WORD PROCESSING

- Download the *sampleDocument2024.docx* from the course material page (Word Processing Section) of PREVET Course in LMS and Save the document by *Veterinary_Science.docx* as file name.
- Format the document 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. Format "Chapter1","Chapter2", etc as **Heading 1** format.
3. The name of the chapters (*Introduction to Veterinary Science, Tools and Technologies in Veterinary Practice,…*) should be formatted as *Heading 2* Format.
4. Format the subtitles using suitable appropriate 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. Break the document into two sections so that first four pages (newly inserted blank pages) belongs to section 1 and rest of the document belong to section 2.
8. Insert page numbers as the top of pages.
9. Format the page numbers as follows
   9.1. Section 1: *roman number format*
   9.2. Section 2: *Arabic number format* **starting** from **1**.
10. Insert the "**Table of Content**" into the first page of the Section 01.
11. Insert bullet list for following
    - Veterinarians play a crucial role in
    - Key Roles of Veterinarians
    - Common Ethical Dilemmas
12. Insert sub-numbered list for "Key Veterinary Tools"
13. Insert suitable **images** of animals, veterinary tools, or clinical settings under each chapter.
14. Label each figure using the **caption**.
15. Label all tables with table captions.
16. Insert the "**List of Figures**" on the second page of the Section 01.
17. Insert the "**List of Tables**" on the third page of the Section 01.

18. Insert following content as new chapter to the document. (Chapter 4: Topic: Conclusion)

    Veterinary science is an ever-evolving field that blends scientific innovation, ethical responsibility, and compassionate care. Veterinarians not only safeguard animal health but also contribute significantly to public health, environmental conservation, and scientific research. As technology and ethical considerations continue to evolve, the role of veterinarians will remain integral to society.

19. Format "Chapter 4" using Heading 1 and "Conclusion using Heading 2.
20. Update the **Table of Content**.
21. Create an **Index page** at the end of the document using keywords related to veterinary science
22. Insert footer with following formatting options.
    22.1.   Caption   : Veterinary Science
    22.2.   Font   : Calibri
    22.3.   Font size   :12
23. Save the document again.