Practical Exercise: Microsoft Word and Mail Merge Tasks

Task 1: Formatting Text and Document Layout (30 Marks)

1. **Create and Save a New Document**:

   Open Microsoft Word and save the document with your name as the filename.

2. **Input Text**:

   Type the following text: *(5 Marks)*

   "Digital tools have revolutionized productivity, making efficiency and creativity essential for success."

3. **Text Formatting**: *(15 Marks)*

   Apply **bold** to the words "efficiency and creativity".
   Change the font to **Calibri**, size **14**, and set the font color to **dark green**.
   Adjust the line spacing to **double** and add paragraph spacing of **6pt before** and **10pt after**.

4. **Page Layout Adjustments**: *(10 Marks)*

   Set the page orientation to **portrait**.
   Change margins to **0.75 inches on all sides**.
   Add a centered title at the top of the page:

   "Mastering Document Formatting"

   Apply the **Title style** and set the font size to **16**.

Task 2: Table Insertion and List Creation (25 Marks)

1. **Insert a Table**: *(10 Marks)*

   Below the text, insert a table with **4 columns** and **3 rows**. Fill the table with the following data:

Product	Quantity	Unit Price	Total Price
Pencil	50	$0.25	$12.50
Eraser	30	$0.50	$15.00
Ruler	20	$1.00	$20.00

Format the table by applying a **blue border** and a **light yellow fill color** to the header row.

2. **Create a Numbered List**: *(10 Marks)*

   Below the table, type the following list:

   - Understand user requirements
   - Apply formatting tools effectively
   - Proofread for errors

   Convert the list into a **numbered list** with a hanging indent of **0.5 inches**.

3. **Footer and Page Number**: *(5 Marks)*

   Insert a **footer** containing the text **"Prepared by [Your Name]"**, aligned to the **left**.

   Add **page numbers** aligned to the **right**.