**Exercise 3**

1. Make an invitation to your birthday party. Use WordArt, Clipart, Shapes and some other tools which we had last weeks.
2. Use tools on a Mailing tab for sending your invitation letter to your friends.
3. Create your own label.

**Exercise 4**

Open file called ***article.docx***.

1. Set the margins of whole document – 2,5 cm from left and right and 2 cm from up and down.
2. Modify the *Normal style* (Home – Styles) – Times New Roman, size 12, justify, single lines. Apply this style on the whole text, except titles.
3. Indent the first line of all paragraphs – 1 cm.
4. Insert new page at the beginning of the document. In the middle of page will be title – Information technologies (use any WordArt). On the top of this page will shape (Insert – Shapes) with your name.
5. Insert another new page behind the first page. On this page will be table of contents. Use styles Heading 1 and Heading 2 on titles.
6. Insert header on the third page – **Word** – center align, bordered from bottom with thick red line. Header cannot be on the first and second page.
7. Insert footer on the third page – page numbers. Start from number 3. Numbers cannot be on the first and second page.
8. Insert footnote behind the words *quantum computers*. In the footnote will be text - Quantum computers have the potential to perform certain calculations significantly faster than any silicon-based computer. If you need use searching tool for finding word *quantum computer.*
9. On the last page of the document insert Index. In index use words: quantum, scientist, data, IBM.
10. At the end of the document are links on articles which were used in document. Make correct citations and insert bibliography containing all the citations behind index.
11. Check the grammar in whole document.