

Course  
&  
Test Series

Self-Made Assignment - WordPad

View tab in WordPad

Assignment Paragraphs (Content):



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Paragraph 1 (to be in Bold & Red):

Science and technology have improved our lives in many powerful ways. From communication to healthcare, they play a vital role in making daily tasks easier, faster, and more efficient. Technology provides us with tools like smartphones, computers, and the internet, which help us stay connected and informed. In education, digital learning platforms and smart classrooms allow students to access information easily and learn at their own pace. In healthcare, modern machines and advanced treatments help doctors diagnose and cure diseases more accurately and quickly. Scientific research helps us understand the natural world and find solutions to problems like climate change, pollution, and global health issues. However, these advancements can also bring challenges, such as job automation, data privacy concerns, and unequal access to technology. It is essential to use science and technology responsibly and fairly, ensuring that their benefits reach everyone. Their continued development will shape a better and more innovative future.



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Paragraph 2 (to be in Italic & Orange):

Science and technology play a vital role in the academic and personal lives of college students. With access to digital tools, online research databases, and virtual classrooms, students can learn more effectively and stay connected with global knowledge. Technology such as laptops, tablets, and educational apps allows for interactive learning, online submissions, and real-time collaboration with peers and professors. Scientific advancements also contribute to better understanding in fields like engineering, medicine, and environmental studies, enabling students to solve real-world problems. Virtual labs, simulations, and AI tools help make complex topics easier to grasp. However, students must also be aware of challenges like digital distractions, data privacy, and overreliance on technology. Using science and technology responsibly can enhance critical thinking, creativity, and productivity. As future professionals, college students have a unique opportunity to use these tools to innovate, research, and contribute to building a smarter, more sustainable world.



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Steps to Complete This Assignment in WordPad:

Step 1: Open WordPad and write the Paragraphs

- Open WordPad on your computer.

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- Write both paragraphs from above.

**Step 2: Format the Paragraphs**

• **First Paragraph:**

- Select the entire first paragraph.
- Click **Bold** (or press Ctrl + B).
- Change the font color to **Red** using the text color (A) option.

• **Second Paragraph:**

- Select the second paragraph.
- Click **Italic** (or press Ctrl + I).
- Change the font color to **Orange**.

**Step 3: Set Zoom to 80%**

- Click on the **View** tab in the toolbar.
- Click **Zoom Out** until the zoom level is around **80%**.

**Step 4: Insert a Science & Technology Image**

- Open your web browser and search for “**science and technology image**”.
- Download an image to your computer.
- Go back to WordPad.
- Click **Home** → **Picture**, and select the image you downloaded to insert it into the document.

**Step 5: Save the Document**

- Go to the **File** tab (top-left corner of WordPad).
- Click on **Save As**.
- Choose **Rich Text Document (\*.rtf)** format.
- Name the file: science technology by your name.
- Choose a location (like Desktop or Documents), and click **Save**.



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