COE 201

Computer Proficiency

Fall 2017

Assignment 1

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

* Change the orientation of this document from portrait to landscape.
* Write your name and ID in the header of this document and apply right alignment to it.
* 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.
* 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 document.
* Make this line Bold and Italic.
* Change this bulleted list of questions into a numbered list. Change the numbers to lower case Roman Numerals.
* Insert a formula which calculates the roots of a quadratic equation next to this sentence.
* Change the font of this sentence to Courier New and change the size to 20 pt.
* 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’’.
* Insert a table with 4 columns and 2 rows. The table should come below this sentence and should have diagonal down borders.
* Insert a page break at the beginning of this sentence.
* Change the layout of these three sentences to become 3 columns.
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* Replace every “document” word with “DOC”.
* At the end of this line type the total number of words in this document.
* Modify the autocorrect options of this document to replace every “DOC” word with “DOCUMENT” and disable the grammar with spelling check.
* Modify Heading 1 to be blue in color, Font Calibri, 24 pt.
* Insert the title “First Set” to the first 5 numbered questions in this document and apply the same naming scheme for the remaining groups of 5 questions. Apply Heading 1 style to these titles.
* Insert a table of contents at the end of this document.
* Add a diagonal watermark to this document.
* Save the document, 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.