**Word Processing Cons of Office 365 Exercise**

**Topics**

* Page size and orientation
* Margins
* Borders
* Line spacing
* Indentation
* Hanging Indent

**Instructions**

1. Download the Cons of Office 365 from website.
2. Copy from Downloads folder on your computer to your Word Processing folder on CSN server.
3. Ensure the page is set to A5 size and set all margins to Narrow.
4. Ensure the page orientation is set to Landscape.
5. Increase the font size to 12point and underline all sub headings. (eg Subscription Based, Compatibility with Line of Business Applications, Can be hard to keep up with changing feature set…, etc)
6. Place a double line page border around the first page only.
7. Place a **dashed line border** including shading of **Orange, Accent 2** around the heading Cons of Office 365.
8. Set the line spacing of the paragraph beginning “Yes, we’re putting …” to 3.
9. Set a right indent of 1.25cm to the last paragraph. (eg “There certainly isn’t …”)
10. Set the line spacing of the paragraph beginning “The features in Office 365 …” to 1.15-line spacing.
11. Set a first line indent of 2 cm to the paragraph beginning “The problem with …”
12. Set a hanging indent of 2 cm to the paragraph beginning “There are options …”
13. Save the file including all completed instructions above into your Word Processing folder with filename Cons of Office 365 COMPLETE.