

Exercise 3 : Document Formatting

Skills needed:

1. Inserting Images
2. Cover page
3. Headers, footers
4. Headings
5. Table of Contents

Steps:

1. You'll find a document titled "Completed Report" in your unzipped folder.
2. Your task is to recreate this document using Microsoft Word, utilizing the provided unformatted text in the "ReportText" file.
3. Your goal is to format the text to closely match the original "Completed Report.pdf"
4. Save your report as "Exercise 3 - Report.docx"