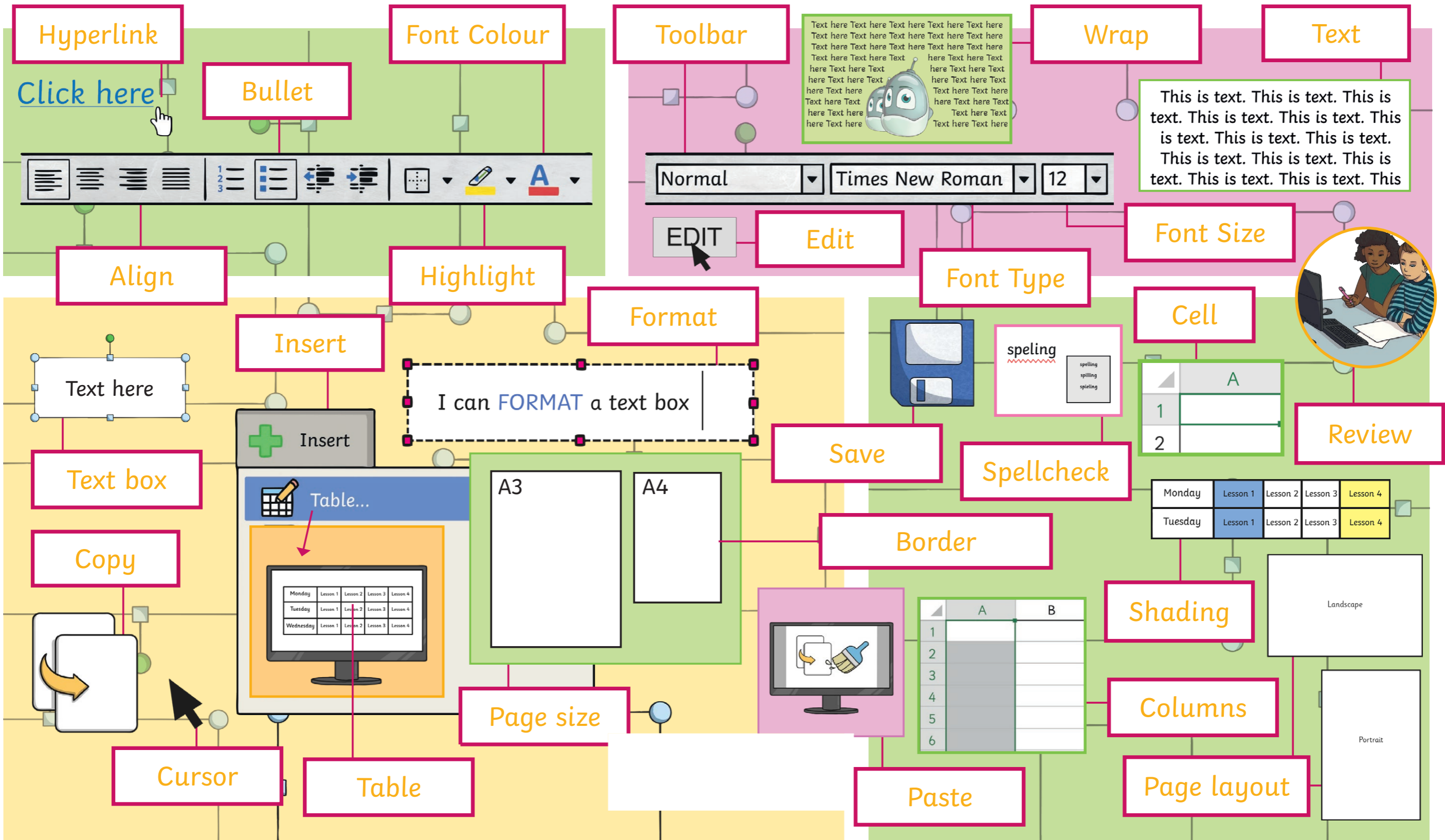
Word Pro

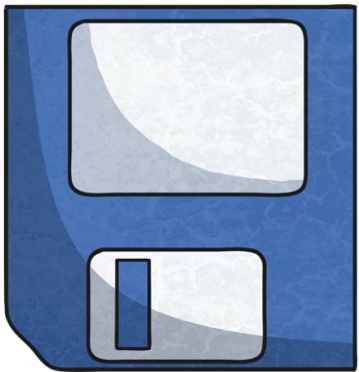


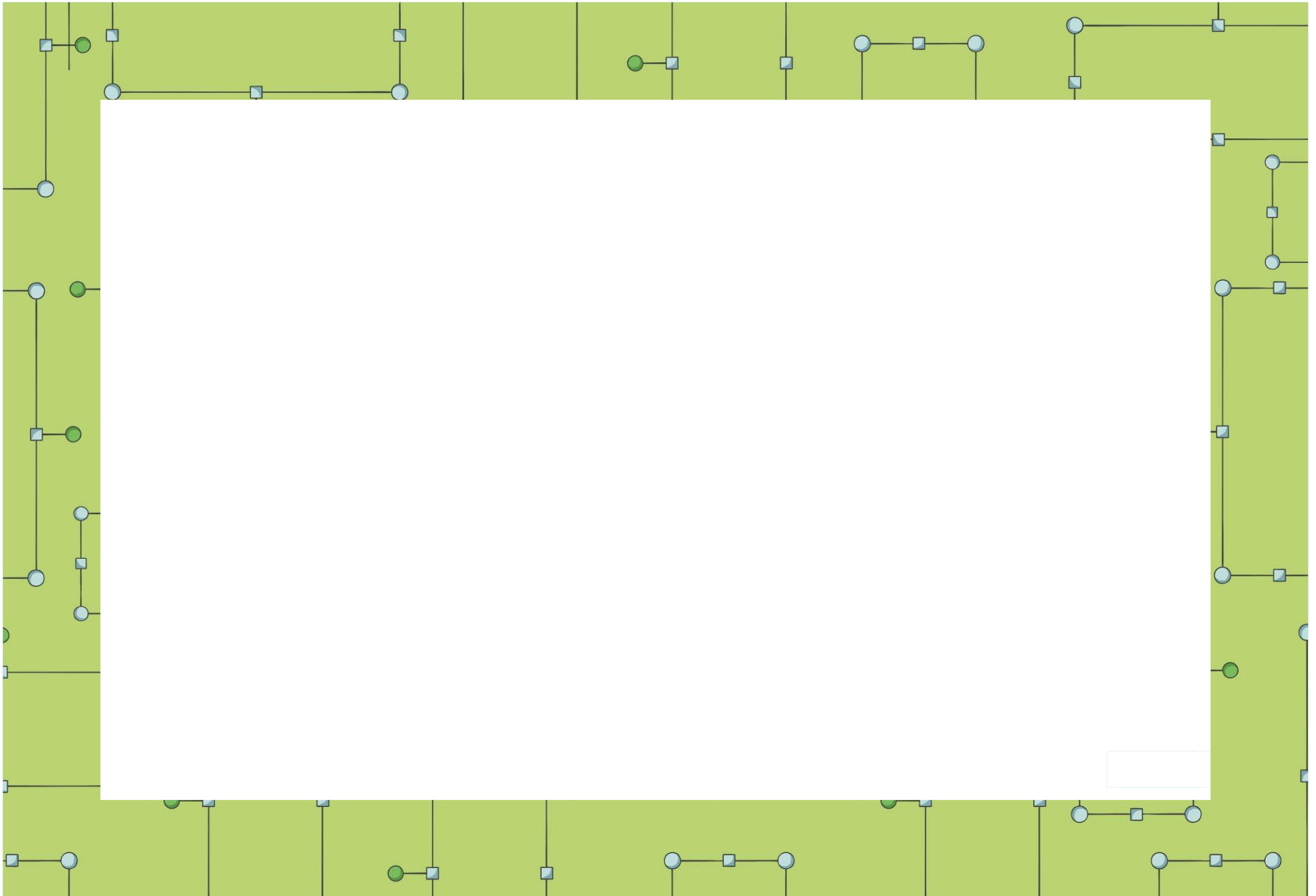


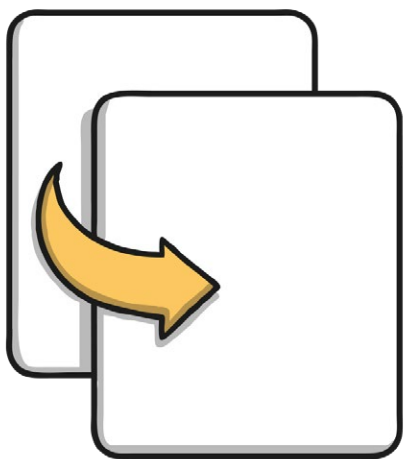
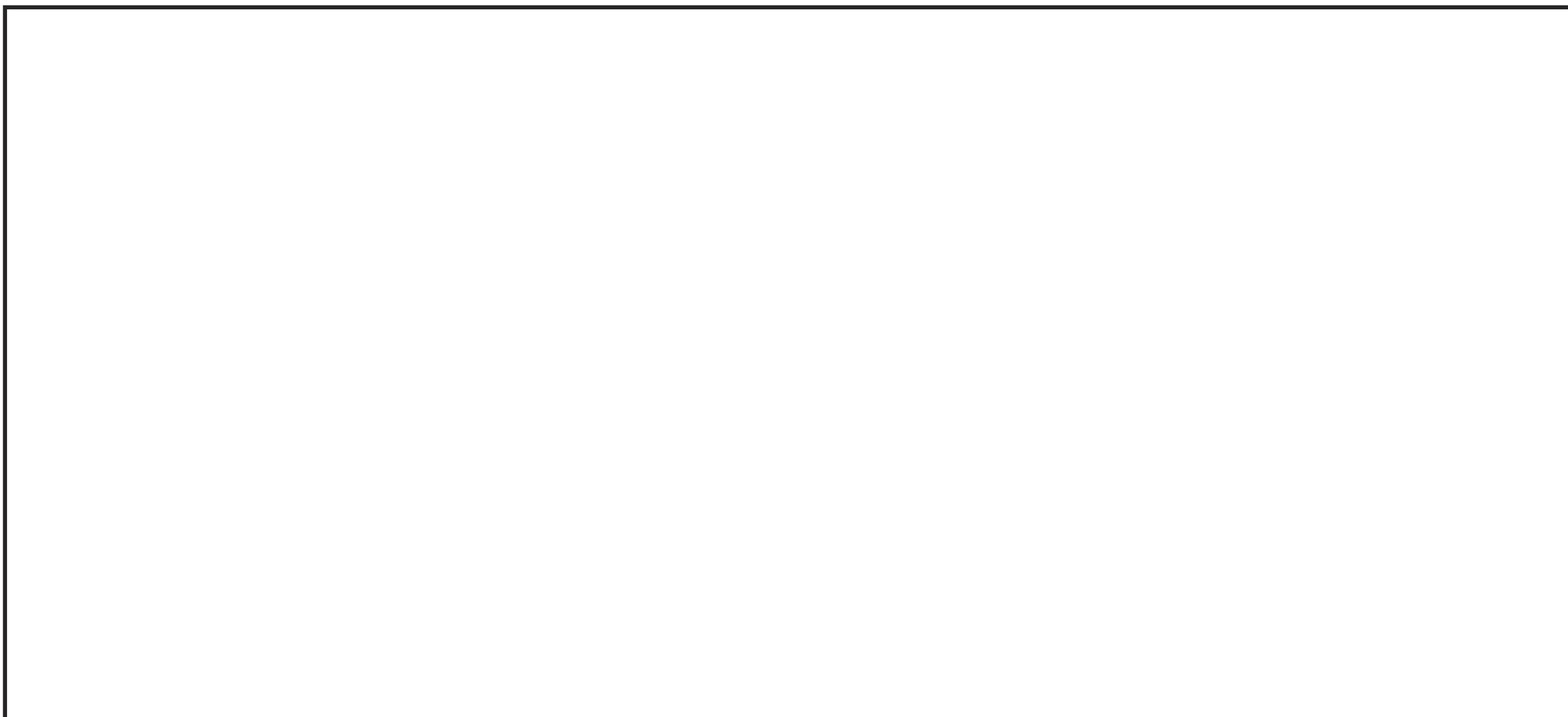


