

1. Create a new folder in your T:Drive, call it practice test 2
2. Open the document ~~Page 1~~ from your T:Drive
3. Insert a header (blank 3 columns) Place your Name, Class Group and Date in the Header
4. Insert footer in the document. Place page numbers on the bottom centre of the page (page x of y)
5. Delete the text 'If the summer is dry, water the layered plants occasionally' from the first line of the last paragraph in the first page.
6. Change the 'Nursery Notes text to Bold, Broadway font, size 18
7. Justify the text in the document
8. Apply Style Heading 1 to the subheadings in the document (paragraphs 1-7)
9. Place the 3<sup>rd</sup> paragraph in double line spacing
10. Insert the Text 'The layered plant can be left untouched until the following spring' after the last sentence in the first paragraph
11. Apply bullets of your choice to the first 5 paragraphs on page 1
12. Apply numbers to the paragraphs on page 2
13. On the print preview demonstrate how to print only the current page. Take a screenshot and paste this into a new Word Document
14. Save this document as Screenshot in your practice 2 folder
15. Insert the image 'Plants' from your T:drive at the end of the 2<sup>nd</sup> page
16. Resize this to 3cm in height
17. Centre the image on the page
18. Create a new blank page at the beginning of the document