**Word Processing Exercise**

1. Download the file “National Skills Strategy” and save to your Word Processing folder.
2. Set the page size to A5.
3. Set the page orientation to Landscape.
4. Set the top and bottom margin to 2cm with left and right margin set to 1 cm.
5. Place bullet points in front of the 5 key points beginning with “Quality and relevance….”
6. Set a first line indent of 1.5cm the paragraph beginning “After the recent….”
7. Set a hanging indent of 1.5cm the paragraph beginning “Ireland’s young…”
8. Set a left indent of 2cm the paragraph beginning “The youthfulness…”
9. Save with filename “National Skills Strategy COMPLETE”