**Task 1:**

![Graphical user interface, application

Description automatically generated]()

**Task 2:**

![Graphical user interface, application, Word

Description automatically generated]()

**Task 3:**

![Graphical user interface, text, application

Description automatically generated]()

**Task 4:**

![Graphical user interface, application, Word

Description automatically generated]()

**Bonus:**

![Graphical user interface, text, application

Description automatically generated]()