[Friday, 20 December](https://moodle.iaa.ac.tz/calendar/view.php?view=day&time=1576861200), 8:00 PM

Course event

[***INDIVIDUAL***](https://moodle.iaa.ac.tz/mod/assign/view.php?id=29)***ASSIGNMENT.***

1.       Create a document in Microsoft ward 2013 of 20 pages including

                                I.            Cover page of IAA without page no

                              II.            Pages with automatic table of content, automatic list of figures, automatic list of tables (with ROMAN page numbers)

2.       Main body of the document can contain any content, but should show the use of

                                I.            Justify alignment

                              II.            Double line spacing

                            III.            Bullets and numbering style

                            IV.            Draw organisation chart of any organisation ( I will know if you copy and paste and you will scow 0%, I want you to draw it yourself)

                              V.            Heading levels that will determine the use of automatic table of content

                            VI.            Document should use in text referencing in APA referencing style. At the end of your document you should use bibliography to automatically call your references from APA style.

                          VII.            Create a hyperlink in the following context

·         Text linked to a web page

·         Shape linked to a website

·         Text linked to folder in the computer (my Document)

3.       The left hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.