

TYPICAL WORD PROCESSING QUESTIONS AND ANSWERS

QUESTION

Elidh is a secretary for Cairnballoch Cars. She has been asked to prepare a letter to be sent out to customers notifying them that their vehicles are due to be booked in for a service.

As the customer letters contain similar information, she uses standard paragraphs to help her prepare the letters. What is a standard paragraph?

A piece of text which has been saved and which can be used over and over again in different documents.

QUESTION

Elidh has used the spell check feature of her word processor. Explain how a spell checker works.

A spellcheck works by checking the words in the document with the words in its dictionary. It highlights those words not in the dictionary and suggests alternatives.

QUESTION

Text entered into the word processor will automatically flow from one line to the next. Name the function of the word processor that does this.

Word wrap

QUESTION

Elidh has finished typing the letter. Print Preview shows that it is more than one page long. State **two** way in which the letter could be made to fit on one page.

- Alter margin size
- Decrease font size
- Change font

Questions Answers On Word Processing

Yijin Wang



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Answers For the electronic transition from $n = 3$ to $n = 5$ in the hydrogen atom. a) Calculate the energy. b) Calculate the wavelength (in nm).

Chapter 25 Nuclear Chemistry 25.2 Nuclear Transformations Sep 5, 2017 — Nuclear Chemistry Targets: 1.I CAN Utilize appropriate scientific vocabulary to explain scientific concepts. 2.I CAN Distinguish between fission ... Matter and Change • Chapter 25 When a radioactive nucleus gives off a gamma ray, its atomic number increases by. 12. The three types of radiation were first identified by Ernest Rutherford. Nuclear Chemistry - Lake Central High School Jul 12, 2015 — What is the change in atomic number after the alpha decay? It decreases by 2. b. ... answer the following questions.

Nuclear ... 25.2 Nuclear Transformations | Lecture notes Chemistry These nuclei decay by turning a neutron into a proton to emit a beta particle (an electron) from the nucleus. This process is known as beta emission. It ... 60 s - 1 min SECTION 25.2 NUCLEAR TRANSFORMATIONS. 1. Write a nuclear equation for the following radioactive processes. a. alpha decay of francium-208 $^{208}\text{Fr} \rightarrow \text{b}$...

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