**Word Processing Pros of Office 365 Exercise**

**Topics**

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

**Instructions**

1. Download the Pros 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 A4 size and set all margins to 3 cm.
4. Ensure the page orientation is set to Portrait.
5. Increase the font size to 13point and embolden all sub headings. (eg Work Anywhere, Collaborate Easily, Always Have Access…, Mix and Match Plans, Subscription-Based…, Security Features)
6. Place a page border colour Orange, Accent 2 of width 3 points around the first page only.
7. Place a **double line border** including shading of **Green, Accent 6, Lighter 40%** around the heading Pros of Office 365.
8. Set the line spacing of the paragraph beginning “One of the biggest…” to double line spacing.
9. Set a left indent of 2 cm to the same paragraph. (as above “One of the biggest…”)
10. Set the line spacing of the paragraph beginning “Everyone who needs…” to 1.5-line spacing.
11. Set a first line indent of 1.5 cm to the paragraph beginning “With Office 365…”
12. Set a hanging indent of 1.5 cm to the paragraph beginning “There are several…”
13. Ensure smaller paragraphs are combined to form one paragraph under each subheading.
14. Save the file including all completed instructions above into your Word Processing folder with filename Pros of Office 365 COMPLETE.