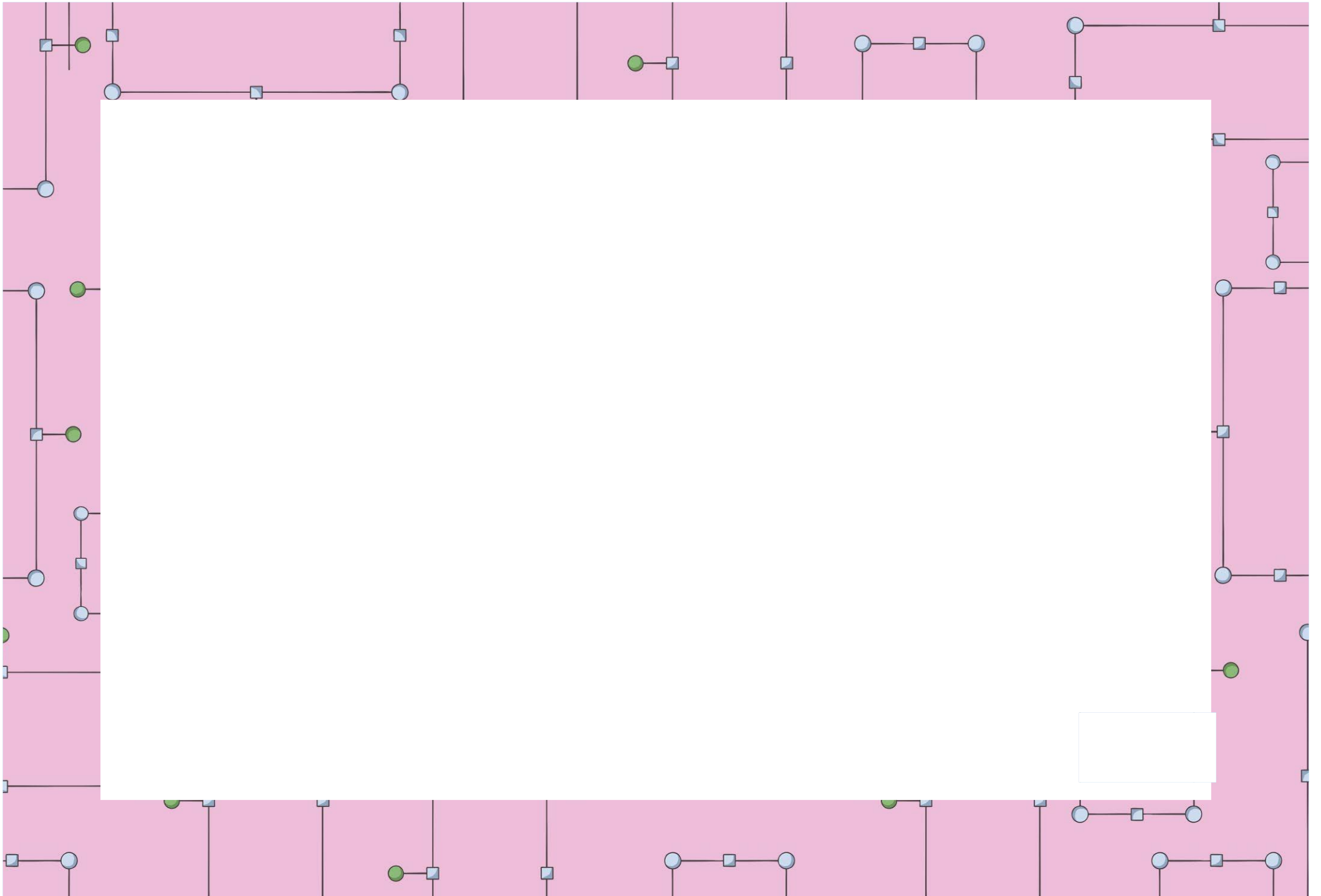
Word Processing





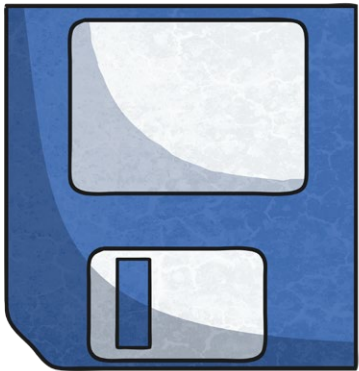


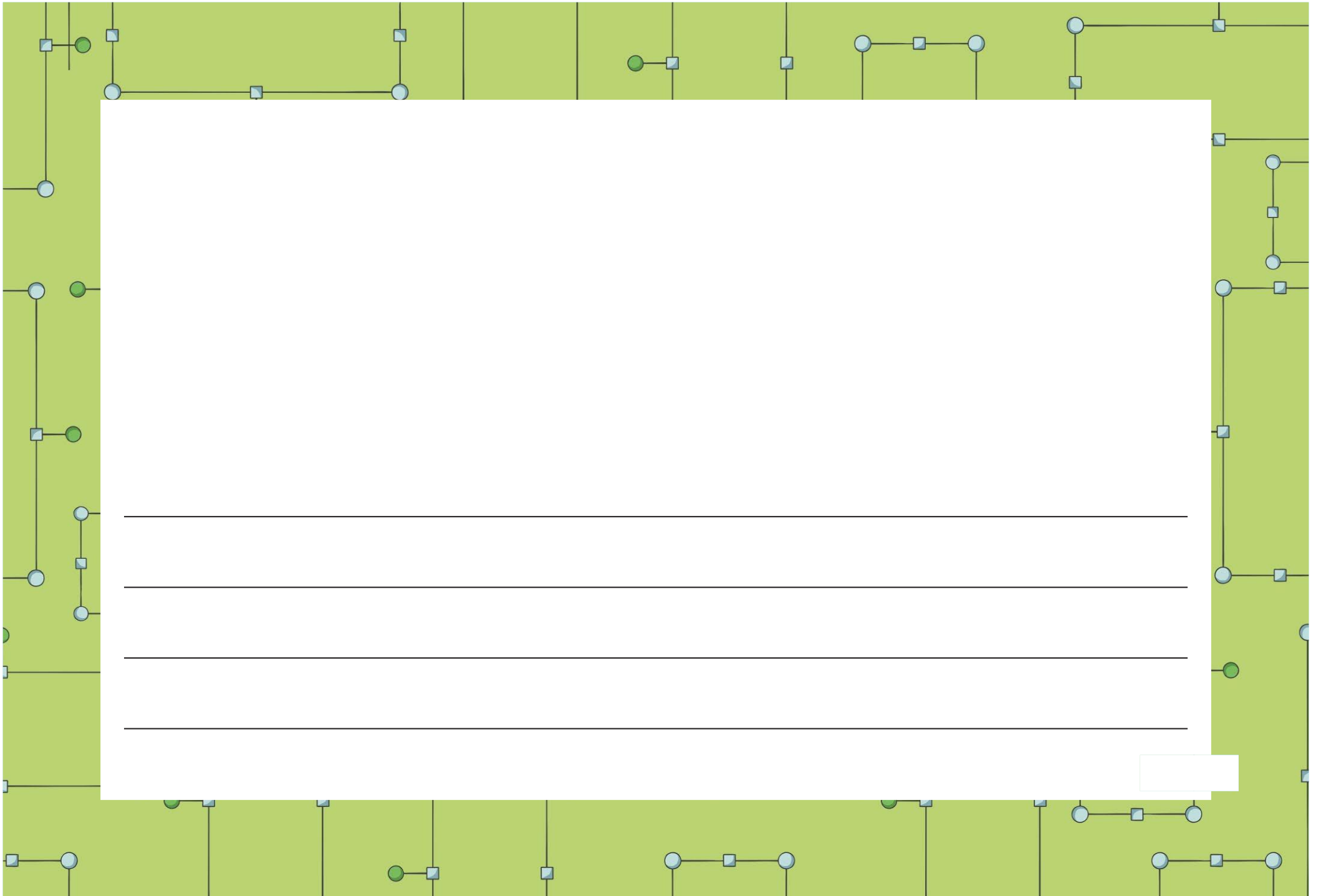




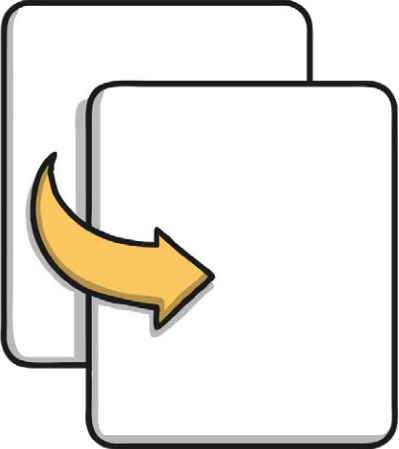


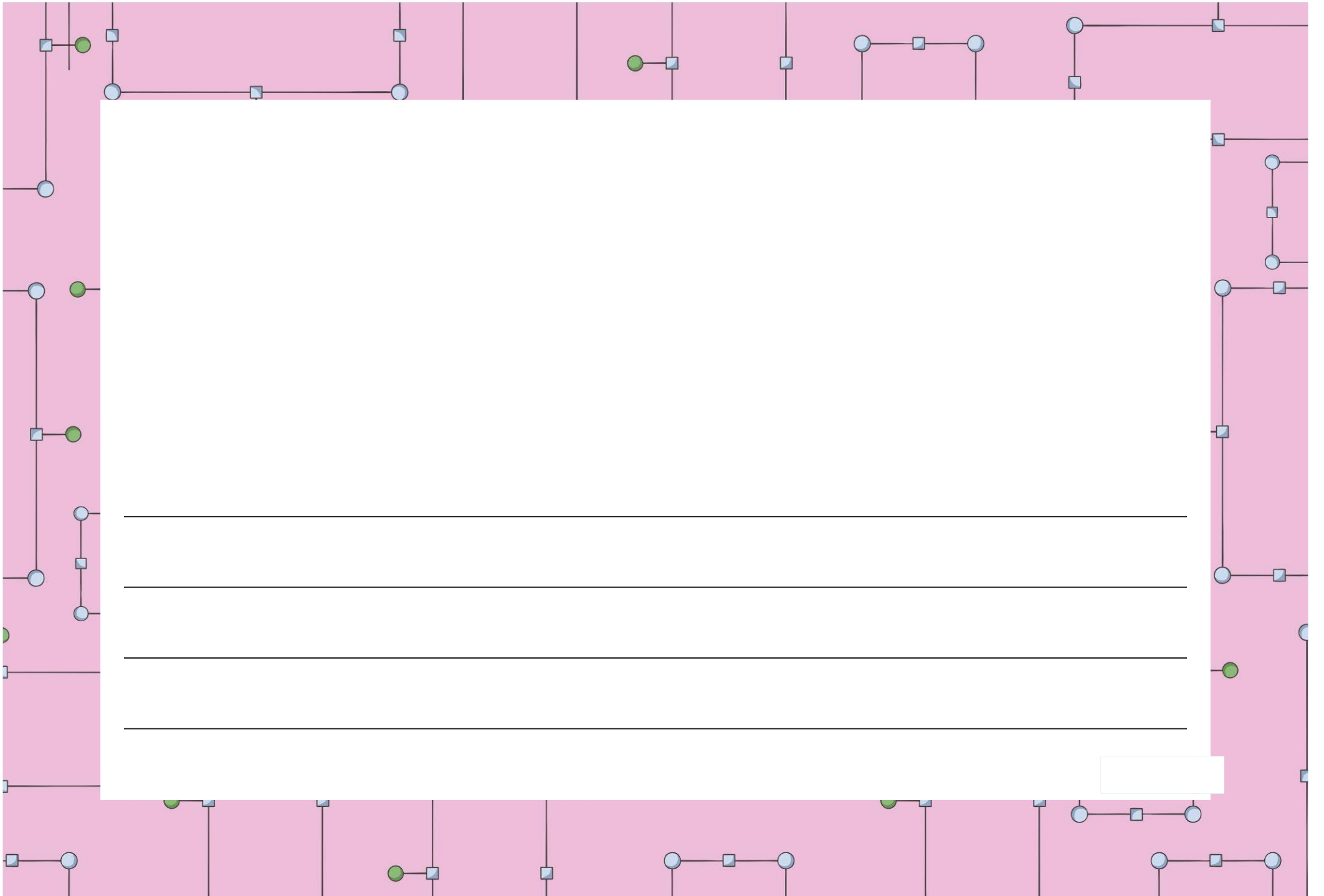
Blank writing area for notes.

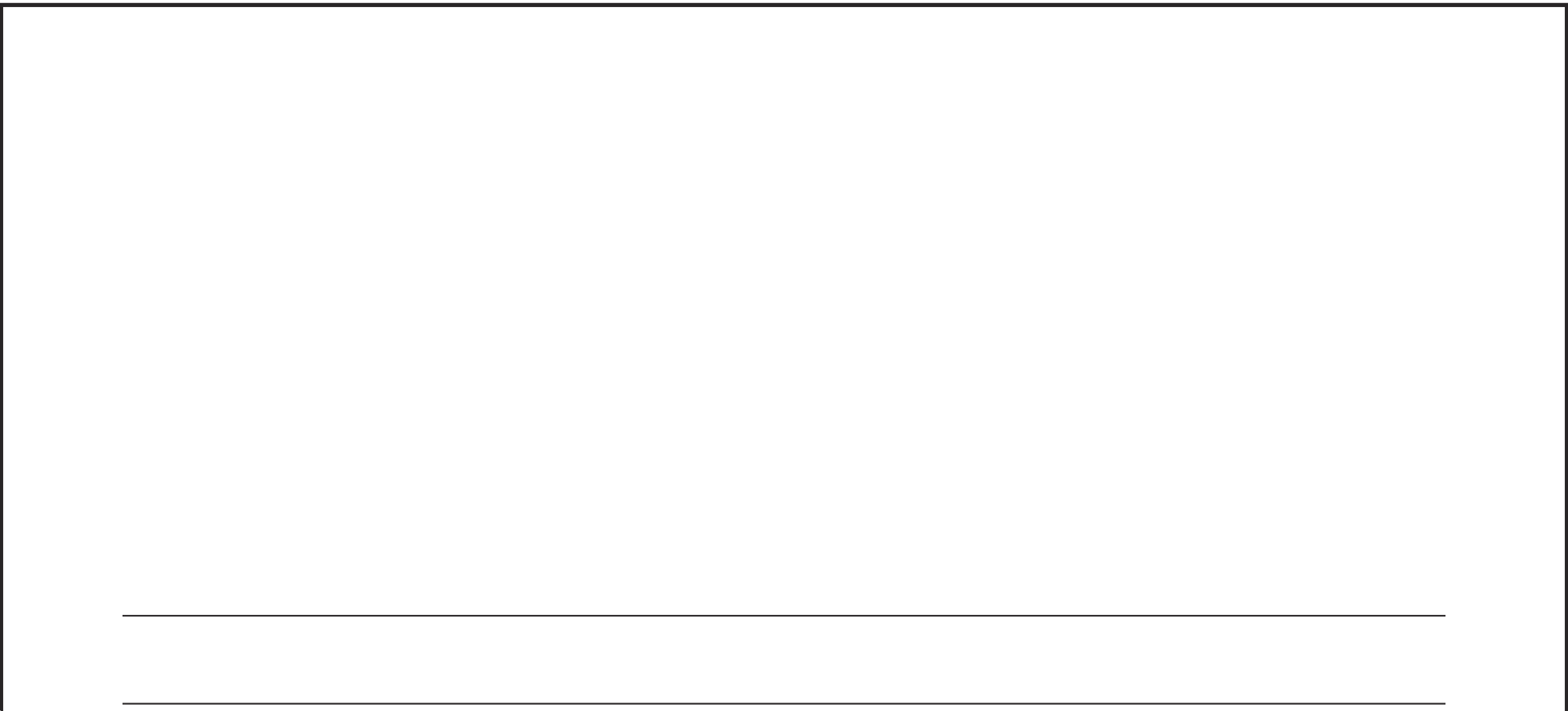




Blank writing area for notes or answers.

