WORD PROCESSING

1. Carefully study the text below and answer the questions that follow;

Spirit of Ferguson will live to Haunt and Torment Many Clubs

~~Thinking that Man. United is the only EPL top-four team in trouble is a reflection question. United whenever they started as underdogs they performed well. Reflect on the 2011/2012 season.~~
~~When they clear off their seemingly hard games early for the 2013/14 season, it is good for May 2014. Ferguson one time said that the premiership is won in May.~~

United are the defending champions. United never had fleets of high profile players.   David Moyes has support of almost everybody at Old Trafford. Ferguson was not chased the way Mourinho was by Chelsea.

Crossing to Merseyside was never a joke. David has a point to prove

Players will continue to be paid on results.

When one says that united is in trouble because of playing Chelsea, Liverpool and Man-city in the opening games, and you do not appreciate the fact that also Chelsea, Liverpool and Man-city are in trouble because of going to play united, then we do not deserve to be in the logical sports world.

Required:

i.   Load a word processor of your choice and save it as 'Fergusons Spirit'
ii.   Typeset the above passage as it exactly is.
iii.   Apply a text boarder on the last paragraph
iv.   Apply an appropriate word art style onto the title with 24 font size, and color yellow.
v.   Insert a table before the last paragraph with six rows and four columns. The column titles are; No., Team, Position and Points
vi.   Set the line spacing of the last paragraph to 2.0 points
vii.   Insert a text watermark of your name and index number.
viii.   Auto number the list of reasons for United being still strong.
ix.   Set the margins to 3.5cm left and right and 3.5cm top and bottom.
x.   Apply a Justified alignment on your text in the last paragraph
xi.   Typeset the number of words and lines at the bottom of your work
xii.   Apply a pre-set rainbow background age color fill effect to your work.
xiii.   Create another copy of your work on a fresh page.