Additional Exercise 1 Solution

Task 1 - Your file should be saved with the filename **worldpop** and should look like:

Make sure spelling and grammar check is complete. The word counted should be corrected and the repeated word over should be deleted

Check your name has been entered in the header

Learner Name

World Population
Only humans on Earth are counted towards the world population figure. It is estimated that there are over 7 billion people in the world. The population is increasing each year.
Population by continent:

World Population			
Continent	**Population (2011)**	**Country with highest population**	**City with highest population**
Asia	4.2 billion	China	Tokyo
Africa	1 billion	Nigeria	Cairo
Europe	739 million	Russia	Moscow
North America	529 million	United States	Mexico City
South America	385 million	Brazil	Sao Paulo
Oceania	36 million	Australia	Sydney

Antarctica does not have a fixed population but has visiting researchers who stay for periods of time.

Check the 4 cells in the first row have been merged

Check dark shading has been applied to the first row

Make sure the text in the first two rows have been made bold

Make sure column widths have been adjusted so no entry is displayed on more than two lines i.e. text is on two lines or less

Make sure an outside border and only horizontal lines are displayed on the table i.e. vertical lines are removed

Check that the View Gridlines option has been selected

Check the table has been inserted in the correct location

Check automatic filename has been added in the footer (using Quick Parts)

worldpop

Task 2 - Your screen print should be saved with any filename and should look like:

Make sure that you have **accurately** typed the password with the correct numbers, lowercase and uppercase letters.