Grade:

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

✓

1   Using a suitable software package, load the file **N14MICE.DOCX**

2   Set the:
- page size to A4
- orientation to landscape.

2

Place screenshot evidence of this in your evidence document.

3   Set the:
- top and bottom margins to **2** centimetres
- left and right margins to **1.5** centimetres.

2

4   Place screenshot evidence of this in your evidence document.

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.

5   Set all the text to:
- a **12** point serif font
- **1.5** line spacing
- be fully justified.

3

6   Make sure there is a single **12** point line space after each paragraph.

2

7   Place in the header:
- your name, and registration group Center Aligned

2

Place in the footer:
- today's date left aligned
- Page number right alligned.

3

Make sure that all the alignments match the page margins.

1

Make sure that headers and footers are displayed on all pages.

8   Insert a blank line at the start of the document and enter the title **Input devices for a gaming computer**

2

9   Make the title centre aligned with a **36** point italic sans-serif font.

2

10   Add a subtitle below the title: **Mice for gamers by**: and add your name.

2

11   Set the subtitle to be:
- an **18** point sans-serif font
- underlined
- not italic
- right aligned.

4

12   Delete the paragraph that starts: *The thing with the mechanical mouse was that there were wear and tear issues…*

1

13 Use the supplied image of a mouse and place it in the
first page at the start of the second paragraph.

Align it with the top line of the text in the second paragraph.

3

14 Modify the image so that the cable is on the right side

Make sure the text wraps round and below the image.

2

15 Re-size the image to so the height is 5cm and maintain the aspect ratio.

Make sure the text wraps round and below the image.

2

16 Apply a single bullet to each paragraph of the text from:

Mechanical mouse: Houses a hard rubber ball …

to

Cordless 3-D mouse: This kind of mouse …

2