# 1. Part - REPEATING

**Edit file *article.docx* according these tasks:**

* change the font type in a whole file to ***Arial***,
* title: size 20, bold, underlined, blue, centred,
* justify the whole text – except title,
* set indent of the first line in paragraphs on 1 cm,
* set borders for the second paragraph – thick line from above and below
* copy the format of the title on subtitle on the second page of the file (Format painter icon),
* cancel the first line indent in the first paragraph a change the line spacing on double and set the font to the all caps,
* set the third paragraph colour to the any colour,
* insert drop cap at the beginning of the fourth paragraph,
* change bullets on 🕮,
* outline the whole page of the document by any frame.
* split the last paragraph of the text to two columns

**Word !!!**

* Next to the third paragraph insert picture from the Online pictures:
* decreased and bordered picture,
* add to the picture shape from the Call outs category
* ****At the beginning of the file (before title) insert text „**Information technologies**“ formatted with **WordArt**
* Set the header and the footer of the document:
* header – centred page number – start at number 7, size 12, bold, format like **– 7 –**
* footer – **Managerial informatics** – text aligned to the right, bordered line from above.
* Insert table at the end of the file, calculate the average – insert function.

|  |  |  |
| --- | --- | --- |
| **Name** | **Evaluation** | |
| **Number of points** | **Mark** |
| *John* | 18 | 1 |
| *George* | 7 | 4 |
| *Peter* | 20 | 1 |
| *Jane* | 17 | 2 |
| **Average:** |  |  |

* Insert formula under the table, use MS Equation 3.0 or Insert - Equation

