Exercise 17

Open your practice document and add the following text:

Why is it that some people can finish 57 assorted tasks in any given day while others only finish two or three tasks and then complain that they were too busy or did not have enough time to finish the rest?

* Save your document as a Word document
* Save your document as a text only document
* Close the document
* Close Word
* Go to Windows Explorer or My Computer to find your text only document
* Open the document to see what the text looks like now.
* Save and close the document