**Formatting Tasks**

1. Label the headings as follows:
   * **Heading 1** should be size 18, bold, and blue in color.
   * **Heading 2** should be size 16 and blue in color.
   * **Heading 3** should be size 14 and blue in color.
   * **Heading 4** should be size 12 and blue in color.
2. Set the font size for **normal text** to 11 and the font color to black.
3. Set the **title** font size to 20, bold, and black in color.
4. Set the **subtitle** font size to 10, italicized, and black in color.
5. Use **Century** font for all text types.
6. Apply a **table of contents** at the beginning of the document.
7. Insert **page numbers** at the bottom of each page.
8. Ensure that all text types other than the headings are set to black color.