

**Course
&
Test Series**

Self-Made Assignment - WordPad

Editing Group in WordPad

Assignment

Write the following paragraph:

Benefits of Daily Reading

Reading every day offers a wide range of benefits that can improve both mental and emotional well-being. It keeps the brain active and engaged, enhancing concentration, vocabulary, and comprehension skills. Reading also reduces stress by providing an escape into different worlds, allowing readers to temporarily forget their worries. Whether it's fiction, non-fiction, or educational material, reading helps people understand diverse perspectives and cultures, which builds empathy and emotional intelligence. For students, daily reading improves academic performance by strengthening language and analytical thinking skills. For adults, it fosters continuous learning and mental stimulation, which may help prevent cognitive decline with age. Reading can also promote better sleep when done before bedtime, as it relaxes the mind without the disruptive effects of screen time. In a world filled with distractions, developing a daily reading habit is a simple yet powerful way to boost overall well-being and personal growth.

Additionally, reading enhances creativity by exposing the mind to new ideas, settings, and characters. Writers, artists, and problem-solvers often draw inspiration from the content they read, which fuels imagination and innovation. It can also improve focus and discipline, especially when one commits to reading a set amount daily. Book clubs and reading groups create opportunities for social interaction and meaningful discussions. Furthermore, reading improves memory by requiring readers to remember details, themes, and characters across chapters. Whether done for knowledge or pleasure, reading is a timeless habit that enriches life in countless ways and should be encouraged at every age.

1. Find Following Words Replace With:

| Find | Replace With |
|-------------|--------------|
| Interaction | Reading |
| Character | Amount |
| Pleasure | Personal |
| Countless | Timeless |

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2. Apply Formatting:

- Font size 16, Bold and Underline: Heading “Benefits of Daily Reading”
- Italic and Green : temporarily
- Arial Black, Bold, Purple: vocabulary
- Highlight , yellow , Bold: improve focus and discipline

3. Save your Document with your name.

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