

HOMework WEEK 5

Requirements: Students create a new folder **W5_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 *Data3_Tuan5.docx*. Change the spacing after all paragraphs to **12pt** but do not add spacing between paragraphs of the same style.
2. Change the line spacing of all paragraphs to **1.2 lines**.
3. Format the paragraphs from “*Lưu trú tại khách sạn...*” to “*...suốt cả chuyến du lịch*” to prevent page breaks in the middle of the paragraphs.
4. Format the paragraphs from “*Lưu trú tại khách sạn...*” to “*...suốt cả chuyến du lịch*” so that they are always on the same page.
5. Change the indentation of the paragraphs 2 and 3 in the document to **1"** for left and right indention, **0.5"** for first line.
6. Set Tab to the paragraphs after the heading “**HƯỚNG DẪN CÁCH ĐẶT KHUYẾN MÃI NÀY:**” as follows: one left tab at **1.5"**, one left tab at **2.5"** with tab leader dotted, one right tab at **4.5"** with tab leader dotted.
7. Clear the first left tab of the paragraphs after the heading “**HƯỚNG DẪN CÁCH ĐẶT KHUYẾN MÃI NÀY:**”.
8. Change the paragraphs from “*Combo bao gồm:...*” to “*... hồ bơi nước ấm, phòng gym*” to bulleted list. Decrease one level for the lines 2, 3, 4 and 5. Change the bullet of the lines 2, 3, 4 and 5 to the picture *LuckyStar.png*.
9. Change the paragraphs from “*Vé máy bay khứ hồi...*” to “*...bay cuối tuần*” to the numbering list starting with 3.
10. Change the list from “*Áp dụng cho đặt phòng...*” to “*...2/9/2018*” to normal text.
11. Save as the file *BTVN_W5.docx*.