

Without the writers _____ a business letter is disregarded
Signature

We press ctrl + B in word processing for _____
Bold

We press ctrl + P in word processing for _____
Print

To achieve paragraph formatting, in word processing click on
Home

There are _____ methods of typing dates.
Two

The personal computer can be secured using ?
Passcoded

Excel works with columns, rows and _____
cells

All of the following are parts of a business letter EXCEPT?
Attention Lane

One basic way to store data is ?
Internal device

All of the following are types of letters EXCEPT?
School letter

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