**Unit 3 Word Processing**

**Exercise to format a document – Madrid text**

You work as the administrator for a local Travel Agency and as your manager is away at a seminar she has left you with some urgent work to do. She has provided you with some files, one of which is a text file which she wants you to present as a poster for a new holiday tour of Madrid. You need to save the original file in case you need to refer to it, and will save files in the new formats.

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|  | Tasks |
|  | Open the file called ***Madrid***, this should be saved with the new filename ***Madrid Poster***. |
|  | Change the document so that the left margin is 3 cms and the right margin is 2.6 cms and check the paper size, it should be A4. |
|  | Change the main heading text (***Madrid***) to size 24, bold, italic and to the colour blue. This text should also be displayed as uppercase. |
|  | Change all 4 subheadings to bold and size 18 and use Verdana font. |
|  | Each paragraph of text below the subheadings should be changed to size 16 |
|  | Apply bullets to each subheading and change the bullet style to a solid red square shaped symbol. |
|  | Change the paragraph spacing of each subheadingso that there is a 6 point space below each of the headings. Save the document at this stage. |
|  | Change all the text in the document to be fully justified. |
|  | Add a page border to the whole page, using a 3 pt shadow setting in green. |
|  | Insert your own name and a date field into the footer of the document ***Madrid*** ***Poster***, this text should be right aligned. |
|  | Run a spell check program through the document; remember that proper names can safely be ignored. |
|  | Save the document at this stage, keep the same filename ***Madrid*** ***Poster*** and print one copy (it should fit easily on one page). |
|  | Save the document again in template format as ***Poster Template***, make sure it is saved in the same location as the other document. |
|  | Open the ***Ski in Spain*** document and save the file in text only format so that you can send it to a colleague. Close all the documents. |