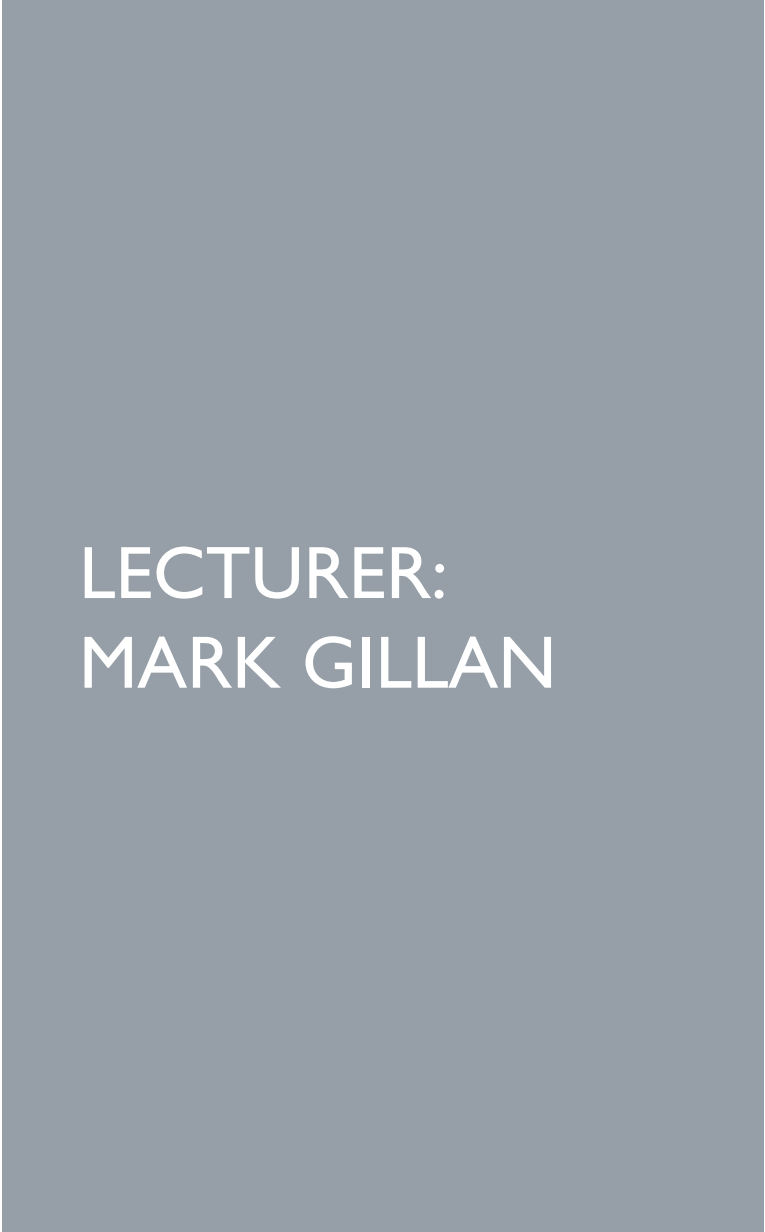


WORD PROCESSING ASSIGNMENT WITH LEGISLATION RESEARCH



LECTURER:
MARK GILLAN

RESEARCH AND WORD PROCESSING ASSIGNMENT

- Research the most recent legislation for working with computers
- Ensure your research includes the use of display screen equipment, copyright, patents, data protection (GDPR)
- Present your findings within a Word Processed document with headings and sub-headings using styles
- Edit styles to provide Headings using Arial 18 pt Bold Italics, sub headings need to use Arial 14 pt Bold, normal text Arial 12 pt
- Headings and Sub-headings always needs to stay with the next paragraph, formatting controls must ensure this happens
- Incorporate the following into your document at any place you choose, ensuring you make use of:
 - Bullets and Numbering
 - Columns (2 columns)
 - Tables
 - Page Break
- Indent the first line of each paragraph by 3.5 cm and provide for 1.5 line spacing throughout each paragraph
- Each paragraph needs to be formatted to have spacing of 8 pt before and 12 pt spacing after each
- Insert relevant images with text wrapping tight around the text, at least one image to the left of the page and one image to the right of the page, all images to have sizing of 2 cm width and 2 cm height
- Save the word processed document as a Microsoft Word document, naming the file: legislationwp
- Place the file into a new folder named: wpapp
- Create another copy of the file and password protect with: wcs
- Save the password protected document as a Microsoft Word document, naming the file: lawprotected
- Ensure all your files and folders for this unit are kept within a folder named: YourName_FIK811