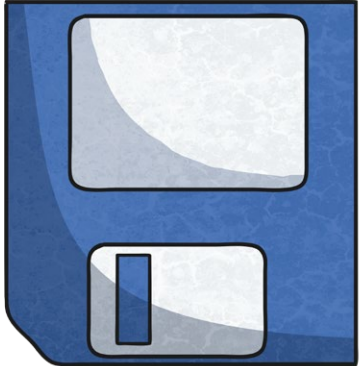


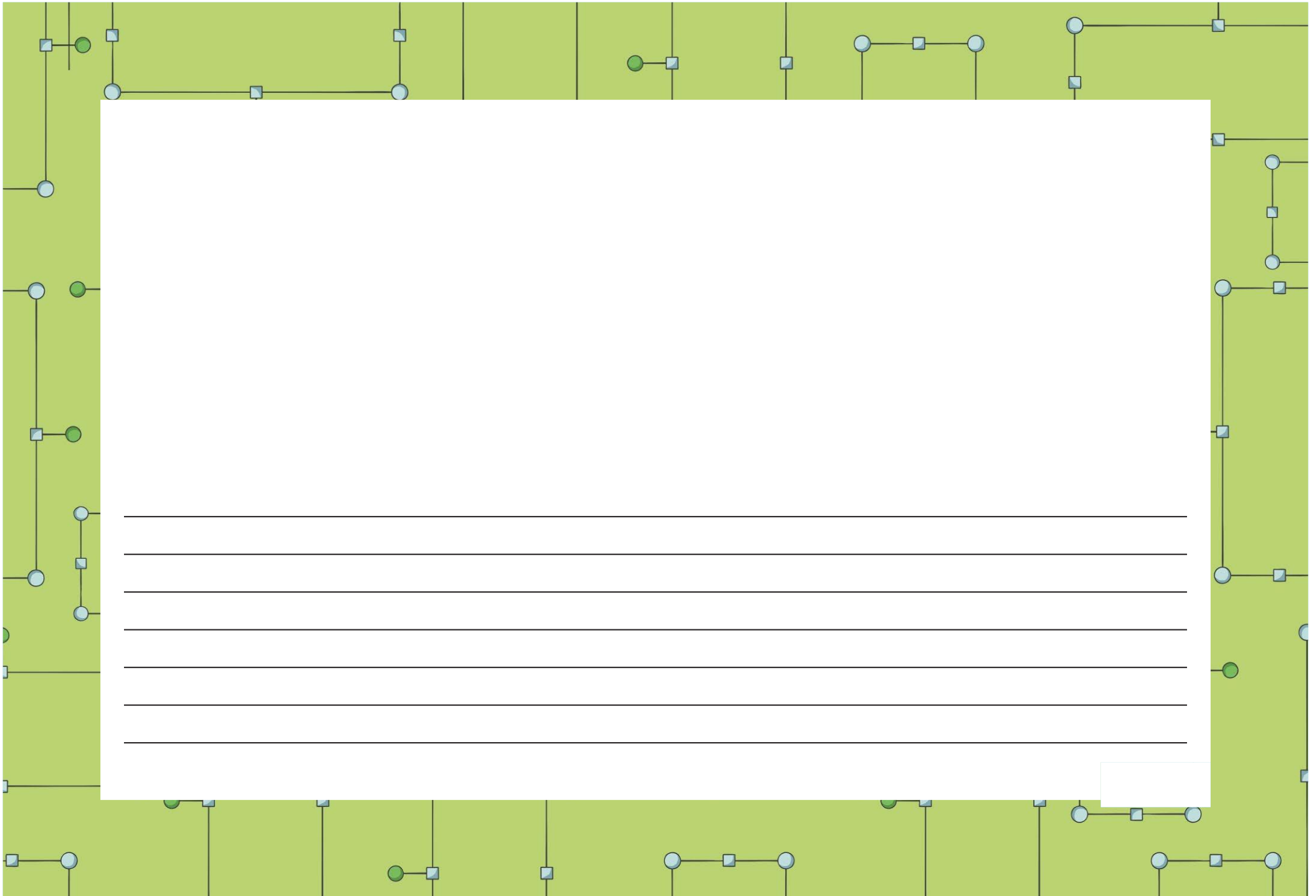


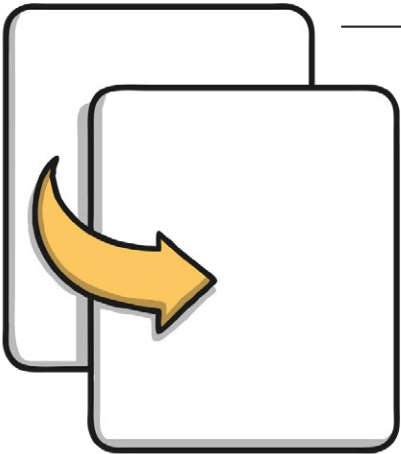


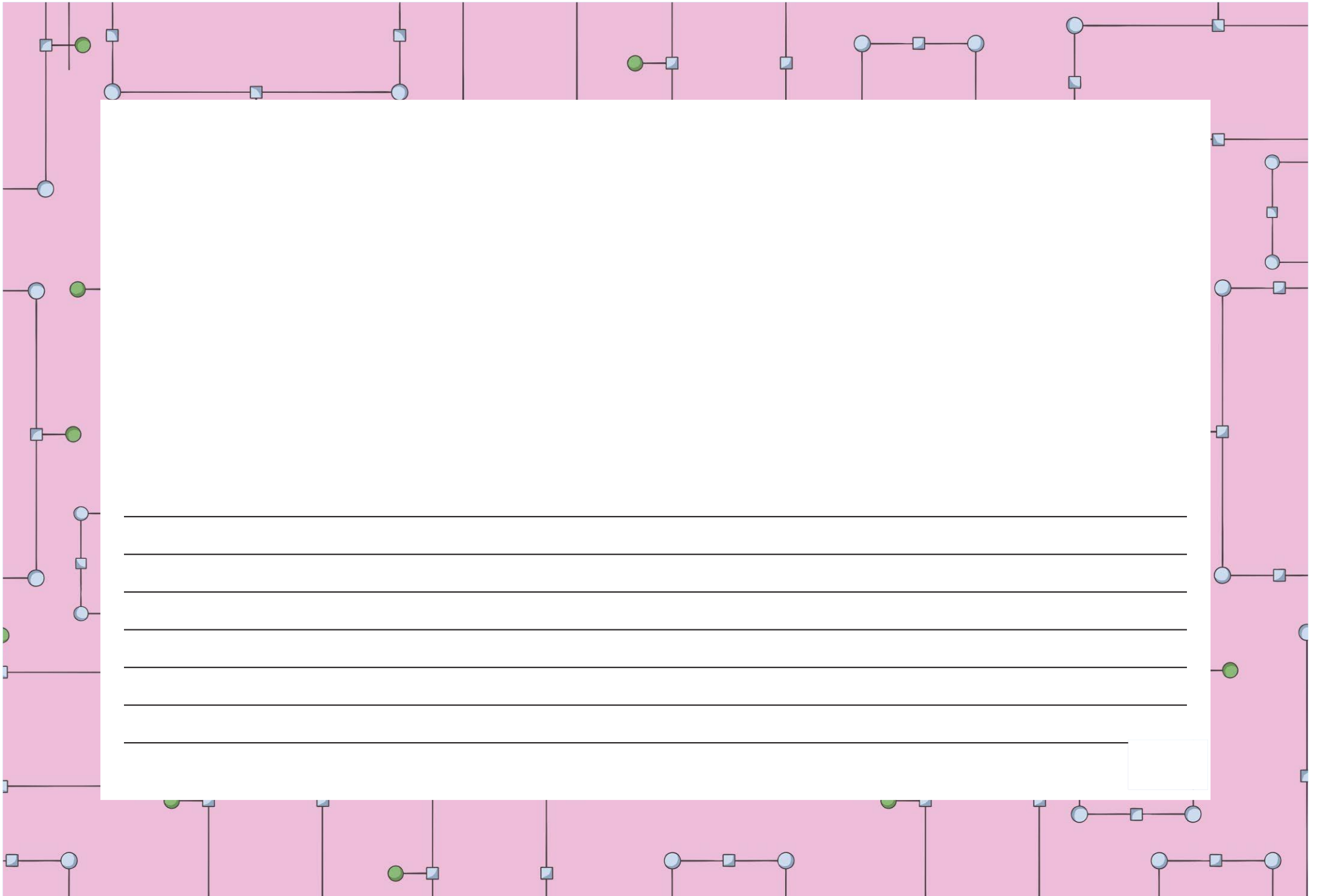


Blank writing area for notes.

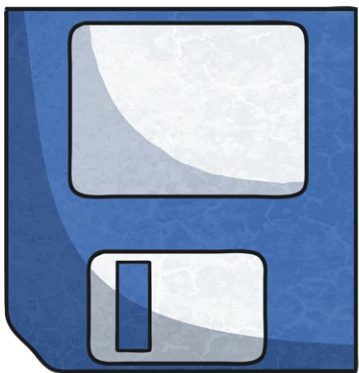




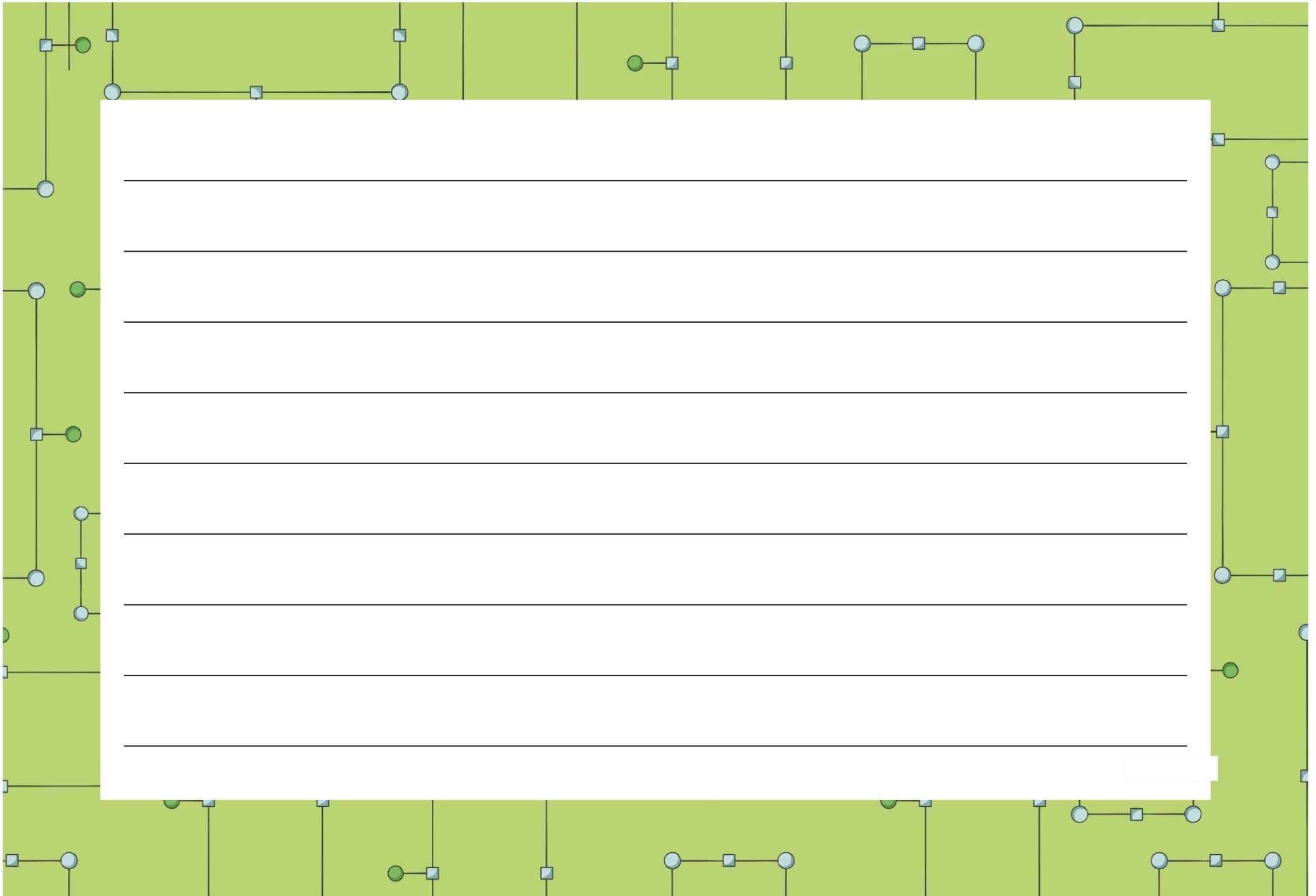


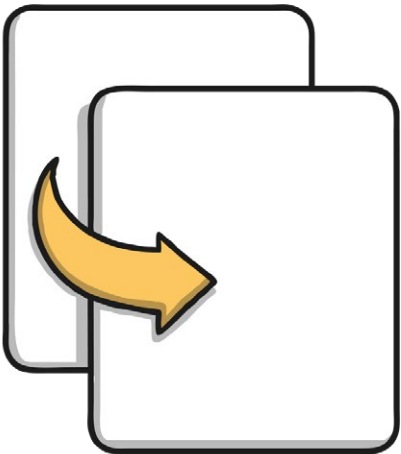


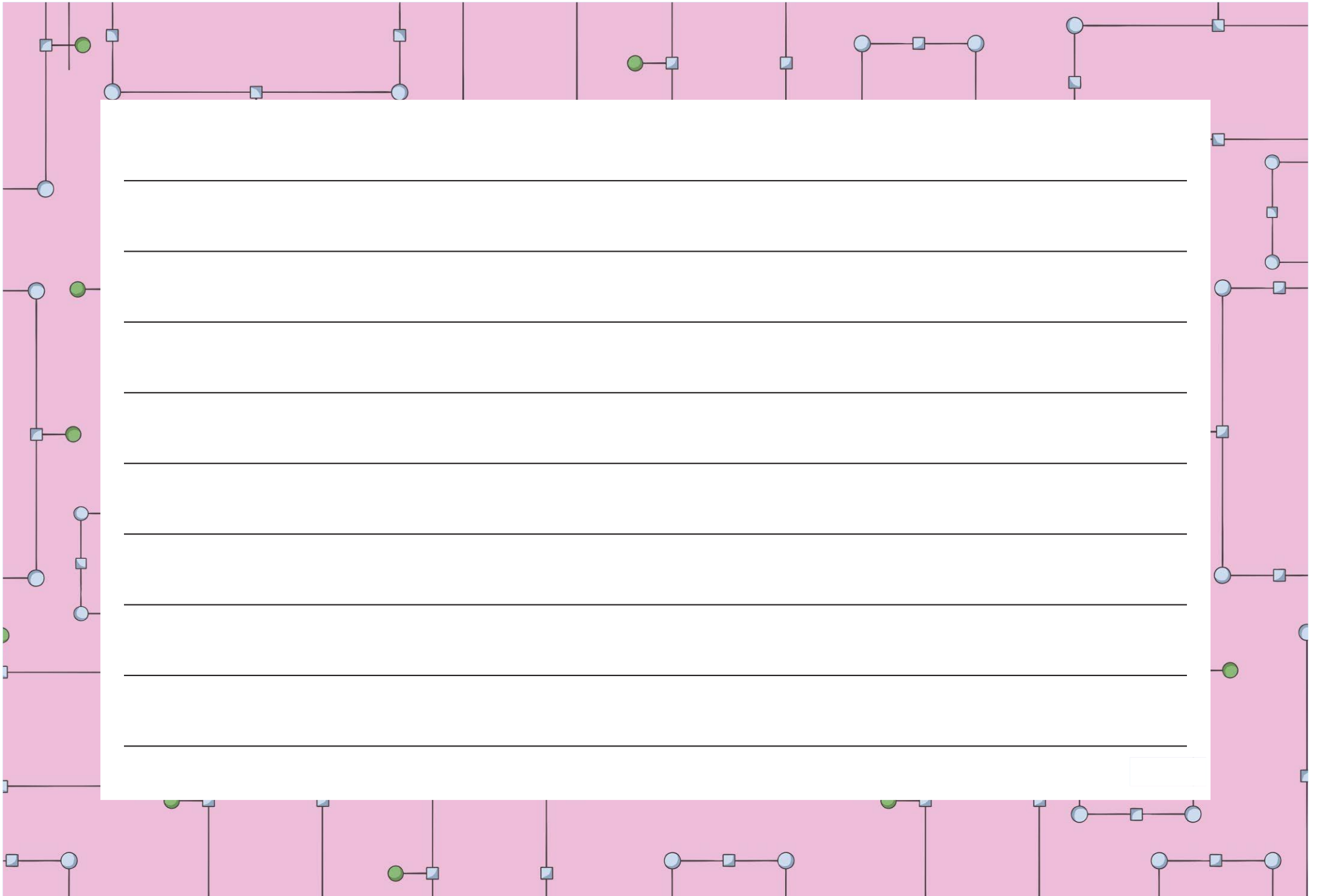
A large rectangular box with a black border containing ten horizontal lines for writing.



