

Name:

Unit 1 – Using a Word Processor – Exercise: Typing sentences

1. I am using a word processor called Microsoft Word.

2. I am using a word processor to write a letter to my friends.

3. I am using a word processor to make a poster.

4. I am using a word processor to draw pictures and print photos.

5. Microsoft Word allows us to type and edit text.

6. It also allows us to insert photographs, pictures and other objects.