

**EXERCISE**

In the following exercise, you will enter text into a document.

If necessary, refer to Figure 1-1 for assistance as you enter the text.

- |                           |   |
|---------------------------|---|
| 1. Start WordPerfect      | <i>A new blank document appears in the document window.</i> |
| 2. Type today's date      |   |
| 3. Press ENTER four times | <i>The insertion point moves down four lines.</i>           |
| 4. Type To:               |   |
| 5. Press TAB              | <i>The insertion point moves to the first tab stop.</i>     |
| 6. Type Tess Caroline     |   |
| 7. Press ENTER two times  | <i>The insertion point moves down two lines.</i>            |
| 8. Type From:             |   |
| 9. Press TAB              | <i>The insertion point moves to the first tab stop.</i>     |
| 10. Type your name        |   |
| 11. Press ENTER two times | <i>The insertion point moves down two lines.</i>            |
| 12. Type Re:              |   |
| 13. Press TAB             | <i>The insertion point moves to the first tab stop.</i>     |
| 14. Type AWPP convention  |   |
| 15. Press ENTER two times | <i>The insertion point moves down two lines.</i>            |