**Word - Text and Document Formatting**

1. Open a new Word document and type the text below and save into your Word Processing folder with filename 3\_Word\_Ex

Kingsley Leisure Centre

Kingsley Hotel, Carrigrohane, Cork City

021 - 4942020

leisure@kingsleyhotel.ie

Everyone looks to maintain or improve themselves in their own particular way, which is why The Health Club at The Kingsley Hotel offers so many different facilities and fitness classes to both members and guests alike.  
  
Become a member today, and you’ll soon be feeling the benefits from your choice of Boot Camp, core work, spinning, Pilates and boxing classes, as well as the use of our fully equipped and spacious gym, zero-impact Kinesis studio, 18x10m indoor heated pool and new Speedflex technology.  
  
HEALTH CLUB OPENING HOURS  
Monday to Friday: 6.00am – 10.00pm  
Weekends & Bank Holidays: 8.00am – 8.00pm

CHILDREN’S POOL TIMES  
Access to the pool area for children is restricted to 9.00am – 6.00pm daily.  
Children’s usage times are extended to 7pm during holiday periods. (Please call The Health Club for further details.)

All children under the age of 16 must be accompanied in the pool by an adult at all times.

1. Using the same file set the page size to A5 with margins 1.25cm and Landscape orientation.
2. Set the heading Kingsley Leisure Centre to Arial Black font size 24point and centre horizontally..
3. Set the address, telephone and email address to Arial size 14point and colour Red.
4. Set the line spacing of both paragraphs of text to one and half.
5. Set the style of the headings HEALTH CLUB OPENING HOURS and CHILDREN’S POOL TIMES to Heading 1. Modify this style to set the colour to Red.
6. Embolden the last sentence, set to italics and size 10point.
7. Put both sentences under the headings HEALTH CLUB OPENING HOURS and CHILDREN’S POOL TIMES to bullet points.
8. Save the file into the Word Processing folder with new filename 3\_Word\_Ex\_Modified.
9. Insert your name in the header, current date in the footer and print one copy.