

Type the following text, equations and table using Microsoft Word. Type using the New Times Roman font, size 12 points unless stated otherwise. Do **NOT** type anything shaded

My Word Experience (font: bold, underline, 14 points)

My Name : **your name** (font: Tahoma, bold, 14 points)

My Student Number : *your number* (font: Courier New, italic, 14 points)

My Computer No. : computer no. (font: underline)

Date : **insert today's date** (font: bold)

During the GE 204 labortory, I have just learned how to use Microsoft Word for my word procesing needs. Some of the things which I am able to do are:

- Using different fonts like New Times Roman, Arial, Courier New and Tahoma
- Using standard font attributs such as **Bold**, *Italic*, Underline or even *mixing different types*
- Using more advanced formatting techniques such as underline type, ~~strikethrough~~, inserting symbols (e.g. Δ , α), subscript and superscript
- Adjusting the page margins to: left = right = 2.0 cm, top = bottom = 3.0 cm
- Justifying my baragraphs and using 1.5 line spacing
- Drawing a table like the following:

Student Credits Hours		
Student Number	Term Credits	Total
421000000	16	24
420000001	19	35

- Writing equations such as: $y = \sqrt{(x-4)^3}$, $z = \int_{-\infty}^{\infty} \frac{t}{2\alpha} dt$
- Spel checking my documents
- Save my document as “zza****” in the *ge204t* folder on drive C (where **** represent the last four digits of my student number)