

Do As You're Told

Open Microsoft Word. Change the top, bottom, left, and right margins to 2 inch by clicking on the Page Layout Tab and clicking on Margins. Put a page border around your page by clicking on the Page Layout Tab and clicking on Page Borders. Type each new letter combination with the change on a new line with a new font and color. Type your name at the top and change it to a font and color of your choice.

1. Print the words COMPUTER CHAT ROOM omitting the spaces.

2. Change the first C to a double N and change the second C to a double F.

3. Move the last vowel to the right end of the row.

4. Move the second vowel to the left end of the row.

5. Switch the seventh and fifteenth letters.

6. Delete the fourth consonant.

7. Double the first letter.

8. Switch the third and seventh letters from the right.

9. Switch the fourth and fifth vowels.

10. Change the first O to an I.

11. Move the first letter to the right end of the row.

12. Change the first R to a G.

13. Move the E to the right end of the row.

14. Change the third consonant to an N.

15. Insert an E just before the last consonant.

16. Move the eighth letter to the left end of the row

17. Insert an S just before the last letter.

18. Save it to your storage device with the file name "yourfirstinitialLastNameTold" and then submit it to Blackboard (Bb).

