1. 1. paragraph – font type Arial, size 12, text align to left, word research and word computers change to bold, italic, whole paragraph will be bordered from left and right side.
2. 2. paragraph – font type Cambria, size 12, text align - justify, all capital letters.
3. 3. paragraph – font type Calibri, size 10, text align to center, whole paragraph bordered with single line, highlight the text with yellow color.
4. Border the entire document with a line or effect of your choice.
5. Write the following expressions below the third paragraph in the correct form, apply superscript and subscript.

 ***Pythagorean theorem: c2 = a2 + b2
carbon dioxide CO2***

1. 4. paragraph – font type Times New Roman, size 10, italic, text align to left, first line indent to 7 cm, other lines indent of the paragraph from left to 1 cm, right indent 1 cm, single line spacing.
2. 5. paragraph – font type TNR, size 12, bold, text align to right, double line spacing, right indent 5 cm.
3. 6. paragraph – font type Calibri, size 10, italic, text align to center, line spacing 1,15, first line indent to 4 cm, text align to center to 4 cm, right indent to 2 cm.
4. Write the following text below the sixth paragraph and edit bullets according this:

**Applications in Microsoft Office:**

* Microsoft Word 2019,
* Microsoft Excel 2019,
* Microsoft PowerPoint 2019,
* Microsoft Outlook 2019.
1. Write the following text below the text from task 9 and edit bullets according this:
	* 1. **better cooperation,**
		2. **safety cooperation,**
		3. **instant messaging.**
2. Use ***WordArt*** on the first title***.*** You can choose any WordArt style.
3. Insert picture from Online pictures below the first paragraph. Change picture formatting according to you.
4. Insert logo of your faculty. Download the picture from the faculty website and copy it to this file. Picture will be behind the text of second paragraph.
5. Insert Drop Cap to the beginning of the paragraph. Change the Drop Cap option – Lines to drop 4.
6. Insert shape from the category Stars and banners to the end of the file. Change the shading, border line and some other options according to you.
7. Divide the seventh paragraph to two columns – left column will be narrower than right column. Insert line between columns.
8. Set tabs: 2 cm – right tab/ 8 cm – center tab/ 12 cm – decimal tab.

student A  0,568

trainee AAA 1000,8

professor AAAAA 50,6758

1. Insert Header to this file. Header content will be name of the file - **Word**. Text align will be to the left. In the middle will be actual date.
2. Insert Footer to this file. Footer content will be page number in the middle. Change page numbering – first page will start from number 7.
3. Create tables below:

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | DEPARTMENTS | CLASSES |  |
|  |
|  | FEM |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A** |  |  |  |
|  | **B** |  |  |
|  |  | **C** |  |
|  |  |  | **D** |