



Name: ..... ID: .....

1- Start a new document and enter the following text:

Water

Water is a resource of prime importance, without water we cannot survive.

Water is the secret of life. We need water for several purposes in everyday life,  
e.g.:

Industries.

Drinking.

Bathing.

2- Insert the special character © below the last paragraph, followed by your name.

3- Save the document with "your name" on the desktop.

4- Apply Bold and Underline formatting to the title.

5- Apply Italic formatting to the whole text except title.

6- Select the title and change its type to " Algerian" , its size to " 18pt" and its colour to " red".

7- Make the following changes to the remaining text: ( type=Tahoma, size= 14pt, and colour= blue).

8- Change the title to Uppercase.

9- Centre align the title, and justify the remaining text.

10-Alter the first line Indent to 2.5cm .

11-Apply Bullets button on the example of using water.

12-Insert header with the word " WATER", and footer with page number on the left.

13-Insert the following table with the same formatting:

Water source	
Oceans & Seas	96.5 %
Ice caps & Permanent Snow	1.74 %

GOOD LUCK ☺