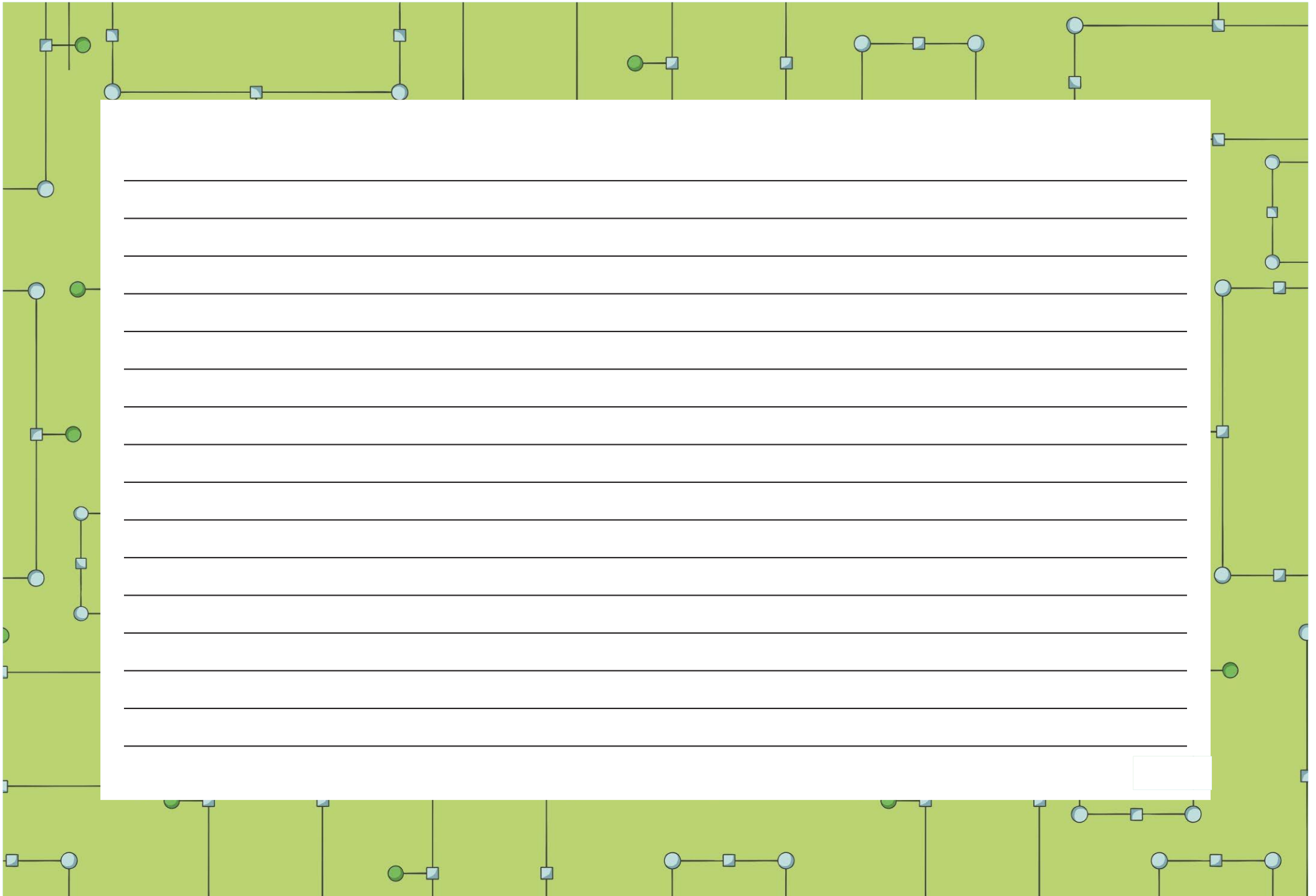
Three horizontal lines for writing, positioned to the right of the floppy disk icon.

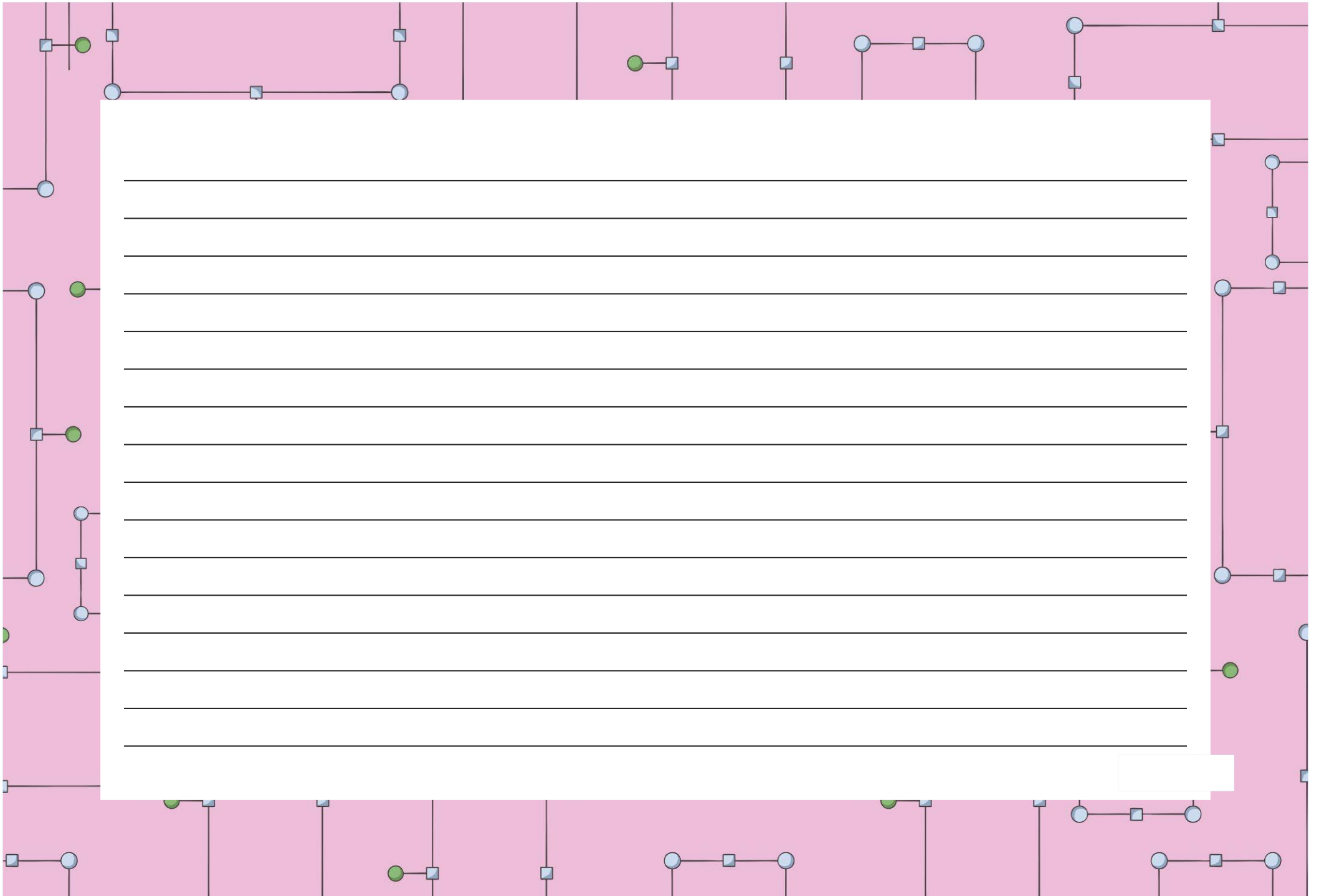






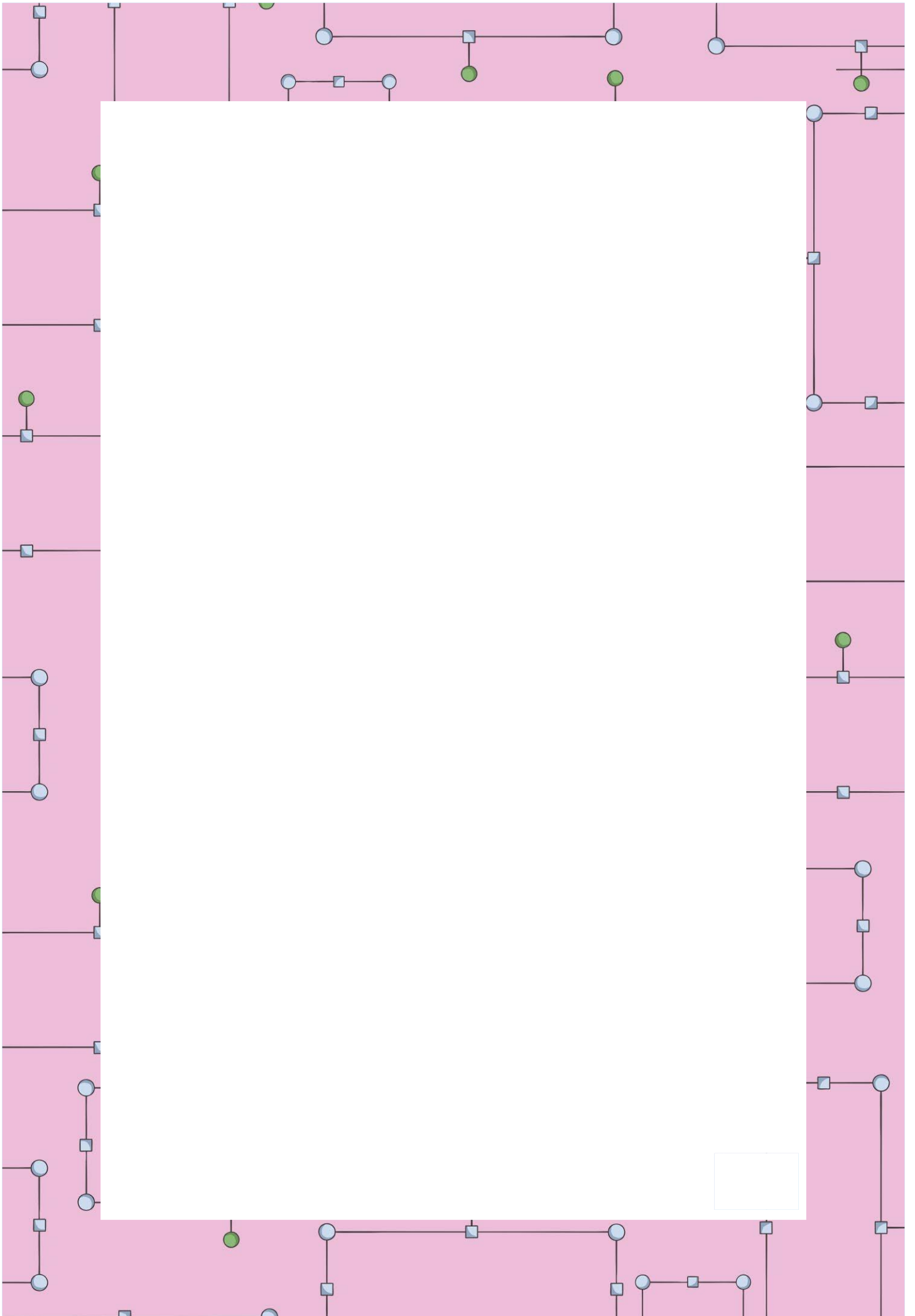
A large rectangular box with a black border, containing ten horizontal lines for writing. A black mouse cursor arrow is positioned at the bottom left corner of the box, pointing towards the first line.

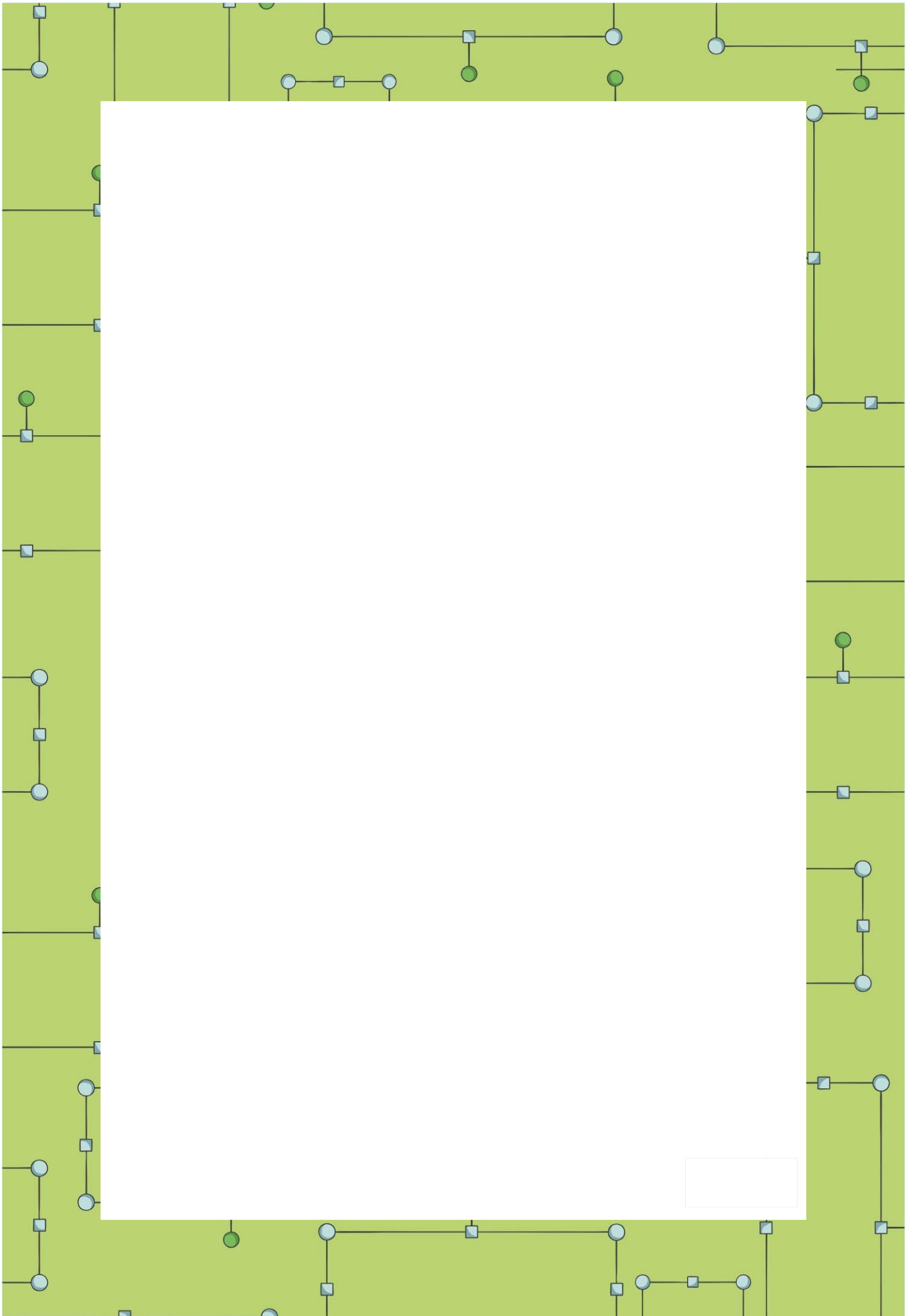


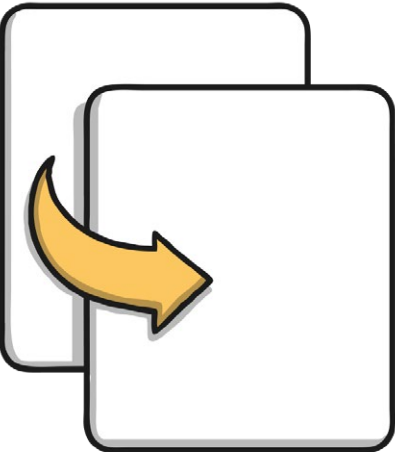


A large rectangular box with a black border, containing 20 horizontal lines for writing. A large black mouse cursor arrow is positioned at the bottom left corner of the box, pointing towards the lines.

