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**Document Production**

**(Word-Processing)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7th Grade Section \_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Semester 2022-2023**

**You are now going to edit a document about Power Kite Sports.**

1. Using a suitable software package, load the file **N10EKS.RTF**
2. Set the:
	* Page size to **A4**.
	* Page orientation to **landscape**.
3. Set the top, bottom, left and right margins to **4** centimeters.
4. Set the:
	* text to a **serif** font.
	* text to single line spacing.
	* alignment of all the text to be fully justified.
	* font size of all the text to 10 point.
	* spacing after each paragraph to 10 point high
5. Place in the header:
* Your Name left aligned
1. Place in the footer:
* Today’s date right aligned
1. Insert a blank line at the start of the document and enter the heading:
**EKS Club News**
2. Set the font size of the heading to 36 point.
3. Underline the heading.
4. Add as a subheading the text **Report by: add your name**.
5. Set the subheading:
	* italic.
	* Font size to 18 point.
6. Set both the heading and subheading to:
	* Sans-serif font.
	* Right align
7. After the subheading, format the rest of the document into two equally spaced columns, with a 1-centimeter gap.
8. Change the list of basic safety rules to be a numbered list.

 It includes the text from: Do not attempt to learn …to Never over estimate your
 own ability.

1. Open the file **N10Book.CSV**.
	* Insert the contents as a table on the first page after the paragraph that ends … the wind is always free!
	* Delete the row from the table containing the following data: kite buggies 30
	* Format the text in the table as body text.
	* Format the top row of the table to be:

• bold and underlined

• center aligned.

* + Apply light grey shading (20 – 40%) to the top two rows of the table.
	+ Set all gridlines to be visible with lines 2 to 2.5 points wide.
1. Place the image **N10SURF.GIF** at the beginning of the paragraph that starts Our Extreme Sports Centre gives you…
2. Re-size the image to 3 centimeters high and maintain the aspect ratio.
3. Save the document.