“MS Word, Excel and Access” Online Course
Assignment 1-Completing the Word Processing Cycle

Please format the text located on page two of this document. Complete steps 1-13.

1. Complete spell check and grammar check.

2. Print the document to a file.

3. Indent each paragraph and change the paragraph line spacing to 1.5.

4. Underline the word Gateway.

5. Center the text vertically.

6. Set all margins to 1 inch.

7. Put your name and date in the footer.

8. Create a heading using Gateway Tour Host.

9. Place a 3 inch line between the Heading and the body of the text.

10. Center the line horizontally.

11. Insert one graphic after the text-center horizontally.

12. Change the font size to 13 and the font type to Arial.

13. Apply a red 3D Border to the entire page.
Tour prices include all transportation, hotel accommodations, meals as listed in the itinirary, travel documents, information on sights listed, services of a Gateway Tour Host, a Gateway travel bag, all luggage handling and service charges, and all taxes and gratuities except for the customary gratuities to your tour guide. (These gratuities are strictly voluntary and should be extended on an individual basis, not as a group.)

Not included in the tour price are incidentl hotel charges, such as phone calls, room-service charges, and the like. These charges must be paid by you prior to to checking out of each hotel.

If you plan to arrive before the tour departure date or stay after the tour has ended, please inform Gateway at the time of the booking. If you decide to stay on once the tour has begun, notify the hotel as soon as possible to ensure a vailability.