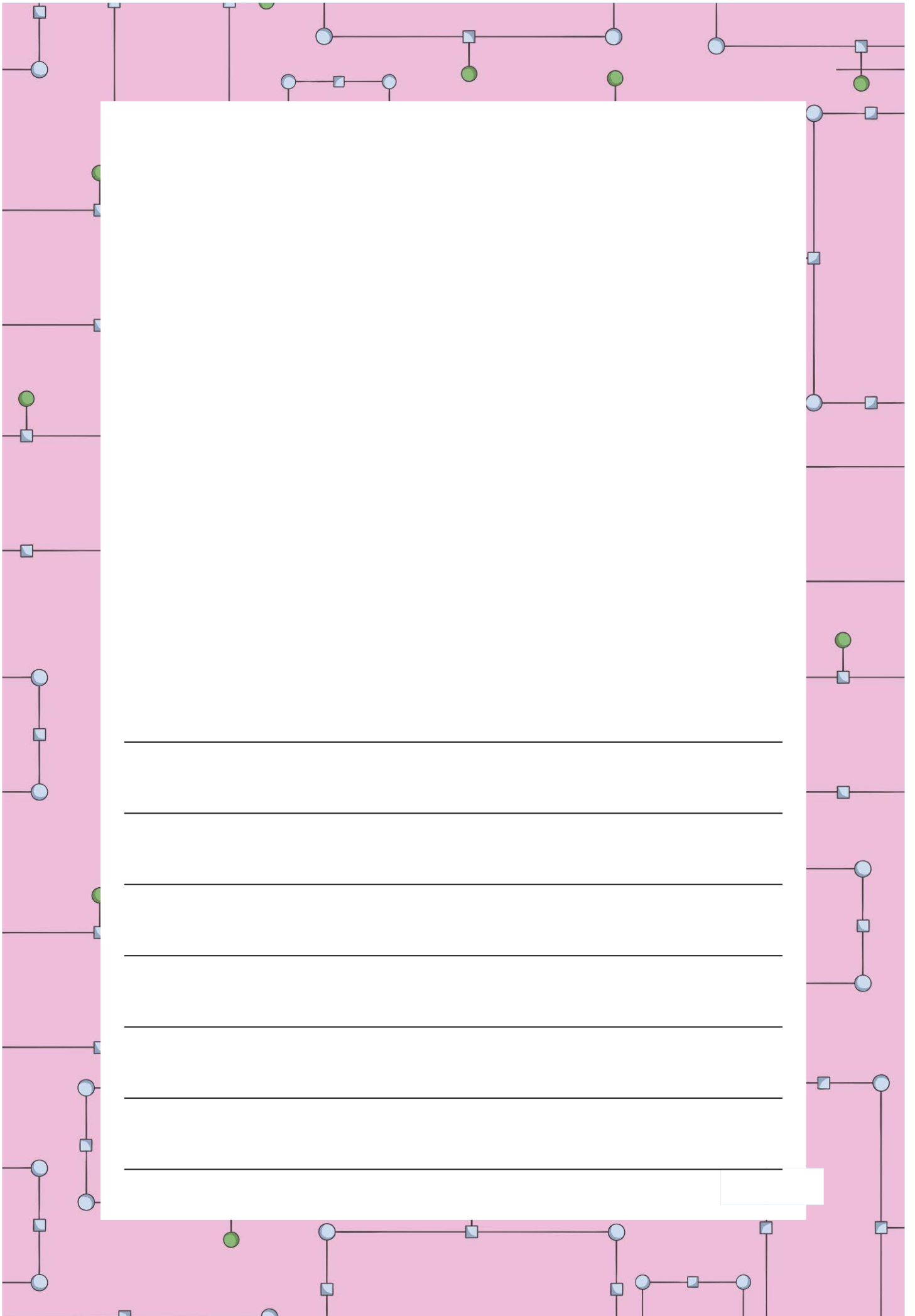




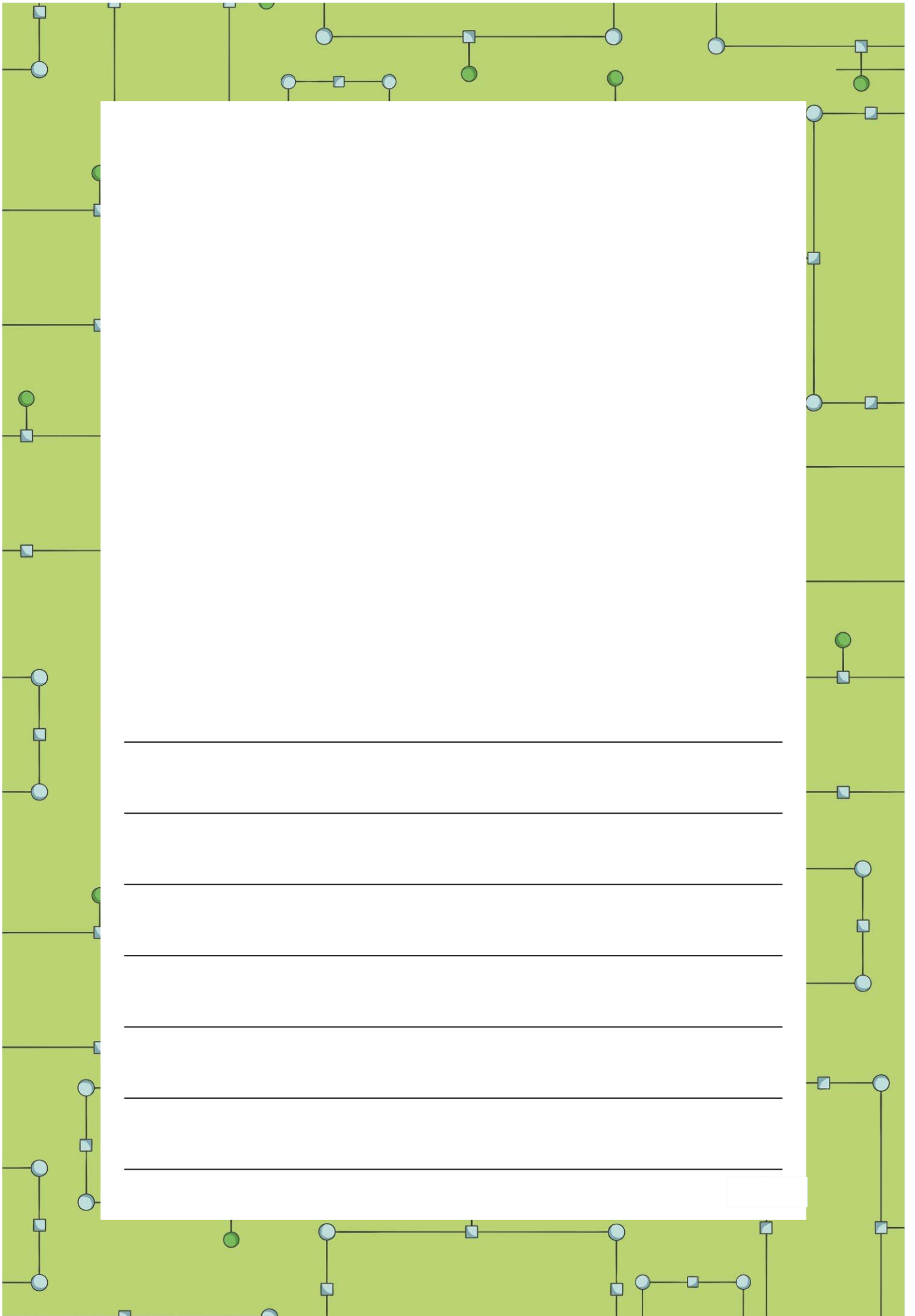




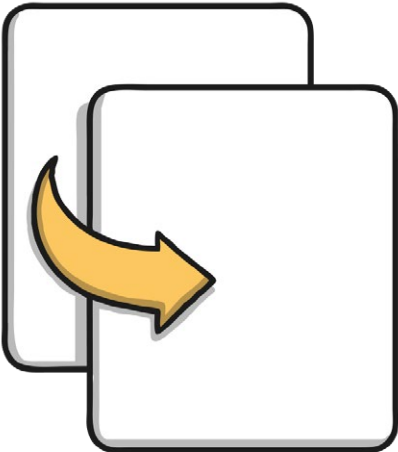


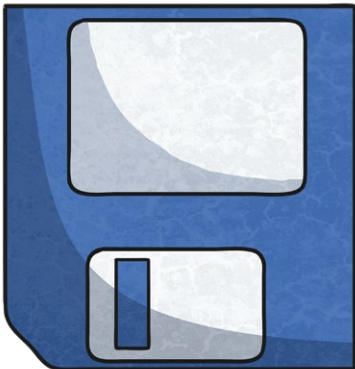


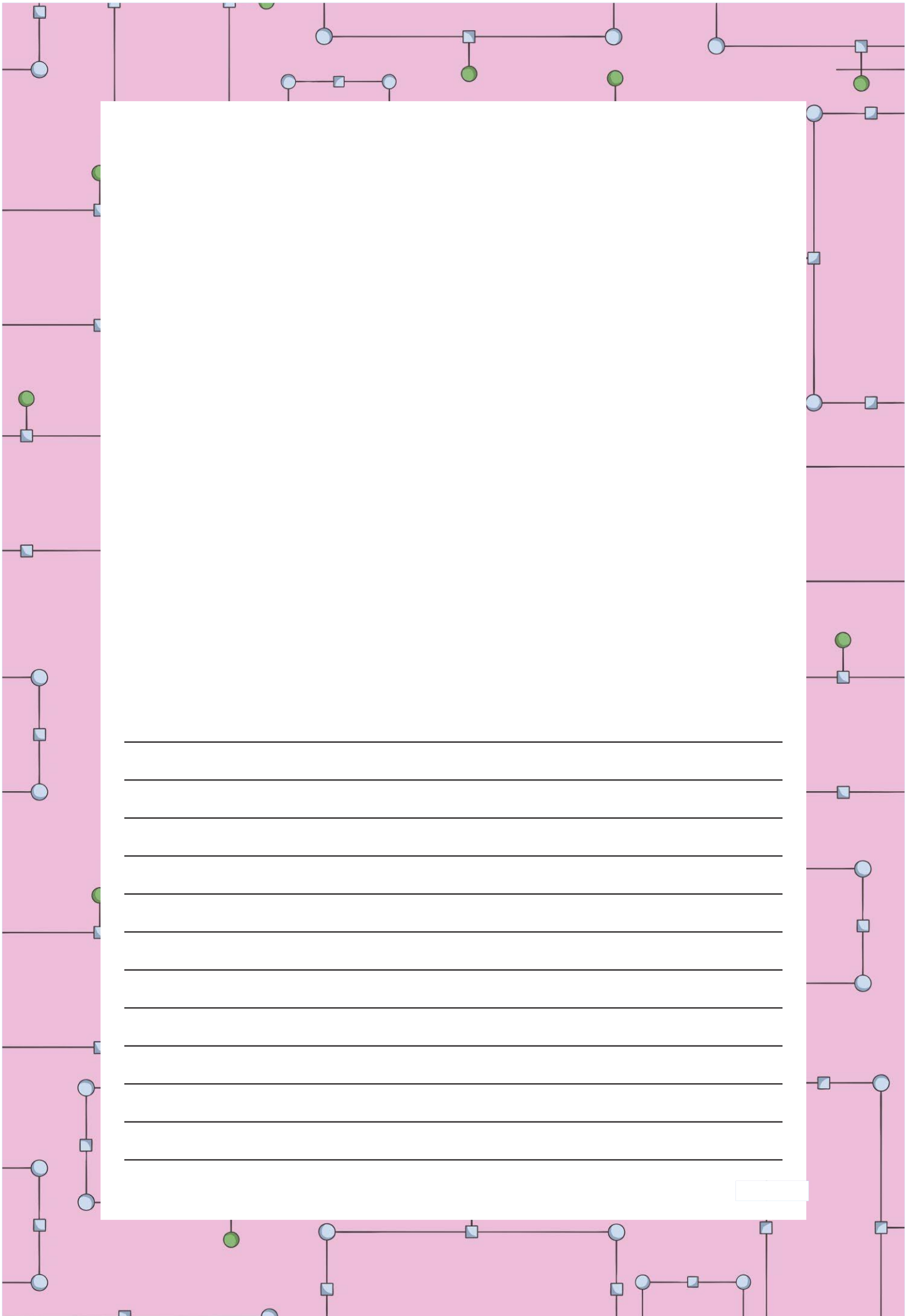
A large white rectangular area in the center of the page, containing several horizontal lines for writing. The lines are evenly spaced and extend across most of the width of the white area.

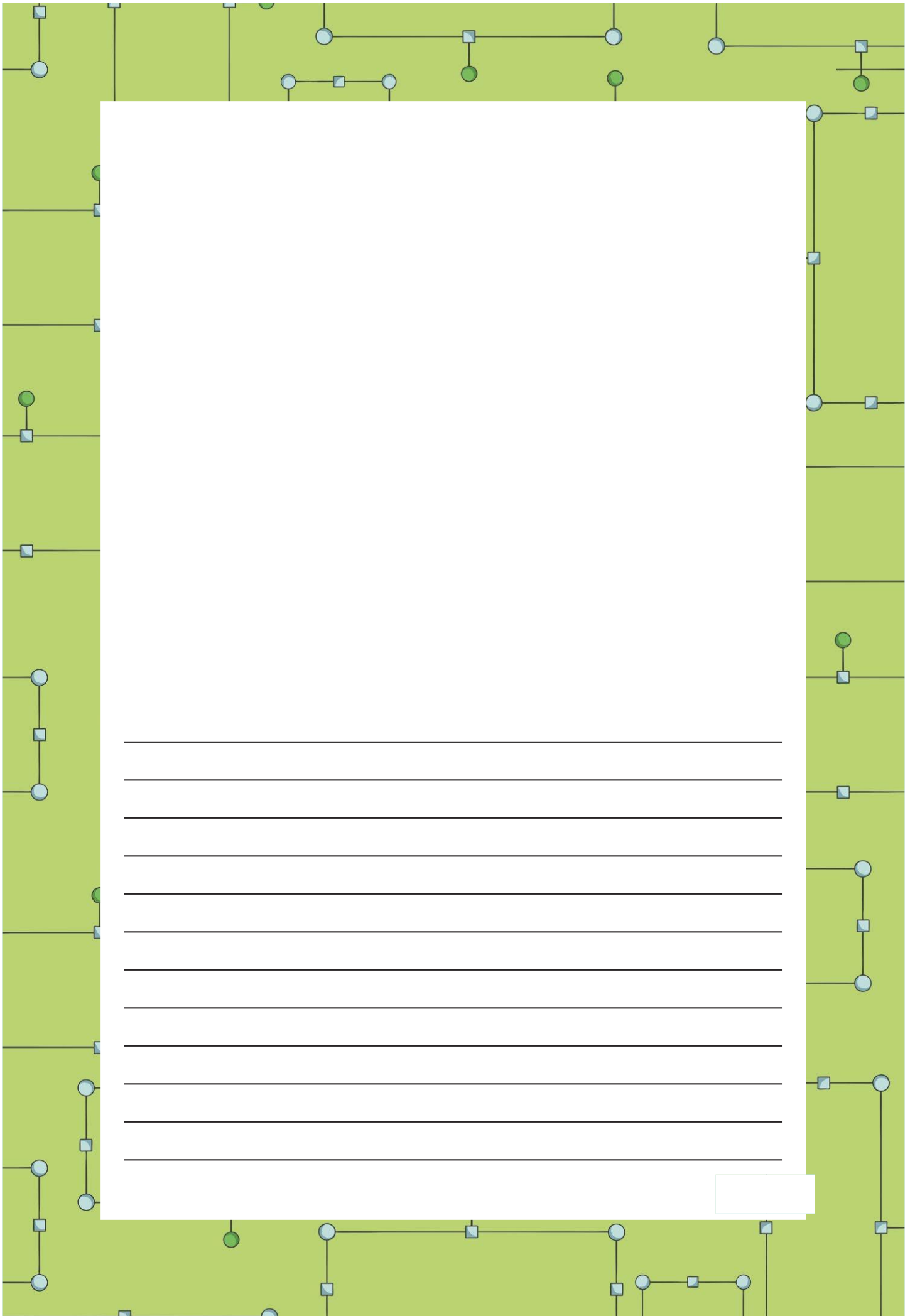


A large white rectangular area in the center of the page, intended for writing. It contains several horizontal lines for text entry, starting from the bottom and moving upwards. There is a small white rectangular box in the bottom right corner of this area.

