1. Type the following passage exactly as it appear into a word processor and save it as A:Sirname 1. (20mks)

Ways to share information in word

There are many different ways to share information between office programs. You can make your decision based on how you want the information to appear in the program, whether you want the information updated when it changes and when you want to shave the information's with.

TO	USE
Make copy of information that appears in one Program and paste it into another program.	Copy and paste
Quickly copy or move information between two open files	Drag-and-drop editing
Use a file created in another program	Import and export
Create a jump to information in one program and represent it with coloured and underlined text or a graphic	Hyperlink
Copy information from a file created in another program so that you can easily edit the data in the source program without leaving you current document.	Embedded object
Make information available in a public place	Post to a public folder on Microsoft exchange server
Share a file with others so they can review and make comments.	Route a file in e-mail
Send a file to others	Send a file in e-mail.

For more information, use the office assistant or the help index to search for the feature in the use column above that you want to know more about.

b) Centre the heading and apply border and shading on it. (5mks)

c) Double line space the whole document. (2mks)

d) Double indent second paragraph by 1-5' (5mks)

e) Set margins as follows

    (i) Left margin 2' (2 mks)

    (ii) Right margin 2.5'. (2 marks)

    (iii) Top margin 2'. (2 marks)

    (iv) Bottom margin 2.5' (2 marks)

    f) Insert document header as BUTERE DISTRICT MOCK. (5mks)

    g) Insert document footer as STRONGER. (5mks)

    h) Save the passage as A:SIRNAMES 2

    (i) Print surname 2 and surname 1