

Exercise 1.2: Styles & Templates**OBJECTIVE**

- *Students will get the overall picture of formatting a document using styles & template in Microsoft Word*
- *Students will be able to use templates and styles to format documents*

TASK

- **Load** the starting file from the web (SS009-EX1-2.docx)
- **Create** style to format the document and save as a document template (dotx) named as **WS1-2-xyyy.dotx** (where xx is first 2 digit of your student ID and yyy is last 3 digits of your student ID.)
Note: you can design the format of the document (font, color, paragraph, margin, alignment, etc.) as you wish
- **Apply** the styles from the template to the starting files
- **Save** your formatted document as a file named as **WS1-2-xyyy.docx** (where xx is first 2 digit of your student ID and yyy is last 3 digits of your student ID.)

SUBMISSION

- Two files i.e.
 - the DOTX File (**WS1-2-xyyy.dotx**)
 - the DOCX File (**WS1-2-xyyy.docx**)
- Submit your file by attached e-mail to ijitdula@gmail.com give the subject of the e-mail as **SS009-Ex-01-2-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 - 17:20 hrs