

1. Create a new folder named "TechPlan" and download the document "Technology Ireland Plan" from my website and save into it this new folder.
2. Using the "Review/Track Changes" facility, set to Show Only Comments and Formatting in Balloons, make the following changes/comments:
3. Select the title "Technology Ireland Plan" and make it UPPERCASE and centre aligned.
4. Delete the word "drive" near the bottom of the first paragraph and insert "promote" instead.
5. Select the sub-heading "Action Plan" and set text to lowercase and centre-align.
6. Select the text from "Government and academia" to the end of the document and apply 1.5 line-spacing.
7. Use the Find/Replace facility to find the word "ICT" and replace with the words "Information and Communication Technology" throughout.
8. In first bullet point under the heading Action Plan, delete the word 'new' and insert 'current' instead.
9. Insert a diagonal Water mark containing the words "CSN ICT" using Arial Black typeface, 60 point.
10. Print ONE copy of the document with the suggested changes.
11. Turn off Track Changes.
12. Save As a Word document and call it "Technology Plan" in the folder in your T: Drive that you created earlier.
13. Select and copy all the text in the Technology Plan' document and paste it into a new blank Word file.
14. Using the Windows Explorer search facility find the "Technology Plan" document in your folder and take a screenshot showing all details such as filename, filetype, date, etc.
15. Paste the screenshot into the open file and save with filename "TechPlanPDF" as a pdf file.