

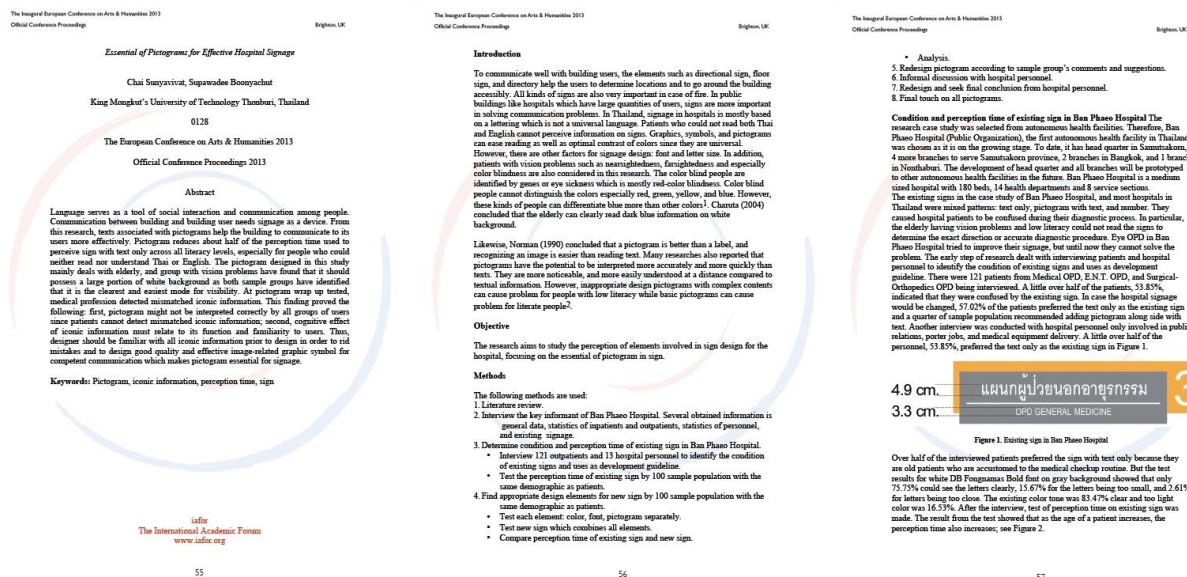
Exercise 1.1: Simple Formatting a Document

OBJECTIVE

- Students will get the overall picture of formatting a document using Microsoft Word
- Students will be able to predict the trend of www in the nearby future.

TASK

- Load the starting file from the web
- Using Microsoft word to format the document as shown in the sample below:



- The main font for the documents is Times News Roman 12 point.
- Save your formatted document as a file named as **WS1-1-xyyy.docx** (where xx if first 2 digit of your student ID and yyy is last 3 digits of your student ID.)

SUBMISSION

- The PDF File (i.e. **WS01-yyxxx.pdf**)
- Submit your file by attached e-mail to ijitdula@gmail.com give the subject of the e-mail as **SS009-Ex-01-1-xxxxxxxxxx** (Where xxxxxxxxxxxx is your student ID)
- Students who copy others student works will be get **ZERO marks** for the exercise.

DUE DATE

- Wednesday 11th March 2020 - 14:20 hrs