Kyk hoe vinnig jy die volgende op die teks hieronder kan toepas (jy mag zoem voor jy begin):

Oefen om die volgende vinnige metodes te gebruik om teks te selekteer en karakterformatering toe te pas:

* Selekteer ’n woord deur daarop te dubbelklik.
* Selekteer ’n reël deur links van die reël in die kantlyn te klik.
* Kies ’n paragraaf deur driemaal in die paragraaf te klik (of in die linkerkantse kantlyn te dubbelklik).
* Druk <Ctrl><B> om teks vetdruk (*bold*) te maak.
* Druk <Ctrl><U> om teks te onderstreep (*underline*).

1. Maak elke sokkerspan se naam **bold**. (*Wenk*: Dit is almal wat met hoofletters begin.)
2. Onderstreep alle blou teks.

Laat jou maat tydhou en ruil dan om.

Moenie die dokument stoor nie en oefen dit nog ’n keer.

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