1. Use Random WordArt on title.
2. Set the page borders in the whole document – 0,5” from left, right, top and bottom.
3. Edit first paragraph - font Calibri, size 10, italic, center, line spacing 1,15, first line indentation – 1”, other line indentation from left – 0,5”, right indentation – 6”.
4. Under the first paragraph insert ClipArt from clipart gallery.
5. 2. Paragraph - font Arial, size 12, justify, border with thick red line, shading with yellow colour.
6. 3. Paragraph - font Cambria, size 14, justify, all caps.
7. Insert text Microsoft Word, Microsoft Excel and Microsoft PowerPoint into the bullets.

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint

1. At the beginning of the fourth paragraph insert ***Drop Cap***.
2. At the end of the file insert shape from category Stars and Banners – change shading, bordering and insert text Computer Data Processing.
3. 5. Paragraph - font TNR, size 13, line spacing 1,5, other line indentation from left - 3 cm, justify.
4. Outline the entire document with line or with effect.
5. Write the following words in the correct form, apply superscript.

***Pythagorean theorem: c2 = a2 + b2***

1. Insert SmartArt object.
2. Set Tab stops (1/3/5).

car B 15,269

bus BBB 0,1235

train BBBBB 126,4

1. Insert header to the actual document. Header content – name of the document **Repetition** - left align and current date – center align.
2. Insert footer. Footer content – page number, numbered from number 7.
3. Find short text from IT area (about 5 sentences) on internet and copy it at the end of the file. Create your own style for this paragraph (name this style according to your Surname) - use random font type, size, colour, border…
4. Create table:

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