

Grade:

You are now going to edit a document about choosing hardware for a computer.

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|----|--|-------------|-------------------------------|
| 1 | Using a suitable software package, load the file N14MICE.DOCX | | ✓
<input type="checkbox"/> |
| 2 | Set the: <ul style="list-style-type: none"> page size to A4 orientation to landscape. Place screenshot evidence of this in your evidence document. | 2 | <input type="checkbox"/> |
| 3 | Set the: <ul style="list-style-type: none"> top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. Place screenshot evidence of this in your evidence document. | 2 | <input type="checkbox"/> |
| 4 | Save the document with a new name in your work area. Make sure it is saved in the format of the software you are using. | | <input type="checkbox"/> |
| 5 | Set all the text to: <ul style="list-style-type: none"> a 12 point serif font 1.5 line spacing be fully justified. | 3 | <input type="checkbox"/> |
| 6 | Make sure there is a single 12 point line space after each paragraph. | 2 | <input type="checkbox"/> |
| 7 | Place in the header: <ul style="list-style-type: none"> your name, and registration group Center Aligned Place in the footer: <ul style="list-style-type: none"> today's date left aligned Page number right aligned. Make sure that all the alignments match the page margins.
Make sure that headers and footers are displayed on all pages. | 2
3
1 | <input type="checkbox"/> |
| 8 | Insert a blank line at the start of the document and enter the title Input devices for a gaming computer | 2 | <input type="checkbox"/> |
| 9 | Make the title centre aligned with a 36 point italic sans-serif font. | 2 | <input type="checkbox"/> |
| 10 | Add a subtitle below the title: Mice for gamers by: and add your name. | 2 | <input type="checkbox"/> |
| 11 | Set the subtitle to be: <ul style="list-style-type: none"> an 18 point sans-serif font underlined not italic right aligned. | 4 | <input type="checkbox"/> |
| 12 | Delete the paragraph that starts: <i>The thing with the mechanical mouse was that there were wear and tear issues...</i> | 1 | <input type="checkbox"/> |

- 13** Use the supplied image of a mouse and place it in the first page at the start of the second paragraph. 3
Align it with the top line of the text in the second paragraph.
- 14** Modify the image so that the cable is on the right side 2
Make sure the text wraps round and below the image.
- 15** Re-size the image to so the height is 5cm and maintain the aspect ratio. 2
Make sure the text wraps round and below the image.
- 16** Apply a single bullet to each paragraph of the text from: 2
Mechanical mouse: Houses a hard rubber ball ...
to
Cordless 3-D mouse: This kind of mouse ...