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Self-Made Assignment - WordPad

Basic Text Editing and Formatting in WordPad

1. Write the Following Sentences:

- Computers are electronic devices that process data and perform tasks based on instructions.
- The central processing unit (CPU) is the brain of the computer, executing instructions.
- Software refers to the programs that run on a computer, such as operating systems and applications.
- The internet allows computers to connect and share information globally.
- A computer's memory stores data and instructions for quick access.
- Computers use input devices like keyboards and mice to receive user commands.
- Output devices, such as monitors and printers, display or print processed information.
- Security awareness is crucial to protect computers from viruses, malware, and unauthorized access.

2. Apply Formatting:

- **Bold and Underline:** "Computers are electronic devices..."
- **Bold and Red:** "The central processing unit..."
- **Italic and Dark Red:** "Software refers to the programs..."
- **Bold and Grey:** "The internet allows computers..."
- **Arial Black, Bold, Purple:** "A computer's memory stores..."
- **Berlin Sans FB, Orange, Bold:** "Computers use input devices..."
- **Candara Light, Green, Bold (Size 20):** "Output devices, such as monitors..."
- **Dark Blue and Bold:** "Security awareness is crucial..."

3. Save Your Document:

- Click on the **File** tab, select **Save As**, choose a location, name your file, and click **Save**

