

Exercise

1. Run Microsoft Word
2. Save the document with the name *Exercise 5* in the folder *MS Word*
3. Create the following table and apply all the formats on it

Items	Description	Prices in the past three years		
		2005	2006	2007
Mouse	Optical	350	300	275
Keyboard	Standard 101	800	750	600
Monitor	Dell 15 inch	2100	1950	1700
Processor	2.96 GHz	3800	3500	3100
Hard disk	80 GB	2500	2300	2000

4. Insert the following row below *Monitor*

RAM	1 GB	1700	1500	1300
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5. Save the document and close it
6. Open a new blank document and write the following two column text:

The Internet

The best way to describe the Internet is as a network which enables people to exchange and share data. Thus, the internet is a global network of computers in government departments, business, schools, colleges and homes connecting hundreds

of millions of people around the world. It enables the quick and easy exchange of information. It also allows people to speak freely about their ideas and opinions. It has been a major player in the creation of the 'Information Age'.

7. Save the document and Exit Microsoft Word.