

19. Insert a Table of Contents on your newly created blank document (Using the TOC facility). You should now have 3 pages in your document
20. Use spell check to correct errors
21. Proofread the document
22. Save the document as 'Plants' in your practice 3 folder
23. Print one copy of the file
24. In your named folder you should now have 2 files called Plants and Screenshot
25. You should have one print out containing three pages.