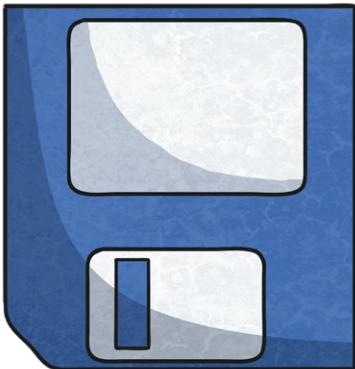


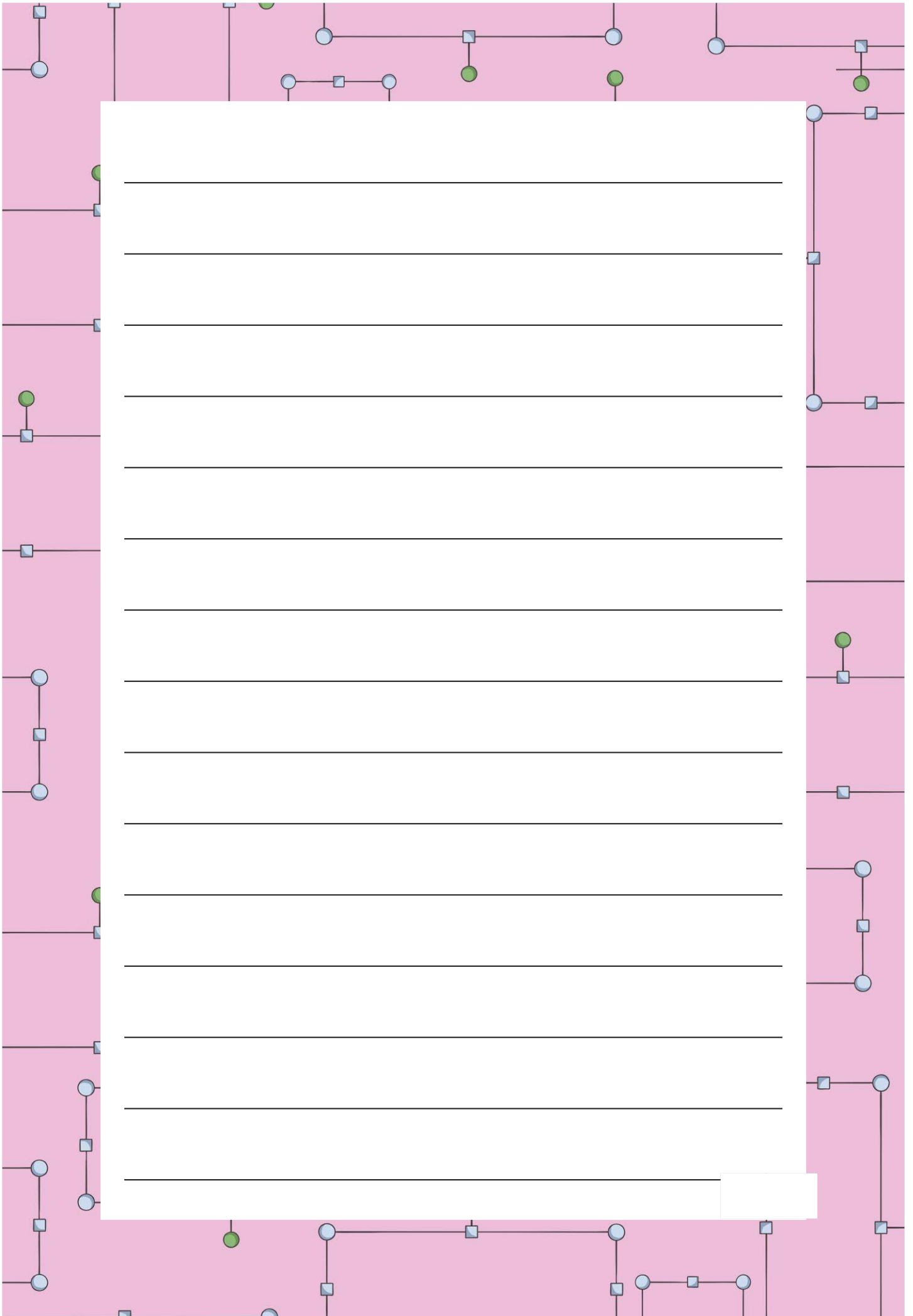


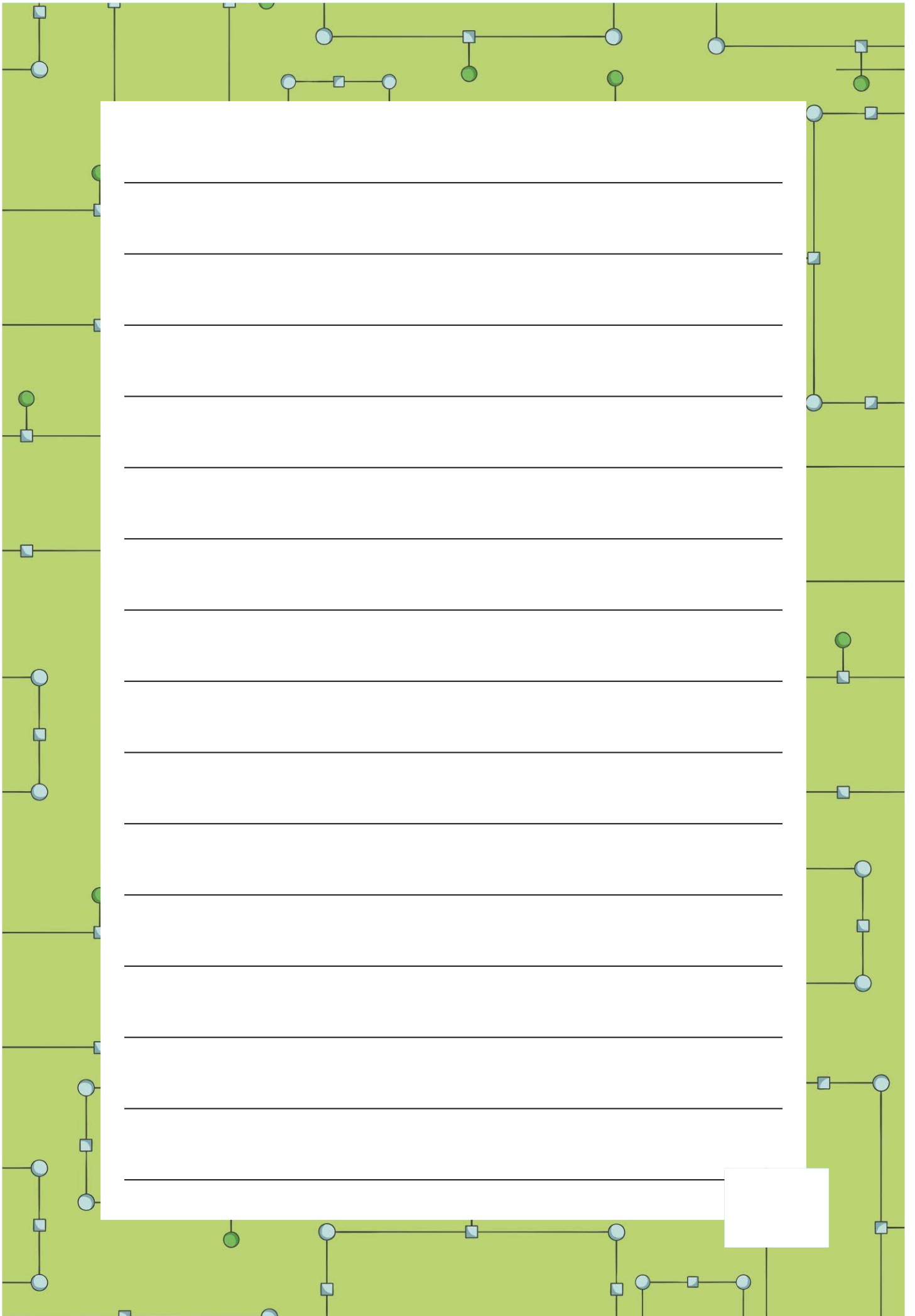




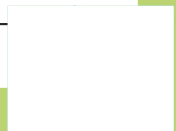
A large white rectangular area with horizontal lines for writing, positioned in the center of the page. The lines are evenly spaced and extend across the width of the white area.





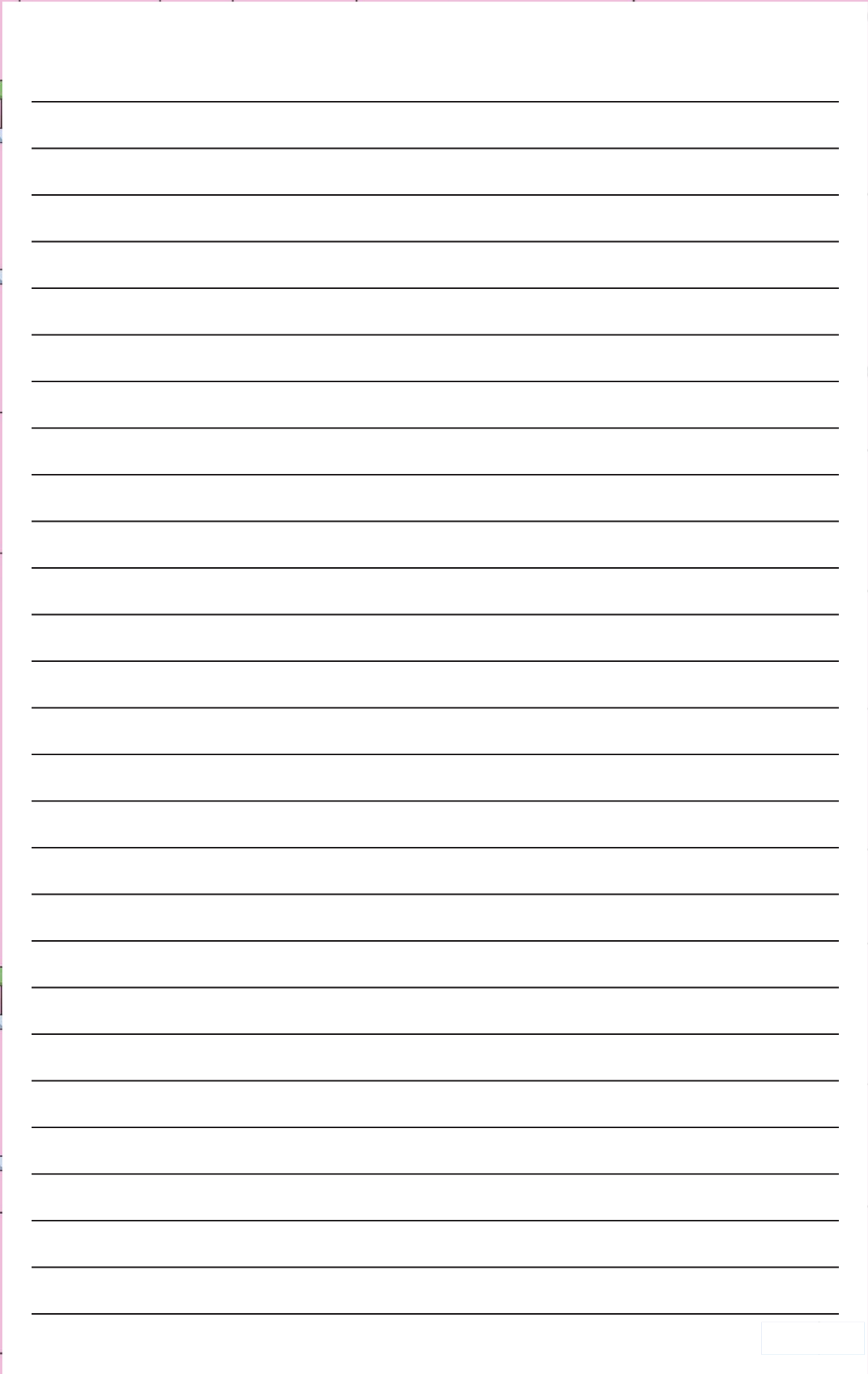


A large white rectangular area containing 18 horizontal lines, intended for writing. The lines are evenly spaced and extend across most of the width of the page.



Lined writing area with 25 horizontal lines.

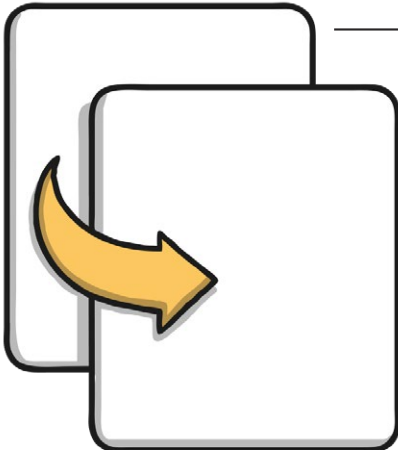




A large white rectangular area with horizontal ruling lines, intended for writing. The page is framed by a decorative border consisting of a pink background with a network of black lines connecting various nodes (circles and squares) in blue, green, and light blue colors.

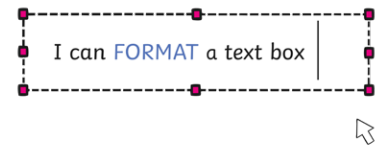
A large white rectangular area with horizontal lines, serving as a writing space. The background is a light green pattern with geometric shapes and lines.

Lined writing area consisting of 20 horizontal lines.



Lined writing area consisting of 6 horizontal lines.

