

Microsoft Word – tasks 2

Create simple letter about your university:

- 1) Open a blank MS Word document and type the following information:
Slovak University of Agriculture in Nitra
Tr. A. Hlinku 2
949 76 Nitra

Select all of the text and use the font options to format the type: Tahoma, 13 points, bold, left align tabs starting on 2 cm. Select the first line of the text and change it to green color and italic.

- 2) Find the text about History of the SUA on the main page and copy the first two paragraphs of the text to your file. (<https://www.uniag.sk/en/history-of-the-sua/>)
- 3) Edit the first paragraph of the text: font type Arial Black, size 12 points, blue font color, 1st line indentation on 5 cm.
- 4) Edit the second paragraph of the text: thick red line border from left, thin green line from the right side.
- 5) Copy the third paragraph from the same web page (<https://www.uniag.sk/en/history-of-the-sua/>).
- 6) Find and insert the university logo below the text of the third paragraph.
- 7) Insert a historical university picture from the web page and edit it: resize the picture to 5 cm high and 10 cm width, add a thick green border around the picture.
- 8) Insert three shapes from the category Block Arrows or Basic Shapes. Edit it according to you – change borders, colors, shading... Group these three shapes to one object.
- 9) Insert header of the page – your surname aligns to the right, in the middle of the header will be current date.
- 10) Insert page numbers to the footer of your file – page number in the middle of the page and bordered from above.
- 11) Copy the whole text from the chapter about **History and the present of SUA**. Merge first and second paragraph to one paragraph and divide it in two columns.
- 12) Every sentence of the third paragraph enter to the new line. Then highlight all sentences and insert any bullets from the Wingdings2 symbols.
- 13) Insert the table below the text of the fourth paragraph. Table will have 3 columns and 5 rows. Change the borders of the table to thick red, insert text to one cell and align it to the center of the cell and change the shading to yellow.
- 14) Insert cover page according to you. Cover Page tool is on the tab Insert. It is always the first page of the document.
- 15) Insert the page break at the end of the second break and change the page numbers. First two pages will be without page numbers and third page will start with the number 7.
- 16) Change the margins for the whole document – 2,5 cm from top and bottom and 2 cm from left and right.
- 17) Insert the text Informatics at the end of the file. Text will be edited with WordArt. Then you can change the WordArt according to you.