Exercises 3

* Open your PRACTICE document
* Enter the text shown below

You will find the people who accomplish more than average do not have any more stamina than the rest of us.

* Convert the case of the paragraph you just typed to title case
* Insert the date and time
* Undo the insertion of the date and time
* Using the Redo command, redo the insertion of the date and time
* Turn on Insert mode
* Before the last paragraph, insert the following text:

Are those high achievers wizards? Do they have a magical formula?

* Correct any spelling errors (if displayed) by right-clicking and selecting the appropriate option
* Practise selecting the text in the letter using the mouse and the keyboard
* Save the changes to the document and close the document