Format



Edit



Font type



Font colour



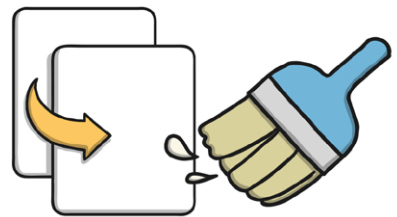
Font size



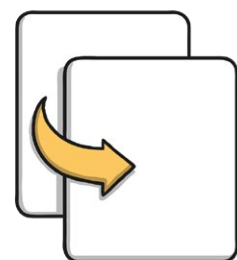
Align



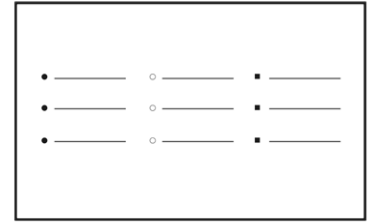
Paste



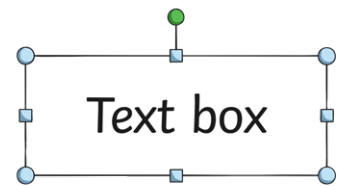
Copy



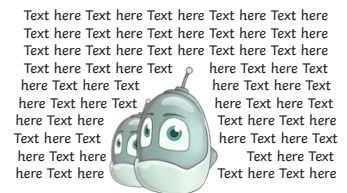
Bullet



Text box



Wrap



Save



Spellcheck

speling
~~~~~

spelling  
spilling  
spieling

# Review



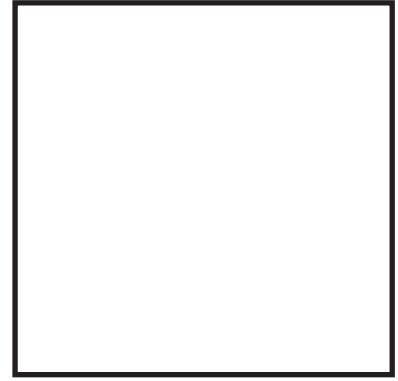
# Highlight

highlight  
highlight  
highlight

# Cursor



# Border



# Cell

|   | A | B | C |
|---|---|---|---|
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
| 5 |   |   |   |
| 6 |   |   |   |
| 7 |   |   |   |
| 8 |   |   |   |

# Table

|           |          |          |          |          |
|-----------|----------|----------|----------|----------|
| Monday    | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |
| Tuesday   | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |
| Wednesday | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |

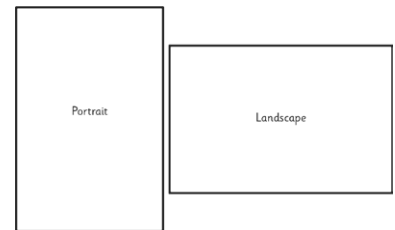
# Shading

|         |          |          |          |          |
|---------|----------|----------|----------|----------|
| Monday  | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |
| Tuesday | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |

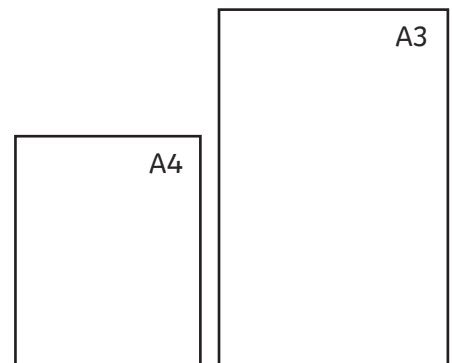
# Columns

|   | A | B | C |
|---|---|---|---|
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
| 5 |   |   |   |
| 6 |   |   |   |
| 7 |   |   |   |
| 8 |   |   |   |

# Page layout



# Page size



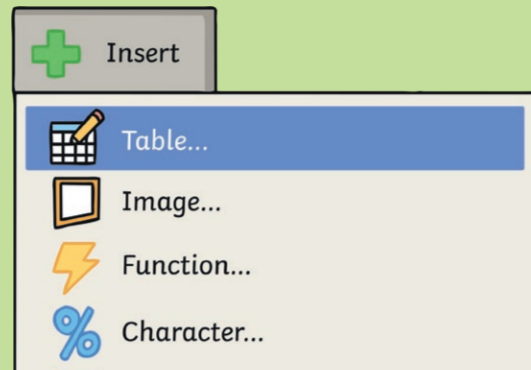


# Word Processing

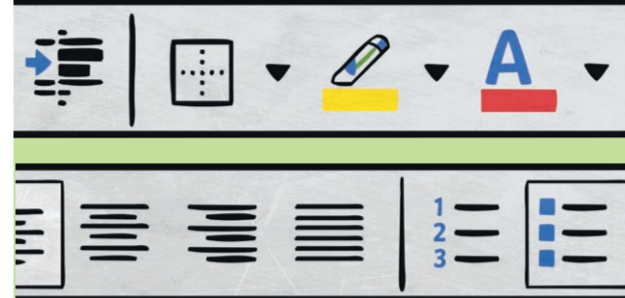
[Click here](#)



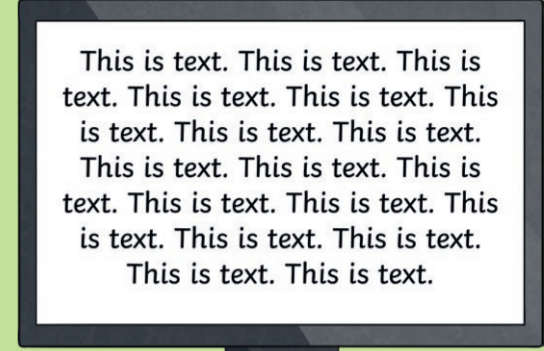
**Hyperlink**



**Insert**



**Toolbar**



**Text**



**Format**



**Edit**



**Font Type**



**Font Colour**



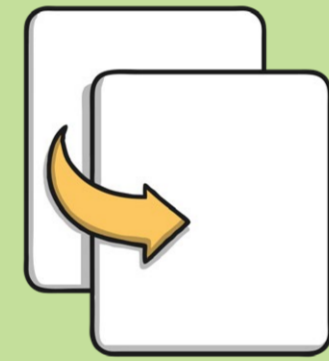
**Font Size**



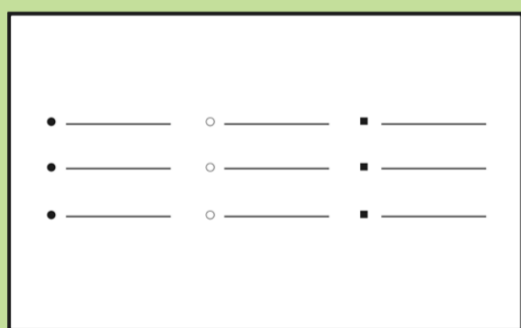
**Align**



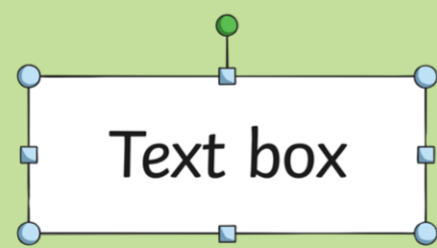
**Paste**



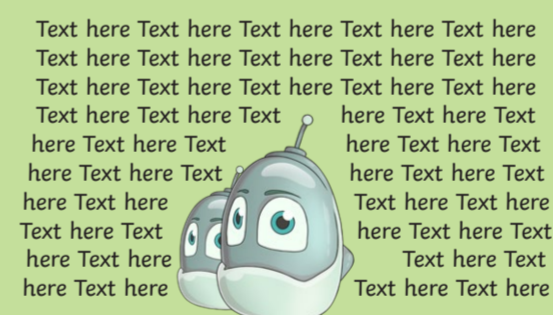
**Copy**



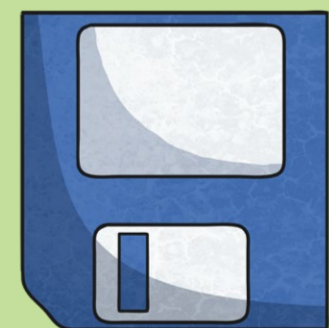
**Bullet**



**Text box**



**Wrap**



**Save**



**Spellcheck**



**Review**

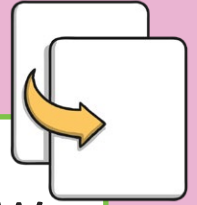
highlight

**Highlight**



**Cursor**

# Word Processing



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

font

format

text

cell

insert

toolbar

table

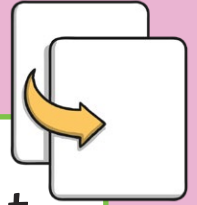
border

# Word Processing

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

font                      format                      text  
cell                        insert                        toolbar  
table                        border

# Word Processing



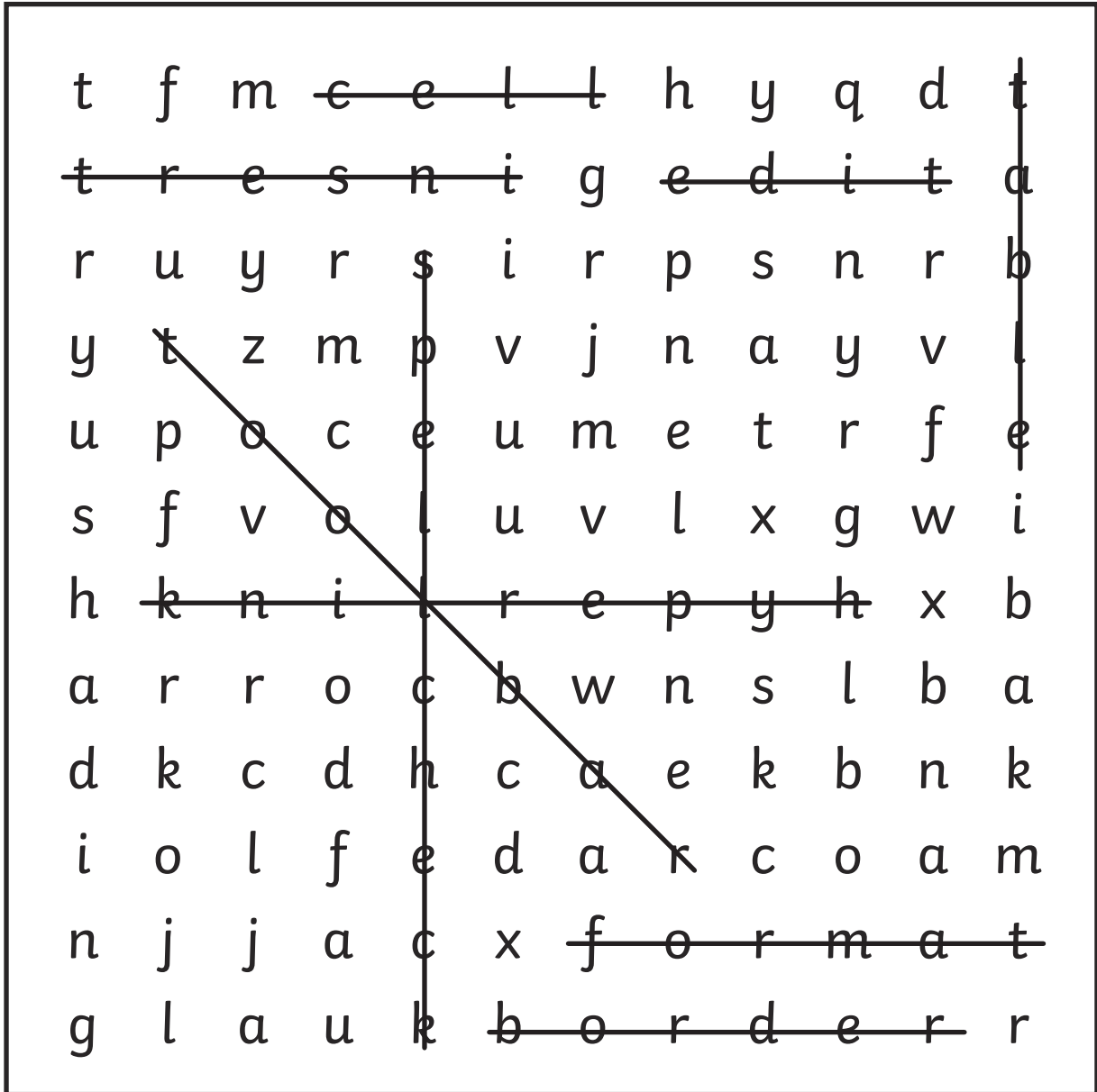
t f m c e l l h y q d t  
t r e s n i g e d i t a  
r u y r s i r p s n r b  
y t z m p v j n a y v l  
u p o c e u m e t r f e  
s f v o l u v l x g w i  
h k n i l r e p y h x b  
a r r o c b w n s l b a  
d k c d h c a e k b n k  
i o l f e d a r c o a m  
n j j a c x f o r m a t  
g l a u k b o r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

hyperlink  
spellcheck  
border  
