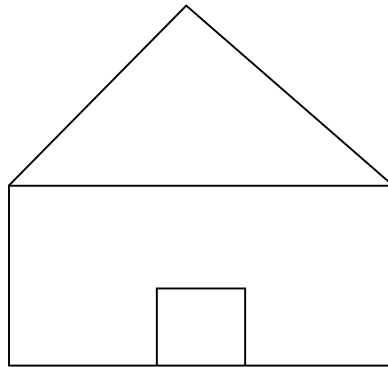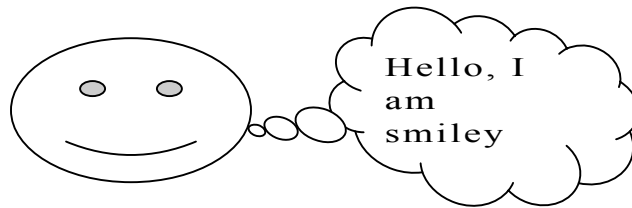Exercise

1. Open *Exercise 2*
2. Make the following footnote to the first occurrence of the word *Computer: A computer is an electronic device that can manipulate, store and transfer data under the control of a program.*
3. Save and close the file *Exercise 2*
4. Open a new blank document
5. Save it with the name *Exercise4* in the folder MS Word
6. Insert the following clip art:

7. Draw the following Autoshapes and group them together.

8. Save the document and exit Microsoft Word