**Task A (Total 30 Marks)**

Prepare a documentation of the texts given in the .doc file (ComputerSystems.doc) according to the format detailed below.

1. Should have a cover page **1 Marks**
2. Should have table of content of heading one, heading two, heading three **3 Marks**
3. Should have table of figures **2 Marks**
4. Should include a footer and a header. **2 Marks**
5. Footer and header should not be included in the following pages. **2 Marks**
   * 1. Cover page
     2. table of contents page
     3. table of figures page
     4. abstract page
     5. introduction page
6. Styling of heading of (table of contents, table of figures, abstract and introduction) s hould be as detailed below. **1 Marks**
   1. Font: Times new Roman
   2. Font size: 20
   3. Font weight: Bold
   4. Underlined
7. Page numbering should be given in roman numerals (I, II, III, IV, V …) in the following pages **3 Marks**
   1. introduction page
   2. abstract page
8. The rest of the page’s numbering should be in (1,2,3,4,5…) number format **3 Marks**
9. Styles **4 Marks**
   1. Heading one (Main heading)

* Font: Times new Roman
* Font size: 16
* Font weight: Bold
* Underlined
  1. Heading two (Sub heading)
* Font: Times new Roman
* Font size: 14
* Font weight: Bold
  1. Heading three (Sub heading)
* Font: Times new Roman
* Font size: 12
* Font weight: Bold
* Underlined

1. Page margin **1 Marks**

* Top: 1”
* Bottom:1”
* Left: 1”
* Right:0.75”

1. The document’s contents heading should be in numbered list with multilevel list. **3 Marks**

i.e. **1**

**1.2**

**1.2.1**

**1.3**

**2………………………**

1. First Image (Imageone.jpg) layout should be in text wrapping, in the place where mentioned in the text (width: 2", height: 1.63"). **1 Marks**
2. Second Image (Imagetwo.jpg) layout should be in text line, in the place where mentioned in the text (width: 2", height: 1.63"). **1 Marks**
3. Third Image (thirdtwo.jpg) layout should be in Top and Bottom layout option, in the place where mentioned in the text (width: 6.01”, height: 4.9""). **1 Marks**
4. Images should have captions as given in the text document. **1 Marks**
5. The section that says “THE FOLLOWING POINTS SHOULD BE IN BULLETS LIST” Should be in this style of bullet, up to the end of the text that says “END OF THE BULLET LIST” **1 Marks**