### **Formatting Instructions**

Please format the document in Microsoft Word using the following guidelines:

**Title:**

* Text: "Microsoft Word Basics"
* Font: Times New Roman, Size 16, Bold
* Center-align the title at the top of the document

**Headings:**

***Heading 1 Style:***

* Font: Times New Roman
* Size: 14
* Bold

***Heading 2 Style:***

* Font: Times New Roman
* Size: 12
* Bold

**Normal Text:**

* Font: Times New Roman
* Size: 12
* Line spacing: 1.5 lines  
  Make all bullet points bold
* Convert all unordered lists (bullets) into ordered lists (numbered)

**Page Layout:**

* Set 1.5 inch margins on all sides
* Add a page number at the bottom center

**(Make sure you rename the document to ‘MicrosoftWordMidtermExam.docx’)**

**Good Luck!**