****

**Document Production**

**Worksheet 1**

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

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

**Using a suitable software package, load the file J14FLYER.RTF**

1. Set the:

* Page size to A4
* Orientation to portrait.

1. Set the:

* Top and bottom margins to 2.5 centimeters.
* Left and right margins to 2 centimeters.

1. Place in the header:

* Your name left aligned.

1. Place in the footer:

* Today’s date right aligned.

**Make sure that the headers and footers are displayed on all pages.**

1. At the start of the document enter the title Tawara Adventure Center
2. Make the title:

* Center aligned.
* Font size 30 point.
* Italic.

1. Below the title, add a subtitle:

* Produced by: and add your name.

1. Make the subtitle:

* Left aligned.
* Font size 18 point.
* Bold and underlined.

1. Set the title and subtitle to a serif font.

Sans serif font: Arial ------ Serif font: Times New Roman

1. Format the text from the subheading ACTIVITES so that this subheading and all the following text is displayed in two equally spaced columns with 1 centimeter spacing between the columns.
2. Set all the body text to:

* Be fully justified.
* Font size 11 point.
* Sans-serif font.
* Single line spacing.

1. Identify the 8 subheadings in the document and make them all:

* Center aligned
* Bold
* Underlined
* A serif font: Times New Roman.
* Font size: 14

1. Make sure there is a single 11-point line space after each paragraph of the body text and after each subheading.
2. Open the file **J14COURSE.CSV** and insert the contents as a table on the first page after …These include:
3. Delete the third column with the heading LEVEL from the table
4. Adjust the columns widths so the data displays on one line.

1. Format the top row of the table to be:

* Bold and underlined
* Center aligned over the three columns.
  + Make sure the table:
* Fits within the column
* Has a single (11 point) line space above and below
* Displays gridlines when printed.

1. Import the image J14SKI.JPG and place this below the subheading ACTIVITIES on the first page.

* Format the image so that is re-sized to a height of 5 centimeters.



* Aligned to the left margins
* Aligned with the top of the paragraph starting We offer an unrivalled…
* Make sure the text wraps round the image and the aspect ratio is maintained. It may look like this:

1. Apply bullets to the list of centers from:

*Bristol…*

*to*

*…Wales*

1. Save the document.