

DEPARTMENT OF INFORMATION TECHNOLOGY

BIT 1106 : WORD PROCESSING

FRIDAY 28<sup>TH</sup> FEBRUARY 2019

PRACTICAL

EXERCISE 2

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SCHOOL OF COMPUTING AND INFORMATICS  
DEAN SCHOOL OF COMPUTING AND INFORMATICS

Cordially welcomes you to a mentorship lecture to be held at Thika, main campus grounds this Thursday. The chief guest will be Prof. David Some, Chief Executive Officer (CEO), and Commission for University Education

- Theme: university education as self re-invention
- Date: 30th September 2017
- Venue: Chancellor's Tower main hall
- Time: 1:00 pm

There will be a ten minute twist dance

Required

1. Type the text above and use it to answer the questions below.
2. Save the file in the desktop in a under the file name "EXERCISE 2"
3. Change the font size of the headline "SCHOOL OF COMPUTING AND INFORMATICS" to font size 25, font type "arial black", underlined. and font color of the headings to red
4. Insert bullets of your choice to "Theme, Date, Venue, Time"
5. Put a drop cap in the first letter of the paragraph above
6. Insert a clipart of a person below the heading as shown below



7. Change the case of the statement "DEAN SCHOOL OF COMPUTING AND INFORMATICS" to lower case.
8. Change the background color of the page to green.
9. Change the LINE SPACING of the entire text to 2.5 line spacing.
10. Align the clipart in 6 above to Left alignment.
11. Change the font type of the statement "DEAN SCHOOL OF COMPUTING AND INFORMATICS" to "Britannic Bold"
12. Insert a page break immediately after the ClipArt in 6 above.
- 13.