**Word Processing Exercise**

1. Download the file “Useful Android Apps” from website.
2. Set the page orientation to Landscape.
3. Set the page size to A5.
4. Set the top and bottom margins to 2cm with the left and right margins set to 1.5cm.
5. Place an Art (Berry), 5 point border around the first page only.
6. Place a double border with shading of White, Background 1, darker 35% around the heading **“Useful Android Apps”**
7. Center the heading **“Useful Android Apps”.**
8. Set the heading “Useful Android Apps” to Arial Black size 14 point.
9. Place a check mark bullet in front of the words Dropbox, Plex and Pocket.
10. Embolden and underline the heading “Brief Description of each App” and set font size to 13point.
11. Set the sub headings “Dropbox App”, “Plex App” and “Pocket App” to Heading 2 style.
12. Set the line spacing to 1.5 for the paragraph beginning **“Dropbox remains…”.**
13. Place a hanging indent of 2cm on the paragraph beginning **“Plex makes…”**
14. Place a right ident of 3cm on the paragraph beginning **“You never have…”**
15. Insert a header in the top right section displaying your name.
16. Insert a footer containing the date(left section) and page number as X of Y(right section).
17. Copy the sub heading Brief Description of each App and place at the end of the file.
18. Delete the blank line between Pocket and first “**Brief Description of each App”** heading
19. Print one copy of all pages.
20. Save the file with filename **“Useful Android Apps – COMPLETE”** to your Word Processing folder on the CSN server.