

HOMework WEEK 3

Requirements: Students create a new folder **CLC_W3_Name_ID** in any location to save files. After finishing all the exercises, zip this folder and upload the zip file to the E-learning system.

1. Open the file *Data2_Tuan3.docx*. Insert the section break *Next Page* before the heading “*Thông tin thêm*”.
2. Change the orientation of section 1 to *Landscape*.
3. Change the margin of section 1 to *Narrow*.
4. Change the size of the document to *A4*.
5. Divide the paragraphs from “*Được mệnh danh là...*” to “*...nước ấm quanh năm*” into two columns with corresponding widths *4”* and *5.8”*, with the line between columns.
6. Apply the theme *Metropolitan* to the document.
7. Change the theme colors to *Yellow*.
8. Change the theme fonts to *Calibri Light-Constantia*.
9. Apply the page border *Shadow*, color *Gold*, Accent 1, *Lighter 40%*, width *3pt* and measure from text.
10. Apply the page color with two colors *Red*, Accent 5, *Lighter 80%* and *White*, *Background 1* according to *Diagonal up*.
11. Insert a watermark to the document with the text “*Xách balo lên và đi*”, horizontal text, size *54*, font name *Times New Roman*.
12. Save as the file *BTVN_W3.docx*.