



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 picture about water to the document.
- 14- Insert the following table with the same formatting:

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