ADDITIONAL EXERCISE 1

Scenario
You are a teaching assistant helping to prepare information to discuss in the classroom.

TASK 1

You are updating a document which you started to prepare earlier.

1. Using suitable software for preparing an information sheet, open the text file **world** and save this as **worldpop** in your software's file type.

2. After the text **Population by Continent:**, insert a table with 4 columns and 8 rows.

3. Enter the following text:

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

4. Format all the data in the table as follows:

   Font: **Verdana**

   Font size: **12**

   Alignment: **centre**

5. To make the table easier to read some additional formatting is required.
   a. Merge the 4 cells in the first row of the table.
   b. Apply dark shading to the first row of the table only.
   c. Format the text **World Population** to be white.
   d. Embolden the data in the first and second rows of the table only.
   e. Apply an outside border and only horizontal lines within the table.
   f. Display gridlines and borders for the entire table.
   g. Adjust the column widths so that no entry is displayed on more than two lines.
   h. Ensure the text of the table is entirely with the page margins.
   i. Ensure that no words are split.

6. Create the following headers and footers:

   Header: **your name**

   Footer: **automatic filename**

7. Spell check the document and correct any errors. Delete any duplicate words, but do not change the grammar of the document.

   Specialist words have already been checked and no changes should be made to them. Spellings must be in English (UK).

8. Save the filename keeping the filename **worldpop**.

9. Using the password **4woRp8** protect the file **worldpop** from unauthorised modification.

10. Close the file.

TASK 2

You have been asked to produce a screen print to evidence file protection.

1. Prepare to open the document **worldpop** that you saved in Task 1.
2. Take a screen print to show evidence that password protection has been set.
3. Save this screen print for printing later.
4. Open the document **worldpop**.
5. Close the document.