

## HOMework WEEK 9

**Requirements:** Students create a new folder **W9\_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\_Tuan9.docx*. Insert the cover page *Austin* to the document. Enter the text to the cover page as follows:
  - a. Enter the text “*Giờ Trái Đất*” to the field *Title*
  - b. Enter the text “*Earth Hour*” to the field *Subtitle*
  - c. Enter the text “*Wikipedia*” to the field *Author*
  - d. Delete the field *Abstract*
2. Insert the section break *Next Page* before the headings “*Biểu trưng chính thức*”, “*Tham khảo*”.
3. Change the wrap text of the picture in the document to *Tight*.
4. Change the position of the picture: Align it right to margin horizontally (Align to Margin).
5. Change the position of the picture: Align it top to margin vertically (Align to Margin).
6. Insert the header *Motion (Odd Page)* only to the odd pages of the document.
7. Insert the header *Motion (Even Page)* only to the even pages of the document.
8. Change the header of the document so that the page numbers are as follows:
  - a. Section 1 started with 1.
  - b. Section 2 started with 2.
  - c. Section 3 started with 6.
9. Insert the footer *Filigree* to the document.
10. Save as the file *BTVN\_W9.docx*.