

Paperclip Word Processing

1. Open the Paperclip Word document
2. The paragraphs are not in the right order. Cut and paste them so that that they are
3. Highlight the entire document
 - a. change the font to Cambrian size 11
 - b. change the alignment to Justified
 - c. change the Line Spacing to 1.5
 - d. make sure that a 6 point gap is added after each paragraph
4. Add automatic hyphenation to the document
5. Set the document margins to 2cm on each side
6. Apply the Heading style to the title
7. Change the colour of the title to red
8. Add a three part footer:
 - a. add your name in the footer
 - b. add a page number in the footer
 - c. add an automatically updated date to the footer
9. Replace every occurrence of the word document with the word paper
10. Make the names of the people mentioned in the document bold and italic (try and use Format Painter to do this)
11. Insert the two images:
 - a. one should go to the right of the second paragraph
 - b. the other should go to the left of the fourth paragraph
 - c. set the picture borders to black
12. Save the document as a Word 97-2003 document