

## Shelly Cashman Series Lab - Word Processing Lab

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Course and Division \_\_\_\_\_

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As you step through the Interactive Lab, answer the following questions in the spaces provided. For multiple choice questions, enter the appropriate letter on the blank line.

1. Word processing is the ability to produce or modify text to create a document (b)

- a. virus
- b. document
- c. spreadsheet
- d. program

2. Word processing software is a computer program that enables you to generate a.

- a. an electronic copy of a document
- b. a paper copy of a document
- c. a handwritten copy of a document
- d. both an electronic and paper copy of a document

3. List 5 types of documents people produce with word processing software.

- a. letter
- b. memo
- c. report
- d. ~~fax~~
- e. web page

4. List the 4 steps used to produce a document.

- a. creating
- b. editing
- c. formatting
- d. printing

5. Word wrap allows you to type text that continuously flows to the next line without having to press the return.

(c) enter key