



## WORKSHOP

### MICROSOFT OFFICE WORD - SHIPPING, FINANCE & MANAGEMENT SKILLS

#### TUTORIAL CASE – Preparing an assignment

You have been asked to prepare an assignment on the dry bulk sector's market outlook. You have gathered the information you need in a Word file and you are ready to edit it with the following changes:

1. Make the first two titles bold, italicized and underline them.
2. Shade the first Paragraph and change the text color.
3. Clear the aforementioned formatting.
4. Apply the 'Heading 1' Style to all titles in the text.
5. Modify the Style only for this document.
6. Undo the modification.
7. Redo the modification.
8. Create a New Style to apply to the main title.
9. Select all titles of the same Style and remove Style formatting.
10. Apply a document theme of your choice.
11. Insert page numbers.
12. Go to page 2, insert a blank page and change the page's orientation to landscape.
13. Insert the picture named 'dry bulk' (stored in your files) and crop it. Enlarge the photo.
14. Insert an online picture. Try different text wrappings.
15. Insert a cover page that derives the title from the main document title.
16. Create a Table of Contents.
17. Move the last paragraph of the document to the first page. Update the Table of Contents.
18. Insert a border around the page and a watermark.
19. Set your keyboard to automatically switch to match the language of the surrounding text.
20. Restrict Editing to Secure the Document.
21. Stop the Protection.
22. Save the Document as a PDF File.