



GENERAL STUDIES
WORD PROCESSING REVISION EXERCISES: TEXT BOOK

DATE	SUBJECT	ACTIVITY
MANAGEMENT ASSISTANT N6		
6 July 2020	Information Processing	Mail merge Ex 13.1 A and B (p229, 230)
7 July 2020	Information Processing	Mail merge Ex 13.2 A and B (p231, 232)
8 July 2020	Information Processing	Mail merge Ex. 13.3 A and B (p233, 234)
9 July 2020	Information Processing	Word proc. Ex 13.11 A and B (p245, 246)
10 July 2020	Information Processing	Word proc. Ex 13.14 A and B (p250, 251)