

**Exemplar Exercise  
Foundation Level**

**5274 Word Processing**

1. Open the file C:\CIE\WPF.doc

2. Enter the text:

Summer 2004 Equipment Preview

Above 'Worldwide Sporting Goods'

3. Move the second paragraph that begins with 'You are invited to...' so it becomes the first paragraph.

4. Replace the date on the letter with today's date.

5. Format the body of the letter (from 'You are invited to' to 'competitions') so that it is fully justified

6. Right align the date

7. Change the font for:

Summer 2004 Equipment Preview  
Worldwide Sporting Goods

To:

- Bold
- Arial 14 points
- Centred

8. Spell check the document, correcting any errors (proper names can be ignored)

9. Save the document as WPFTest.doc

10. Print the document to file.