

EXERCISE NO 03

- Download the sample document from the course material page of CEIT web site and Save inside “**Your Folder**” folder with the file name computing.
- Do the formatting according to the given instructions.

Instructions

1. Format all the paragraphs as follows.
 - 1.1. Font: Calibri
 - 1.2. Font size: 12
 - 1.3. Line spacing should be 1.5
 - 1.4. The entire paragraph should be justified
2. Chapter1, Chapter2,... Should be formatted as Heading 1 format
3. Name of the Chapters (Computing, Computer Architecture) should be formatted as Heading 2 Format.
4. Format the sub titles using suitable heading levels.
5. Modify the **Heading1** as follows.
 - 5.1. Font: **Trajan Pro**
 - 5.2. Font size: 16
 - 5.3. The heading should be bold, Underlined and it should be aligned centered
6. Insert four blank pages at the start of the document.
7. Insert the page numbers into the top of pages.
8. Break the document into two sections so that first four pages (newly inserted blank pages) belongs to first section and rest of the document belong to section 2.
9. Format the page numbers as follows
 - 9.1. Section 01: *roman number format*
 - 9.2. Section 01: *Arabic number format* **starting** from **one**.
10. Insert the “**Table of Content**” into the first page of the Section 01.
11. Insert suitable figures to the document (You can download sample images from the course material page of CEIT web site).
12. Label all the figures using **caption**.
13. Insert tables given in Exercise No 02 to the **Chapter2**.
14. Label all the table as table **caption**.
15. Insert the “**List of Figures**” into the second page of the Section 01.
16. Insert the “**List of Tables**” into the third page of the Section 01.
17. Create Index page at the end of the document using few keywords.
18. Insert footer with following formatting options.
 - 18.1. Caption : Computer System
 - 18.2. Font : Calibri
 - 18.3. Font size :12
19. Save the document again.