

## 5F - Short Practical 2

### Wordprocessing Assignment

This exercise will test your skills in adjusting a wordprocessed file  
(font / size / margins / styles / spelling etc.),  
and printing a copy.

1.  
Load (Open) the file JOKE.TXT:
2.  
Set the Page Size to A4
3.  
Set the Page orientation to landscape
4.  
At the top of each page put your Name on the Right and today's date on the Left.
5.  
Put Page numbering at the bottom right-hand side of each page.
6.  
Set all margins (top / right / left / bottom) to 3 centimetres
7.  
Set the text to 2 line spacing
8.  
Set the text left-aligned
9.  
Set the text-size to 10 point
- 10  
Set the text font to Geneva
11.  
Set the heading "10 Reasons Why Computers Are Better Than Girlfriends" at the top of your document, make it Centered and Bold
12.  
Add number points to the 10 joke reasons
13.  
Make the number list indented by at least 5 centimetres
14.  
Insert a page break before the line "And this part should be on the next page!"
15.  
Spellcheck and proof read the whole document
16.  
Save the document and print a copy  
(should be 2 pages)