

Word Formatting Excercise



Word Formatting Exercise

You are an HR manager preparing a detailed employee report for a company. You need to create a formal document, but you want to make it visually appealing and easy to read.

Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4). For instance, you use bold fonts for headings and clear, readable fonts for the body text.

As you continue working on the report, you create a table to display employee information such as name, address, basic pay, and department. This table ensures the data is clear and easy to read.

The document should include

- a) A bulleted or numbered list
 - b) A table containing name, address, basic pay, department as column heading.
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To make the report more visually interesting, you insert a Clip Art image of a lion, symbolizing the company's strength and leadership.

So your document should include-

- a) A picture of lion using clip art gallery
 - b) An example of word art
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Next, you add a WordArt title to make the report more creative and professional. You also insert a

- a) header with your name and
- b) The current date, so it's easy to identify the document.

Finally, to ensure the report is well-organized, you add pagination in the footer so readers can easily navigate through the pages.

By following these instructions, you will not only demonstrate your technical skills in Microsoft Word but also your ability to create a visually appealing and well-organized document.

End of Assignment

You can download and print this assignment.

Submit the completed assignment at: poc@cbitss.org

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