**COMPUTERS PAST AND PRESENT**

**History of computers**

It is not difficult to learn to format a document. It is not LONG BEFORE THE MOUSE GOES AUTOMATICALLY to the Format Font command to change the selected text to a ***Times New Roman*** font, to increase the font size, or to apply a **boldface** or italic style.

What is not easy, however, **is to teach discretion in applying formats**.

Too many different formats on the page can be very **distracting**.