**Word Exercise**

1. Download the following file and save in your Word processing folder on the college server.
2. Open the following file **1 Word Processor – Definition and Uses**
3. Highlight the text **Definition - What does Word Processor mean?** - change the font to Arial Black size 24point. Change the text colour to Blue, Accent 1, Darker 25%.
4. Set the word **Definition** in the first sentence to uppercase.
5. Embolden the subheadings: **Word processors have the following main functionalities:** and **Advanced word processors, referred to as full-featured word processors, support additional features such as:**
6. Type **Microsoft Word** in front of the heading and use the type effects so it looks like **Microsoft Word**
7. Type your name underneath the last paragraph. Underline and place this your name in italics.
8. Type the following under your name using subscript and superscript formatting as follows:

A1 and A1

When complete save to your Word Processing folder with filename **1 Word Processor COMPLETE**