1. Open the file called **article2.docx**.
2. Change the font type in the whole file – Times New Roman, size 12.
3. Insert Cover page.
4. Apply styles on the titles – chapters 1 and 2 – Heading 1, chapters 1.1, 1.2 – Heading 2. Edit these styles: Heading 1 – size 14, bold, black colour. Heading 2 – size 13, bold, italic, black colour.
5. Before the Title 1 – Computer hardware insert new page. Insert the table of contents on this page.
6. At the end of the page with content insert page break. Then insert page numbers to the footer – on the third page, start with the number 3.
7. Add correct title to the picture and insert list of pictures on the same page with table of contents.
8. At the end of the file insert bibliography. Use ISO 690 norm. Firstly make correct citations and add sources to Source manager.
9. Below the bibliography insert index from words – computer, microprocessor, NASA.

**Mailings**

Open the file called **invitation.docx**. Use tool called Mailings and send this invitation to all addresses from file **addresses.docx**. Name the new file as **invitation1.docx**.

Create your own address book called STUDENTS directly through the editing and filling the form (structure: NAME, SURNAME, YEAR, FACULTY, STUDY PROGRAM), fill this address book with 6 records.