

Open Assignment 2 Word work document.doc and perform the following tasks:

1. Change the font of the paragraph beginning with “The primary objective” to ***Times New Roman***
2. Justify the paragraph beginning with “Computer literacy”
3. Save the file you are working in using your ***student number*** as file name
4. Start a new paragraph before the sentence beginning with “The Computerised” in the paragraph beginning with “Computer literacy”
5. Change the heading “HARDWARE REQUIRED” to bold
6. Change the case of the words “FIRST MODULE OF THE COURSE” in the paragraph beginning with “The first module” to lowercase
7. Delete the sentence beginning with “Computers will” in the paragraph beginning with “Computer literacy”
8. Apply any bullets to the HARDWARE REQUIRED list. **Remember to save your work regularly.**
9. Replace all occurrences of *milieu* with ***environment***
10. Change the left and right margins of the document to exactly 2.50cm
11. Enter your full name in the left area of the footer
12. Insert a page break before the heading “YEAR MARK”
13. Indent the paragraph starting with “The teaching medium” by 2cm from left
14. Replace the word copyright on the last page of the document with the copyright symbol
15. Change the colour of the text “Tutorial letter 101/2007” on the first page to Standard colour Red
16. Apply the ***Heading 1*** style to the paragraph beginning with “Welcome to the” on the first page. **Remember to save your work regularly.**
17. Apply double line spacing to the paragraph beginning with “The course is supported”
18. In the table, change the column width of column 2 (DESCRIPTION) to 9.5cm
19. In the table, insert a new row between row 2 (Module 1) and row 3 (Module 3).
20. In the table, insert “Module 2” into the 1st column of the new row, “Computer Literacy” into the 2nd column and “10 weeks” into the 3rd column.
21. In the table, add Standard yellow shading to the table cell containing the word “Total”
22. Change the height of the Unisa image on page 1 to 1.5cm
23. Add a 3 point black border around the paragraph starting with “A year mark” on the last page
24. Apply superscript to the third word of the paragraph beginning with “The course 2007 commences”
25. Add the item “Internet Explorer 7” as second item to the “SOFTWARE REQUIRED” bulleted list. **Remember to save your work.**