IN CLASS EXERCISE – WORD

1. Use the rand function to create 10 paragraphs with 5 lines
2. Select one of the paragraphs and add the effects of small caps
3. Select one of the paragraphs and change font to 16 and style bold
4. Insert page break after the fourth paragraph
5. Insert header and footer in the document. The Header should read “ICT Class” and footer “Word Exercise”
6. Add the indentation in front of the first two paragraphs by using Tab on keyboard
7. For the first 4 paragraphs, perform the formatting: left, center, right and justify
8. Use the excel file and make the table of contents of the heading
9. Customize the quick access toolbar and add copy and add table features
10. Insert a table with 5 columns and 2 rows