

The manual for a word-processing program has the following *Index of Main Topics* (next page). Scan it in order to decide which chapter(s) you would consult to answer each of these questions:

Question	Chapter(s)
Is there a way to make a specific change throughout a document?	_____
Can the program use French or Spanish accents?	_____
What features of the program will help me work most efficiently?	_____
How do I select the right settings for my printer?	_____
What different kinds of borders can I use?	_____
My mouse does not work with the program: what should I do?	_____
How do I make the margins wider?	_____
Is it possible to change fonts?	_____
Can the program help me correct typing errors?	_____
How do I double-space the lines on a page?	_____
What are the basic features of the program?	_____
How do I print a file?	_____
How do I make labels?	_____
How do I set up the basic lay-out of a page?	_____
Can I share information between this program and any other one?	_____
I have a lot of experience with creating newsletters; what special features does the program have for me?	_____
How do I make a form letter for all clients of my business?	_____
I have an older version of the program: what has changed now?	_____

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