cell  
toolbar

format  
insert  
edit  
table  
columns

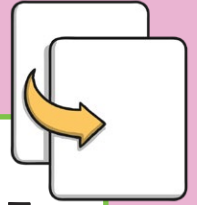
shading  
bullet  
layout  
rows  
align

# Word Processing



|            |         |        |
|------------|---------|--------|
| hyperlink  | cell    | insert |
| spellcheck | toolbar | edit   |
| border     | format  | table  |

# Word Processing



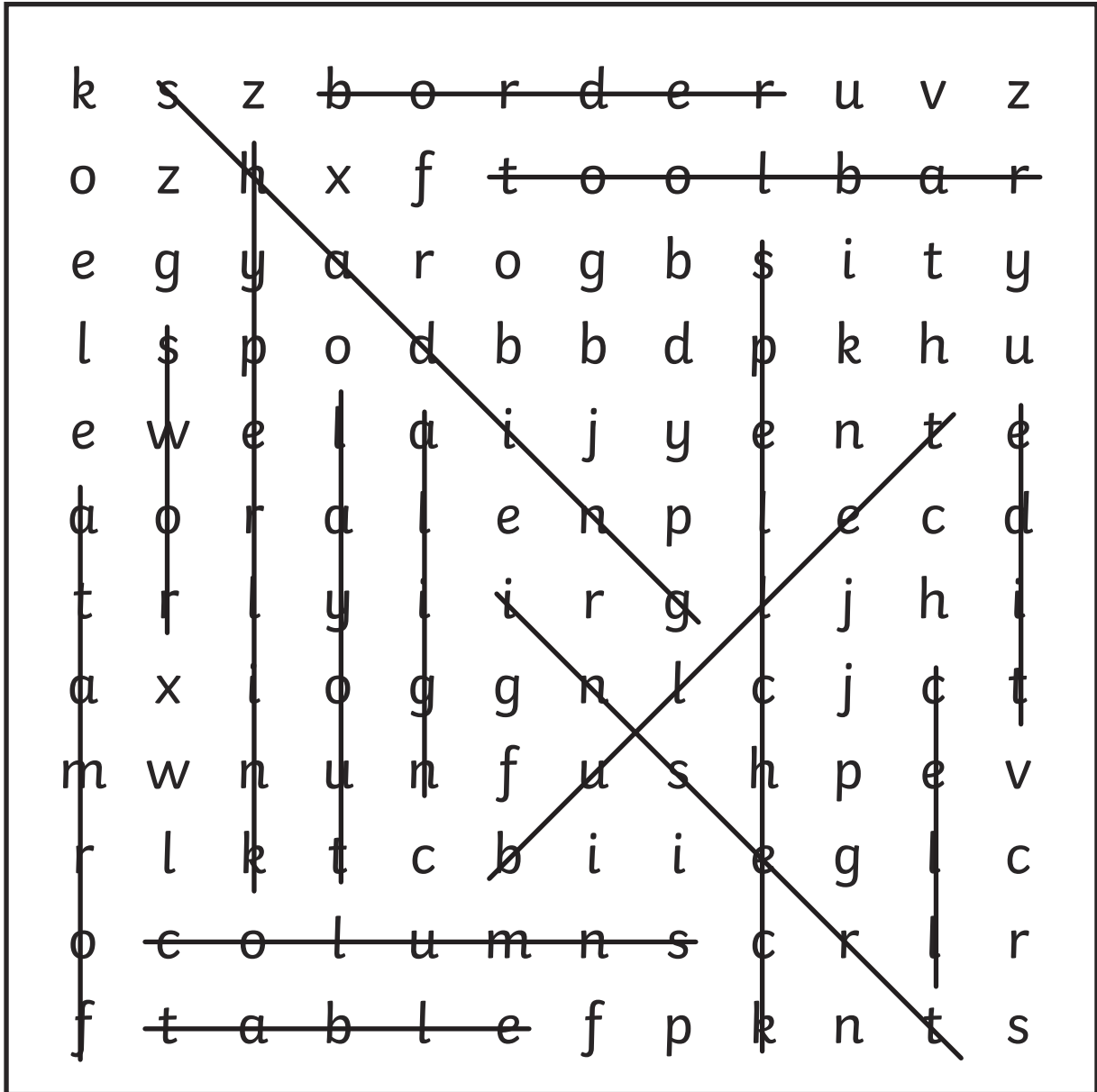
k s z b o r d e r u v z  
o z h x f t o o l b a r  
e g y a r o g b s i t y  
l s p o d b b d p k h u  
b w e l a i j y e n t e  
a o r a l e n p l e c d  
t r l y i i r g l j h i  
a x i o g g n l c j c t  
m w n u n f u s h p e v  
r l k t c b i i e g l c  
o c o l u m n s c r l r  
f m b v p a f p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

hyperlink  
spellcheck  
border  
cell  
toolbar

format  
insert  
edit  
table  
columns

shading  
bullet  
layout  
rows  
align

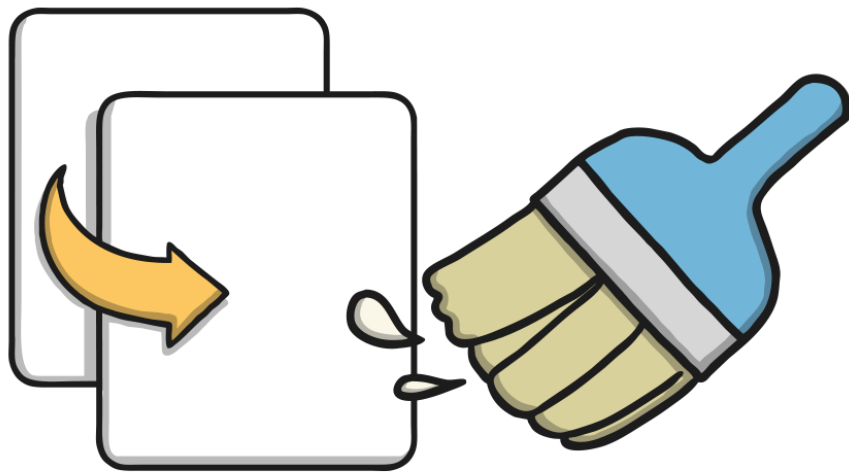
# Word Processing

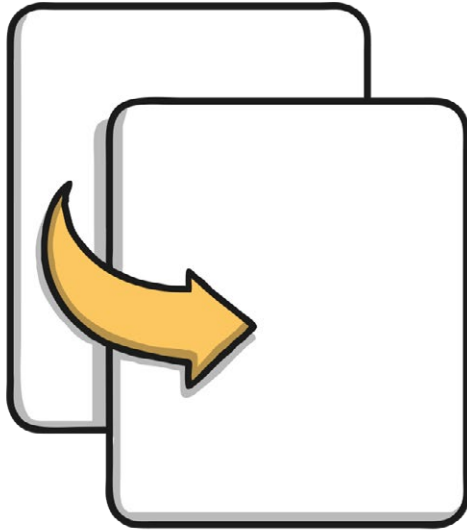


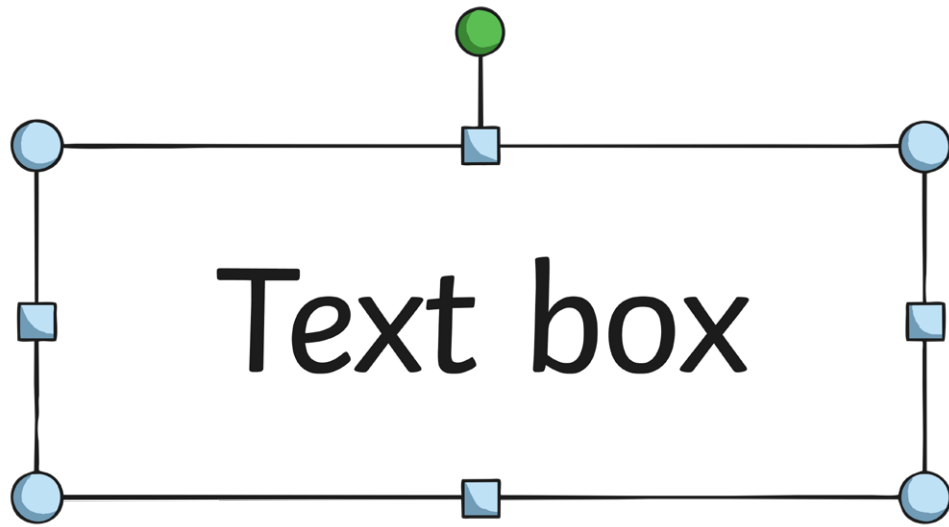
|            |         |         |
|------------|---------|---------|
| hyperlink  | format  | shading |
| spellcheck | insert  | bullet  |
| border     | edit    | layout  |
| cell       | table   | rows    |
| toolbar    | columns | align   |















I can **FORMAT** a text box

highlight



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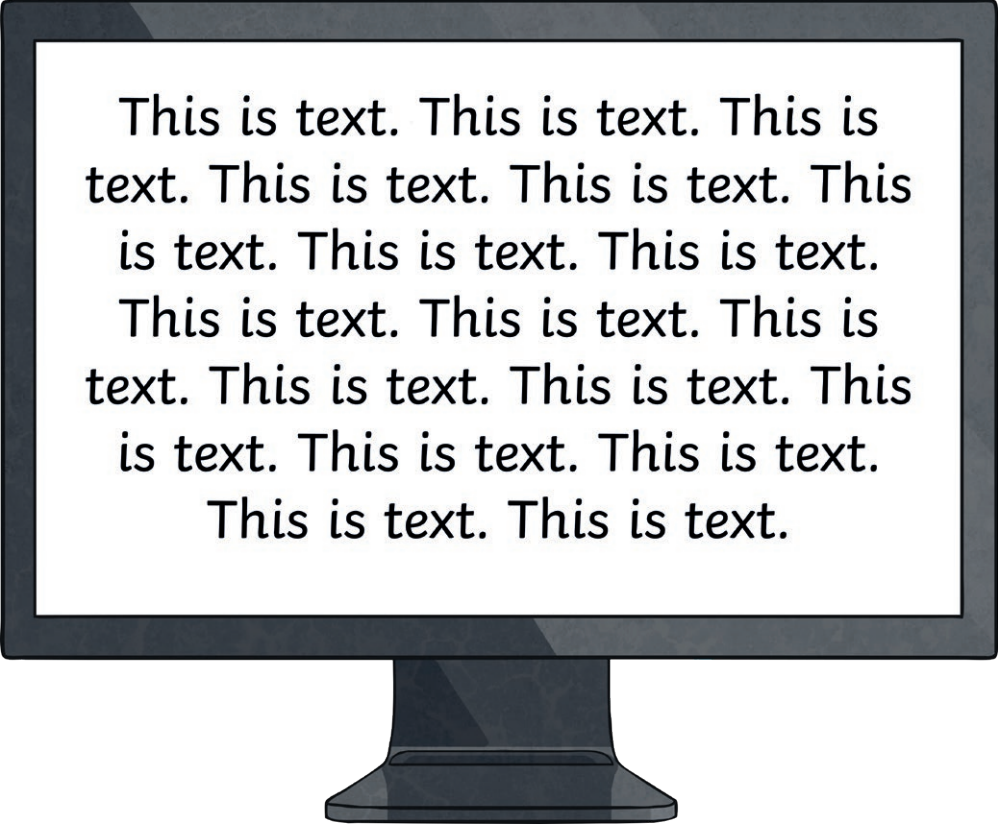


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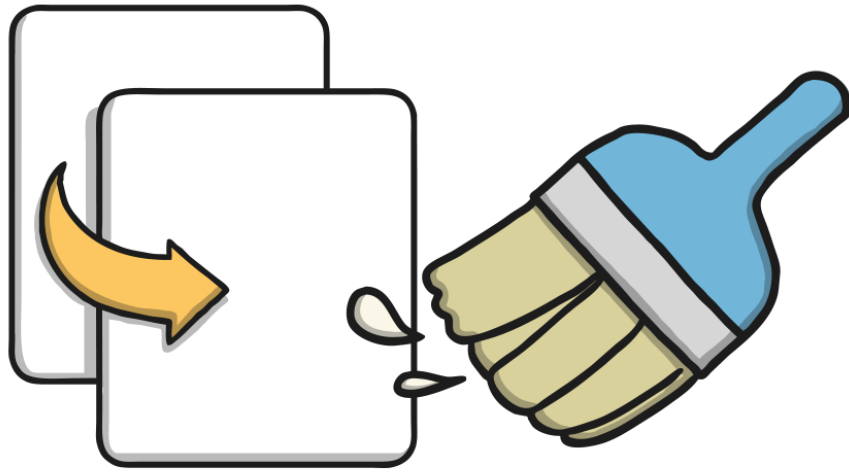
|         |          |          |          |          |
|---------|----------|----------|----------|----------|
| Monday  | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |
| Tuesday | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |

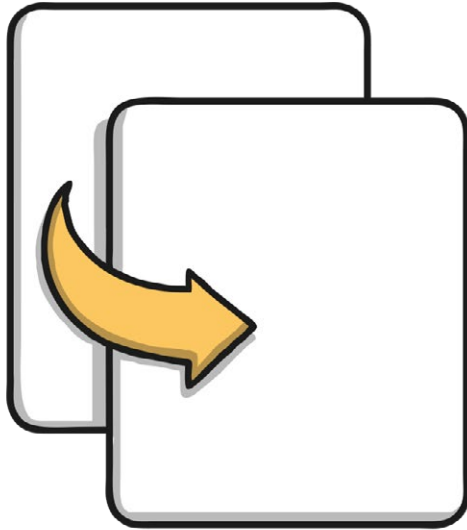


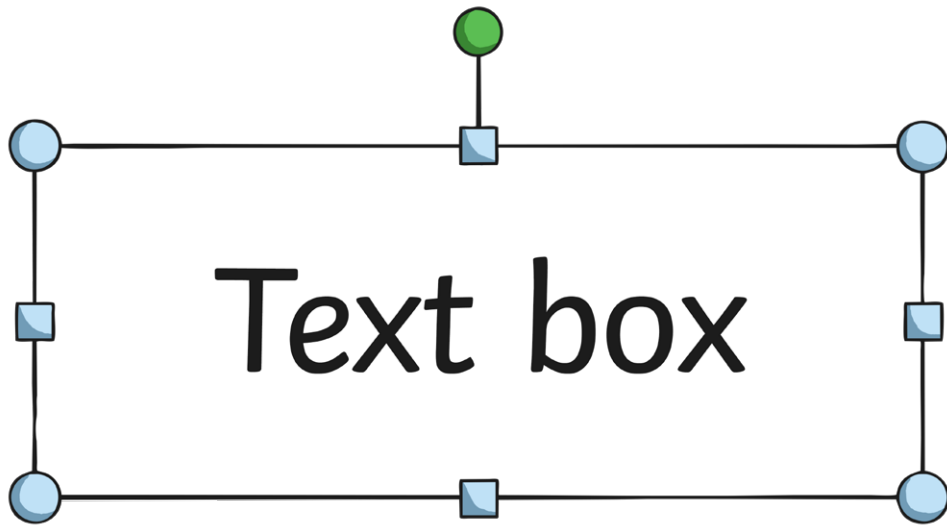
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This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text.









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I can **FORMAT** a text box

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|         |          |          |          |          |
|---------|----------|----------|----------|----------|
| Monday  | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |
| Tuesday | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |

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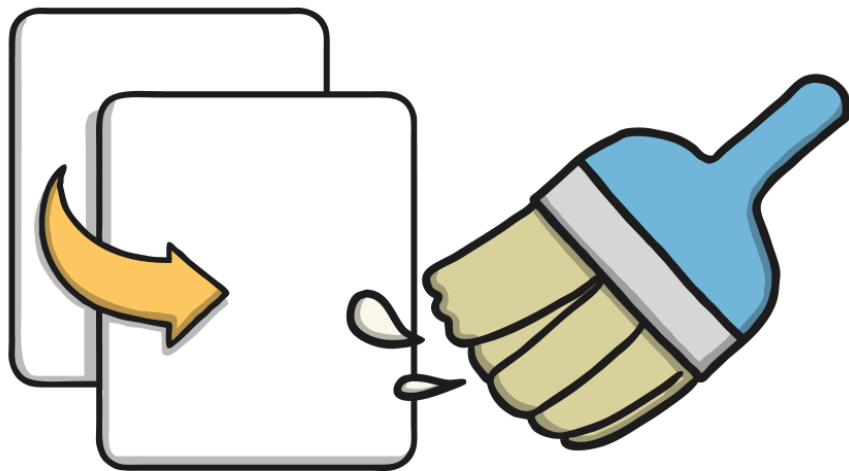
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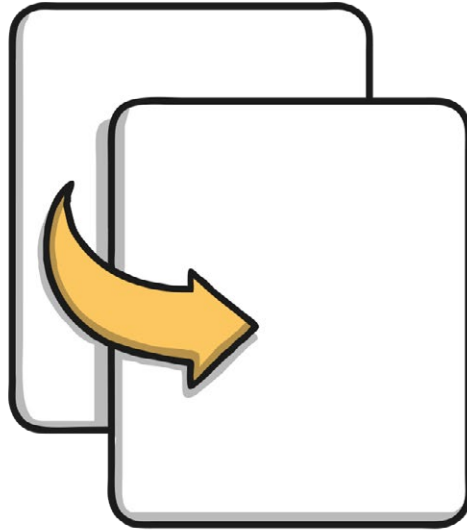
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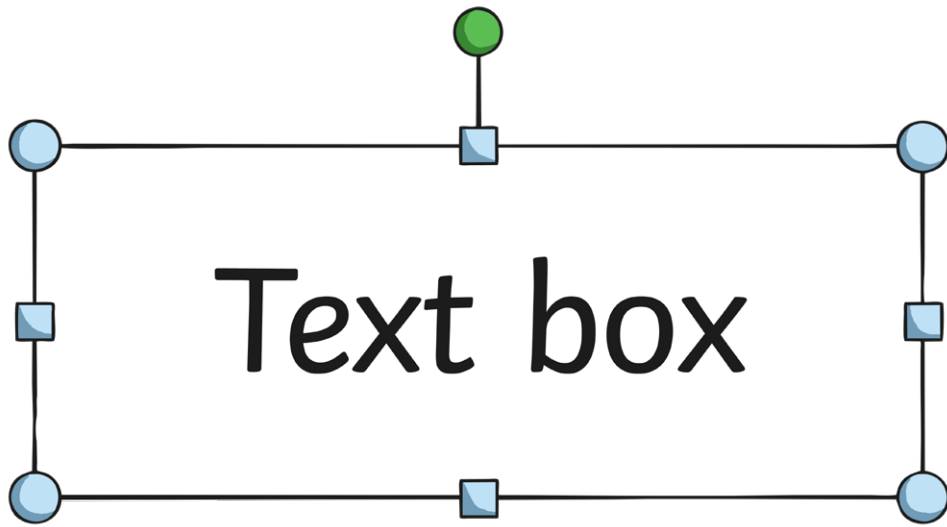
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I can **FORMAT** a text box

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highlight

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|         |          |          |          |          |
|---------|----------|----------|----------|----------|
| Monday  | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |
| Tuesday | Lesson 1 | Lesson 2 | Lesson 3 | Lesson 4 |

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