1. Create a new folder in your T: Drive with your name and class group
2. Open the TECHTEXT2020 file. Using Calibri font, 20pts, type the following heading on one line only: TECH SECTOR IRELAND. Centre align this text.
3. Create a New Style, called MYSTYLES based on Heading 1, Arial Black, 18 pts, Bold, Underline and colour Blue.
4. Apply the style to the subheading (Education and Skills) only.
5. Select the remaining subheadings and apply a Blue, paragraph border that is double-lined, 1.5pts width and has paragraph shading accent Green (of your choice).
6. Insert a Page Number, Bottom of Page, Plain Number 1 to this document.
7. Change the Page Orientation to Landscape.
8. Insert a left-aligned header, with your full name and class group in it.
9. Save as a Word Template called WORDTEMP to your named folder on your T: Drive.
10. Using the Windows Explorer, Search facility, find the WORDTEMP template. Take a screenshot to show the details of the WORDTEMP document in your named folder in your T: Drive.
11. Paste the screenshot into a new Word document.
12. Insert a footer, left-aligned, with your name and class group and print ONE copy of this document.
13. Save As a Word document called SCREENSHOTS in your named folder on your T: Drive, then close it.
14. Open WORDTEMP Style template. Change the Page Orientation to Portrait and type the text below in Calibri font, 11pts:

Make your letters look aesthetically pleasing and formally correct by using our specially designed sample letter templates for letter writing. These word doc templates come in various designs depending on the type of letter you are interested to write. Labels such as address, date, and signature are added for you to put in and make your letters look interesting.

1. Using the Find and Replace tool, find the words ‘An Taoiseach’ and replace the word ‘Prime Minister’ in the letter.
2. Spellcheck and proofread the document.
3. Save the letter as a pdf document using the file name QUERIES in your named folder on the T: Drive.