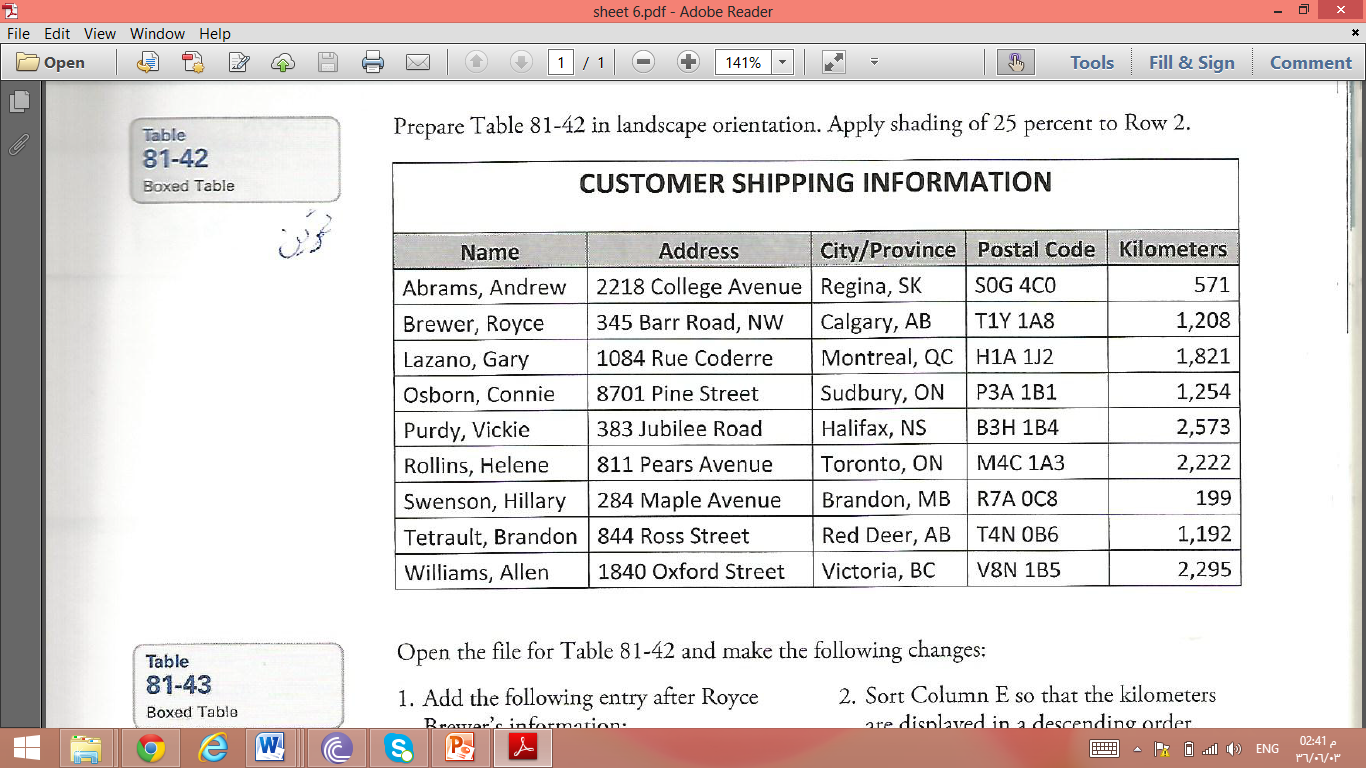
**Keyboarding and document process**

**CBUS 234**

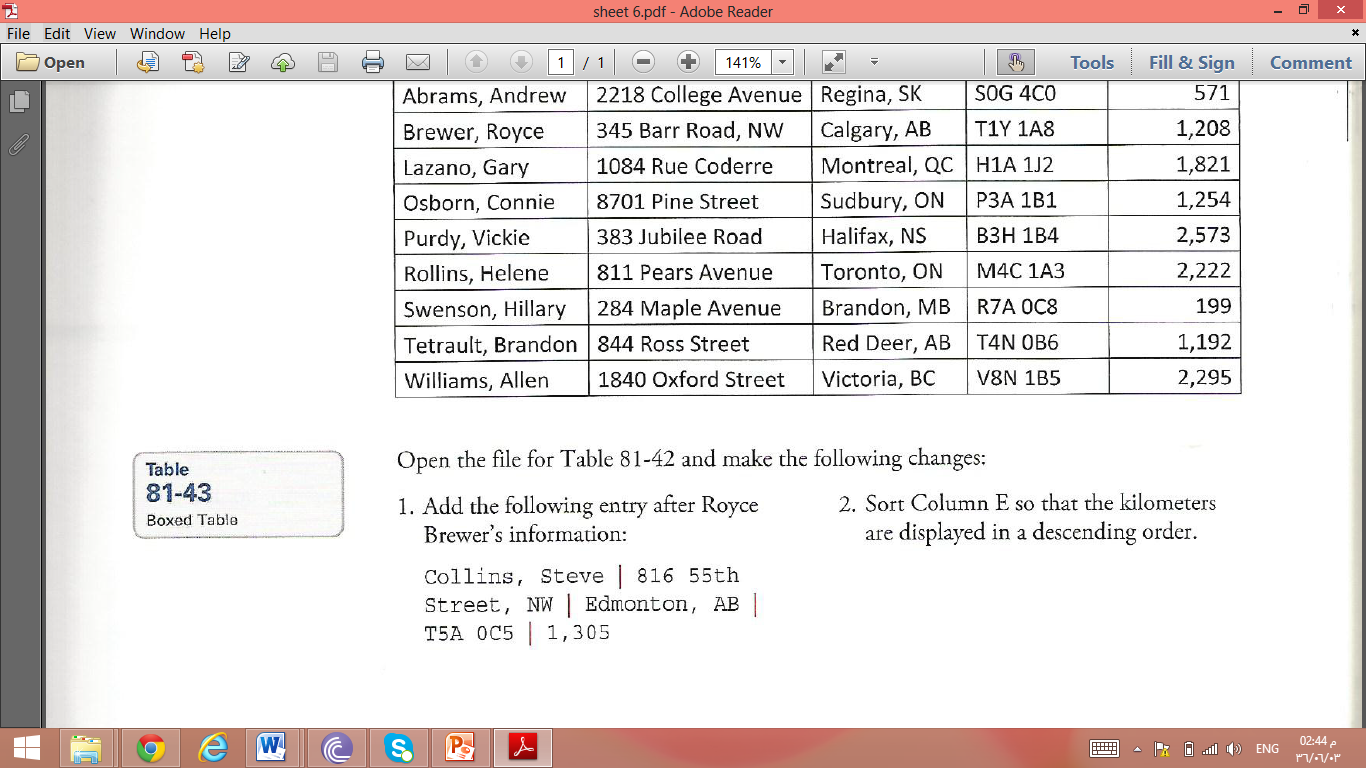
**Work sheet (7)**

**-** Open **Microsoft word** and apply these instructions:

1. Insert **table** in **Landscape orientation** as shown below:



1. Add the following entry after **Brewer, Royce**



1. **Sort** the **Kilometers column** so the kilometers are display in **descending** order.