**Keyboarding and document process**

**CBUS 234**

**Work sheet (6)**

**-** Open **Microsoft word** and apply these instructions:

1. Type the following text:

Cloud Computing

Cloud computing is a recently evolved computing terminology or metaphor based on [utility](http://en.wikipedia.org/wiki/Utility) and consumption of [computing resources](http://en.wikipedia.org/wiki/Computing_platform).

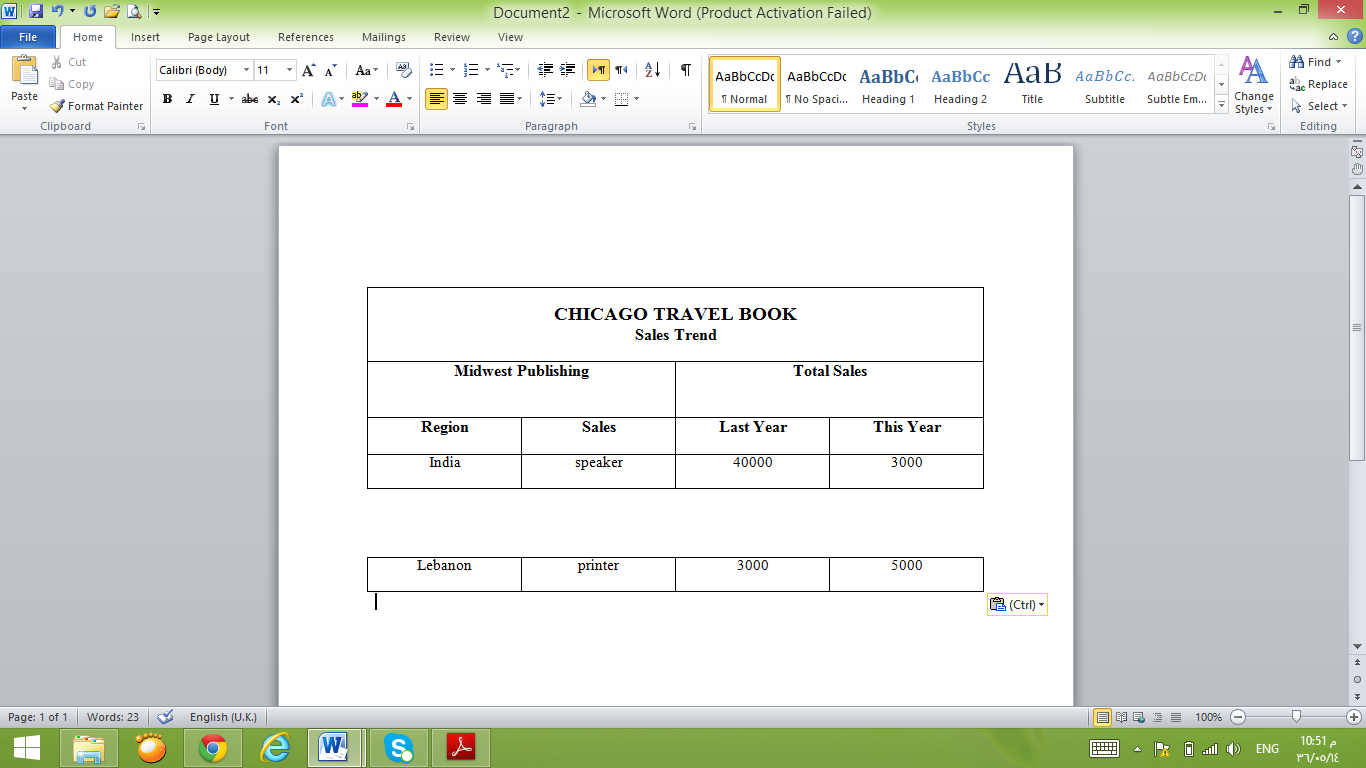
1. Change the page size to **A4**.
2. Change the page Orientation to **Landscape.**
3. Change the line spacing to **1.5.**
4. Format the text to the following:

