ADDITIONAL EXERCISE 1

Scenario
You work in the office of a local school. The headmaster has asked you to make some changes to an information sheet which will be sent out with the school brochure.

TASK 1

1. Open the publication named **school**.

2. a. Set up the master page or template for the page as follows:

   page size **A4**
   page orientation **portrait/tall**
   left margin **2.5 cm**
   right margin **2.5 cm**
   top margin **3 cm**
   bottom margin **3 cm**

   b. In the bottom margin area, key in **your name**.

3. Change the body text to be **fully justified**.

4. a. Increase the size of the subheadings:

   About Our School, **Settling into Success** and **Technology**

   so that they are the same size, and are larger than the body text.

   b. Format the subheadings in a **sans serif** style (e.g. Comic Sans)

   c. Format the sub-headings to be **centre-aligned**.

5. a. Format the body text so that each paragraph has a **first line indent**.

   b. Make sure that you do **not** insert a clear linespace between paragraphs.

   c. Make sure that the subheadings are not indented.

   d. Make sure your publication fits onto **one page**.

6. Spell check the text and correct the three spelling errors.

7. Save your filename with the filename **schoolfinal**

8. Print a composite copy of the publication on one page.

9. Close the publication and exit the software securely.

©Bright Learning Solutions Ltd