

## WORD PROCESSING ASSIGNMENTS

### Week of March 23 – 27, 2020

Hello Zaara,

Well, it looks like we are doing another week of learning at home! Please work on the following assignments this week and e-mail them back to me by the date noted. Remember to open up a blank Word document and change the style to “No Spacing”.

- 1) Due WEDNESDAY, MARCH 25 - Complete Section 46 (p.72 in your Keyboarding and Document Processing book). Follow the directions in the left margin and don't forget to Spell Check!
- 2) Due FRIDAY, MARCH 27 - Complete Section 47 (p. 73- 74). Follow the directions in the left margin. This exercise will also serve as your typing practice for the week.

My e-mail address is [gmansfield@lcany.org](mailto:gmansfield@lcany.org). If you have any questions or any trouble completing these assignments please let me know.

I am praying for you, Zaara! Try not to focus on all that is going on in the world around us but focus on God. He is in control and He has a plan and a purpose for all these things. Trust in Him!

Love in Christ,

Mrs. Mansfield

*“Thou wilt keep him in perfect peace whose mind is stayed on thee: because he trusteth in thee.” Isaiah 26:3*