Exercise on editing

Insert the following text as it is:

Software are sets of instructions that make work. A computer cannot do anything on its own. Instructions are input by the user, through peripherals the keyboard and mouse, and the software reacts to these instructions. Where as you can see and touch computer hardware, you cannot see or touch computer software. Hardware some software comes ready installed on the computer and others come on disks or CD-ROMs (operating systems and applications software) (ROM).
Computer Software

Do the following

1. save the file with the name *Exercise 2* in the subfolder *MS Word*
2. move "Hardware" and "(ROM)" to the place pointed by the arrow.
3. Copy "Computer Software" to the place pointed above.
4. Delete "Computer Software", the one at the end of the paragraph.
5. Find the word *cannot* and replace every occurrence of it with *can't*
6. Copy the paragraph to a new blank document and save it with the name *copy of Exercise 2* in the same location as above and exit Microsoft Word.