Additional Exercise 3 Solution

Tasks 1 & 2 - Your final file should be saved with the filename **house** and should look like:

Page 1:

Check your name is in the header

Check the image has been imported into the correct location. It should be centred and proportions maintained (i.e. resized using a corner handle)

Check all body text is fully justified, Arial, size 12pt and with single linespacing

Check heading is Times New Roman, bold, italic, size 22pt

Check graph has been imported into the correct location and fits on one page

Make sure there is one clear linespace above and below the graph

Check all subheadings are Arial, bold, italic, size 16pt

Check bullets have been applied and linespacing is set to double

Make sure an automatic filename is in the footer

Page 2:

Learner Name

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:

Location	Property	Details
Aylsham Gardens	3 bedroom semi-detached house	Garage. Front and rear gardens.
Markham Close	2 bedroom maisonette	Off road parking. Rear garden.
Potter Avenue	2 bedroom flat	Fully modernised with refitted kitchen and bathroom
Rosmere Gardens	5 bedroom detached house	Double garage. Mature gardens.
Parkhurst Close	2 bedroom terraced house	Excellent school catchment area.

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 advice 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!

house

Check first row has dark shading and text is bold and white

Check outside border and only horizontal lines are displayed (i.e. no vertical lines)

Check gridlines are visible

Make sure the word guidance has been replaced with advice (twice)

Make sure there is at least one clear linespace above and below the table

Check property file has been imported into the correct location and is displayed as a table

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

Check the symbol é has been entered correctly