

Course  
&  
Test Series

Self-Made Assignment - MS Word

Styles and Borders of Pictures in MS Word

## Computer Rules

1. Be sure your hands are clean.
2. Do not eat or drink near the computer.
3. Ask permission before going to a website.
4. Handle equipment with care.
5. Log out when finished.
6. Be quiet and respectful to those around you.
7. Raise your hand if you need help.



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