

Course
&
Test Series

Self-Made Assignment - [Topic Name]

using shortcut zoom in zoom out clipboard in ms word

Copy and Paste:

Computer

A computer is an electronic device that processes and stores data, performing a wide range of tasks from simple calculations to complex problem-solving. It consists of both hardware and software, where the hardware includes components like the central processing unit (CPU), memory (RAM), hard drives, and input/output devices such as keyboards, monitors, and printers. The software, on the other hand, consists of programs and applications that enable the computer to perform specific functions, such as operating systems, word processors, and web browsers. Computers can be used for various purposes, including communication, education, entertainment, and business. Over the years, they have evolved from large, room-sized machines to compact and portable devices, such as laptops and smartphones. Computers have become an essential part of everyday life, driving innovation and connecting people worldwide through the internet. As technology continues to advance, computers are becoming increasingly powerful, intelligent, and integrated into many aspects of human life.

Copy the following text using the shortcut Ctrl + C:

Paste the text three times using Ctrl + V.

Cut and Paste:

- Highlight the first sentence of your document, "A computer is an electronic device that processes and stores data, performing a wide range of tasks from simple calculations to complex problem-solving."
- Cut it using Ctrl + X.
- Paste it at the bottom of the document using Ctrl + V.

Screenshot:

- Take a screenshot of the final document and paste it here using Ctrl + V.

...many more

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