

Word Processing Diagnostic Exam  
John H. Strange

Write two paragraphs on any subject you choose. When you have completed that, copy these two paragraphs and paste consecutively until you have a document that is 3 pages long.

Then do the following:

Create a Title Page with this Title: My Paragraphs.

Increase the font size of the title page to 18 points and make the title **BOLD**.

On a new line type *by* in italics in 12 point type.

On the next line type your name in 14 point type.

Center the text on the Title Page both horizontally and vertically

Create a Header that says Wine and Food justified right and make the font Times New Roman 12 pt.

Create a footer that automatically numbers the pages. Center the page number and make the font Times New Roman 12 pt.

Keep the title page from being numbered (but the first full page of text should be page 2.

Indent the 6<sup>th</sup> paragraph 1/2 inch on each side.

Put this footnote after the 8<sup>th</sup> paragraph:

John Strange, Diagnostic Examination, EDM 310.

Put this footnote after the last word of the first sentence of the 7<sup>th</sup> paragraph: This is the first sentence of the seventh paragraph.

Check spelling and correct as needed

At the end of the third page type this line:

The British cost of an average bottle of wine ranges from £ 4 to £ 11.

Print a copy of your paper.

Then identify a word that is in your paper. Replace all instances of the word with “replacement words”.

At the end of the paper, explain how you did this.

Following your explanation of the method which you used to change a word to “replacement words”, create the following table using appropriate tabs (DO NOT USE WORD’S TABLE TOOL!):

Gundlach	USA	23.871	Red
DePez	France	116.4365	White
Tomlinsons	Australia	21.00	Red

Cut the first paragraph on the first page and paste it after the second paragraph on the first page.

Type H<sub>2</sub>O and EMC<sup>2</sup>