**Font:** Arial

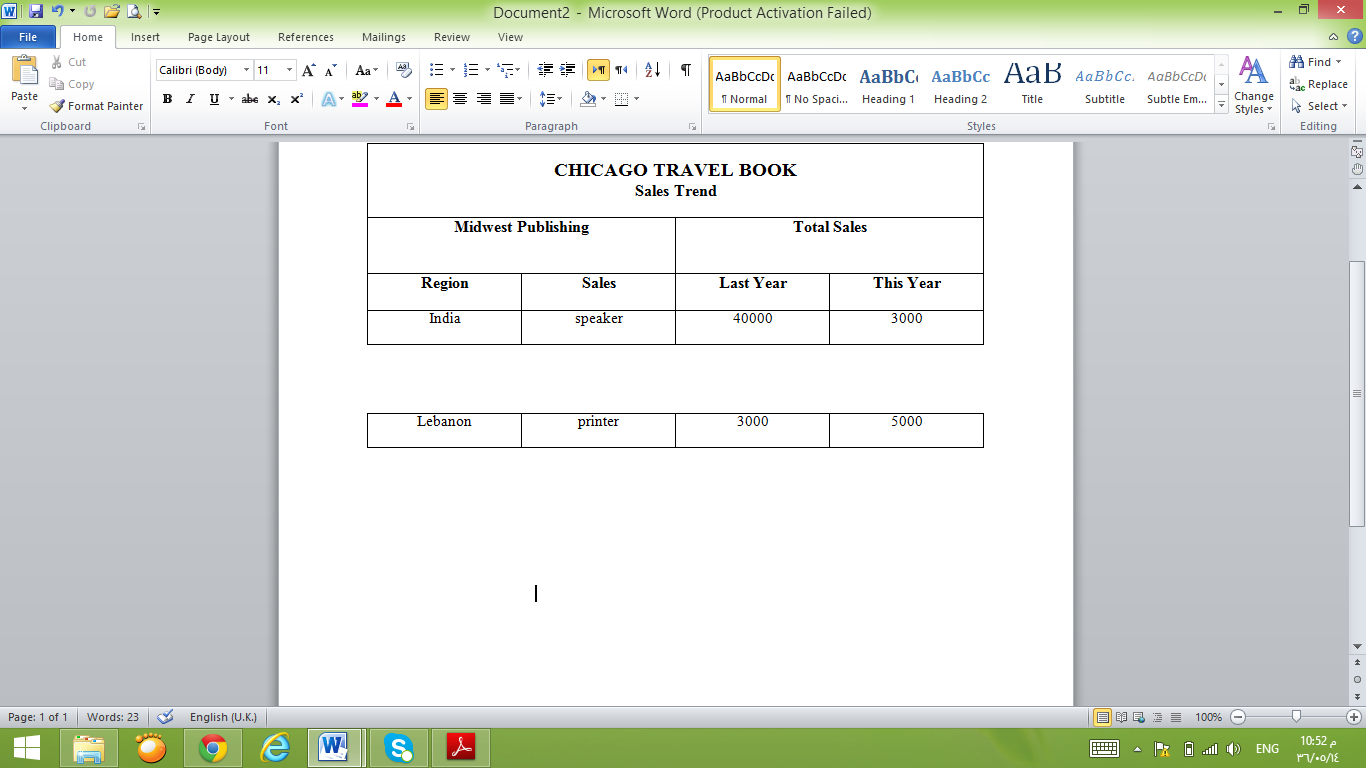
**Font size**: 16

**Align:** Justify.

1. **Bold** and **underline** the heading (cloud computing).
2. Change the **color** of the heading (cloud computing) to **Red**.
3. **Align** the heading (cloud computing) to **center**.
4. Insert **border** to the page.
5. Insert a page number at the bottom of the document and except the first page.
6. Insert **table** as shown below:



1. Insert a **row** at the **bottom** of the table as below:



1. **Sort** the total sales in the table in **ascending** order.
2. Insert a **note** **row** with the following note :

**Note: Read page 2**

1. Delete the fourth row of the table.