COE 201

Computer Proficiency

Fall 2017

Assignment 1 Solution

Follow the instructions in this DOC to complete your assignment. The modifications should be done to this DOC directly.

# First Set

1. Change the orientation of this DOC from portrait to landscape.
2. Write your name and ID in the header of this DOC and apply right alignment to it.
3. Insert a footer and include the current date and time in it. The date should be in the following format: “mm/dd/yyyy hh:mm am/pm” and should get updated automatically. The date inserted should be right aligned.
4. Insert a page number at the bottom of the pages. The page number should be centered and should not appear on the first page of the DOC.
5. *Make this line Bold and Italic.*
6. Change this bulleted list of questions into a numbered list. Change the numbers to lower case Roman Numerals.

# Second Set

1. Insert a formula which calculates the roots of a quadratic equation next to this sentence.
2. Change the font of this sentence to Courier New and change the size to 20 pt.
3. Insert an image of your choice and caption it with a descriptive title. Remove the label from the caption and wrap it behind text. Resize the image to 1.5’’x1.5’’

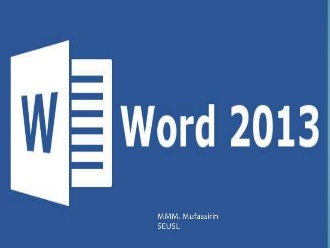


Fig. 1. Microsoft Word 2013 Logo

1. Insert a table with 4 columns and 2 rows. The table should come below this sentence and should have diagonal down borders.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

1. Insert a page break at the beginning of this sentence.

# Third Set

1. Format these three sentences as 3 columns.

Format these three sentences as 3 columns.

Format these three sentences as 3 columns

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1. Replace every “document” word with “DOC”.
2. At the end of this line type the total number of words in this DOC. 396
3. Modify the autocorrect options of this DOC to replace every “DOC” word with “DOCUMENT” and disable the grammar with spelling check.
4. Modify Heading 1 to be blue in color, Font Calibri, 24 pt.

# Fourth Set

1. Insert the title “First Set” to the first 5 numbered questions in this DOC and apply the same naming for the remaining groups of 5 questions. Apply Heading 1 style to these titles.
2. Insert a table of contents at the end of this DOC.
3. Add a diagonal watermark to this DOC.
4. Save the DOC, rename it to YourFullName\_YourID and submit it to Blackboard under Assignment 1 Submission panel.

Note: The assignment is due on October 8th 11:00 pm. Late submissions will be penalized.

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