



Participant's information: _____

Instructions

To begin with, read the entire task carefully. While performing the tasks, you may use handbooks, notes and help-functions..

The test files are found in:

Save all the test files to:

Save all files as **filename_lastname**. The filename is given in the task; "lastname" is replaced by your own last name.

Finally, make sure that you have completed each task and that you have saved your work to the correct folder. When finished, please return all papers to the supervisor

The examination time is 45 minutes.

Task

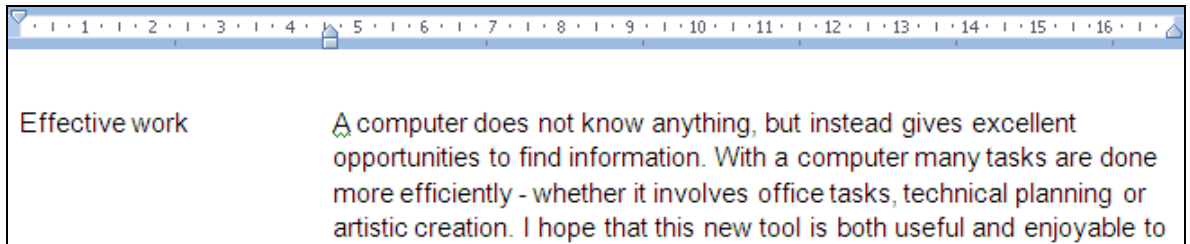
Your task is to finish a letter from a training organization to a potential student. To do that, open a file named **Examination**.

- Delete all unnecessary line changes from the text and after the main title.
- Write the following text, without frames, after the title.

A computer does not know anything, but instead gives excellent opportunities to find information. With a computer many tasks are done more efficiently - whether it involves office tasks, technical planning or artistic creation. I hope that this new tool is both useful and enjoyable to you. Now is also a good time to learn even more!

- Hyphenate the text and change alignment to justified.
- Highlight three important points with boldface.
- So far the document only has a main title. To add other subtitles, replace chapter numbers with subtitles Target, Result and Tool.
- The text is not indented. You need to add indentations, use hanging indent. Subtitles are positioned to the left margin (C0) and the text paragraphs are positioned to C2 (~4,6 cm).

An example of hanging indentation is in the following picture:



- Insert a suitable picture above the main title. Change the picture size so that it is approximately one quarter of the page width. However, do not change dimensions of the picture.
- Insert a header containing the company name, address information, page numbering and a date.
- Add your name as a sender to the end of the document.

Save the document as **Information_lastname** and print it.

Thank you for accomplishing the task. Please make sure to return all documents, attachments and printouts to the supervisor.