ADDITIONAL EXERCISE 3

Scenario
You work for a local estate agents and have been asked to put together an advertisement for the branch.

TASK 1

1. Using suitable software open the text file **home** and save this as **house** in your software's file type.
2. Format the entire document as follows:

   Paper size: **A4 portrait**

   Top margin: **2.5 cm** (other margins may be set up to suit your document)

   Alignment: **fully justified**

   Font: **Arial**

   Emphasis: **none**

   Font size: **12**

   Linespacing: **single** (except where specified)
3. Format the heading **Home Sweet Home** as follows:

   Alignment: **centre**

   Font: **Times New Roman**

   Emphasis: **bold, italic**

   Font size: **22**
4. Format the subheadings as follows:

   Alignment: **left**

   Font: **Arial**

   Emphasis: **bold**, **italic**

   Font size: **16**

   The three subheadings are:

   The Perfect Home

   Sales Team

   Affordable

5. Referring to the Draft Document on pages 4 and 5 make the following amendments:

   a. Import the image **key**.

   b. Centre this graphic between the margins of the page. The image may be resized, but the original proportions must be maintained.

   c. Import the graph contained in the file **sales**. Ensure that all data in the graph is legible. The graph must fit on the first page of your document. You may resize the graph to achieve this.

   d. Ensure there is at least one clear linespace above and below the graph.

   e. Insert a page break as specified in the draft document.

   f. Insert bullets and double line spacing where indicated in the draft document.

   g. Ensure that the original alignment, font size and font style are retained.

6. Create the following headers and footers:

   Header: **your name**

   Footer: **automatic filename**

7. Replace all instances of the word **guidance** with the word **advice** wherever it occurs.

   Ensure that you maintain case and that you replace whole words only.

8. In the final paragraph replace the final **e** in **Jose** with **é.**

9. Save the filename retaining the filename **house**

TASK 2

1. Using the file **house** that you created in Task 1, refer to the **Draft Document** on pages 4 and 5 and import the datafile **property**. Ensure this is displayed as a table.
2. Format all the data in the table as follows:

   Font: **Arial**

   Font size: **12**

   Alignment: **centre**

3. To make the table easier to read some additional formatting is required.
   a. In the first row of the table only, apply dark shading and format the text to be **bold** and **white**.
   b. Apply an outside border and only horizontal lines within the table.
   c. Adjust the column widths if necessary so that each entry is displayed on no more than two lines.
   d. Ensure that the text of the table is entirely within the page margins.
   e. Ensure that there is at least one clear linespace above and below the table.

4. Save the file retaining the filename **house**.

Draft Document

Insert image file **key** centred between each margin

Home Sweet Home

We offer you the very best service whether you are buying or selling your property. We have been helping customers buy and sell houses for over 25 years. Our experienced sales team have handled thousands of sales in your local area. Every year we have grown bigger and stronger.

Insert graph **sales** here

The Perfect Home

Our expert knowledge will help you to find the perfect home in the perfect area, to suit your budget. We can also offer you guidance on:

Mortgages

Land & Planning

Conveyancing

Apply bullets and double linespacing to these three lines of text

Page Break

Sales Team

Our Sales team care about finding the right home for you and your family. With over 75 years in the business between them, they'll find you the right home no matter how big or small! Take a look at our latest hot properties:

Insert the datafile **property** and format it as specified in Task 2

Affordable

We make buying and selling your home affordable with our low fees. Come in and speak to us for a free no obligation valuation. We will give you honest straightforward guidance to help you achieve a sale for your house.

Whatever your housing needs, we can help. Call Emma or José on 01189 453748. We look forward to speaking to you soon!